



**FALL 2020**

PLEASANT HILL, CALIFORNIA

[WWW.JFKU.EDU](http://WWW.JFKU.EDU)

(844) 890-6912

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John F. Kennedy University has announced that after December 31, 2020 it will cease operations as a University and has taken measures to ensure its students have options for completion of programs after that date. The School of Law and the College of Psychology programs will be administratively relocated to John F. Kennedy University affiliates within the System. This means that after December 31, 2020 you will not be finishing your degree at John F. Kennedy University, but at those affiliate universities. Any program that is transitioned to a System affiliate may experience changes in delivery, program, program name, modality, cost, and/or time to completion.

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# About JFK University

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.

## Mission

John F. Kennedy University's mission is to provide access to high quality, innovative educational opportunities that integrate theory and life experience. We inspire personal, professional, and academic growth and advance the well-being of our diverse local and global communities. This mission is built upon our core values.

## Board of Trustees

- Ms. Jeanne Connelly, Secretary President, Connelly Consulting
- Mr. Tom Clevinger, Retired Executive
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- Mr. Hiep Quach Executive, Retired
- Dr. E. Lee Rice, CEO and Medical Director, Lifewellness Institute
- Mr. Carlos Rodriguez, Public Affairs and Communications Consultant, Rodriguez & Company

## Accreditation

John F. Kennedy University is accredited by the WASC Senior College and University Commission (WSCUC). Accreditation entitles the University to participate in federal student financial aid programs. The University is approved for veterans' training.



Students and graduates of the University are accepted by other colleges and universities upon transfer. In addition, many businesses, government agencies, industries, and other employers recognize the value of advanced study at the University and approve reimbursement to their employees for all or a portion of their tuition costs. Interested parties may contact WSCUC at:

*The WASC Senior College and University Commission*  
Accrediting Commission for Colleges and Universities  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
Phone: (510) 748-9001  
Fax: (510) 748-9797  
e-Mail: [wascsr@wascsenior.org](mailto:wascsr@wascsenior.org)  
Web: [www.wascweb.org](http://www.wascweb.org)

## **Accreditation & Academic Alignment**

- JFK University is regionally accredited by the WASC Senior College and University Commission.
- The School of Law is accredited by The Committee of Bar Examiners of the State Bar of California.
- The Bachelor of Arts in Legal Studies and the Paralegal Certificate programs are approved by the American Bar Association.

## **Distance Learning**

In the distance-learning environment, students and faculty interact via the NCUOne Learning Management System (LMS). The University uses a personalized teaching model wherein students and faculty interact synchronously and asynchronously during a course to achieve learning outcomes. Faculty members function as instructors, facilitators, guides, consultants, and evaluators. A list of faculty members and their qualifications can be found in the School of Law Administration & Faculty section of this catalog.

## **Non-Discrimination**

John F. Kennedy University does not permit discrimination or harassment on the basis of race, ancestry, national origin, religious creed, age, sex, gender, gender identity, gender expression, sexual orientation, color, physical or mental disability, marital status, military or veteran status, or medical condition, under any program or activity under its control. 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 under-represented in higher education.

## **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 programs or instructors if they will be absent due to a religious holiday.

# Housing

The University does not provide student housing or dormitory facilities to any of its students.

# Academic Sessions

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     |

Note: Part-time students in the School of Law generally complete their JD program in four years. Full-time students finish in three years. The JD/MBA program is designed to be completed in four years (four-and-a-half for part-time).

# Welcome Letter from the Dean

The School of Law at John F. Kennedy University is an exciting place to launch your future as a legal professional and engaged citizen. As you prepare to meet your professional goals and forge a successful and rewarding career as a



practicing attorney, business executive, or community leader, you'll also be developing the critical thinking and analytical skills needed to address the policy issues and considerations of your community and of our time.

Every aspect of our program emphasizes hands-on and experiential learning. Dedicated students in our program will do more than learn the law—they will learn how to be lawyers. Our innovative curriculum combines substantive courses in law along with practical skills courses such as trial advocacy, legal research and writing, internships, and clinical programs including our Legal Clinic for Elders 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. Hailing from a wide range of backgrounds, the students at JFK University also enrich the learning environment

and bring the diversity of California to the student experience. Finally, 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 the JFK University School of Law both online and in-person, and welcome the opportunity to meet with you and introduce you to the engaged, passionate, and resource-rich learning community you will find here. You can be assured that your educational experience at the JFK University School of Law will be transformative, will unlock your potential, and will provide you the opportunity for great personal and professional success.

Sincerely,

Lisa S. Hutton

Dean of the School of Law

# JFK School of Law

The John F. Kennedy University School of Law offers an online program 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 School 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 School 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 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.

As part of the law school's mission statement, the School of Law advocates the participation of the lawyer in public service. Our clinical programs introduce the student to the valuable work lawyers play in improving the lives of the disadvantaged. All students are required to complete a minimum of 60-hours of public interest legal work.

## Mission Statement

The mission of the School of Law at John F. Kennedy University is to provide a challenging and comprehensive legal education in a supportive learning environment to a nontraditional and diverse community of learners dedicated to the professional, ethical practice of law and the pursuit of social justice.

- 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.

## Programmatic Accreditation

The School 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 JFK University School of Law to take the California Bar Examination upon graduation and, when the graduate passes and complies with all other admission requirements, to practice law anywhere in California, in both State and federal courts.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice law outside of

California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

JFK makes no promise or guarantee that a student who completes the JFK Juris Doctor degree will be licensed or admitted to practice law in California or any other State. Individual States have their own specific requirements for sitting for the bar exam including, but not limited to an individual's history and character to pass the Character review. Further, some States do not acknowledge CalBar approval as qualifying a student to take the Bar admission.

# **Student Support Services**

## **Office of the Registrar**

### **Changes of Name or Address**

Students are responsible for filing a Change of Name/Address/ Status Form in the Registrar's Office if name, residence, phone number, gender, or email address has changed since last registration. Name change requests must be accompanied by a copy of one of the following: court order, marriage certificate, dissolution decree, social security card, passport or driver's license. Registrar forms are available in NCUOne in the School of Law University Services module.

### **Transcript Request (Issuance)**

John F. Kennedy University transcripts are ordered online via the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com). The transcript fee is \$10 for normal processing and \$15 for rush orders, and rush delivery is available for an additional fee.

A transcript is issued only if all financial obligations to the University have been paid in full. Transcripts contain only coursework completed at JFK University. A summary of previous education is entered into the official transcript of record. Unofficial transcripts will not be issued to students by the Registrar's Office; however, students may print their own unofficial academic record using SOAR. Transcripts are never faxed or sent by email.

JFK University is custodian of records only for American Academy of Family Studies (AAFS) and New College School of Law (NSCL) transcripts. The University does not maintain any other New College academic records. Students wishing to obtain AAFS or NSCL transcripts should contact the Registrar's Office at (925) 969-3353.

## **E-mail Messages/Notices to Students**

The Dean's office sends important notices and event information via e-mail to students. Please be sure to check your university-issued student email accounts regularly for communications from the law school and university.

## **Academic Advising**

Academic and Finance Advisors, working in school-related teams, provide students with academic and financial support for their individual degree programs, and through frequent and scheduled contact with individual students, help support students as they matriculate through their program. Academic and Finance Advisors assist students with understanding policy and procedure that affect students' academic experience as well as providing support with regards to the students' financial account. The contact information for Academic and Finance Advisors is listed in NCUOne.

## **Office of Accessibility Services (OAS)**

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 the 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 School of Law and the OAS.

Students with disabilities may be eligible for accommodations on the First-Year Law Students' Examination (FYLSX), if required, Multi-State Professional Responsibility Examination (MPRE), and the California Bar Examination. 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 determinative. 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 test, which is offered three times a year.

Students may call the Office of Accessibility Services at 925.969.3447 or e-mail [access@jfk.edu](mailto:access@jfk.edu) for more information and to schedule an intake appointment.

## The Commons

The Commons is the internal virtual space for – students, faculty, and staff – to meet, contribute, and share ideas and support outside of the program courses. Students can connect and engage, virtually through NCUOne.

The Commons allows students to:

- Follow various communities
- Virtually meet with faculty and students
- Share experiences and support
- Read what others are doing and thinking
- Follow conversations about issues in your field
- Start a conversation on a topic of interest
- Receive email alerts when new activity occurs in your Commons community

## School of Law Support Services

The School 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. Teaching assistant sessions led by selected outstanding advanced students who lead discussions and exercises relating to the subject matter of the selected Bar courses.
2. Special programs held throughout the year for graduating students to give them a jump start on their Bar study.

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 e-mailed directly to students by the School of Law. Students are encouraged to take full advantage of these proven and effective ASP activities.

## Academic Success Center

The Academic Success Center (ASC) provides personalized, collaborative support to coach students through the process of learning and developing their identities as scholars and practitioners. The ASC is committed to providing an array of quality resources and services – including legal writing assistance - to support academic achievement. The ASC utilizes an innovative tiered service approach to ensure students receive the assistance that is individualized and engaging.

### *Tiers of Service*

- Self-Directed Learning Resources – The ASC offers self-directed learning resources and tools available 24/7 on the Academic Success Center website and the Frequently Asked Questions section of the Ask a Coach page.
- Ask a Coach – ASC team members are available via ASC Chat and text during the hours posted on the website. Students can also submit a question to Ask a Coach when live assistance is not available.
- Scheduled Academic Coaching
  - Group Sessions
  - One-to-One Sessions
  - Recorded Sessions

Access the ASC through the NCUOne Homepage under the Center for Teaching and Learning (CTL).

## NCU Library

The NCU Library is committed to supporting the academic research needs of current students, faculty, and staff. The Library does this by providing timely, quality information resources and services such as reference and instruction, and the inter-library loan service. With more than 100 electronic databases – including the premier databases for legal research, the Library's eResource collection features eBooks, scholarly journals, cases and case law, conference proceedings, magazines, newspapers, and streaming videos accessible to students, faculty, and staff online 24/7. Library staff members are available to help students, faculty, and staff with locating research through best practices and navigating resources that support their informational needs.

Getting Started with the University Library:

- Visit NCUOne at <https://ncuone.ncu.edu/d2l/home> or visit the Library webpage at <https://library.ncu.edu/>
  - NCUOne is accessible for students and faculty
    - NOTE: Students may need to enter additional login information when prompted:
      - Initial password is the six-digit date of birth that JFK has on file
      - Username = nine-digit JFK student ID
- If using NCUOne, log into the website, on the home page click the Library link at the top of the screen
- If using the Library link, click log in to log into the assigned account to access Library materials
- Use the 'How Can I?' guide to aid in accessing Library resources.

Library services include:

- Research Databases  
Access to databases containing thousands of journals, magazines, newspapers, e-Books, dissertations, financial data, and other information resources are available in the Library



- Inter-library Loan Service (ILL)
  - Students needing articles, and book chapters not in the Library collection can submit an inter-library loan request
  - Students can register for the ILL service by clicking the "Request Inter-Library Loan Items" link on the Library homepage
  - Students will need to utilize local libraries for print-only materials
- Tiered Levels of Service
  - Self-Directed Learning Resources – NCU Library offers self-directed learning resources available 24/7 including Frequently Asked Questions and Answers, Library Guides, and Recorded Workshops & Tutorials
  - Live Assistance – Library team members are available via phone, chat, and text during the hours posted on the homepage. Students can also submit a question to Ask a Librarian when live assistance is not available
  - Group Sessions – Meet with a Library team member and other students for help locating, evaluating, and using information effectively
  - One-to-One Sessions – Meet with a Library team member individually to increase competence in locating, evaluating, and using information
- Library Hours
  - Library staff are available Monday - Thursday, 8 a.m. - 9 p.m., Friday, 8 a.m. - 5 p.m., and Sunday, 10 a.m. – 7 p.m. Arizona time, excluding holidays

Students can contact the Library by phone at 888-628-1569, text at 928-550-6552, email at [library@ncu.edu](mailto:library@ncu.edu), or by visiting the Library homepage and using the Ask a Librarian feature or chat service.

# Admissions Requirements

## Admissions

Several times a year, the School 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](http://www.jfku.edu) for the date of the next event.

Applicants are encouraged to apply before the deadlines to take advantage of a rolling admissions policy. As part of the commitment to make law school a feasible reality, admissions decisions for qualified students are made on an ongoing basis to give students as much time as possible before starting the program. All applications must be on file by the deadline in order to ensure a timely admissions decision. This includes the completed application form, personal statement, transcripts, and any other supporting documentation. Law School Admission Test (LSAT) scores are requested by the School of Law from the Law School Admission Council.

Transcripts and other documents may also be accepted through the Credential Assembly Service (CAS). In rare cases, LSAT scores and transcripts may be accepted after the deadline.

## Application Information

Applications to the School of Law are reviewed by the Admissions Committee. The selection of applicants for admission to the School of Law is based upon a combination of factors including, but not limited to, academic record, LSAT score, maturity, work experience, professional promise, personal statement, writing ability, special interests, and non-academic accomplishments. Admission decisions are made independent of the need for financial aid. All applicants must acknowledge that they have read and will abide by the policies outlined in the University's Enrollment Agreement.

## Applicants for Admission with Regular Status

To be eligible for admission to the College of Law with regular status, applicants must have (1) a bachelor's degree from an accredited college or university or (2) an academic associate of arts or science degree from an accredited college in California or successfully completed a minimum equivalent of two years of undergraduate coursework which is transferable to an approved, four-year school in California.

## Applicants for Admission with Special Status

Applicants who do not meet the above education criteria for admission with regular status may be considered for admission with special status. A special status student is one who, through life, work, and experience, has demonstrated a level of accomplishment and maturity required to succeed in law school. In addition to the application requirements for all applicants, special status applicants must also (1) submit at least two letters of recommendation attesting to their apparent ability to study law and (2) achieve an LSAT score at or above the 50th percentile. After completion of the first year of law study, special status students must take and pass the First-Year Law Students' Examination administered by The Committee of Bar Examiners.

# **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 completed within the previous 27 months and in which a good-standing level grade was attained will be considered for transfer credit.

# **Applicants Previously Dismissed from Law School**

An applicant who is not in good standing at their prior law school must demonstrate that they possess the requisite ability to succeed at the study of law and that the prior academic disqualification was caused by extraordinary circumstances not likely to reoccur. The applicant must present credible evidence that the disqualification 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 their normal level. If more than two years have elapsed since disqualification, 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 the 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 \$40 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 School of Law admits 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 the required fee, Certification of Finances, official TOEFL report with a score of 80+, 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 the original application must reapply.

## Address for Submission of Transcripts

Transcripts should be sent to the Admissions Office for processing at:

John F. Kennedy University  
Admissions Office  
100 Ellinwood Way  
Pleasant Hill, CA 94523-4817

Transcripts sent electronically can be emailed to [registration@jfku.edu](mailto:registration@jfku.edu).

## Technical Requirements

The minimum technology requirements for the JD program are outlined below. In addition, students must also be able to navigate the internet. Students are responsible to check NCUOne and their University-issued student email accounts on a regular basis, including electronic communications sent via email and/or the NCUOne LMS messaging system, and to advise the University of any related problems.

Recommended hardware requirements:

- Intel P4 (minimum of 2 Ghz) or faster processor
- Minimum 2GB or greater is recommended
- Minimum 40 GB of free hard disk space, 50 GB or greater is recommended
- Minimum of 56 Kbps or faster modem, Broadband (high-speed at 144 Kbps or faster), DSL, Cable or better is recommended
- Color monitor, keyboard, mouse and access to a printer
- Web Camera, headset, and speakers (for required synchronous activities in LMS and proctored exams)

Recommended software applications for PC systems:

- Minimum of Microsoft Windows 10 is recommended
- Minimum of Microsoft Office 2010 or above is recommended
- IE 8, Firefox 3.6 or Safari 4.0
- Adobe Reader 10 or latest version and Adobe Flash Player 30
- High-quality antivirus software

Recommended software applications for MAC systems:

- MAC OS X is recommended
- Microsoft Office 2011 for MAC or above
- Firefox 3.6 or Safari 4.0
- Adobe Reader 10 or latest version and Adobe Flash Player 30
- High-quality antivirus software

## Transfer Credit

Students may transfer be eligible to have a maximum of 32 credits applied as transfer for coursework completed at an 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 School of Law. Further, if the student takes a required course for credit greater than that required by the School of Law, the student will receive transfer credit only for the number of units required by the School of Law (e.g., Trial Advocacy is a three-unit course at the School 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 School of Law cumulative grade point average.

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.

# Transferability of Credits Earned at JFK

Each institution has its own policies for transfer credit and students are advised to contact the receiving institution to determine the transferability of JFK University coursework. JFK University courses taken credit/no credit may not be accepted by other institutions.

## Student's Right to Cancel

Students have the right to cancel the Enrollment Agreement and obtain a full refund of charges through attendance in Week 2 (day 14 of the first course/semester). \* Applicants who wish to cancel an enrollment agreement must contact their Academic and Finance Advisor to attending Week 3 (day 15 or beyond) of your first course/semester. Cancellation or Withdrawal will be effective on the date that the notice is received.

The University reserves the right to cancel or terminate the agreement if the applicant fails to accept and attend their first course/semester, meet basic academic requirements during provisional admissions periods, violate the Student Code of Conduct, fail to make satisfactory academic progress, fail to make payment in accordance with the terms of the student finance agreement, and/or fail to meet attendance requirements as outlined in this Catalog.

