MISSION STATEMENT

John F. Kennedy University was founded in 1964 as one of the first universities in the country dedicated to helping lifelong learners meet their higher education objectives. The University offers upper division undergraduate and graduate programs for people interested in finishing their baccalaureate or in acquiring advanced degrees, and supports them as they pursue new professional options and strive for greater personal meaning.

History

Our academic program is intellectually challenging and personally demanding, requiring students to balance their community, employment, and family commitments with their educational goals.

Our academic program provides students a balanced substantive and practical legal education, focused on building the skills and competencies necessary to gain admission to the practice of law and to meet the rigorous professional demands of law practice in a compassionate and thoughtful manner.

Our academic program encourages student participation and collaboration, access, and mutual understanding, and employs a variety of teaching methods to promote a more productive learning environment.

Our students come from varied educational, professional, and cultural backgrounds. Their life experiences contribute to the quality of the educational program and will enhance their ability as practitioners to respond to the human considerations and values at the heart of all legal issues.

Our students and graduates have a strong interest in community service, in promoting social justice, and in participating in the legal process in creative and productive ways beyond traditional adversarial models.

Our graduates are highly competent and responsible legal professionals who value their clients; who counsel them toward fair, just, and creative resolutions of their conflicts; and who are aware that the law should not be used as a tool to promote individual greed, unfair results, or abuse of the legal system.

Locations

JFK University maintains two campuses: Pleasant Hill and San Jose.

Total JFK University Enrollment ........................................ 1,212
Faculty .............................................................................. 207
Student Age Range.......................................................... 20-72

Accreditations

John F. Kennedy University College of Law is accredited by The Committee of Bar Examiners of The State Bar of California.

John F. Kennedy University is accredited by the WASC Senior College and University Commission (WSCUC).

The degree granting authority qualifying students to take the California Bar Examination and to obtain admission to practice law in California is based on accreditation by The Committee of Bar Examiners of The State Bar of California.
THE COLLEGE OF LAW

WELCOME LETTER FROM THE PRESIDENT

Dear Student,

Welcome to John F. Kennedy University! You are joining a University that is committed to the mission established in honor of one of the most innovative presidents in the history of the United States. Founded in 1964, John F. Kennedy University has served over 17,000 graduates by providing access to a rigorous, innovative education that integrates theory and life experience. The beginning of each new academic year, we have an opportunity to reflect on the legacy of President John F. Kennedy.

In 1962, President John F. Kennedy said, “Yes,” when he described his goals for the nation’s space effort, affirming that by the end of the decade, our country would put a man on the moon. Kennedy put his faith in America, and in our united human spirit working toward a common goal. He believed we could make this lofty dream become a reality. Kennedy said, “We choose to go to the Moon in this decade and do the other things, not because they are easy, but because they are hard; because that goal will serve to organize and measure the best of our energies and skills, because that challenge is one that we are willing to accept, one we are unwilling to postpone, and one we intend to win…”

John F. Kennedy encouraged Americans to see opportunity in challenge. He pushed Americans to go beyond what they thought possible. He hailed imagination and applauded determination. Kennedy’s belief in the capability of Americans, inspired ideas and action. Great advancements in education reform, human rights, immigration, and economic equality were the result. It is our responsibility to carry forward the ideals of justice and equality, compassion and potential, rooted in these human issues.

Thank you for joining our community! We are here to support you as you embark on your educational journey, with a goal to improve your life and the lives of those in your community and across the globe.

Debra Bean
President

THE COLLEGE OF LAW

WELCOME LETTER FROM THE DEAN

The College of Law at John F. Kennedy University is an exciting place to launch your legal career. JFK University law school will prepare you to meet your professional goals and forge a successful and rewarding career, whether as a practicing attorney, a business executive, or a community leader. At JFK University College of Law, we are committed to your success from the moment you join us, and that commitment will continue throughout your legal studies and following your graduation as a member of our active alumni.

There are many factors to consider when choosing the right law school for you—the curriculum, the faculty, your fellow students, and the alumni, to name a few. Our innovative curriculum combines substantive courses in law with courses in trial, legal research and writing, and clinical programs, including our Elder Law Clinic and Housing Advocacy Clinic. Our outstanding full-time core faculty is joined by impressive adjunct faculty who are practicing attorneys, judges, and current and former elected and government officials, all of whom bring a wealth of practical experience and teaching ability to the classroom. The students at JFK University come from a diverse array of backgrounds and experiences which enriches every aspect of life and education at JFK University, and our supportive alumni network mentors JFK University law students and provides internships to train our students to become ethical and socially responsible advocates.

I invite you to explore JFK University College of Law both online and in person, and welcome the opportunity to meet with you and show you all the wonderful things happening here. You can be assured that your educational experience at JFK University College of Law will be transformative, will unlock your potential, and will provide you the opportunity for great personal and professional success.

Dean E. Barbieri
Dean of the College of Law
THE COLLEGE

John F. Kennedy University College of Law offers on-site programs leading to the Juris Doctor (JD) degree. The program is designed to meet the individual needs of the student in the most supportive environment possible.

Students at the College of Law have a rich diversity of backgrounds and life experiences. Some are recently out of undergraduate studies while others are from professions and occupations. Our students range in age from their early 20s to their 60s.

The College of Law is committed to the highest quality of legal education. Students receive a thorough grounding in substantive law and in the practical skills necessary to become competent practitioners. No effort is stinted to develop the principles and the proficiency in legal analysis, writing, research, and advocacy. In addition, we encourage all students to pursue internships and clinical programs in order to experience practical application of the substantive law, and to develop valuable relationships with the legal community.

The College of Law and of Business and Professional Studies at JFK University offer a JD/MBA joint degree program which students can complete in four years (full-time) or four-and-a-half years (part-time). Students in the joint program take College of Law courses for one year and then take a mixture of law and business courses over the following three years (three-and-a-half years for part-time). Successful students receive both a Juris Doctor and a Master of Business Administration degree.

As part of the law school’s mission statement, the College of Law advocates the participation of the lawyer in public service. Our clinical programs introduce the student to the valuable work lawyers do and a Master of Business Administration degree. JD/MBA candidates is on pages 12-13.

Accreditation

John F. Kennedy University is accredited by the Western Association of Schools and Colleges. The College of Law is accredited by The Committee of Bar Examiners of The State Bar of California. Accreditation by The Committee of Bar Examiners permits graduates from John F. Kennedy University College of Law to take the California Bar Examination upon graduation and, when the graduate passes and complies with other admission requirements, to practice law anywhere in the state, in both California and federal courts. The degree granting authority qualifying students to take the California Bar Examination and to obtain admission to practice law in California is based on accreditation by The Committee of Bar Examiners of The State Bar of California.

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

OVERVIEW OF THE ACADEMIC PROGRAM

Part-time students in the College of Law generally complete their JD program in four years. Full-time students finish in three years. The curriculum for each of the student’s years is set forth on pages 9-11. The JD/MBA program is designed to be completed in four years (four-and-a-half for part-time). The curriculum for JD/MBA candidates is on pages 12-13.

Computer facilities are available to students and faculty for full-text searching of a wide array of legal databases beyond the traditional sources of Westlaw, Lexis, and HeinOnline. A knowledgeable, service-oriented staff of professional librarians and library assistants is available to assist with the use of the library collection, equipment, and computers.

For general library resources, students have access to the University’s Fisher Library, which houses extensive collections in psychology, literature, business, and general reference. All library holdings may be searched via the online catalog at libraries.jfsu.edu. For details on library hours and policies, see Activities and Organizations on page 31.

The College of Law seeks to graduate well-rounded attorneys who are prepared to pass the California Bar Examination and to practice law competently and ethically. The law school curriculum and support activities are designed to produce qualified and compassionate attorneys who have a commitment to the highest quality of representation for their clients. The law school curriculum and support activities are designed to produce qualified and compassionate attorneys who have a commitment to the highest quality of representation for their clients. The law school curriculum and support activities are designed to produce qualified and compassionate attorneys who have a commitment to the highest quality of representation for their clients. The College of Law is accredited by The Committee of Bar Examiners of The State Bar of California.

To meet the needs of students who have work responsibilities and/or family commitments, day and evening classes are offered.

The academic year for the College of Law is divided into two 15-week semesters and one 10-week summer session:

- Fall Semester: Mid-August through mid-December
- Spring Semester: Early January through mid-May
- Summer Session: Late May through mid-August

Other University Colleges

- Fall Quarter: October-December
- Winter Quarter: January-March
- Spring Quarter: April-June
- Summer Quarter: July-September

The College of Law offers an 80 (semester) unit full-time or part-time JD program. The MBA program consists of 36 semester units.

Students enrolled in the dual degree program complete the first year of study exclusively at the College of Law (including the summer session), and spend the second year in the MBA program. For full-time students, the third and fourth years of study are exclusively in the College of Law. For part-time students, the third and fourth years include study at both the law and the MBA programs. Students must satisfy the minimum requirements for each degree program including course requirements, GPA, residency, and other requirements listed in the student handbook.

Admission Requirements

All JD/MBA applicants must be admitted to the College of Law under the criteria established for all JD applicants. This includes a bachelor’s degree, the Law School Admissions Test (LSAT), and a complete report from the Law School Admissions Council. Demonstrating an ability to successfully complete the rigors of a grueling two-year program.

The Law Library is an essential component of legal education. It is an invaluable resource for our students, housing a collection of over 24,000 volumes and more than 100 periodical titles, supported by computerized databases (Westlaw, LexisNexis Academic, and HeinOnline) and microforms. Primarily supporting students, alumni, and faculty of the College of Law, as well as students of the Legal Studies Program, the Law Library is also available for a small fee to local attorneys, paralegals, and students from other law schools and paralegal programs.

The Law Library collection exceeds the requirements of The State Bar of California. The collection includes California and federal statutory and case law, treatises and casebooks supporting the law school curriculum, and practice materials. Subscriptions to legal periodicals and both print and computer-searchable indices enhance library resources.

The Law Library also contains practical resources for law clerking and the practice of law, including various federal forms and procedural guides. Study and Bar Examination aids and career planning resources are also available.
on experience and instruction in lawyering skills and values, while providing a service to the community through the provision of quality legal services to disadvantaged and underserved groups at risk of losing their housing, a basic human necessity.

The Housing Advocacy Clinic allows students to take on the responsibility of all aspects of legal cases under the close supervision of the clinic director. Each student obtains the status of certified legal intern from The State Bar of California and appears in court as a student intern. The students attend weekly seminars to learn substantive and procedural law, develop strong lawyering skills, and to discuss the ramifications of their work.

Elder Law Clinic

Elder Law is one of the fastest growing areas of legal specialization in the country. It requires a command of specialized substantive areas of state and federal law, as well as a high level of ethical competence. The goal of the Elder Law Clinic is to provide students with the opportunity to represent elders in court and in transactional matters concerning planning for death, incapacity, and a variety of other issues.

Students are certified through The State Bar of California to represent clients and appear in court under the clinic director’s close supervision, representing elderly clients in restraining order hearings addressing issues of financial, emotional, and physical abuse. Students have additional opportunities to participate in educational outreach presentations at senior centers, nursing homes, and community service groups.

In addition to casework, students participate in a weekly seminar in which they learn the substantive and procedural laws related to elder client representation. The seminars include discussion of practical skills (interviewing, legal drafting, courtroom etiquette, and procedures) and professional responsibility issues related to representation of seniors, as well as issues relating to aging, capacity, elder abuse, public entitlements, and health care.

Internship Program

Students are encouraged to participate in internship opportunities in off-campus placements, including non-profits, government offices, and private firms. The internships are supervised by attorneys. Students work one-on-one with the attorney, assisting him/her and gaining valuable expertise in a given field. Students are required to complete a minimum of one unit in a public interest internship or clinical program. No more than eight units can be applied to the degree.

Internship Program and Clinic Requirements

Enrollment in Law 625 (Internship Program), Law 630 (Elder Law Clinic), and Law 628 (Housing Advocacy Clinic) requires permission from the Director of Clinical and Public Interest Law Programs. Following completion of the first year of law school, students in good academic standing may request permission for enrollment during any term in which the student is expected to take elective unit(s). Additional requirements for the on-campus clinics are stated below.

The following rules and procedures apply to enrollment in Law 625: Internship Program:

• the student must first complete the Request for Permission to Enroll in Internship Program, providing all of the requested information. The request should be submitted at least two weeks before the designated registration period to allow sufficient time for verification of your placement.

• All placements require a supervising attorney. Generally, that supervising attorney should be a currently licensed member of The State Bar of California, unrelated to the student, who has been licensed for at least five years at the time of the student’s placement and who is in good standing. An exception to this rule may be made for legislative internships.

• While all placements will involve a small number of clerical and administrative tasks, the substantial majority of the work the student performs in his/her placement must engage the student in substantive legal activities, such as legal research, motion and other legal drafting, client contact, discovery, negotiations, witness interviewing, etc. Any significant time spent on administrative or secretarial tasks may not be counted toward completion of required hours.

• Only hours worked subsequent to registration during the term of enrollment in Law 625 may be counted toward fulfillment of the required number of hours. Students may not receive credit for hours worked in a term preceding the term of his/her enrollment in Law 625.

• For credit to be received, the student must work 60 hours in his/her placement for each unit of Law 625 in which s/he enrolls.

• Students may take and repeat Law 625 for a maximum of eight units of credit. This number will be reduced by enrollment in other clinical courses.

• The student must work 60 hours in his/her placement for each unit of Law 625 in which s/he enrolls.

• Students must work 60 hours in his/her placement for each unit of Law 625 in which s/he enrolls.

• Students may take and repeat Law 625 for a maximum of eight units of credit. This number will be reduced by enrollment in Independent Study. A separate application for Law 625 units must be made each term in which enrollment is sought, even if the student is continuing with the same supervisor from a previous term.

• Generally, no more than two units of Law 625 may be taken in any term (four units during summer session). However, an exception may be granted where the student is pursuing the Public Interest Law Certificate or in extraordinary circumstances and where supported by a student’s academic achievement to permit enrollment for in excess units.

• Law 625 is offered only on a Credit/No Credit basis. To receive a grade of “Credit” (Law 625, a student must, no later than the last day of the term of enrollment: • document all hours on the signed Weekly Clinical Logs and submit to the Director of Clinical and Public Interest Law Programs of clinical programs;

• submit at least two writing samples, which may include research memos, motions, correspondence (such as opinion/demand letters), transcripts of hearings presented or depositions taken, or such other writing samples as demonstrative work performed during the student’s placement; and Evidence

• submit, or have the student supervisor submit, a completed Intern Evaluation Form.

Students must also comply with the added requirements, if any, of the off-campus placement site.

Students placed in an internship allowing for Certified Student status must complete The State Bar of California’s application for such certification. The application is available by download at www.admissions.calbar.ca.gov. Please be sure to carefully read the materials included with the application packet, including the Rules Governing the Practical Training of Law Students. Note that, at a minimum, Certified Student status requires:

• good academic standing;

• completion of one full year of at least 270 classroom hours of law study, in good academic standing, at an accredited law school;

• current enrollment in or completion of Civil Procedure and Skills, and

• supervision by a presently active member of The State Bar of California who has been admitted and is in good standing for at least five years when supervision commences.

The College of Law may impose, at its election and with or without notice, such additional eligibility requirements as are reasonable under the circumstances or as required by The State Bar of California.

Additional requirements and documents are in the Law 625 Clinical Internship packet, which is available in the law school’s administration office and clinical office.

Enrollment in Law 630: Elder Law Clinic, Law 628: Housing Advocacy Clinic, and/;or Law 613.01A: Children, Families, and the Law Seminar requires approval by the Director of Clinical and Public Interest Law Programs. (See above detailed description of On-Campus Clinics.) Students must apply in advance. For more information on program requirements and the application process, please obtain a copy of the On-Campus Clinical Program Application Packet, available through the College of Law administration office or clinical office.

Service Learning Requirement

All students enrolled at JFKU College of Law must fulfill a Service Learning requirement prior to graduation. To satisfy this requirement, all students must participate either in one of our two on-campus clinics (Housing Advocacy Clinic or Elder Law Clinic) or in an approved off-campus, one-semester internship in a public interest or public sector setting. To satisfy this requirement, all students must participate either in one of our three on-campus clinics (Elder Law Clinic, Housing Advocacy Clinic or Children, Families and the Law Program) or in an approved off-campus, one-semester internship in a public interest or public sector setting.

Public Interest/Public Sector Legal Careers Day

The Northern California Public Interest/Public Sector Legal Careers Day (PIPS Day) is held annually every February, hosted by One Justice and nine Northern California law schools. This is an extremely important event which brings employers from all over California and the nation to Hastings College of the Law to share information and conduct formal on-site interviews for internships and attorney-level positions. This is an unparalleled opportunity for students to meet and familiarize themselves with literally hundreds of public interest and public sector organizations and employers. PIPS Day registration and announcements come in late fall.

BarBri Bar Review Program

John F. Kennedy University College of Law has teamed with BarBri, the nation’s preeminent bar examination company, to offer its students a uniquely customized bar study program. Beginning in their first year of law school, all registered JFK University law students receive a full California Bar Examination study program included in their tuition and university fees.

First- and second-year law students are offered customized study aids and tools to assist them in their law school courses. Graduating law students begin preparing for the California Bar Examination in their final semester with the Early Start Paced Program. Upon completion of the Early Start Paced Program, students are seamlessly transitioned into the full-two-month BarBri Intensive Bar Review. This completely customized and unique bar study program is designed to increase the overall success rate of JFK University College of Law students on the California Bar Examination.

Academic Advising

The College of Law assigns each new student to a faculty advisor who is a core faculty member. These professors meet with students during the students’ first semester to facilitate a transition to law school. They remain available throughout the students’ years of study to help with issues relating to study, exam-taking, career questions, and more.
Student Handbook

At the beginning of each school year, students receive a copy of the College of Law’s Student Handbook, which contains important policies and procedures applicable to students, from grading policies to graduation exercises. These policies and procedures have been gathered to ensure that all law students have easy access to the “rules.” This handbook is a complement to the College of Law’s and the University’s catalogs.

Events for Students

The College of Law hosts educational, cultural, and social events throughout the year for our students. The College invites public interest advocates, lawyers from the private and public sectors, and judges to speak with students on topics of current interest in the legal field. Such events also allow students to engage with these practitioners in lively and informative discussions about careers in law and internship opportunities. Students are also invited to workshops that enhance their job search skills and aid them in design, write, and market their legal resumes.

CURRICULUM

The College of Law offers both full-time and part-time programs. Students can choose to enroll in either the day division or the evening division. Although most full-time students are enrolled in the day division, they are eligible to enroll in required or elective courses offered in the evening division.

The Juris Doctor program is offered fully on-site at the University’s San Jose branch campus during the 2018-19 academic year. Students at both campuses are also able to take up to 12 units of classes in an online modality. The three- and four-year curriculum plans for the Juris Doctor degree consist of a carefully sequenced schedule of 84 units. Please refer to the College of Law’s Student Handbook for additional policies regarding curriculum planning and matriculation requirements. Please refer to the Schedule of Classes, published approximately three weeks before the start of each term, for specific course offerings, dates, and times.

Spring Admission

The College of Law accepts new students in both Fall and Spring semesters. See Spring admission curriculum for details.

Note: As part of our assessment and planning process, full-time and part-time curricula are subject to ongoing modification. Consult our website for current requirements.

