



Juris Doctor (JD) Program Catalog

2017-2018



JOHN F. KENNEDY UNIVERSITY

An affiliate of the National University System

PLEASANT HILL, CALIFORNIA | JFKU.EDU | (844) 890-6912

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History

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.

Locations

JFK University maintains three campuses:
Pleasant Hill, Berkeley, and San Jose.

Total JFK University Enrollment	1,430
Faculty	238
Student Age Range.....	23-85

Accreditations

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

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

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

MISSION STATEMENT

The mission of the College 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.



WELCOME LETTER FROM THE PRESIDENT

Dear Student,

Welcome to John F. Kennedy University!

You are joining a University that is committed to the mission established in honor of one of the most innovative presidents in the history of the United States. Founded in 1964, John F. Kennedy University has served over 60,000 graduates by providing access to a rigorous, innovative education that integrates theory and life experience. At the beginning of each new academic year, we have an opportunity to reflect on the legacy of President John F. Kennedy. This year we honor him by remembering his belief that all Americans should have equal educational opportunities, and that an optimistic future is shaped by informed citizens. We are reminded by President Kennedy's words, "Every great age is marked by innovation and daring — by the ability to meet unprecedented problems with intelligent solutions. In a time of turbulence and change, it is more true than ever that knowledge is power." These words are as true today as they were when he spoke them.

President Kennedy believed in the capability of Americans to inspire ideas and to take action. As a result of these beliefs, advancements in education, human rights, immigration, and economic equality were realized. The University takes seriously the responsibility to carry forward the ideals of justice and equality; compassion and potential. These ideals are manifest in the John F. Kennedy University commitment that all graduates will be able to demonstrate intellectual skills and apply specialized knowledge in their chosen field AND they will be able to apply relevant ethical principles to inform decision making; effectively practice with an awareness of a multicultural and diverse community; and demonstrate a commitment to community service.

The John F. Kennedy University experience is engaging, student-focused, and student-centered. Faculty, who are passionate about their disciplines and profession, enjoy mentoring students and provide them with personalized attention both in and out of the classroom. The Student Experience team includes enrollment advisors, academic counselors, writing consultants, career specialists and support personnel who provide services ranging from academic tutoring, research guidance, accommodations for disabled students and support for community service opportunities. All students have access to the Undergraduate Success Center and the Valor Center is dedicated to supporting veterans. Thank you for joining our community! We are here to support your success and as you embark on this journey towards graduation, we know you have transformed in such a way as to improve your life and the lives of those in your community and across the globe!

Debra Bean

President



WELCOME LETTER FROM THE DEAN

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

There are many factors to consider when choosing the right law school for you - the curriculum, the faculty, your fellow students, and the alumni, to name a few. Our innovative curriculum combines substantive courses in law with courses in trial and appellate advocacy, legal research and writing, 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. The students at JFK University come from a diverse array of backgrounds and experiences which enriches every aspect of life and education at JFK University, and our supportive alumni network mentors JFK University law students and provides internships to train our students to become ethical and socially responsible advocates.

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

Dean E. Barbieri

Dean of the College of Law

THE COLLEGE

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

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

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

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

As part of the law school's mission statement, the College of Law advocates the participation of the lawyer in public service. Our clinical programs introduce the student to the valuable work lawyers play in improving the lives of the disadvantaged.

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

Other University Colleges

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

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

Accreditation

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

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

LAW LIBRARY

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

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

The Law Library also contains practical resources for law clerking and the practice of law, including California and federal forms books and procedural guides. Study and Bar Examination

aids and career planning resources are also available.

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

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

JD ACADEMIC PROGRAM

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

JD/MBA Program

In conjunction with the College of Law, the College of Business and Professional Studies offers a Juris Doctor and Master of Business Administration (JD/MBA) dual degree for legal and business professionals who want an interdisciplinary education grounded in social justice, community service, and socially responsible leadership. Students completing this four-year curriculum of full-time study will receive two degrees: a Juris Doctor and a Master of Business Administration. Students may also enroll part-time. Juris Doctor courses are offered on JFK University's Pleasant Hill campus. The MBA is a hybrid program with some face-to-face courses offered in Pleasant Hill and some courses fully or partially online.

The curriculum is designed to build students' core knowledge and skills in both disciplines, preparing them to take leadership roles in the legal field and in organizations. The JD/MBA is comprised of rigorous graduate coursework in both the legal and business administration fields. The program is offered to both full-time

and part-time students. It requires four years (full-time program) or four-and-one-half years (part-time program) of study. The College of Law offers an 80 (semester) unit full-time or part-time JD program. The MBA program consists of 30 (quarter) units and is typically completed by full-time students in one full year. The MBA waives 12 (quarter) units of its specialization classes in addition to six (quarter) units of required courses, which would otherwise be required in the MBA program. The College of Law waives four (semester) units of electives for the program.

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

Admission Requirements

All JD/MBA applicants must be admitted to the College of Law under the criteria established for all JD applicants. This includes a bachelor's degree, the Law School Admissions Test (LSAT), and a complete report from the Law School Admissions Council demonstrating an ability to successfully complete the rigors of law school. Letters of recommendation, a personal statement, and an interview with a core faculty member also are required under the admissions criteria. The College of Law is accredited by The Committee of Bar Examiners of The State Bar of California.