If students obtain loan(s) to pay for their educational program, they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund that is owed under the refund policy.

## Cancellation of Admission

Admission is canceled if the admitted applicant does not start courses within one-year of acceptance to the university. Applicants must re-apply after one year.

## Readmission

Students who leave the University must reapply before resuming their studies. Upon return, students must provide transcripts from all colleges attended during their absence from JFK University and complete a readmission application. The University has established leave of absence policies to accommodate students who must leave their studies for a period of time; see the Leave of Absence policies in this catalog for details.

Students should note that after an absence of five years or more, their files may be destroyed. In that case, students must provide new copies of all transcripts, writing samples, portfolios, and meet any other admission requirement as prescribed for their program in addition to submitting a new application form and fees.

Readmission is not guaranteed and is at the discretion of a program. Readmitted students are under the catalog requirements of their program at the time of their readmission. A student is required to fulfill the current program requirements. Students applying for readmission are not eligible for a deferment of their readmission.

## Reapplication After Absence

Applicants who previously attended JFK University School 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 reapplication.

All original documents submitted to the School of Law as part of the application process become the property of the University.

## **Reapplication 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.

## **Denied Admission**

The School of Law may deny any applicant whose academic record indicates a lack of adequate preparation for university study or whose academic objectives are not congruent with those of the program to which the applicant applied. The School's decision is final, and appeals of the decision will not be considered. Due to the complexity of the admission and evaluation process, it is not possible to inform unsuccessful applicants of the reasons for the decision of the department.

# Tuition & Fees

## Tuition & Fees Disclaimer

Tuition and fees are charged as indicated and are subject to change without notice. All tuition charges are per unit unless otherwise indicated. Tuition is refundable on a percentage basis according to the dates published by the Registrar's Office. Fees become non-refundable beginning the first day of the term. Students expecting to drop courses or to seek a refund of tuition or fees should consult with their Academic and Finance Advisor beforehand.

## Program Costs

Tuition is due and payable at the time of registration each term. A deferred payment plan is available. Tuition charges are per semester unit.

|                                               |                  |
|-----------------------------------------------|------------------|
| JD Degree students and visiting students      | \$1,000 per unit |
| JD Auditors                                   | \$629 per unit   |
| JFK University College of Law alumni auditors | \$452 per unit   |

## Program Specific Fees

| <i>Description of Fee</i>              | <i>Amount</i> |
|----------------------------------------|---------------|
| Course Materials Fee (CMF), per course | \$296         |

## Miscellaneous Fees

| <i>Description of Fee</i>                           | <i>Amount</i> |
|-----------------------------------------------------|---------------|
| Late payment charge, per missed payment             | \$30          |
| Graduation Petition for Degree - JD program         | \$175         |
| Official Transcript Fee, per copy                   | \$10.00       |
| Rush Transcript Fee (processed by next working day) | \$15.00       |
| Replacement of diploma                              | \$50          |
| Student Activities, per semester                    | \$15          |
| Technology, per semester                            | \$100         |

NOTE: All fees are non-refundable.



# Financial Policies

## Method of Payment

Students have access to a variety of financing options when attending JFK University and should consult with their Academic and Finance Advisor (AFA) for assistance in determining which options are appropriate for their circumstances. These financing options are described in the Financial Aid and Financial Information sections of this Catalog and include:

- Self-Pay
- Federal Student Aid Loans and Grants
- Private Loans
- Internal and External Scholarships
- Tribal Funding
- Employer Tuition Assistance
- Employer Vouchers
- University Payment Plans

## Meeting Financial Obligations

The University considers all financial obligations payable immediately unless otherwise stated. Upon completion of the degree program, any outstanding financial balance is due and payable immediately. The University withholds certificates and diplomas and prohibits participation in the graduation ceremony and/or the conferring of a degree until all unpaid financial accounts have been satisfied.

## Personal Responsibility

It is the personal responsibility of each applicant and student to determine how to pay for their education.

The University expects applicants and students to actively search for the best funding option(s) available through a review of all available information online at [www.jfku.edu](http://www.jfku.edu). The University, through its numerous partnerships, agreements with corporations, businesses, educational organizations, and other agencies, offers tuition benefits to employees or those entities. Staff will assist students in clarifying eligibility for any funding option offered by the University. It is the sole responsibility of the individual applying to JFK School of Law to ensure and confirm their eligibility for any funding options prior to enrollment and first course request.

After enrolling, if a student becomes aware of a tuition benefit that reduces the student's financial liability, the student will need to notify the University by e-mail or in writing. Submit tuition benefit inquiries to your Academic and Finance Advisor (AFA).

JFK School of Law does not accommodate requests from students for retroactive consideration.

## Default of Financial Obligation

If the student's financial obligations are in default (defined as not paying a financial obligation within 30 days of the due date), the University may declare the entire balance due without further notice and require full payment immediately. Failure to pay the unpaid balance within 10 days may result in any or all of the following:

- Denial of registration, transcripts, diplomas, grades, and graduation
- Assignment of the account for collection
- Reporting the delinquent account status to a credit bureau
- Financial dismissal from the University

In the event an account is delinquent, JFKU as well as outside agencies working on its behalf have the right to communicate with the student via email and/or cell phone regarding an outstanding balance. When an account is turned over for collection, the student is obligated to pay JFKU's collection expenses. If a lawsuit or other action is filed, litigation falls under California state jurisdiction and the student agrees to pay the University's attorney's fees as fixed by the trial court. If any party appeals any part of the trial court's decision, the student promises to pay JFKU's attorney's fees for the appeal as fixed by the appellate court.

## Refund Policy

Miscellaneous fees are non-refundable. Tuition is refundable pursuant to section 71750 of the California Education Regulations unless the course schedule indicates otherwise.

A student may drop a course prior to midnight (PST) of the fourteenth (14th) calendar day of the session by contacting the Office of the Registrar at [registration@jfk.edu](mailto:registration@jfk.edu) or by contacting your Academic and Finance Advisor (AFA). Registration will remain open for scheduling changes through midnight of the 14th calendar day of the term. After that, any registration changes (withdrawal) must be done by speaking directly with your AFA.

To accurately count session days, note that 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. 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 fourteenth day of the session to receive at least a partial tuition credit.

If a student drops a course, tuition credits are made according to the schedule below:

- Prior to midnight (PST) of the fourteenth (14th) calendar day of the session receive a 100% tuition credit;
- After midnight (PST) of the fourteenth (14th) calendar day through the end of the term receive no tuition credit, and the course remains on the transcript with a grade of W that does not affect the grade point average (GPA).
- For courses that begin after the fourteenth day of the session, students may drop the course within 7 calendar days of the first class meeting to receive a 100% tuition credit. This must be done by contacting the Office of the Registrar at (925) 969-3353 or emailing [registration@jfk.edu](mailto:registration@jfk.edu).

For students receiving Federal Financial Aid, a separate Return to Title IV calculation is used. Please consult with your Academic and Finance Advisor.

# Student Aid

## Financial Aid

JFKU 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 college, or who, with the aid, are able to take additional courses and graduate at an earlier date. The philosophy underlying administration of federally funded financial aid places primary responsibility for meeting educational costs on students and their families. As a result, most financial aid is available only to help fill the gap between a student's or family's expected contribution and a student's educational expenses.

Students considering applying for financial aid are urged to contact their Academic and Finance Advisor (AFA) as soon as possible as eligibility for financial aid programs is very individualized.

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 their AFA 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 noncitizen if you are:

- A permanent U.S. resident with a Permanent Resident Card (I-551);
- A conditional permanent resident with a Conditional Green Card (I-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 paroled for a minimum of one year and status has not expired), T-Visa 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 designation of "Victim of human trafficking."

Students should contact their AFA for specific requirements regarding citizenship.

## Methods of Payment

### Grants and Scholarships

Grants and scholarships are gifts of money that do not have to be repaid. These funds are extremely limited.

John F. Kennedy University scholarships are institutionally funded awards for graduate and undergraduate students. They are designed to reduce students' reliance on loans and enable additional students to attend the university. Eligibility is based on extreme financial need.

JFK University Honors Student Merit Scholarships and JFK University Honors Student Full-Tuition Merit Scholarships are available to JFK University law students. These are merit-based scholarships.

When available, the School of Law may offer merit scholarships that assist in paying a portion of a student's tuition and fees for the following academic year. If offered, these scholarships are generally competitive, based upon student academic performance. In determining awards, the Dean's office considers academic performance to include a student's entire academic file, a student's need, a student's contribution to school activities, student conduct or disciplinary matters, and collegiality with instructors and fellow students.

Scholarships are allocated so as to credit half of the scholarship award to the student's account in fall and half in spring at the time that a student registers for classes. In addition, scholarship recipients may be invited by the Dean to participate in events for honors students.

A one-year merit scholarship does not commit the school to provide additional funds to a recipient beyond the year or amount indicated in the award letter. The school cannot guarantee that funds will be available for merit scholarships in any or subsequent years. If awarded, a student should contact your Academic and Finance Advisor (AFA), for details and questions.

Other grants and scholarships are periodically available from the University and outside sources (e.g., private foundations). Notices regarding the application process for these awards are posted on the JFK University Financial Aid website at [www.jfku.edu](http://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. Federal Direct Stafford Subsidized, Unsubsidized, and PLUS student loans are disbursed through the Federal Direct Student Loan Program.

### **Federal Direct Stafford Loans**

Unsubsidized Federal Direct Stafford Loans are long-term, low-interest loans that are available from the U.S. Department of Education. Both undergraduate and graduate students are eligible for Federal Direct Loans. Lower-division undergraduates can borrow up to \$9,500 for the first academic year and \$10,500 for the second academic year; and upper-division undergraduates, up to \$12,500 per academic year. Graduate students may borrow an unsubsidized loan up to \$20,500 per academic year and GradPLUS loans up to the Cost of Attendance.

The Unsubsidized Federal Direct Loan was created for middle- and higher-income borrowers. Family income or poor credit will not affect loan eligibility or disqualify a student from obtaining an Unsubsidized Federal Direct Loan.

### **The Federal Direct PLUS Loan**

The Graduate Direct PLUS Loan provide additional federal funding beyond Direct unsubsidized loans. Deferment options are available while in college. The annual award is up to the cost of attendance, as determined by the college, minus financial aid. A credit check is required.

The U.S. Department of Education regulations (Code of Federal Regulations §34CFR682.604g) requires all recipients of Federal Student Aid to attend or complete an entrance interview prior to loan certification and an exit interview prior to graduation or withdrawal from school. The exit interview includes information on the average indebtedness of students, the average anticipated monthly repayments on the loan, and the options available to students for repayment and deferment of payment. Failure to complete an exit interview could result in a hold being placed on the student's diploma and academic transcripts.

## Application Forms and Deadlines

The Free Application for Federal Student Aid (FAFSA) is used to calculate eligibility for John F. Kennedy University. The FAFSA application can be found at [fafsa.gov](http://fafsa.gov). JFKU's OE # is 004484-00. Separate application forms are required for the Federal Unsubsidized Direct Loan and graduate PLUS loan. Private aid requires separate forms. Students should contact the Financial Aid Office with questions regarding any applications for financial aid.

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 discontinuation of funds and may be subject to dismissal from the University.

## Satisfactory Academic Progress (SAP) Standards

Satisfactory academic progress is defined as reasonable and timely advancement 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 University monitors academic progress each term or session, monitoring 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; and
- 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:

### 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:

- A score of 70 if a law student.

### Quantitatively

Ensuring students complete their program within a maximum time frame. Because students at JFK 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) at least 67% of all cumulative units attempted. The following grades are not considered units successfully completed: I, W, UW, AU, NC, F, NR; and
- **Maximum Time Frame:** Students are limited to taking no more than 150% of the units, including transfer units, of the published length of their program.

## SAP Evaluation Statuses

### Good Scholastic Standing

Students must maintain a satisfactory minimum cumulative grade point average to be considered in good standing. The minimum cumulative GPA for a law student is 70.0.

# **Juris Doctor Program – Financial Aid Probation**

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 with the Law School, per the State Bar of California, a student may continue one year on a Financial Aid Probation.

## **Probation, Dismissal, and Reinstatement**

Any student who fails to meet the satisfactory progress standards for either GPA or units completed percentage will be notified and placed on financial aid probation for one academic year (three terms). Students are still eligible to receive federal aid while on financial aid probation.

By the end of the probationary period, the student's cumulative GPA and units completed percentage must meet the minimum score of 70.0 for JD law students.

The student must also have completed at least 80% of cumulative units attempted. That being the case, the student would have met the conditions of the probation and financial aid would continue.

When grades have been posted for the final term of the probationary period, any student still failing to meet either the qualitative or quantitative standards for satisfactory academic progress will be disqualified from receiving further financial aid. In addition, students are granted only one probationary period. Once a student has used his or her probationary period and subsequently re-establishes eligibility, s/he will automatically be disqualified if s/he ever falls below the required minimums again.

Students who are dismissed by the university become ineligible for financial aid and all aid will be immediately discontinued.

## **Academic Probation**

A student on academic probation must have the academic counselor and dean's written approval for a course of study each term the student is on probation and for any change to the course of study. No student on academic probation may enroll in any course on a CR/NC basis without written approval of the dean of the college. Probationary status is removed when a probationary student achieves a satisfactory cumulative grade-point average. Students on academic probation must work with their Academic and Finance Advisor to schedule courses.

## **Financial Aid Termination**

When grades have been posted at the end of the JD Financial Aid Probation period, any student still failing to meet either the qualitative or quantitative standards for maintaining Satisfactory Academic Progress will be disqualified from receiving further financial aid.

## **Financial Aid Reinstatement**

If, after a student has been disqualified from receiving federal aid, the student feels that (s)he has improved his/ her academic standing to comply within the minimum financial aid academic standards, (s)he may petition the University to have their financial aid eligibility re-established from that point forward. Students may re-establish eligibility only one time.

These policies are subject to federal, state and institutional changes without prior notice. The University will make every attempt to advise students of impending change but cannot guarantee such notice. All students are subject to current standards, not the standards which were in effect at the time of enrollment. This is necessary to comply with any change in federal and/or state statute, regulation or policy regarding student aid eligibility.

## SAP Appeal Process

A student may appeal in writing with their Academic and Finance Advisor to have their eligibility reinstated. The University will review each appeal on a case-by-case basis within 30 days upon receipt of the appeal. If the University approves the appeal, additional term(s) of probation may be offered. The student will continue to receive FA during the approved probationary period. Appeals may be accepted or denied at the discretion of the University. No federal funds will be released until all final grades for a term in question are posted. Either of the following must be included in the appeal:

- **Extraordinary Circumstances**—Any student who feels that there were extraordinary circumstances that were beyond their control that contributed to their being placed on a Financial Aid Warning may file a written appeal with the University requesting a probationary period to continue FA eligibility, along with appropriate documentation of the extraordinary circumstances. **Important Notice**—The appeal cannot be based upon your need for assistance or your lack of knowledge that your assistance was in jeopardy.
  1. Extraordinary circumstances may include a student's illness or injury, death in the family or other serious factors that are outside the student's control.
  2. In addition to documenting the extraordinary circumstances, the appeal must include what has changed in the student's situation that would allow the student to demonstrate that they are or will be making Satisfactory Academic Progress in the future.
- **Academic Plan**—A probationary period may require an approved Financial Aid Academic Plan that will ensure that the student is able to meet the institution's Satisfactory Academic Progress standards by a specific point in time. The FA Academic Plan can come from and be approved by a Departmental Chair or Academic Advisor. If the student does not follow the requirements of the FA Academic Plan or fails to meet the Satisfactory Academic Progress standards by the date specified on the Plan, then the student will lose financial aid eligibility and will not be eligible to appeal.

## Return of Title IV Funds

Return of Title IV Funds is a federally mandated policy that applies only to students who receive federal financial aid and who fully withdraw, drop out or are dismissed prior to completing 60% of a term, cohort or session. Return to Title IV Funds will be used to determine how much aid, if any, must be returned to Title IV programs.

The Return to Title IV Funds calculation identifies two types of federal aid, earned and unearned. The "earned" aid is based on a percentage calculated by dividing the number of days the student completed by the number of days in the payment period.

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

A student who remains enrolled beyond the 60% point earns all disbursed (received) and disbursable aid. Disbursable aid includes aid received and the aid that could have been (but was not) disbursed as of the withdrawal date. If earned aid exceeds disbursed aid, a post-withdrawal disbursement may be made. JFK University will first credit post-withdrawal disbursements toward unpaid tuition and fees. JFK University will offer the student part of the post-withdrawal not credited to university charges. Within 30 days of determination that the student withdrew, the Financial Aid Office will provide the student with notification of any post-withdrawal funds that are available to the student. No post-withdrawal disbursements will be made if the student does not respond within 14 days of the notification.

Unearned aid is any disbursed aid that exceeds the amount of Title IV aid the student earned. The "unearned" aid amount is to be returned to the lender, a responsibility shared by JFK University and the student. JFK University is responsible for returning the lesser of the total amount of unearned aid or the JFK University institutional charges multiplied by the percentage of unearned aid.

*(100% - % earned) x Amount of aid disbursed toward institutional charges*

JFK University's charges used in the Return to Title IV calculation can include the amount that had been assessed to the student's account before the student's withdrawal. The student is responsible for the difference between the total unearned amount and the JFK University share.

