

**THOMAS JEFFERSON
SCHOOL OF LAW
STUDENT HANDBOOK
2011 - 2012**

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I. LAW SCHOOL RULES AND REGULATIONS

A. Maximum and Minimum Hours Permitted

Full-time students may not take fewer than 12 credit hours or in excess of 17 credit hours per semester. Part-time students may not take in excess of eleven credit hours per semester and should generally take at least seven credit hours per semester. Neither full-time nor part-time students may take in excess of eight credit hours during the summer session.

B. Employment Rules for Full-Time Law Students

Under no circumstances may a full-time student work in excess of 20 hours per week. This restriction does not apply to the summer program.

C. Registration by Transfer Students

Transfer students may receive an evaluation of their transcripts to determine the number of credit hours and required courses for which they will receive transfer credit by contacting the Director of Academic Administration. For more information, please see the Transfer of Credit Policy, contained as Appendix C in the Appendices portion of this handbook. Transfer students should contact the Director of Student Services to discuss their proposed course of study.

D. Attendance/Preparedness

The ABA requires “regular and punctual class attendance.” To satisfy this requirement, Thomas Jefferson School of Law (the School) has adopted the following policy:

1. Students must attend and be prepared for all classes in order to receive credit for a course. Professors cannot excuse absences. A student will be considered absent if:
 - a. The student is absent for all or a substantial part of a scheduled class session, including scheduled conferences and other class activities; or
 - b. The student is determined by the instructor to be unprepared for the class. A student who is unprepared and notifies the instructor prior to the beginning of class will be considered absent. A student who is unprepared and does not notify the instructor prior to the beginning of class will be considered absent and may also have his/her course grade lowered. Students are responsible for understanding their instructors’ unpreparedness notification policy, which generally appears in the course syllabus or is announced by the instructor at the outset of the course (e.g., some instructors will require that students sign an unprepared registry, while others may require notification by other means, such as email).

Each time a student who did not so notify the instructor prior to the beginning of class is determined by the instructor to be unprepared for class; the student’s course grade may be lowered by 0.1, in addition to the student receiving an

absence. On the third such occurrence (second in summer session), the student is subject to being withdrawn from the class.

2. A student, other than a first-year student, who exceeds the grace number of absences in any class, may be automatically withdrawn from the class. A first-year student who exceeds the grace number of absences in a class may receive a grade of Auto-F (0.0) in the class. A student must be prepared to justify any absences to the Registrar. Because the School recognizes the need to miss class for emergencies and health reasons, a student is permitted the following number of absences before being required to justify their absences to the registrar:

	Class meetings per week	
	1	2
Permitted number		
Spring/Fall	2	4
Summer	1	2

3. Withdrawal may result in delayed graduation or other adverse consequences. First-year students may not drop any required first-year course, except in the case of a transfer from the full-time program to the part-time program. A student who wishes to transfer programs should meet with the Director of Student Services. A student who withdraws from any first-year course without permission may be administratively withdrawn from all classes.
4. Waiver of disqualifications:
A student who has exceeded the grace number of absences will be informed by letter and given a time period in which to respond. The student may then, within the period specified, petition the Registrar in writing for a waiver of automatic withdrawal or failure (Auto-F). A waiver will be granted only where a student's documentation demonstrates good cause for all absences and only when the total number of absences accrued is not excessive. Adequate documentation is required. Grade penalties may be applied for excessive absences at the discretion of the instructor.

E. Electronic Devices

Unless approved by the Student Services Office in conjunction with a documented disability, the use of electronic devices other than a laptop computer, including recording devices incorporated within a laptop computer, may be used only with the permission of the professor. Cellular phones must be turned off during all class sessions.

F. Recording Classes

Classes at Thomas Jefferson School of Law are for the benefit of the School's students only. Classes may be recorded only if the professor expressly grants permission or as may be required to accommodate a disability as authorized by the law school. Professors may limit and place restrictions on the use of any such allowed recordings. Any unauthorized recording or use is a violation of the School's Student Code of Conduct and constitutes grounds for sanctions up to and including dismissal from law school.

G. Character and Fitness

Students have a continuing obligation to report to the law school matters that may reflect upon their character and fitness to practice law. This includes, but is not limited to, an obligation to report: criminal charges, arrests, indictments, convictions, or investigations; civil law or local ordinance violations; payments of restitution; disciplinary actions; formal accusations of dishonesty or a violation of trust; and delinquencies regarding financial obligations. Reports should be made to the Director of Student Services.

II. GOOD STANDING, PROBATION, DISMISSAL, WITHDRAWAL AND READMISSION

A. Good Academic Standing

A student is in good academic standing when the student's:

1. cumulative GPA is 2.00 or better in all courses, and in all doctrinal courses, subject to the first-year curve;
2. cumulative GPA is 2.00 or better in all courses completed; and
3. semester GPA for the immediately preceding semester is greater than 2.00 (provided that a student who has earned 60 or more units will remain in good academic standing so long as his or her cumulative GPA is 2.00 or better).

B. At-Risk Status

A student will be considered "At-Risk" in the following circumstances:

1. the student has completed one semester of law school and has a GPA of less than 2.2; or
2. the student has completed more than 27 units and has a course grade of less than 2.0 in a required course and has not either:
 - a. retaken the course and received a grade of 2.0 or higher, or
 - b. received a grade of 2.2 or higher in the second semester of a two-semester course (excluding Legal Writing).

C. At-Risk Requirements

1. A student who has completed one semester of law school with a GPA of less than 2.2 is required to fulfill the following conditions before commencing the third semester of law school:
 - a. participate in good faith in a mandatory program of practice essay exam writing to be administered in the writing lab that will include a minimum of four one-hour essays in the subject areas in which the student is currently enrolled;

- b. achieve a minimum score of 70 percent on a 100 Multi-State bar question test with all questions limited to courses that the student has taken; the student will be able to re-take the test as often as necessary to achieve the required score; and
 - c. attend or view on video all Summit Program presentations.
2. A student who receives a course grade below 2.0 in a required course must:
- a. after obtaining 27 units, re-take that course during the next semester (excluding summers) in which the course is offered (assuming space availability); and
 - b. obtain a grade of 2.0 or higher, provided that students receiving a grade below 2.0 in the first semester of a two-semester course (*i.e.*, Civil Procedure I, Contracts I, Constitutional Law I, Property I, Torts I) other than Legal Writing may proceed to the second semester of the course and need not re-take the first semester if the student obtains a course grade of 2.2 or higher in the second semester of the course.

There is no time constraint on the satisfaction of this requirement, other than the general limitation that full-time students must earn their degree within five years of when they began their law study, while part-time students must complete theirs in six. However, no student may graduate without having satisfied this requirement.

D. Academic Probation

A student is on academic probation in any of the following circumstances:

- 1. the student was admitted on probation;
- 2. the student has completed one semester of law school and has a GPA of less than 2.0;
- 3. the student has completed two or more semesters of law school, but fewer than 28 units, and has a cumulative GPA below 2.00, or a semester GPA below 2.00 as of the end of the immediately preceding semester;
- 4. the student has completed more than 27 units, but fewer than 60 units, and has a semester GPA below 2.00, as of the end of the immediately preceding semester;
or
- 5. the student is permitted to continue law school after being subject to academic dismissal.

E. Probation Requirements

A student on academic probation must satisfy the following criteria:

1. A student admitted on probation must satisfy the criteria, specified at the time of admission.
2. Students on academic probation after the second semester, but before accumulating 27 units, must have a semester GPA above 2.0 in the third semester.
3. A student with 27 or more units, and fewer than 60 units, who has a semester GPA below 2.0, must receive a semester GPA above 2.00 in the following semester.
4. A student permitted to continue law school after being subject to academic dismissal must satisfy the conditions specified at the time the student is permitted to continue in law school.

F. Academic Dismissal

A student will be notified that he or she is subject to academic dismissal when:

1. the student is on probation and fails to satisfy the probation requirements during the time specified;
2. at the conclusion of the fall or spring semester in which the student first attempts courses that, when combined with courses taken in any previous semester(s), would provide the student with greater than 27 units: the student has a cumulative grade point average below 2.00 in:
 - a. all courses graded on the first-year curve; and
 - b. all doctrinal courses graded on the first-year curve;
3. at the conclusion of semesters subsequent to the semester referred to in F.2., the student has a cumulative grade point average below 2.00 in all courses taken to date; or
4. after attempting more than 27 units, the student completes two consecutive semesters, not including the summer session, not in good standing.

G. Special Circumstances Petition

1. Any student who is subject to academic dismissal will be dismissed from law school unless the student files a Special Circumstances Petition within the time period specified in the notification to the student that he or she is subject to dismissal.
2. A Special Circumstances Petition must:
 - a. be in writing and submitted to the Director of Academic Administration;

- b. explain why the student's poor performance is attributable to unusual circumstances not likely to recur, such as an illness, family emergency, or other temporary situation; and
 - c. demonstrate that these circumstances no longer exist and that the student therefore will achieve good standing at the end of the upcoming semester, if he/she is permitted to continue.
3. No special form is required for the Special Circumstances Petition and the student is free to include supporting documentation.
4. Special Circumstances Petitions are considered by the Faculty Dismissal Review Committee, which usually meets shortly after the date on which petitions are due. The Committee will review each student's academic performance; input from the faculty and staff; and any Special Circumstances Petition that the student may file, including attached documentation, in determining whether the student may continue in law school.
5. The committee's decision is mailed to the student with the signature of the Associate Dean for Academic Affairs to preserve the anonymity of the committee.
6. The committee's granting of a "Special Circumstances" petition generally allows the student to continue in school without any interruption attributable to the dismissal. In most cases, however, the Committee will place the student on continuing probation, specifying conditions that must be met in order for the student to return to Good Academic Standing. The Committee, for example, may require the student to re-take certain classes and obtain a certain minimum GPA above 2.00.
7. There is no appeal of the committee's decision. A student whose petition is denied shall be dismissed from the School and must stop attending classes.
8. Reservation of Rights. The School reserves the right to dismiss a student at any time in its sole discretion for academic or disciplinary reasons. In the exercise of this prerogative, the law school attempts to analyze the totality of the circumstances in light of its ethical obligation not to continue the student beyond the point where it becomes clear that, for whatever reason(s), the student is not succeeding in law study. In this regard, it should be remembered that the longer the period of law study involved, the more conclusive the student's record becomes.

It must also be recognized that a student generally cannot perceive at the time that academic dismissal is in his or her own best interests. Consequently, academic dismissal is not a matter open to debate or negotiation by the student involved. The School can and must exercise its sole discretion in this matter. Continuation in school is not and cannot be "a matter of right" to the student involved.

H. Satisfactory Academic Progress

In order to be permitted to continue studies at the School a student must consistently be making meaningful progress toward achieving his or her degree. These requirements include both a qualitative measure of the student's progress, as measured through a cumulative grade point average, and a quantitative measure, such as a maximum time frame for completion.

1. By the end of the second academic year, each student must have an academic standing consistent with the graduation requirement.
2. To qualify for academic progress, the School sets a maximum time frame in which a student is expected to graduate.
3. As soon as it is clear that a student will not graduate within this period, the student becomes ineligible for financial aid.
4. Satisfactory academic progress is evaluated both in terms of units and grades received. Failure to attain the required semester and cumulative grade point averages will result in academic dismissal under the regulations described in Section F. Additionally, at the end of one calendar year from the date commencing studies at the School, a student will generally be administratively dismissed unless he/she has completed the following minimum number of units:
 - a. 24 units for a full-time student;
 - b. 20 units for a student who attended only one semester as a full-time student and the rest of the year as a part-time student; or
 - c. 16 units for a part-time student.

Although these unit requirements are for specific use in evaluating academic progress in the first-year of law study, satisfactory academic progress is a continuing requirement throughout the study of law, and students who have advanced beyond their first calendar year at the School may be dismissed for their failure to satisfy this requirement.

I. Voluntary Withdrawal and Leaves of Absence

1. A student in good standing may withdraw from school or request a leave of absence for one semester or for one calendar year (from the beginning of the semester) by written petition to the Director of Student Services at any time prior to the final examination period. The petition will be granted only for good cause. Note that longer leaves may be permitted, but the student risks losing credit for courses already completed.
2. A first semester student who voluntarily withdraws after the first three weeks of the semester must reapply to the Admissions Committee before returning to law school.

3. A student who has not completed one semester of law school is not eligible for a leave of absence.
4. A student who has not obtained at least 28 units may NOT withdraw from any required course unless:
 - a. the course is being taken during the summer session;
 - b. the student switches from a full-time to a part-time program; or
 - c. the student withdraws from all required courses in which he or she is enrolled for that semester.
5. Any student who withdraws will receive an automatic F for all examination and course grades if:
 - a. the school is not notified of the intent to withdraw before the final examination period; or
 - b. if the request to withdraw during the final examination week is denied, and the student does not take the final examination.
6. For purposes of calculation of the institutional refund policy, the effective date of withdrawals is the date a written request is received in the Registrar's Office. See Refund Policy, Appendix II.
7. Students who find they must withdraw because of financial difficulties are urged to contact the Financial Aid Office before taking action to ensure that they have considered all the Financial Assistance Programs that are available to them.
8. Any balance due on a student account becomes due in full upon withdrawal.
9. If a student withdraws after the refund/credit period and the student's account has been paid in full, the student can petition the Registrar for Dean's Credit at the time of withdrawal to be applied the next time that the student accrues a tuition charge.
10. The School's leave of absence policy does not reflect an "approved leave of absence" as determined by the Department of Education for financial assistance purposes, and therefore does not exempt students from federal Return of Title IV Funds requirements.

J. Readmission

1. **Readmission After Withdrawal**
A student who has withdrawn from the School and seeks to return should request readmission in writing. The request should be sent to the Associate Dean for Student Affairs who will forward it to the Admissions Committee for

consideration. The Admissions Committee may permit students to re-start their law studies when extraordinary circumstances are present. The transcript for any student will reflect all courses in which the student enrolled and any grades received.

2. Readmission After Academic Dismissal

- a. An individual who wishes to be readmitted after academic dismissal must petition the Admissions Committee directly. The petition should demonstrate that the student possesses the requisite ability to complete law school and that the prior dismissal was the result of circumstances other than lack of ability. The petition for readmission should be directed to the Associate Dean for Student Affairs for processing and delivery to the Admissions Committee.
- b. The Admissions Committee may, after reviewing the readmission petition:
 - 1) reject the application for readmission; or
 - 2) set conditions which must be met for readmission; or
 - 3) admit the petitioner subject to other conditions, such as that certain courses be repeated or that special grades and averages be achieved.
- c. The Director of Academic Administration will notify the petitioner of the decision of the committee, which will be considered final in cases involving readmission.

III. EXAMINATION POLICIES

A. Anonymous Grading

1. In order to preserve anonymity in examination grading, every student is assigned a different exam number each semester. The exam number is to be used on every graded examination or paper in lieu of the student's name unless the syllabus indicates that non-anonymous grading applies.
2. Your exam number may be viewed on MyVillage. With appropriate ID, the Registrar's Office can provide a student with the student's assigned exam number.
3. Students who do not use their assigned exam number may experience a delay in the posting of their grades.
4. With the prior approval of the Associate Dean for Academic Affairs, an instructor may grade a course on a non-anonymous basis. Instructors are expected to

announce the grading policy for the course in their syllabi and on the first day of class. If there is any doubt, the student should ask the instructor.

B. Midterm Examinations

1. Scheduling

Midterm examinations may be given at the option of the instructor and are generally announced by the instructor in the syllabus for the courses. Midterms are administered over a two day period.

2. Percentage of Final Grade

If graded midterms are given in Civil Procedure I, Civil Procedure II, Contracts I, Contracts II, Criminal Law, Property I, Property II, Torts I, or Torts II, the examination must count for not less than five percent and not more than fifteen percent of the final course grade.

3. Re-Scheduling Midterms

Students generally may not re-schedule a midterm for non-emergency reasons. If an emergency arises contact the Director of Academic Administration requesting that the exam be re-scheduled. The petition should include all necessary documentation. In general, re-scheduled midterms must be taken as soon as possible after the regularly scheduled time, preferably within 24 hours.

4. Waiver

In the event that a student is unable to take a midterm examination, the student must submit a petition to the Director of Academic Administration requesting a waiver of the midterm. This petition must be submitted as soon as the student becomes aware of the relevant circumstances (and no later than 24 hours after the administration of the midterm) and should indicate the class section and instructor of the missed examination and the reason for the absence along with appropriate documentation.

Upon approval of the petition to waive the midterm examination grade, the petitioners' final grade in the course will be determined solely upon the remaining graded components of the course.

In the absence of a timely petition to waive the midterm grade, or upon denial of such petition, the student will receive no credit for the missed mid-term examination.

C. Conflicts

Students are responsible for avoiding examination conflicts when registering for classes. An exam will be rescheduled because of a conflict only if the student has

1. two exams that are scheduled for overlapping times; or
2. three or more exams within a 24-hour period. Having two examinations on the same day, but at different times, does not constitute a conflict. Re-scheduled exams must be scheduled as soon as possible after the regular administration of

the exam, which may be later the same day.

Questions or concerns regarding possible conflicts in an exam schedule should be directed to the Director of Academic Administration.

D. Final Examinations

1. Scheduling

- a. The final examination usually will not be given on the same day of the week or at the same time that the student's class section met. Note that a day class may have a final examination on a night or weekend day.
- b. Because examination scheduling involves a number of factors including the availability of rooms and proctors, instructors do not have the authority to reschedule examinations, even with the unanimous consent of the class.

2. Content

Each instructor has the discretion to determine the number of questions to be asked, the weight assigned to each question, and the duration of the examination.

3. Inability or Failure to Take Final Examination

- a. Students generally will not be excused from or allowed to reschedule an exam for non-urgent reasons. Any student who believes he or she must miss an exam for emergency reasons should immediately contact the Director of Academic Administration.
- b. Any student who, without permission, fails to take any regularly scheduled final examination will receive no credit for that course and a grade of F will be calculated in the student's grade point average, unless the student has either withdrawn or been granted an incomplete in the course.
- c. An incomplete will be granted only if the student has completed all course requirements other than the final examination or paper. Otherwise, a student who is unable to complete the course must withdraw.

4. Withdrawal

After the first-year, students may withdraw from a course at any time before the start of final exams by submitting a change of schedule form to the Registrar's Office. A "W" will not be recorded on the transcript when a student withdraws from a class by the end of week 6 (week 3 during the summer session). The only exception is team based courses such as Trial Practice and Advanced Trial Advocacy. For these classes a "W" will be recorded for any withdrawal after the first week of classes. See Paying For Law School: Tuition, Scholarships, Payment Plans, Financial Aid, Refunds – Financial Aid and Business Office, Section VII, for further details on the withdrawal process.