Students may apply for admission to the JD/MBA program during their initial application to the College of Law or they may apply to the JD program first and then apply for the joint program during the spring semester of their first year of law studies. Students already in the JFK University law program must maintain a 70.00 GPA for admission to the joint degree program.

Clinical and Public Interest Law Programs

Children, Families, and the Law (CFL) Clinic

This program is designed for students considering a practice directed towards children, families, and the law, a field that has grown exponentially with the evolving definition of family. Issues often intersect and overlap in areas of family law, juvenile law, domestic violence, adoption, parentage, guardianship, immigration, and elder law. Exposure and experience in multiple doctrines and settings are necessary for effective practice in these related areas of the law.

The CFL curriculum provides interested students both the traditional substantive law and specific practice skills needed to become talented practitioners in the field. Students will be placed in CFL internships focused on developing practice skills such as interviewing and counseling clients; working with interdisciplinary forensic experts in related fields such as accounting, estate planning, and mental health; expert witness preparation; and drafting actual pleadings and agreements used in practice. Students will also gain firsthand experience in the jurisdiction and practices of local courts handling these matters.

The weekly seminar will address the practical and ethical issues faced by practitioners in this field, will address issues of common interest among student interns, and will explore related topics of special interest. In addition, students will staff a monthly settlement workshop assisting self-represented litigants in dissolution cases.

Housing Advocacy Clinic

The Housing Advocacy Clinic is an innovative collaborative effort between JFK University College of Law and Northern California's largest legal aid provider, Bay Area Legal Aid (BayLegal). 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, seeks to recover security deposits, and in fair housing matters, and provides counseling at the San Francisco Tenants' Union 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.

Legal Clinic for Elders

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 Legal

Clinic for Elders 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

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

Internship Program and Clinic Requirements

Enrollment in Law 625 (Internship Program), Law 630 (Legal Clinic for Elders), Law 628 (Housing Advocacy Clinic), and/or Law 651/651A (Children, Families, and the Law) 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 internships.

While all placements will involve a small number of clerical and administrative tasks, the substantial majority of the work the student performs in his/her placement must engage the student in substantive legal activities, such as legal research, motion and other legal drafting, client contact, discovery, negotiations, witness interviewing, etc. Any significant time spent on administrative, 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 his/her enrollment in Law 625.

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

Students may take and repeat Law 625 for a maximum of eight units of credit. This number will be reduced by enrollment in Independent Study and/or Law Review units. 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 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 as demonstrate work performed during the student's placement; 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. Please be sure to carefully read the materials included with the application packet, including the Rules Governing the Practical Training of Law Students. Note that, at a minimum, Certified Student status requires:

- good academic standing;
- completion of one full year of at least 270 classroom hours of law study, in good academic standing, at an accredited law school;
- current enrollment in or completion of Civil Procedure and Skills; and
- supervision by a presently active member of The State Bar of California who has been admitted and is in good standing for at least five years when supervision commences.

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

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 or online at my.jfku.edu/ICS/Syllabi/College_of_Law/Internship_and_Clinic_Packets.jnz.

Enrollment in Law 630: Legal Clinic for Elders, 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 College of Law administration office or clinical office.

Service Learning Requirement

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

Children, Families, and the Law Certificate

The College of Law also offers a specialized curriculum in Children, Families, and the Law (CFL) for students who plan on practicing law in this vital and expanding field. The legal skills, knowledge, and experience required for practitioners in this area

have grown exponentially with the evolving definition of family. Issues often intersect and overlap in areas of family law, juvenile law, domestic violence, adoption, parentage, guardianship, immigration, and elder law. Exposure and experience in multiple doctrines and settings are necessary for effective practice in these related areas of the law.

The CFL curriculum provides interested students both the traditional substantive law and specific practice skills needed to become talented practitioners in the field. CFL course work will augment doctrinal and skills courses with experiential learning and a thorough examination of the ethical responsibilities of lawyers specific to this practice. Students will be placed in internships which focus on developing practice skills such as interviewing and counseling clients; working with interdisciplinary forensic experts in related fields such as accounting, estate planning, and mental health; expert witness preparation; and drafting actual pleadings and agreements used in practice. Students will also gain firsthand experience in the jurisdiction and practices of local courts handling these matters.

Public Interest/Public Sector Legal Careers Day

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

BarBri Bar Review Program

John F. Kennedy University College of Law has teamed with BarBri, the nation's preeminent bar examination company, to offer its students a uniquely customized bar study program. Beginning in their first year of law school, all registered JFK University law students receive a full California Bar Examination study program included 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. Graduating law students begin preparing for the California Bar Examination in their final semester with the Early Start Paced Program. Upon completion of the Early Start Paced Program, students are seamlessly transitioned into the full two-month BarBri Intensive Bar Review. This completely customized and unique bar study program is designed to increase the overall success rate of JFK University College of Law students on the California Bar Examination.

Academic Advising

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

Student Handbook

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

Events for Students

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

CURRICULUM

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

The three- and four-year curriculum plans for the Juris Doctor degree consist of a carefully sequenced schedule of 84 units. Please refer to the College of Law's Student Handbook for additional policies regarding curriculum planning and matriculation requirements. Please refer to the Schedule of Classes, published approximately three weeks before the start of each term, for specific course offerings, dates, and times.