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**Full-Time, Three-Year Curriculum**

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<tr>
<th>FIRST YEAR</th>
<th>Units</th>
<th>Hours of Instruction</th>
<th>Grading</th>
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TOTAL UNITS (Including Elective Units & Hours): 84 Units / 1,260 Hours of Instruction

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* These are year-long, non-severable courses. Students must enroll in the same section in each semester and must complete all of the required units to receive any academic credit for the course. No grade is recorded for the first semester of a two-semester course. No grade is recorded for the first semester of a two-semester course until the entire course is completed.

1. Students who deviate from the curriculum without prior written permission may be administratively withdrawn from classes, cannot be guaranteed a specific graduation date, cannot be guaranteed financial aid eligibility, and cannot be assured compliance with the bar examination requirement of The Committee of Bar Examiners of The State Bar of California necessary to sit for the California Bar Examination.

2. Numerically graded courses calculated into grade point average.

3. Credit/No Credit courses not calculated into grade point average.

4. Special Status students must take and pass the First-Year Law Students’ Examination (FYLSX) following completion of all first-year courses. Students required to take the FYLSX are not eligible to enroll in their second year of studies until they pass the FYLSX within the first three administrations of the exam for which the student is eligible.

5. Students who have completed one of the on-campus clinical programs (Housing Advocacy Clinic or Elder Law Clinic) or who have completed a significant off-campus internship placement with demonstrated experience in litigation and/or appellate practice, may seek a waiver of EITHER Trial Advocacy or Appellate Advocacy. If approved, the waiver relieves the student of the requirement that credit be earned in the waived course. Waiver of a course does NOT confer unit credit.
### Part-Time, Four-Year Curriculum [1]

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<tr>
<td><strong>SECOND YEAR</strong></td>
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<tr>
<td><strong>Fall</strong></td>
<td>Law 120 Criminal Law</td>
<td>3</td>
<td>45</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 214A Civil Procedure &amp; Skills A</td>
<td>3*</td>
<td>45*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 214A Evidence A</td>
<td>3*</td>
<td>45*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Electives</td>
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<tr>
<td><strong>Spring</strong></td>
<td>Law 214B Civil Procedure &amp; Skills B</td>
<td>3*</td>
<td>45*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 216B Evidence B</td>
<td>2*</td>
<td>30*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 318 Criminal Procedure</td>
<td>2</td>
<td>45</td>
<td>NU</td>
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<tr>
<td><strong>Summer</strong></td>
<td>Law 318 Trial Advocacy</td>
<td>3</td>
<td>45</td>
<td>NU</td>
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<tr>
<td></td>
<td>Electives</td>
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<td><strong>THIRD YEAR</strong></td>
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<tr>
<td><strong>Fall</strong></td>
<td>Law 212A Real Property A</td>
<td>3*</td>
<td>45*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 315 Wills and Trusts</td>
<td>3</td>
<td>45</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 320A Constitutional Law A</td>
<td>3*</td>
<td>45*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Electives</td>
<td></td>
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<tr>
<td><strong>Spring</strong></td>
<td>Law 212B Real Property B</td>
<td>3*</td>
<td>45*</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 315 Community Property</td>
<td>2</td>
<td>30</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 320B Constitutional Law B</td>
<td>3*</td>
<td>45*</td>
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<td></td>
<td>Electives</td>
<td></td>
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<tr>
<td><strong>Summer</strong></td>
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</tbody>
</table>

* These are year-long, non-severable courses. Students must enroll in the same sections each semester and must complete all of the required units to receive any academic credit for the courses. No grade is recorded for the first semester of a two-semester course. No grade is recorded for the first semester of a two-semester course until the entire course is completed.

1. Students who deviate from the curriculum without prior written permission may be administratively withdrawn from classes, cannot be guaranteed a specific graduation date, cannot be guaranteed financial aid eligibility, and cannot be assured compliance with the residency requirement of The Committee of Bar Examiners of The State Bar of California necessary to sit for the California Bar Examination.

2. Numerically graded courses calculated into grade point average.

3. Credit/No Credit courses not calculated into grade point average.

4. Special Status students must take and pass the First-Year Law Students’ Examination (FYLSX) following completion of all first-year courses. Students required to take the FYLSX are not eligible to enroll in their second year of studies until they pass the FYLSX within the first three administrations of that exam for which the student is eligible.

5. Students who have completed one of the on-campus clinics (Housing Advocacy Clinic or Elder Law Clinic) or who have completed a significant off-campus internship placement with demonstrated experience in litigation and/or appellate practice, may seek a waiver of EITHER Trial Advocacy or Appellate Advocacy. If approved, the waiver relieves the student of the requirement that credit be earned in the waived course. Waiver of a course does NOT confer unit credit.

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### Part-Time, Four-Year Curriculum [1] – continued

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
<th>Hours of Instruction</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOURTH YEAR</strong></td>
<td></td>
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<tr>
<td><strong>Fall</strong></td>
<td>Law 414 Appellate Advocacy</td>
<td>3</td>
<td>45</td>
<td>NU</td>
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<tr>
<td></td>
<td>Law 418 Professional Responsibility</td>
<td>2</td>
<td>30</td>
<td>NU</td>
</tr>
<tr>
<td></td>
<td>Law 423 Business Associations</td>
<td>3</td>
<td>45</td>
<td>NU</td>
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<tr>
<td></td>
<td>Electives</td>
<td></td>
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<tr>
<td><strong>Spring</strong></td>
<td>Law 420 Remedies</td>
<td>3</td>
<td>45</td>
<td>NU</td>
</tr>
<tr>
<td></td>
<td>Law 428 Advanced Legal Writing</td>
<td>2</td>
<td>30</td>
<td>CR/NC</td>
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<tr>
<td></td>
<td>Electives</td>
<td></td>
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<tr>
<td><strong>TOTAL UNITS (Including Elective Units &amp; Hours):</strong></td>
<td>84 Units / 1,260 Hours of Instr.</td>
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</tbody>
</table>

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### Spring Admission Program

The College of Law recognizes that some applicants are ready to begin their law studies well before the traditional Fall Semester admission period. For such applicants, we have created our MidYear Admissions Program designed to get them started with their studies in the Spring Semester. Once their initial Spring and Summer sessions are complete, students in the MidYear Admissions Program join other first-year students entering the following Fall Semester and continue their studies as one cohort with minor adjustments.
# Four-Year JD/MBA Program Curriculum*

**YEAR ONE – JD (30 SEMESTER UNITS)**
- Law 112A/B Torts (6) Sem.
- Law 115A/B Contracts (6) Sem.
- Law 116A/B Exam Skills Lab (2) Sem.
- Law 117 Legal Methods (2) Sem.
- Law 125 Legal Research and Writing (2) Sem.
- Law 312 Electronic Research (2) Sem.

**YEAR TWO – MBA (30 SEMESTER UNITS)**
- MBA 620 Managerial Finance (3) Sem.
- MBA 615 Marketing (3) Sem.
- MBA 630 The Global Economy (3) Sem.
- MBA 605 MBA Capstone (3) Sem.
- MBA 645 Managing Global Workforce (3) Sem.

**YEAR THREE – JD (29 SEMESTER UNITS)**
- Law 212A/B Real Property (6) Sem.
- Electives (12) Sem.

**YEAR FOUR – JD (21 SEMESTER UNITS)**
- Law 313 Community Property (2) Sem.
- Law 314 Wills and Trusts (3) Sem.
- Law 418 Professional Responsibility (2) Sem.
- Law 420 Remedies (3) Sem.
- Law 421 Business Associations (3) Sem.
- Law 422 Advanced Legal Writing (2) Sem.

**TOTAL UNITS REQUIRED FOR DEGREES**
- JD – 80 Semester Units
- MBA – 30 Quarter Units

* Students who deviate from the curriculum plan without written permission cannot be guaranteed a specific graduation date. Students are encouraged to meet with the JD/MBA advisors before making any changes to the standard curriculum. Students enroll in three classes in fall quarter, three classes in winter quarter, two classes in spring quarter, and two classes in summer quarter.

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# Part-Time, Four-and-a Half-Year JD/MBA Program Curriculum

**YEAR ONE – JD (22 SEMESTER UNITS)**
- Law 112A/B Torts (6) Sem.
- Law 115A/B Contracts (6) Sem.
- Law 116A/B Exam Skills Lab (2) Sem.
- Law 117 Legal Methods (2) Sem.
- Law 125 Legal Research and Writing (2) Sem.
- Law 312 Electronic Research (2) Sem.

**YEAR TWO – MBA (21 SEMESTER UNITS)**
- MBA 620 Managerial Finance (3) Sem.
- MBA 615 Marketing (3) Sem.
- MBA 630 The Global Economy (3) Sem.
- MBA 605 MBA Capstone (3) Sem.
- MBA 645 Managing Global Workforce (3) Sem.

**YEAR THREE – JD (25 SEMESTER UNITS)**
- Law 212A/B Real Property (6) Sem.

**YEAR FOUR – JD/MBA (26 SEMESTER UNITS AND 6 QUARTER UNITS)**
- Law 313 Community Property (2) Sem.
- Law 315 Wills and Trusts (3) Sem.
- Law 418 Professional Responsibility (2) Sem.
- Law 421 Business Associations (3) Sem.
- Law 422 Advanced Legal Writing (2) Sem.
- MBA electives (6) Sem.

**TOTAL UNITS REQUIRED FOR DEGREES**
- JD – 80 Semester Units
- MBA – 30 Quarter Units

PREREQUISITES FOR BUS 5055
MBA Capstone: BUS 5020, BUS 5035, BUS 5040, BUS 5045, BUS 5099, BUS 5103, and BUS 5475
Deviations from the Standard Curriculum

Deviations from the standard curriculum are subject to disqualification and must petition the Academic Standards Committee if they seek to avoid an adverse academic action.

Residency Requirement

Students are responsible for complying with the residency requirement of the Rules Regulating Admission to Practice Law in California. These rules establish the minimum number of units and weeks in residence of law school study necessary for eligibility to take the California Bar Examination.

In addition to satisfying the residency requirement set by the Committee of Bar Examiners for eligibility to sit for the California Bar Examination, students admitted to the College of Law are required to complete a minimum of 30 percent of the degree requirements in residence at John F. Kennedy University. Presently, this requires a student to complete a minimum of 25 units by enrollment in courses at the College of Law.

Students who move from part-time to full-time, or the reverse, need to insure that their schedules of classes will satisfy this residency requirement.

Attendance

State Bar regulations require each law student at a California State Bar-accredited law school to attend a minimum of 80 percent of the required class meetings for any course in a single semester/session. A student whose absences exceed the instructor’s limit in a single semester/session will receive a grade of “FW.” (An “FW” is equivalent to a numerical grade of 50.) Individual instructors may further limit the number of absences for each course. A student whose absences exceed the instructor’s limit in a single semester/session will receive a grade of “FW.”

Non-classroom programs, including but not limited to Moot Court, internship programs, Independent Study, are not subject to this rule, but have performance standards that assure that students complete assigned work in a timely manner that substantially meets the requirements of this section.

Although instructors are charged with taking attendance, each student is responsible for being aware of his/her own classroom attendance status.

It is the student’s responsibility to notify instructors of his/her presence if arriving late for class and/or for making sure instructors have noted his/her class attendance. Each student is responsible for signing the weekly sign-in sheet in person for each class.

As noted above, a student who violates this rule will receive an “FW” for the class. This grade will be entered even though the student has continued to attend class and has taken and passed the final examination. If a student believes that his/her attendance has been incorrectly determined, s/he may file a petition with the Dean’s office within 14 calendar days of the date the final grades are posted at the College of Law. The review of the petition by the Dean’s office will be limited to whether or not absences were properly recorded and exceeded 20 percent of the classroom meetings.

Administrative Dismissal

Subject to proper notice, the right to a hearing, and the right of appeal, the College of Law reserves the right to dismiss administratively any student from the program who: (1) unilaterally withdraws from the program without administrative approval from the College of Law or University; (2) breaches a curriculum contract, condition of admission, or other agreement with the College of Law or University that constitutes a condition of enrollment in the program; or (3) fails to abide by College of Law or University policies, rules, or regulations governing admission, registration, financial aid, or student conduct.

Degree Requirements

John F. Kennedy University awards the Juris Doctor degree to students who fulfill the following requirements:

- Successful completion of 84 units of study in accordance with the prescribed curriculum;
- Successful completion of all required courses;
- Completion of at least 25 percent of the degree requirements through enrollment in courses at John F. Kennedy University College of Law;
- Achievement of a cumulative grade point average of 70 or higher and fulfillment of all conditions imposed by the Academic Standards Committee;
- Completion of degree requirements in no more than 16 academic terms, including summer sessions, unless an extension is otherwise approved by the Academic Standards Committee;
- Completion of law school residency requirements of 120 weeks plus 1,260 hours of study for the part-time program or 90 weeks and 1,260 hours for the full-time program;
- Filing of a Petition for Degree and payment of the petition fee by the relevant deadline;
- Satisfaction of all financial obligations to the University;
- No Incompletes on the transcript; and
- Are not on academic probation.

Internship Requirement

Beginning in Fall 2015, all new College of Law students are required to complete 60 hours (one unit) of pre-approved legal internship work. Satisfactory completion of this work in a public interest placement or credit in either the College of Law Housing Advocacy Clinic or Legal Clinic for Elders will also satisfy the JFKU Service Learning Program requirement.
REQUIRED COURSES

(Courses with an asterisk (*) are non-recoverable courses. Students are required to register for the same sections in fall and spring and must complete the entire course consecutively to earn academic credit.)

Torts*
Law 112A/B 6 units
Tort law covers that area of civil law that provides legal remedies for personal injuries and property damage caused by others. Tort law virtually always involves money. Hence the demand for money is often a desire for respect, mutual recognition, or vindication. Tort cases often involve struggles between profits and safety. Too often, tort cases turn injury and loss into commodified documents. Only too often, tort cases turn injury and loss into commodified proof. These cases are utilized and applied to landmark cases. This course engages students in practical exercises designed to develop students' familiarity with trial procedures, including pretrial motions, jury selection, opening statements, presentation of documentary and testimonial evidence, and closing arguments. During these exercises, students are required to employ the rules of evidence, both California and federal, necessary to successfully bring and defend pretrial motions, to raise and respond to objections at trial, and to conduct other phases of the trial.

Legal Research and Writing
Law 125 2 units
Legal Research and Writing builds on the skills learned in Legal Methods and Examination Skills. Students conduct research in the Law Library, find the law applicable to hypothetical problems, and write memoranda analyzing the rights and obligations of the “clients.”

Real Property*
Law 212A/B 6 units
This course covers the traditional scope of property law including land possession, estate interests, landlord and tenant law, concurrent ownership rights and liabilities, and regulatory takings. The course also places special emphasis on modern developments in real property facing today's practitioners in the areas of conveyance, land use, and finance.

Civil Procedure and Skills*
Law 214A/B 6 units
Civil Procedure and Skills is the study of the rules of courts. Unlike other substantive courses, Civil Procedure and Skills is not the examination of rights, injuries, and available remedies. Instead, Civil Procedure and Skills is the framework upon which those rights are brought before the tribunal and how to conduct on remedies awarded for injury. Topics include jurisdiction, venue, service of process, pleading, discovery, multiparty litigation, pretrial motions, trial, judgments, and appellate procedure. The course covers both federal and California civil procedure.

Evidence*
Law 216A/B 5 units
Within the context of the California Evidence Code and the Federal Rules of Evidence, students analyze the nature of judicial proof and consider the theory and application of the rules regulating the admission and exclusion of testimonial and documentary proof.

Trial Advocacy
Law 310 3 units
This course engages students in practical exercises designed to develop students' familiarity with trial procedures, including pretrial motions, jury selection, opening statements, presentation of documentary and testimonial evidence, and closing arguments. During these exercises, students are required to employ the rules of evidence, both California and federal, necessary to successfully bring and defend pretrial motions, to raise and respond to objections at trial, and to conduct other phases of the trial.

Professional Responsibility
Law 418 2 units (Available: Online or On-Campus)
This course explores the modern challenges to fulfilling the lawyer's responsibility to clients, the community, and the profession and to adhere to the highest professional values in the 21st century. Topics include organization and regulation of the legal profession; canons of ethics; disciplinary measures; the lawyer's responsibility to clients, the community, and the profession; and the obligation of judges to remain impartial and independent.

COURSES

REQUIRED COURSES

(Courses with an asterisk (*) are non-recoverable courses. Students are required to register for the same sections in fall and spring and must complete the entire course consecutively to earn academic credit.)

Torts*
Law 112A/B 6 units
Tort law covers that area of civil law that provides legal remedies for personal injuries and property damage caused by others. Tort law virtually always involves money. Hence the demand for money is often a desire for respect, mutual recognition, or vindication. Tort cases often involve struggles between profits and safety. Too often, tort cases turn injury and loss into commodified products marketed in the legal system. Tort law says a lot about how society treats each other, how we expect to be treated, who recovers, and who does not. It does not treat all of us the same.

Contracts*
Law 115A/B 6 units
This course provides an overview of the means by which individuals become subject to contractual obligations; the ways in which contractual terms are interpreted; the methods by which these obligations are satisfied, modified, or revoked; the rights and obligations of noncontracting parties, and the remedies for failure to fulfill contractual duties.

Examination Skills Lab*
Law 116A/B 2 units
First-year students will be instructed on how to effectively approach law school examination questions and to organize and write law school examination answers. Development of these examination skills will enhance the students' performance throughout their law school curriculum and assist the students as they prepare for, and take, the California Bar Examination.

Legal Methods
Law 117 5 units
The primary focus of Legal Methods and Examination Skills is to introduce the structure of legal rhetoric. This is accomplished in the context of planning and writing answers to hypothetical law school examination questions. Students are also introduced to a system for organizing and synthesizing the material of substantive courses and to the resources of the Law Library, particularly those materials used during the first year. First-year students enrolled in this course entering school in the spring semester will earn three units of credit for this course.

Criminal Law
Law 120 3 units
The philosophy of criminal responsibility, the laws defining crimes and establishing punishment, and the negation of criminal responsibility by reason of general and special defenses comprise the majority of topics discussed in this course. Particular areas, such as the defenses of mistake, insanity, and intoxication, and the impact of legal doctrine on the actual administration of criminal justice, are also explored.

Electronic Research
Law 312 2 units
This course focuses on organizational strategies for conducting electronic research. Substantial attention is devoted to the specific benefits and challenges of electronic search engines and databases, principally Westlaw. Students learn the features of these tools and how to design and implement effective search strategies.

Real Property*
Law 313 2 units (Available: Online or On-Campus)
This course examines the California community property system, including general principles of classifying marital property, management and control of community property, liability of marital property for debts and torts of the spouses, and division of community property on dissolution or death.

Wills and Trusts
Law 315 3 units
This course examines the law of intestate succession; the creation of durable powers of attorney and other vehicles for the protection of life, liberty, and property; federal and state citizenship; and the constitutional protection of individual rights.

Professional Responsibility
Law 418 2 units (Available: Online or On-Campus)
This course explores the modern challenges to fulfilling the lawyer's responsibility to clients, the community, and the profession and to adhere to the highest professional values in the 21st century. Topics include organization and regulation of the legal profession; canons of ethics; disciplinary measures; the lawyer's responsibility to clients, the community, and the profession; and the obligation of judges to remain impartial and independent.

Remedies
Law 420 3 units
This course identifies and distinguishes the types of recovery available to a plaintiff for both civil and equitable relief, including the study of the viability of monetary damages, specific performance, injunctive relief, and other recovery in tort, contract, real property, and constitutional law.
Business Associations
Law 425  3 units
In addition to covering the basic principles governing sole proprietorships, partnerships, and corporations, this course reviews the law of agency, state corporation laws, and federal and state securities laws that regulate public and closed corporations.