5. **Incompletes**
To receive an incomplete, a student must petition the Director of Academic Administration. The student must have completed all course requirements except the final examination and must submit documentation setting forth reasons that are significant enough to justify the granting of an incomplete and showing that the examination cannot be taken at the scheduled time. Unless the Associate Dean for Academic Affairs determines otherwise, if an incomplete is granted, the student must take the examination the next time it is offered or the incomplete will convert to a Withdrawal.
6. **Make-up Examinations**
Make-up examinations will be offered only in extraordinary circumstances as determined by the Associate Dean for Academic Affairs.
7. **Student Review of Final Examinations and Papers**
The law school allows students to review their examinations and papers. The schedule for exam review will be announced by email. Questions regarding exam checkout and multiple choice exam review sessions should be directed to a faculty assistant.

Students are encouraged to consult directly with their instructors in order to identify ways in which their examination answers can be improved. These consultations offer a valuable opportunity for the conscientious student to pinpoint problem areas. Appointments with members of the faculty may be made through a faculty assistant or directly with a faculty member. Faculty members ordinarily specify their preference in the course syllabus. If they do not, you should ask the instructor.

E. Examination Rules

1. **Time Allotment**
 - a. Examination sessions will begin promptly at the scheduled times. A student arriving up to 15 minutes late may take the examination but will *not* be given additional time.
 - b. Students arriving more than 15 minutes late must immediately report to the Academics Office.
 - c. Students may not leave an exam room until time is called.
 - d. Students may sign-out of the exam room to use the restroom; however, no student may leave an exam room during the last ten minutes of an exam.

Students must refrain from discussing the examination at any time while the examination is in session.

2. **Labeling Bluebooks**
Each bluebook used during an examination should be appropriately labeled before

the examination begins with your current exam number and other requested information. Do not put your name on the bluebook.

3. Multiple Choice Examinations

Multiple Choice examinations are graded by machine and only answers marked in #2 pencil can be scored. Students must bring a #2 pencil to all such examinations. Students must carefully complete the identification portion of the scantron form. This information includes your name, course and instructor. Your examination number for the current semester should be written and bubbled in where indicated.

4. Students Writing Exams

Writers should have several pens, either in blue or black ink, to use in their bluebooks. No other color will be permitted. Pencils are never permitted on essay examinations. Writing on only one side of the page and double spacing is recommended.

5. Students Using Laptop Computers

Students wishing to take examinations on a computer must furnish their own laptop computer. Laptop computers must have the necessary software and exam template, both of which are provided by the law school prior to the exam period, installed on their computer. In the event of equipment malfunction or power failure:

- a. before an examination begins, the student should notify the proctor and report to the IT Help Desk; or
- b. during an examination, the student must finish the examination using a bluebook. (Additional time is *not* allowed for equipment malfunction or power failure that occurs during an exam). Although electrical outlets are provided, students are encouraged to bring their own extension cords and/or battery pack.

The software for laptop computers is designed to run on native IBM compatible computers. Macintosh computers may be used to take an exam. For more information on the software necessary for laptop computers during exams, please visit the website at www.examssoft.com/tjssl. Students must download the necessary software from www.examssoft.com/tjssl once each academic year. New software is available each September.

6. Bluebooks and Scratch Paper

Blank bluebooks are distributed by the proctor at the beginning of each examination. Scratch paper is attached to each exam packet. There is no need to bring any scratch paper into the examination room. All scratch paper must be collected at the end of the exam.

7. Eating, Drinking and Smoking

Eating, drinking and smoking are not allowed in the classrooms during examinations. Persons who require food or drink during the examination for

medical reasons should petition the Director of Academic Administration. Medical certification must be attached to the petition.

8. Timers and Calculators

Absolutely no timers, calculators, or noisemaking devices, etc. are allowed in the examination rooms. Portable telephones and pagers must be turned off and left at the front of the room. A prominently displayed wall clock is installed in each examination room.

9. Other Personal Effects

The only things students should take to their seats are pencils and pens, along with their laptops if applicable. All purses, notebooks, outlines, books, papers, attaché cases, calculators, etc. must be left in the front of the examination room as students enter unless the individual instructor has specified that any of this material may be used during the exam.

10. Leaving the Room During an Examination

If a student has to leave the room during the examination, he or she must leave all paper in the room, including the questions themselves and the scratch paper. No more than one student at a time may leave the room during the examination. A student who leaves the room may not leave the floor on which the exam is being administered. Students are required to sign out, indicating the time they leave the room. They must sign back in upon their return, again indicating the time. The use of a telephone during examinations is prohibited. The law school will notify the student concerned of any incoming call of an emergency nature immediately upon receipt.

11. Illness During an Examination

A student who is unable to take an examination because of illness must notify the Director of Academic Administration or Faculty Assistant prior to the start of the exam. If a student becomes ill and must leave the examination room during the examination, his or her bluebook will be collected and the student must petition for an incomplete.

12. Cheating

Cheating is a violation of the honor code and subject to appropriate discipline by the Ethical Standards Committee through sanctions including expulsion from law school. Although it is impossible to list all of the situations under which cheating may occur, the faculty and administration will take reasonable steps to prevent it and to discipline those who cheat.

13. Taking Materials Outside Examination Room

- a. During the exam, students may not remove their laptop, or bluebooks, as appropriate, or any other exam materials.
- b. After the exam, students must leave all paper in the exam room, including bluebooks and scratch paper.

- c. If any exam materials are removed from the exam room, the incident must be reported immediately to the Director of Academic Administration.

14. Collection of Examinations

Students must remain in their seats until all bluebooks and/or scantrons are collected by the proctors.

15. Inappropriate Behavior During an Exam

Inappropriate behavior by a student during an exam, including disregard for the proctor or failure to follow examination rules, will be reported to the Ethical Standards Committee.

F. Examinations for Students with Disabilities

Any student with a disability who wishes an accommodation related to schedules or procedures for final examinations, or any other exams or graded exercises, must make a request by contacting the Director of Student Services. The request along with appropriate documentation must be submitted no later than one month prior to the student's examination or graded exercise. It is the student's responsibility to submit a timely request with appropriate documentation.

G. Papers In Lieu of Examinations

Instructors have the discretion to require students to write a paper in lieu of part or all of the final examination. Papers generally are graded non-anonymously. The syllabus for the class should specify whether a paper will be graded anonymously, and, if so, students should use their exam numbers and not their names on their papers.

Plagiarism and unauthorized collaboration on a paper are forms of cheating and subject to sanction by the Ethical Standards Committee.

H. Plagiarism

Plagiarism is a violation of the ethical standards of the law school and comprises any attempt:

1. to pass off the ideas or words of another as one's own; or
2. to use a created production, whether graded or not, without crediting the source.

All written assignments, whether graded or not, must be the product of the student's own research, analysis, writing, and editing. Students must not pass off as their own the work of any other person, including another student, even with the permission of that other student.

In particular, students must give credit by means of a footnote or other citation to sources upon which they have relied or from which they have taken ideas. Each idea taken from a source should be separately credited. For example, if a lengthy passage in a paper is based on a source, it is not enough to credit the source once at the beginning or end of the passage. Where language is taken verbatim from a source, students must use quotation marks or otherwise indicate that they are quoting material.

A student suspected of plagiarizing will be reported to the Ethical Standards Committee. The penalties for plagiarism include failing the course, suspension or dismissal from school, and/or a report to the Committee of Bar Examiners for the State of California or to the comparable authorities in other jurisdictions in which the student may subsequently seek admission to practice.

IV. GRADING, SEMESTER HONORS AND CLASS RANK

A. Numerical Course Grades

Most course grades are calculated to tenths of a decimal point on a scale of 0.0 to 4.3. They are usually composed of some or all of the following elements:

1. Midterm Examination Grade

The instructor has the discretion to determine whether the midterm examination, if any, will be given for credit or not, and the percentage of the grade that it will constitute. If the instructor decides that it will be counted toward the course grade for that semester, the instructor will announce the value of the midterm examination in the determination of the course grade. If you are unsure, ask the instructor.

2. Final Examination Grade

Where a midterm examination has not been given for a grade, the final examination grade will comprise 100 percent of the unadjusted course grade, unless the professor has specified otherwise in the syllabus for the class. Where a midterm examination has been given a grade, the final examination grade will usually comprise between 85 percent and 95 percent of the unadjusted course grade. As noted above, however, instructors have the discretion to vary the relative weights of the midterm and final examination grades in addition to using other forms of assessment beyond traditional examinations.

3. Adjustment For Unpreparedness in Class

Instructors have the authority to impose sanctions against students who are unprepared. These sanctions include subtraction of up to a total of 0.3 from the course grade and, if the situation is aggravated, withdrawal from the class.

B. Non-Numerical Course Grades

Some courses are graded on an Honors/Credit/Low Pass/No Credit basis, noted on the transcript as H, CR, L or NC respectively. These grades generally have no effect on a student's GPA, although a course in which a No Credit is received will not be counted toward graduation. In Trial Practice or Advanced Trial Practice, students receiving an Honors grade receive a 4.0 (not 4.3) on their transcript, which is calculated in their GPA.

The grading system for a course generally may not be changed after the semester begins. In addition, the following grades may also be assigned in any course:

- AUTO F = Automatic Failure. AUTO Fs are given for failure to take the final examination or to first-year students with excessive absences. AUTO Fs are computed in the grade point average.
- U = Audit.
- I = Incomplete.
- E = Extension. Es allow a student extra time to complete a course. For good cause shown, students may petition the Associate Dean for Academic Affairs for additional time to complete course requirements. For more information, see the Director of Academic Administration.
- W = Withdrawn. After the first-year, students may withdraw from a course at any time before the start of final exams by submitting a change of schedule form to the Registrar's Office. A "W" will not be recorded on the transcript when a student withdraws from a class by the end of week 6 (week 3 during the summer session). The only exception is team based courses such as Trial Practice and Advanced Trial Advocacy. For these classes, a "W" will be recorded for any withdrawal after the first week of classes.
- X = Administrative Dismissal. Xs are given for failure to comply with administrative policies and are not computed in the grade point average.

C. Grading Curve

Grades awarded in courses offered through the School, with the exceptions noted below, will conform to the following curves:

First-year classes (approximate mean: 2.7)

A+	4.2-4.3 - 4%
A	3.9-4.1 - 8%
A-	3.6-3.8 - 8%
B+	3.2-3.5 - 8%
B	2.9-3.1 - 12%
B-	2.6-2.8 - 20%
C+	2.2-2.5 - 12%
C	1.9-2.1 - 8%
C-	1.5-1.8 - 12%
D+ and below	1.4 & below - 8%

Upper-level classes (approximate mean: 3.0)

A+	4.2-4.3 – 4%
A	3.9-4.1 – 12%
A-	3.6-3.8 – 8%
B+	3.2-3.5 – 12%
B	2.9-3.1 – 12%
B-	2.6-2.8 – 24%
C+	2.2-2.5 – 20%
C and below	2.1 and below – 8%

1. Applicable Curve

For purposes of determining the applicable grading curve, the following courses will be considered first-year courses, regardless of when the courses are taken: Civil Procedure I & II, Contracts I & II, Criminal Law, Legal Writing I & II, Property I, Torts I & II. All other courses, regardless of when taken, will be considered upper-level courses.

2. Rounding

If the number of students in a course divides unevenly into the percentage allocations indicated above, so as initially to indicate a fractional number of grades to be awarded in any grade range, the instructor shall depart up or down to assign one of the nearest whole numbers of grades in each such grade range.

3. Aggregating Sections

Faculty members who teach more than one section of the same course may combine the sections in applying the grading curve, or they may decide to curve the sections separately.

4. Waiver

In extraordinary circumstances, when a faculty member determines that the performance of a certain class is not well represented by the applicable grading curve, the faculty member may seek from the Associate Dean for Academic Affairs permission to depart from the grading curve by awarding grades higher or lower than the curve would ordinarily require.

D. Failing Grades and Repeating Required Courses

Students must retake any required course in which the student receives a course grade below 2.0. An exception to this policy will apply where a student receives a grade of 2.2 or higher in the immediately succeeding second semester of a two-semester course, other than Legal Writing. Thus, a failing grade in a required course is defined as a grade below 2.0, unless the student receives a grade of 2.2 or higher in the immediately succeeding second semester of a two-semester course, other than Legal Writing. Note that Criminal Law and Criminal Procedure are separate courses. Courses may not be repeated until after a student first accrues more than 27 units in courses graded on the first year curve. When required to retake a required course, a student must: (a) retake that required course during the semester (other than the summer) when it is next offered (assuming space availability); and (b) whenever possible, retake the course with a different instructor.

Both the original and repeated course grades will remain on the student's transcript and be averaged in calculating the student's grade point average. However, the credit hours will only be credited once toward the 88 credit hours required for graduation. Students who receive a grade below 2.0 in the first semester of a required course for a second time must first pass the first semester of the course prior to moving on to the second semester of the course. A failing grade in an elective course is defined as a grade of 0.7 or lower.

For illustration:

Example 1: Torts I - grade: 1.7 Torts II – grade: 2.0
result: student would need to retake Torts I in order to graduate.

Example 2: Civ Pro I - grade: 1.9 Civ Pro II – grade: 2.2
result: student would not need to retake Civ Pro I in order to graduate.

Example 3: Property I – grade 2.7 Property II – grade 1.8
result: student would need to retake Property II in order to graduate.

Example 4: Legal Writing I – grade 1.8 Legal Writing II – grade: 2.5
result: student would need to retake Legal Writing I in order to graduate.

E. Change in Grades

All course grades and components of course grades are final when posted. An instructor may change a grade thereafter only if the Associate Dean for Academic Affairs, after a request by the instructor, has determined that a clerical error was made.

F. Grade Point Average (GPA)

1. Semester GPA

The semester grade point average (GPA) is calculated and recorded in hundredths (e.g., 2.63, 3.50, etc.) and is determined by dividing the total “grade points” earned that semester by the number of “units attempted” that semester. The total “grade points” earned in a semester is the product of the course units and the student’s course grade, totaled for all courses in which a numerical grade was received that semester. In calculating the average to hundredths, the usual rounding rules are applied.

Example:

1st Semester Courses

<i>Course</i>	<i>Units Attempted</i>	<i>Units Earned</i>	<i>Course Grade</i>	<i>Grade Points</i>
Contracts I	3	3	3.0	9.0
Torts I	3	3	3.3	9.9
Legal Writing I	4	4	3.7	14.8
	10	10		33.7

Semester GPA = $33.7 \div 10 = 3.37$

2. Cumulative GPA

The cumulative GPA is calculated and recorded in hundredths and is computed in the same manner as the semester GPA, except that the grade points and the units attempted are totaled for every course that the student has taken at Thomas Jefferson School of Law ("the School") and for which the student has received a numerical grade.

G. Semester Honors

Students whose performance within a given semester falls within the top ten percent of their class, and who have completed a minimum of at least two graded courses during that semester, will be placed on the Distinguished Honor Roll. Students whose performance within a given semester falls outside the top ten percent but within the top thirty percent of their class will be placed on the Honor Roll.

H. Class Rank

Class rank is determined at the completion of each regular semester (not summer session). Students are ranked in one of four categories, defined in the first year by the program (full or part-time) in which the student was enrolled at the completion of the semester, then by the number of units completed.

F1 = Full-time, 1st year: 0-32 units earned

P1 = Part-time, 1st year: 0-25 units earned

2L = Full-time, and Part-time, 2nd year: (33-61 units earned Full-time)
(26-61 units earned Part-time)

3L = Full-time, and Part-time, 3rd year: 62-88 units earned

If a student believes that his or her official rank does not accurately reflect the student's class standing, the student should contact the Associate Dean for Academic Affairs.

V. GRADUATION

A. Degrees Conferred

1. Juris Doctor (J.D.)

The professional degree of Juris Doctor is awarded to those students who have fulfilled all of the following requirements:

- a. Satisfactory completion of 88 semester units within the allowed time period.
- b. Satisfactory completion of all courses required for graduation, including upper level writing and professional skills course requirements.
- c. Cumulative grade point average (GPA) of 2.00 or better. (This includes those grades from the student's last semester or summer session.)
- d. Satisfactory completion of all financial obligations to the School.

- e. The official date of graduation is the last day of the term in which all graduation requirements are met.

Students who may otherwise qualify for a bar exam who have not satisfied all graduation requirements and who choose to sit for a bar exam will not be allowed to complete the remaining graduation requirements to earn the J.D. degree from Thomas Jefferson School of Law.

B. Required Application

A student must complete an application for degree form and submit it to the Registrar's Office to receive a degree. Applying for fall degree candidacy occurs in the preceding May; for spring and summer degree candidacy in the preceding October.

C. Ceremony Participants

The law school holds two graduation ceremonies each year, the first in December and the second in May. Students may participate in December graduation if they have received their degree after completing the preceding summer session or fall semester. Students may participate in the May ceremony if they receive their degree after completing the preceding spring semester or they anticipate receiving their degree after the upcoming summer session.

D. Accelerated Graduation

1. Participation

Any student may, without submitting a petition, elect to enroll in a summer session with a unit load that would enable accelerated graduation.

2. Effect of Probation

Any student who is on probation at the end of the immediately preceding spring semester will generally be permitted to enroll in a maximum of three units in a summer session. Normally, this will foreclose accelerated graduation. In exceptional circumstances, the Associate Dean for Academic Affairs may permit a student on probation to take more than three summer units.

E. Graduation Honors

1. Summa Cum Laude

Each graduate with a class rank in the top three percent of his/her class will graduate *Summa Cum Laude*.

2. Magna Cum Laude

Each graduate (except those graduating *Summa Cum Laude*) with a class rank in the top ten percent of his/her class will graduate *Magna Cum Laude*.

3. Cum Laude

Each graduate (except those graduating with higher honors) with a class rank in the top thirty percent of his/her class will graduate *Cum Laude*.

For purposes of these rules, there are two graduating classes each academic year. The fall graduating class consists of those students who have satisfied all requirements for

graduation at the completion of the fall semester and those who have satisfied such requirements at the completion of the preceding summer session. The spring graduating class consists of those students who have satisfied all requirements for graduation at the completion of the spring semester. Honors will be awarded based upon the graduate's final class rank.

VI. PLANNING YOUR LAW SCHOOL CAREER COURSE SELECTION GUIDE

A. Frequently Asked Questions

1. Required Units

How many do I need in total and each semester? What classes am I required to take?

a. Total Units

88

b. Units Per Semester

Thomas Jefferson School of Law ("the School") has two academic programs, full-time and part-time.