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

Full-Time, Three-Year Curriculum^[1]

FIRST YEAR ⁽⁴⁾		Units	Hours of Instruction	Grading ⁽²⁾⁽³⁾
Fall				
Law 112A	Torts A	3*	45*	NU
Law 115A	Contracts A	3*	45*	NU
Law 116A	Exam Skills Lab A	1*	30*	CR/NC
Law 117	Legal Methods	2	30	CR/NC
Law 120	Criminal Law	3	45*	NU
Spring				
Law 112B	Torts B	3*	45*	NU
Law 115B	Contracts B	3*	45*	NU
Law 116B	Exam Skills Lab B	1*	30*	CR/NC
Law 125	Legal Research and Writing	2	30	CR/NC
Law 318	Criminal Procedure	3	45	NU
Summer				
Law 312	Electronic Research	2	30	CR/NC
	Electives			
SECOND YEAR				
Fall				
Law 212A	Real Property A	3*	45*	NU
Law 214A	Civil Procedure & Skills A	3*	45*	NU
Law 216A	Evidence A	3*	45*	NU
Law 320A	Constitutional Law A	3*	45*	NU
	Electives			
Spring				
Law 212B	Real Property B	3*	45*	NU
Law 214B	Civil Procedure & Skills B	3*	45*	NU
Law 216B	Evidence B	2*	30*	NU
Law 320B	Constitutional Law B	3*	45*	NU
	Electives			
Summer⁽⁵⁾⁽⁶⁾				
Law 310	Trial Advocacy	3	45	NU
	Electives			
THIRD YEAR				
Fall				
Law 315	Wills and Trusts	3	45	NU
Law 414	Appellate Advocacy	3	45	NU
Law 418	Professional Responsibility	2	30	NU
Law 425	Business Associations	3	45	NU
	Electives			
Spring				
Law 313	Community Property	2	30	NU
Law 420	Remedies	3	45	NU
Law 428	Advanced Legal Writing	2	30	CR/NC
	Electives			
TOTAL UNITS (Including Elective Units & Hours): 84 Units / 1,260 Hours of Instr.				

* 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.

- [1] Students who deviate from the curriculum without prior written permission may be administratively withdrawn from classes, cannot be guaranteed a specific graduation date, cannot be guaranteed financial aid eligibility, and cannot be assured compliance with the residency requirement of The Committee of Bar Examiners of The State Bar of California necessary to sit for the California Bar Examination.
- [2] Numerically graded courses calculated into grade point average.
- [3] Credit/No Credit courses not calculated into grade point average.
- [4] Special Status students must take and pass the First-Year Law Students' Examination (FYLSX) following completion of all first-year courses. Students required to take the FYLSX are not eligible to enroll in their second year of studies until they pass the FYLSX within the first three administrations of that exam for which the student is eligible.
- [5] Students are encouraged to enroll in Law and Motion or Contract Drafting.
- [6] Students who have completed one of the on-campus clinical programs (Housing Advocacy, Legal Clinic for Elders, 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.

Part-Time, Four-Year Curriculum^[1]

FIRST YEAR ⁽⁴⁾		Units	Hours of Instruction	Grading ⁽²⁾⁽³⁾
Fall				
Law 112A	Torts A	3*	45*	NU
Law 115A	Contracts A	3*	45*	NU
Law 116A	Exam Skills Lab A	1*	30*	CR/NC
Law 117	Legal Methods	2	30	CR/NC
Spring				
Law 112B	Torts B	3*	45*	NU
Law 115B	Contracts B	3*	45*	NU
Law 116B	Exam Skills Lab B	1*	30*	CR/NC
Law 125	Legal Research and Writing	2	30	CR/NC
Summer				
Law 310	Electronic Research	2	30	CR/NC
	Electives			
SECOND YEAR				
Fall				
Law 120	Criminal Law	3	45	NU
Law 214A	Civil Procedure & Skills A	3*	45*	NU
Law 216A	Evidence A	3*	45*	NU
	Electives			
Spring				
Law 214B	Civil Procedure & Skills B	3*	45*	NU
Law 216B	Evidence B	2*	30*	NU
Law 318	Criminal Procedure	3	45	NU
	Electives			
Summer⁽⁵⁾				
Law 310	Trial Advocacy	3	45	NU
	Electives			
THIRD YEAR⁽⁶⁾				
Fall				
Law 212A	Real Property A	3*	45*	NU
Law 315	Wills and Trusts	3	45	NU
Law 320A	Constitutional Law A	3*	45*	NU
	Electives			
Spring				
Law 212B	Real Property B	3*	45*	NU
Law 313	Community Property	2	30	NU
Law 320B	Constitutional Law B	3*	45*	NU
	Electives			
Summer⁽⁵⁾				
	Electives			

(Curriculum continued on next page)

* 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.