The course also examines the processes and systems that provide for the issuance of shares, corporate structure and governance, the liability of corporate managers, and restrictions on dividends and distributions.

Advanced Legal Writing
Law 428  2 units
Advanced Legal Writing focuses on a variety of advanced legal writing topics, including drafting solutions to client problems and refining skills in issue identification and written analysis.

ELECTIVES

The College of Law offers a variety of elective courses, most of which are scheduled on a rotating basis in alternating years.

Law and Motion Practice
Law 410  2 units
Law 214A/B: Civil Procedure and Skills A/B is a prerequisite to Law 410.

This course introduces students to the basic documents used in practice at the trial court level. Students review pleadings and learn to prepare moving and opposition papers. Students are paired into opposing parties, exchange papers, and present brief oral arguments before a “law and motion judge.”

Contract Drafting
Law 412  2 units
This course focuses on understanding, drafting, and editing several types of business contracts, beginning with the basic components of a contract: the introductory provisions (preamble, recitals, statement of consideration), the action sections (typically reciprocal promises), representations and warranties, covenants, conditions, “endgame” (termination) provisions, and certain general provisions (also known as “boilerplates”). Students will study how to set up a signature line, depending on whether the party to the contract is a human or non-human entity. In homework and classroom exercises, students practice drafting and editing the components and learn how to combine them to create a complete contract. Students will also study contract-formatting options and learn to identify and avoid legalese and ambiguity. In the final few sessions, students will draft various complete contracts, including purchase, employment, license, and settlement agreements.

Moot Court
Law 416  2-3 units, variable
Law 214A/B: Civil Procedure and Skills A/B is a prerequisite to Law 416.

Moot Court provides students an opportunity to learn and develop appellate advocacy skills while representing the College of Law at a selected statewide or national moot court competition. Students are presented with the competition case usually. Students enrolling in Moot Court must participate in and complete a selected competition to receive credit for the course. These competitions may take place in the spring. No partial credit will be given for students who fail to participate in a competition. (Students must have instructor’s permission to register for this course.)

Topics in Law
Law 590  1-3 units
Topics vary according to instructor and student interest. Law 590 may be repeated for credit with a change in topic.

Alternative Dispute Resolution
Law 610  2 units
Law 214A/B: Civil Procedure and Skills A/B is a prerequisite to Law 610.

This course covers approaches other than traditional litigation that are available for the resolution of disputes. Topics include mediation, arbitration, private judging, ombudspersons, mini-trials, negotiation and settlement, and community justice programs. The course emphasizes the practical skills of dispute resolution and the ethical issues facing lawyers who engage in these alternative approaches.

Bankruptcy Law
Law 614  1 unit
This class explores the relief available to debtors under Chapters 7, 11, and 13 of the Bankruptcy Code: remedies and strategies for creditors in bankruptcy cases and proceedings; and the role and powers of bankruptcy trustees and committees. The course also covers pre-bankruptcy strategies for debtors, creditors, and parties to litigation.

Civil Rights Law
Law 621  2 units
Law 320A/B: Constitutional Law A/B is a prerequisite to Law 621.

This course analyzes the manner in which law has been used to deny rights and opportunities to individuals because of their race, gender, sexual orientation, or disability, along with approaches on how the law can be used to combat these forms of discrimination. Emphasis is on state and federal civil rights laws as they apply to such issues as voting, education, housing, employment, and delivery of social services.

Employment Law
Law 638  2 units
Law 214A/B: Civil Procedure and Skills A/B and Law 320A/B: Constitutional Law A/B are prerequisites to Law 638.

This course introduces students to the legal status of employees, from hiring through termination. Students examine federal and state laws, regulations and cases on employee safety, health benefits, workers’ compensation, and anti-discrimination.

Environmental Law
Law 639  2 units
Law 212A/B: Real Property A/B is a prerequisite to Law 639.

This course will focus on the following: the impact of pollution upon water, soil, air, and food supply sources; the benefits and burdens of environmental protection; environmental civil rights policy concerns; the role of race and poverty in environmental decision-making; discrimination in environmental protection; and the environmental justice movement. The course also covers sustainability concepts, including energy conservation and natural resources management, with the goal of developing a personal and professional environmental ethic discussed in the international context.
Federal Income Taxation

**Law 642  2 units**

This is an introductory course in federal income taxation of the individual and corporate taxpayer, including the social policies inherent in the development of the tax code, the characterization of income and deductions, the deferred and non-recognition of income and deductions, and the role of the taxpayer in tax planning and advising.

Children, Families, and the Law

**Law 651  3 units**

Enrollment in completion of Law 212A/B. Real Property is a prerequisite to Law 651.

This course covers basic family law issues in-depth and includes an introduction to domestic violence, juvenile dependency, adoption and artificial reproduction, guardianship, child abduction, elder law, and other related issues. This course is a prerequisite to the CFL Internship Seminar to be held in the spring semester and is required for students pursuing completion of the CFL program. Students may enroll even if not pursuing the CFL certification.

[Registration for Law 651 is only by permission of the clinical program director.]

Immigration Law

**Law 652  3 units**

This course is an introduction to the law, policies, and procedures regulating the entry of aliens into the United States. Students examine the various avenues and strategies available under existing law to foreign nationals who seek temporary or permanent residence. To this end, students familiarize themselves with the federal agencies and procedures which regulate the dispensation of immigration benefits in a variety of broad contexts, including family- and employment-based immigration, issues of inadmissibility and deportability, protection for aliens fleeing persecution, and citizenship and naturalization. The course also addresses issues of border security, undocumented alien workers, and employer sanctions, within the overall context of legislative reform efforts and attendant constitutional concerns in the post-9/11 environment.

International Law

**Law 656  2 units**

This introductory course covers the basic concepts of international law, the sources of international law, the law of treaties, the subjects of international law, and the relationship between international law and domestic law. The course examines specialized areas within the field of international law, including international environmental law, the law of the sea, international trade law, international human rights law, and international law regarding the use of force.

Intellectual Property

**Law 657  2 units**

The Intellectual Property class is a survey course of the principal types of intellectual property—trade secrets, patents, copyrights, and trademarks—as set forth in federal and state statutes and further defined by case law. The course also covers two legal concepts related to intellectual property, namely the right of publicity and the law of domain names.

Juvenile Law

**Law 661  1 unit**

Law 120: Criminal Law is a prerequisite to Law 661.

This course explores issues relating to both juvenile delinquency and juvenile dependency laws. Legal principles of the original juvenile courts are discussed and contrasted with current laws and treatment of juveniles charged with crimes in juvenile and adult courts. Students examine legal principles governing the creation, regulation, and termination of the parent-child relationship in the context of juvenile dependency law. Major topics include children’s rights, medical treatment, child abuse and neglect, foster care, and adoption.

Mediation Skills Training

**Law 675  2 units**

The Intellectual Property class is a survey course of the principal types of intellectual property—trade secrets, patents, copyrights, and trademarks—as set forth in federal and state statutes and further defined by case law. The course also covers two legal concepts related to intellectual property, namely the right of publicity and the law of domain names.

**Trial of Socrates**

**Law 680  2-4 units, variable**

A critical exploration of the philosophical, political, legal, and spiritual issues that arise from the life and thought of Socrates as dramatized by Plato in his account of the trial and death of Socrates, and by others from the past and from the present who reflect upon the eternal themes of justice, individual conscience and civil disobedience, freedom of expression, and the existence of an immortal soul. The course will examine ancient and contemporary perspectives on legal issues such as the death penalty, due process, the jury system, and the role of lawyers and advocacy.

A travel/study component with visits to ancient sites in Greece may also be offered.

Independent Study

**Law 699  1-3 units, variable**

Independent study offers students an opportunity to study under close faculty supervision in areas not covered by courses regularly offered in the curriculum. A student who wishes to undertake an independent study must obtain the permission of the dean. The student’s expected to demonstrate that (1) she has the initiative and self-discipline necessary for independent work, (2) the planned course of study cannot be completed by enrollment in a regularly offered course, (3) the content and objectives of the course of study have been carefully considered, and (4) the proposed study meets the academic standards and unit requirements of the College of Law. Students may not take more than 10 percent of the total units needed for graduation for non-classroom work (eight units maximum) and no more than 40 percent of their unit total for any given term.

Esra Bicen

LL.B., 1996, Istanbul University

L.L.M., 2002, Tel Aviv University

**International Commercial Contracts**

Esra Bicen is a civil and common law qualified lawyer with extensive experience in international commercial contracts and dispute resolution. From 1996 to 2000, she practiced international commercial litigation with a leading Istanbul law firm specializing in international carriage of goods, cross-border financings, and public procurement contracts. From 2003 to 2007, she practiced complex civil litigation with a leading law firm in the United States specializing in plaintiffs’ occupational personal injury cases.

Ms. Bicen is certified by ICC International Court of Arbitration.

**Sharon M. Braz**

BS, 1968, University of California, San Francisco

JD, 1977, University of San Francisco

**Children, Families, and the Law Seminar, Community Property**

Sharon M. Braz was admitted to the State Bar of California in 1987. She is a mediator and a certified family law specialist as well as a former partner in an East Bay family law practice.

Sharon has been recognized as a “Super Lawyer” and is listed in the “Best Lawyers in America.” She served as President of the Alameda County Family Law Association and as Director North of the California Association of Certified Family Law Specialists.

Sharon has been active on the board of many different legal organizations and served as President of the Earl Warren Inn of Court from 2007-2008.

Sharon received her BS in Nursing from UC San Francisco in 1968 and later returned to school to become one of the first Pediatric Nurse Practitioners in the Bay Area. She worked as a public health nurse for Alameda County. She assisted on the Vietnam Airlift by meeting the planes as they arrived and examining the children. She then went on to The Mother’s Exchange in Alameda, one of the first stores to sell used children’s clothing, books, furniture, and maternity clothes. She and her partner combined retail with parent education. After four years, the business was sold and Sharon went on to represent a fashion photographer. Thereafter, she became a legal secretary and a paralegal and worked all day while going to law school at night. She practiced family law for 27 years, volunteering for pro bono work and working with the court.

**Esra Bicen**

LL.B., 1996, Istanbul University

L.L.M., 2002, Tel Aviv University
Piper R. Brewster
BS, 2007, St. Mary’s College
BA, 2007, St. Mary’s College
JD, 2010, John F. Kennedy University

Exam Skills Lab, Electronic Research
Piper Brewster works as an Athletic Compliance Officer at St. Mary’s College of California, providing insight into NCAA rules and regulations, developing rules education programs for coaches, staff, student-athletes, and booster organizations; and monitoring all aspects of NCAA compliance for the institution. In addition to teaching for the College of Law, Piper has taught Legal Research and Legal Writing in the Legal Studies Program in the University’s College of Undergraduate Studies and is an adjunct professor teaching Sports Law in St. Mary’s Kinesiology program.

Carol A. Brown
BA, 1960, University of Southern California
MA, 1977, California State University, Fullerton
JD, 1984, University of Southern California

Professional Responsibility
Carol retired after over 30 years of civil and administrative law practice in both the private and public sectors. Since 1999, Carol was an administrative law judge with the California Public Utilities Commission, assigned to electric and gas procurement proceedings. She is also trained as an alternative dispute mediator.

Geoffrey F. Brown
BA, 1964, University of California, Berkeley
JD, 1970, San Francisco Law School

Criminal Procedure, Evidence
Mr. Brown was dean of the law school at JFK University from 2007-09 after completing a six-year term on the California Public Utilities Commission (CPUC), to which he was appointed by then-Governor Gray Davis in 2001. Prior to his term on the CPUC, he was the Public Defender for the City and County of San Francisco from 1979-2001, publicly elected to this position six times. He has taught Evidence and Constitutional Law at several Bay Area law schools and sat on the Board of Trustees of San Francisco Law School.

Thomas W. Cain
BA, 1974, University of California, Berkeley
JD, 1979, Golden Gate University

Mediation Skills Training, Comparative Law
Mr. Cain is in private practice, emphasizing wills, trusts, estate litigation, guardianships, conservatorships, mediation and general civil litigation including business, real property, estate litigation, and trust and probate practice. Mr. Cain lived in Japan and was a visiting scholar for four years at Okayama National University. He is a co-founder of the Congress of Neutrals, a not-for-profit which provides mediation training and conflict management services to the Contra Costa County courts and community. He has been a member of the College of Law faculty since 1991.

Peter W. Clapp
BA, 1969, Columbia University
JD, 1982, Hastings College of the Law

Torts, Business Associations, Contract Drafting
Mr. Clapp graduated magna cum laude from Hastings College of the Law in 1982, clerked for one year, and then practiced in the Corporate Restructuring Department of Skadden, Arps, Slate, Meagher & Flom, LLP until 2006. He has published articles on pension and retiree benefit claims in bankruptcy and on bankruptcy legislation. Besides teaching at JFK University, he has taught Business Law to undergraduates at St. Mary’s College in Moraga. Mr. Clapp is Of Counsel to Vale Makulok LLP, a litigation firm with offices in Los Angeles and Walnut Creek, where his practice focuses on business and restructuring matters, and is a volunteer attorney at the East Bay Community Law Center in Berkeley, advising on consumer bankruptcy matters.

Jamie L. Diermier
BS, 2013, California State University East Bay
MLS, 2015, San Jose State University

Assistant Law Librarian
Mr. Diermier’s responsibilities as Assistant Law Librarian include preparation of the bills, ordering, collection development, and reference service.

Michelle Domingo
BA, 2000, University of California, Berkeley
JD, 2012, John F. Kennedy University

Exam Skills Lab
Michelle “Mika” Domingo is an adjunct professor at the College of Law. Ms. Domingo served as a publishing and finance professional for two decades before serving as a Deputy Attorney General for the State of California, representing the State in civil rights litigation. She is Principal Attorney at M.S. Domingo Law, and represents clients in Northern and Southern California in estate and probate litigation, estate planning and administration, civil litigation, and business matters. She serves on numerous boards and is currently a Board Director for Contra Costa County Bar Association (CCBBA), Past-President and current Board Member for CCBBA’s Women’s Section, Chair of CCBBA’s Diversity Committee, and Co-Chair of California Women Lawyers’ Judicial Nominations Committee.

Nancy McCullough Engle
BA, 1977, California State University, Hayward
JD, 1998, John F. Kennedy University

Contracts, New Student Orientation
Ms. Engle is an attorney and has been teaching law since 2000. She has been honored twice as the College of Law’s Professor of the Year. She is a magna cum laude graduate of California State University, Hayward. She received her J.D. from John F. Kennedy University, where she also received the Martin Hinzer Scholarship Award, West Group Outstanding Scholarship Achievement Awards, and American Jurisprudence Bancroft-Whitney Awards. She serves on the College of Law’s Academic Standards Committee and Admissions Committee.

James J. Ficenec
BA, 1989, California State University, Sacramento
JD, 1985, University of California, Berkeley

Trial Advocacy, Business Associations
Mr. Ficenec is with Archer Norris in Walnut Creek. He is also an experienced appellate lawyer and has argued civil appeals before the California District Court of Appeal and the Ninth Circuit Court of Appeals. Mr. Ficenec is a member of the American Bar Association, The State Bar of California, and the Hawaii State Bar Association. He was admitted to practice in Hawaii in 1989 and in California in 1991.

Peter Gabel
BA, 1968, Harvard College
JD, 1972, Harvard Law School
PhD, 1981, The Whig Institute

Spirituality, Law & Social Change
Peter Gabel has been a law professor for over 30 years, having taught at UC Berkeley, the University of Minnesota, City University of New York, and for most of those years at New College of California’s public-interest law school, where he also served as President from 1987-2001. He has been Editor-at-Large of Tikkun magazine, a progressive Jewish quarterly, since 1985. A founder of the Critical Legal Studies movement in legal scholarship, Mr. Gabel has written on Contract Law, Legal Theory, and Law and Social Change for journals such as the Harvard Law Review, Texas Law Review, and Georgetown Law Review, but also has written on law, politics, and culture for Tikkun and other non-legal publications. He is the author of The Bank Teller and Other Essays on the Politics of Meaning and Another Way of Seeing: Essays on Transforming Law, Politics, and Culture. His forthcoming book is entitled The Desire for Mutual Recognition.

The Honorable Daniel M. Hanlon (Ret.)
BA, 1962, University of San Francisco
JD, 1964, University of San Francisco

Negotiation, Law and Motion, Civil Discovery
The Honorable Daniel “Mike” Hanlon (Ret.) is a former Presiding Justice of the California Court of Appeal and former Presiding Judge of the San Francisco Superior Court. Justice Hanlon’s ADR experience and qualifications come from his distinguished 25-year tenure on the California trial and appellate courts. He currently serves as Special Master in complex insurance, toxic tort, and construction defect cases, and as Neutral Arbitrator in complex insurance, as well as real estate and indemnity cases. He is known for his ability to settle complex cases involving a wide range of civil litigation issues. Justice Hanlon was selected as Neutral Arbitrator for labor disputes under the Charter of the City and County of San Francisco. Justice Hanlon has served as Chair of the California Judges’ Association ADR Committee since 2006. Justice Hanlon also serves as an Adjunct Professor of Law, teaching Appellate Law and Procedure at Empire College of Law since 2006, and is a former Adjunct Professor of Law (Juvenile Law) at the University of San Francisco.

The Honorable Stuart Hing
BA, 1976, Sacramento City College
BS, 1979, California State University, Sacramento
JD, 1983, University of the Pacific, McGeorge School of Law

Civil Procedure and Skills
Judge Stuart Hing was appointed to the Superior Court of California, Alameda County, in July 2008. Prior to his appointment, Judge Hing was a Deputy District Attorney with the Alameda County District Attorney’s Office (1983-2008), where he conducted 49 jury trials and 37 non-jury trials. Prior to law school, Judge Hing was a senior marketing representative for Xerox Corporation, where he was #1 in sales for the western region of the United States. He was also a professional musician, playing piano and guitar, and once opened for Earth, Wind, & Fire.
Chris Gus Kanios
Professor
BA, 1976, San Francisco State University
JD, 1980, New College of California
Criminal Procedure, Constitutional Law
Professor Kanios is a full-time member of the College of Law’s core faculty and has taught law for over 25 years. From 1986-1990, he was dean of New College of California College of Law in San Francisco. He was admitted to practice in California in 1980 and worked in a civil litigation firm specializing in labor law (union side) and plaintiff’s personal injury. His innovative, multi-disciplinary course on the Trial of Socrates includes a study/travel component in Greece to visit ancient sites. He has served as Associate Dean for Academic Affairs and as Interim Dean during his tenure at JFK University. He also sits on the University’s Faculty Senate Executive Committee and is Chair of its Faculty Quality Committee.

Ian Booth Kelley
BA, 1996, City College of San Francisco
JD, 2001, New College of California
Criminal Law, Criminal Procedure, The USA Patriot Act and Issues in National Security, Contemporary Issues in Constitutional Law
Mr. Kelley has been teaching and practicing law for the past 15 years, during which time he has litigated cases from trial to the California Supreme Court. He has taught both Constitutional and Criminal Law at several law schools in the Bay Area and periodically lectures on these topics to civic and educational groups. He maintains a private practice in San Francisco with emphasis on criminal, civil, and regulatory matters.

Sara Ramseyer Klein
BA, 1985, Middlebury College
JD, 1990, Hastings College of the Law
Intellectual Property
Ms. Klein is an attorney in Oakland, where her practice focuses on licensing and commercial transactions involving intellectual property. Earlier in her career, she was in-house counsel at Genetech, Inc. and an associate in the international trade group at Baker & McKenzie in San Francisco. Ms. Klein taught Intellectual Property Law in the Law Studies Program at St. Mary’s College from 1999-2015, and also teaches the subject at JFK University College of Undergraduate Studies and at Middlebury College in Vermont.