JFK University must return its share of unearned funds no later than 45 days after it determines that the student withdrew.

After the Return to Title IV Funds policy is applied, all student aid is subject to the JFK University institutional refund policy.



# Academic & University Policies

## Matriculation Policy

The Juris Doctor degree curriculum has been carefully constructed to ensure students meet the residency requirement of The Committee of Bar Examiners under the Rules Regulating Admission to Practice Law in California and the Rules Regulating the Accreditation of Law Schools in California. Accordingly, a student may not deviate from that curriculum without making a written request and obtaining the written permission of the Dean's office. Further, a student may not extend the time for degree completion beyond the 84th month following the first term of enrollment.

Deviation from this matriculation policy without the written approval of the Dean's office or Academic Standards Committee shall result in academic sanction up to and including academic disqualification.

## Advancement

Students are expected to satisfy academic graduation requirements under the sequence and schedule of courses spelled out in the curriculum. Students must be in good academic standing and must receive credit in all such required courses to be eligible to advance into the next year of study under the curriculum. Students who do not satisfy this requirement are subject to disqualification and must petition the Academic Standards Committee if they seek to avoid an adverse academic action.

## Attendance Requirements

State Bar regulations require each law student at a California State Bar-accredited law school to attend a minimum of 80 percent of the meetings for each course for which they receive credit. Any student who has absences in more than 20 percent of required class meetings for any course 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, and 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.

Academic-Related Activities (ARAs) are used to determine a student's official last date of attendance in NCUOne and corresponding enrollment status at the University. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses. Academic-Related activities may include, but are not limited to:

- Uploading or completing an assignment (e.g., paper, project) in an online course
- Course related online quizzes
- Accessing academically related online content within or related to an online course
- Participating in the Discussion Forum section of an online course (e.g., commenting on a discussion question posted by the faculty member, providing feedback to another student), provided that the discussion is related to the course content

NOTE: Academic-related activities must be posted to an online course no later than Sunday at 11:59 P.M. Arizona time each week.

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 their attendance has been incorrectly determined, they may file a petition with the Dean's office within 14 calendar days of the date the final grades are posted at the School 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.

## **Educational Materials and Resources**

Appropriate course materials, course syllabi, and course outlines are used for each course. Students access materials for courses via NCUOne. Required course materials are indicated in the course syllabus by title, author, publisher, and ISBN. Students that opt out of the Course Materials Fee (CMF) are responsible for purchasing course materials identified in the syllabus they are issued for each course. Students that opt in to the CMF will have materials provided for them. Note: required course materials, textbooks, or other readings are not eligible for interlibrary loan in the Library.

It is students' responsibility to make sure they purchase the primary course materials if they opt out of the CMF and or other textbook(s) and resources required in the syllabus the student is issued. Students must determine from their syllabus what course materials are required. The University may have more than one version of a particular syllabus issued to students. JFKU is not responsible for student purchases of course materials that do not match assigned syllabi.

The University partners with several online textbook suppliers. Students having difficulty finding required textbooks and course materials may contact their Academic and Finance Advisor.

## **Registration**

Registration is completed with your Academic and Finance Advisor within the designated registration period.

Additional signed permission forms are required to register for Clinical Placements and Independent Study; contact your Academic and Finance Advisor for additional information.

## **Changes in Registration**

Students are expected to register for classes—including field placements, independent studies, and internships—during the registration period before the first day of the term. Registration remains open for adds and drops during the beginning two weeks of the term (see the Refund Policy in this section). Students should work with their Academic and Finance Advisor to make changes in registration.

Students are required to pay any additional tuition charges. Schedule changes resulting in a reduction of units will be credited according to the refund schedule described in the following sections. If the student is on academic probation, registration and schedule changes cannot be done on the web. An approved Probation Form must accompany the initial registration as well as for each change of registration. The Probation form is available from the School of Law. Phone permission is not acceptable for students on academic probation.

## **Adding/Dropping Period**

Students may drop courses during the beginning two weeks by contacting their Academic and Finance Advisor. Notifying an instructor or other office of intent to drop does not constitute an official drop. Fees are non-refundable beginning the first day of the term. Refund credits to credit card accounts are processed by the Accounting Office after the fourth week of the academic session.

# Withdrawal Period

Beginning the fifteenth (15th) calendar day of the term and up to the last business day of the session, students may officially withdraw from their course(s) by notifying the Registrar's Office. Withdrawals cannot be processed if a grade has been entered. Notifying an instructor or other office of intent to withdraw does not constitute an official withdrawal. Withdrawing from a course does not relieve the deferred payment obligation. Students who withdraw are still responsible for the full amount of tuition for the course and all fees. A Withdrawal (W) is posted on the transcript for withdrawn courses but does not affect the student's grade point average (GPA).

JD students who do not complete a course and fail to drop or withdraw will receive a failing grade or a grade of FW (Failure to Withdraw), which has the academic weight of 50 in a numerically graded course and NC in a Credit/No Credit course.

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 in the School of Law University Services section of NCUOne. It is the student's responsibility to be certain that his/her withdrawal status is properly achieved. Contact your Academic and Finance Advisor for additional assistance.

# Continuous Enrollment

Matriculated students are expected to maintain regular (continuous) enrollment in their program. To maintain continuous enrollment, students must either remain in compliance with the JD attendance policies and/or petition for a Leave of Absence.

# Leave of Absence Policies

Students who do not maintain continuous enrollment must complete a Petition for Leave of Absence. This form is available in on the University's website. 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.

School of Law 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 Academic and Finance 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 receive financial aid, you are strongly advised to contact your Academic and Finance Advisor 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.

# Additional Leave of Absence Information

The Registrar's Office will review a student's record for all absences to determine eligibility:

- There is no retroactive leave of absence; students must submit a petition in the semester either prior to or concurrent with the request.
- Leaves of absence may be granted for up to three terms for School of Law, whether consecutive or non-consecutive, approved or unapproved.
- Students who do not apply for a LOA and/or return from an approved LOA and meet minimum attendance requirements will be withdrawn from the University.
- A leave of absence is not required for any semester in which a student attends and then withdraws. Those courses will remain on the student's transcript with a grade of "W", which does not have a negative effect on grade point average (GPA), and does not require a leave of absence.
- Audited courses do not appear on official transcripts and cannot be used as proof of registration for the semester.

Students should contact their Academic and Finance Advisor for updates on submitted LOA requests.

# Official Withdrawal from the University

All undergraduate, graduate, and law students who wish to withdraw from John F. Kennedy 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 process 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 emails the Add/Drop Form to the Office of the Registrar at [registration@jfk.edu](mailto:registration@jfk.edu);
- The student officially notifies in writing or by phone to Registration his/her intent to withdraw; or
- The date JFK University determines most accurately reflects the last day of attendance at an academically-related activity of the student.
- If the student leaves without beginning the official withdrawal process or otherwise providing official notification of intent to withdraw, the withdrawal date will be the 50 percent point in the term. In this instance, JFK University could determine an earlier withdrawal date if documented circumstances beyond the student's control (e.g., illness) have prevented the student 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 than the date used by the university to determine institutional refunds.

# Semester Unit (Credit)

The School of Law JD program is on the semester system. Units (credits) are calculated as equivalent to one and one-half (1.5) quarter units (credits). It is expected that a student taking a 3-credit course will need to spend approximately 135-144 hours on learning experiences such as reading and study; research; faculty-student interaction; demonstration of defined learning outcomes through assignments, papers and projects; examinations; and assessment of performance.

# Unit Load

For the purpose of financial aid and enrollment verification enrollment status is determined by the number of units per semester:

| Status             | Law (semester) |
|--------------------|----------------|
| Full-Time          | 6              |
| Three-Quarter Time | 4              |
| Half-Time          | 3              |

## Maximum Unit Load

JD students who wish to register for more than 15 units per semester must obtain prior written approval from the Dean's Office.

# Examination Policies and Procedures

## Online Proctored Examinations

A proctored exam is an exam that is supervised by a neutral person, a proctor, who validates and confirms the identity of the test taker and ensures the integrity of the test taking environment. The School of Law uses an online, remote proctoring service called ProctorU. ProctorU connects to the student's computer and webcam while the exam is being administered. The proctored exam process is carefully monitored to ensure all policies and procedures are strictly followed.

To access the proctored exam, login to NCUOne and click the link for ProctorU. Students will be asked to show their surroundings on webcam and verify their identity with a live proctor (using a valid government issued ID that includes a picture). The proctor may also request temporary access to a student's computer to view system settings and activity to ensure there aren't any unauthorized programs open and may lock the available browsers to prohibit the use of the internet beyond the exam itself.

Students must adhere to the standards outlined in the University's Academic Integrity and Student Code of Conduct policies while taking exams.

## Identity Verification for Examinations

All students must have a government issued picture I.D. (e.g., driver's license, passport, military ID) to verify their identification prior to beginning a School of Law online proctored examination. Students who do not provide the required photo I.D. will not be allowed to take an examination.

Students should use their University-issued student ID number when taking law school examinations. If you do not know your student ID number, please contact your Academic and Finance Advisor.

# Examination Scheduling Policy

Students are notified in advance of the exam schedules for their term. Students must ensure that they comply with the stated exam schedule. Students who encounter extraordinary circumstances that prohibit them from taking an exam at the required date and time may submit an appeal to reschedule to their Academic and Finance advisor if it meets the following criteria:

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

All decisions rendered by the Dean's office are final and may not be appealed.

# School of Law Re-Examination to Improve Grade

Students in good standing may wish to improve a grade in a given course by re-examining in that course at regularly scheduled times without re-enrolling in the course. Students who wish to re-examine in a given course must do so within one year of receipt of credit in the course. Students wishing to re-examine must submit a request in writing to the Academic Standards Committee within one month of the administration of the examination. If approved, the student identification number will be added to the course list for examination purposes. Upon receipt of the new grade, the student may petition the Academic Standards Committee for a grade change based on the new grade which shall be entered on the student transcript if approved. Students seeking to re-examine in a year-long course are required to sit for both mid-year and end-of-year examinations subject to the grading policies then in effect for the course.

Since students seeking such re-examinations are not enrolled in the class, there is no formal registration or tuition for this activity.

# Grades & Academic Standards

John F. Kennedy School 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 School 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. Further, it is central to the mission of the School of Law to train well-qualified and ethical attorneys to serve the public. Continuing the enrollment of students who likely will not have the ability to serve clients in such a manner is inconsistent with our mission.

# Grading Scale

The School 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 their academic judgment and discretion.

| <i>Rating</i>         | <i>Point Distribution</i> | <i>Definition</i>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excellent             | 90-100 points             | All significant issues, major and minor, were identified. All relevant rules were accurately stated and applied to the facts. Facts were stated accurately and interwoven with rules into coherent analysis. Showed ability to make and argue subtle distinctions. Answer is as good as the instructor may have written as a model. Showed mastery of subject matter, exceptional insight, good judgment, and precise analysis.                                 |
| Very Good             | 80-89 points              | All significant major issues and minor issues were spotted. All important rules and analyses were clear and correct. Some analyses may not be as deep as an "excellent" answer. May not have shown subtle distinctions in facts or rules. Clear and coherent presentation. Very clearly showed command of subject matter and high level of analytical skill.                                                                                                    |
| Clearly Passing       | 75-79 points              | Demonstrated solid knowledge of subject matter and ability to apply it. May have missed minor issues or glossed over aspects of the analysis. Not as uniformly strong as a "very good" or "excellent" answer. Satisfactory without being a truly strong answer. May have shown some conclusory application of law to facts. Nonetheless, the answer would have satisfactorily passed as a Bar Examination answer.                                               |
| Barely Passing        | 70-74 points              | One major or several minor issues missed. May have been unclear or incomplete on law or in analysis. Showed potential to succeed but did not show full competence in one or more aspects, e.g., law, analysis, organization, judgment, logic, and organization. Likely conclusory.                                                                                                                                                                              |
| Weak Answer           | 65-69 points              | Understood some issues and some rules, but did not spot all key issues or apply the law in an analytical or organized fashion. Confused or incomplete response. Conclusory. May have applied law to facts incorrectly. Needs significant improvement to reach the "clearly passing" range.                                                                                                                                                                      |
| Extremely Weak Answer | 60-64 points              | May have spotted some issues but missed obvious ones. Unclear and confused response. May have misstated or misapplied legal doctrine or rules. Not fluid or coherent in thinking.                                                                                                                                                                                                                                                                               |
| Failure, no credit    | 50-59 points              | May have spotted some issues and given some rules or doctrine but showed inability to analyze and to weave law and facts. Probably misstated law or applied the wrong rule. Little or no redeeming quality to the answer. Conclusory.<br><br>Errors in judgment. 50 is a completely unacceptable level of performance showing lack of potential to succeed.<br><br>In any event, no course grade or individual examination question shall be assigned below 50. |

## Grade Point Average (GPA)

GPA is determined by dividing the total number of grade points earned by the total number of units completed in letter-graded (quality) courses. See the section on Repeating Courses in the following pages for information about how repeated courses alter the grade-point average calculation. In letter-graded or numerically graded courses, units with grades of W, I, and IP are not computed in the GPA.

In CR/NC-graded courses, the UW is equivalent to NC; it will appear on the transcript, but will not compute in the GPA. In letter-graded courses, the UW is equivalent to an F; it will compute in the GPA as a failed course (0 points).

In numerically graded courses, FW (Failure to Withdraw) has a numerical weight of 50.

# Minimum Grade Requirements

|                             |                                                                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Credit               | The minimum grades required to receive academic credit are<br>(i) 60, for a numerically graded course; and<br>(ii) 70, for a credit/no-credit course. |
| Good Academic Standing      | The minimum cumulative grade point average ("GPA") required for advancement in good standing and qualification for degree is 70.                      |
| Definition of Academic Year | The academic year commences with the summer term and concludes with the last day of the spring term.                                                  |

## Administrative Codes

| <i>Mark</i>                                                                                                                                                                                                                                                                                                                               | <i>Description</i>                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| AU                                                                                                                                                                                                                                                                                                                                        | Auditor                                                                                        |
| CR <sup>1</sup>                                                                                                                                                                                                                                                                                                                           | Credit                                                                                         |
| I                                                                                                                                                                                                                                                                                                                                         | Incomplete                                                                                     |
| IP                                                                                                                                                                                                                                                                                                                                        | In progress; no grade or units granted until entire course sequence has been completed.        |
| NC                                                                                                                                                                                                                                                                                                                                        | No credit                                                                                      |
| UW <sup>2</sup>                                                                                                                                                                                                                                                                                                                           | Unauthorized withdrawal; student failed to complete course requirements, but did not withdraw. |
| W                                                                                                                                                                                                                                                                                                                                         | Withdrawal                                                                                     |
| <p>1. A Credit (CR) is the equivalent of a C or above for undergraduate students and the equivalent of a B or above for master's and doctoral-level students.</p> <p>2. In CR/NC courses, the UW is equivalent to NC. In letter-graded courses, the UW is equivalent to F. Refer to the following section for additional information.</p> |                                                                                                |

## CR/NC Grades

A mark of Credit (CR) is equivalent to acceptable undergraduate or graduate performance (the equivalent of a C or higher for undergraduate students and a 70.0 or higher for law students). A No-Credit (NC) mark indicates that the course was not mastered. CR and NC marks are not included in computing the grade-point average. CR marks are, however, recorded as units completed and included as units satisfying degree requirements.

Graduate students may request CR/NC grading as an alternative to letter grading only in courses designated as fulfilling competency requirements or in undergraduate courses prerequisite to a graduate degree or certificate program. Undergraduate students may request CR/NC grading only in elective courses outside the undergraduate major. A student on academic probation may enroll in CR/NC graded courses only with the approval of the college dean and faculty advisor.

Requests for CR/NC grading must be submitted to the Registrar's Office before one-third of the scheduled course hours have met. Students should be aware that many employers require letter grades in all courses for tuition reimbursement. See the section on Registration for additional information.



## Incomplete

An Incomplete (I) grade may be given to a student who has maintained satisfactory attendance and work throughout most 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.

The student must have a good reason for requesting an incomplete and must submit a request to the instructor before the date grades for the course are due to be recorded. Ordinarily, good reason will involve matters not wholly within the control of the student such as illness. The mark may not be used to allow a student to improve a grade by performing additional work or by the repetition of work already submitted to the instructor.

School of Law, students have a maximum of one term. If instructors approve an Incomplete, they may set an earlier due date and may extend an early deadline at their discretion. The responsibility for completing all coursework rests entirely with the student. The mark of I will be changed to a grade when the student completes the coursework as arranged with the instructor and the instructor submits the final grade on the Incomplete form. If the instructor has left the University, the chairperson of the program will receive and grade the work.

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.

## Repeating Courses

JD students in good academic standing may repeat a course in which they earned less than a 70 or in which they did not receive a credit grade. JD students not in good academic standing may repeat a course in which they earned a grade or score less than that required for satisfactory academic progress only upon approval of the School of Law. Both the original and repeat enrollments will be noted on the student's transcript; however, only the units and grade points earned for the higher passing grade are computed in the grade-point average. When both grades are equal or there is no basis to determine which is higher (as in the case, for example, of an NC and an F or a CR and an A), the last occurrence will apply to the grade-point calculation.