- [1] Students who deviate from the curriculum without prior written permission may be administratively withdrawn from classes, cannot be guaranteed a specific graduation date, cannot be guaranteed financial aid eligibility, and cannot be assured compliance with the residency requirement of The Committee of Bar Examiners of The State Bar of California necessary to sit for the California Bar Examination.
- [2] Numerically graded courses calculated into grade point average.
- [3] Credit/No Credit courses not calculated into grade point average.
- [4] Special Status students must take and pass the First-Year Law Students' Examination (FYLSX) following completion of all first-year courses. Students required to take the FYLSX are not eligible to enroll in their second year of studies until they pass the FYLSX within the first three administrations of that exam for which the student is eligible.
- [5] Students are encouraged to enroll in Law and Motion or Contract Drafting.
- [6] Students who have completed one of the on-campus clinical programs (Housing Advocacy, Legal Clinic for Elders, 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.

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

FOURTH YEAR				
Fall				
Law 414	Appellate Advocacy	3	45	NU
Law 418	Professional Responsibility	2	30	NU
Law 425	Business Associations	3	45	NU
	Electives			
Spring				
Law 420	Remedies	3	45	NU
Law 428	Advanced Legal Writing	2	30	CR/NC
	Electives			
TOTAL UNITS (Including Elective Units & Hours): 84 Units / 1,260 Hours of Instr.				

Four-Year JD/MBA Program Curriculum*

YEAR ONE – JD (30 SEMESTER UNITS)		
Law 112A/B	Torts	(6) Sem.
Law 115A/B	Contracts	(6) Sem.
Law 116A/B	Exam Skills Lab	(2) Sem.
Law 117	Legal Methods	(2) Sem.
Law 120	Criminal Law	(3) Sem.
Law 125	Legal Research and Writing	(2) Sem.
Law 312	Electronic Research	(2) Sem.
Law 318	Criminal Procedure	(3) Sem.
	Electives	(3) Units
YEAR TWO – MBA (30 QUARTER UNITS)		
BUS 5020	Financial Management	(3) Qtr.
BUS 5035	Visionary Leadership and Sustainability	(3) Qtr.
BUS 5040	Marketing Management	(3) Qtr.
BUS 5052	Managerial Economics	(3) Qtr.
BUS 5055	MBA Capstone	(3) Qtr.
BUS 5096	Accounting for Managers or BUS5310 Accounting for Non Profit and Other Entities	(3) Qtr.
BUS 5385	Leading a Global Workforce	(3) Qtr.
Students must choose a total of three other MBA courses for a total of nine quarter units.		
YEAR THREE – LAW STUDIES (29 SEMESTER UNITS)		
Law 212A/B	Real Property	(6) Sem.
Law 214A/B	Civil Procedure and Skills	(6) Sem.
Law 216A/B	Evidence	(5) Sem.
	Electives	(12) Sem.
YEAR FOUR – JD (21 SEMESTER UNITS)		
Law 313	Community Property	(2) Sem.
Law 315	Wills and Trusts	(3) Sem.
Law 320A/B	Constitutional Law	(6) Sem.
Law 418	Professional Responsibility	(2) Sem.
Law 420	Remedies	(3) Sem.
Law 425	Business Associations	(3) Sem.
Law 428	Advanced Legal Writing	(2) Sem.
TOTAL UNITS REQUIRED FOR DEGREES		
JD – 80 Semester Units		
MBA – 30 Quarter Units		
PREREQUISITES FOR BUS 5055		
MBA Capstone are BUS 5020, BUS 5035, BUS 5040, BUS 5052, BUS 5099, BUS 5385, and BUS 5475		

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

** The MBA program is on a quarter system.

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

YEAR ONE – JD (22 SEMESTER UNITS)		
Law 112A/B	Torts	(6) Sem.
Law 115A/B	Contracts	(6) Sem.
Law 116A/B	Exam Skills Lab	(2) Sem.
Law 117	Legal Methods	(2) Sem.
Law 125	Legal Research and Writing	(2) Sem.
Law 312	Electronic Research	(2) Sem.
	Electives	(2) Sem.
YEAR TWO – MBA* (21 QUARTER UNITS)		
BUS 5020	Financial Management	(3) Qtr.
BUS 5035	Visionary Leadership and Sustainability	(3) Qtr.
BUS 5040	Marketing Management	(3) Qtr.
BUS 5052	Managerial Economics	(3) Qtr.
BUS 5096	Accounting for Managers	(3) Qtr.
BUS 5385	Leading a Global Workforce	(3) Qtr.
	Electives	(3) Qtr.
YEAR THREE – JD (25 SEMESTER UNITS)		
Law 120	Criminal Law	(3) Sem.
Law 214A/B	Civil Procedure and Skills	(6) Sem.
Law 216A/B	Evidence	(5) Sem.
Law 313	Community Property	(2) Sem.
Law 318	Criminal Procedure	(3) Sem.
	Electives	(6) Sem.
YEAR FOUR – JD/MBA (26 SEMESTER UNITS AND 6 QUARTER UNITS)		
Law 212A/B	Real Property	(6) Sem.
Law 315	Wills and Trusts	(3) Sem.
Law 320A/B	Constitutional Law	(6) Sem.
Law 420	Remedies	(3) Sem.
	Electives	(8) Sem.
MBA Class selected from Year 2 - MBA Curriculum		
BUS 5055	MBA Capstone: Managing Strategy, Planning, and Innovation**	(3) Qtr.
YEAR 4.5 – JD (7 SEMESTER UNITS)		
Law 418	Professional Responsibility	(2) Sem.
Law 425	Business Associations	(3) Sem.
Law 428	Advanced Legal Writing	(2) Sem.