The Honorable David M. Krashna (Ret.)
AB, 1971, University of Notre Dame
JD, 1973, University of California, Berkeley
Drugs, Courts and Society, Juvenile Law
Judge David Matthew Krashna (Ret.) was elected to the Alameda County California Superior Court in November 2000 and retired in 2015. He previously served as a Court Commissioner of that court from 1992 to his judicial election. He earned his B.A. in 1971 from the University of Notre Dame and his J.D. in 1974 from the University of Notre Dame and he is a lecturer at University of California at Berkeley School of Law (formerly known as Boalt Hall). He practiced law for 17 years as a Legal Services attorney and private attorney specializing in criminal defense, personal injury, and civil rights. Judge Krashna has taught courses at the California Center for Judicial Education and Research, E.E. Winkin Judicial College of California, and the National Judicial College, and is a lecturer at University of California at Berkeley School of Law (Boalt Hall). He has served on the California Judicial Council Court Interpreters’ Advisory Panel and Traffic Advisory Committee. He has presided in the Oakland Felony Drug Courts, the Juvenile Delinquency and Dependency Courts, and Family Law Court. Judge Krashna is involved in various community activities, such as addressing homelessness and treasury.

Tina Miller
Law Librarian
BA, 1979, University of San Diego
MLS, 1995, San Jose State University
MA, 2014, John F Kennedy University
As Law Librarian, Ms. Miller is responsible for the daily operation of the Law Library. She also catalogs, provides reference service, and participates in materials selection. Before coming to JFK University, Ms. Miller worked as a law firm librarian and as Evening Circulation Supervisor at the University of San Diego Legal Research Center.

Helen Peters
BA, 1982, University of Nevada, Reno
JD, 1987, Thomas Jefferson College of Law
Community Property
Ms. Peters has 25 years of legal practice, 20 years as a solo practitioner in Family Law Litigation and Mediation. She has served as Judge Pro Tem (per diem) to the Contra Costa Courts since 1999 and recently completed her four-year term as an elected Trustee serving the Fairfield-Suisun Unified School District. She is the Past President of the Contra Costa County Bar Association (2007), Women’s Section, (1990) and Family Law Section (2000). Her passions include mediation, reading, travel, Words With Friends, exercise, and loving her sun, Paul, and husband, Steve.

Niromi Pfeiffer
BA, BS 1985, University of California, Davis
JD, 1991 Hastings College of the Law
Appellate Advocacy

Ora S. Prochovnick
Professor, Director of Clinical/Public Interest Law Programs, Housing Advocacy Clinic Director
JD, New College of California
Real Property, Marriage Equality, Housing Advocacy Clinic
Professor Prochovnick is a full-time member of the law school’s core faculty and is the director of the clinical/internship programs for the College of Law. She was previously a professor at New College of California College of Law for 21 years, and was a partner and founding member of Bayside Legal Advocates, a woman-run community law office in the Mission District of San Francisco, where for 10 years her practice focused on tenant advocacy, non-traditional family law, police misconduct cases, and civil rights litigation. Professor Prochovnick is a member of the Bay Area Lawyers for Individual Freedom, the National Lawyers’ Guild, the National Lesbian and Gay Law Association, and the S.F. and East Bay Tenants’ Bar. She has previously served on the board of California Legal Referral Partnership and on the board of the Exciton Defense Collaborative, and is currently a
co-chair of Our Family Coalition and a member of the “Brain Trust” of the National Center for Lesbian Rights. Professor Prochovnick has been frequently recognized for her pro bono contributions, and has received many awards from the State Bar and local bar associations in recognition of her expertise and legal assistance, particularly to the low-income community in the area of housing advocacy, assistance to persons with AIDS, and LGBT rights. She was the recipient of the 1993 State Bar Pro Bono Service Award and the 2005 San Francisco Bar Association Award of Merit, was named a Northern California Super Lawyer by San Francisco Magazine in 2004 and 2005, and received the Transgender Legal Center’s 2008 Community Ally award. Professor Prochovnick has been a frequent presenter at workshops and seminars for both legal professionals and the general public.

James T. Straw
BA, 1975, University of California, Los Angeles
JD, 1977, Southwestern University

Real Property

James Straw has taught Real Property at JFK University College of Law for over 34 years, since August 1981. A UCLA undergraduate, Jim went to Southwestern University School of Law in Los Angeles, and worked as a Law Clerk for Ticor Title Insurance Company while in law school. In 1977, he joined the legal department of Chicago Title Insurance Company in Los Angeles, and then in San Francisco, where he handled underwriting claims, and litigation management for the title company. Jim also served on the Legislative and Forms and Practices Committees of the California Land Title Association (CLTA). From 1983 to 1988, Jim was Associate Regional Counsel for The Travelers Real Estate Investment Group for the 15 Western States. While at The Travelers, he handled both Agricultural and Urban loans, leases, and developments. In 1988, Professor Straw went into private practice as a partner in a San Ramon law firm. He continues in private practice in Contra Costa County, concentrating on property and business matters. His practice includes transactional work and litigation representing owners, lenders, and businesses entities. Over the years he has also been a speaker at educational seminars for members of the California Bar and title industry. Professor Straw has written several case comments for the JFK University Law Review, and also for the Contra Costa County Bar Association, including articles on escrow practices and boundary disputes. He is also a co-author of the California Title Insurance Practice, 2d Ed., published in 1997 by the Continuing Education of the Bar (CEB).

Dean Ito Taylor
BA, 1975, University of California, Riverside
JD, 1978, University of San Francisco

Remedies, Wills and Trusts

Dean Ito Taylor is the executive director and co-founder of Asian Pacific Islander (API) Legal Outreach, where he supervises the litigation, administration, and fiscal oversight for this non-profit, social justice organization serving the Bay Area from offices in San Francisco and Oakland. API Legal Outreach, the largest social justice legal organization serving the Asian American and Pacific Islander communities, provides culturally competent services focused in the areas of family law/divorce violence, immigration and immigrant rights, senior law/elder abuse, and anti-human trafficking to the most marginalized segments of the community, including women, seniors, immigrants, and youth. He taught at New College of California College of Law for 22 years. He received the Joe Morimini Award from the Asian American Bar Association of the Greater Bay Area in 2008, was a Civil Rights Division Honoree by the U.S. Department of Justice in 1990, received the National Service Award from the National Asian/Pacific Law Students’ Association in 1986, and was selected for the Local Hero Award by KQED Public Television as part of its 2009 Asian Pacific American Heritage Month celebration.

Peter Tormey
BA, 1988, San Francisco State University
MBA, 1998, St. Mary’s of California
JD, 2009, John F. Kennedy University

Legal Methods

Mr. Tormey is managing partner at Antero & Tormey PC, a full-service commercial law firm serving clients around the world. He has over 20 years of experience in product development, service commercial law firm serving clients around the world. Ms. Zimba is a member of the JFK University College of Law Admissions Committee.

Pamela Zimba
Assistant Professor, Supervisor of Elder Law Clinic
BA, 1976, University of California, Santa Barbara
JD, 1980, Hastings College of Law
LLM, 2004, Golden Gate University

Civil Procedure and Skills, Elder Law Clinic, Advanced Legal Writing

Ms. Zimba is a core faculty member of the College of Law in addition to being the supervising attorney for the JFK University Elder Law Clinic (LEFE). Ms. Zimba, with other members of the faculty, designed the LEFE, which provides qualified law students with an opportunity to represent low-income seniors in court on a variety of legal matters, including temporary restraining orders and conservatorships. The student’s clinical experience includes a seminar component in which students discuss legal issues of concern to all seniors. While in private practice in Benicia, she represented clients in family law matters, child custody issues, estate planning, and property issues. She devoted eight years representing 21 families in complex tort litigation in Solano County. She has a background in program development and sales and marketing, which included implementation of marketing projects for Fortune 300 Companies. Ms. Zimba is a member of the JFK University College of Law Admissions Committee.

ACADEMIC POLICIES

Academic Standards Regulations, Policies, and Procedures

See Appendix B for a complete description of academic standards.

John F. Kennedy University College of Law is committed to training competent, skilled, and socially responsible lawyers. The school’s admissions policies and academic standards are designed to provide access and opportunities for a diverse community of students who seek to study law while maintaining rigor and quality. Despite this goal, the College of Law may need to terminate the studies of those unable to meet the demands of our rigorous program.

Minimum academic requirements must be met for a student to remain in good academic standing. Failure to comply with these requirements will result in academic disqualification or placement on academic probation. Copies of the complete written academic standards, policies, and procedures are published annually in the Student Handbook, which is distributed to each student and is available at the law school administration office.

Academic Standards Committee

The Academic Standards Committee, composed of members of the law school faculty appointed by the dean, develops and implements the law school’s academic standards. The committee has the authority to enforce academic standards, including probation and disqualification. It also may place conditions on continued enrollment, such as repetition of courses, participation in Academic Support Program activities, and counseling.

Because exceptions to policy are rarely granted, students are urged to do everything possible to maintain good academic standing. To avoid the risk of disqualification or other academic sanctions, students are encouraged to perform their academic responsibilities at the highest possible level.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. (A list of the records that may not be reviewed by a student is available in the John F. Kennedy University Policy and the Family Educational Rights and Privacy Act of 1974, expanded version, a copy of which may be obtained in the Registrar’s Office, Pleasant Hill; the College of Law, Pleasant Hill; and at the Office of Student Experience, San Jose.)
Students shall submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. If the records are not maintained by the University official to whom the request is made, that official shall advise the student of the correct official to whom the request should be addressed. The University official responsible for the records will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the student believes is inaccurate. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

The University decides not to amend the record, the University will notify the student of the decision in writing and advise the student of his/her right to a hearing. After the hearing, if the University still decides not to amend the record, the student has the right to place a statement with the records setting forth his/her view about the contested information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by John F. Kennedy University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5300

The University may disclose, without consent, directory information.

State Bar Requirements

Registration as a Law Student
Rule V, Section 1 of the Rules Regulating Admission to Practice Law in California states that all law students must register with the State Bar no later than 90 days after beginning their law studies. Registration is a prerequisite to taking the California Bar Examination. Forms are available from the State Bar website at www.admissions.calbar.ca.gov. Each student is responsible for obtaining the form and submitting it to the State Bar by the deadline.

First-Year Law Students’ Examination (FYLSX)
In accordance with state law and rules promulgated by The Committee of Bar Examiners, a student admitted with special status is required to take the First-Year Law Students’ Examination after completion of the first year of study (after completion of Torts, Contracts, and Criminal Law). The student, upon becoming eligible to take the examination, must pass by the third consecutive administration of the examination in order to continue in law school. Failure to pass the FYLSX by the third consecutive administration results in automatic dismissal from the College of Law.

Applications for the FYLSX are accepted only through the online application process available at www.admissions.calbar.ca.gov. Students admitted to JFK University holding an AA, BA, or at least 60 qualifying units of undergraduate work are not subject to the FYLSX. The FYLSX is also required for students who previously attended an unaccredited law school.

All Special Status students are strongly discouraged from continuing on to the second year of law school until they successfully pass the FYLSX. A student who passes the FYLSX within three consecutive administrations shall receive credit for all law study successfully completed to the date of the administration of the examination passed.

A Special Status student who does not pass the FYLSX within three consecutive administrations and is dismissed from the College of Law, but who subsequently passes the FYLSX, may apply for readmission to the College of Law. If the student is readmitted, the may receive credit only for the first-year courses successfully completed.

California Bar Examination
Two separate application forms are required in conjunction with the Bar Examination: (1) Application to take the California Bar Examination and (2) Application for Determination of Moral Character. Applications are accepted only through the online application process available at www.admissions.calbar.ca.gov. The student is responsible for submitting the application to the State Bar by the established deadline.

State Bar of California Rules
The State Bar of California rules also mandate attendance policies and other areas of enrollment and academic progress. The rules are available through The Committee of Bar Examiners at The State Bar of California, 180 Howard Street, San Francisco, CA 94105, 415.538.2903, or at www.calbar.ca.gov.

Equal Justice Works
Equal Justice Works was founded in 1986 by law students dedicated to working for equal justice on behalf of underserved communities and causes. Today, Equal Justice Works is the national leader in creating summer and postgraduate public interest opportunities for law students and lawyers, as well as in urging more public interest programming at law schools. John F. Kennedy University College of Law is proud to have had one of our students chosen for the Equal Justice Works Fellowship for 2007-09. Our Fellow was one of only 50 students chosen nationwide. She spent her fellowship at the law school’s Elder Law Clinic.

Office of Accessibility Services
John F. Kennedy University’s Office of Accessibility Services (OAS) offers confidential and individual consulting sessions to develop strategies and determine effective and reasonable academic accommodations for students with disabilities. In addition, the office serves as a liaison with faculty and staff and provides students with disability-related information and referrals. The OAS works closely with University departments and schools in reviewing student requests for services and making recommendations for accommodations JFK University can provide.

Students who require disability-related examination accommodations must initiate the process by registering with the University’s Office of Accessibility Services. All disability
accommodations and services are approved based on functional limitations and documentation of disability. Testing accommodations are determined on a case-by-case basis, and are consistent with those granted by The State Bar of California to prepare students for the California Bar Examination. Accommodated law school examinations are coordinated between the College of Law and the OAS, and are procured under the auspices of the OAS.

Students with disabilities may be eligible for accommodations on the First-Year Law Students’ Exam (FYLSX), if required, Multi-State Professional Responsibility Examination (MPRE), and the California Bar Exam. Students are encouraged to discuss these issues with the OAS when they register. The fact that a student was granted certain testing accommodations while in law school is considered by The Committee of Bar Examiners and National Conference of Bar Examiners, but it is not deterministic. Assistance and consultation are provided for students as they petition the State Bar for accommodations on the Bar Examination. Law students with disabilities are strongly advised to begin that process by consulting with the OAS approximately 18 months before their intended examination date, and to apply for accommodations for the MPRE at least 10 weeks in advance of the application deadline for the text, which is offered three times a year.

Students may call the Office of Accessibility Services at 925.969.3447 or e-mail access@jfku.edu for more information and to schedule an intake appointment.

Law Library

The Law Library is open seven days a week, except for calendared University holidays. The hours are Monday through Thursday, 9:30 a.m. to 9 p.m.; Friday, 9:30 a.m. to 5 p.m.; Saturday, 10 a.m. to 5 p.m.; and Sunday, 1 p.m. to 6 p.m. The Law Library is located on the first floor of the main campus at the end of the north hallway. (Access to the library on Sundays is only through the library door at the north end of the building.) The phone number is 925.969.3120.

Library Rules

Quiet please.

All cell phones and pagers must be turned off in the Law Library. Computers and other assorted processing equipment may be used as long as they do not disturb others.

No food in the library. Drinks in covered containers are permitted.

All photocopying must be completed at least five minutes before closing.

Failure to comply with these rules may result in a suspension of privileges or removal from the Law Library.

Checkouts and Overdue Materials

Most Law Library materials do not circulate. Circulating materials may be checked out for one month. These materials may be renewed in person, online, or by phone unless the material has been requested by another student or faculty member. Overdue fines are $1 a day for the first week overdue; thereafter, the fine is $2 a day up to $50 or the cost of replacing the item, whichever is greater. (No further checkout is permitted until overdue fines are cleared.)

Lost or severely damaged items must be replaced or paid for at replacement cost. Registration or graduation may be blocked for items overdue, fines owed, or changes outstanding.

Online Password Information

Law students will receive individual Westlaw and Lexis passwords in their first semester. Student passwords are valid for the remainder of the student’s course of study at the College of Law. If a law student has a problem with a password, s/he should see the law librarians for assistance.

The sharing of passwords with others violates our agreements with Thomson/Reuters and Lexis/Nexis. Restrictions on the use of Westlaw and Lexis passwords are explained in the contract which law students enter into with Westlaw and Lexis when they receive their personal passwords. For questions concerning these database policies, call 1.800.WESTLAW and/or 1.800.45LEXIS.

Computer facilities are available in the Law Library for full-text searching of legal databases, including Westlaw and Lexis/Nexis Academic. Students have priority when computer terminals are busy.

Career Services

John F. Kennedy University’s Career Center is a University-wide resource for students and alumni. The Center within the Office of Student Experience assists individuals who are re-entering the job market, changing career direction, or refocusing their career with their job search needs. The Career Center, has resources related to choosing a legal or related career and conducting a job search. Law students also are encouraged to contact their law faculty advisors for support and information regarding career options and opportunities. Email career@jfku.edu for information.

The Resource Center also has books related to the legal job search.

VALOR Center

John F. Kennedy University is committed to providing our veteran students excellent service and support to help them achieve their academic goals. As part of this commitment, JFK University has expanded its services to veterans through the VALOR Center (Veteran Academic Ladder for Opportunity and Resiliency) located at our Pleasant Hill campus in room S229. The VALOR Center is a centralized point for the coordination of services that focus on four key areas:

1) Easing veterans’ transition to campus life,
2) Increasing retention,
3) Improving achievement of educational and career goals, and
4) Providing a higher quality of life through the coupling of pre-existing services and support with newly-created programming specifically developed to meet the needs of veteran students.

To learn more, contact:

Noelle Morra
VALOR Coordinator
Email: nmorra@jfku.edu
Phone: 925.969.3332

Undergraduate Success Center

The Undergraduate Success Center serving Latino and underserved students is funded by a U.S. Department of Education, Title V Hispanic-Serving Institution (HSI) Grant and offers dedicated services to JFK University’s growing Latino and underserved student population.

The Center provides Spanish and English speaking academic counselors, tutors and mentors, a computer lab, and professional development opportunities for students. Students can benefit from an Electronic Lending Library of laptops, tablets and voice recorders to borrow for the full quarter made available through the HSI Grant. See your Academic Counselor for program specifics and review the requirements in the Office of Student Experience Organization on Blackboard.

To enhance cultural awareness of Latinos, and their contributions within our community, the Center offers a wide variety of cultural and educational activities to foster a welcoming environment and create a sense of belonging for the University’s students. Current information about Center news and events is available by joining the Center’s Facebook group at https://www.facebook.com/groups/jfkulos/ or in the Online Monthly Student Newsletter within the Office of Student Experience Organization on the Blackboard Student Portal.

The Center provides services at the Pleasant Hill and San Jose campuses for students’ onsite and online classes. Available Monday through Friday, the Center collaborates with other departments to provide a full suite of services to the University’s students. Schedule an appointment from the Office of Student Experience Organization on the Blackboard Student Portal.

Contact the Center by email at hesi@jfku.edu or call 925.969.4741.

Student Government Association

The purpose of the Student Government Association is to enhance the quality of student life by making every student’s experience at JFK University enriched and positive. The overarching goals of the Student Government are to unite students who are registered at JFK University under one University-wide government, to represent the interests and concerns of all students to advocate for various student interests, and to support the reputation of the University. The nominal Student Association fee, charged to all students at registration, enables the Student Government to fund sanctioned student associations as well as other University-wide projects. Student Government members are elected annually and are required to abide by all JFK University policies and procedures.

For more information, contact stugov@jfku.edu.

APPLICATION AND ADMISSIONS

Several times a year, the College of Law hosts Information Seminars and Open Houses for people who are considering going to law school. Topics covered include the demands of our academic program, admission requirements and procedures, and the specific features of our program. The dean, faculty, and staff host these events with a panel that often includes students and graduates who talk about their law school experiences. Please visit the University’s website at www.jfku.edu for the date of the next event.