Each of these programs has two graduation options, one of which is designated as "accelerated" graduation (see appendix A). The number of units you take each semester will depend on which program and which graduation option you choose. *Students are permitted to switch back and forth between the full and part-time programs, and they may change their graduation option.*

1) Full-time Program

Students in the full-time program follow a 3-year, 6-semester program of 12 to 17 units per semester. Its accelerated graduation option permits graduation in 2 ½ years by substituting one or two summer sessions for one semester.

2) Part-time Program

Students in the part-time program follow a 4-year, 8-semester, 3-summer session program of eight to ten units per semester plus four to six units per summer session. Its accelerated graduation option permits graduation in 3 ½ years by substituting two very intensive summer sessions for one semester.

3) Summer Session Units: 0-8 (part or full-time).

Although the School offers accelerated programs allowing full-time students to graduate in two-and-a-half years and part-time students to graduate in three-and-a-half years as an accommodation to those whose financial situation requires them to minimize their time in law school, students should be cautious in selecting accelerated graduation. Accelerated graduation requires students to earn a substantial number of units during the summer

session when course offerings are more limited. Accelerated graduation also reduces the time available to participate in law review, competition teams, field placement programs and other activities that can be of great value to a student's legal education and subsequent career.

c. Required Classes

Primary: Civil Procedure I & II, Contracts I & II, Torts I & II, Property I, Criminal Law and Legal Writing I & II.

Note that although most of these classes are taken in the first year of law school (the first two years for part-time students), all students will take some of these classes later.

Upper Level: Business Associations, Constitutional Law I & II, Criminal Procedure, Evidence, Professional Responsibility, Property II, Remedies, Upper Level Writing Requirement, Professional Skills Course Requirement.

Note that although most of these classes are taken in the second and third year of law school (the third and fourth year for part-time students), some students will take some of these classes earlier.

2. In what sequence should I take my required classes?

As at virtually all American law schools, the first-year curriculum is prescribed. Students are not permitted to withdraw from first-year courses, except in connection with a change from full-time to part-time status.

After completion of the first-year curriculum, students may select the sequence in which they take the required courses and electives, except where announced prerequisites for a particular course dictate the sequence and except in the case of Civil Procedure I and II, Legal Writing II and Property II, which must be taken in the semester indicated in the recommended program of study contained in Appendix A.

Students should take courses in a sequence that enables them to structure a program of study that supports their interests and career goals. Students are encouraged to seek out an academic counselor for assistance and guidance in academic planning. Most upper level required courses are offered every semester, but they are not always offered in both the day and evening programs, and they may conflict with other classes. By adhering to the recommended program of study listed in Appendix A below, a student is ensured of graduating on time.

3. What is the Upper Level Writing Requirement and when should I take it?

The upper level writing requirement is an advanced writing project that must be completed after a student has completed Legal Writing II and before the student begins his or her final semester of law school. A student may not leave the upper level writing requirement until his or her final semester without prior approval of an Academic Counselor. To fulfill the upper level writing requirement, students

must enroll in an approved course or directed study and satisfactorily complete the assignments. A list of approved courses is provided each semester with registration materials, and students can seek the assistance of an Academic Counselor to help identify a mentor for a directed study.

Satisfactory completion of the assignments in any of the approved courses will include a final written product that meets professional standards both in its substance and in its writing style; and a final product or products that are equal in length and difficulty to a high quality appellate brief or publishable note; and one of the following: at least two drafts of two or more of the writing assignments; or a series of assignments related to one substantial writing assignment, such as a sequence that includes a research plan or a research log, a detailed outline, and at least two drafts. Certain courses might be used to satisfy either the professional skills or upper-level writing requirement, but a student may not use one course to satisfy both requirements.

4. What is the Professional Skills Course Requirement?

All J.D. candidates who initiated their studies at the School after August 1, 2008, must pass at least one course designated a professional skills course for a minimum of two academic units in order to graduate. Each semester, a list of those courses that would satisfy the professional skills requirement will be distributed along with the course schedule and registration information. Certain courses might be used to satisfy either the professional skills or upper-level writing requirement, but a student may not use one course to satisfy both requirements.

For illustration purposes, a non-exhaustive list of courses that, as currently designed, would satisfy the professional skills course requirement follows:

- ADR Competition Team
- Advanced Legal Research
- Advanced Mediation
- Advanced Trial Advocacy
- Appellate Advocacy
- Arbitration
- Business Planning
- California Civil Procedure
- Client Interviewing and Counseling
- Clinical Education Seminar (Externships)
- Criminal Motion Practice
- Contracts Drafting
- Judicial Internship Seminar (Externships)
- Introduction to Mediation
- Law & Religion: Constitutional Litigation Practice
- Law Practice Management
- Mock Trial
- Moot Court

Negotiation Theory & Skills
Supreme Court Appellate Advocacy
Technology Externship
Trial Practice
Veterans' Legal Assistance Clinic

5. What about electives and prerequisites?

The School offers a wide array of elective classes in virtually any imaginable area of legal practice. Appendix A provides guidance on which electives to take and when, depending upon the practice area in which you are interested. The scheduling of elective classes is not as predictable as required classes. You should contact an Academic Counselor to plan your course of study, and notify the Director of Academic Administration if there are particular elective classes that you are interested in taking.

Some elective classes require prerequisites. These are listed in the course descriptions included with the registration materials for the semester in which you are registering. Prerequisites may change depending on the professor teaching the course.

6. Registration Process.

How can I get the courses I want? When can I add and drop?

a. Initial Registration

Students entering their second semester and part-time students entering their third semester will be automatically registered by the Registrar's Office for their prescribed schedule. An email will be sent to your law school email account confirming registration is complete and instructing students to print out schedule confirmations and student account statements online.

Students who have completed at least two full-time semesters register for classes on-line through <https://myvillage.tjssl.edu/selfservice>. Select "Login" and enter your user name and password. If you have problems logging in, please contact the IT department at help@tjssl.edu.

Registration occurs on a rolling basis beginning with students who have earned more than 71 units. The beginning dates and times for accessing PowerCampus Self-Service (MyVillage) are announced in advance by e-mail to your law school e-mail address.

Online registration is for classes only. For directed study, law review, and competition team participation (moot court, mock trial and alternate dispute resolution (ADR)), please email the Registrar, Kim Grennan at king@tjssl.edu and state which program you are requesting and the number of units. Upon approval, students will be enrolled in the units by the Registrar's Office.

For Clinical Education and Judicial Externship units, please email Angie

Valdiconza at avaldiconza@tjisl.edu and state the program and the number of requested units. Upon approval, students will be enrolled in the units by the Registrar's Office.

Through PowerCampus Self-Service (MyVillage), students may request to be placed on a waiting list for any class in which they are not initially admitted. Note that some classes, such as Professional Responsibility, have multiple sections. Waiting lists are compiled by section, so be sure to place yourself on the list of all sections that are acceptable to you. If a spot opens in the class, you will be notified through your law school e-mail account and will have 48 hours to register for the class through PowerCampus Self-Service (MyVillage) before the next student on the list will be notified of the spot.

b. How do I add or drop classes?

After the first-year, students may add courses to their schedules until the end of the first week of classes through PowerCampus Self-Service (MyVillage). Missed class meetings prior to the addition of a course to a student's schedule count as absences.

No section changes of new course additions will be approved after the first week of classes, except upon a showing of extraordinary circumstances and upon approval of (a) an Academic Counselor and (b) the instructor(s) involved.

After the first-year, students may withdraw from a course at any time before the start of final exams by submitting a change of schedule form to the Registrar's Office. A "W" will not be recorded on the transcript when a student withdraws from a class by the end of week six (week three during the summer session.) The only exception is team based courses such as Trial Practice and Advanced Trial Advocacy. For these two classes a "W" will be recorded for any withdrawal after the first week of classes. For information on tuition refunds please see the Paying for Law School Student Handbook.

No first-year course may be dropped except in the case of full-time students who drop to part-time status. Students must have approval to change from the full-time program to the part-time program by the Academic Counselor. Full-time status is five courses; part-time status is three courses as prescribed. Students may not withdraw from a course after the start of final exams without prior approval of an Academic Counselor.

c. Can I change sections of a continuing course?

Yes, on a space available basis and so long as the two sections follow sufficiently similar syllabi to ensure that you would not miss important material.

For two-semester classes, students are automatically enrolled in the second semester of the section in which they began. The registration materials for each semester will list a date on which students can submit a request to the Registrar to change sections. The Registrar will confer with the faculty members involved and approve the switch if space is available in the new section and the syllabi are sufficiently similar.

7. Are there ways to earn credit that do not involve classroom work?

Yes, there are four ways to earn credit outside the classroom.

a. Directed Study

Directed Study is a method by which the School's students may obtain credit toward their law degrees by performing legal research and writing, or a similar project, in areas of their own choosing, under the supervision of a faculty member. You must seek out a professor to supervise your work. In general, only full-time faculty supervise directed study projects. In special cases, such as when no full-time faculty member has expertise in the area, the Associate Dean for Academic Affairs can approve an adjunct professor to supervise a directed research project. One to three units of credit are available depending on the length of the project. Law review notes and moot court briefs may qualify with proper faculty supervision, but there is a six unit cap on credit received for Law Review, competition team, and directed study combined.

Eligibility for Directed Study is limited to students who have earned at least 30 units and are in good academic standing. A student wishing to obtain credit for Directed Study must first procure the written agreement of a full-time faculty member to supervise that student's project during the school session in which the credits are to be earned. Adjunct faculty members may serve in this role only with the prior approval of the Associate Dean for Academic Affairs. Before registering, the student, with the guidance of his/her intended faculty supervisor, must select a topic for the student's project, adopt a written plan for its completion, and determine the number of units of credit to be earned through the project.

A student may register for Directed Study by submitting a copy of the written agreement with a professor to the Registrar's Office. For each Directed Study unit for which a student registers, the student will perform a minimum of 50 hours of research and writing or similar legal work. Ten to fifteen pages of written work per unit and at least three drafts, or the functional equivalent for special projects, are usually required. A student will receive credit for a Directed Study project only upon certification by the faculty supervisor that the amount of work performed and academic

benefit gained is comparable to an elective course of equal unit value. Honors / Credit / Low Pass / No Credit is the only grading option available. Upper level writing credit may be awarded in appropriate cases.

b. Externship Opportunities

The School offers a number of field placement programs, including the Judicial Externship Program, which places students in chambers of state and federal judges, and the Clinical Education Externship Program, which places students at various public agencies, nonprofit organizations, corporations, and law firms in San Diego. Typically these programs allow the student to earn up to five credit hours in a regular semester and three credit hours in the summer session. Students may not register for more than a total of ten credit hours in field placement programs in all semesters and summer sessions combined (Students who transfer units from an approved concurrent degree program may not register for more than a total of five credit hours in field placement programs in all semesters and summer sessions combined). If your cumulative GPA is 2.3 or lower, you are only eligible to participate in the Clinical Education program for one semester or summer regardless of how many credits you earn unless you have permission from the Clinical Education Director.

To enroll in Clinical or Judicial Externships for academic credit students must receive approval from the Clinical/Judicial Extern Office. The Career Services and the Clinical/Judicial Extern Offices are available to assist students in researching and applying for externships throughout San Diego. The Clinical/Judicial Extern Office publishes a handout each semester and summer session with approximately forty established Clinical Externship and Judicial Externship placements. There are numerous externship opportunities available both in the public and private sector.

The following entities currently provide extern opportunities to the School's students:

Alternate Public Defender's Office
Attorney General, State of California
California Superior Court and Courts of Appeal
Caltrans
City Attorney's Office
County Counsel's Office
District Attorney's Office
Elder Law & Advocacy Center
Employee Rights Center
Family Law Facilitator
Federal Defender's Office
Federal District and Appellate Courts
Numerous Private Law Firms
Numerous Corporate Legal Counsel Offices

Planned Parenthood
Public Defender's Office
San Diego Bay Keeper
San Diego Unified School District
San Diego Volunteer Lawyer Program
Sharp Healthcare
U.S. Attorney's Office
United States Justice Foundation

In addition, the office works with dozens of legal agencies and nonprofit organizations to provide ample opportunity to explore various areas and types of law as a volunteer. Most of these qualify a student who devotes at least 50 hours of volunteer legal service for the School's Pro Bono Honors Program.

c. Competition Teams

Students may earn academic units for participating on competition teams.

1) Mock Trial Team

The Mock Trial Team enables students to develop their trial advocacy skills through an intensive program of instruction and competition in inter-school Mock Trial competitions. Students learn to apply the rules of evidence in a real world setting and hone their skills taking direct testimony, cross-examining witnesses, arguing motions, and presenting opening statements and closing arguments to juries. The team is selected in an intra-school competition that takes place in the spring semester. Students must be in good academic standing to be eligible and must have earned at least 18 units. If they have not already done so, students who join the team are required to take evidence and trial advocacy in either the summer or fall immediately after they are selected.

2) Moot Court Society

The Moot Court Society enables students to develop their appellate advocacy skills through an intensive program of instruction and inter-school Moot Court competitions. Students learn persuasive writing skills by drafting appellate briefs and hone their oral argument skills by presenting appellate cases to panels of judges. The team is selected in an intra-school competition. Students must be in good academic standing to be eligible and must have completed or be currently taking Legal Writing II.

In addition to the Moot Court Society, professors sponsor moot court teams in certain inter-school competitions, currently the Inter-American Human Rights competition and the Bankruptcy Law Competition. Student's tryout for professor-sponsored competitions through separate try-out processes.

3) **Alternative Dispute Resolution Team (ADR)**

The ADR team enables students to develop their negotiation skills through an intensive program of instruction and inter-school negotiation skills competitions. Students learn the theory and practical skills that underlie successful negotiation technique. The team is selected in an intra-school competition. Students must be in good academic standing to be eligible and have completed at least one semester of law school. Participation in the Negotiation Theory & Practice class is highly recommended for students selected for this program.

4) **Other Competitions**

Students interested in organizing or participating in co-curricular competitions outside the established Mock Trial, Moot Court, and Alternative Dispute Resolution Teams, should refer to the policy and application form in Appendix B.

d. Law Review

The Law Review is the flagship scholarly publication of the School, and is operated as a student-run organization under the supervision and oversight of the faculty. The Law Review is dedicated to the publication of scholarly works of practical and academic interest to the legal community.

Membership on the Law Review is achieved through demonstrated academic excellence, and is one of the highest honors that can be attained in law school. Members of the Law Review are in great demand as law clerks and Members often find that they command a preferred position in the job market upon graduation.

The Law Review publishes at least two issues a year. Members work to ensure the legal and technical accuracy and merit of the material published in the Law Review, in addition to completing a mandatory writing requirement.

The Law Review staff is composed of students who are invited to join, initially as Staff Associates, based on either (1) superior scholastic achievement, or (2) demonstrated proficiency in the annual summer Writing Competition conducted by the Law Review's student Editorial Board.

1) **Scholastic Achievement**

Full-time students in the top five percent of their class, who have completed at least 15 units, will be invited to join at the end of their first semester. Part-time students in the top five percent of their class, who have completed at least 15 units, will be invited to join at the end of their second semester.

Full-time students in the top 15 percent of their class will also be invited to join at the end of their first-year, provided they have

completed at least 30 units. Part-time students in the top 15 percent of their class will also be invited to join after the semester in which they complete at least 27 units. Students who join by the foregoing methods are not required to compete in the Writing Competition. Students are invited on for both the fall semester (based upon their class standing after the previous spring) and the spring semester (based upon their standing after the previous fall).

2) **Writing Competition**

Students in the top 50 percent of their class who have completed at least 27 units and who have at least two semesters (excluding summer) remaining in law school are eligible to compete in the annual Writing Competition. Students demonstrating superior achievement in the Competition, as judged by Members of the Editorial Board in consultation with the faculty, are then invited to join.

Staff Associates are eligible to become full Members of the Law Review upon completion of the mandatory writing requirement, which includes satisfactory completion of the Scholarly Legal Writing course and a major scholarly paper on a topic of suitable legal interest (referred to as a Law Review "Note").

Each participating Staff Associate or Member may receive a maximum of two units for his or her first year of work on the Law Review, and must work for two semesters in order to qualify. Should a Member go on to serve as a Member of the Editorial Board for at least one semester, up to two units per semester may be earned. Such Law Review units are in addition to the one unit that may be earned by completing Scholarly Legal Writing, and one additional possible unit that may be earned by arranging and completing an eligible Directed Study project in connection with a Law Review Note. A maximum of six units may be earned through Directed Study, Competition Team, and Law Review combined. The unit earned in Scholarly Legal Writing does not count toward this total.

The Editor-in-Chief of the Law Review is entitled to a full semester scholarship in the form of tuition remission. Receipt of the tuition remission is contingent upon publication. The Editor-in-Chief must submit to the appropriate law school offices the names of Staff Associates and Members who are eligible to receive units for their work on Law Review.

8. Can I earn credit for study abroad?

The School provides a number of opportunities for study abroad, including summer programs in Hangzhou, China, and Nice, France, as well as visiting

opportunities during the regular school year at University of Dijon, Dijon, France. For more information on these programs, contact an academic counselor.

9. Can I earn credit for courses at other Law Schools?

a. TJSL/USD/CalWestern Course Sharing Program.

Students may register for certain elective courses during the fall and spring semesters at the University of San Diego and California Western Law Schools pursuant to a course sharing program among the three schools. The available courses are announced shortly before the start of the semester. This program is limited to ten students per semester at each school. Required courses may not be taken at another law school, and the summer session is excluded. Grades for classes taken at another law school will transfer back as “credit” provided a grade of 2.0 or above is earned. Questions about this program should be directed to the Registrar.

b. Summer and Visiting Programs

In appropriate circumstances, students may take up to six units at another ABA approved law school either as part of a summer program or as a visiting student. Students in good standing who have completed at least one year of law school may generally participate in summer abroad programs and earn up to six units toward graduation from the School. You must, nonetheless, discuss the situation with an Academic Counselor to ensure that participating in the summer program is in your best interests. Visiting at other law schools during the regular school year is discouraged and will only be permitted where necessary to advance a compelling academic or career-related goal in a way that could not be done at the School, or to attend to an emergency family matter.

10. Examinations

Can I re-schedule my exams if they fall too close together?

Dates for final exams are provided with the registration materials and are often made available earlier with the tentative schedule. Students are responsible for registering for classes that provide for a manageable exam schedule. *Students are not permitted to re-schedule exams unless they have three or more examinations scheduled within a 24 hour period, or if a health-related or family emergency so requires.* When an exam is rescheduled, a student should anticipate that the rescheduled exam must be taken as soon after its regularly scheduled time as possible; even if that means that the student will have two exams on the same day. Students needing to re-schedule an exam should contact the Director of Academic Administration.

11. Sequence of Courses

What classes should I take this semester?