## 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.

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.

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.

## **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, review of examination questions, and similar academic matters.

The Committee consists of no fewer than four and no more than six School of Law faculty members (of whom no less than one-third are core faculty members), appointed by the Dean of the School of Law, who also appoints a Chairperson from among the appointed members. The Dean serves as ex officio, non-voting member of the Committee.

## **B. Committee Meetings**

The Committee generally meets once each month. Meetings are closed and conducted in private, except that, at the Chairperson's request and with the approval of a majority of its members, the Committee may meet by telephone or through electronic communications. The Committee shall keep minutes of all meetings.

## **C. Action by Majority**

A majority of the Committee's voting members present at a meeting where a quorum is present (not including any member disqualified under these Regulations) must approve any final Committee decision.

## **D. Disqualification of Committee Members**

No voting Committee member is disqualified from considering a petition solely because she or he is or has been the petitioning student's instructor, unless the student alleges, with adequate support, that the Committee member will not be able to act fairly on the student's petition. The Dean shall review any such allegation. If the Dean determines that the allegation may have merit, the member shall not participate in the Committee's consideration of or vote on the petition.

## **E. Personal Appearance by Student/Additional Information**

A petitioning student has no right to appear in person before the Committee. In exceptional circumstances, the Committee may request that a student meet with one or more members of the Committee or provide additional material or information.

## **F. Submission of Petitions**

To be effective, a petition filed or other material submitted to the Committee must be sent electronically or by regular mail, addressed as follows:

Academic Standards Committee – School of Law  
John F. Kennedy University  
100 Ellinwood Way, Room N154  
Pleasant Hill, CA 94523

# Academic Standards Policy – Mid-Year Admissions

The Academic Standards Committee, at its June 26, 2017 meeting, adopted the following policy for mid-year admits, effective with the January 2018 admission.

1. At the conclusion of the first semester of study, students must earn a minimum GPA of 65.00 and receive credit in all required courses to maintain good academic standing and continue in their studies. Students who earn a numerical grade below 70.00 may, at their discretion, repeat that course in the upcoming Fall Semester.
2. At the conclusion of the first semester of study, students who earn less than a 65.00 GPA or who do not receive credit in all required courses will face academic disqualification at that time.

## Academic Disqualification - Standards, Notice, and Consequences

### A. GPA Below 70.0 – Academic Disqualification

The School of Law will disqualify any student whose cumulative GPA is below 70 or who does not receive credit in any course required under the applicable part-time or full-time curriculum for the student's current academic year. Further, the School of Law will disqualify any student who receives a grade of less than 70 in two or more required courses during each academic year, regardless of overall grade point average. The Dean or the Dean's designee 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 spring term.

### B. Notice

Within 20 business days after the posting of spring grades for all numerically graded courses, the School of Law shall send written (and, if an e-mail address is available, electronic) notification of disqualification ("Disqualification Notice") to each student subject thereto under Section 3(A) above. The Disqualification Notice shall: (i) state that the student is academically disqualified, and (ii) explain the procedure for submitting a Petition for Advancement on Probation, set forth in Section 4 below.

Each student must ensure that the School of Law has his or her current mailing address. The JFK email address assigned to all students shall be used as the official mailing address for all academic or administrative notices. The failure to provide a current mailing address to the School of Law or a failure to monitor and check the official email address shall be deemed a waiver by the student of the right to actual notice under these Regulations.

### C. Consequences of Academic Disqualification

After disqualification, a student may enroll in and attend classes at the School of Law in the immediately following term only if:

- (a) the student has filed a timely Petition for Advancement on Probation, as described in Section 4 below, and
- (b) the Committee has granted the petition or has not acted upon it when that term begins.

If the Committee subsequently denies the petition, the student will be withdrawn from classes and will receive a refund of tuition paid for that term.

## **D. Leave of Absence**

While on academic probation, a student shall not be granted a leave of absence. If a student cannot attend law school and fulfill the terms of probation, the student shall withdraw from school and seek readmission when circumstances so warrant.

A student who withdraws from law school while on academic probation is required to reapply for admission at such time as the student is able to return. A student who withdraws from law school while on academic probation is subject to all the terms applicable to any student who applies for Admission or Readmission of Applicants Previously Dismissed for Low Scholarship (State Bar Regulation Section 2.01 (G) 4.).

The conditions or terms of readmission must be approved by the Academic Standards Committee and may differ from prior probationary conditions.

All Regulations regarding Notice and the right to petition the Committee shall apply.

## **A. Petition for Advancement on Probation**

### **1. Introduction**

A student who has been disqualified and who wishes to continue in the School of Law without interruption must file with the Committee a Petition for Advancement on Probation.

### **2. Timing**

To be timely, the petition must be postmarked no later than the 10th calendar day after the date of the Disqualification Notice's mailing. A petition delivered by hand delivery must be received no later than 5 p.m. on the 10th calendar day after the date of the Disqualification Notice's mailing. In either case, if the tenth day is a Saturday, Sunday, or other day on which the School of Law is closed, the time for mailing or delivery expires at 5 p.m. on the next day that the School of Law is open. The Committee may extend the time for filing the petition, in its sole discretion, on a showing of good cause, if the petitioning student requests an extension within the original 10-day period.

If a petition is not filed within the time period above, the academic disqualification will stand and no further notice will be required.

### **3. 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 when appropriate.

The Committee may grant a Petition for Advancement on Probation if it addresses each of the matters in the foregoing clauses (a)-(c) and clearly shows that special circumstances and good cause support a departure from the School of Law's academic disqualification standard.

## **B. Rules Applicable to Petition for Advancement on Probation**

### **1. Consideration and Decision**

The Committee shall consider each timely petition at its next scheduled meeting unless the Chairperson or the Committee determines that more time is needed to review the petition's merits. The Committee shall inform the petitioning student of its decision in writing. The Committee may grant a petition in full or conditionally; award relief other than that requested by the student; defer its decision and request the submission of 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.

The Committee may deny any petition that fails to meet these Regulations' requirements, including its requirements as to timeliness and content.

Any decision by the Committee as to a Petition for Advancement on Probation is final. There is no right of appeal to the Committee. The Dean may request clarification or reconsideration of any decision by the Committee. A decision of the Committee cannot be modified or overturned by the Dean except upon a written finding by the Dean of an abuse of discretion.

### **2. Additional Factors**

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

- a. The student's entire scholastic record, including LSAT scores, First-Year Law Student's Examination results, undergraduate and graduate school transcripts, writing samples, prior performance at the School of Law, and records from any other law school attended.
- b. Previous academic disqualification from any institution of higher learning.
- c. Previous advancement on probation or compliance with a condition of readmission or probation at any institution of higher learning.
- d. 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 that the author believes caused the student's unsatisfactory performance; and
  - iii. the author's belief (supported by reasons) that the student's performance was the result of extraordinary circumstances not likely to recur.
- e. Any other material relevant to the petitioning student's academic ability.

### **3. Conditions**

The Committee may grant a Petition for Advancement on Probation subject to conditions. For example, the Committee may require that a petitioning student:

- a. Repeat any course previously taken at the School of Law in which the student's final grade was less than 70, and achieve a final grade of at least 70 (or higher as determined by the Committee) in the course;

- b. Attain a mid-academic year cumulative GPA of 70 or better in addition to cumulative or academic year-end GPA of 70 or better (the specific grade point average to be determined by the Committee);
- c. Satisfy any other condition designed to monitor or improve the student's likelihood for success at the study of law, including course-load or work-schedule adjustments.

Should the Committee grant the student's Petition for Advancement on Probation, the student who fails to comply with any condition of probation imposed by the Committee, unless otherwise expressly excused by the Committee in writing, is subject to immediate academic disqualification.

## 4. Probation

As required by the State Bar, students who advance to the next year on probation must regain good academic standing by the end of the next academic term.

The School of Law is prohibited from continuing students on probation beyond one year. Specifically, the State Bar regulations state, "Students advanced to their next year of law study on probation must be academically disqualified if they do not meet the law school's requirements for advancement in good standing and retention at the end of that year." (7.3.A., State Bar Guidelines for Accredited Law School Rules).

## 5. Disability

A student whose petition alleges that his or her poor academic performance is the result of an undiagnosed, insufficiently assessed, inadequately accommodated, or unreported disability must register with the University's Office of Accessibility Services for Students ("OAS"), seek an appropriate assessment as recommended by the OAS, and submit any assessment documentation to the OAS. Ideally, the student should have done so well before submitting the petition, so that the Committee can evaluate the petition in light of the disability assessment. The disability assessment process can be lengthy; the Committee, by contrast, operates on a narrow time frame. The Committee may decide to defer a petition submitted by a student alleging disability until the disability assessment process is complete and the OAS has received the student's disability documentation. If the petition is deferred, the student's disqualification will remain in effect, and he or she will not be permitted to continue in the School of Law until the petition's merits are determined. Under these circumstances, the student will be withdrawn from classes and will receive a full refund. Students who require a break in the ordinary progression of their academic program as contemplated under this subsection are considered continuing, not former, students.

## Grade Change & Appeal Policy

This policy sets forth the conditions under which grades, once properly submitted to the School of Law may be changed. It further governs the procedures by which Petitions for Grade Changes are submitted and evaluated.

The purpose of the Grade Change Policy is to provide students with an opportunity to dispute a final grade perceived to be inaccurate or even unfair, while respecting the academic independence and responsibility of faculty. It also provides faculty the opportunity to request corrections to grades that were submitted as a result of clear mistakes or errors in the grading process. JFK School of Law recognizes that:

- The integrity of the grading process is paramount in maintaining the overall integrity and credibility of the School of Law. The accurate recording of grades and the meticulous maintenance of academic transcripts is a core function of the University.
- Once submitted or recorded, grades on transcripts or other official records may not be changed absent significant procedural safeguards;
- Every student has a right to receive a grade based upon a fair and unprejudiced evaluation derived from a method that is neither arbitrary nor capricious; and

- Faculty have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students and applied equally, and to be protected from undue influence or inappropriate pressure in the assignment of grades.

## Scope

This policy does not allow challenges to an instructor's grading standard or methods provided they are found to be neither arbitrary nor prejudicial.

Complaints about unfair grades alleged to be motivated by discrimination or sexual harassment are to be addressed to the appropriate University office responsible for managing complaints related to such conduct.

## Definitions

- Arbitrariness. The grade awarded is not based reasonably on criteria related to course objectives, student learning outcomes, the grading rubric contained in the course syllabus, or other expected standards of judgment.
- Error. The instructor made a mistake in fact (clerical error) or calculation (mathematical error).
- Prejudice. The grade awarded is motivated by ill will, and is not indicative of the student's actual demonstrated academic performance.

Note: The burden of proof required of a student seeking a reconsideration of grade based on prejudice, ill will or bias toward a student must address the challenge of making such a showing in classes where grades are determined by anonymous grading methods.

## Grounds

Only clerical or mathematical errors, arbitrariness, or prejudice will be considered as legitimate grounds to approve a Petition for Grade Change.

While a student has a right to expect fairness in the grading process, it must be recognized that varied standards, individual approaches, and discretion in grading are valid. This policy does not provide recourse for the reassessment or re-evaluation of final grades, individual assignments or projects absent specific findings of error, mistake or prejudice. Grades are assigned within the context of the performance of an entire class, the applicable grading curve, if present, and other factors.

All grade changes may be approved only upon the recommendation and approval of the Academic Standards Committee following the procedure below. This ensures that no individual faculty member or administrator has the authority to approve a change to a submitted or recorded grade. This procedural step is necessary given the importance of maintaining the integrity of the grading process, the academic freedom of faculty, and the need to protect any individual faculty member or administrator from undue pressure or influence.

## Procedure

Students or faculty may petition for a change of grade. Faculty who discover an error or mistake in their recorded grades may submit a Petition for Grade Change directly to the Academic Standards Committee.

Students who feel that they have received an erroneous grade may discuss the matter first with the faculty member to see if there is agreement on the existence of an error or mistake in the grading process that would result in a petition for a grade change made directly by the faculty member.

A student is not required, however, to communicate directly with the faculty member if concerns exist regarding the anonymity of the grading process or any possible conflict with the faculty member.

A student may submit a petition for grade change directly to the Committee and may request that the faculty member not be advised of the identity of the student (other than examination number). This may occur whether or not the student chose to consult with the faculty member or if the faculty member.

All petitions for grade change must be submitted within 30 days after the grade was first recorded with the Registrar's Office or the student was notified of the grade by the School of Law.

- The ASC shall review and decide the petition within 30 days of the original submission. Although the ASC may confer with faculty or with the petitioner if needed, no hearings are required.
- The ASC shall report its decision in writing and will notify the student and the Registrar's Office if a change has been approved.
- The decision of the Academic Standards Committee cannot be overturned by the Dean except upon a clear showing of abuse of discretion in its decision-making.

## **Administrative Dismissal**

Subject to proper notice, the right to a hearing, and the right of appeal, the School 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 School of Law or University; (2) breaches a curriculum contract, condition of admission, or other agreement with the School of Law or University that constitutes a condition of enrollment in the program; or (3) fails to abide by School of Law or University policies, rules, or regulations governing admission, registration, financial aid, or student conduct.

## **Program Change**

Some students decide after matriculation that they are better suited for another program at the University. In such cases, students may apply to transfer programs. Students must provide a Change of Program form, which reflects the application requirements the transferring student must meet in order to be admitted into the new program. Students may call the Registrar's Office at (925) 969-3353 or email [registration@jfkku.edu](mailto:registration@jfkku.edu) for more information. The Change of Program form is only used between programs of the same academic level; students applying to a different academic level must go through the admissions process.

## **Program Discontinuation**

If the University decides to discontinue an academic program, all students that remain continuously enrolled are afforded the opportunity to complete their program.

## **Honors**

## **Dean's List**

Each year after the grades for the spring semester are posted, the School of Law publishes a Dean's List based on students' grade point averages for that year (summer through spring; not on students' cumulative grade point averages). A student must have earned a GPA of 80 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 School 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 their 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.

## 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 School of Law participates for that session. For a list of eligibility requirements, please visit [www.witkin.com](http://www.witkin.com).

Awards for academic merit, including the Witkin Award, that allow the School of Law to exercise discretion in selecting students for the award, including where two students tie in 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 the Code of Student Conduct for additional information.

## Graduation Requirements

All degree and certificate candidates are required to file a Petition for Degree or Petition for Certificate and pay the required fee. Petitions must be filed by the date specified in the following pages. All financial obligations to the University must be paid in full. In addition, students must complete the requirements in the General Graduation Requirements by Program Level table, the additional requirements following the table, and all programmatic requirements as indicated in the University's catalog.

| <i>AWARD</i>      | <i>UNITS</i>                                                                                                                                                                                                                                                                                                               | <i>RESIDENCY</i>                                                                                 | <i>SCHOLARSHIP</i>                                                                                                                                                                 |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Juris Doctor (JD) | Successful completion of 82 units of study in accordance with the prescribed curriculum and in compliance with the residency requirement of the Committee of Bar Examiners of the State Bar of California including a minimum of 62 units of numerically graded coursework. Successful completion of all required courses. | Completion of the final two semesters of law study in residence at JFK University School of Law. | Achievement of a cumulative grade-point average of 70.0 or higher in all numerically graded courses and fulfillment of all conditions imposed by the Academic Standards Committee. |

## Graduation with Honors

Students who have completed their degree requirements, have completed at least 39 of the 62 required numerically graded units in residence at the School of Law, and have taken no more than 17 terms (including summers) to complete their degree requirements are eligible for graduation with honors as follows:

| <i>Honor</i>    | <i>Minimum GPA</i> |
|-----------------|--------------------|
| Summa Cum Laude | 85 +               |
| Magna Cum Laude | 80–84.99           |
| Cum Laude       | 78–79.99           |

Academic honors will be posted on the students' transcripts and diploma.

## Diploma Application and Degree Conferral

### Graduation and Commencement

A student is graduated on the next available date from when all degree or certificate requirements have been completed. Note the petition itself is one of the graduation requirements. Degrees, certificates and specializations are never backdated. A commencement ceremony is held each June to honor students who have completed degree, certificate, or credential program requirements during the academic year or who will be completing requirements during the summer, or who have six (6) or fewer units to complete.

### Application for Graduation

Degrees and certificates are not awarded automatically upon completion of academic requirements. To be considered as a candidate for a degree or certificate, students must apply for graduation via SOAR. Petitions must be on file before a degree or certificate will be awarded and should be filed in the term prior to the expected graduation term.

### Review of Student Records

Upon receipt of the application for graduation and following the grading period for the term specified, the Registrar's Office will review the student's records. The student and academic counselor or advisor should plan for any remaining requirements to be completed for the degree or certificate.

### Awarding of the Degree or Certificate

reviewed to verify completion of all requirements. If all requirements have been completed, the awarding of the degree or certificate will be posted on the transcript and their Academic Status will be updated to "graduated." Degrees or certificates will be dated as of the Monday after the last day of the quarter/cohort/semester in which all requirements have been met. Students who have not fulfilled all requirements should discuss completion with their advisor, and notify the Registrar's Office of the updated anticipated term of completion. The file will be reviewed again for degree or certificate completion in the updated term. Students who do not notify the Registrar's Office of degree or certificate completion may miss participating in the commencement ceremony. Degrees or certificates are never automatically

entered onto the transcript without review. Degrees or certificates are not awarded if a student is on academic probation, or if there are marks of I (Incomplete), NR (Not Reported), or IP (In Progress) on the transcript.