Prospective students are encouraged to contact the Office of Admissions to visit classes, tour the campus, and meet with faculty and staff. Call 925.969.6512 or e-mail admissions@jfku.edu.

Admission to the College of Law

The application deadline for spring admission is December 15 of each year. The application deadline for spring admission is December 1 of each year. To be considered for admission, an
Applicants for Admission with Advanced Standing

Applicants who have previously attended law school may apply for admission with advanced standing. Such applicants must fulfill the same application requirements as beginning students, stated above, and demonstrate that they are in good standing at the law school last attended through submission of an official letter from the school’s dean or registrar and an official transcript. Applicants with prior law school experience at an unaccredited school will be considered for admission with advanced standing only if they have passed the First-Year Law Students’ Examination.

The Admissions Committee will determine the amount of allowable transfer credit. Only academic courses taken within the previous 27 months and in which a good-standing level grade was attained will be considered for transfer credit.

Applicants Participating in the Yellow Ribbon Program

John F. Kennedy University is an approved participant of the Department of Veterans Affairs in the Yellow Ribbon program, established by the Post-9/11 Veterans Educational Assistance Act of 2008. The program allows a limited number of eligible Post-9/11 (Ch. 33) veterans to attend JFK University at little or no cost.

To participate in this program, a veteran must be 100 percent eligible for the Post-9/11 (Ch. 33) GI Bill. Visit the GI Bill website at www.gibill.va.gov for additional information on the Yellow Ribbon program eligibility. Veterans interested in applying for the Yellow Ribbon program should contact the Financial Aid Office at financialaid@jfku.edu.

Applicants Previously Dismissed from Law School

An applicant who is not in good standing at his/her prior law school must demonstrate that s/he possesses the requisite ability to study the law and that the prior academic indisqualification was caused by extraordinary circumstances not likely to recur. The applicant must present credible evidence that the indisqualification was not caused by the applicant’s lack of capability to satisfactorily study law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level. If more than two years have elapsed since indisqualification, an enhanced potential to succeed in the study of law must be demonstrated. Transfer credit will only be considered if the student was advanced to the second year at the prior law school, subject to the same restrictions stated in the above section for applicants with advanced standing.

Visiting Law Students and Applicants for Non-Degree or Auditor Status

The following individuals may apply as non-degree students or auditors: (1) students currently in good standing at other accredited law schools, (2) graduates of accredited law schools, and (3) licensed attorneys. Some required and elective courses may be audited with the permission of the dean. Writing courses, Appellate Advocacy, Trial Advocacy, and some other courses may not be audited.

Visiting law students must submit the following; an application, with an application fee, and a letter from the dean or registrar of the current law school verifying enrollment and good academic standing, stating which JFK University course(s) the applicant has approval to take and confirming that the current school will award credit if the student passes the course(s).

Applicants for admission as non-degree students must submit the application with a $10 fee and a letter or e-mail to the dean indicating the course(s) the applicant wishes to take and the applicant’s qualifications for understanding the coursework and contributing to classroom discussion. Non-degree applicants may be required to submit additional documents to establish eligibility for admission. Admission on such basis is at the discretion of the dean.

Auditors are not required to submit the full law school application; however, they must have written approval of the dean to enroll. Documents may be required to establish eligibility to enroll.

International Applicants

John F. Kennedy University College of Law welcomes international students who meet the requirements set by the University, the Committee of Bar Examiners of The State Bar of California, and the United States Citizenship and Immigration Services (USCIS).

The University requires the following documents before such an admission decision will be made: application plus required fee, Certification of Finances, official TOEFL report with score of 500+, an in-depth autobiography, and official transcripts sent directly from all institutions previously attended. Certified translated copies of transcripts are required if the original transcripts are not in English. The Committee of Bar Examiners of the State Bar of California requires an evaluation of prior academic work by an approved credential evaluation service. The list of Bar-approved evaluation services is available from the law school’s Assistant Director of Admissions and Records.

The USCIS requires that international students seeking F-1 non-immigrant status must show proof of adequate funds to meet the expenses of studying and living in the United States. The Certification of Finances form is available from the Office of International Education.

The applicant may be requested to schedule an interview with a faculty member once all required documentation has been submitted.

Incomplete Application Files

Incomplete application files are held for one year from the term of application. Applicants who did not complete the application process within one year of the term of original application must reapply.

Cancellation of Admission

Admission is canceled if the applicant does not enroll in the class to which admitted unless she has been granted a deferment. Deferrals may not exceed one academic year and must be approved in advance by the Admissions Committee.

Reaplication After Denial of Admission

Applicants who have been denied admission may reapply if an important component of their original application has changed, such as a new LSAT score or an additional college degree.

Reaplication After Absence

Applicants who previously attended JFK University College of Law and have been absent for any length of time without an approved leave of absence must formally reapply. They are subject to the application and admission policies and requirements in force at the time of reaplication.

All original documents submitted to the College of Law as part of the application process become the property of the University. Copies of such documents may be requested.

TUITION AND FEES

The tuition and fees listed in the following schedules are charged as indicated and are subject to change without prior notice. The Board of Trustees reserves the right to raise tuition and fees charged to students at least annually. Tuition and fees are increased periodically at the discretion of the Board of Trustees, usually in the fall. Please see our website at www.jfku.edu for the latest schedule.

Given the rapidly increasing costs in education, it is reasonable for students to expect increases in tuition on an annual basis.

Tuition

Tuition is due and payable at the time of registration each term. A deferred payment plan is available. Tuition charges are prorated for part-time or semester unit.

JD Degree students and visiting students $973 per unit
FINANCIAL AID

The Financial Aid Office provides financial assistance in the form of loans, grants, and scholarships. Aid is intended to help students who, because of limited resources, would otherwise be unable to attend school, or who, with the aid, are able to take additional courses and graduate at an earlier time than a student registers for classes. In addition, scholarship recipients may be invited by the Dean to participate in events for honors students.

Students considering applying for financial aid are urged to contact the Financial Aid Office (finaid@jfku.edu or 925.969.3385) as soon as possible eligibility for financial aid programs is very individualized. Several booklets containing detailed information about eligibility, procedures, and the financial aid programs available at the University are available from the Financial Aid Office or are online at www.jfku.edu. Basic eligibility requirements include half-time enrollment and enrollment in an eligible program. In addition, no prior student loans may be in default status.

Financial aid regulations change frequently. Students should check with the Financial Aid Office for the latest information.

Financial aid is available to students who are permanent residents of the U.S. or certain Pacific Islands and any other eligible non-citizens. Generally, you are an eligible non-citizen if you are:

- A permanent U.S. resident with a Permanent Resident Card (L-551C);
- A conditional permanent resident with a Conditional Green Card (L-551C);
- The holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms parole for a minimum of one year and status has not expired), “Diversity holder (T-1, T-2, T-3, etc.)” or “Cuban-Haitian Entrant”; or
- The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a "Parolee" (I-94 confirms parole for a minimum of one year and status has not expired), “Refugee,” “Asylum Granted,” "Parolee" (I-94 confirms parole for a minimum of one year and status has not expired), “Diversity holder (T-1, T-2, T-3, etc.)” or “Cuban-Haitian Entrant”;
- The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing any of the following designations: “Victim of human trafficking.”

Students should contact the Financial Aid Office for specific requirements regarding citizenship.

When available, the College of Law may offer merit scholarships that are not contingent upon a student’s enrollment in a specific program. The Financial Aid Office monitors academic progress at JFK University and outside sources (e.g., private foundations). Notices regarding the application process for these awards are available in the Financial Aid Office and are posted on the JFK University Financial Aid website at www.jfku.edu.

John F. Kennedy University welcomes contributions to the University scholarship fund. All contributions are tax deductible and may be sent to John F. Kennedy University, Office of University Advancement, 100 Ellinwood Way, Pleasant Hill, CA 94523-4817.

Loans

Loans are funds that must be repaid with interest. Students should check with the Financial Aid Office for current information on loan limits, interest rates, and terms.

The Unsubsidized Federal Direct Loans are available to graduate students. Family income or credit will not affect loan eligibility or disqualify a student from obtaining an Unsubsidized Federal Direct Loan. Unsubsidized loans have an annual variable rate with a cap of 6.5 percent. The current rate for new borrowers is 6.595 percent. Interest begins accruing after the loan is disbursed. A student can borrow up to $20,500 per year.

The graduate PLUS Loan provides additional federal funding. These credit-based loans have an annual variable rate with a cap of 10.5 percent. The current rate for new borrowers is 7.395 percent. Deferral options are available while in school. The annual award is up to the cost of attendance, as determined by the school, minus other financial aid.

The information on loan limits, interest rates, and terms is provided by the University. Students should contact the Financial Aid Office for specific requirements regarding citizenship.

Qualitatively

Ensuring students’ academic grades are consistent with requirements for receipt of a degree or certificate, students must maintain a minimum cumulative grade point average (GPA) of:

1. 2.0 (C) if an undergraduate student;
2. 3.0 (B) if a graduate student.
3. 3.0 (B) in all undergraduate courses and 3.0 (B) in all graduate courses during the period of linking if student is linking a BA or BS to an MA program.

The Financial Aid Office at JFK University monitors academic progress at each term, ensuring all units attempted and completed, including:

- units that were transferred from another institution and accepted by JFK University;
- units from JFK University that were attempted for which the student did not receive any aid;
- units earned prior to a student’s change in program.

The University complies with federal regulations to monitor student aid recipients’ academic progress toward a degree or certificate in the following ways:

1. Students must apply each academic year (three terms) to receive financial aid. Any student who knowingly submits incorrect, misleading, or incomplete information in applying for or receiving financial aid will be subject to discontinuance of funds and may be subject to dismissal from the University.

Satisfactory Academic Progress

Satisfactory academic progress is defined as reasonable and timely achievement by students toward completion of their educational goal. All students who apply for federal, state, and most institutional financial aid at John F. Kennedy University must maintain satisfactory academic progress while receiving financial aid.

The Financial Aid Office at JFK University monitors academic progress at each term, ensuring all units attempted and completed, including:

- units that were transferred from another institution and accepted by JFK University;
- units from JFK University that were attempted for which the student did not receive any aid;
- units earned prior to a student’s change in program.

The University complies with federal regulations to monitor student aid recipients’ academic progress toward a degree or certificate in the following ways:

1. Students must maintain a minimum cumulative grade point average (GPA) of:
   - 2.0 (C) if an undergraduate student;
   - 3.0 (B) if a graduate student.

2. Students must maintain a minimum cumulative grade point average (GPA) of:
   - 3.0 (B) in all undergraduate courses and 3.0 (B) in all graduate courses during the period of linking if student is linking a BA or BS to an MA program.

3. A score of 70 or a law student, and receipt of credit in all required courses.

4. A score of 70 or a law student, and receipt of credit in all required courses.

Quantitatively

This method ensures students complete their program within a maximum time frame.
Because students at John F. Kennedy University pursue a variety of educational objectives, the number of units required for completion will vary from program to program. A standard academic year at JFK University is defined as three terms (either three quarters or three semesters) or four sessions. In order to be considered making quantitative satisfactory academic progress, however, all financial aid applicants and recipients must adhere to the following guidelines:

- **Unit Completion Rate/Pace Requirement—Students must complete (receive credit for or earn units in):** a. At least 80 percent of all cumulative units attempted. The following courses are not considered units successfully completed: I, W, UW, AU, NC, F, NR, and I.
- **Maximum Timeframe—Students are limited to taking no more than 150 percent of the units, including transfer units, of the published length of their program.**

Repeating Courses to Achieve a Passing Grade

Repeated coursework may be included when determining enrollment status in a term if a student needs to meet an academic standard for a particular previously passed course, such as minimum grade.

Financial Aid Warning

Law students will be evaluated once per year at the end of Spring term. If a student is allowed to continue per an approved appeal but does not meet academic standards for a particular previously passed course, Repeating Courses to Achieve a Passing Grade a. **Unit Completion Rate/Pace Requirement—Students must complete (receive credit for or earn units in):** a. At least 80 percent of all cumulative units attempted. The following courses are not considered units successfully completed: I, W, UW, AU, NC, F, NR, and I.
- **Maximum Timeframe—Students are limited to taking no more than 150 percent of the units, including transfer units, of the published length of their program.**

Return of Title IV Funds

Students receiving federal financial aid who withdraw, drop out, or are dismissed on or before the 60 percent point in time of the period of enrollment (calculated using calendar days) must return a portion of the Title IV federal funds awarded to the student (federal Stafford loans—subsidized and unsubsidized, federal PLUS loans—graduate or dependent, Perkins Loan, Pell Grant, and FSEOG) according to the Federal Formula for Return of Title IV funds as specified in §684B of the provisions of the Higher Education Amendments of 1998. Recalculation is based on the percent of earned aid using the following formula:

\[
\% \text{ earned} = \frac{\# \text{ of days completed up to the withdrawal date}}{\text{Total # of calendar days in term}} \times 100
\]

Federal aid is returned to the federal government based on the percent of “uncollected aid” using the following formula:

\[
(100\% - \% \text{ earned}) \times \text{amount of aid dispersed} \left(\text{toward institutional charges}\right)
\]

The responsibility of returning unearned aid is allocated between John F. Kennedy University and the student according to the portion of disbursed aid that could have been disbursed to cover the University charges and the portion that could have been disbursed directly to the student once the JFK University charges were covered. JFK University will distribute the “unearned aid” back to the Title IV programs as specified by law. The student will be billed for the amount owed to the Title IV programs and any amount due the University resulting from the return of Title IV funds used to cover University charges.

Withdrawal/Leave of Absence

All undergraduate, graduate, and law students who fully withdraw from JFK University during a quarter/semester must do so according to the schedule and instructions published by the Registrar’s Office.

Reauthorization of the Higher Education Amendments, signed into law on October 7, 1998, resulted in a change in the federal regulations governing the refund or return of federal (Title IV) funds. When a student withdraws from the University, the withdrawal date used in determining the federal refund policy is the date:

- The student files the Add/Drop Form with the Registrar’s Office;
- The student officially notifies the Registrar’s Office in writing or by phone of the student’s intent to withdraw; or
- The University determines the date that most accurately reflects the last date of attendance at an academically related activity of the student.

If the student leaves without beginning JFK University’s official withdrawal process or otherwise providing official notification of his/her intent to withdraw, the withdrawal date will be the 50 percent point of the term. In this instance, JFK University could determine an earlier withdrawal date if there are circumstances beyond the student’s control (e.g., illness) have prevented him/her from beginning the official withdrawal process. The University could also determine the last date of an academically related activity of the student.

The date used to determine the return of federal funds may be different from the date used by the University to determine institutional refunds.

The Financial Aid Office at JFK University does not recognize leaves of absence for financial aid purposes.

Veterans’ Benefits

John F. Kennedy University degree programs are approved by the California State Approving Agency for Veterans’ Education (CSAAVE). Veterans who expect to receive VA educational benefits must notify the Veterans’ Benefits Administrator at the time of enrollment. Contact the Veterans’ Benefits Administrator in the Financial Aid Office at 925.969.3383 or at financialaid@jku.edu for current information.

Monthly benefits are based on the number of units taken each quarter/semester, the scheduled meeting dates of each course taken, and the number of the veteran’s dependents. The minimum number of units for each classification is listed in the following table:

<table>
<thead>
<tr>
<th>Status</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12</td>
<td>9.0</td>
<td>6</td>
</tr>
<tr>
<td>Three-Quarter-Time</td>
<td>9</td>
<td>6.0</td>
<td>4</td>
</tr>
<tr>
<td>Half-Time</td>
<td>6</td>
<td>4.5</td>
<td>3</td>
</tr>
</tbody>
</table>

Information on monthly benefits for the above attendance rates, for course attendance while on active duty, or for less than half-time attendance, may be obtained by calling 800.822.1000. Disabled veterans are advised to contact the Vocational Rehabilitation and Counseling Division located at 1301 Clay Street, Oakland, CA 94612-3209. Children of veterans qualify for benefits only if the veteran has a 100 percent service-related disability.

All applicants and recipients of veterans’ benefits must maintain a cumulative grade point average (GPA) of 2.0 (C) if an undergraduate, 3.0 (B) if a graduate student, or 7.0 if a law student. Linked students must maintain a cumulative GPA of 2.0 (C) in all undergraduate courses and a cumulative GPA of 3.0 (B) in all graduate courses during the period of articulation.

Students who fail to meet the minimum satisfactory GPA requirements will be placed on academic probation and notified. If a student remains on academic probation beyond two quarters or semesters, the University will report a termination of benefits to the Department of Veterans’ Affairs. The University may not continue to certify the enrollment of a veteran or eligible person whose academic progress remains below graduation requirements.

The University must report the assignment of non-punitive grades (e.g., Incompletes) to the Department of Veterans’ Affairs within 30 days from the date the grades are assigned. The student is required to submit corroborative evidence to substantiate the student’s claim of mitigating circumstances. This is necessary to ensure compliance with statutory restrictions on benefit payments. If, at the end of one year from the date the Incomplete was assigned, the student’s records still reflect a non-punitive grade for the course, the Department of Veterans’ Affairs will inform the student that the benefit payments for the course must be retroactively terminated.

### BOARD OF TRUSTEES

The Board of Trustees plays an integral role in shaping the quality and integrity of the System—as a whole and for each individual affiliate.

Trustees are recognized leaders in their communities and individually respected in the fields of business, education, the law, and the arts. The Board meets three times a year at National University headquarters in La Jolla, California to assess goals and the progress toward achieving them.

Leaders and members of the Board of Trustees include:

- **Mr. Gerald Czarnecki, Chairman**
  - Chairman and CEO, Deltennium Group, Inc.
- **Dr. Donald Kipke, Vice Chairman**
  - Clinical Associate Professor of Psychiatry, School of Medicine, University of California, San Diego
- **Ms. Jeannie Connolly, Secretary**
  - President, Connolly Consulting
- **Mr. Richard Chisholm, Treasurer**
  - Managing Director, Higher Education & Nonprofit Group, Wells Fargo Securities
- **Ms. Tracy Allison**, Professional Speaker, Author
- **Dr. Michael Cunningham (Ex Officio)**
  - Chancellor, The National University System
- **Mr. Tom Clevinger**, Retired Executive
- **Ms. Kim Fohson**, Serial High Tech, Venture Backed Entrepreneur
College of Law Administration, Core Faculty, and Staff
- Dean E. Barbieri, Dean
- Sherill M. Hall, Executive Assistant to the Dean
- Lisa Hutton, Associate Dean
- Britt Jepson, Administrative Assistant
- Chris Gus Kanios, Core: Faculty
- Ora Prochorovnik, Director of Clinical and Public Interest Law Programs, Core: Faculty
- Matthew Taxman, Assistant Director of Admissions, Advising and Records
- Pamela Zimba, Supervisor of the Elder Law Clinic, Core Faculty

Law Library Staff
- Jamie Diermier, Law Library Assistant
- Kyle March, Law Library Assistant
- Tina Miller, Law Librarian
- Neal Siler, Law Library Assistant

College of Business and Professional Studies
- Master of Arts in Innovation and Creative Technology
- Master of Arts in Health Education
- Graduate Certificate in Health Education

Non-Discrimination Policy
John F. Kennedy University does not discriminate on the basis of race, color, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University actively encourages applications from members of all groups that are underrepresented in higher education.