After the first year (the second year for part-time students), and in some cases beginning in the second semester, students may select which courses to take. To ensure that a student can take all of the required classes by his or her anticipated graduation date, suggested Programs of Study are provided in Appendix A. These programs are particularly useful for students considering an accelerated graduation date. Students may deviate from these programs of study, but they must ensure that they complete the upper level writing requirement at least one semester before graduating, complete all required classes by their last semester, and obtain at least 88 units of credit before their proposed graduation date. It is not difficult to arrange a schedule that includes both the required courses and the electives of your choosing. See Appendix A of this booklet for further guidance on which courses to take, and when, depending on your curricular and future practice interests.

12. Available Courses

What required and elective classes are available in the upcoming semester and in the near future?

In general, the School attempts to offer upper level required classes – Professional Responsibility, Remedies, Evidence, Business Associations, and Criminal Procedure – as often as possible. If you have the flexibility to take either day or night courses, you can usually take whatever required class you need in either the fall or the spring and often in the summer as well. With respect to evening classes, the required upper level courses are offered as follows:

Fall Evening:

Criminal Procedure, Evidence, Professional Responsibility, Remedies

Spring Evening:

Business Associations

In addition to the required courses, there are four recommended classes for California Bar Applicants – Community Property, Wills & Trusts, California Civil Procedure, and California Evidence.

It is difficult to predict in advance when particular classes will be offered. Some electives are generally offered every year, and most are offered at least once every two years depending on student interest. Unfortunately, exceptions sometimes unavoidably arise. The safest approach is to take an elective in which you are interested when it appears on the schedule, rather than trying to anticipate whether it will be offered again before you graduate. If you are choosing between conflicting electives, the Director of Academic Administration can sometimes provide information about the future availability of electives, including which of the conflicting classes is more likely to be offered again during your law school career.

- 13. How long do I have to earn my degree?**
Full-time students generally must earn their degree within five years of when they began their law study, while part-time students generally must complete theirs within six. These time limits are not automatically extended as a result of a student's withdrawal from law school, academic dismissal, or any other event. A student who reaches the maximum time permitted without completing all course requirements for the degree will not be permitted to continue in law school, except in extraordinary circumstances.
- 14. When must I repeat a course that I have already taken?**
Students must retake any required course in which the student receives a course grade below 2.0. An exception to this policy will apply where a student receives a grade of 2.2 or higher in the immediately succeeding second semester of a two-semester course, other than Legal Writing. Note that Criminal Law and Criminal Procedure are separate courses. Courses may not be repeated until after a student first accrues more than 27 units in courses graded on the first year curve. When required to retake a required course, a student must retake that required course during the semester (other than the summer) when it is next offered (assuming space availability). Both the original and repeated course grades will remain on the student's transcript and be averaged in calculating the student's grade point average. However, the credit hours will only be credited once toward the 88 credit hours required for graduation.

For illustration:

Example 1: Torts I - grade: 1.7 Torts II - grade: 2.0
result: student would need to retake Torts I in order to graduate.

Example 2: Civ Pro I - grade: 1.9 Civ Pro II - grade: 2.2
result: student would not need to retake Civ Pro I in order to graduate.

Example 3: Property I - grade 2.7 Property II - grade 1.8
result: student would need to retake Property II in order to graduate.

Example 4: Legal Writing I - grade 1.8 Legal Writing II - grade: 2.5
result: student would need to retake Legal Writing I in order to graduate.

- 15. Can I attend classes for which I am not receiving academic credit?**
Generally, yes. Students who wish to attend classes in which they have not registered must obtain prior approval of an Academic Counselor. Students must also notify the Registrar that they intend to audit the class. Students will receive a grade of "U" for any audited class.

B. WHAT TO TAKE: A LISTING OF COURSES BY AREA OF EMPHASIS

1. Business Law

There are several sub-categories under the general heading of Business Law. The first table below identifies two classes necessary for all areas of business law practice. The remaining tables in this section gather classes falling within the various areas of business law practice.

Basic Curriculum For All Business-Law-Focused Students

Course	Units	Prerequisites	When To Take
Business Associations	4	None	2 nd year
Federal Income Taxation	3	None	2 nd year

Commercial, Bankruptcy & Consumer Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Arbitration	3	none	O	Anytime
Bankruptcy	3	None	HR	Anytime
Client Int. & Counseling	2	none	O	Anytime
Commercial Law: Payment Systems	2-3	None	HR	Anytime
Commercial Law: Sales UCC Article II	2-3	None	HR if no Art. 2 in Contracts I	Anytime
Commercial Law: Secured Transactions	2-3	None	HR	Anytime
Contracts Drafting	3	Contracts II	O	Anytime
Federal Income Taxation	3	none	O	Anytime
Intl. Business Transactions	3	None	O	Anytime
Negotiation Theory & Skills	3	None	O	Anytime
Real Estate Transactions	3	Property II	O	Anytime
Secured Land Transactions	3	Property II	O	Anytime

Corporate & Securities Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Accounting for Lawyers	2-3	None	O (HR for those without any accounting background)	Anytime
Business Planning	3	Business Associations Federal Income Tax	HR	Anytime
Client Interviewing & Counseling	2	none	O	Anytime
Contracts Drafting	3	Contracts II	O	Anytime
International Business Transactions	3	None	O	Anytime
International Taxation	2	Federal Income Tax	O	Anytime
Negotiation Theory & Skills	2	None	O	Anytime
Securities Regulation	3	Business Associations	HR	Anytime
Taxation of Business Organizations	3	Business Associations Federal Income Tax	HR	Anytime

International Business Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Business Planning	3	Business Associations Federal Income Tax	HR	Anytime
Business Drafting	2-3	Business Associations	HR	Anytime
International Business Transactions	3	None	HR	Anytime
International Intellectual Property	2-3	None	HR	Anytime
International Law	2-3	None	HR	Anytime
International Taxation	3	Federal Income Tax	HR	Anytime
Taxation of Business Organizations	3	Business Associations Federal Income Tax	HR	Anytime
Admiralty Law	2-3	None	O	Anytime
Arbitration	2-3	None	O	Anytime
Client Int. & Counseling	2	None	O	Anytime
Comparative Law	3	None	O	Anytime
Conflict of Laws	2	None	O	Anytime
Immigration Law	2	None	O	Anytime
Accounting for Lawyers	2-3	None	O (HR for those w/o any accounting background)	Anytime
Negotiation Theory & Skills	2	None	O	Anytime
E-Commerce	3	None	O	Anytime
International Trade & Developing Countries	3	None	O	Anytime
International Trade & the World Trade Organization	3	None	O	Anytime

Business Taxation Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Business Planning	3	Business Associations Federal Income Tax	HR	Anytime
Business Drafting	2-3	Business Associations	HR	Anytime
International Taxation	2	Federal Income Tax	HR	Anytime
Taxation of Business Organizations	3	Business Associations Federal Income Tax	HR	Anytime
Client Interviewing & Counseling	2	none	O	Anytime
International Business Transactions	3	None	O	Anytime
Accounting for Lawyers	2-3	None	HR for those without any accounting background	second year if possible
Negotiation Theory & Skills	2	None	O	Anytime
Securities Regulation	3	Corporations	O	Anytime

2. Constitutional & Civil Rights Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Administrative Law	3	Constitutional Law I recommended	HR	ASAP
American Indian Law	3	None	O	Anytime
American Legal History	3	None	O	Anytime
Bioethics	3	Constitutional Law I	O	Anytime
Conflicts of Law	3	Civil Procedure II	O	Anytime
Critical Race Theory	3	None	O	Anytime
Death Penalty Seminar	2	Criminal Law & Criminal Procedure	O	Anytime
Employment Discrimination	3	None	O	Anytime
Employment Law	3	None	O	Anytime
Federal Courts & Jurisdiction	3	Civil Procedure II	HR	3 rd year
Immigration Law	3	None	O	Anytime
Jurisprudence	3	None	O	3 rd year
Labor Law	2-3	None	O	Anytime
Law & Literature	3	None	O	3 rd year
Refugee & Asylum Law	3	None	O	Anytime
Sexuality, Gender & the Law	3	None	O	Anytime
Women & the Law	3	None	O	Anytime

3. Criminal Law

Course	Units	Prerequisites	Required (R) Highly Recommended (HR) or Optional (O)	When To Take
Criminal Law	3	none	R	Required 1L course
Criminal Procedure	3	Criminal Law	R	ASAP
Advanced Criminal Law: Vice Law	3	Criminal Law	O	Anytime
Criminal Motion Practice	3	Legal Writing II; Criminal Procedure	HR	Anytime
Corp. & White Collar Crime	2	Criminal Law	O	Anytime
Death Penalty Seminar	2	Criminal Law & Criminal Procedure	O	Anytime
Evidence	4	Criminal Law	Required	ASAP
Evidence, California	2	Evidence	HR (if intending to practice in California)	Anytime
Federal Courts & Jurisdiction	3	Civil Procedure	HR	3 rd year
Federal Criminal Law	3	Criminal Law & Criminal Procedure	O	Anytime
Intl. Issues on U.S. Death Penalty Law	3	Criminal Law	O	Anytime
International Criminal Law	3	Criminal Law; Int'l. Law & International Human Rights recommended.	O	Anytime
Juvenile Delinquency Law	2	Criminal Law & Criminal Procedure	O	Anytime

4. Entertainment Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Copyright	3	Property	HR	Anytime
Entertainment Law	3	None	HR	2 nd year
Trademark & Unfair Competition	2	Property	HR	Anytime
Business Drafting	2-3	Business Associations	O	Anytime
Celebrity Advertising	2	None	O	Anytime
Internet Law	2-3	None	O	Anytime
Client Interviewing & Counseling	2	None	O	Anytime
Client Representation	2	None	O	Anytime
Entertainment Law Transactions	3	Entertainment Law	O	Anytime
Motion Picture & Television Production Law	2-3	None	O	Anytime
International Intellectual Property	2-3	None	O	Anytime
Music Law	2-3	None	O	Anytime
Sports Law	2	None	O	Anytime
Music Licensing	2	None	O	Anytime
Law & Film	2	None	O	Anytime
Lawyers & American Film	2	None	O	Anytime
Negotiation Theory & Skills	3	None	O	Anytime

5. Estate Planning & Taxation

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Business Drafting	2-3	Business Associations	HR	Anytime
Federal Income Taxation	3	None	HR	Anytime
Wills & Trusts	3	Property I & II	HR	Anytime
Accounting for Lawyers	2	None	HR for those without an accounting background	ASAP
Client Interviewing & Counseling	2	none	O	Anytime
International Business Transactions	3	None	O	Anytime
Accounting for Lawyers	2-3	None	HR for those without any accounting background	second year if possible
Business Associations	4	None	Required	Anytime
Estate Planning & Taxation	3	Federal Income Tax Wills & Trusts	O	Anytime

6. Family Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Family Law	3	None	HR	ASAP
Community Property	2	Property I & II	HR	ASAP
Bioethics	3	None	O	Anytime
Elder Law	3	None	O	Anytime
Immigration Law	3	None	O	Anytime
Juvenile Delinquency Law	2	Criminal Law	O	Anytime
Juvenile Dependency Law	2	None	O	Anytime
Negotiation Theory & Skills	3	None	O	Anytime
Law & Psychology	3	None	O	Anytime
Refugee & Asylum Law	3	None	O	Anytime
Sexuality, Gender & the Law	3	None	O	Anytime
Women & the Law	3	None	O	Anytime

7. Health Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Health Law	3	None	HR	ASAP
Health Care Liability	3	Torts II	HR	ASAP
Administrative Law	3	Constitutional Law I recommended	HR	ASAP
Bioethics	3	None	O	Anytime
Elder Law	3	None	O	Anytime
Law & Psychology	3	None	O	Anytime
Negotiation Theory & Skills	3	None	O	Anytime

8. Human Rights Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Access to Civil Justice	3	None	O	Anytime
Administrative Law	3	Constitutional Law	O	Anytime
Advanced Criminal Law: Vice Law	3	Criminal Law	O	Anytime
American Indian Law	3	None	O	Anytime
American Legal History	3	None	O	Anytime
Comparative Constitutional Law	3	None	O	Anytime
Critical Race Theory	3	None	O	Anytime
Death Penalty Seminar	3	None	O	Anytime
Elder Law	3	None	O	Anytime
Employment Discrimination	3	None	O	Anytime
Global Workplace Law	3	None	O	Anytime
Immigration Law	3	None	O	Anytime
International Criminal Law	3	Criminal Law	HR	Anytime
International Human Rights Law	3	None	HR	Anytime
Intl. Issues on U.S. Death Penalty Law	3	None	HR	Anytime
International Law	3	None	O	Anytime
Juvenile Dependency Law	3	None	O	Anytime
Law, Equality & Educational Institutions	3	None	O	Anytime
Refugee & Asylum Law	3	None	HR	Anytime
Sexuality, Gender & the Law	3	None	O	Anytime
Women & Intl. Human Rights Law	3	None	HR	Anytime
Women & the Law	3	None	O	Anytime

9. Intellectual Property Law

Within this area of concentration, separate courses of study are appropriate depending upon whether one wants to specialize in patent law issues or *soft IP*, i.e. copyright and trademark law issues. (Patent=P; Soft IP=S)

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Antitrust	3	Property	P:HR S:O	Anytime
Business Drafting	2-3	Corporations	O	Anytime
Client Interviewing & Counseling	2	None	O	Anytime
Copyright	3	Property	P:O S:HR	
Intellectual Property Survey	2	Property	General survey course for non-IP specialist.	
Intellectual Prop. & Competition Law	3	Antitrust & some IP course recommended	O	Anytime
International Intellectual Property	3	None	HR	Anytime
Patent Law	3	None	P:HR S:O	Anytime
Patent Claim Drafting	2	Patent Law	P:HR S:O	Anytime
Patent Litigation	2	Patent Law recommended	P:HR S:O	Anytime
Trademark & Unfair Competition	2	None	P:O S:HR	Anytime

10. Labor & Employment Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Arbitration	2-3	Torts II & Contracts II	HR	Anytime
Employment Discrimination	2-3	Torts II & Contracts II	HR	Anytime
Employment Law	2-3	Torts II & Contracts II	HR	Anytime
Labor Law	2-3	Torts II & Contracts II	HR	Anytime
Administrative Law	3	Constitutional Law I recommended	HR	Anytime
Alternative Dispute Resolution	2-3	None	O	Anytime
Client Interviewing & Counseling	2	None	O	Anytime
Mediation Theory & Practice	3	None	O	Anytime
Negotiation Theory & Skills	2	None	O	Anytime
Sexuality, Gender & the Law	3	None	O	Anytime
Sports Law	2	None	O	Anytime
Women & the Law	3	None	O	Anytime

11. Litigation & Dispute Resolution

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Alternative Dispute Resolution	2-3	None	HR	Anytime
Appellate Advocacy	2	Legal Writing II	HR	Anytime
Arbitration	2-3	Torts II & Contracts II	HR	Anytime
Client Interviewing & Counseling	2-3	None	HR	Anytime
Competition Team Participation	1-3, per semester	Moot Court: Legal Writing II Mock Trial: Evidence ADR: None	HR	ASAP
Conflict of Laws	3	Civil Procedure II	HR	Anytime
Criminal Motion Practice	3	Legal Writing II; Criminal Procedure recommended	HR if pursuing a criminal law practice	Anytime
Evidence	4	Criminal Law	HR	ASAP
California Evidence	2	Evidence	HR if planning to practice in California	Anytime
Federal Courts & Jurisdiction	3	Civil Procedure II	HR	Anytime
Administrative Law	3	Constitutional Law I recommended	HR (if focusing on an agency based area)	ASAP
Introduction to Mediation	2	None	O	Anytime
Advanced Mediation	3	Intro to Mediation	O	Anytime
Pretrial Preparation	3	None	HR if pursuing a litigation practice	Anytime
Remedies	3	Contracts II	Required	3 rd year
Trial Practice	3	Evidence	HR if pursuing trial litigation practice	Anytime
Advanced Trial Advocacy	3	Trial Practice	HR if pursuing trial litigation practice	3 rd year

12. Public International Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
International Law	3	None	HR	ASAP
Admiralty	2	None	O	Anytime
Comparative Law	2	None	O	Anytime
Immigration Law	3	None	O	Anytime
International Criminal Law	3	Criminal Law; International Law & International Human Rights recommended	O	Anytime
Intl. Environmental Law	3	International Law	O	Anytime
Intl. Human Rights Law	2	None	O	Anytime
International Influences on U.S. Death Penalty Law	3	Criminal Law	O	Anytime
Refuge & Asylum Law	3	None	O	Anytime
International Trade & the World Trade Organization	3	None	O	Anytime
International Trade & Developing Countries	3	None	O	Anytime

13. Real Property, Land Use & Environmental Law

Course	Units	Prerequisites	Highly Recommended (HR) or Optional (O)	When To Take
Real Estate Transactions	3	Property I & II	HR	Anytime
Secured Land Transactions	3	Property I & II	HR	Anytime
Business Drafting	2-3	Business Associations	HR	Anytime
Administrative Law	3	Constitutional Law I recommended	HR (if focusing on environmental law & land use)	ASAP
Client Interviewing & Counseling	2	none	O	Anytime
Environmental Law	3	Property II	HR (if focusing on environmental law & land use)	Anytime
Land Use Planning	3	Property II	HR (if focusing on environmental law & land use)	Anytime
Local Government Law	3	Property II	O	Anytime
Accounting for Lawyers	2	None	HR if no accounting background	2 nd year
Negotiation Theory & Skills	2	None	O	Anytime
Natural Resources Law	3	None	O	Anytime
Advanced Property Law	3	Property II	O	Anytime
Water Law	3	Property II	O	Anytime

VII. Paying for Law School: Tuition, Scholarships, Payment Plans, Financial Aid, Refunds – Financial Aid and Business Office

A. Tuition Payment, Refunds and Scholarships

1. Tuition Payment

Thomas Jefferson School of Law (“TJSL”) provides a variety of short-term payment programs to help students meet their financial responsibilities as conveniently as possible. Through these programs, students are able to make tuition and fee payments throughout the semester and/or while awaiting delivery of loan and grant funds. Each student must execute a Payment Agreement, which is a contract between the student and TJSL governing the payment obligation and plans. See Payment Agreement, Appendix I.

With a Payment Agreement on file, payment options may be selected before every semester of attendance as long as the student's tuition account remains in good credit standing. “Good credit standing” means that the student account is current and payments are made in a timely manner. Returned items (including returned checks and dishonored credit card charges) incur a \$25 returned item fee per occurrence, can jeopardize the good credit standing of a student's account, and is an ethical violation reportable by the Dean to the Ethical Standards Committee. A money order or cash payment may be required if two returned items are submitted within a 12-month period.