* The MBA program is on a quarter system. MBA courses are offered twice a year in the Fall and Spring or Winter and Summer quarters. It is recommended that students take two classes per quarter.

** MBA Capstone is offered only in Fall and Spring quarters.

Deviations from the Standard Curriculum

Deviations from the standard curriculum set forth on pages 8-13 of this catalog are not permitted without written authorization from the Dean or Associate Dean. 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.

Maximum and Minimum Course Loads

A full-time student may not enroll in more than 15 units or less than 10 units per semester, except for summer session. A part-time student may not enroll in a program of more than 10 units or less than eight units per semester except during summer session. Prior written permission is required from the Dean's office, upon a showing of good cause, for an exception to be made. Units earned through a combination of Independent Study projects and the Internship Program may not exceed 10 percent of the total residence credit toward a degree or 40 percent of residence credit earned in any academic period. Students on financial aid carrying fewer than three units in any term should contact the Financial Aid Office.

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 or probation and may petition the Academic Standards Committee if they seek to avoid an adverse academic action.

Residency Requirement

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

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

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

Attendance

State Bar regulations require each law student at a California State Bar-accredited law school to attend a minimum of 80 percent of the meetings for each course for which s/he receives 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, Independent Study, and Law Review, are not subject to this rule, but have performance standards that assure that students complete assigned work in a timely manner that substantially meets the requirements of this section.

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

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

As noted above, a student who violates this rule will receive an "FW" for the class. This grade will be entered even

though the student has continued to attend class and has taken and passed the final examination. If a student believes that his/her attendance has been incorrectly determined, s/he may file a petition with the Dean's office within 14 calendar days of the date the final grades are posted at the College of Law. The review of the petition by the Dean's office will be limited to whether or not absences were properly recorded and exceeded 20 percent of the classroom meetings.

Administrative Dismissal

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

Degree Requirements

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

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

John F. Kennedy University Engaged: Service Learning Program

Beginning in January 2015, all new enrolling graduate and undergraduate degree students will be required to complete 30 hours of service learning in a community project prior to graduation. Students will work with faculty and staff to design a project that demonstrates a commitment to the University's core beliefs that education should be transformative and "change the world".

REQUIRED COURSES

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

Torts*

Law 112A/B 6 units (3 units fall/3 units spring)

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.

Contracts*

Law 115A/B 6 units (3 units fall/3 units spring)

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.

Examination Skills Lab*

Law 116 A/B 2 units (1 unit fall/1 unit spring)

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

Legal Methods

Law 117 2-3 units, variable (2 units fall/
3 units mid-year entry)

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.

Criminal Law

Law 120 3 units (3 units fall/3 units spring
mid-year entry)

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.

Legal Research and Writing

Law 125 2 units (2 units spring/2 units summer
mid-year entry)

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

Real Property*

Law 212A/B 6 units (3 units fall/3 units spring)

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.

Civil Procedure and Skills*

Law 214A/B 6 units (3 units fall/3 units spring)

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.

Evidence*

Law 216A/B 5 units (3 units fall/2 units spring)

Within the context of the California Evidence Code and the Federal Rules of Evidence, students analyze the nature of judicial proof and consider the theory and application of the rules regulating the admission and exclusion of testimonial and documentary proof.

Trial Advocacy

Law 310 *3 units (3 units summer)*

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 on-campus clinical programs (Housing Advocacy, Legal Clinic for Elders, 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.)

Electronic Research

Law 312 *2 units (2 units summer)*

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.

Community Property

Law 313 *2 units (2 units spring)*

This course examines the California community property system, including general principles of classifying marital property, management and control of community property, liability of marital property for debts and torts of the spouses, and division of community property on dissolution or death.

Wills and Trusts

Law 315 *3 units (3 units fall)*

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.

Criminal Procedure

Law 318 *3 units (3 units spring)*

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.

Constitutional Law*

Law 320A/B *6 units (3 units fall/3 units spring)*

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.

Appellate Advocacy

Law 414 *3 units (3 units fall)*

In this course, students study appellate practice and procedure, the appellate process, appellate court rules, writ practice, and strategies for structuring a case for appellate review. Students prepare and submit a formal appellate brief and participate in an oral argument competition.

(Students who have completed one of the on-campus clinical programs (Housing Advocacy, Legal Clinic for Elders, 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.)

Professional Responsibility

Law 418 *2 units (2 units fall)*

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.

Remedies

Law 420 *3 units (3 units spring)*

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.

Business Associations

Law 425 *3 units (3 units fall)*

In addition to covering the basic principles governing sole proprietorships, partnerships, and corporations, this course reviews the law of agency, state corporation laws, and federal and state securities laws that regulate public and closed corporations. The course also examines the processes and systems that provide for the issuance of shares, corporate structure and governance, the liability of corporate managers, and restrictions on dividends and distributions.

Advanced Legal Writing

Law 428 *2 units (2 units spring/fall)*

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.