## **Diplomas or Certificates**

Diplomas or certificates are printed and mailed after all requirements have been completed, the degree or certificate has been posted on the transcript, and all financial obligations to the University have been fulfilled. They are mailed, with a complementary official transcript, to the address of record approximately one month after all degrees and certificates have been awarded for each term. Diplomas and certificates are printed using the student's legal name on record. Students wishing a different name on their diploma or certificate must file an official name change with the Registrar's Office accompanied by the appropriate documentation prior to the issuance of the diploma or certificate.

# Ethical Standards & Practices

## Code of Conduct

The University has established the following Code of Conduct for all current or former students and alumni. As a member of the University Community, each student is expected to understand the terms and conditions set forth in this Policy, comply with the standards, and conduct themselves in a professional and respectful manner. (See the Employee Handbook and Faculty Handbook for the Code of Conduct applicable to staff and faculty.)

The University is committed to maintaining an inclusive community with exceptional ethical standards of professional and academic conduct. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

Community members of the University are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the following seven categories:

- Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials
- Harassment, stalking, humiliation, name-calling, the use of insulting or offensive language, cyber-bullying, threatening communications, abuse and intimidation
- Conduct, in speech, written communication or behavior, that is disrespectful or unprofessional or racist, sexist, ageist, or that is otherwise prejudicial against a particular community or social group
- Failure to follow community guidelines for University-sponsored events (i.e., commencement ceremony, dissertation boot camps, etc.) or University run social media engagement platforms (i.e., The Commons, Alumni Association app, etc.) to include any social media posts that are contrary to university values and lead to disruption in the University Community.
- Disruption or obstruction of the normal operations of the University; including unauthorized use of any of the University's facilities, informational or material properties, and resources
- Conduct, in speech, written communication or behavior, that is disorderly, lewd, lascivious, indecent, sexually abusive, or otherwise inappropriate, or that constitutes a breach of the peace; including violation of the University's policy that prohibits bringing alcohol, recreational drugs, or firearms onto University property or any location during a University-sponsored event
- Failure to cooperate during a University investigation

All members of the University community who become aware of violations of the Code of Conduct have a responsibility to report them to the appropriate authority.

For violations of an academic nature, the appropriate authority is the relevant Dean or Provost.

For violations that are administrative in nature, the appropriate authority is the relevant director of the functional area that oversees the administrative functions.

For violations that involve monies or are financial in nature, the appropriate authority is the Director of Financial Aid Oversight and Vice President of Student Operations.

For minor violations of an interpersonal nature, the appropriate authority is the relevant Director, Vice President, or member of the President's Cabinet.

For violations, including any instance of intimidation or sexual harassment, the violation must be reported to the University President and/or the Vice President of Human Resources.

A member of the University community who is the victim of a sexual assault should immediately notify law enforcement by dialing 911. A team member of the University who, in the course of their job responsibilities, suspects

the sexual or physical abuse of a child must immediately report the incident to the law enforcement by dialing 911. If an incident of sexual assault occurs at a University location, it must be immediately reported to Human Resources.

Faculty and team members involved in the purported Code of Conduct violation(s) have a responsibility to report such incidents to the appropriate Dean by submitting a completed Suspected Code of Conduct Violation form.

The Dean will review the charges presented thus the ownership of the investigation (including supporting documentation) should fall on the reporting party.

NOTE: this policy does not regulate any group or individual posting on their own social media unless their conduct/communication is directed toward or has a direct and negative effect on members of the University Community.

## Procedure: Responding to Alleged Violations of Code of Conduct

| Responsibility                                                                                                                                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |       |                                                                                  |                                                                  |                                                                                                                       |                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Faculty and/or Team Members</b>                                                                                                                               | <ul style="list-style-type: none"> <li>When an alleged violation occurs, complete the Suspected Code of Conduct form and forward it to the Dean of the appropriate School.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                  |       |                                                                                  |                                                                  |                                                                                                                       |                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Dean</b>                                                                                                                                                      | <ul style="list-style-type: none"> <li>Review the Suspected Code of Conduct Violation Form and supporting documentation. Within 5 days of receiving Investigation Report and materials, authorize one of the following subsequent courses of actions as appropriate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                  |       |                                                                                  |                                                                  |                                                                                                                       |                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                  | <table border="1"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>The issue is not substantiated</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Take no action</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>The issue proved substantiated but does not warrant a formal charge</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Send a Warning Letter to alert the offender that continued or similar behavior in the future may result in a formal charge of violation of the Code</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>The issue is proved substantiated and warrants a formal charge due to the seriousness and/or repeat violations</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Send a Charging Letter to inform the offender of the charge</li> <li>Send communication in hard copy, by student email, and by personal email if available</li> <li>Provide the policy, details of the offense, and rebuttal directions</li> <li>Substantiated conduct violations at University-sponsored events (i.e., commencement ceremony, dissertation boot camps, etc.) or University run social media engagement platforms (i.e., The Commons, Alumni Association app, etc.) may result in removal of access and/or ability to participate</li> <li>Respond to the reporting party to confirm the concerns are being addressed (to remain compliant with FERPA, the University does not release the specific actions taken)</li> </ul> </td> </tr> </tbody> </table> | IF:                                                              | THEN: | <ul style="list-style-type: none"> <li>The issue is not substantiated</li> </ul> | <ul style="list-style-type: none"> <li>Take no action</li> </ul> | <ul style="list-style-type: none"> <li>The issue proved substantiated but does not warrant a formal charge</li> </ul> | <ul style="list-style-type: none"> <li>Send a Warning Letter to alert the offender that continued or similar behavior in the future may result in a formal charge of violation of the Code</li> </ul> | <ul style="list-style-type: none"> <li>The issue is proved substantiated and warrants a formal charge due to the seriousness and/or repeat violations</li> </ul> | <ul style="list-style-type: none"> <li>Send a Charging Letter to inform the offender of the charge</li> <li>Send communication in hard copy, by student email, and by personal email if available</li> <li>Provide the policy, details of the offense, and rebuttal directions</li> <li>Substantiated conduct violations at University-sponsored events (i.e., commencement ceremony, dissertation boot camps, etc.) or University run social media engagement platforms (i.e., The Commons, Alumni Association app, etc.) may result in removal of access and/or ability to participate</li> <li>Respond to the reporting party to confirm the concerns are being addressed (to remain compliant with FERPA, the University does not release the specific actions taken)</li> </ul> |
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|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Student</b>                   | <ul style="list-style-type: none"> <li>● If you choose to respond to the Charging Letter, you must do so within 10 days of the date of the Charging Letter: <ul style="list-style-type: none"> <li>○ Response must be in writing to the Dean</li> <li>○ Response should include details regarding your position on the charge(s) as specified in the letter</li> <li>○ If the individual would like to address the Student Code of Conduct Committee, that desire must be stated in writing along with a contact telephone number</li> <li>○ The individual will have the 10 minutes before the Committee meets to state their position verbally (Note: the time is not intended for open discussion but the individual should be prepared to answer questions posed by the Committee in clarifying the events.)</li> <li>○ Once completed, the call will be terminated and the Committee will discuss</li> </ul> </li> </ul> |                                                                                                                                                |  |
| <b>Code of Conduct Committee</b> | <ul style="list-style-type: none"> <li>● Evaluate relevant documentation and render a final decision in writing, including the appropriate sanction(s)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |  |
| <b>Dean</b>                      | <ul style="list-style-type: none"> <li>● Write a letter to the individual informing them of the outcome and have it delivered in hard copy, by student email, and by personal email if available</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                |  |
|                                  | <ul style="list-style-type: none"> <li>● Place a copy of the notification letter in the student record and send copies to the Office of the Registrar</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                |  |
|                                  | <ul style="list-style-type: none"> <li>● Notify the appropriate area(s) to ensure the Committee's decision is enforced</li> </ul> <p><b>DECISION IS FINAL:</b> All Committee decisions are final and there are no additional appeal provisions</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                |  |
|                                  | <i>IF Committee determines:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>THEN:</b>                                                                                                                                   |  |
|                                  | <ul style="list-style-type: none"> <li>● Expulsion is the appropriate sanction for the behavior</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>● Automatically escalate the recommendation for a second review to Executive Team or Provost</li> </ul> |  |

## 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 on 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:

- 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 their 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 one's 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, they/their must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, they 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.

## Fair Use of Copyrighted Material

The NCU Library is committed to compliance with intellectual property law and the preservation of the rights of copyright owners and users of copyrighted materials. The Library strives to inform all its constituencies of the rights and responsibilities under the fair use provisions of the Copyright Act (17 U.S.C. Section 107).

- Fair use applies to the digital environment without regard to the medium of the original work
- Fair use does not supersede licensed resources, unless the terms of controlling agreements specifically defer to U.S. Copyright Act 17 U.S.C. Section 107
- Fair use depends on a case-by-case examination of facts surrounding each case, and the four factors identified in U.S. Copyright Act 17 U.S.C. Section 107:
  1. The purpose or character of the use; including whether such use is of a commercial nature or for nonprofit educational purposes
  2. The nature of the copyrighted work used
  3. The amount and substantiality of the work being used
  4. The effect of the use on the market for or value of the original work

The Library works to comply with the Fair Use Guidelines and the U.S. Copyright Law (Title 17, U.S. Code) regarding photocopied materials. The copyright law of the United States governs the making of photocopies or other

reproductions of copyrighted materials. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The University reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Students should refer to the Acceptable Use of Information Technology policy for additional policies and procedures related to copyright infringement – including Peer-to-Peer (P2P) file sharing – institutional sanctions for student misconduct, and violations and penalties for copyright infringement under federal law.

## Computer Usage

Through NCUOne, the University provides students with access to course rooms, messaging system, Library and other academic resources. The University also provides computer, network, Internet, Intranet, and email access for team members and faculty for performance of their job functions. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the institution's network. This policy explains how information technology (IT) resources are to be used and specifies what actions are prohibited. No policy can cover every situation, and all users are expected to use common sense when using institutional resources. Questions on what constitutes acceptable use should be directed to the user's team leader, instructor, or Academic and Finance Advisor.

When utilizing University IT resources, all institutional policies are in effect at all times. Any student, team member, or faculty member who abuses the privilege of facilitated access to student or faculty NCUOne, e-mail, or the Internet may be denied access to and, if appropriate, be subject to disciplinary action, up to and including termination or dismissal from the University.

## Scope

The scope of this policy includes any and all use of institutional IT resources, including but not limited to, the student and faculty NCUOne, computer systems, phones, email, the network, network resources, and University Internet and Intranet connections.

The University recognizes that use of e-mail and the Internet make communication more efficient and effective. However, Internet service and e-mail are valuable, costly resources and their purpose is to facilitate school business. Irresponsible use reduces their availability for critical business operations, compromises security and network integrity, and leaves the University open to potentially damaging litigation. All use of the IT resources must be in support of business, education, and research consistent with the purposes of the university. This policy discusses acceptable usage for computers, e-mail, and the Internet.

## Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting JFK's commitment to honest, ethical, and non-discriminatory practices. In furtherance of these goals and to ensure the security of institutional, faculty, and student information, the following restrictions and prohibitions apply:

- Never share your logon ID and/or password with any other person. No internal department or team member including IT and HR, should ask for a user's logon ID credentials (username / password)
- Do not reveal university network or system access passwords to others, including family, friends, or other members of the household when working from home or remote locations



- Do not access a computer account that belongs to another team member, faculty member, student or department
- Use only your assigned logon ID and password; you are responsible for all activity under your logon ID
- Report any known or suspected compromise of your logon ID to the Information Technology Department
- Anytime team members leave their desks/work area, they shall lock their desktop/PCs (in windows cntrl+alt+delete and press enter)
- Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited
- Attempting to monitor, read, copy, change, delete or tamper with another user's electronic communications, email, files or software is prohibited
- Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited
- Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is prohibited
- Any use that violates federal, state, or local law or regulation is expressly prohibited
- Knowing or reckless interfering with the normal operation of computers, peripherals or networks is prohibited
- Deliberately wasting computer resources, including bandwidth, disk space, and printer paper, or running or installing games or other unauthorized software on institutional computers is prohibited
- Using the institution network to gain unauthorized access to any computer system is prohibited
- Downloading university information, especially confidential information, onto any external hard drive, disk, or other storage device is prohibited, unless specifically for work purposes
- Performing any of the following is prohibited: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques when not part of user's job function
- Any use of the school web sites for product advertisement, except those endorsed by the University, is prohibited
- Any use of the school eb sites for political lobbying is prohibited
- All communications accessible via the school web sites, such as the Bulletin Board, Discussion Forums and any other communication tools, will reflect professionalism, respect for others and appropriate language

## Password Standards

Students must have valid login and password credentials to access NCUOne. Passwords for student accounts must be a minimum length of eight (8) characters and meet three of the following conditions:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphanumeric characters: ~!@#%&\* \_-+='\()\}{}[]:;'"<>.,?/

NOTE: For greater security, passwords should not be based on personal information (e.g., names of family, birthdates, etc.) or complete words or phrases in any language, slang, dialect, or jargon.

Passwords expire every 90 days and cannot be reused for 365 days (one year) from the date of expiration. Students with expired passwords will not be granted access to NCUOne until they have successfully reset their password. Instructions for updating account passwords are available through the NCUOne login/password reset feature.

# Copyright Infringement

All users should be aware that federal copyright laws, regardless of whether a copyright notice appears on the work, may protect any information, software, or graphics on the Internet. Licensing agreements may control redistribution of information from the University's Internet-related systems or from the Internet. Duplication or transmission of such material may not be undertaken without express authorization from the University's Information Technology management.

University computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without permission of the copyright owner (this list is not meant to be exhaustive, as copyright law applies to a wide variety of works):

- Copying and sharing images, music, movies, or other copyrighted material using Peer-to-Peer (P2P) file sharing or unlicensed CD's and DVD's
- Posting or plagiarizing copyrighted material
- Downloading copyrighted files which the user has not already legally procured

## Violations and Penalties under Federal Law

Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

## Institutional Sanctions for Copyright Infringement

Students are expected to conduct themselves professionally and refrain from acts of misconduct set forth in the Student Code of Conduct. Suspected acts of misconduct or violations related to copyright infringement and P2P file sharing should be reported to the appropriate authority for review. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

## 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 School of Law should comply with the rules in the Code of Student Conduct and relevant provisions in the University catalog. If such discussions do not produce a satisfactory outcome for the student, the student may request intervention by the Dean's office.

## Policy on Exception to University Policy

This policy creates a baseline by which all students, faculty and staff have the reasonable expectation of equitable treatment in the review and decision-making process for exceptions to John F. Kennedy University policies. This policy provides a process by which an exception to University policy is considered for circumstances that can arise, and which a University policy cannot anticipate. Submission and consideration of an exception request does not imply or guarantee granting of that exception. Ignorance of University policy and procedures does not constitute valid criteria for granting an exception to University policy. Requests for exceptions should be submitted to the Registrar's Office no

later than the last business day of the following term to which the request is referring. Requests that are received beyond the last business day of the following term may not be reviewed.

An exception to a University policy may be requested using as a basis one of the following reasons/criteria:

- Illness of self or family members;
- Death in the family;
- Military service;
- Job-related issues (e.g., re-location, required to work); and
- An error created by the University or its representative.

All exception requests must be accompanied by an Exception to University Policy form, available from the Registrar's Office. Students must provide documentation of illness, death, military service, or job-relation changes, or documentation of an error or errors made by the University person or persons acting in his/her/ their official capacity. Requests are ordinarily initiated and signed by the student requesting the exception. All exceptions must be reviewed by the Program Chair and Dean of the College, with a recommendation to approve or not approve. In some cases, exceptions may be initiated by the University on behalf of a student in those extraordinary circumstances in which a student is not able to initiate the process, or to otherwise correct an injustice.

The Office of the Registrar investigates all exception requests which are then forwarded to the Provost and Registrar for review and decision. Once the decision has been made, the Office of the Registrar notifies the student and all impacted parties regarding the outcome. Questions regarding this policy may be directed to the Registrar.

# Student Rights & Responsibilities

## Student Responsibilities

It is the student's responsibility to be familiar with the information presented in the Catalog, and to know and observe all regulations and procedures relating to the program they are pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of the regulations and procedures included in the Catalog. Responsibility for following all policies and meeting all requirements and deadlines for degree programs rests with the student.

## Well-Being and Safety

The University is committed to providing students with an environment free of discrimination or harassment. Please see the Student Code of Conduct for additional information. In addition, community resources exist to provide students with information and support relating to personal well-being and safety, such as:

- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 646-HOPE
- U.S. Department of Justice National Sex Offender Public Registry <http://www.nsopr.gov>
- Substance Abuse or Mental Health Treatment National Helpline (800) 662-HELP (4357)
- National Aids Hotline: (800) 448-0440
- National Suicide Prevention Lifeline: (800) 273-8255
- Behavioral Health Treatment Services Locator <http://findtreatment.samhsa.gov/>
- Rape, Abuse & Incest National Network <http://www.rainn.org/get-information>
- National Center for Victims of Crime <http://www.victimsofcrime.org/>
- Addiction and Sexual Abuse Recovery Center <http://www.recovery.org/topics/addiction-and-domestic-violence-or-sexual-abuse/>
- Internet Safety Guide for Women <https://www.vpnmentor.com/blog/the-empowering-internet-safety-guide-for-women/>

## 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, JFK 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:

- Is 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

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.