Students will be required to make an initial payment by the registration payment deadline (or with registration during timely and late registration) and will have the option of paying the balance in additional consecutive monthly payments (a maximum of five payments during the fall and spring semesters and a maximum of three payments during the summer session.)

Payment dates are set by TJSL and are published in the registration bulletin. Current and subsequent schedules of payment will be attached to and made part of the student's Payment Agreement. A service charge of \$25 to \$100 is assessed for the use of the extended payments options, depending upon the number of payments selected.

Each tuition payment received will be first applied to the oldest tuition obligation. Payments are due on or before the scheduled due dates or in full upon receipt of financial assistance, whichever comes first. Scholarships are deemed to reduce the total cost rather than to apply to any specific payment. Therefore, the cost of tuition and fees remaining after scholarship is the basis to be divided into equal installments.

For those students who are unable to make payment in full before the start of each semester, TJSL at its sole discretion may approve a monthly payment plan.

Certain student fees are not eligible for payment plans and are due in full by the payment deadline. This includes but is not limited to Student Health Plan Fees.

Inquiries concerning payment plans or late charges should be directed to the Business

Office at 619.961.4324 or 619.961.4334.

2. Credits and Refunds

A credit of tuition and fees may be granted to a student who reduces his or her course load resulting in a change of program of enrollment, or a student who completely withdraws from school for that semester. Credits are computed based on total semester cost of tuition and fees according to a percentage scale. See Refund Policy, Appendix II. All requests for refunds should be directed to the Business Office at 619.961.4324 or 619.961.4334, and are subject to the various governing federal, state and institutional policies.

The effective date of a schedule change or complete withdrawal, for purposes of calculation of the institutional refund policy, is the date that the Registrar's Office receives *written notification* by hard copy or e-mail of the student's decision to change programs or withdraw from school.

Recipients of Federal Title IV Aid (Stafford Loans, Perkins Loans, and grants) are subject to federal return-of-funds requirements, calculated at the time of withdrawal, to determine earned and unearned aid received for the period. The school is required to return all or part of the unearned aid according to the federal calculation, regardless of charges incurred. Therefore, it is possible for recipients of federal financial assistance to owe a substantial outstanding balance to the school after withdrawal, even if their balance had previously been paid in full. See "Return of Title IV Funds" policy, Appendix III.

As the law school offers extended payment plan options, it is possible for students on these deferred payment plans to still owe a substantial outstanding balance to the school after withdrawal.

Upon withdrawal, after calculation of the institutional refund policy and processing of any required return of funds to Title IV programs, any balance of tuition and fees still owed to the school is due and payable immediately. If any balance remains, a refund check will be mailed to the student.

Questions regarding the institutional Refund Policy should be directed to the Business Office. Questions regarding the federal Return of Title IV Funds policy should be directed to the Financial Assistance and Business Office at 619.961.4324 or 619.961.4334.

3. Financial Assistance

A variety of financial assistance programs involving government aid, other private aid, institutional aid and aid from outside community organizations are available to students. Information regarding application procedures, qualifications for aid, deadlines and details of the various programs are available from the Financial Assistance Office. Financial assistance counselors are available to help you develop a plan to finance your education using your own resources as well as available loans, grants, employment and scholarships.

4. Scholarships

TJSL offers a variety of need and merit-based aid. Because of the broad array of scholarship funds and criteria, applicants need not submit a separate scholarship application. All scholarship recipients receive a detailed award letter containing the terms of the award and any criteria for renewal. Scholarships awarded by the law school are for a specific dollar amount and for specific semesters. By authorization of the Financial Assistance Office to the Business Office, a credit equal to the amount of the scholarship will be posted as a credit to the student's tuition account.

Partial or complete withdrawals will be handled according to the refund policy. Students who withdraw must reestablish scholarship eligibility by completing any unit deficiencies. A subsequent change in the enrollment, from full-time to part-time and vice versa, may also generate an adjustment in the scholarship amount.

APPENDIX I: Thomas Jefferson School of Law Payment Agreement

Congratulations on your decision to become a student at Thomas Jefferson School of Law. This agreement covers your obligation to pay tuition and fees during your enrollment. By signing this agreement, you agree to the following terms:

TUITION AND FEES - I agree to pay to Thomas Jefferson School of Law, hereinafter referred to as TJSL, tuition and fees for each unit in which I enroll at the rate then being charged. The amount of tuition and fees is stated in the registration bulletin in effect for each semester. Further, I understand that TJSL has the right to change tuition and fees at any time.

PAYMENT - The full amount of tuition fees is due and must be paid on or before the due date stated in the registration bulletin. If I register at any time after the initial payment deadline for the term, I must make full payment or set up payment arrangements at the time I register. If I fail to pay tuition when it is due, my registration will be cancelled and I will be required to re-register and pay a late registration fee.

FINANCIAL ASSISTANCE - I am responsible for payment of the full amount of tuition and fees charged by TJSL. If I am eligible and have been approved for financial assistance and/or a scholarship through a financial assistance program approved by TJSL and I meet all of the eligibility requirements, I understand that I may defer, at the option of TJSL, that portion of my tuition equal to the certified aid amount. When my financial assistance funds are received by TJSL I agree, as a condition of my enrollment and TJSL's acceptance of minimum payments, to pay my total tuition and fees then due by either (i) endorsing the financial assistance check or authorizing funds to be delivered via EFT and automatic credit to my tuition account and receiving a refund of any overpayment within two weeks, or (ii) delivering a money order, cashier's check or cash for the full amount due on my account to TJSL at the time I pick up my financial assistance check. If for some reason my financial assistance is not received by its anticipated due date, I will be required to pay the amount due on my account immediately.

Eligibility Requirements:

- I have been admitted as a graduate student.
- I am a U.S. citizen or a permanent resident.
- I am not in default nor do I owe a repayment of any Federal Title IV Funds.
- I have not borrowed in excess of the federal loan limits.
- I am registered with Selective Service or can prove that I am not required to register.
- I have accurately completed and submitted all financial assistance applications and supporting documentation.

TUITION PAYMENT PLANS - If I am unable to make payment in full prior to the start of each semester, I understand that TJSL at its sole discretion may approve a monthly payment plan. With this agreement on file, payment options may be selected prior to every semester of attendance as long as my tuition account remains in good standing. I will be required to make an initial payment by the registration payment deadline and will have the option of paying the balance in additional consecutive monthly payments, available payment plans and related service charges will be listed in the registration bulletin each term. I further understand that (1) Payment dates are set by TJSL and are published in the registration bulletins; (2) Current and subsequent schedule of payments shall be binding on me and made part of this agreement; (3) Each tuition payment received will be first applied to the oldest tuition obligation; (4) Payments are due on or before scheduled due dates or in full upon receipt of financial assistance, whichever comes first.

SERVICES CHARGES - I understand that service charges shall be included in the total and these fees will be listed in the registration bulletin each term. The service charge shall be stated and included in the schedule of payments. I may, at my option and without penalty, prepay all or part of

the balance plus service charge thereon, at any time. If I pay more than the amount due of any installment, the excess will be used as an advance payment of the next regular installment. Prepayment may reduce my service charge.

PENALTY CHARGES - If I fail to make timely payment of any or all of my scheduled tuition and fees payments on or before the close of business on the date due, I understand that I will be obligated to pay a \$25 late fee (\$50 for late registration) that will be added to my outstanding balance. If I am consistently late in making payments, I may jeopardize my eligibility to participate in the payment program.

DEFAULT - If I fail to make any payment on time, the entire unpaid balance including service charges, plus any applicable penalty charges may, at the sole option of TJSL, become immediately due and payable. I understand and agree that if I default on my scheduled payment, TJSL and/or its collection agent may disclose the fact that I have defaulted, along with other relevant information, to credit reporting organizations. I promise to pay all attorney's fees and other reasonable collection costs and charges necessary for the collection of my amount not paid when due. If a collection agency subject to the Fair Debt Collection Practices Act is used, I will pay all collection costs and service charges. I waive my right to privacy with regard to the disclosure of any and all information to any party, organization, business or entity in an effort to collect any debt owed under this agreement.

CHANGE IN NAME, ADDRESS, AND, SOCIAL SECURITY NUMBER - I am responsible for informing the TJSL Registrar's Office of any changes in my name, address, or social security number within thirty (30) days from any such change.

SUSPENSION OF SERVICES - I understand and agree that TJSL may withhold grade reports, bluebooks, transcripts, diplomas and other services if I fail to pay tuition and fees or break any of my promises under this agreement. TJSL may bar me from registering for any future semesters until my tuition and fees are fully current.

ACKNOWLEDGMENT - By signing this agreement, I acknowledge that I have read this agreement thoroughly, have received my copy and agree to be bound by it. TJSL may, at its sole option, refuse to accept any modification of this agreement as set forth herein, and specifically disclaims any guarantee or understanding, oral or written, that the student/applicant will be allowed to modify this agreement at any time. I understand that the refund policy is subject to change in accordance with Federal and State regulations and institutional policies.

Signature

Date

Print Name

Student #

APPENDIX II: Thomas Jefferson School of Law Refund Policy

A credit of tuition and fees may be granted to a student who reduces his or her course load resulting in a change of program of enrollment (i.e., full-time to part-time or less than part-time or a reduction in units during summer enrollment), or a student who completely withdraws from school (or a semester). Credits are computed based on total semester cost of tuition and fees according to the corresponding percentage scale as listed below. All requests for refunds are directed to the Business Office at 619.961.4324 or 619.961.4334 and are subject to the various governing federal, state and institutional policies. The effective date of a schedule change or complete withdrawal, for purposes of calculation of the institutional refund policy, is the date that the Registrar's Office receives *written notice* of the student's withdrawal.

Complete Withdrawals: In the event a student completely withdraws from school (or all scheduled classes in a particular semester), a fair and equitable refund of institutional charges will be calculated in accordance with applicable federal, state and TJSL policies. Refunds are calculated using the total institutional charges for the term for those students who withdraw or drop on or after the first day of the term.

Recipients of Federal Title IV Aid (Stafford Loans, Perkins Loans, and grants) are subject to federal return-of-funds requirements, calculated at the time of withdrawal, to determine earned and unearned aid received for the period. The school is required to return all or part of the unearned aid according to the federal calculation, regardless of charges incurred. Therefore, it is possible for recipients of federal financial assistance to owe a substantial outstanding balance to the school after withdrawal, even if their balance had previously been paid in full. See Return of Title IV Funds policy.

As the law school offers extended payment plan options, it is possible for students on these deferred payment plans to owe a substantial outstanding balance to the school after withdrawal. Upon withdrawal, after calculation of the institutional refund policy and processing of any required return of funds to Title IV programs, any balance of tuition and fees still owed to the school is due and payable immediately. If any balance remains, a refund check will be mailed to the student.

First-Time students - a first-time student is (A) a student attending TJSL for the first time and who has completely withdrawn from all classes before the 60 percent point of the period of enrollment for which that student has been charged; or (B) a student who received a full refund (less any allowable administrative fees) for previous attendance at TJSL and has completely withdrawn from all classes before the 60 percent point of the period of enrollment for which that student has been charged. This schedule applies only to complete withdrawals of first-time students for the fall, spring or summer sessions at TJSL. Readmitted students who did not receive a full refund (less any allowable administrative fees) for previous attendance at TJSL should refer to the schedule for Continuing Students below. (Students dropping individual courses should refer to the schedule for dropping a class.)

Fall or Spring Semester

Dates of Withdrawal	Refund
On or before the first day	100%
Day 2 through day 7 of the semester	90%
Day 8 through day 21 of the semester	80%
Day 22 through day 28 of the semester	70%
Day 29 through day 42 of the semester	60%
Day 43 through day 56 of the semester	50%
Day 57 through day 63 of the semester	40%
Day 64 and thereafter	No refund or Credit

Summer Session

Dates of Withdrawal	Refund
On or before the first day	100%
Day 2 through day 7 of the semester	80%
Day 8 through day 14 of the semester	70%
Day 15 through day 21 of the semester	60%
Day 22 through day 28 of the semester	50%
Day 29 and thereafter	No refund or Credit

Continuing Students - is a student who does not meet the criteria of a first-time student. This schedule applies only to complete withdrawals from the fall, spring or summer sessions of continuing students. (Students dropping individual courses should refer to the schedule for dropping a class.)

Dates of complete withdrawal	Refund
On or before the first day	100%
After the first day of the semester but before the end of the first 10 percent period in time.	90%
After the first 10 percent period in time and before the end of the 25 percent period in time.	50%
After the 25 percent period in time but before the end of the 50 percent period in time.	25%
After the end of the 50 percent period in time.	No Refund or Credit

Dropping a Class: TJSL recognizes that at times it becomes necessary for a student to withdraw from some, but not all courses. This schedule applies when a student has officially withdrawn from some, but not all courses, during the fall or spring semester, for which the student has been charged per unit. For students charged per semester, by program, this schedule applies when a student has officially withdrawn from some but not all courses, during the fall and spring semester, and the reduction in units results in a change in the program of enrollment or reduces the number of units enrolled below seven units. For students charged per semester, by program, the refund is calculated using the amount that represents the difference between the original rate charged and the rate that would have been charged had the student initially registered for the lower number courses at the beginning of the term. Refund requests for the summer session must be received by TJSL prior to the start of the summer session. Except as specified in the Law School Rules and Regulations, Section I. D. 2, no refund is available to students who withdraw from courses after the start of the summer session.

Date of course withdrawal	Refund
On or before the first day of the semester	100%
Day 2 through day 7 of the semester	85%
Day 8 through day 14 of the semester	70%
Day 15 through day 21 of the semester	50%
Day 22 and thereafter	No refund or credit

See your registration bulletin for specific dates as they apply to each semester and for any changes to the refund policy. The refund policy is subject to change at any time in order to maintain compliance with Federal and State Regulations and institutional policies. Questions relating to the refund policy should be directed to the Business Office. Copies of sample calculations may be obtained from the Business Office at 619.961.4324 or 619.961.4334.

APPENDIX III: Thomas Jefferson School of Law - Return of Title IV Funds Policy

When a student completely withdraws during the semester, we are required through federal policy to determine the student's earned and unearned Title IV aid received for the payment period. According to a specific calculation, the policy determines how much, if any, of the unearned funds the student and/or the school must return. This policy governs the federal loan and grant programs, which include Stafford Subsidized and Unsubsidized loans, Federal Graduate PLUS loans, and Perkins loans, but does not include the Federal Work-Study Program. Under this law, the amount of aid earned for the payment period is calculated on a pro rata basis through the 60 percent point of the semester. This point is determined by comparing the total numbers of days in the term, to the numbers of days completed as of the official withdrawal date. After the 60 percent point in the semester, the student is considered to have earned 100 percent of the Title IV funds. If the amount of funds disbursed to the student is less than the amount earned, the student will be eligible to receive the additional funds. If the amount of funds disbursed to the student were in excess of the amount earned, the school must return all or a portion of the unearned aid according to the federal calculation, regardless of institutional charges incurred. If the school is not required to return all of the excess funds, the student is responsible to return the remaining amount. Note: Any loan funds that the student must return are repaid in accordance with the promissory note.

The official withdrawal date as defined by federal regulations for Title IV Program purposes and used in this calculation will be the earliest of the following dates:

1. The date the student began the institutional withdrawal process (notifying the Registrar's Office of their intent to withdraw), or
2. The date the student otherwise provided official notification to the Registrar's Office of their intent to withdraw, or
3. The midpoint of the semester if the student withdraws without notifying the school, or
4. The student's last date of attendance at an academically related activity beyond the midpoint of the semester, as documented by the school, if the student withdraws without notifying the school.

This policy does not affect the student's institutional charges. The school's refund policy will be used to determine credits, if any, against a student's tuition and fees. As the school is required to return all or part of unearned Title IV aid, it is possible for recipients of federal financial assistance to still owe a substantial outstanding balance to the school after withdrawal, even if their balance had previously been paid in full. See TJSL Refund Policy.

Questions regarding this policy and requests for sample calculations should be directed to the Financial Assistance Office at 619.961.4324 or Business Office at 619.961.4334.

VIII. LIBRARY AND OTHER INFORMATION SERVICES

Most students will spend a significant amount of time using the library. Staff is available to assist you in learning how to find information in the library and in our subscription databases.

A. Hours

The law library is open seven days a week from 7:00 a.m. to 12:00 midnight, except for major holidays. Extended hours may be offered during midterms and final exam periods. Advance notice will be posted for schedule changes.

B. Circulation/Reserve Desk

The library circulation/reserve desk is located across from the north entrance to the fourth floor. There is also a circulation desk located on the fifth floor, which contains no reserve materials. The following services are provided to students who produce their current, valid Thomas Jefferson School of Law ID cards:

1. Check out:
 - a. Circulating books for one month;
 - b. CDs and commercially prepared video recordings for three days;
 - c. Study aids materials for two days;
 - d. The following course reserve materials for three hours:
 - 1) Text books, casebooks and photocopied materials;
 - 2) Audio and video recordings prepared by TJSL faculty;
 - 3) Bar exam materials

Each student is responsible for all materials that he or she checks out. Fines are imposed for the late return of borrowed materials. See the Law Library User Guide, on the library Website, for fine rules.

2. Sign up for:
 - a. Study Rooms;
 - b. Audio cassette players (to be used only in the library);
 - c. Headsets (to be used only in the library);
3. General information about the library and its holdings;
4. Assistance with photocopier problems;
5. Assistance with microform materials and equipment

C. Reference and Circulation Librarians

Our reference librarians and circulation librarians (often called public services librarians)

are law school graduates and/or have extensive experience in academic law libraries. A librarian is generally available from 7:00 a.m. until 10:00 p.m., Monday through Friday and from 11:00 a.m. to 7:00 p.m. on Saturday and Sunday. Librarians staff the reference desk, which is located at the west end of the circulation/reserve desk, for a limited number of hours, which are posted at the reference desk. Feel free to visit a librarian in her or his office if no one is at the reference desk, or use AskThom, our virtual reference service, which is accessible on the library Website. If you are unable to locate a librarian, ask an assistant at the circulation/reserve desk to help you find one.

Public services librarians are the best source to answer questions about how to find information located in the library or about our subscription databases. In particular, public services librarians can:

1. Guide you to sources that may provide answers to classroom questions and research problems;
2. Help you become familiar with the library and how to utilize the wealth of resources found here. Mini research classes are offered each semester;
3. Refer you to outside sources of information and assistance;
4. Instruct you on the use and organization of microform materials. Copies can be made of any item on film or fiche;
5. Help you in accessing appropriate online resources and with research strategy in databases such as Lexis, Westlaw, Loislaw, Hein Online, and the Internet;
6. Help you to locate materials which are not available in the library collection, and attempt to obtain requested materials through interlibrary loan.