The JFK University Vision of a Living Culture of Diversity
In service to our mission of academic excellence, John F. Kennedy University strives to embody a Living Culture of Diversity. We recognize that a diverse school environment is one that supports the academic community in gaining the awareness, knowledge, and skills to work effectively with all people. We understand that this goal is an ongoing process requiring an active commitment from all levels of our University. John F. Kennedy University is dedicated to developing a supportive, diversity-rich environment. Recognizing the impact of negative attitudes and systemic discrimination at all levels of individual and group interaction at our University, in our local communities, and in the wider social/global milieu, JFK University seeks to establish a Living Culture of Diversity, characterized by these five principles:

1. An ongoing practice of openness and respect for people with experiences, beliefs, and traditions different from our own;
2. An understanding that diverse cultural backgrounds, life experiences, challenges, and values of faculty, students, staff, and administrators create a dynamic learning community vital for academic excellence;
3. A recognition that, in alignment with our commitment to academic excellence, openness to difference exposes students and faculty to broader perspectives, fosters deeper critical analysis, and opens new vistas for scholarly inquiry;
4. A commitment to eradicating intolerance, oppression, prejudice, discrimination, and harassment in all interactions within the JFK University community in order to impact, through our example, the local, national, and global communities we inhabit. We appreciate the value of self-reflection in reaching these goals; and
5. A commitment to supporting and providing accessibility of education and resources to equip the student body, faculty, and administration with the knowledge, skills, and attitudes required to “work together across our differences to forge the bonds of understanding essential for success in our interdependent global community.”

Religious Pluralism
JFK University is not affiliated with any denomination or religion. It is customary for the University to observe major national holidays. Personal observance of other religious and/or spiritual high holidays is respected by the University. Every effort is made to avoid scheduling University activities which conflict with those religious days or events; however, some conflicts may arise. Students need to contact their departments or instructors if they will be absent due to a religious holiday.

For More Information
Additional information about any John F. Kennedy University program may be obtained from the Office of Admissions and Records or from our website at www.jfku.edu.

College of Law
John F. Kennedy University
100 Ellinwood Way
Pleasant Hill, CA 94523-4817
(925) 969-3117
mtaxman@jfku.edu

Financial Aid Office
(925) 969-3385
finaid@jfku.edu

Registration Office
(925) 969-3353
registration@jfku.edu

Office of Accessibility Services for Students
(925) 969-3447
access@jfku.edu

Housing
John F. Kennedy University does not provide student housing. Prospective students moving from outside the area to attend the University should locate their own housing.
ACADEMIC CALENDAR*

Summer Law Semester 2018
May 29-August 4, 2018
Priority OAS Registration Begins ........................................... July 2, 2018
Registration Begins ......................................................... July 5, 2018
Instruction Begins ............................................................ August 15, 2018
Labor Day Holiday (University Closed) ......................... September 3, 2018
Veterans Day Holiday (University Closed) .................... November 12, 2018
Thanksgiving Holiday (University Closed) .................. November 22-23, 2018
Law Reading Period ......................................................... November 26-November 30, 2018...
...all days
Grades are Available ...................................................... January 14, 2019
Winter Intersession 2018-2019
December 10, 2018-January 5, 2019
Priority Registration Begins ............................................ October 29, 2018
Registration Begins ........................................................ October 30, 2018
Instruction Begins ............................................................ December 10, 2018
JFKU Midwinter Break ................................................. December 22-January 1, 2019
University Reopens ........................................................ January 2, 2019
Grades are Due ............................................................. January 15, 2019
Grades are Available ...................................................... January 14, 2019

Summer Intersession 2018
September 4-September 29, 2018
Priority OAS Registration Begins ........................................... July 23, 2018
Registration Begins ......................................................... July 24, 2018
Labor Day Holiday (University Closed) ......................... September 3, 2018
Instruction Begins ............................................................ September 4, 2018
Instruction Ends ............................................................. September 29, 2018
Grades are Due ............................................................... October 7, 2018
Grades are Available ...................................................... October 8, 2018
Fall Quarter 2018
October 1-December 15, 2018
Priority OAS Registration Begins ........................................... August 20, 2018
Registration Begins ......................................................... August 21, 2018
Instruction Begins ............................................................. October 1, 2018
Veterans Day Holiday (University Closed) ....................... November 12, 2018
Thanksgiving Holiday (University Closed) ..................... November 22-25, 2018
Instruction Ends ............................................................. December 15, 2018
Grades are Due ............................................................. December 21, 2018
Grades are Available ...................................................... December 22, 2018
JFKU Midwinter Break ................................................. December 22-January 1, 2019

Spring Law Semester 2019
January 7-May 18, 2019
Priority Registration Begins ............................................ February 10, 2019
Registration Begins ......................................................... February 19, 2019
Instruction Begins ............................................................. April 1, 2019
Memorial Day Holiday (University Closed) ................... May 27, 2019
Instruction Ends ............................................................. June 15, 2019
Commencement ............................................................. TBD
Grades are Due ............................................................. June 25, 2019
Grades are Available ...................................................... June 24, 2019

Summer Law Term 2019
May 28-August 3, 2019
Priority Registration Begins ............................................ April 15, 2019
Registration Begins ......................................................... April 16, 2019
Instruction Begins ............................................................. May 27, 2019
Instruction Ends ............................................................. May 28, 2019
Independence Day Holiday (University Closed) ............. July 4, 2019
Summer Law Term Ends .................................................. August 3, 2019
Grades are Due ............................................................. August 11, 2019
Grades are Available ...................................................... August 12, 2019
* Calendar is subject to change.
** The Administrative Office and Law Library are open during the academic vacations. The Administrative Office is closed during the administrative holidays. Classes may be held on administrative holidays. Consult the course schedule available each term regarding class meeting times; contact the Law Library (925.969.3120) for library hours on administrative holidays. The University is closed and no classes are held on University holidays.

APPENDIX A: ACADEMIC POLICIES AND PROCEDURES
Registration, Adding and Dropping Courses, and Refunds
Registration may be completed online, by telephone, or in person within the designated registration period. Students who register after this period will be charged a late registration fee. A student may drop a course for at least a partial tuition credit prior to midnight (PST) of the 14th day of the session by contacting the Registration Office at 925.969.3353 or through the student web portal, SOAR. To accurately count session days, the first day of a session—and not the actual day a student attends class—counts as day one. This refund policy applies to all courses, including those that begin beyond the 14th day of the session, internships, clinics, and weekend courses. (Note: The University counts calendar days rather than business days for determining refunds. Therefore, if the first day of the session is a Monday, the student would need to drop prior to midnight (PST) of the Sunday, the 14th day of the session.)

Adding/Dropping a Course
There is no add/drop fee for students who add/drop online during the refund period if this is not the student’s initial registration for the fall semester. Registration on SOAR will be open during the add/drop period. Fees may still apply if the add/drop is done by the Registration Office.

If a student does not complete a course, tuition refunds are made according to the schedule below. Students who drop or withdraw from a course:
• prior to midnight (PST) of the 7th day of the session receive a 100 percent tuition credit;
THE COLLEGE OF LAW

ACADEMIC POLICIES AND PROCEDURES

prior to midnight (PST) of the 14th day of the session receive an 80 percent tuition credit;

after midnight (PST) of the 14th day of the session receive no tuition credit.

For students receiving Federal Financial Aid, a separate Return to Title IV calculation is used. Please consult the Financial Aid Office at 925.909.3385 for additional information.

A Student Data Sheet is issued by the Registration Office to students to confirm that courses have been added or dropped. If one is not received within seven working days of filing the paperwork, the Registration Office should be contacted to confirm if the add/drop has been processed.

Refund checks or credits to accounts are processed by the Accounting Office after the fourth week of the semester.

Additional signed permission forms are required to register for Clinical Placements, Law Review, and Independent Study.

Please refer to the University’s General Catalog and to the registration materials issued each semester for additional information about registration.

Repeating Courses to Achieve a Passing Grade

A student who earns a grade below 60 in a numerically graded course or a grade of No Credit in a Credit/No Credit course does not earn credit for the course and must repeat it if it is a required course. Students who earn a grade between 60 and 69 may be granted permission to repeat a course at the discretion of the Dean’s office. When a student repeats a course, both the original and repeat enrollments are noted on the student’s transcript. However, only unit credit and grade points earned for the higher passing grade are counted in computing the grade point average and residency credit, and in determining the number of units successfully completed each year.

Withdrawal from a Course or Courses

Once the registration period has passed, a student may withdraw from a class (and receive a nonpunitive “W”) or add a class only with written approval of the Dean, who shall consider the basis for the request, the overall academic standing of the student, the current status of the student in the class in question, and whether the student has been diligent in seeking the change. Students who withdraw from a course without such approval, or who otherwise cease to attend a course for more than 20 percent of the class sessions, shall receive an “FW” on their transcript indicating that they were administratively withdrawn from the course not in good standing. Students seeking to withdraw from courses that are required under the curriculum are advised that such a withdrawal, approved or not, may jeopardize their ability to advance into the next year of their studies.

In any event, the Dean’s office will not approve any withdrawals after the fifth week of the fall or spring semester or the third week of the summer session. Exceptions to this policy will be made only in extreme situations (e.g., prolonged and unanticipated hospital stays, death of an immediate family member, etc.). Exceptions to this policy are the sole discretion of the Dean’s office and are non-appealable.

Course withdrawal must be done by filing an Add/Drop Form. Add/Drop forms are available in the Administration and Registration offices. It is the student’s responsibility to be certain that his/her withdrawal status is properly achieved.

Incomplete Policy

An Incomplete (I) grade may be given to a student who has maintained satisfactory attendance and work through the end of the course, including independent study, but due to extraordinary circumstances is unable to complete the required work by the end of the semester/session in which the course was taken.

Granting of an “I” grade is at the discretion of the instructor with the approval of the Dean's office. Students have a maximum of one semester/session beyond the term in which the course was offered to submit the required work. The instructor may set a date for submission for the work that results in a shorter period than the maximum allowed.

It is the student’s responsibility to request an Incomplete from the instructor and, if the instructor approves an Incomplete, to provide the instructor with the Incomplete Grade Form. An “I” grade will be considered valid and recorded only if the form is complete and signed by the student, the instructor, and the Dean’s office. The signed Incomplete form must be submitted in conjunction with the final grade report for that course.

If the Incomplete is not made up in accordance with the above policy, the instructor will assign and submit a final grade or, in the absence of such an assessment and submission, the “I” grade will be converted to a failing grade (F in a letter-graded course, 50 in a numerically graded course, NC in a Credit/No Credit-graded course). Students are not permitted to graduate with an Incomplete on their transcript.

Continuous Registration/Leave of Absence Policy

Matriculated students are expected to maintain regular (continuous) enrollment in their program. Students who find it necessary not to enroll for one or more terms must complete a Petition for Leave of Absence. This form is available in the Registration Office. A leave of absence may be granted for up to three terms, whether consecutive or non-consecutive, including any term in which a student enrolled but withdrew from all courses.

Leaves of absence are available only to advanced students in good academic standing, upon good cause, and supported by documentation, if needed. In no event shall a leave of absence run for more than one academic year. Students who have not completed at least one academic year of study are not eligible for a leave of absence. Students on academic probation are not eligible for a leave of absence.

Students not successfully completing their first year of studies or who otherwise interrupt their studies without approved leaves of absence are required to reapply to the College of Law if they wish to continue their studies at a later date. Any academic credit earned up to the time of a withdrawal may or may not be accepted at a later admission depending on an evaluation of the student’s academic record and the period of time that has passed since the prior enrollment.

Students are responsible for obtaining approval of the leave of absence from the Dean’s office as well as withdrawing from courses if necessary. Withdrawal from courses must be done via an Add/Drop Form. Course withdrawals are not done automatically upon approval of the leave request.

If you do not intend to register for a term, you must contact your advisor and complete the Petition for Leave of Absence prior to the beginning of the respective term. Non-attendance for one or more terms without an approved leave may impact your matriculation or residency status for the California Bar Examination and your matriculation or residency status with the University.

If you are absent without an approved leave or are absent for a term beyond the approved leave, you will be required to apply for readmission before enrolling in further coursework. You will be subject to those admissions requirements in place at the time of reapplication and are not automatically awarded credit for prior coursework upon readmission.

If you receive financial aid, you are strongly advised to contact the Financial Aid Office before requesting a leave of absence to discuss the impact of the leave on financial aid eligibility and loan repayment status. Generally, leaves of absence are treated as withdrawals for federal financial aid purposes and may cause federal loans to enter repayment status.

Transfer Credit

Not every course can be taken at another institution, specifically, no required courses may be taken at a law school other than JFK University if the student began his/her course of study at JFK University. Moreover, no courses which are numerically graded can be taken at another law school. Generally, once a student begins matriculating at the College of Law, the only courses available for transfer are those electives not offered at JFK University, provided the electives available at the College of Law are full or conflict with the remainder of the student’s course load.

Any student who wishes to receive transfer credit for courses taken at another law school must obtain written permission from the Dean’s office before enrolling in the course at the other institution. A student who enrolls in coursework at another institution before receiving written approval to transfer credits earned for such coursework assumes the risk that the credits earned may not be transferable.

Students may transfer credits received only from ABA-accredited or California State Bar-accredited law schools, and for courses in which the student received a grade of 70 or better or the equivalent. Students who are transferring to JFK University may not receive transfer credit for numerically graded, required courses if the credits from the administering institution are not equivalent to the number of credits required by the College of Law (e.g., Evidence is a three-unit course at the College of Law, thus, the student may not receive transfer credit for an Evidence course taken for fewer than five units at another institution, unless waived by the Dean’s office for good cause, in accordance with California State Bar Rules Regulating Accreditation of Law Schools). Further, if the student takes a required course for credit greater than that required by the College of Law, the student will receive transfer credit only for the number of units required by the College of Law (e.g., Appellate Advocacy is a three-unit course at the College of Law, thus, a student may receive only three units of transfer credit, even if the Appellate Advocacy course taken at the other institution is worth more than three units). Students may not apply the excess unit(s) to any other coursework, required or elective.

Grades earned in coursework taken at another institution will not be calculated in the student’s College of Law cumulative grade point average. However, these transfer units, for substantive, non-elective coursework, will count toward the numeric unit requirement for the Juris Doctor degree. (See Completion of Degree Requirements on page 50.)

When applying for the California Bar Examination, students should be aware that The Committee of Bar Examiners of the State Bar of California may require them to send official transcripts from all law schools attended. Therefore, official transcripts sent directly from any other law school might be necessary even though JFK University accepted the units for transfer.
Note to students in their final year: University degree requirements state that the final year of law study must be completed in residence. Students in their final year may attend another approved law school only if they are concurrently enrolled at John F. Kennedy University and completing courses here. In addition, prior written permission from the Dean’s office of the College of Law is required.

Directed and Independent Studies
Directed studies (taking required courses with an instructor individually during a term when the course is not normally scheduled) will be granted only in extraordinary circumstances and after review and approval by an appropriate faculty member and the Dean’s office. Independent study—which may be granted only for a non-required course—is available on a case-by-case basis, after consultation with an appropriate faculty member and the Dean’s office. Students must complete at least 45 hours of work for each unit of credit to earn credit for Independent or Directed Study. The forms for an independent study that must be completed and signed by the student, sponsoring faculty member, and the Dean’s office, are available in the College of Law administration office.

Registration
Designated registration takes place approximately 3-4 weeks prior to the start of the semester/session. These dates are usually in July (for the fall semester), November (for the spring semester), and May (for the summer session).

Registration materials, including a schedule and instructions, are e-mailed to students as soon as the schedule for the upcoming semester/session is set, usually 1-3 weeks before designated registration. Students may register in person at the Registration Office, online, or by phone. Students who have holds on their registration because of their academic status, a deviated curriculum, or financial matters, must clear up these issues and get signatures as needed before attempting to register. (See Academic Advising Holds on page 48.)

Registration for Two-Semester/Session-Length Courses
A course that extends beyond one semester or session is a “non-severable” course. Students taking a non-severable course must register each consecutive term in which units are required for the course. Failure to register for any portion of a non-severable course will result in the need to repeat the entire course and may negatively affect State Bar and College of Law residency requirements. If only a portion of a non-severable course is completed, either due to failure to register for a subsequent portion or due to unauthorized withdrawal from the second portion of the course, the grade of “IP” (In Progress) posted for the first portion of the course shall convert to a grade of “UW” (Unauthorized Withdrawal).

Students may not attend courses for which they are not properly registered. Attending a course while not registered will not result in credit for the course under any circumstances. The student will be required to register for and take the course at a later time and will not be advanced in the program.

Students must enroll in the same section of a non-severable course each academic term. Section changes are permitted only in extraordinary circumstances. Such requests must be submitted to the Dean’s office and must be accompanied by appropriate supporting documentation. Failure to enroll in the appropriate course section will result in administrative withdrawal and may result in a need to repeat the entire course.

Registration for Clinical Placement and Independent Study
Law 625: Off-campus internship placement requires a permission form stating the number of units being taken, signed by the supervising attorney and the Director of Clinical Programs. Students must register within the designated registration period. Forms are also available in the College of Law clinical offices.

Law 628: Housing Advocacy Clinic requires advance permission from the clinic director to register.

Law 630: Elder Law Clinic requires advance permission from the clinic director to register.

Law 631: Children, Families, and the Law requires advance permission from the clinic director to register.

Law 699: Students should register for Independent Study within the designated registration period. All required paperwork and signatures must be submitted for valid registration. The forms for Independent Study are available in the College of Law administration office.

Academic Advising Holds
University policy permits the administration to place a hold on a student’s registration that prevents the student from registering until the hold is cleared by the appropriate administrator. (See the University’s General Catalog for a list of the different types of holds.)

Pursuant to this policy, the Dean’s office has discretion to place an academic advising hold on a student’s registration when academic advising before further course registration is necessary to ensure compliance with degree requirements, State Bar residency requirements, and College of Law and University policies. Academic advising holds may be placed for a variety of reasons, including, but not limited to: (1) deviation of curriculum (including planned accelerations and decelerations, as well as unauthorized deviations); (2) a cumulative grade point average indicating a full-time student has fallen below the GPA minimum for full-time status, or if any student is at-risk for academic disqualification/probation; (3) leave of absence; (4) non-compliance with College of Law or University policies; or (5) as a condition of academic probation.

Generally, a student will be notified of an academic advising hold in advance of registration. However, it is not always possible to provide advance notice. Students who have deviated curricula, full-time students who have a cumulative grade point average below 75, or any students who have a cumulative grade point average below 70, or who are returning from a leave of absence, must contact the Dean’s office or the Registration Office before attempting to register to determine whether a hold exists and to get the necessary authorization to clear the hold and to register. It is also important to note that having an academic advising hold cleared one term does not necessarily mean the hold is permanently cleared. Students are advised to confirm with the Dean’s office whether the hold is temporary or permanent and to plan academic advising appointments accordingly.

Examinations and Anonymous Grading Identification Numbers (AGINs)
All students must have a picture I.D. (e.g., JFK University student I.D. card, driver’s license, passport) with them to take a College of Law examination. Students not showing a photo I.D. will not be allowed to sit for an examination.

Anonymous Grading Identification Numbers (AGINs) used for examinations are mailed to students shortly after registration. Students should use their AGIN (not their University I.D. number or registration number) when taking law school examinations. If you don’t receive an AGIN or have lost your number, please contact the law school administration office.

Examination Rescheduling Policy
In extraordinary circumstances, a student may petition a student member, or the Dean, to reschedule an examination. The petition must contain detailed reasons for the rescheduling request and must include independent documentation evidencing the circumstances giving rise to the request. A form for this purpose is available in the College of Law’s administration office. The petition must contain detailed reasons for the rescheduling request and must include documentation evidencing the circumstances giving rise to the request.