JFKU Engaged Service Learning

SVL 5000 *0 units*

As part of a JFKU University initiative, JFKU Engaged encourages student engagement in our communities. All new students who enrolled in winter 2015 and after must perform 30 hours of community service as a requirement for graduation. Students may serve at a volunteer organization of their choice; an organization suggested by JFKU Engaged; or through an internship, clinic, or practicum that is a component of their program. Through this online course, students will submit a service learning proposal, maintain a log of hours worked, write a reflection and final essay, and complete a final project summary. Students will receive feedback from their volunteer-site supervisor.

NOTE: Students who are fulfilling their Service Learning requirement through an internship, clinic, or practicum component of their program will still register for this course but are only required to submit a proposal form.

ELECTIVES

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

Law and Motion Practice

Law 410 *2 units*

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

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

Contract Drafting

Law 412 *2 units (2 units summer)*

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.

Moot Court

Law 416 *2-3 units, variable*

Law 214A/B: Civil Procedure and Skills A/B is a prerequisite to Law 416.

Moot Court provides students an opportunity to learn and develop appellate advocacy skills while representing the College of Law at a selected statewide or national moot court competition. Students are presented with the competition case 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.)

Topics in Law

Law 590 *1-3 units*

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

Alternative Dispute Resolution

Law 610 *2 units*

Law 214A/B: Civil Procedure and Skills A/B is a prerequisite to Law 610.

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

Bankruptcy Law

Law 614 *1-2 units, variable*

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

Civil Rights Law

Law 621 *2 units*

Law 320A/B: Constitutional Law A/B is a prerequisite to Law 621.

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

Internship Placement

Law 625 *1-8 units, variable*

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.]

Housing Advocacy Clinic

Law 628 *3 units*

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.]

Legal Clinic for Elders

Law 630 *3 units*

This on-campus 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.]

Civil Discovery

Law 637 *2 units*

Law 214A/B: Civil Procedure and Skills A/B is a prerequisite to Law 637.

This course provides an overview of the application of the California Civil Discovery Act in civil practice. Students will learn about the effective use of discovery tools including interrogatories, requests for admissions, and depositions. Students will also draft and respond to motions to compel discovery responses. Special attention will be devoted to the proper application of the attorney-client privilege and attorney work product privileges in the context of civil discovery practice.

Employment Law

Law 638 *2 units*

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

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

Environmental Law

Law 639 *2 units*

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

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

Family Law

Law 641 *2 units*

Law 313: Community Property is a prerequisite to Law 641.

This course is an introduction to the law of domestic relations, including antenuptial agreements, dissolution, support, marital property, and custody issues, with a particular focus on resolving domestic disputes through alternatives to the traditional litigation model. Other topics examined include the lawyer's role in dissolution, cohabitation agreements, reproductive rights, and the parent-child relationship.

Federal Income Taxation

Law 642 *2 units*

This is an introductory course in federal income taxation of the individual and corporate taxpayer, including the social policies inherent in the development of the tax 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.

Gender Bias and the Law

Law 646 *2 units*

This course studies both the effect of gender on the law and of the law on gender, or how our society perceives gender. Using cases found in the more standard categories of law, such as employment discrimination, constitutional rights, and criminal sentencing, the course looks beyond these categories to the overall structure and assumptions of law to how the law is used to maintain societal assumptions about gender.

Children, Families, and the Law

Law 651 *3 units*

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

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. This course is a prerequisite to the CFL Internship Seminar to be held in the spring semester and is required for students pursuing completion of the CFL program. Students may enroll even if not pursuing the CFL certification.

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

Children, Families, and the Law Seminar

Law 651A *3 units*

Law 651: Children, Families, and the Law is a prerequisite to Law 651A.

This program provides both the traditional substantive law and specific practice skills needed to become talented practitioners in the field. Students are placed in CFL internships focused on developing practice skills and will gain firsthand experience in the jurisdiction and practices of local courts handling these matters. In addition, students will staff a monthly settlement workshop assisting self-represented litigants in dissolution cases. The weekly seminar will address the practical and ethical issues faced by practitioners in this field and issues of common interest among student interns.

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

Immigration Law

Law 652 *3 units*

This course is an introduction to the law, policies, and procedures regulating the entry of aliens into the United States. Students examine the various avenues and strategies available under existing law to foreign nationals who seek temporary or permanent residence. To this end, students familiarize themselves with the federal agencies and 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.

International Law

Law 656 *2 units*

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

Juvenile Law

Law 661 *1-2 units, variable*

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

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

Mediation Skills Training

Law 675 *2-3 units, variable*

Students are introduced to the fundamentals of mediation, including important distinctions among ADR alternatives. Different types of mediation (evaluative, facilitative, transformative, etc.) are explored, with special emphasis on the requirements and qualifications under the Dispute Resolution Practices Act of 1987. In addition, students receive lecture and study material on mediation and practice mediation and negotiation techniques. Students engage in mock mediations, and special emphasis is given to issues of voluntariness, mediator ethics, maintaining confidences and neutrality, listening skills, negotiating and anticipating problems in compliance, and mastering use of court-approved mediation and evaluation forms.