D. Bibliographies and Research Guides

Librarians have prepared class-related bibliographies of library materials and online resource guides for many elective courses. Digitized versions of these guides are available on the library Website.

E. Library Maintenance

1. Patrons must re-shelve books when finished so that other students and library patrons may have access to the books.
2. The library is designed to be a collaborative learning environment. Therefore, quiet conversation is permitted in study rooms, as and around the fourth and fifth floor learning centers, and on the fifth floor balcony. Please note that the east portion of the fourth floor is a work area for staff and will not often be quiet.
3. Although much of the library is designed to be a collaborative learning environment, patrons should keep conversations to a minimum in the fourth and fifth floor open seating areas not adjacent to the learning centers, and in the fourth floor library lobby that leads to the seating. The quietest part of the library is at the back of the fifth floor (the western half).

4. Patrons who bring cell phones into the library should set them on vibrate mode. Phone conversations should take place outside the library.
5. Food may not be consumed in the library. Beverages are allowed only in spill-proof (sealable) plastic or metal containers. Spill-proof containers have either a screw-on top or a top having a lever that can be pushed shut when not in use, and are designed to prevent spillage. Library personnel may remove forbidden items without notice.
6. Do not use Post It notes, tape flags or paperclips in library materials, which damage the pages. Library rules prohibit writing, underlining, or otherwise marking in library materials.
7. It is considered to be a serious violation to remove materials from the library without permission, or to vandalize materials. Librarians will impose appropriate sanctions for these violations. Hiding library materials from fellow students is an ethical violation which will be reported to the Ethical Standards Committee.
8. Patrons must wear shoes or sandals, shirts or blouses, and pants, shorts, or skirts
9. Students may bring children under the age of 18 into the library only if they are exceptionally well behaved. Parents must accompany their children at all times. If a child is unable to remain quiet, library personnel will ask that the adult remove the child from the library. If parents leave a child alone in any library area, library personnel will attempt to locate them wherever they may be in the law school and ask them to come and supervise the child.
10. Library personnel may not accept telephone, written or oral messages. In an emergency, library staff will refer calls to the Registrar's Office so that the student can be located and notified of the emergency.
11. As patrons leave the library, library personnel may inspect all briefcases, bags, etc., large enough to hold books. Please be prepared to present these items for a visual inspection as you leave.
12. Patrons should keep wallets or other valuables, including course materials, with them at all times. The library is not responsible for loss or theft of personal belongings.

F. Online Resources and Training

1. The library offers several live mini-classes to prepare students for today's law firm environment. Several mini-classes are available on-demand on the library Website.
2. Lexis and Westlaw training is offered to all students, and all students are assigned IDs. The terms of the school's contracts with these providers restrict student use to educational purposes. The term "educational purposes" includes class assignments, research for faculty, moot court, law review and mock trials. Students may not use Westlaw or Lexis for clerking assignments or other employment outside the law school.

3. For printing specifics, contact the IT Helpdesk at 619-961-4357.

G. Study Rooms

Our study rooms may be used only by TJSL students, TJSL alumni studying for the bar, and TJSL faculty and staff. Study rooms may be used for any academic purpose, including group and individual study. Whiteboard markers and erasers are available at the circulation/reserve desk, and must be returned when patrons are finished with their room reservation time.

Reservations

1. Students may make one same day, two-hour study room reservation by either telephoning the circulation/reserve desk (619-961-4333) *after* our 7:00 a.m. library opening or by making an in-person reservation at the desk. Advance reservations cannot be taken before 7:00 a.m. of the reservation day.
2. Alumni preparing for a bar exam may make one same-day, three-hour study room reservation by either telephoning the circulation/reserve desk (619-961-4333) *after* our 7:00 a.m. library opening or by making an in-person reservation at the desk. Advance reservations cannot be taken before 7:00 a.m. of the reservation day.
3. A student must present her or his own current law school student ID card, or another photo ID, at the time of checking in for a room reservation. Alumni may present either their alumni card or, on verification of alumni status, will have an account created for them.
4. Students or alumni who arrive more than ten minutes after their reserved time starts will forfeit their reservation to students who are awaiting an open study room.
5. Students or alumni who wish to extend the time to their initial reservation may attempt do so only by checking at the circulation/reserve desk during the last 30 minutes of their reservation time period. If no requests have been made for the room, students or alumni may have one two-hour reservation extension.
6. Each patron is responsible for returning all checked out materials to the circulation/reserve desk when leaving the study room.

H. Newspapers, Periodicals and Popular Books Reading Area

The east area of the fourth floor is reserved for light reading, and contains recent issues of popular periodicals, popular magazines, general and legal newspapers, and popular novels.

I. Violations of Library Policy

For the benefit of all members of the law school community, students and alumni are expected to abide by the library's policies and procedures and must accept the consequences if they fail to do so. Patrons who return library materials late will incur significant fines. If library materials are lost, the responsible patron will be charged for

the cost of replacing each item. The Business Office will bill patrons for fines and other charges. Sanctions for repeated late returns or other violations of library policies may include temporary suspension of library privileges and/or the suspension of services to the student by the Registrar, Financial Aid, and Business Offices. Patrons may obtain a current statement of library fines by viewing the Library User Guide on the library Website.

J. Suggestions

We seek your ideas on how the library can be further improved to meet your academic needs. Please feel free to suggest new titles, procedures, and facility improvements. You may contact the acting library director, Patrick Meyer, directly in person, by phone (619-961-4296) or via e-mail (pmeyer@tjsl.edu), or you may take advantage of our suggestion binder. The suggestion binder is located at the circulation/reserve desk.

IX. GENERAL ADMINISTRATIVE POLICIES

A. *The Advisor*

The law school publishes *The Advisor* each Monday during the fall and spring semesters and as needed during the summer session. Each student receives an electronic copy of the publication via their student email address.

The Advisor contains announcements of use to students, such as policy changes, campus events, deadlines, and career opportunities. Students wishing to place announcements in *The Advisor* should contact the Communications Office no later than 12:00 p.m. of the Tuesday preceding publication.

B. Parking

Student parking is located at the Padres' Parkade at 440 11th Street. The vehicle entrance is located on 10th Avenue at J St. There are two parking options at the Parkade. There is an hourly option and a monthly option. Students who park on an hourly basis can park during normal Parkade garage operating hours and must pay the hourly fee.

Students who opt-in to the Parkade monthly option may access the garage 24 hours 7 days a week. Parking is allowed on Levels six through nine only. Students who opt-in to monthly parking will also be given a HID MicroProx sticker that must be affixed to the student's School ID card at all times. This HID MicroProx tag will allow gate access to the parking structure.

Students must also display their Thomas Jefferson School of Law parking decal on the back windshield of their vehicle at all times when parking in the Parkade. Unauthorized parking will be tracked and may incur penalties up to and including towing at the owner's expense. During the Padres baseball season, parkers must vacate the garage at least 90 minutes prior to the start of the game. For example, if there is a Padres game at 7:05 p.m., all vehicles must leave the facility by 5:35 p.m. Failure to leave during Padres games will result in additional parking charges according to posted rates. The speed limit in the garage is 5 mph.

Parking underneath the law school building is limited to faculty and staff only. However, students who ride motorcycles or bicycles, have handicap plates, or participate in the car pool program may park in those designated areas in the law school garage. Students who participate in the car pool program must register as a car pool group. Car pool groups

must consist of at least three students who must all be present in the vehicle when entering the law school garage. The car pool group must have each student's name, make, model, color and license of each vehicle in the group on file with the law school. Unauthorized use of the law school parking garage is prohibited. The speed limit in the garage is 5 mph.

C. ID Cards

All students are required to carry a current Thomas Jefferson ID card while on campus. Student ID cards can be obtained from the IT Department located on the third floor free of charge. Students must keep their ID cards with them while on campus. Students must present their ID cards in order to check out library materials or reserve study rooms. Lost ID cards may be replaced for a \$5.00 fee. Payment should be made to the Business Office. The receipt should then be taken to the IT Department located on the third floor.

D. Weapon Control

No weapons will be carried in briefcases or bags or on the person of students while on campus. The mere possession of a weapon on the premises may subject the student to disciplinary action including suspension or dismissal.

E. Smoking, Eating and Drinking

As a LEED certified Gold building, the School is required to ensure that those who elect to smoke do so at least 25 feet from any door or opening. Smoking is NOT permitted inside or at the front entrance to the building at any time. Smoking is only permitted at the Park Boulevard side of the building, at the west edge of the building. Receptacles for used butts are available at this location. No food or drink is permitted in the library or classrooms unless the instructor has granted permission. In general, most instructors permit beverages in the classroom.

F. Children on Campus

Anyone under 18 must be accompanied by an adult at all times while on campus. Children may attend class only with the permission of the instructor.

G. Use of Thomas Jefferson School of Law as Address Prohibited

Students must not use the address or phone number of the School for personal business and communication. Mail received at the School intended for a student will be returned to the sender. Mail for student organizations must be addressed to the organization, not an individual student.

H. Use of Campus Facilities

No student may utilize for his or her personal use any campus facility not specifically designated for student use including telephones, computers, typewriters, photocopiers, facsimile machines, etc. Any student found to be using the School's facilities for personal or unauthorized use is subject to disciplinary action. The law school reserves the right to search all areas of the campus for missing or stolen property.

I. Change of Address

Change of address and/or telephone number, both home and office, should be immediately reported in writing to the Registrar's Office.

J. Privacy Policy

The School, in compliance with the Family Educational Rights and Privacy Act of 1974, has designated the following items as Directory Information as it pertains to Alumni information:

Alumnus name, address, telephone number, undergraduate degree, law school degree, date degree awarded, honors earned at the School, business address, business phone and business email.

The School may disclose any of the above listed items without the alumnus' prior written consent, unless the Registrar's Office is notified in writing to the contrary. All other student academic information is considered confidential and will not be released without the alumnus' written permission.

K. Inspection of Student Records

Students who wish to view their official records at the School may submit written petitions to the Registrar's Office requesting an appointment to review their records. Under the Family Educational and Privacy Act of 1974 (FERPA), students have a right to inspect their education records; request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent; file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA; and obtain a copy of the school's FERPA policy.

L. Notice of Information

Important information, including new or revised rules and regulations are published in *The Advisor*, and generally e-mailed to the student's law school e-mail account. All students are held responsible for noting information and following instructions posted or published.

M. Default on Payment of Tuition and Fees

Students with outstanding balances at the School will not be eligible to register for the next semester, receive their grades, receive or cause a transcript to be sent, receive career services, graduate, be certified as a graduate to any bar examination or use other administrative services.

N. Anti-Discrimination and Anti-Harassment Policies

The School is committed to a policy of operating free of improper harassment and discrimination. Please see Appendices A and B of this handbook where the anti-discrimination and anti-harassment policies and procedures are reproduced in full.

O. School Property

Marking or defacing the building, furnishings or other school property are subject to dismissal and will be required to reimburse the school for the damage.

P. Animals on Campus

No animals are allowed on campus except certified Animal Assistants. This includes leaving animals in vehicles in the parking areas.

X. GENERAL INFORMATION FOR ALL STUDENTS

A. Campus Café

– Under Construction more information will be made available at a later date.

B. Disabled Students

See Appendix D.

Inquiries concerning accommodations for students with disabilities should be directed to the Director of Student Services.

C. Lost and Found Articles

Inquiries regarding lost articles or items found should be directed to the Security Desk located on the first floor.

D. Housing

Housing information can be obtained from the Student Services Office.

E. Medical Information Form

In order to assist paramedics, police, etc., in the event of a student's medical emergency Thomas Jefferson School of Law ("the School") requests that students complete the voluntary medical information form that is provided each term with the registration materials. The form will be kept in Student Services and the Library, as these are the departments called when there is an emergency. The form will not be a part of the student's file. The School will consider the information on the form as personal, but cannot guarantee confidentiality. This information is not carried over from semester to semester. If you want this information kept on file, please complete a new form each semester.

F. Personal Counseling

The School provides the personal counseling services of two licensed professional therapists to help you in coping with any difficulties you might face. Each student may seek these services free of charge for up to three sessions per semester. Services can be provided at either the counselors' offices or on campus. For additional information, pick up a brochure from the student lounge; or contact the Director of Student Services.

G. Student Lockers

Lockers are available for rent for \$20 per semester and are located on the second and third floors. For information contact the Business Office.

H. Student Lounge and Student Organization Workspace

The student lounge is located on the fifth floor. The lounge features comfortable seating, and a quiet study area. Additional space is allocated to the SBA, the Law Review, and generally for use by other student organizations. For detailed information contact Student Services.

I. Student Mailboxes

Every student is assigned a mailbox on the fifth floor in the Student Lounge for receipt of messages from faculty, staff and students. Because the confidentiality of information placed in the campus mailboxes cannot be guaranteed, it is the policy of the law school not to place confidential information in a student's campus mailbox. A student who wishes to decline a mailbox should contact the Director of Student Services.

J. Trolley Passes

Trolley passes are available at a discounted rate of \$25.00. Monthly Trolley passes are available one week prior to the beginning of a new month and up through the 14th day of the new month. The Trolley pass can be purchased from the Business Office during normal business hours.

XI. RESERVATION OF RIGHTS

- A. The School reserves the right to refuse admission to any applicant.
- B. The School reserves the right to disqualify, discontinue or exclude any student for nonacademic reasons either by means of the appropriate disciplinary committee or by action of the Dean. The Dean retains jurisdiction, which may be concurrent with that of the Ethics Committee, over all matters in which the student must be certified to any bar admissions authority. Those matters include, but are not limited to, violations of trust, certain delinquencies in financial obligations, or any other matter pertaining to an applicant's reputation for honesty, trustworthiness, character, integrity or citizenship.
- C. The School reserves the right to disqualify or discontinue for academic reasons any student who in the sole judgment of the School should not continue the study of law.

This handbook does not constitute a contract or an offer of a contract between the School and any student or a prospective student. The School reserves the right to change the policies stated in this handbook at any time. This handbook and each subsequent handbook supersedes all previous handbooks and statements of law school policy, and the policies expressed in this handbook and each subsequent handbook will be binding on the student, regardless of any policies stated in any previous handbook or other material received by the student. This handbook and each subsequent handbook are supplemented by the rules and regulations stated in *The Advisor* or otherwise communicated to the student. Where conflicts exist between any of these sources, the rule, regulation or policy most recent in time will prevail.

XII. APPENDICES

APPENDIX A – Programs of Study

THOMAS JEFFERSON SCHOOL OF LAW
PROGRAMS OF STUDY
FALL ENTERING FULL-TIME 3-YEAR PROGRAM
88 UNITS ARE REQUIRED FOR GRADUATION

	Course Title	Units
FALL		
	Civil Procedure I	3
	Contracts I	3
	Criminal Law	3
	Legal Writing I	4
	Torts I	3
SPRING		
	Civil Procedure II	3
	Contracts II	3
	Legal Writing II	3
	Property I	3
	Torts II	3
FALL		
	Constitutional Law I	3
	Criminal Procedure	3
	Evidence or Business Associations	4
	Professional Responsibility	3
	Property II	3
SPRING		
	Constitutional Law II	3
	Business Associations or Evidence	4
	Remedies (for students in 2 and ½ year program)	3
	Electives	
FALL		
	Remedies	3
	Electives	
SPRING		
	Electives	

THOMAS JEFFERSON SCHOOL OF LAW
PROGRAMS OF STUDY
FALL ENTERING PART-TIME 4-YEAR PROGRAM
88 UNITS ARE REQUIRED FOR GRADUATION

(Part-Time students must enroll in sufficient summer classes to meet this requirement)

Course Title	Units
FALL	
Contracts I	3
Legal Writing I	4
Torts I	3
SPRING	
Contracts II	3
Property I	3
Torts II	3
FALL	
Civil Procedure I	3
Legal Writing II	3
Property II	3
SPRING	
Civil Procedure II	3
Constitutional Law I	3
Criminal Law	3
FALL	
Constitutional Law II	3
Evidence	4
Professional Responsibility	3
SPRING	
Business Associations	4
Remedies (for students in 3 and ½ year program)	3
Electives	
FALL	
Criminal Procedure	3
Electives	
SPRING	
Electives	

THOMAS JEFFERSON SCHOOL OF LAW
PROGRAMS OF STUDY
SPRING ENTERING FULL-TIME 3-YEAR PROGRAM
88 UNITS ARE REQUIRED FOR GRADUATION

Course Title	Units
SPRING	
Contracts I	3
Criminal Law	3
Legal Writing I	4
Property I	3
Torts I	3
FALL	
Civil Procedure I	3
Contracts II	3
Legal Writing II	3
Property II	3
Torts II	3
SPRING	
Civil Procedure II	3
Business Associations or Evidence	4
Criminal Procedure	3
Electives	
FALL	
Constitutional Law I	3
Evidence or Business Associations	4
Professional Responsibility	3
Electives	
SPRING	
Constitutional Law II	3
Remedies	3
Electives	
FALL	
Electives	

THOMAS JEFFERSON SCHOOL OF LAW
PROGRAMS OF STUDY
SPRING ENTERING PART-TIME 4-YEAR PROGRAM
88 UNITS ARE REQUIRED FOR GRADUATION

(Part-Time students must enroll in sufficient summer classes to meet this requirement)

Course Title	Units
SPRING	
Criminal Law	3
Legal Writing I	4
Property I	3
FALL	
Contracts I	3
Property II	3
Torts I	3
SPRING	
Contracts II	3
Legal Writing II	3
Torts II	3
FALL	
Civil Procedure I	3
Criminal Procedure	3
Evidence	4
SPRING	
Business Associations	4
Civil Procedure II	3
Constitutional Law I	3
FALL	
Constitutional Law II	3
Professional Responsibility	3
Electives	
SPRING	
Remedies (for students in the 3 and ½ year program Remedies should be taken in the prior summer if offered)	3
Electives	
FALL	
Electives	

APPENDIX B – Co-Curricular Competition Policy & Guidelines

- A. To the extent the competition falls within the purview of one of our existing teams (Moot Court, Mock Trial, ADR), students who are members of the pertinent organization must be given the first opportunity to participate on the team, provided that the team member also satisfies any other appropriate prerequisites established by the faculty supervisor or the competition rules (e.g., completing courses in certain subject areas, etc.).
- B. To the extent the competition is in an area not covered by our existing teams, or there is insufficient interest among existing team members to fill all of the available slots, the student and/or faculty sponsor(s) of the proposed new team must provide a written application for approval to the Clinic and Professional Skills Committee. That application should include each of the following:
1. A description of the relevant competition.
 2. A description of a competitive selection process that will be used to determine membership on the team.
 3. A commitment that all students selected to participate on the team will pledge in writing that they will spend a minimum of 50 hours in preparation for the competition (these hours may include time spent writing a brief or preparing other materials). Students shall verify that they have in fact devoted the requisite number of preparation hours by submitting time sheets to the team's faculty supervisor.
 4. Identification of a faculty supervisor who commits to personal involvement in preparing the team for the competition.