## Accessibility Services

The John F. Kennedy University Office of Accessibility Services determines 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 Office of Accessibility Services also works closely with University departments and colleges in reviewing students' requests for services and prescribing appropriate academic accommodations.

Academic accommodations compensate for the functional and educational limitations resulting from a disability. Accommodations are not designed to give students an advantage, but rather to allow them equal access and opportunity in the classroom. Although equality of opportunity will not guarantee equality of results, it will give students with disabilities the opportunity to live up to their potential for success.

The types of academic accommodations available are:

- **Assistive Listening Device:** A sound amplifying device is available for loan, which may be attached to a hearing aid or used separately.
- **Adaptive Technology Equipment:** Items available for use are: Kurzweil Reader's Edge; Dragon Naturally Speaking voice-activated software; Screen Readers; and Zoom text.
- **Books in Accessible Formats:** Books can be attained in electronic or tape formats.
- **Note-taking Assistance:** Arrangements can be made for classmates to assist students who are unable to take notes.
- **Testing Accommodations:** The following arrangements can be made: additional time to complete exams, reduced-distraction testing sites and alternative testing formats.

Students with disabilities must contact and be found eligible to receive services by the Office of Accessibility Services prior to receiving any accommodations. Documentation of the disability must be submitted to the Office of Accessibility Services for review. If the accommodations for the term are approved, the director will supply an official accommodations letter to the student, which can then be copied by the student to give to their current instructors.

Students with disabilities have the same rights to privacy as provided by the Family Education Rights and Privacy Act (FERPA), as do all other John F. Kennedy University students.

Students with disabilities may be eligible for accommodations on the First-Year Law Students' Examination (FYLSX), if required, Multi-State Professional Responsibility Examination (MPRE), and the California Bar Examination. Students are encouraged to discuss these issues with the OAS director 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 determinative. Students are strongly advised to begin the process of petitioning for testing accommodations on the Bar Exam toward the end of the third year of study (for part-time students) and to apply for accommodations for the MPRE at least six weeks in advance of the application deadline for the test, which is offered three times a year.

Students may call the Office of Accessibility Services at 925.969.3362. Students should not discuss accommodations or rescheduling an exam with their instructors.

## Student Educational Records

Transcripts and other documents received by the University for the purpose of admission or recording supplemental work become the property of the University and will not be released to or copied for students. California regulatory agencies require that student records be kept for only five (5) years. JFK University regularly destroys records after five (5) years of inactivity.

## Student Access to Personal File

All documentation submitted in support of an application for admission becomes the property of the university and will not be returned. Photocopies of documents submitted to support an application will not be given to applicants, students, or outside parties.

No photocopies of a student's personal record will be made for a student by School of Law staff, even if the student submits a written request. FERPA gives students the right to access or peruse their file, but a student will need to submit a request for copies directly to the Registrar. Students are charged for any photocopying. Under no circumstances will a transcript be photocopied. Requests to view files must be granted within five days.

## FERPA Rights

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 JFK 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 School of Law, Pleasant Hill; and at the student services office, San Jose.)

## Procedure to Inspect and Retrieve Educational Records

- Students shall submit to the Registrar, dean, head of the academic department, or other appropriate officials, 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 are inaccurate.

# Request to Correct Educational Records

Students may ask the University to amend a record that they believe is inaccurate.

- They 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.
- If 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 or 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 or her view about the contested information.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by JFK 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 20202-5920

# Disclosure of Educational Records

The University must have written permission from the student in order to release any information, other than directory information, from a student's education record. However, FERPA allows colleges to disclose student records without consent to the following parties or under the following conditions:

- To personnel within the University who maintain educational records and those with a legitimate educational interest including faculty or staff who deal with the student and carry out education duties and employees designated by them to assist in these tasks. JFK University defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities." Therefore, any University employee (or person acting on behalf of the university) may have access to student records without the student's written consent if that person needs the access to carry out his or her employment responsibilities.
- Other colleges to which a student is transferring;
- Specified University officials or contracted agents for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the University;
- Accrediting organizations;
- Appropriate parties in compliance with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of a health and safety emergency.

# Directory Information

The University may disclose, without consent, directory information. At JFK University, directory information includes the following:

- Name
- Email address
- Major field of study
- Period of enrollment
- Awards and degrees received from JFK University

- Current enrollment status—full-time/half-time, inactive

It is JFK University's policy to release official transcripts only upon the written and signed consent of the student and upon payment of the fee for each. To protect each student, a record is kept for one year of transcripts issued and of any persons or institutions (other than JFK University officials) which have, upon student consent, been granted access to the student's records.

## **Solomon Amendment (1996)**

In 1996, Congress enacted the Solomon Amendment (10 U.S.C. 983) which requires educational institutions to provide directory-type information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruitment purposes. JFK University routinely receives and complies with such requests. JFK University is obligated under law to provide the following directory information: name, address, phone number, email, date of birth and educational level (undergraduate/graduate) and major. We do not provide information of students who have requested non-disclosure of directory information (FERPA "No").

## **Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expands the circumstances under which students' education records and personally identifiable information (PII) contained in such records—including student Social Security Number, grades, or other private information—may be accessed without the student's consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to records and PII without a student's consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive students' PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **Non-discrimination Policy**

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. It is a University policy that all persons should enjoy freedom from unlawful discrimination of any kind, or retaliation for reporting a complaint, including retaliation by third parties.



This policy applies to prohibit unlawful discrimination or harassment between members of the University community, including between students and other students, between students and faculty, 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. The University will take steps to prevent recurrence of harassment and correct its discriminatory effects on the Complainant and others, if appropriate.

## **Applicable Laws**

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.

Sexual harassment, sexual violence and other gender-based or sex-based harassment occurring in the college setting invokes a federal law called Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities, which triggers certain responsibilities on the part of the school. The Violence Against Women Reauthorization Act (VAWA) of 1994 was created to end domestic violence, dating violence, sexual assault, and stalking against women and to provide services for victims of violence.

## **Sexual Harassment/Sexual Misconduct Policy**

The University maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, sexual orientation, pregnancy, childbirth, or related medical condition. Sex-based or gender-based discrimination include acts of sexual violence, sexual harassment, non-consensual sexual contact, domestic violence, dating violence, stalking, gender-based bullying or hazing, and discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. Sexual harassment is unwelcome, sexual, sex-based and/or gender-based, verbal, written, online and/or physical conduct. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser.

A hostile environment is created when sexual harassment is severe, or persistent or pervasive, and objectively offensive, such that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational programs. When sexual harassment occurs with unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another this constitutes Quid Pro Quo sexual harassment. Submission to such sexual conduct is made either explicitly or implicitly as a term or condition of rating or evaluating an individual's educational development or performance.

## **Responsibilities Under Title IX**

The University provides mandatory training for those implementing the grievance procedures (Title IX Coordinator(s), investigators, adjudicators), to include training on the handling of complaints of sexual harassment, the University's Title IX Policy and Grievance Procedures, and applicable confidentiality requirements. The University's designated Title IX and Deputy Title IX Coordinators oversee the University's compliance with Title IX, including coordinating the investigation and response to sex-based or gender-based discrimination or harassment complaints, responding to inquiries concerning Title IX, tracking incidents and trends involving sexual misconduct, publicizing the University's policies and providing training on preventing sex discrimination, sexual harassment, and sexual violence.

The University will endeavor to maintain confidentiality to the extent permitted by law. Where the Complainant's desire to maintain anonymity constrains the University from attempts at establishing facts and eliminating the potential

discrimination, the University will attempt to find the right balance between the Complainant's desire for privacy and confidentiality and its responsibility to provide an environment free of discrimination.

The University has a duty to investigate even if the student declines to file a complaint or demand action. The University may require complete disclosure of all relevant facts in cases of egregious discrimination.

## Reporting Procedures for Civil Rights and Title IX Violations

The University encourages prompt reporting of complaints so that a rapid response can be made and appropriate action can be taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination or harassment. As necessary, the University may initiate a complaint, serve as Complainant, and initiate University proceedings without a formal complaint by the alleged victim.

You may wish to report to the University to access support or file a complaint against a University student, faculty, staff member, or third party who engaged in the unwelcome behavior. Please be aware that in most cases, any University employee who receives a complaint of this nature must report all pertinent information to a designated school officer charged with responding.

Any student who feels that they have been subjected to discrimination by a student or by the University through any of its employees, contractors, entities, policies, procedures, or programs may file a complaint to the Title IX and/or Deputy Title IX Coordinator. This includes inquiries or complaints concerning the application of Title IX. The University encourages submission of complaints in written form. Complaints should clearly describe the incident, incorporate supporting documentation, and describe the desired remedy. Reports of discrimination, harassment and/or retaliation may be made using any one of the following options:

- Report directly to the Title IX and/or Deputy Coordinator's office
- Call or email the complaint to [titleIX@jfkku.edu](mailto:titleIX@jfkku.edu)

### **Title IX Coordinator**

Susan Sermeno

John F. Kennedy University

100 Ellinwood Way, Room S-201

Pleasant Hill, CA 94523-4817

Phone: (925) 969-3339

Email: [titleIX@jfkku.edu](mailto:titleIX@jfkku.edu)

Office for Civil Rights Reporting. The accuser has the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education (OCR). An accuser is not required to use the school's grievance process before filing such a complaint.

Office for Civil Rights

400 Maryland Avenue SW

Washington, DC 20202-100

Customer Service Hotline: (800) 421-3481

TDD#: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

The University will complete its investigation and make findings on a complaint filed at the University, even if a complaint has also been filed with the Office for Civil Rights.

## **Conduct that is Criminal in Nature**

The University has authority to address these complaints in a non-criminal context. The University process is completely separate from the police and courts.

For any incident that potentially involves criminal activity, a Complainant may wish to report directly to law enforcement in addition to, or instead of, reporting to the University. In addition, in some cases there may be time-sensitive considerations for reporting to law enforcement, such as the option to have medical or other evidence collected and preserved. University personnel can assist a Complainant in making a report to law enforcement. A Complainant may pursue both the University process and the criminal process simultaneously. In addition, state law may require a University official to report certain crimes to law enforcement if the police have not already been notified.

## **Procedures for Civil Rights and Title IX Complaints**

Students who believe that they have been subjected to unlawful discrimination or harassment, sexual harassment, including sexual assault, and sexual violence, carried out by employees, faculty, students and/or third parties, may use the following informal and formal procedures to resolve their complaint. Under the Civil Rights and Title IX grievance procedures students may, at any time, elect to stop these procedures.

Upon receiving a report or complaint, the University's Title IX and/or Deputy Title IX Coordinator will review the complaint and conduct an immediate inquiry to determine whether there is reasonable cause to believe that there was a violation of the policy prohibiting class-based discrimination or harassment, i.e. a reasonable person would determine that further inquiry is warranted. Conflicts of interest (real or perceived) by those handling the Title IX grievance procedure is prohibited. Either party may raise bias or conflict of interest regarding the Title IX Coordinator(s) or others handling the Title IX Grievance Procedures. Reports of bias or conflict of interest committed by the Title IX Coordinator(s) should be reported to the University President or Provost.

Office of the President

John F. Kennedy University

100 Ellinwood Way

Pleasant Hill, CA 94523-4817

Phone: (925) 969-3302

## **Initial Inquiry**

If the initial inquiry indicates there is not reasonable cause to believe that there was a violation of the policy, the designated officer will close the case. In some cases, the University may attempt to resolve the complaint through mediation or intervention with the parties, although these methods will not be utilized in cases of sexual violence.

If the initial inquiry indicates that there is reasonable cause to believe that the policy may have been violated, the designated officer will begin the formal grievance procedure described below. If there is reasonable cause to believe a violation occurred and mediation is not used, the University will initiate a thorough, equitable, impartial and prompt investigation designed to provide a reliable determination about whether or not a violation has occurred.

## **Investigation**

An investigation will be conducted by individuals who have received specialized training in conducting civil rights-based investigations. In general, the investigation may include interviews with the parties, interviews with relevant witnesses, the identification, solicitation and review of any information relevant to the investigation including educational or personnel records and available police reports, and consultation with expert witnesses as the investigator deems necessary. An investigative record keeping file will be maintained for the purpose of adequate documentation of the proceedings.

Location of Incident. All complaints will be reviewed regardless of where the conduct occurred, including conduct occurring online or through technological means, to determine whether the conduct occurred in the context of an educational program or had continuing effects on campus or in an off-campus educational program or activity.

## **Timeliness**

The University encourages prompt reporting of complaints so that a rapid response can be made and appropriate action can be taken. There is no time limit on filing a complaint as long as the accused individual remains subject to the University's jurisdiction although a significant delay in reporting may negatively affect the ability of the investigator to gather information about what occurred.

## **Time Frame for Resolution**

The University will resolve complaints in a prompt manner, and will make best efforts to resolve complaints within 60 calendar days, with additional time for any appeals. A concurrent criminal investigation by police may impact this time frame. All parties will be provided with periodic updates as to the status of the case as the parties' desire and as is reasonable. Notification will be provided to parties when additional time will be necessary, as well as the process for extending deadlines.

## **Interim Steps During the Resolution**

The Title IX and/or Deputy Title IX Coordinator will take interim steps to protect a Complainant while the case is pending. Depending on the case, the Complainant's wishes and what is reasonably available, these steps may include changes to academic and working situations over which the University has control, directing the Respondent to not have contact with a Complainant, excluding a Respondent from parts of campus, or providing a Complainant with an escort on campus, counseling, health, and mental health services, and sources of advocacy and support. Any adjustments will be designed to minimize the burden on the Complainant's educational program. The designated officer may modify work or academic arrangements during an investigation as it deems necessary, in order to protect the safety or welfare of a member of the campus community or to allow the Complainant to continue to receive the benefits of education. These steps will be taken promptly and at no cost to the Complainant, and the University will continue to take these steps if a sexual violation is found to have occurred.

The Title IX and/or Deputy Title IX Coordinator will discuss retaliation with the parties. Parties who believe they have been retaliated against due to participation in a grievance proceeding should notify the Title IX and/or Deputy Title IX Coordinator as soon as possible.

The Title IX and/or Deputy Title IX Coordinator may place a Respondent on an interim suspension pending the resolution of the case where there is a substantial concern for the health, safety, or welfare of any person, and will notify the respondent by email if this occurs. An interim suspension means that the student cannot attend class and must remain off of University property until the grievance procedure is completed. Should a Respondent need to be on campus during this period, they must submit a request to the Title IX and/or Deputy Title IX Coordinator in writing 24 hours in advance, including the reason for needing to be on campus and the specific date, time frame and location

requested. The Title IX and/or Deputy Title IX Coordinator will review the request and respond as to whether or not the request has been approved. Until the student receives written approval granting their request, their presence on campus will be considered trespass and law enforcement will be contacted.

## **Procedures for Complaints Involving a University Student as Respondent**

Designated and reasonably prompt timeframes for the major stages of the complaint process will be established (including notification to the parties when additional time will be necessary), as well as the process for extending deadlines. The University will inform the parties at regular intervals of the status of its investigation. The procedure will include a provision for weighing requests by complainants not to proceed with a formal resolution, including criteria for when to proceed with a full investigation and when to limit the investigation (including, for the latter, specifications of steps that can be taken while honoring the request). The parties have the right to end the Informal process and begin the formal process at any time.

### **Confidential Reporting**

The availability of confidential reporting and the identity of the employee responsible for evaluating requests for confidentiality and the range of appropriate factors that will be considered in weighing confidentiality requests will be provided. The University will take steps to investigate and respond to complaints consistent with a complainant's request for confidentiality, but that its ability to respond may be limited in the event of such a request (including pursuing discipline against the accused) and/or that it may have to override a request to meet its obligations in limited instances.

### **The Respondent**

The University will contact the Respondent by email to notify them of the investigation, describe the alleged misconduct and the policies it may violate, and offer the Respondent the opportunity to meet with the investigator in person or by phone to respond to the allegations within the timeframe described in the email. Notice to the Respondent is considered received on the date the email is sent. If the Respondent fails to attend a meeting by the specified date, or if the Respondent schedules but does not attend or attends but does not participate, the investigator may complete the investigation, issue findings, and, as appropriate, issue sanctions without the Respondent's participation. The University encourages Respondents to participate in the grievance process.

When a John F. Kennedy University Student is identified as the Respondent, The Title IX and/or Deputy Title IX Coordinator will review the complaint and determine the most appropriate method for responding. Options may include voluntary informal mechanisms like mediation and/or a formal investigation as described.

### **Rights to the Parties**

The University will use best efforts to provide equitable rights to the parties throughout the resolution process:

- The parties are afforded similar and timely access to any documents and information used at a hearing, including the University's Title IX investigation report.
- The parties are afforded an equal right to have an advisor/representative of their choice at the hearing, including whether an attorney may serve in this role.
- Parties are equally permitted expert testimony, and equal cross examination of witnesses.
- Parties are not restricted from discussing and sharing Information relating to their complaint with others that may support them or assist them in presenting their case.