Students may enroll in Mediation Skills Training for two or three units. Students enrolling in the two-unit course complete only the classroom work described above. Students enrolling in the full three-unit program complete 45 additional hours of work, which involve an orientation with the Contra Costa County Superior Court and mediation or co-mediation of small claims cases referred by the Superior Court, Pittsburg Division. Students enrolling in the three-unit course must receive permission of the instructor prior to registration.

Trial of Socrates

Law 680 *2-4 units, variable*

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

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

Independent Study

Law 699 *1-3 units, variable*

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

FACULTY

Dean E. Barbieri

Dean

BA, 1977, University of California, Davis

JD, 1980, University of San Francisco

Dean Barbieri became dean of John F. Kennedy University College of Law in 2010. Prior to becoming the dean, Mr. Barbieri was the Director for Examinations for The State Bar of California from 2001-2010, where he was responsible for the development of the California Bar Examination and the California First-Year Law Students' Examination. While at The State Bar of California, Dean Barbieri was also involved with the accreditation, regulation, and oversight of the California law schools accredited by The Committee of Bar Examiners. He served as a professional grader of the California Bar Examination and First-Year Law Students' Examination from 1982-2000. From 1981-2000, Dean Barbieri was in private law practice in Contra Costa County and was a partner in the law firm of Watson, Hoffe and Barbieri, specializing in business, commercial, real estate, and alternative dispute resolution law matters. Mr. Barbieri has served on numerous national committees and panels involving the development and administration of s and admission to the legal profession. Dean Barbieri was elected to the City Council of Piedmont, California in 2004, and in 2010 was elected as Mayor of Piedmont.

Josanna Berkow

BS, 1974, Towson State University

JD, 1977, University of Baltimore

Family Law, Children, Families, and the Law

Commissioner Berkow (Ret.) began her legal career as Staff Counsel to U.S. Senator Paul Sarbanes of Maryland. After moving to California, she was a Staff Attorney and Hearing Officer for the Federal Labor Relations Authority in San Francisco, prosecuting unfair labor practice cases and presiding over union election disputes. From 1985-92, Comm. Berkow was a Deputy Attorney General for The State of California, working on felony appeals and cases involving child abduction and support. The Attorney General appointed her Statewide Coordinator for Child Support and Child Abduction, supervising all appeals and representing the Attorney General on public and private policy committees. In 1992, Comm. Berkow was appointed to the Contra Costa County Superior Court bench, where she presided over child custody, child and spousal support, marital property and debt division, paternity, and domestic violence disputes for 20 years. She served on the Administrative Office of the Courts' Judicial Council Advisory Committee on Family and Juvenile Law, the Judicial Council's Family Law Education

Committee, the Center for Judicial Education and Research (CJER) Family Law Institute's Planning Committee, and on the Board of Directors of Kids' Turn; chaired the Contra Costa County Advisory Committee Against Domestic Violence; has taught extensively through CJER, The State Bar of California, the B.E. Witkin Judicial College, the National Council of Juvenile and Family Court Judges, the American Academy of Matrimonial Lawyers, and the Contra Costa County Bar Association; and has written articles for the Administrative Office of the Courts' Journal of the Center for Families, Children and the Courts, National Family Court Review, and The Contra Costa Lawyer. Comm. Berkow co-authored Family Law FORMS (The Rutter Group California Practice Guide).

Esra Bicen

LLB, 1996, Istanbul University

LLM, 2002, Tulane University

International Commercial Contracts

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

Sharon M. Braz

BS, 1968, University of California, San Francisco

JD, 1987, San Francisco Law School

Children, Families, and the Law Seminar, Community Property

Sharon M. Braz was admitted to the State Bar of California in 1987. She is a mediator and a certified family law specialist as well as a former partner in an East Bay family law practice. Sharon has been recognized as a "Super Lawyer" and is listed in the "Best Lawyers in America." She served as President of the Alameda County Family Law Association and as Director North of the California Association of Certified Family Law Specialists. Sharon has been active on the board of many different legal organizations and served as President of the Earl Warren Inn of Court from 2007-2008.

Sharon received her BS in Nursing from UC San Francisco in 1968 and later returned to school to become one of the first Pediatric Nurse Practitioners in the Bay Area. She worked as a public health nurse for Alameda County. She assisted on the Vietnam Airlift by meeting the planes as they arrived and examining the children. She then went on to open The Mother's

Exchange in Alameda, one of the first stores to sell used children's clothing, books, furniture, and maternity clothes. She and her partner combined retail with parent education. After four years, the business was sold and Sharon went on to represent a fashion photographer. Thereafter, she became a legal secretary and a paralegal and worked all day while going to law school at night. She practiced family law for 27 years, volunteering for pro bono work and working with the court.

Piper R. Brewster

BS, 2007, St. Mary's College

BA, 2007, St. Mary's College

JD, 2010, John F. Kennedy University

Exam Skills Lab, Electronic Research

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

Carol A. Brown

BA, 1968, University of Southern California

MA, 1977, California State University, Fullerton

JD, 1984, University of Southern California

Professional Responsibility

Carol retired after over 30 years of civil and administrative law practice in both the private and public sectors. Since 1999, Carol was an administrative law judge with the California Public Utilities Commission, assigned to electric and gas procurement proceedings. She is also trained as an alternative dispute mediator. Ms. Brown also teaches Remedies and Administrative Law as an adjunct at other local law schools.