ACADEMIC REQUIREMENTS AND PREPARATION PROCESS

Academic Eligibility Requirements

In order to compete, Petitioners must have earned at least 18 units of credit and be in good academic standing. For moot court competitions, Legal Writing II is also a pre-requisite for participation. Please note: Team competitors from ADR, Moot Court, or Mock Trial will be given selection priority.

Preparation Process

Successful petitioners interested in receiving academic credit must design a course of study and preparation program that satisfies their faculty advisor under the directed study guidelines. Approval of academic credit will require participants to pledge 50 plus hours of work per each unit of credit and shall be organized through the Student Services and Registrar's Offices.

STUDENT AND FACULTY RESPONSIBILITIES

Student Responsibilities

Students competing must have complete familiarity of the competition's rules and the problem. Students must agree to conduct all the necessary research allowed by the rules, write briefs or other

written materials required by the competition, and submit at least three drafts of the brief to the faculty supervisor (if permitted by rules). Students must submit with the application a detailed schedule of research and writing deadlines and a practice schedule. In addition to working on the written materials, students preparing for a moot court or ADR competition must practice at least six (6) hours per week. Students involved in a mock trial competition must commit to practicing a minimum of four nights a week for three to four (3– 4) hours for at least four (4) weeks before the competition.

Each team must have a designated coach who is responsible for all administrative issues including scheduling practices, making sure all deadlines for drafts and other matters are met, contacting faculty and practitioners to attend practices, coordinating travel arrangements, submitting receipts of competition expenditures and any other administrative matters.

Faculty Responsibilities

A faculty advisor must become familiar with rules of the competition and understand what the competition problem asks students to deliver. A faculty advisor must give feedback on student written and oral materials as permitted by the rules of the competition. Faculty advisors to ADR and moot court teams must attend at least one practice per week during period practices and at least two practices per week for at least four weeks before the competition for mock trial competitions. If the faculty member is unable to attend a practice, the faculty member must make arrangements for other faculty and/or practitioners to give feedback on practices. If it all possible, faculty advisors should plan to travel with the ADR and Moot Court teams (applications that have faculty traveling with them will be given preference). Faculty advising Mock Trial teams are required to travel with the team. Faculty supervisors may agree to give credit to students per the guidelines of the directed study program.

FUNDING

Committee approval of the application will be subject to a determination that the proposal meets TJSL's academic standards. Once the committee approves the applications, an administrative determination that funding is available to support the team must be made by the Dean of Students. Requests must include a detailed, itemized budget. Unless special circumstances exist, petitioners must budget two persons to a room.

SUBMISSION OF REQUEST

Students making application must submit their requests to Lisa Ferreira no later than October 1st of each year. Decisions on submitted applications will be made by October 31st.

CO-CURRICULAR COMPETITION POLICY APPLICATION
General Information:

Student Organization Name:
Competition Faculty Advisor:
Names of Competitors, Units Earned, semester and cumulative gpa:

Description of the Relevant Competition:

Name of Competition:
Date of Competition:
Website for Competition:
If no website, please attach competition information.
Registration Deadline:

Selection Process for Team Membership:

Date of Announcement of Opportunity to Compete:
Describe the Process of the Announcement Distribution that Provided Notice of the Opportunity to Compete:
Description of Requirements or Criteria Used for the Selection Process:

Please note: Team competitors from ADR, Moot Court, or Mock Trial will be given selection priority. Director of ADR and Moot Court, as well as the Mock Trial Director must sign below indicating this requirement has been met.

Director Signature (or Email Confirmation) and Date: _____

Faculty Responsibilities: My signature below indicates that I am familiar with the rules of the competition, TJSL's Competition Policy and Guidelines. I agree to work with the students submitting this application to help prepare them to compete. In order to give students feedback on the written and oral materials submitted to the competition (as permitted by the competition rules), I agree to attend at least one practice per week during period practices. If I cannot personally attend or be available to the students for a practice session, I will help arrange for other faculty and/or practitioners to give feedback on student practices.

____ I plan to travel with the team.

____ My time commitments do not permit me to travel with the team.

Faculty Advisor Signature and Date: _____

Funding

Please attach a budget proposal that details the amount of and use for the funding requested.

Submission

Complete applications should be submitted to Lisa Ferreira, Director of Student Services no later than October 1st. Decisions on submitted applications will be made by October 31st.

APPENDIX C – Transfer of Credit Policy

A. Transfer of Credit: J.D. Program – Exchange, Joint Degree, and Visiting Programs

1. Cooperative Exchange Program with California Western and University of San Diego Schools of Law.

Thomas Jefferson students may register for certain elective courses during the fall or spring semesters at the University of San Diego or California Western Schools of Law. Available courses are announced shortly before the start of each semester.

The program is limited to ten students per semester at each school, and students may enroll through the exchange program in a maximum of one course per semester.

Required courses and summer sessions are excluded. Tuition remains payable to Thomas Jefferson School of Law.

For more information on the cooperative exchange programs, students should contact Kim Grennan (king@tjssl.edu), Registrar.

2. Student Exchange Programs with: University of Burgundy (France); Far Eastern National University (Russia); Moscow State University (Russia).

The School has developed student exchange programs with the University of Burgundy School of Law in Dijon, France; and two Russian universities: Far Eastern National University and Moscow State University.

For more information on the student exchange programs, students should contact Lisa Ferreira (lisaf@tjssl.edu), Director of Student Services.

3. JD/MBA Joint Degree Program with the College of Business Administration, San Diego State University.

The School has developed a joint JD/MBA degree program with SDSU. Students enrolled in the joint degree program may transfer up to twelve units of credit for coursework undertaken as part of the MBA program toward the JD degree.

For more information on the joint degree program, students should contact Beverly Bracker (bbracker@tjssl.edu), Director of Career Services.

4. Non-Thomas Jefferson School of Law Summer and Visiting Programs.

In appropriate circumstances, students may earn up to six units at another ABA approved law school, either as part of a summer program or as a visiting student.

For more information on visiting programs, students should contact Lisa Ferreira (lisaf@tjssl.edu), Director of Student Services.

Transfer of Credit: For each of the programs described in this section, academic units for grades of 2.0 (or equivalent) and higher are transferable to the School, and will be reflected on the School's transcripts with the designation "CR" rather than the numeric grades received. In the event a student earns a grade below 2.0 (or equivalent) through these programs, the academic units will not transfer to the School, and no designation will appear on the student's school transcript.

B. Transfer of Credit: J.D. Program – Transfer Students

Once an offer of admission has been made to a transfer applicant, the Director of Academic Administration, in consultation with the Associate Dean for Academic Affairs, evaluates the transfer student's academic transcript to determine the number of credit hours and required courses for which the student will receive credit toward graduation.

Generally, transfer students will receive credit for courses in which the student received a grade equivalent to, or higher than, 2.7 on a 4.0 scale. In no case will a student be permitted to transfer more than 44 units of credit.

For more information, please contact Tim Spearman (tspearman@tjssl.edu), Director of Admissions, or Kay Henley (kayh@tjssl.edu), Director of Academic Administration.

C. Transfer of Credit: Graduate Programs

Residential Graduate Programs

Transfer credit in the Residential Graduate Programs will be subject to policies applicable to transfer credit for J.D. students or any policies that may be established by the Residential Program Director.

Online Programs

1. Online Program students who have previously earned credits at an Eligible Institution, as defined in this section, may receive an evaluation of their transcripts to determine the number of credit hours and required courses for which they will receive transfer credit by submitting a transfer credit request form, with all required supporting documentation, to the Program Manager. No transfer credit request will be processed without submittal of a written transfer request form and all other required documentation. In certain cases, students may be required to fulfill specified conditions before credit hours and required courses will be awarded. Transfer students should contact an Academic Advisor or the Assistant Dean to discuss their proposed course of study.
2. "Eligible Institutions" include:
 - a. schools of law that are accredited by the American Bar Association (ABA) and members of the Association of American Law Schools (AALS);
 - b. Master's degree programs offered by schools of business accredited by the Association to Advance Collegiate Schools of Business (AACSB), and
 - c. foreign universities with accreditation under a system considered, in the Assistant Dean's sole discretion, to be equivalent to a system of accreditation recognized by the U.S. Department of Education.
3. A course taken at an Eligible Institution will be eligible for transfer credit if, in the Assistant Dean's sole discretion, it is deemed functionally equivalent to a course offered within the Program. The Assistant Dean's decision to grant or deny transfer credit will be final. In all cases, the burden lies with the student to provide

appropriate documentation supporting his or her request for transfer credit.

4. No course with less than a B (3.0/84 percent) grade will be considered for transfer credit.
5. A transfer credit request may be submitted upon enrollment in a student's first term, but the actual transfer of credit will not occur until the student has earned least sixteen credits at Thomas Jefferson School of Law.

D. List of Institutions of Higher Education with which the School has Articulation Agreements

California Western School of Law

Far Eastern National University (Russia)

FUNDAÇÃO MINEIRA DE EDUCAÇÃO E CULTURA (FUMEC) (Brazil)

Moscow State University (Russia)

Queen's University Faculty of Law (Kingston, Ontario, Canada)

San Diego State University, College of Business Administration

Sistema Educacional Brasileiro (SEB) (Brazil)

University of Burgundy School of Law (Dijon, France)

University of San Diego School of Law

University of Valencia (Spain)

Zhejiang University Guanghua College of Law (Hangzhou, China)

APPENDIX D – Accommodations for Students with Disabilities

It is the policy of the law school to provide reasonable accommodations to qualified students with documented disabilities. Students whose disabilities may require accommodation must contact the Director of Student Services as early as possible. An information packet containing detailed policies and procedures for requesting accommodations is available to students through the Student Services Office. Appropriate accommodations and modifications will be worked out on a case-by-case basis with the student and the Director of Student Services.

It is the policy of the law school to require appropriate documentation of disabilities supplied by a licensed professional or health care provider. The cost of obtaining a professional evaluation and documentation will be borne by the student. Diagnosis of a documented disability by family members will not be accepted due to professional and ethical considerations even when the family members are otherwise qualified by virtue of training and licensure/certification. It should be noted that all approved accommodations are prospective and no retroactive accommodations are provided. All requests for accommodations must be submitted no later than one month prior to the date the accommodation is requested.

For students with physical disabilities, documentation must:

1. be prepared by a licensed professional or health care provider;
2. state the nature of the disability;
3. describe how the disability affects the student in an academic setting;
4. state the current level of functioning; and
5. supply evidence of a limitation to learning or another major life activity.

For students with learning disabilities, documentation must:

1. be prepared by a licensed professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;
2. include the testing procedures followed, the instruments used to assess the disability, all test results, and a written interpretation of all test results by the professional (conclusions regarding the disability are not sufficient without the basic testing or diagnostic data);
3. assessment, and any resulting diagnosis, must consist of and be based on a comprehensive assessment battery that does not rely on any one test or subtest;
4. reflect the individual's present level of functioning in the achievement areas of

(where relevant): reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling;

5. reflect the individual's present level of functioning in the areas of intelligence and processing skills; and
6. reflect the evidence of a substantial limitation to learning or another major life activity.

For students with psychiatric disabilities, documentation must:

1. be diagnosed by a qualified professional with comprehensive training and relevant expertise in differential diagnosis of psychiatric disorders;
2. have appropriate licensure/certification;
3. address the current level of functioning and the need for accommodations;
4. contain historical information based on a diagnostic interview and/or psychological assessment;
5. rule out alternative diagnosis; and
6. reflect the evidence of a substantial limitation to learning or another major life activity.

Grievance Procedure

If the student disagrees with the decision concerning the accommodations to be provided, the student must notify the Director of Student Services, in writing no later than ten days after the receipt of the decision. If this fails, the student may appeal to the Associate Dean of Academic Affairs. The appeal will be conducted on the basis of the documentation which the student has submitted, and the student's written argument in support of his or her appeal. The Associate Dean will review the student's appeal as soon as reasonably possible and provide the student with written notification of the decision.

APPENDIX E – Anti-Discrimination Policy

Section 1

Discrimination Prohibited

Thomas Jefferson School of Law is committed to a policy of non-discrimination both in educational and employment opportunities. The School's policy is to prohibit discrimination based on: race; color; national origin; religion; disability; sex; actual or perceived sexual orientation, gender identity, or gender expression; or age.

An exception to our policy of non-discrimination is granted to representatives of the U.S. Department of Defense who discriminate on a basis not permitted by our policy. This exception is made in order to avoid the loss of federal funds that would otherwise be imposed by the 1996 Solomon Amendment.

Section 2

Notice of a Violation

Any instance of prohibited discrimination may and should be promptly notified to the Dean, the Associate Dean for Academic Affairs, or the Human Resources Manager. The law school will endeavor to maintain the confidentiality of the complainant, subject to its obligation to take remedial action with respect to prohibited discrimination. Retaliation by any administrator, faculty member, staff member, agent contractor or student against any person who reports discrimination under this section is prohibited. Any instance of such retaliation may and should be promptly reported in the same manner as an instance of prohibited discrimination.

Section 3

Investigation of a Violation

The person receiving notice of an alleged violation of this policy under Section 2 will be responsible for ensuring that an investigation of the allegation is promptly initiated. The investigation may be conducted by any of the persons named in Section 2 or by any other person designated by the Dean for that purpose. The investigator will maintain a written record of the results of the investigation and will notify the Dean to the complainant of the results.

Section 4

Remedial Action

Where prohibited discrimination or retaliation has been found to have occurred, the Dean will be responsible for taking appropriate corrective or disciplinary action. Disciplinary action for discrimination or retaliation in violation of this policy may include action up to and including termination in the case of an employee and dismissal in the case of a student. Corrective action may include temporary remedial measures pending completion of the investigation.

APPENDIX F – Anti-Harassment Policy

Section 1

Harassment Prohibited

It is the policy of Thomas Jefferson School of Law that all members of the law school community should be able to enjoy a work and educational environment free from harassment. Harassment infringes on the individual's right to a comfortable work or learning environment and is a form of misconduct that undermines the law school's mission. The law school will not condone such conduct, whether committed by an administrator, faculty member, staff person, agent, contractor or student. Nor will it permit harassment to affect any employment or academic decision.

Harassment prohibited by this policy means severe or pervasive conduct that has the purpose or effect of creating a hostile or abusive work or academic environment when the conduct is motivated by the victim's race color, national origin, religion, disability, sex, sexual orientation, or age. Harassment also includes unwelcome sexual advances and other unwanted verbal or physical conduct of sexual nature, where submission to or rejection of such conduct by an individual is, or is threatened to be, used as the basis for employment or academic decisions or treatment affecting such individual.

Section 2

Notice of a Violation

Any instance of prohibited harassment may and should be promptly notified to the Dean, the Associate Dean for Academic Affairs, the Assistant Dean for Administration, or the Human Resources Manager. These matters can be extremely sensitive and the law school will endeavor to maintain the confidentiality of the complainant, subject to its obligation to take remedial action with respect to prohibited harassment. Retaliation by any administrator, faculty member, staff member, agent, contractor or student against any person who reports harassment under this section is prohibited. Any instance of such retaliation may and should be promptly reported in the same manner as an instance of prohibited harassment.

Section 3

Investigation of a Violation

The person receiving notice of a charge of harassment under Section 2 will be responsible for ensuring that an investigation is promptly initiated. The investigation may be conducted by any of the persons named in Section 2 or by any other person designated by the Dean for that purpose. The investigator will maintain a written record of the results of the investigation and will notify the Dean and the complainant of the results.

Section 4

Remedial Action

Where prohibited harassment or retaliation has been found to have occurred, the Dean will be responsible for taking appropriate corrective or disciplinary action. Disciplinary action for harassment or retaliation in violation of this policy may include action up to and including termination in the case of an employee and dismissal in the case of a student. Corrective action may include temporary remedial measures pending completion of the investigation.

APPENDIX G – Substance Abuse Policy

I. Statement of Purpose

Thomas Jefferson School of Law is committed to maintaining the best possible educational and work environment. In order for the School to maintain its high quality education, research and community service, it is essential that each member of the law school community be able to perform to the best of his or her ability. Alcohol and drug abuse in the academic community is detrimental to the maintenance of an effective academic program. Such abuse is also detrimental to the health and safety of our students, faculty, staff and visitors to our campus.

There is conclusive evidence that the abuse of alcohol and drugs impairs the performance of members of the community and creates an unacceptable risk of error, injury and property damage. Further, the School is committed to preventing any illegal activity from occurring on its premises. The School is also, as a recipient of federal funds, subject to the Drug-free Schools and Communities Act Amendments of 1989 (Public Law 101-26), which requires the school to certify to the Department of Education that it has adopted and implemented a program to prevent the abuse of alcohol and the illicit use of drugs by students and employees.

The abuse of alcohol and drugs is not consistent with the educational aims and goals of the school, and in addition, offers substantial health risks, leading at times to long-term physical and psychological damage, birth defects, and reduction of the ability to perform tasks requiring coordination and concentration. Substance abuse may also lead to criminal sanctions including driver's license revocation, fines, forfeiture of property, imprisonment and suspension from eligibility for federal benefits, including student loans. Law students may be denied admission to practice because of a history of drug or alcohol abuse, or conviction of a crime. For specific information, see Article 2, Offenses Involving Alcohol and Drugs in the California Vehicle Code, the California Uniform Controlled Substance Act, and the Controlled Substances Act and the Anti-Drug Abuse Amendments of 1988 in Title 21 of the United States Code.

II. Policy

It is the policy of the School to maintain a drug-free workplace and educational environment. The use of alcohol on campus is prohibited unless an exception has been granted for a school-sponsored event. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances on campus or at the School sponsored functions is prohibited. In addition, the use of controlled substances or the abuse of alcohol off-campus is prohibited if such use and/or abuse adversely affects the user's ability to perform safely and efficiently while on campus. No member of the law school community is permitted to be on campus while under the influence of alcohol or any controlled substance, nor abuse alcohol at any law school sponsored function. A law school sponsored function includes all student organization activities.

III. Sanctions

Infractions of this policy will be regarded as a basis for disciplinary action, up to and including exclusion from the school, whether the offender be a student or an employee. However, the School recognizes that alcoholism and other substance dependencies are highly complex illnesses, which under many circumstances can be successfully treated. If

said infraction of the policy is the result of a substance dependency, the school may require the offender to seek treatment and rehabilitation as a condition of retention in the law school community. The School's emphasis is on rehabilitation, if possible, as a preferable alternative to exclusion. Disciplinary action will be taken in accordance with established procedures set forth in the Student Handbook, and the Human Resources Policy and Procedures Manual.