- Parties may not personally question or cross-examine each other during a hearing.
- Parties are afforded fair and equitable appeal/review rights of the initial investigation/determination regarding the complaint, the hearing outcome, and/or the sanctions/remedies.
- Parties are afforded equal opportunities to participate in any further process.

Both parties have the right to identify witnesses and provide other information relevant to the investigation. Evidence of the Complainant's past relationships with anyone other than the accused is inadmissible. The Complainant and Respondent will not be permitted to directly question each other and are not required to be present together at any point in the grievance process. The Complainant is not required to be present at the hearing as a prerequisite to proceed.

## **Advisor**

The parties are afforded an equal opportunity to have an advisor or representative of their choice at any meeting or hearing, equally present for the entirety of a hearing. An advisor may be a friend, mentor, family member, attorney, or any other supporter a party chooses. Witnesses may not serve as advisors. Equal restrictions apply to the ability of advisors/representatives to speak or otherwise participate during a hearing. Any attorney acting as an advisor may not formally represent a party in University Administrative proceedings. The investigator may exclude any advisor who disrupts a meeting.

## **Finding**

The investigation will result in a finding as to whether or not the policy has been violated. The finding will be based on a preponderance of the evidence standard of proof utilized in both the investigating and adjudicating of Title IX complaints, i.e., whether it is more likely than not that the conduct occurred. A written notice to the parties of the outcome of the complaint, included whether sex discrimination was found will be provided.

## **Sanctions and Remedies**

When the accused is found not responsible for the alleged violation, the investigation will be closed and the Complainant and Respondent notified. When the accused is found responsible for the violation, the University will take action to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the victim and the University community. The Title IX and/or Deputy Title IX Coordinator will determine the consequences or sanctions for the Respondent and remedies for the Complainant, and as appropriate, the University community.

Any student found responsible for a violation may receive sanctions ranging from probation to expulsion along with any other sanctions, depending on the severity of the incident and considering factors such as any previous incidents. The Title IX and/or Deputy Title IX Coordinator reserves the right to broaden or lessen this range of sanctions in the event of mitigating factors or egregiously offensive behavior. Sanctions imposed are implemented immediately unless the President delays their implementation in extraordinary circumstances pending the outcome of an appeal as described below.

## **Long Term Remedies/Actions**

The University will determine which remedies may be offered to a Complainant depending on the nature of the case, including changes to academic or work obligations under the school's control. Possible remedies may include providing an escort to ensure that the Complainant can move safely between classes; ensuring the Complainant and Respondent do not share classes or extracurricular activities; providing victim services such as counseling and academic support services; or arranging for a Complainant to retake a class, have extra time to complete a class, or withdraw from a class without an academic or financial penalty.

## **Decision**

The Complainant and Respondent will be informed of the finding, the rationale for the finding and any relevant sanctions to the extent permissible by law simultaneously and via email, usually within one week of the decision.

If the decision finds that the Complainant falsely accused another of discrimination or harassment knowingly or in a malicious manner, the Complainant will be subject to appropriate sanctions.

## **Retaliation**

Retaliatory action of any kind by any member of the University community against anyone seeking redress under these procedures, cooperating in the investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

## **Appellate Procedures for Civil Rights Issues**

A party may file a written appeal within ten (10) days of receipt of the findings from the Title IX Coordinator. Any party may appeal, but appeals are limited to the following grounds:

1. To consider new evidence unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of the new evidence and its potential impact must be included in the request for appeal; or
2. The sanctions imposed are substantially disproportionate in the severity of the violation; or
3. The grievance procedure was not followed which significantly impacted the outcome.

Upon receipt of the Appeal, the Title IX Coordinator will forward a copy to the other party(ies), who may file a response within fourteen (14) days and/or bring their own appeal on separate grounds. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within ten (10) days. These response or appeal requests will be shared with each party.

The Title IX Coordinator will render a written decision on the appeal within ten (10) days of the resolution of the appeal or remand. Once an appeal is decided, the outcome is final; further appeals are not permitted, even if a decision or sanction is changed on remand. All parties will be informed in writing within three (3) days of the outcome of the Appeals Panel, without significant delay between notifications, and in accordance with the standards for notice of outcome as defined above.

# Juris Doctor Academic Program

## Description of Program

The School 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.

Courses include all of the subjects tested on the California Bar Examination and a variety of electives and practical skills- training classes for today's practice of law.

To meet the needs of students who have work responsibilities and/or family commitments, day and evening classes are offered. Insufficient day enrollment may require students to take evening courses.

## Admission Requirements

To be eligible for admission to the JD program in the School of Law with regular status, applicants must have:

- A bachelor's degree from an accredited college or university
- The Law School Admissions Test (LSAT)
- A complete report from the Law School Admissions Council demonstrating an ability to successfully complete the rigors of law school
- A personal statement

It is not required, but recommended that potential students submit:

- Resume
- Letters of recommendation

## Degree Requirements

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

- Successful completion of 82 units of study in accordance with the prescribed curriculum
- Successful completion of all required courses
- The maximum amount of credit for internships and independent studies allowed in the 82 credit-hour JD program is 8 credit hours. This credit maximum is of 10% of the total hours required for graduation is set by the CalBar
- Completion of at least 50 credit-hours of the degree requirements through enrollment in courses at John F. Kennedy University School 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
- 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



# California 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](http://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 School of Law.

Applications for the FYLSX are accepted only through the online application process available at [www.admissions.calbar.ca.gov](http://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 School of Law, but who subsequently passes the FYLSX, may apply for readmission to the School of Law. If the student is readmitted, they 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](http://www.admissions.calbar.ca.gov).

The student is responsible for submitting the application to the State Bar by the established deadlines.

## 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 of The State Bar of California, 180 Howard Street, San Francisco, CA 94105, 415.538.2303, or at [www.calbar.ca.gov](http://www.calbar.ca.gov).

# Residency Requirements

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 School 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 50 credit-hours by enrollment in courses at the School of Law.

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

# Internship Requirement

All School 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 School of Law Housing Advocacy Clinic or Elder Law Clinic will also satisfy the JFKU Service Learning Program requirement.

# 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 them 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 of off-campus internship can be applied to the degree.

# Clinics

## Housing Advocacy Clinic

The Housing Advocacy Clinic is an innovative collaborative effort between JFK University School of Law and Northern California's largest legal aid provider, Bay Area Legal Aid (BayLegal) available to students in the California Bay Area. This innovative program places law students in our on-campus clinical offices to provide direct representation to low-income clients facing the imminent threat of a loss of their housing. The Clinic represents defendants in Superior Court unlawful detainer actions, provides assistance to clients in Rent Board proceedings and Housing Authority grievance hearings, advocates on behalf of tenants with habitability defects and in fair housing matters, seeks to recover security deposits, and provides counseling at the San Francisco Tenants' Union, Concord Tenants Clinic, and Project Homeless Connect.

The Clinic strives to meet the two-fold purpose of teaching students to be advocates for social justice through direct hands-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 legal advocate for their clients. 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 complicated 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 classes also include discussion of practice 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 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 units. 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 and judicial internships
- While all placements will involve a small number of clerical and administrative tasks, the substantial majority of the work the student performs in their 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, clerical, 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 their enrollment in Law 625.
- A student must work 60 hours in their placement for each unit of Law 625 in which they enroll
- 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 increased units.

Law 625 is offered only on a Credit/No Credit basis. To receive a grade of "Credit" for Law 625, a student must, no later than the last day of the term of enrollment:

- Complete the required number of hours
- Document all hours on the signed Weekly Clinical Logs and submit them to the Director of Clinical and Public Interest Law Programs;
- Submit at least two writing samples, which may include research memoranda, motions, correspondence (such as opinion/demand letters), transcripts of hearings presented or depositions taken, or such other writing samples that demonstrate work performed during the student's placement, and Evidence; and
- Submit, or have the student's 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 may also complete The State Bar of California's application for such certification. The application is available by download at [www.admissions.calbar.ca.gov](http://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 School 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 651/651A: 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 School of Law administration office or clinical office.

## BarBri Bar Review Program

John F. Kennedy University School of Law has teamed with BarBri, one of the nation's preeminent bar examination companies, 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 with 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. Students in their final year of law school will take 2 courses (5 units) of early bar examination preparation – Extended Bar Review A and B. Upon completion of both courses, students are seamlessly transitioned into the full two-

month BarBri Intensive Bar Review Program. Upon completion of the Early Start Paced Program, students are seamlessly transitioned into the full two-month BarBri Intensive Bar Review

These are completely customized and unique bar study programs designed to increase the overall success rate of JFK University School of Law students on the California Bar Examination.

## Spring Admission Program

The School 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 Mid-Year 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 Mid-Year Admissions Program join other first-year students entering the following Fall Semester and continue their studies as one cohort with minor adjustments.

## Curriculum

The School of Law offers both full-time and part-time programs.

The three- and four-year curriculum plans for the Juris Doctor degree consist of a carefully sequenced schedule of 82 units.

Please refer to your Academic and Finance Advisor for additional policies regarding curriculum planning and matriculation requirements.

## Deviations from Standard Curriculum

Any student who deviates from the standard curriculum, whether with or without approval, cannot be guaranteed a specific graduation date, nor can s/he be assured of compliance with the residency requirement of The Committee of Bar Examiners of the State Bar of California for eligibility to take the California Bar Examination. Deviation from the standard curriculum without prior written permission from the Dean's office may result in administrative withdrawal from non-conforming courses.

## Full-Time, Fall Entry

| <i>FIRST YEAR COURSES</i> | <i>Course Title</i> | <i>Units</i> |
|---------------------------|---------------------|--------------|
| <i>Fall Semester</i>      |                     |              |
| Law-112A                  | Torts A             | 3            |
| Law-115A                  | Contracts A         | 3            |
| Law-117                   | Legal Methods       | 2            |
| Law-120                   | Criminal Law        | 3            |
| <i>Spring Semester</i>    |                     |              |

|                            |                               |        |
|----------------------------|-------------------------------|--------|
| Law-112B                   | Torts B                       | 3      |
| Law-115B                   | Contracts B                   | 3      |
| Law-125                    | Legal Research and Writing    | 3      |
| Law-318                    | Criminal Procedure            | 3      |
| <i>Summer Semester</i>     |                               |        |
|                            | Electives                     | Varies |
| <i>SECOND YEAR COURSES</i> |                               |        |
| <i>Fall Semester</i>       |                               |        |
| Law-214A                   | Civil Procedures and Skills A | 3      |
| Law-216A                   | Evidence A                    | 3      |
| Law-320A                   | Constitutional Law A          | 3      |
| Law-212A                   | Real Property A               | 3      |
|                            | Electives                     | Varies |
| <i>Spring Semester</i>     |                               |        |
| Law-214B                   | Civil Procedure and Skills B  | 3      |
| Law-216B                   | Evidence B                    | 3      |
| Law-212B                   | Real Property B               | 3      |
| Law-320B                   | Constitutional Law B          | 3      |
|                            | Electives                     | Varies |
| <i>Summer Semester</i>     |                               |        |
| Law-310                    | Trial Advocacy                | 3      |
|                            | Electives                     | Varies |
| <i>THIRD YEAR COURSES</i>  |                               |        |
| <i>Fall Semester</i>       |                               |        |
| Law-315                    | Wills and Trusts              | 3      |

|                                                                     |                             |                 |
|---------------------------------------------------------------------|-----------------------------|-----------------|
| Law-418                                                             | Professional Responsibility | 2               |
| Law-425                                                             | Business Associations       | 3               |
| Law ***                                                             | Ext. Bar Review A           | 3               |
|                                                                     | Electives                   | Varies          |
| <i>Spring Semester</i>                                              |                             |                 |
| Law-313                                                             | Community Property          | 2               |
| Law-420                                                             | Remedies                    | 3               |
| Law ***                                                             | Ext. Bar Review B           | 2               |
| Law-428                                                             | Advanced Legal Writing      | 1               |
|                                                                     | Electives                   | Varies          |
| <i>Semester Units (Excluding Elective Units)</i>                    |                             | <i>69 Units</i> |
| <i>Elective Units</i>                                               |                             | <i>13 Units</i> |
| <i>TOTAL UNITS (Including Elective Units &amp; Hours): 82 Units</i> |                             |                 |

\*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.

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.

## Full-Time, Spring Entry

| <i>FIRST YEAR COURSES</i> | <i>Course Title</i> | <i>Units</i> |
|---------------------------|---------------------|--------------|
| <i>Spring Semester</i>    |                     |              |
| Law-117                   | Legal Methods       | 3            |
| Law-120                   | Criminal Law        | 3            |

|                            |                               |        |
|----------------------------|-------------------------------|--------|
|                            | Electives                     | Varies |
| <i>Summer Semester</i>     |                               |        |
|                            | Electives                     | Varies |
| <i>Fall Semester</i>       |                               |        |
| Law-115A                   | Contracts A                   | 3      |
| Law-112A                   | Torts A                       | 3      |
| Law-214A                   | Civil Procedures and Skills A | 3      |
| Law-318                    | Criminal Procedure            | 3      |
| <i>Spring Semester</i>     |                               |        |
| Law-112B                   | Torts B                       | 3      |
| Law-115B                   | Contracts B                   | 3      |
| Law-125                    | Legal Research and Writing    | 3      |
| Law-214B                   | Civil Procedure and Skills B  | 3      |
| <i>Summer Semester</i>     |                               |        |
|                            | Electives                     | Varies |
| <i>SECOND YEAR COURSES</i> |                               |        |
| <i>Fall Semester</i>       |                               |        |
| Law-216A                   | Evidence A                    | 3      |
| Law-320A                   | Constitutional Law A          | 3      |
| Law-212A                   | Real Property A               | 3      |
|                            | Electives                     | Varies |
| <i>Spring Semester</i>     |                               |        |
| Law-216B                   | Evidence B                    | 2      |
| Law-212B                   | Real Property B               | 3      |
| Law-320B                   | Constitutional Law B          | 3      |



|                                                                     |                             |                 |
|---------------------------------------------------------------------|-----------------------------|-----------------|
|                                                                     | Electives                   | Varies          |
| <i>Summer Semester</i>                                              |                             |                 |
| Law-310                                                             | Trial Advocacy              | 3               |
|                                                                     | Electives                   | Varies          |
| <i>THIRD YEAR COURSES</i>                                           |                             |                 |
| <i>Fall Semester</i>                                                |                             |                 |
| Law-315                                                             | Wills and Trusts            | 3               |
| Law-418                                                             | Professional Responsibility | 2               |
| Law-425                                                             | Business Associations       | 3               |
| Law ***                                                             | Ext. Bar Review A           | 3               |
| <i>Spring Semester</i>                                              |                             |                 |
| Law-313                                                             | Community Property          | 2               |
| Law-420                                                             | Remedies                    | 3               |
| Law ***                                                             | Ext. Bar Review B           | 2               |
| Law-428                                                             | Advanced Legal Writing      | 1               |
| <i>Semester Units (Excluding Elective Units)</i>                    |                             | <i>69 Units</i> |
| <i>Elective Units</i>                                               |                             | <i>13 Units</i> |
| <i>TOTAL UNITS (Including Elective Units &amp; Hours): 82 Units</i> |                             |                 |

\*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.

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.
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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.

## Part-Time, Fall Entry

| <i>FIRST YEAR COURSES [4]</i> | <i>Course Title</i>          | <i>Units</i> |
|-------------------------------|------------------------------|--------------|
| <i>Fall Semester</i>          |                              |              |
| Law-112A                      | Torts A                      | 3            |
| Law-115A                      | Contracts A                  | 3            |
| Law-117                       | Legal Methods                | 3            |
| <i>Spring Semester</i>        |                              |              |
| Law-112B                      | Torts B                      | 3            |
| Law-115B                      | Contracts B                  | 3            |
| Law-125                       | Legal Research and Writing   | 2            |
| <i>Summer Semester</i>        |                              |              |
|                               | Electives                    | Varies       |
| <i>SECOND YEAR COURSES</i>    |                              |              |
| <i>Fall Semester</i>          |                              |              |
| Law-214A                      | Civil Procedure and Skills A | 3            |
| Law-216A                      | Evidence A                   | 3            |
| Law-120                       | Criminal Law                 | 3            |
|                               | Electives                    | Varies       |
| <i>Spring Semester</i>        |                              |              |
| Law-214B                      | Civil Procedure and Skills B | 3            |
| Law-216B                      | Evidence B                   | 2            |
| Law-318                       | Criminal Procedure           | 3            |
|                               | Electives                    | Varies       |
| <i>Summer Semester</i>        |                              |              |
| Law-310                       | Trial Advocacy               | 3            |

|                            |                             |        |
|----------------------------|-----------------------------|--------|
|                            | Electives                   | Varies |
| <i>THIRD YEAR COURSES</i>  |                             |        |
| <i>Fall Semester</i>       |                             |        |
| Law-315                    | Wills and Trusts            | 3      |
| Law-212A                   | Real Property A             | 3      |
| Law-320A                   | Constitutional Law A        | 3      |
|                            | Electives                   | Varies |
| <i>Spring Semester</i>     |                             |        |
| Law-313                    | Community Property          | 3      |
| Law-212B                   | Real Property B             | 3      |
| Law-320B                   | Constitutional Law B        | 3      |
|                            | Electives                   | Varies |
| <i>Summer Semester</i>     |                             |        |
|                            | Electives                   | Varies |
| <i>FOURTH YEAR COURSES</i> |                             |        |
| <i>Fall Semester</i>       |                             |        |
| Law-418                    | Professional Responsibility | 3      |
| Law-425                    | Business Associations       | 3      |
| Law ***                    | Ext. Bar Review A           | 3      |
|                            | Electives                   |        |
| <i>Spring</i>              |                             |        |
| Law-420                    | Remedies                    | 3      |
| Law-428                    | Advanced Legal Writing      | 1      |
| Law ***                    | Ext. Bar Review B           | 2      |
|                            | Electives                   | Varies |

|                                                                     |                 |
|---------------------------------------------------------------------|-----------------|
| <i>Semester Units (Excluding Elective Units)</i>                    | <i>69 Units</i> |
| <i>Elective Units</i>                                               | <i>13 Units</i> |
| <i>TOTAL UNITS (Including Elective Units &amp; Hours): 82 Units</i> |                 |

\*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.