The written petition must be submitted to the Dean’s office, who will grant the request only if the student documents one of the following circumstances:

- The student has two JFK University College of Law examinations scheduled on the same day and at the same time;
- The student’s religious beliefs prohibit the taking of an examination at the scheduled time;
- The student is experiencing grave illness or injury, which hospitalizes or otherwise incapacitates the student;
- The student has a death in the immediate family immediately preceding the examination date;
- The student is experiencing dire family emergency involving an immediate family member.

Rescheduling of an examination will not be granted because of:

- Vacations
- Airplane tickets
- Family events
- Work or business conflicts
- Conferences
- Minor illness or injury (e.g., stomach flu, colds, etc.)
- Childcare issues or conflicts
- Car/transportation difficulties
- Conflicts with examinations to be taken at another school
- Two final exams that fall on the same date but are not at the same time

Generally, a request to reschedule an examination should be made at least one week before the date scheduled for the examination, unless the circumstances necessitating the reschedule had not yet arisen. Un timely requests shall not be honored.

Rescheduled examinations must be taken within 24 hours of the original examination date/time unless the Dean’s office finds good cause for extending the reschedule date. In rare circumstances, an examination may be rescheduled to a date preceding the original examination date, but in no event may a rescheduled examination date occur more than one week following the original examination date. If an extension beyond one week is necessary, the student must obtain an “Incomplete” for the course and must agree to take a make-up examination different than that administered on the original examination date. (See Incomplete Policy on page 43.)

A fee of $125 will be assessed for each rescheduled examination taken within 24 hours of the time the exam is initially given, payable at the time the petition is approved. Any student taking a rescheduled examination more than 24 hours after the original examination is given will also be charged an additional $300 as an extraordinary fee to cover the cost of the instructor and College of Law administration creating, administering, and grading a
new examination. Failure to submit the fee(s) will not prevent a student from taking the examination. However, until the entire fee is paid, an administrative hold will be placed on release of the grade for the course in which the examination was rescheduled and/or the student’s ability to register for further courses.

The Dean’s office will provide a new date and time for the examination. The student must make him/herself available for that date and time unless good cause exists for a further extension.

A student should not discuss rescheduling matters directly with her/his instructor. Instructors do not have the authority to grant rescheduling of an examination, and students compromise the right to anonymity in grading by addressing such matters with instructors.

A student taking a rescheduled examination continues to be bound by the Code of Student Conduct (see Appendix C) and is specifically prohibited from soliciting or providing any information regarding the substance of the examination. Any student in violation of the Code of Student Conduct is subject to severe disciplinary action, up to and including permanent dismissal from the College of Law.

Typing Examinations on a Personal Laptop Computer

Students choosing to type examinations may do so using ExamSoft secure software.

Information regarding technical requirements for laptops can be found at ExamSoft’s web site, www.examsoft.com/JFLaw. This is also the site to download, register, and qualify the software. Each student is e-mailed a temporary password in September for access to the BarBri bar exam review program from the start of their studies.

Further, all students are required to take exam skills lab in their first year and advanced legal writing in their first year. In addition, all students are required to take exam skills lab in their first year and advanced legal writing in their first year. Further, all students are provided access to the BarBri bar exam review program from the start of their studies.

A complete schedule of ASP activities is posted in the College of Law administration office and is e-mailed directly to all students. Students are encouraged to take full advantage of these proven and effective ASP activities.

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Academic Support Services

The College of Law has its own Academic Support services, designed to offer strategic supplementary activities that will assist students in building the knowledge and skills they need to excel in law school. Such services include:

1) Saturday morning workshops led by professors and offered in major Bar subjects.
2) Teaching assistant sessions led by selected outstanding advanced students who lead discussions and exercises relating to the subject matter of the selected Bar courses.
3) Writing labs led by teachers in the art of legal writing and dedicated to improving examination-writing skills.
4) Special programs held throughout the year for graduating students to give them a jump start on their Bar study.

In addition, all students are required to take exam skills lab in their first year and advanced legal writing in their first year. Further, all students are provided access to the BarBri bar exam review program from the start of their studies.

A complete schedule of ASP activities is posted in the College of Law administration office and is e-mailed directly to all students. Students are encouraged to take full advantage of these proven and effective ASP activities.

Dean’s List

Each year after the grades for the spring semester are posted, the College of Law publishes a Dean’s List based on students’ grade point averages for that year (summarized through spring, not on students’ cumulative grade point averages). A student must have earned a GPA of 3.0 or above with at least 12 units of numerically graded courses during the year to be considered for the Dean’s List, except fourth-year students, who are eligible with seven numerically graded units. These students’ names will be posted at the College of Law (without grade point averages showing). The Dean’s List honor is also posted to the student’s transcript.

A student on the Dean’s List may be eligible for scholarships for her/his academic achievement. Scholarships are allocated as credit to the student’s account in the fall and in the spring, at the time the student registers for classes. In addition, scholarship recipients may be invited by the Dean to participate in events for honors students.

Scholarships are based on the availability of scholarship funds in a given year. The University and the College of Law cannot guarantee that funds will be available in any year or in any particular amount. The College of Law makes its best effort to obtain these scholarship funds annually.

Graduation with Honors

The following designations are given to graduating students based on cumulative grade point averages:

<table>
<thead>
<tr>
<th>Designation</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>85 and above</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>80-84.99</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>78-79.99</td>
</tr>
</tbody>
</table>

The graduating class for which these honors are given includes graduates who completed their studies in December, May, and August of the academic year.

These designations are posted on the transcript at the time the degree is posted and on the diploma.

Witkin Awards

At the conclusion of each qualifying, numerically graded course, the student earning the highest grade in each section of that course may be awarded the Witkin Award for that subject, provided the following: all eligibility requirements set by Thomson/West for the issuance of Witkin Awards are met; the student is not repeating the course; and the College of Law participates for that session. (For a list of eligibility requirements, please visit www.witkin.com.) Awards for academic merit, including the Witkin Award, that allow the College of Law to exercise discretion in selecting students for the award, including where two students tie on their grade for a particular course, will not be based solely on grades in one or more courses. In exercising this discretion, the Dean’s office will consider the performance of a student in all courses taken, along with other indicators of a student’s professionalism in achieving their academic performance, including whether the student has violated the Code of Student Conduct or engaged in other conduct that is disruptive or that required disciplinary action, whether a student has undertaken constructive participation in courses and other school activities, and collegiality with fellow students. (See Appendix C for the Code of Student Conduct.)

Petition for Degree

Students should contact the Registration Office to submit their Petition for Degree.

Petition deadlines: November 15 for spring graduates, March 15 for summer graduates, and July 15 for fall.

Completion of Degree Requirements

At the end of the academic session of anticipated completion as stated on the petition, the student’s records will be reviewed to verify completion of all requirements. The awarding of a degree will be posted on the transcripts of students who have completed all requirements, and the students will be notified. Students who have not fulfilled all requirements will also be notified. Degrees will be dated as of the end of the term in which all requirements have been met.

Diploma

The diploma is mailed approximately 2-3 months after the date of graduation to the address on record. All accounting, financial aid, and library holds must be resolved before the diploma is issued.
Office for Civil Rights
U.S. Department of Education
500 17th Street NW
Suite 700
San Francisco, CA 94105

Civil Rights Policies and Procedures
JFK University is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. The University prohibits discrimination or harassment on the basis of race, color, height, weight, national origin, ancestry, citizenship, religion, age, marital status, pregnancy/childbirth, gender identity, sexual orientation, veteran status, disability or any other basis protected by state or federal laws, for any program or activity offered under its control.

This policy applies to prohibit unlawful discrimination or harassment between members of the University community, including between students and other students and between students and employees or third parties, if the University has notice regarding or control over the third party. Individuals who engage in prohibited conduct will be subject to disciplinary action.

When an allegation of a class-based discrimination or harassment or related retaliation is brought to an appropriate administrator's attention, and through the University process, the University determines that a violation has occurred, serious sanctions will be used to reasonably ensure that such actions are not repeated. More specifically, the University complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act (VAWA), and regulations for any other applicable federal or state law.

Online Student Code of Conduct
Equally valued, with freedom of speech and expression, is the respect given to University computer systems and information technology. To that end, students will adhere to the following online code of conduct:

- Access JFK University courses only for lawful purposes;
- Respect the privacy of other members of the class and other students;
- Respect the integrity of the University’s computer systems;
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner;
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexual (or sexual orientation), racist nature; and the unwanted sexual advances or intimidation by e-mail, or on discussion boards and other postings in course shells;
- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in the General Catalog.

Computer Use
Computing Resource Usage
This statement of policy governs the use of university computing and network resources. It is not intended as exhaustive, and all existing laws, both federal and state, and all relevant university regulations and policies will also apply, including not only those that are specific to computers and networks, but also those that may apply generally to personal conduct. All users of JFK University computing and network services acknowledge by their use of these resources that all university computing and network services are provided, managed, and operated for the benefit of the entire university community, and not of any particular account holder or user. Changes in the operation of university computing resources will be made from time to time, and malfunctions may occur. Users must use appropriate judgment in deciding what information to store in the systems, and should keep separate copies of their own data, against possibility of loss. Ultimately, each user is responsible for the safety and security of his or her own data, programs, and files.

Misuse
Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse may be prosecuted under applicable statutes. Users may also be held accountable for their conduct under any applicable university policies and procedures. Complaints alleging misuse of computing resources will be directed to those responsible for taking appropriate disciplinary action as specified under Enforcement. Storage, reproduction, or other use of any material protected by copyright law may lead to severe legal penalties—see the section in this document titled Notice Regarding Copyright.

Other organizations operating computing and network facilities that are reachable via the John F. Kennedy University network may have their own policies governing the use of those resources. When accessing remote resources from the JFK University facilities, users are responsible for learning and obeying both the policies set forth in this document and the policies of the other organization(s).

Enforcement
Minor infractions of this policy, when likely accidental in nature, are typically handled interally by the Information Technology Department in an informal manner via e-mail or in-person discussions. Some examples are poorly chosen passwords, overloading the system, and excessive disk space consumption.

More serious violations are handled via formal procedures. Some examples are sharing accounts or passwords, harassment or repeated minor infractions, as described in but not limited to those described in the preceding paragraph, may result in the temporary or permanent loss or modification of access to the university’s computing resources and notification of the student’s instructors, department/division chairs, Associate Vice President of Student Experience, or the appropriate manager in the case of a faculty or staff individual.

Particularly grave abuses, such as unauthorized use; attempts to steal passwords or data; or to examine data without authorization; unauthorized use or copying of licensed software; violations of other university policies; or repeated lesser violations as described in the above paragraphs may also result in the temporary or permanent loss of computing access privileges, as well as other disciplinary actions. In such cases, the offender’s appropriate instructor(s)/department(s) will be notified of the infractions. If the offender is a student at the university, the case will also be referred to the appropriate vice president for appropriate action.

Any offences that may be in violation of local, state, or federal law will result in the immediate suspension of all computing privileges, and will be reported to the appropriate university and law enforcement authorities. Additionally, the university’s appropriate disciplinary procedures will apply, and the university reserves the right to classify any particular violation’s severity, and determine the appropriate administrative response.

Examples of Misuse
- Using a computer account you are not authorized to use, by any means whatsoever. Obtaining a password for another’s computer account without the consent of the account owner. If you, as an authorized user, give out your account and password to another individual, you can still be held accountable for any actions that may arise that are associated with your account.
- Knowingly or carelessly performing any act that will interfere with the normal operation of computers, terminals, peripherals, networks, or data or software therein, or impair their security or integrity.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating or running programs that are designed to identify security loopholes or decrypt or access intentionally secure data. This also includes storing programs within a computer account, or under the ownership of an account, that are designed or associated with security cracking.

Conflict Resolution
The University encourages students to resolve misunderstandings or disagreements directly with the faculty member, staff member, or other student involved. Such efforts by students in the College of Law should comply with the rules in the College of Law’s Code of Student Conduct (see Appendix C) and relevant provisions in the University catalog. If such discussions do not produce a satisfactory outcome for the student, the student may request in the College of Law in an informal manner via e-mail or in-person discussions. Some examples are poorly chosen passwords, overloading the system, and excessive disk space consumption.

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- Knowingly or carelessly performing any act that will interfere with the normal operation of computers, terminals, peripherals, networks, or data or software therein, or impair their security or integrity.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating or running programs that are designed to identify security loopholes or decrypt or access intentionally secure data. This also includes storing programs within a computer account, or under the ownership of an account, that are designed or associated with security cracking.
THE COLLEGE OF LAW

Under the provisions of Title 17, United States Code, as well as under the provisions of domestic and international law, the reproduction of various copyrighted materials, both certain computer programs and other software, and also various other materials, including text and images, is forbidden under certain circumstances. Copyrighted material may not be reproduced or transmitted in any form or by any means, including storage in any information storage and retrieval system, unless permission of the copyright owner has been obtained, or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Violation of copyright law can lead to penalties that include fines and imprisonment.

The university does not authorize or condone the use of university facilities that violates copyright law, and each user will be personally liable for any reproduction, storage, or dissemination of any material in violation of copyright law.

Drug and Alcohol Policy

The “Drug-Free Schools and Communities Act Amendments of 1989” (Public Law 101-226) clearly states the position that universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation National University wishes to make known its concern for the health and well-being of all members of the University community—students, staff, and faculty—as well as the health and well-being of the community at large. More specifically, the University:

- Committed to preventing illicit drug use and alcohol abuse or providing appropriate intervention and referrals;
- Expects that members of the University community who use alcohol or prescription drugs do so within the bounds of lawful behavior and good judgment; and
- Expects that members of the University community accept responsibility for their behavior and its effects on the University community by adhering to University regulations, applicable state laws, and legislation of the United States.

John F. Kennedy University policy prohibits the unlawful manufacturing, distribution, possession, or use of alcohol, illegal drugs, or controlled substances; inappropriate use of prescription drugs, and the unauthorized use of alcohol on University premises. Such prohibition specifically includes, without limitation:

- Possession, use, sale, distribution, or furnishing of any controlled substance, including heroin, barbiturates, cocaine, LSD, methamphetamine, hallucinogens, and marijuana.
- Possession, use, sale, distribution, or furnishing of alcohol on campus, unless at a specifically authorized University activity.
- It is unlawful to distribute, sell, or provide alcohol to a person under the age of 21.

- The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public is illegal.
- The sale of any controlled substance which is in violation of local, state, or federal statutes; and
- Any other conduct which involves a drug-related violation of local, state, or federal ordinances.

Violations of this policy will result in disciplinary action or referral for prosecution in accordance with local, state, and federal statutes, or both.

Academic Integrity

Because academic integrity is a cornerstone of the University’s commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of academic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics.

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some forms academic dishonesty may take:

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise;
- Submitting work previously submitted in another course without the consent of the instructor;
- Sitting for an examination by surrogate or acting as a surrogate;
- Representing the words, ideas, or work of another as one’s own in any academic exercise; and
- Conducting any act that defrauds the academic process.

Plagiarism is the presentation of another person’s ideas or work as one’s own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated.

If an instructor determines there is sufficient evidence of academic dishonesty of the part of a student, the instructor must report the matter to their program chair and may exercise one or more of the following options:

- Request a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion;
- Require that the work be rewritten;
- Issue a lowered or failing grade for the assignment;
- Issue a lowered or failing grade for the course; and/or
- Request formal disciplinary action by the Academic Standards Committee.

If a student’s assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing, convened by the Academic Standards Committee. The student must submit a written appeal to the Academic Standards Committee within forty-five (45) days of the allegation.

It is the instructor’s responsibility to report any reasonable suspicion of academic dishonesty to the Academic Standards Committee, so that such behavior may be monitored and repeat offenders identified. Notification may be made through use of the program chair. Upon request for disciplinary action or upon repeated offenses, the Academic Standards Committee will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

Avoiding Plagiarism

Students must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the strategic importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author.

If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, he/she must be careful to use the author’s exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue. Students might also consult writing handbooks and/or refer to their programs or college for specific citation style within that discipline.

Civility in the Classroom: A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established:

Violating terms of applicable software licensing agreements or copyright laws.
- Using e-mail to harass others.
- Creating mail or other electronic distribution lists larger than 10 addresses that send electronic communications to other accounts without prior permission of the receiving individual, or sending excessive electronic communications to any user without consent.
- Moving large files across networks during peak usage periods or prime hours such that it degrades resource performance. Prime hours will be considered to be Monday through Friday from 10 a.m. to 6 p.m.
- Storing large files on the systems that could compromise system integrity or interfere with other users’ access to storage resources. The Information Technology Department staff may remove or compress any files that in their judgment are consuming excessive amounts of disk or other storage space, with or without prior notification.
- Masking the identity of an account or machine. This includes, but is not limited to, sending mail anonymously.
- Using university computing resources for any activity that is for profit, or that is commercial in nature, i.e., paid for by non-university funds. Commercial activities include, but are not limited to, consulting, typing services, developing software for sale, and advertising.
- Posting on electronic bulletin boards or other generally accessible locations materials that violate existing laws or regulations of the University wish to make known its concern for the health and well-being of all members of the University community—that includes, and especially, the health and well-being of the community at large. More specifically, the University:

Notice Regarding Copyright

Under the provisions of Title 17, United States Code, as well as under the provisions of domestic and international law, the reproduction of various copyrighted materials, both certain computer programs and other software, and also various other materials, including text and images, is forbidden under certain circumstances. Copyrighted material may not be reproduced or transmitted in any form or by any means, including storage in any information storage and retrieval system, unless permission of the copyright owner has been obtained, or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Violation of copyright law can lead to penalties that include fines and imprisonment.

The university does not authorize or condone the use of university facilities that violates copyright law, and each user will be personally liable for any reproduction, storage, or dissemination of any material in violation of copyright law.
• When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed;
• Conflicting opinions among members of a class are respected and responded to in a professional manner;
• No side conversations or other distracting behaviors are engaged in during class discussions or presentations;
• No offensive comments, language, or gestures are part of the classroom environment;
• Cell phones and other electronic devices (notebooks excepted) are placed in the “off” mode during class time; and
• Children and pets (with the exception of service animals) are not brought to class.

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class for or student disciplinary proceedings.

Grading Scale
The College of Law is on a numerical grading system, with a scale that ranges from 50 to 100. Some required courses and elective courses are graded Credit/No Credit. The following describes how professors may evaluate essay examination answers to determine what grade has been earned, subject to the mandatory grading scale that was instituted at JFK University College of Law in July 1999. The purpose of the grading scale is to ensure that grades are not inflated and that they accurately reflect a student’s performance, using the standards and norms in legal education and in screening applicants for admission to the Bar. This curve applies to graded courses only.

First-year course grades:
- No more than 20 percent at or above 80
- At least 30 percent at or below 60
Second-year course grades:
- No more than 25 percent at or above 80
- At least 15 percent at or below 60
Third- and fourth-year course grades:
- No more than 25 percent at or above 80

Faculty members who believe that their grades are accurate but do not fall into the curve may request an exception to the policy.

Administration Office Hours
The administration office is open from 8:45 a.m.-7:00 p.m. Monday-Thursday and 10:00 a.m.-4:30 p.m. on Friday. (Office hours may vary during academic vacations.)

E-mail Messages/Notices to Students
The Dean’s office sends important notices and event information via e-mail to students, using only the email jfku.edu address provided to all students. Please be sure to check your JFKU e-mail account regularly for communications from the law school and university.

Student Lounge
The student lounge is located in Room N155 on the first floor near the Law Library.