IV. Treatment and Education

While the School does not, and cannot, maintain a program for the treatment and rehabilitation of persons suffering from substance dependence, it can and will refer persons suffering from substance dependency to local programs for treatment and rehabilitation. Some programs are free and some charge for their services. Employees of the school may be able to obtain treatment under their medical insurance. The School will attempt to grant leaves of absence for members of the law school community who seek treatment and rehabilitation. The School will also encourage, and make space available, for 12-Step Programs or other approved programs to meet on campus.

The School will also attempt to educate all members of the law school community in the problems of substance abuse, how to recognize it and what to do about it.

In order to determine the extent of the problem of substance abuse in the law school community, and in order to determine on an ongoing and long-term basis whether the substance abuse program is effective, the school will annually assess the use of mind-altering substances by the members of the community. All members of the School's community are urged to respond voluntarily to the confidential and anonymous assessment instruments that will be periodically utilized for this purpose. This policy and program will be reviewed at least biannually and will be modified to implement such improvements as are determined to be necessary to enhance its effectiveness.

APPENDIX H – Student Code of Conduct

The School's Student Code of Conduct ("Code") will govern the conduct of all students. It is established to preserve the academic integrity of the school and facilitate an enriched learning environment. Accordingly, the Code presupposes the cooperation and vigilance of all members of the law school community. The following acts are prohibited by students:

I. Cheating on Examinations

Students will not cheat on law school examinations. Cheating on an examination includes, but is not limited to,

- A. Assisting or receiving the assistance of others while taking a school examination;
- B. Consulting outside materials while taking a law school examination unless authorized by the professor;
- C. Leaving the examination room with any examination materials, including blue books, scantron forms, scratch paper, and examination questions during or upon completion of a law school examination;
- D. Disrupting another student who is taking a law school examination; and
- E. Acting in a manner inconsistent with the examination instructions or the instructions of the administering proctor.

II. Unauthorized Assistance

Except upon prior approval from the professor or an appropriate academic committee, students will not provide or receive assistance from others while preparing written materials or completing class assignments to be submitted for academic credit. Participating in student study groups, discussing practice examinations, and obtaining assistance of library personnel are not of themselves prohibited under this rule, unless explicitly prohibited by the professor.

III. Compromising Anonymous Work and Grading

Students will not intentionally reveal their examination numbers or identities to a professor when submitting anonymous course work. Also, students will not intentionally reveal the examination number or identity of another student. This rule may be modified for specific classes by individual classroom professors who will announce any modification at the beginning of the semester.

IV. Plagiarism

Students will not engage in plagiarism. According to Black's Law Dictionary, Sixth Edition, plagiarism is "[t]he act of appropriating the literary composition of another, or parts of passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." Plagiarism includes the use of thoughts, ideas, information, or quotations of another without revealing the source from which they came.

V. Unauthorized Dual Submission

Student will not submit the same or substantially the same work for credit in more than one course.

VI. Providing False Information

No student will knowingly provide false information in any form to the law school or any authorized representative thereof in connection with any matter in which the law school has an interest. Examples of acts that constitute providing false information include, but are not limited to:

- A. Using inaccurate information in connection with the law school admission, dismissal, or readmission process;
- B. Misstating a fact in connection with any request or petition submitted to any law school employee;
- C. Misstating a fact in reporting any alleged violation of this Code;
- D. Giving a false statement to an individual or entity investigating any alleged violation of this Code; and
- E. Signing in for another student or otherwise providing false information, on a class attendance roster.

VII. Disruption of the Educational Process

Students will not wrongfully interfere with the educational process. Disruptions that wrongfully interfere with the educational process may include, but are not limited to:

- A. Harassment, threats, intimidation, or any other action, whether on or off campus, that hinders a student from pursuing his or her education at the law school, or that hinders any law school faculty or staff member from performing his or her functions at the law school;
- B. Destruction or misappropriation of school facilities, materials or equipment;
- C. Carrying a firearm on campus, unless the student is a peace officer and is required to carry the firearm and has received written permission from the Dean to carry the firearm on campus; and
- D. Disrupting or impairing the classroom environment.

VIII. Code of Conduct Enforcement

Ethics violations and Disruption of the Educational Process

Jurisdiction: All alleged violations of Sections I-VI of the Student Code of Conduct relating to ethics violations shall come within the jurisdiction of the Ethics Committee. All alleged violations of section VII relating to disruption of the educational process shall come with the jurisdiction of the Associate Deans for Student and Academic Affairs. The Associate Deans for Student and Academic Affairs shall have sole discretion to determine whether an alleged violation comes with sections I-VI or section VII and shall refer any matters within sections I-VI to the Ethics Committee. All alleged violations of Section VIII relating to parking shall come within the jurisdiction of the Associate Dean and General Counsel.

A. Ethics Violations

1. **Notification:** Allegations of ethics violations shall be reported to the Dean, the Associate Dean for Academic Affairs, or the Associate Dean for Student Affairs.
2. **Investigation.** Upon receiving notification of a possible ethics violation within sections I-VI, the Committee Chairperson may, if appropriate, appoint from the committee membership an investigator or investigators whose duty will be to gather relevant information concerning the alleged violation. If no investigators appointed, the chairperson will conduct the investigation. As part of the investigation, committee members may communicate with interested parties in order to informally resolve matters relating to the alleged violation.

After completion of the investigation, the investigator(s) will report all relevant evidence to the committee. If the Committee finds that no substantial evidence of an ethics violation exists, the Committee shall so report to the Dean. If the Committee finds that substantial evidence of an ethics violation exists and decides to exercise jurisdiction, the Committee may, in its discretion, attempt to resolve the matter informally. If the Committee declines to attempt the matter informally, or if the matter is not resolved informally to the mutual agreement of the committee and the student, either the committee, the student, or both, may request a hearing. In the event a hearing is so requested, the student accused of the violation will be informed in writing of the allegations and the hearing date.

3. **Hearing .** The hearing will be set no earlier than five (5) business days after the date written notice of allegations is given to the accused student, unless the student waives in writing such notice. The student may be represented by a person of his or her choosing. The committee may consider such evidence as it deems relevant and credible and will not be bound by the rules of evidence. The student shall have the opportunity to question witnesses and all such questions will be addressed to the Chair. The Committee may record the proceedings. The committee shall determine whether a violation has occurred by a preponderance of the evidence. If the student declines to attend the hearing, the committee may confer and base its decision on the materials gathered in the investigation and need not conduct a formal hearing

including the taking of testimony.

4. **Committee Recommendations.** The committee shall issue findings, which shall take no particular form, and a recommendation concerning what action, if any, should be taken in connection with the matter. Such recommendations may include, but are not limited to:
 - a. A written reprimand and/or warning, one copy to be sent to the student and one copy to be sealed and placed in the student's file, which reprimand/warning is to be removed from the student's file upon graduation without further incident.
 - b. A written reprimand and/or warning, one copy to be sent to the student and one copy to be made a permanent part of the student's file, available for inspection only by request admitting authority e.g. the California committee of bar examiners, or by lawful court process.
 - c. Formal administrative probation which will include, in addition to "b" above a permanent notation on the student's transcript of a "administrative probation."
 - d. Suspension from classes and other TJSJL privileges for one or more semesters.
 - e. Administrative dismissal.

The Committee's findings and recommendations shall be reported to the Dean, who has final authority to issue a decision on the matter. The Dean may accept or reject the committee's recommendation, in whole or in part. The student or students will be informed of the Dean's decision in writing. Allegations of bias or prejudice regarding the hearing and/or committee recommendation will be reviewed by the Dean. In such cases, the Dean, in his or her sole discretion, may impanel a temporary committee to conduct a new hearing on the alleged ethics violation. The temporary committee will disband after reporting its recommendation on the matter. The Ethics Committee, in its sole discretion, in appropriate circumstances, may publish a record of proceedings and/or advisory opinions.

B. Disruptions of the Educational Process

1. **Notification:** Allegations of disruptions of the educational process shall be reported to the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs.
2. **Investigation.** Upon receiving notification of an allegation of a disruption of the educational process, the Associate Deans for Academic and Student Affairs may refer the matter to the Director of Student Services or other member of the administration for investigation and informal resolution. If the matter cannot be resolved informally, the Associate Deans for Academic

and Student Affairs may personally conduct a hearing or assemble a panel to conduct a hearing. The hearing procedures and recommendations shall be the same as in Ethics Committee hearings, supra.

C. Parking violations

1. **Notification:**

Allegations of parking violations as provided in this handbook shall be reported to the Associate Dean and General Counsel.

2. **Investigation:**

Upon receiving notification of an allegation of a parking violation, the Associate Dean and General Counsel may attempt to resolve the matter informally or conduct a hearing. The hearing procedures and recommendations shall be the same as in Ethics Committee hearings, supra.

APPENDIX I – Emergency Procedures

I. Building Fire Evacuation Procedures

Know your escape routes in case of fire. Escape routes are posted between elevators in the stairwells and at numerous locations throughout the building.

Do not in any way impede the work of the firemen. Traffic lanes and sidewalks should be kept free for the fire-fighting equipment. A law school Emergency Response Team (ERT) member will be available in case of any difficulties in keeping these areas free of debris and/or persons.

Note: It must be emphasized that, in all cases pertaining to fire evacuations, the designated Emergency Response Team (ERT) members for each floor are *in charge* and any orders or decisions they issue must be adhered to. Conflicting instructions may result in unnecessary injuries and/or damage to the premises. Do not use the elevators to evacuate.

For emergencies, *e.g.*, an unplanned fire alarm goes off or there is a fire within the building:

- a. The Facilities staff will contact all pertinent agencies. If they are unavailable, call 9-911 from the nearest telephone; no coin is required. All students, faculty and staff should make a note of the location of each fire alarm and fire extinguisher in the building.
- b. Once the alarm has sounded, all students, faculty and staff should proceed as per fire drill instructions.
- c. The Facilities staff will fight the fire using a chemical fire extinguisher until the fire department arrives. (If for any reason, Facilities staff are unavailable, use your best judgment and extinguish fire in the same way.)
- d. In the event of major injuries, first-aid is of primary importance and must be attended to immediately. First-aid and disaster kits are located in almost every area of the campus.
- e. If the fire alarm rings during an examination, proctors will inform students of special procedures to follow.

The campus is not fire proof. It is essentially concrete and steel, however, drywall, ceiling tiles, carpeting, furniture, etc. all burn. Our major concern must be to avoid panic. Chances are, if everyone remains calm, the damage and injuries will be minimal.

APPENDIX J -- Safety at Thomas Jefferson School of Law

The campus is not immune to crime. Becoming aware of potential dangers and taking preventative measures will protect you and assist us in keeping the law school a safe and pleasant environment to pursue an education.

The administration makes continual efforts to prevent crime on campus yet your help is needed as well. We firmly believe that a well-informed community is better served and, thus, safer. Please take the time to read this information.

Crime Prevention

It is well recognized that the prevention of crime provides the best measure of protection. Therefore, the School supports an active crime prevention program that works closely with the community to make a safer place to work, live and learn.

All incidents of criminal activity which pose a potential threat to the campus are immediately brought to the attention of the community via the email.

The Security Officers' assignment is to function in an "Observe and Report" position. They are unarmed and are *not* law enforcement officers. They will report all irregularities, violations of rules, safety violations and hazards to the administration. They assist in the prevention of crime by patrolling the campus areas as a deterrent to crime and also will escort law school members to their cars at night when requested to do so.

Campus Safeguards

Campus security and personal safety are central issues at the School. Providing security to the campus community is a continuous process of reevaluating existing policies and practices so that they conform to the changing needs of the community.

The administration strives to make the School a safe place to work, live and learn.

Campus Facilities Access

The nature of the studies and research being done at the School requires that the campus be open numerous hours each day. Because the campus is large and open, individuals having no legitimate business at the School find it easy to come on campus. Once on campus they are free to wander around looking for criminal opportunities. So, regardless of the time of day or night, no matter where you are on campus, be alert and aware of your surroundings and exercise good common sense safety precautions as you would elsewhere.

If you park in the School's parking facilities or on the street, remember to lock your vehicle and consider investing in a steering wheel locking device and/or alarm. Do not leave items or value in a visible area of your car. Use the escort service at night and learn the emergency procedures. Most important, if you need assistance do not hesitate to ask

the security guard. The guard may be contacted via the security desk located on the first floor.

All students, staff and faculty members should be issued identification cards which they may be asked to produce if there is a question about their authorization to be on campus or in a specific area.

Keys and Access Codes

Keys and access codes are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Lost keys or compromised access codes must be reported immediately to the employee's supervisor and to the Facilities Coordinator.

Keys and access codes should never be loaned to other staff members or students. Any keys which have not been specifically issued to a particular individual will be confiscated. Duplication of the Schools keys or release of access codes to an unauthorized person without proper authorization is prohibited and is a misdemeanor.

Law School Property

No property may be removed from the campus without express written permission from the department supervisor. Unauthorized removal of School property from the campus is a violation of the law and violators may be prosecuted.

Incident Reporting

The San Diego Police Department has the primary jurisdiction and responsibility to investigate crimes and provide police services on campus. It is important that all crimes occurring on campus be immediately reported to the Police Department to ensure that appropriate action can be taken.

The School endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Crimes occurring on campus should be reported to security. Any member of the Schools staff or faculty is available to assist crime victims, including victims of sexual assault, in notifying law enforcement authorities. Crimes occurring off campus should be immediately reported to the law enforcement agency having proper jurisdiction.

Emergencies requiring police, fire or medical aid can be reported in person or by dialing 911. All calls to 911 that are made from a pay telephone are free. When dialing 911 from any other telephone on campus you must dial 9-911. Incidents should then be reported to Security for proper follow-up.

Campus Security Report

By October 1, of each year, the School will make its annual campus security report available to all enrolled students and current employees through an e-mail to your School e-mail account. The crime report will also be available on the School's website at

www.tjisl.edu. Upon written request, a paper copy of the report will be provided. Students who want this report should ask for it in the financial aid office.

Sex Offenses

Sexual assault is defined as any sexual contact with another person that occurs without the consent of the victim or is offensive to the victim.

Due to the nature of a sexual assault, the preservation of any evidence in a timely manner is of utmost importance. The Police Department has the primary jurisdiction and responsibility to collect and preserve any evidence and should be notified immediately. The School offers counseling free of charge to victims of sexual assault through the personal counselors. Contact the Student Services Office for information regarding appointments. In addition, there are many services off-campus that can also assist victims, including rape crisis hotlines, counseling and mental health services.

Where appropriate, victims of sexual assault may want to change their academic or employment situation to enable them to feel more secure and less threatened. Academic counseling and assistance in changing class sections, changing student status, etc. are available from the Director of Student Services.

Any member of the Law School community - faculty, student or staff - may report an alleged sexual assault. All reports should be in writing and will be forwarded to the Dean if it involves a student. Upon receipt of a report of sexual assault, the Dean will immediately notify the proper authorities and begin an on-campus investigation. During the investigation, the Dean will notify the suspect that an investigation has begun. Investigations and disciplinary measures relating to staff and faculty will be handled through the proper authorities.

Investigations and disciplinary measures relating to students will be handled through the proper authorities and through procedures outlined in the Student Handbook. If it is determined that there is evidence to substantiate the alleged sexual assault where the suspect is a member of the staff or faculty, a formal hearing will be held. The suspect will be notified in writing of the factual allegations giving rise to the complaint and will be furnished with a list of witnesses and evidence. The suspect will have the right to be represented by retained counsel (although not the right to be supplied with an attorney at the expense of the law school).

If the Dean determines that there is evidence to substantiate the alleged sexual assault where the suspect is a member of the student body, a formal hearing will be held. The suspect will be notified in writing of the factual allegations giving rise to the complaint and will be furnished with a list of witnesses and evidence. The suspect will have the right to be represented by retained counsel (although not the right to be supplied with an attorney at the expense of the law school).

In all cases, both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the

accused will be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

Disciplinary action may include, but not be limited to, termination of employment or expulsion from the law school.

Substance Abuse Education

Students or employees with substance abuse problems create safety and health risks for themselves and others. Such abuses can also result in a wide range of serious emotional and behavioral problems. Therefore, the School makes available information to every student and employee on a variety of alcohol and substance abuse awareness programs throughout the year. These programs have been designed to discourage the use of illicit substances and to educate students on the merits of legal and responsible alcohol consumption.

The Student Services Office provides referral assistance to students who are troubled by a substance abuse problem. Those suffering from substance dependency problems are encouraged to seek help. All information regarding the contact or any counseling is confidential and will be treated in accordance with school policies, state and federal laws. A student's decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary process.

The Schools' faculty and staff who have alcohol or substance abuse problems are encouraged to seek assistance from the campus counselors or others. Information on individual counseling, referral services and programs is available through the Human Resources Office. All contacts and/or referrals will be treated confidentially in accordance with school policy.

APPENDIX K – Procedure for Student Complaints Implicating ABA Standards

Thomas Jefferson School of Law is accredited by the American Bar Association (“ABA”). The ABA Standards for Approval of Law Schools can be accessed on the ABA website, located at this link: http://www.americanbar.org/groups/legal_education/resources/standards.html.

Any student wishing to file a formal complaint implicating the law school’s program of legal education and compliance with ABA Standards should follow these procedures:

1. **Submission of Complaint:** Submit the complaint in writing to the Director of Student Services. The written complaint must identify the problem alleged in sufficient detail to permit an investigation into the matter, including an explanation of how the matter implicates the law school’s program of legal education and the specific Accreditation Standard(s) at issue. The written complaint must be signed by the student and include the student’s contact information, including name, home and email addresses, and phone number.
2. **Initial Investigation:** The Director of Student Services will acknowledge in writing receipt of any complaint received within one week. The Director of Student Services will initially investigate and attempt to resolve the complaint, if possible, within three weeks. If resolution is not possible, the Director of Student Services will refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean (“the Dean’s designee”).
3. **Referral Investigation:** If referral of the complaint is made as referenced above, the administrator, administrative body or Dean’s designee shall attempt to resolve the complaint as soon as possible, but in no event later than three weeks after referral by the Director of Student Services. Upon completion of the referral investigation of the complaint, the law school will communicate its findings and, if appropriate, any intended actions to the complainant.
4. **Appeals:** If the complainant is dissatisfied with the outcome or resolution of a referral investigation, the complainant may appeal the decision in writing to the Dean of the law school. Such appeal must be filed within two weeks of communication to the complainant of the findings of the referral investigation. The Dean’s decision will be communicated in writing to the complainant within three weeks of the time the appeal was filed and shall be final.
5. **Maintenance of Records:** The law school shall maintain a written record of each complaint filed and its resolution in the Office of the Director of Student Services for a period of eight years from the date of the final resolution of the complaint.