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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.

## Part-Time, Spring Entry

| <i>FIRST YEAR COURSES [4]</i> | <i>Course Title</i> | <i>Units</i> |
|-------------------------------|---------------------|--------------|
| <i>Spring Semester</i>        |                     |              |
| Law-120                       | Criminal Law        | 3            |
| Law-117                       | Legal Methods       | 3            |
|                               | Electives           | Varies       |
| <i>Summer Semester</i>        |                     |              |
|                               | Electives           | Varies       |
| <i>Fall Semester</i>          |                     |              |
| Law-112A                      | Torts A             | 3            |
| Law-115A                      | Contracts A         | 3            |
| Law-318                       | Criminal Procedure  | 3            |
| <i>Spring Semester</i>        |                     |              |
| Law-112B                      | Torts B             | 3            |

|                            |                              |        |
|----------------------------|------------------------------|--------|
| Law-115B                   | Contracts B                  | 3      |
| Law-125                    | Legal Research and Writing   | 3      |
| <i>Summer Semester</i>     |                              |        |
|                            | Electives                    | Varies |
| <i>SECOND YEAR COURSES</i> |                              |        |
| <i>Fall Semester</i>       |                              |        |
| Law-214A                   | Civil Procedure and Skills A | 3      |
| Law-216A                   | Evidence A                   | 3      |
| Law-212A                   | Real Property A              | 3      |
|                            | Electives                    | Varies |
| <i>Spring Semester</i>     |                              |        |
| Law-214B                   | Civil Procedure and Skills B | 3      |
| Law-216B                   | Evidence B                   | 2      |
| Law-212B                   | Real Property B              | 3      |
|                            | Electives                    | Varies |
| <i>Summer Semester</i>     |                              |        |
| Law-310                    | Trial Advocacy               | 3      |
|                            | Electives                    | Varies |
| <i>THIRD YEAR COURSES</i>  |                              |        |
| <i>Fall Semester</i>       |                              |        |
| Law-315                    | Wills and Trusts             | 3      |
| Law-425                    | Business Associations        | 3      |
| Law-320A                   | Constitutional Law A         | 3      |
|                            | Electives                    | Varies |
| <i>Spring Semester</i>     |                              |        |

|                                                                     |                             |                 |
|---------------------------------------------------------------------|-----------------------------|-----------------|
| Law-313                                                             | Community Property          | 2               |
| Law-420                                                             | Remedies                    | 3               |
| Law-320B                                                            | Constitutional Law B        | 3               |
| Law ***                                                             | Ext. Bar Review A           | 2               |
| Law-428                                                             | Advanced Legal Writing      | 1               |
| <i>Summer Semester</i>                                              |                             |                 |
|                                                                     | Electives                   | Varies          |
| <i>FOURTH YEAR COURSES</i>                                          |                             |                 |
| <i>Fall Semester</i>                                                |                             |                 |
| Law-418                                                             | Professional Responsibility | 2               |
| Law ***                                                             | Ext. Bar Review B           | 3               |
|                                                                     | Electives                   | Varies          |
| <i>Semester Units (Excluding Elective Units)</i>                    |                             | <i>69 Units</i> |
| <i>Elective Units</i>                                               |                             | <i>13 Units</i> |
| <i>TOTAL UNITS (Including Elective Units &amp; Hours): 82 Units</i> |                             |                 |

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# Course Descriptions

## Course Codes

Course codes include a course prefix and number. The course prefix identifies the content area of a course and the number identifies the course-level.

## JD Required Courses

### Law-112A - Torts

*Semester Credits: 3*

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. Beneath 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.

### Law-112B - Torts

*Semester Credits: 3*

Prerequisites: Law-112A

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. Beneath 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.

### Law-115A - Contracts

*Semester Credits: 3*

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 non-contracting parties; and the remedies for failure to fulfill contractual duties.

### Law-115B - Contracts

*Semester Credits: 3*

Prerequisites: Law-115A

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 non-contracting parties; and the remedies for failure to fulfill contractual duties.

### Law-117 - Legal Methods

*Semester Credits: 3*

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 useful 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.

### Law-120 - Criminal Law

*Semester Credits: 3*

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.

## **Law-125 - Legal Research and Writing**

*Semester Credits: 2*

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."

## **Law-212A - Real Property**

*Semester Credits: 3*

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 practitioner in the areas of conveyance, land use, and finance.

## **Law-212B - Real Property**

*Semester Credits: 3*

Prerequisites: Law-212A

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 practitioner in the areas of conveyance, land use, and finance.

## **Law-214A - Civil Procedure and Skills**

*Semester Credits: 6*

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 collect 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.

## **Law-214B - Civil Procedure and Skills**

*Semester Credits: 3*

Prerequisites: Law-214A

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 collect 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.

## **Law-216A - Evidence**

*Semester Credits: 3*

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.

## **Law-216B - Evidence**

*Semester Credits: 2*

Prerequisites: Law-216A

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.



## Law-310 - Trial Advocacy

*Semester Credits: 3*

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 stages of the trial. (Students who have completed one of the clinical programs (Housing Advocacy, Elder Law Clinic, or Children, Families & the Law Internship), 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.)

## Law-312 - Electronic Research

*Semester Credits: 2*

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.

## Law-313 - Community Property

*Semester Credits: 2*

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.

## Law-315 - Wills and Trusts

*Semester Credits: 3*

This course examines the law of intestate succession; the drafting, execution, revocation, and revival of wills; the nature of trusts; selected aspects of the law of future interests; and the creation of durable powers of attorney and other vehicles for establishing family rights and protections.

## Law-318 - Criminal Procedure

*Semester Credits: 3*

An in-depth examination and discussion of the development of federal criminal procedure and the evolution of constitutional case law are utilized and applied to landmark cases. This course focuses primarily on the Fourth, Fifth, Sixth, and Fourteenth Amendments and the attendant rights of and limitations upon the individual defendant, law enforcement, the prosecutor, and the criminal defense attorney.

## Law-320A - Constitutional Law

*Semester Credits: 3*

This course reviews the constitutional system of the United States, including the role of the judiciary; division of powers between the states and the federal government; powers of the president and Congress; limitations on the powers of government for the protection of life, liberty, and property; federal and state citizenship; and the constitutional protection of individual rights.

## Law-320B - Constitutional Law

*Semester Credits: 3*

This course reviews the constitutional system of the United States, including the role of the judiciary; division of powers between the states and the federal government; powers of the president and Congress; limitations on the powers of government for the protection of life, liberty, and property; federal and state citizenship; and the constitutional protection of individual rights.

## Law-418 - Professional Responsibility

*Semester Credits: 6*

This course explores the modern challenges to fulfilling the attorney's professional responsibility and the far more profound dilemmas facing a responsible attorney seeking to practice ethically 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.

## Law-420 - Remedies

*Semester Credits: 3*

This course identifies and distinguishes the types of recovery available to a plaintiff for both legal 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.

## Law-425 - Business Associations

*Semester Credits: 3*

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.

## Law-428 - Advanced Legal Writing

*Semester Credits: 2*

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.

## JD Electives

### Law-410 - Law and Motion Practice

*Semester Credits: 2*

Prerequisites: Law 214A/B: Civil Procedure and Skills

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.

### Law-412 - Contract Drafting

*Semester Credits: 2*

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 "boilerplate"). 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.

### Law-416 - Moot Court

*Semester Credits: 2 to 3*

Prerequisites: Law 214A/B: Civil Procedure and Skills

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 problem and required to develop an appellate brief for one side of

the case generally, but oral arguments for both sides of the 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.)

## Law-590 - Topics in Law

*Semester Credits:* 1 to 3

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

## Law-610 - Alternative Dispute Resolution

*Semester Credits:* 2

Prerequisites: Law 214A/B: Civil Procedure and Skills

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.

## Law-614 - Bankruptcy Law

*Semester Credits:* 1

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.

## Law-621 - Civil Rights Law

*Semester Credits:* 2

Prerequisites: Law 320A/B: Constitutional Law A/B

This course analyzes the manner in which the 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.

## Law-625 - Internship Placement

*Semester Credits:* 1 to 8

Experiential learning is a proven way to reinforce classroom learning and to prepare for the practice of law. Through the Internship Program, students have an opportunity to engage in legal work under the supervision of a qualifying attorney, judge, government agency, or public interest organization. Through this work, students gain insight into the law and legal processes and see the practical application of doctrine and skills taught in the classroom. (For additional enrollment and course requirements, please consult JFK University College of Law's Internship Handbook.) [Registration for Law 625 is only by permission of the clinical program director.]

## Law-628 - Housing Advocacy Clinic

*Semester Credits:* 3

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. Students staff an advice and counseling hotline, provide direct representation to clients at risk of losing their housing, and attend weekly seminars and conferences to develop strong lawyering skills and to discuss the political ramifications of their work. [Registration for Law 628 is only by permission of the clinical program director.]

## Law-630 - Elder Law Clinic

*Semester Credits:* 3

This clinical program allows students to examine the legal concepts and the impact of existing law and policy on the elder community. Under the supervision of the clinic director, students will provide direct representation to elders seeking restraining orders and will provide public education about elder issues.

[Registration for Law 630 is only by permission of the clinical program director.]

## **Law-638 - Employment Law**

*Semester Credits: 2*

Prerequisites: Law 214A/B: Civil Procedure and Skills

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.

## **Law-639 - Environmental Law**

*Semester Credits: 2*

Prerequisites: Law 212A/B: Real Property A/B

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.

## **Law-642 - Federal Income Taxation**

*Semester Credits: 2*

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 codes, the characterization of income and deductions, the deferral and non-recognition of income and deductions, and the role of the lawyer in tax planning and advising.

## **Law-651 - Children, Families, and the Law**

*Semester Credits: 3*

Prerequisites: Law 212A/B: Real Property A/B

This course covers basic family law issues in-depth and includes an introduction to domestic violence, juvenile dependency, adoption and artificial reproduction, guardianships, child abduction, elder law, and other related issues.

## **Law-652 - Immigration Law**

*Semester Credits: 2*

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 processes 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.

## **Law-656 - International Law**

*Semester Credits: 2*

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.

## Law-657 - Intellectual Property

*Semester Credits:* 2

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.

## Law-661 - Juvenile Law

*Semester Credits:* 1

Prerequisites: Law 120: Criminal Law

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.

## Law-675 - Mediation Skills Training

*Semester Credits:* 2

This class will focus on Alternative Dispute Resolution (ADR) and will provide you with a foundation for understanding the differing ways we can resolve disputes without resorting to litigation. Although we will discuss many different forms of alternative dispute resolution, we will be focusing much of our time on the two main forms of ADR—mediation and negotiation. We will be learning different theories of conflict and conflict resolution that can help you diagnose the root of the conflict, as well as learning some of the basic skills that mediators

and negotiators use including active listening, reframing, BATNA analysis, and game theory—all skills that you can incorporate into your practice as lawyers, whether you go into ADR or not. We will also examine the ethical considerations inherent in ADR and the role of conflict and conflict resolution.

## Law-680 - Trial of Socrates

*Semester Credits:* 2 to 4

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.

## Law-699 - Independent Study

*Semester Credits:* 1 to 3

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 is expected to demonstrate that (1) they have 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.

# Academic Administration & Faculty

| Name                                                                                                             | Qualifications                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hutton, Lisa S., Dean/Faculty                                                                                    | JD, 1999, John F. Kennedy University                                                                                                                                    |
| Prochovnick, Ora S., Faculty/Director of Clinical/Public Interest Law Programs, Housing Advocacy Clinic Director | JD, 1984, New College of California<br>Real Property, Marriage Equality, Housing Advocacy Clinic                                                                        |
| Zimba, Pamela, Faculty/Supervisor of Elder Law Clinic                                                            | JD, 1986, Ventura College of Law<br>LLM, 2004, Golden Gate University<br>Civil Procedure and Skills, Elder Law Clinic, Advanced Legal Writing                           |
| Diermier, Jamie L., Assistant Law Library                                                                        | MLIS, 2015, San Jose State University                                                                                                                                   |
| Chandler, Alison                                                                                                 | J.D., 2004, University of San Francisco<br>Trial Advocacy, Evidence                                                                                                     |
| Clapp, Peter W., Faculty                                                                                         | JD, 1982, Hastings College of the Law<br>Torts, Business Associations, Contract Drafting                                                                                |
| Judge Davis, Lewis                                                                                               | J.D., 1981, University of the Pacific, McGeorge School of Law<br>Evidence                                                                                               |
| Domingo, Michelle, Faculty                                                                                       | JD, 2012, John F. Kennedy University<br>Federal Practice                                                                                                                |
| Ficenech, James J., Faculty                                                                                      | JD, 1989, University of California, Berkeley<br>Trial Advocacy, Business Associations                                                                                   |
| Guzmen, Mary Grace                                                                                               | J.D., 2008, Santa Clara University<br>Professional Responsibility                                                                                                       |
| Harper, Patrice                                                                                                  | J.D., 2003, Harvard Law School<br>Constitutional Law                                                                                                                    |
| Kanios, Chris Gus, Faculty                                                                                       | JD, 1980, New College of California<br>Torts, The Legal Profession, Trial of Socrates                                                                                   |
| Kelley, Ian Booth, Faculty                                                                                       | JD, 2001, New College of California<br>Criminal Law, Criminal Procedure, The USA Patriot Act and Issues in National Security, Contemporary Issues in Constitutional Law |
| McAuliff, Martin                                                                                                 | J.D., 1989, Suffolk University Law School<br>Constitutional Law, Criminal Law, Criminal Procedure                                                                       |
| Mills, Nicole, Faculty                                                                                           | JD, cum laude, 1996, Cornell Law School<br>Professional Responsibility, Remedies, Legal Methods                                                                         |
| Pao, Roger                                                                                                       | J.D., 2006 Harvard Law School<br>Business Associations                                                                                                                  |
| Peters, Helen, Faculty                                                                                           | JD, 1987, Thomas Jefferson College of Law<br>Community Property                                                                                                         |
| Reay, Bill                                                                                                       | Ph.D., UNL School of Law<br>Health Care Law                                                                                                                             |
| Tonsing, Dennis                                                                                                  | J.D., 1973, Southwestern Law School<br>Contract Law                                                                                                                     |
| Vanderputten, Crystal                                                                                            | J.D., 2003, University of San Francisco<br>Law and Motion                                                                                                               |
| Woods, Julie                                                                                                     | J.D., 2010, Notre Dame University<br>Legal Research & Writing                                                                                                           |

# **Student Events & Associations**

## **JFK University Law Students' Association**

The JFK University Law Students' Association (LSA) is an organization of the students enrolled in JFK University School of Law. The LSA elects officers each fall and meets regularly with the dean throughout the school year to discuss matters that affect law students and to facilitate communication between the law school administration, faculty, and students. The LSA also sponsors extracurricular events for law students, including mixers, speaker forums, and graduation celebrations.

## **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 overriding 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@jfk.edu](mailto:stugov@jfk.edu).

# Directory

| <i>JFK UNIVERSITY DIRECTORY</i>                                                   |                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|
| University Receptionist (main switchboard)                                        | (925) 969-3300                                                      |
| Academic and Finance Advisor (AFA)                                                | Heather Hughes-Smith<br>(619) 245-6036; hhughessmith@nationaled.org |
| NUS Writing Center                                                                | writingcenter@jfk.edu                                               |
| Financial Aid Office                                                              | (925) 969-3385; finaids@jfk.edu                                     |
| Student Accounts                                                                  | (925) 969-3160; accounting@jfk.edu                                  |
| Registration Office                                                               | registration@jfk.edu                                                |
| Office of Accessibility Services                                                  | access@jfk.edu                                                      |
| Student Government Association                                                    | stugov@jfk.edu                                                      |
| <i>SCHOOL OF LAW DIRECTORY</i>                                                    |                                                                     |
| Lisa S. Hutton, Dean                                                              | lhutton@jfk.edu                                                     |
| Sherrill Hall, Executive Assistant to the Dean                                    | shall@jfk.edu                                                       |
| Britt Jeppesen, Administrative Assistant                                          | bjepesen@jfk.edu                                                    |
| <i>CORE FACULTY</i>                                                               |                                                                     |
| Chris Kanios, Professor                                                           | ckanios@jfk.edu                                                     |
| Ora Prochovnick, Professor, Director of Clinical and Public Interest Law Programs | oprochovnick@jfk.edu                                                |
| Pamela Zimba, Assistant Professor, Supervisor of Elder Law Clinic                 | pzimba@jfk.edu                                                      |