Computer Lab
The University’s computer lab is located on the second floor, north wing, near the atrium. It contains 16 computers with internet connections. It is open Monday-Friday, 8:00 a.m.-10:00 p.m., and 8:00 a.m.-5:30 p.m. Saturday and Sunday.

APPENDIX B: ACADEMIC STANDARDS REGULATIONS

PREAMBLE
John F. Kennedy University College of Law is dedicated to providing students with educational opportunity and a quality legal education. To maintain the integrity of its academic program and best serve its students, the College of Law will not continue to enroll any student who manifests a lack of ability to do satisfactory work and whose continuation in law school could generate false hopes or detrimentally affect the education of other students.

SECTION 1
MINIMUM GRADE REQUIREMENTS

A. Course Credit

The minimum grades required to receive academic credit are (i) 60, for a numerically graded course; and (ii) 70, for a credit/no credit course.

B. Good Academic Standing

The minimum cumulative grade point average (“GPA”) required for advancement in good standing and qualification for degree is 70. The minimum cumulative grade point average (“GPA”) required for advancement in good standing in the full-time program is 73.

C. Definition of Academic Year

The academic year commences with the summer term and concludes with the last day of the spring term.

SECTION 2

ACADEMIC STANDARDS COMMITTEE

A. Appointment

The Academic Standards Committee (“Committee”) is responsible for matters related to academic disqualification, probation, advancement in the full-time program, requests for change of grade, and similar academic matters.

The Committee consists of no fewer than five and no more than nine College of Law faculty members (of whom no less than one-third are core faculty members), appointed by the Dean of the College of Law, who also appoints a Chairperson from among the appointed members. The Dean serves as ex officio, non-voting member of the Committee.
The College of Law will disqualify any student whose cumulative GPA is below 70.0 — Academic Disqualification

ACADEMIC DISQUALIFICATION — STANDARDS, NOTICE, AND CONSEQUENCES

A. GPA Below 70.0 — Academic Disqualification

The College of Law will disqualify any student whose cumulative GPA is below 70. The Dean will identify those students subject to academic disqualification at the conclusion of each spring term.

Academic disqualification is effective as of the final day of the term as to which the determination is made.

If a student’s cumulative GPA drops below 70 before the end of the academic year (for example, following the fall term), the Dean may refer that student to the Committee. If the Committee determines that the student is in danger of academic disqualification, the Committee may require that the student satisfy any of the conditions listed in Section 4(D) below to remain enrolled in the College of Law, if the Committee determines that such action is appropriate.

B. Notice

1. Introduction

A Petition for Advancement on Probation may be submitted in accordance with these Regulations.

2. Composition of the Committee

The Committee shall consist of five members appointed by the Dean. A majority of the Committee shall be full-time faculty members.

3. Additional Factors

The Committee shall consider each timely petition at its next scheduled meeting after the student has submitted all required documentation.

4. Timings

The Petition for Advancement on Probation may be submitted in accordance with these Regulations, including its requirements as to timeliness and content.

5. Petition Filing Requirements

The Petition for Advancement on Probation must: (a) explain the reasons for the student’s unsatisfactory performance; (b) show that the unsatisfactory performance was the result of extraordinary circumstances not likely to recur; and (c) demonstrate that the student will be able to perform satisfactorily in the future. It must also be supported by documentation of extraordinary circumstances and good cause support a departure from the College of Law’s academic disqualification standard.

2. Standard

A Petition for Advancement on Probation must: (a) explain the reasons for the student’s unsatisfactory performance; (b) show that the unsatisfactory performance was the result of extraordinary circumstances not likely to recur; and (c) demonstrate that the student will be able to perform satisfactorily in the future. It must also be supported by documentation of extraordinary circumstances and good cause support a departure from the College of Law’s academic disqualification standard.

3. Deference

The Petition for Advancement on Probation may be submitted in accordance with these Regulations, including its requirements as to timeliness and content.

4. Any action by the Committee may deny the petition, defer its decision, request additional documentation, or deny the petition. If the Committee defers its decision, the student’s disqualification remains in effect until the Committee reaches a decision on the merits.

5. Leave of Absence

The Petition for Advancement on Probation may be submitted in accordance with these Regulations, including its requirements as to timeliness and content.

6. Any action by the Committee may deny the petition, defer its decision, request additional documentation, or deny the petition. If the Committee defers its decision, the student’s disqualification remains in effect until the Committee reaches a decision on the merits.

7. Additional Factors

In addition to other evidence, the Committee may consider the following factors in acting upon a petition:

a. The student’s entire academic record, including LSAT scores, First-Year Law Student’s Examination results, undergraduate and graduate school transcripts, letters of recommendation from professors and employers, prior performance at the College of Law, and records from other law school attended.

b. Previous academic disqualification from any institution of higher learning.

c. Any previous academic disqualification from any institution of higher learning.

d. Previous advancement on probation or completion with a condition of readmission or probation at any institution of higher learning.

e. Letters of recommendation, particularly those that set forth: (i) facts leading the author to conclude that the student has the requisite academic ability to successfully complete law school; (ii) circumstances of circumstances the author believes represents the student’s unsatisfactory performance; and (iii) the author’s belief...
ARTICLE I: STUDENT RESPONSIBILITIES

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and University life.

Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

- Dishonesty, including:
  - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
  - Furnishing false information to a University official, faculty member, or campus official;
  - Forgery, alteration, or misuse of a University document, key, or identification instrument; and
  - Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries;

- Unauthorized entry into, presence in, use of, or misuse of University property;

- Willful, material and substantial disruption or obstruction of a University-related activity, or any University activity;

- Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community;

- Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, or on leading to campus property or an off-campus University related activity;

- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community;

- Conduct that threatens or endangers the health or safety of any person within or related to the University including physical abuse, threats, intimidation, harassment, or sexual misconduct;

- Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student. In addition, any act likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm. Neither the express or implied consent of a victim of hazing, nor the lack of active apathy or acquiescence in the presence of hazing, is a neutral act and is also a violation of this section;

- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of illegal pharmaceutical drugs, or public intoxication related to illegal drug use while on campus or at a University related activity;

- Use, possession, manufacture, or distribution of alcohol beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University-related activity;

- Theft of property or services from the University community, or misappropriation of University resources;

- Unauthorized destruction or damage to University property or other property in the University community;

- Possession or misuse of firearms or guns, replica, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (except as permitted by law and the prior approval of the University president) on campus or at a University-related activity;

- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose;

- Misuse of computer facilities or resources, including:
  - Unauthorized entry into a file, for any purpose;
  - Unauthorized transfer of a file;
  - Use of another's identification or password;
  - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community;
  - Use of computing facilities and resources to send obscene or intimidating and abusive messages;
  - Use of computing facilities and resources to interfere with normal University operations;
  - Use of computing facilities and resources in violation of copyright laws;

- Violation of any published University policy, rule, regulation or presidential order;

- Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties;

- Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations;
• Violation of the Student Conduct Procedures, including:
  - Fabrication, distortion, or misrepresentation of information related to a student discipline matter;
  - Interruption or interference with the orderly progress of a student discipline proceeding;
  - Initiation of a student discipline proceeding in bad faith;
  - Attempting to discourage another from participating in the student discipline matter;
  - Attempting to influence the impartiality of any participant in student discipline matter;
  - Verbal or physical harassment or intimidation of any participant in a student discipline matter;
  - Failure to comply with the sanction(s) imposed under a student discipline proceeding;
  - Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline; and
  - Any violation of the college specific policies as outlined in the handbook for the college in which the student is enrolled.

ONLINE STUDENT CODE OF CONDUCT:

Online Student Code of Conduct

Equally valued, with freedom of speech and expression, is the right given to University computer systems and information technology. To that end, students will adhere to the following online code of conduct:

• Access JFK University courses only for lawful purposes;
• Respect the privacy of other members of the class and other students;
• Respect the integrity of the University’s computer systems;
• Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner;
• Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidation by e-mail, or on discussion boards and other postings in course shells; and
• Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in the Law Catalog.

ARTICLE III: APPLICATION OF THIS CODE

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, students on leave, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Members of the University community are also responsible for the conduct of their guests and will be held responsible for behavior of guests if it is in violation of the Student Code of Conduct.

ARTICLE IV: DISPOSITION OF FEES; CAMPUS EMERGENCY; INTERIM SUSPENSION

The President of the University may place on probation, suspend, or expel a student for one or more of the above enumerated cases. No fees or tuition paid by or for such students for the semester, quarter, term or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the term in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President, the President may place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergent safeguard of persons and property and maintain educational activities. The President or designee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order.

A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten (10) working days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of John F. Kennedy University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

ARTICLE V: SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Code:

• Warning. A notice in writing that a student has failed to meet some aspect of the University’s standards of conduct and behavioral expectations;
• Probation. A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of specified privileges which a current student would otherwise be entitled to and an acknowledgement by the student that any additional violations of the Student Code will result in a more serious sanction;
• Cancellation of the Examination. The examination of a student may be cancelled, and the re-examination of that student by appropriate method may be established.
• Denial of Course Credit. A student may be denied receiving credit for a course in which that student was enrolled.
• Suspension. Separation of the student from student status at the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
• Expulsion. Permanent separation of the student from student status from the University.
• Restitution. Compensation for loss or damage to property leased, owned, or controlled by the University. This may take the form of monetary or material replacement.
• Multiple Sanctions. More than one of the sanctions listed above may be imposed for any single violation.
• Denial of Access. After a hearing, any suspension or expulsion based on conduct which disrupted the orderly operation of a campus or other facility and which also violates a provision of a California statute: may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year. A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code Section 622.2. In the case of a suspension, such entry may be grounds for further disciplinary action;
• Denial of Admission or Readmission. Admission or readmission may be qualified or denied to any student found to have violated the Student Code.
• Record of Disciplinary. Probation and suspension shall be made part of the student’s academic record during the term of the probation or suspension. Expulsion shall be made part of the student’s permanent academic record.

ARTICLE VI: INTERIM SUSPENSION

The President of the University immediately impose an interim suspension where there is reasonable cause to believe that it is necessary or appropriate to meet the emergent safeguard of the community. The President or designee may immediately impose an interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of John F. Kennedy University or be present at any University sponsored activity.

ARTICLE VII: CONDUCT BY APPLICANTS FOR ADMISSION

Admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings pursuant to Article V or Article VI of these procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article VIII of these procedures.

ARTICLE VIII: PROCEEDINGS COMPLAINT

Any member of the University community may file a complaint against any student for misconduct or for otherwise being in violation of the Student Code of Conduct.

• The complaint shall be prepared in writing and directed to the Associate Vice President of Student Experience or designee.
• The written complaint should include the date, approximate time, location, and description of the incident and alleged offense. The name of the victim, offender, and any witnesses may be included.
• Any complaint should be submitted as soon as possible after the event takes place.
• A complaint is not necessary for the Associate Vice President of Student Experience to determine that charges should be initiated.
• The Associate Vice President of Student Experience shall investigate each complaint filed and determine whether or not a conference or hearing is warranted.

Investigation:

The Associate Vice President of Student Experience or designee may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Code, and to initiate disciplinary proceedings.

• An investigation may entail meeting separately with students or individuals named in the complaint or those who may have knowledge of the facts.
• Generally the investigation is completed within 14 days from the date the complaint is received.
• On completion of the investigation the Associate Vice President of Student Experience or designee will prepare a written report summarizing the witness statements and the evidence. A copy will be maintained in the Office of Student Affairs and may be provided to each party named in the complaint.
Conference:
The student named in the complaint shall be provided with written notice of the specific charge or charges made against the student. Except when the student refuses to cooperate, the Associate Vice President of Student Experience shall hold a conference with the student named in the complaint to obtain his or her response to the complaint, to determine whether the complaint has merit, and if the student may be disposed of informally by mutual consent of the student charged and the Associate Vice President of Student Experience. The student may have another person present to observe and consult with during the conference but that person may not be an attorney nor serve as legal counsel. In addition to the sanctions listed in Article V, an agreement reached during this conference may include voluntary actions by the student charged including but not limited to work assignments, service to a campus department, obtaining psychological counseling or compensation for loss, damage or injury.

Hearing:
• All hearings held under these procedures shall be conducted according to the following:
  - The student shall be entitled to a hearing before a panel of impartial members of the faculty and/or administration.
  - The student may be accompanied by one advisor of his or her choice.
  - The panel may eject or exclude anyone who refuses to participate in the hearing or who violates the rules of evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. No evidence other than that received at the hearing shall be considered by the panel.
  - The student shall make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence. Any evidence deemed relevant by the panel shall be admitted.
  - A tape recording may be kept of the hearing at the request of the panel or the respondent. The respondent may, at his or her own expense, request a copy of such recording. No tape recording by the respondent or other persons at the hearing shall be permitted.
  - The respondent shall not be found responsible for violating the Student Code solely because he or she fails to appear at the hearing. If the respondent does not appear, the hearing shall proceed without him or her and a decision shall be rendered on the information presented.
  - Arguments by the respondent or his or her advisor concerning the legal (as distinguished from factual) applicability, or legal validity of any provision with which the student is charged, or of these procedures shall not be addressed to the panel, but to the President in writing within three (3) working days following the conclusion of the hearing. The President shall seek advice on the matter. Such advice shall be considered by the President before a final decision is rendered.
  - Where the person testifying is an alleged victim of sexual or physical assault which is the basis for the disciplinary action, that person may be accompanied at the hearing by another person. The other person is not permitted to speak or to participate directly in the hearing. Cross examination of the alleged victim shall be limited to the alleged incident leading to the charge and the events surrounding the charge.
  - The panel is responsible for maintaining order, and may establish such rules as are necessary or appropriate to conducting a fair hearing. The panel shall not permit any person to be subjected to abusive treatment. The panel may eject or exclude anyone who refuses to be orderly.
  - Where more than one student is charged with conduct arising out of a single occurrence or out of connected multiple occurrences, if the Associate Vice President of Student Experience and the students named in the complaint consent, a single hearing may be held for all of the students named. Students may request that their case be consolidated with others, or separated from others. The Associate Vice President of Student Experience shall make determinations regarding consolidation. The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.
  - At any time during the hearing process, the respondent may elect to waive the hearing and accept a sanction recommended by the Associate Vice President of Student Experience. The waiver and acceptance of the recommended sanction shall be in writing.

Recommendation of the Impartial Panel:
• After the hearing the panel shall make a written final determination, which includes a statement of the facts, conclusions about whether the facts demonstrate a violation of the Student Code with which the student is charged, and sanctions, if any. The panel’s determination shall be made on the basis of whether it is more likely than not that the student charged violated the Student Code.
• After having made its determination, the panel shall submit a written report to the Associate Vice President of Student Experience or designee that includes a determination as to whether the respondent is responsible for violating the Student Code and recommended sanctions, if any. The panel’s report shall be submitted within ten (10) working days of the conclusion of the hearing.

Associate Vice President of Student Experience Action:
• After reviewing the Registrar’s report, the Associate Vice President of Student Experience or designee shall make the final decision regarding disciplinary action. The Provost may impose the sanction recommended, adopt a lesser sanction, refer the matter back to the Registrar for further findings on specified issues or after reviewing the entire record may adopt a more severe sanction. If the Provost decides to adopt a more severe sanction, the Provost shall articulate the reasons for the more severe sanction in his or her decision. The Provost normally shall render a decision within five (5) working days of receipt of the Registrar’s report.
  • The Provost shall cause notification of his or her decision to be delivered to the respondent. The notification shall be delivered in person or sent by certified mail return receipt requested to the respondent. Notices addressed to the student at the last known address on campus records and deposited in the United States mail, postage prepaid, shall be presumed to have been received by the student. The report of the panel shall be made available to the respondent upon request.

Appellate Procedures:
Students who believe they have been wrongfully or excessively penalized may appeal the Associate Vice President of Student Experience or designee decision. Such an appeal must be submitted in writing within ten (10) working days of the notification of the action and must be directed to the President. The student must clearly establish sufficient cause for the appeal to be considered. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation.

For an appeal to be granted, the student must present:
• A reasonable possibility that the unfavorable decision was clearly wrong, given the Registrar’s interpretation of the evidence or the disciplinary action imposed.
• New evidence (although related to the original evidence) that was not available for presentation at the original hearing and which, if true, creates a reasonable probability of a different decision. A satisfactory explanation must be provided for the failure to present such evidence at the hearing.

At the discretion of the President any disciplinary action previously imposed may be suspended pending disposition of the appeal. The President will make his or her decision within fifteen (15) working days and send written notification of the decision to the student. The decision is final.
**MAP AND DIRECTIONS**

**John F. Kennedy University Campus in Pleasant Hill**

Address: 100 Ellinwood Way
Pleasant Hill, CA 94523-4817

Phone: (800) 696-JFKU (5358)
(925) 969-3300

**Directions:**

**From San Francisco:**
Take I-80 east toward the San Francisco–Oakland Bay Bridge and cross into Oakland. Exit onto I-580 east. Follow I-580 east and take exit for CA-24 east toward Walnut Creek. Follow CA-24 east and take exit for I-680 north toward Concord and Sacramento. Follow I-680 north and take exit number 49A for Contra Costa Blvd. and Pleasant Hill. Follow Contra Costa Blvd. north to Ellinwood Drive and turn right onto Ellinwood Drive. Follow Ellinwood Drive straight through to its end and turn right onto Ellinwood Way. Follow Ellinwood Way to campus on the left.

**From the north:**
Take I-780 east or I-680 south to the George Miller Jr. Memorial Bridge (Benicia-Martinez Bridge). Follow I-680 south and cross the bridge into Martinez. Continue on I-680 to exit 51 for Willow Pass Road and turn right. Follow Willow Pass Road to Contra Costa Blvd. and turn left. Follow Contra Costa Blvd. south to Ellinwood Drive and turn left onto Ellinwood Drive. Follow Ellinwood Drive straight through to its end and turn right onto Ellinwood Way. Follow Ellinwood Way to campus on the left.

**From Campbell, San Jose, and the south:**
Take I-280 south to I-680 north. Follow I-680 north and take exit number 42A for Contra Costa Blvd. and Pleasant Hill. Follow Contra Costa Blvd. north to Ellinwood Drive and turn right onto Ellinwood Drive. Follow Ellinwood Drive straight through to its end and turn right onto Ellinwood Way. Follow Ellinwood Way to campus on the left.

**From Santa Cruz – Via CA-17 North**
Take exit 26B to merge onto Stevens Creek Blvd. Turn left onto S Monroe St. Turn right onto Tisch Way

**Via I-280 North**
Take exit 5C for I-880 N toward Oakland. Follow signs for Stevens Creek Blvd and merge onto Stevens Creek Blvd. Turn left onto S Monroe St. Turn right onto Tisch Way

**John F. Kennedy University Campus in San Jose**

Address: 3031 Tisch Way, 100 Plaza East
San Jose, CA 95128-2530

Phone: (408) 236-1100

**Directions:**

**From San Francisco – Via US 101 South**
Take exit 398B to merge onto CA-85 S toward Santa Cruz/Cupertino. Take exit 19A to merge onto I-280 S toward San Jose. Take exit 6 for Winchester Blvd. Turn left onto Moorpark Ave. Take the 1st left onto S Winchester Blvd. Turn right onto Tisch Way.

**From Santa Cruz – Via CA-17 North**
Take exit 26B to merge onto Stevens Creek Blvd. Turn left onto S Monroe St. Turn right onto Tisch Way.

**Via I-280 North**
Take exit 5C for I-880 N toward Oakland. Follow signs for Stevens Creek Blvd and merge onto Stevens Creek Blvd. Turn left onto S Monroe St. Turn right onto Tisch Way.
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NOTES
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