Geoffrey F. Brown

BA, 1964, University of California, Berkeley

JD, 1970, San Francisco Law School

Criminal Procedure, Evidence

Mr. Brown was dean of the law school at JFK University from 2007-09 after completing a six-year term on the California Public Utilities Commission (CPUC), to which he was appointed by then-Governor Gray Davis in 2001. Prior to his term on the CPUC, he was the Public Defender for the City and County of

San Francisco from 1979-2001, publicly elected to this position six times. He has taught Evidence and Constitutional Law at several Bay Area law schools and sat on the Board of Trustees of San Francisco Law School.

Thomas W. Cain

BA, 1974, University of California, Berkeley

JD, 1979, Golden Gate University

Mediation Skills Training, Comparative Law

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

Peter W. Clapp

BA, 1969, Columbia University

JD, 1982, Hastings College of the Law

Torts, Business Associations, Contract Drafting

Mr. Clapp graduated magna cum laude from Hastings College of the Law in 1982, clerked for one year, and then practiced in the Corporate Restructuring Department of Skadden, Arps, Slate, Meagher & Flom, LLP until 2004. He has published articles on pension and retiree benefit claims in bankruptcy and on bankruptcy legislation. Besides teaching at JFK University, he has taught Business Law to undergraduates at St. Mary's College in Moraga. Mr. Clapp is Of Counsel to Valle Makoff LLP, a litigation firm with offices in Los Angeles and Walnut Creek, where his practice focuses on business and restructuring matters, and is a volunteer attorney at the East Bay Community Law Center in Berkeley, advising on consumer bankruptcy matters.

William Corman

BA, 1973, University of Wisconsin, Madison

JD, 1978, Hastings College of the Law

Employment Law

William Corman is a founder of the Oakland law firm Bogatin, Corman & Gold. Mr. Corman's current practice emphasizes the representation of individuals in public and private sector labor and employment law matters, labor union representation, and counseling of non-profit organizations in employment policies and procedures.

In addition to teaching at JFK University, Mr. Corman has taught courses and lectured extensively in the areas of labor and employment law. Mr. Corman co-authored *California Employment Law Issues in a Down Economy* (Aspatore Publications, 2010).

Jamie L. Diermier

BS, 2013, California State University East Bay

MLIS, 2015, San Jose State University

Assistant Law Librarian

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

Nancy McCullough Engle

BA, 1977, California State University, Hayward

JD, 1998, John F. Kennedy University

Contracts, New Student Orientation

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

James J. Ficenec

BA, 1986, California State University, Sacramento

JD, 1989, University of California, Berkeley

Trial Advocacy, Business Associations

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

Peter Gabel

BA, 1968, Harvard College

JD, 1972, Harvard Law School

PhD, 1981, The Wright Institute

Spirituality, Law & Social Change

Peter Gabel has been a law professor for over 30 years, having taught at UC Berkeley, the University of Minnesota,

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

Joan Grimes

BA, 1981, University of California, Berkeley

JD, 1984, California Western School of Law

Bankruptcy Law Seminar, California Short Sale and Foreclosure Law, California Foreclosure Law and Alternatives, Wills and Trusts

Ms. Grimes is in private practice, specializing in representing debtors in consumer and business bankruptcy cases in California. She was previously an attorney and sales representative for Old Republic Title, where her primary responsibilities were supporting the foreclosure unit and marketing real estate agents. She was also a compliance attorney for Fidelity National Home Warranty and a principal in Grimes & Tang, representing creditors on secured and unsecured transactions.

The Honorable Daniel M. Hanlon (Ret.)

BA, 1962, University of San Francisco

JD, 1964, University of San Francisco

Negotiation, Law and Motion, Civil Discovery

The Honorable Daniel "Mike" Hanlon (Ret.) is a former Presiding Justice of the California Court of Appeal and former Presiding Judge of the San Francisco Superior Court. Justice Hanlon's ADR experience and qualifications come from his distinguished 28-year tenure on the California trial and appellate courts. He currently serves as Special Master in complex insurance, toxic tort, and construction defect cases, and as Neutral Arbitrator in complex insurance, as well as real estate and indemnity cases. He is known for his ability to settle complex cases involving a wide range of civil litigation issues. Justice Hanlon was selected as Neutral Arbitrator for labor disputes under the Charter of the City and County of San Francisco. Justice Hanlon has served as Chair of the California Judges' Association ADR Committee since 2006. Justice Hanlon also serves as an Adjunct Professor of Law, teaching Appellate Law

and Procedure at Empire College of Law since 2006, and is a former Adjunct Professor of Law (Juvenile Law) at the University of San Francisco.

The Honorable Stuart Hing

AA, 1976, Sacramento City College

BS, 1979, California State University, Sacramento

JD, 1985, University of the Pacific, McGeorge School of Law

Civil Procedure and Skills

Judge Stuart Hing was appointed to the Superior Court of California, Alameda County, in July 2008. Prior to his appointment, Judge Hing was a Deputy District Attorney with the Alameda County District Attorney's Office (1985-2008), where he conducted 49 jury trials and 37 non-jury trials. Prior to law school, Judge Hing was a senior marketing representative for Xerox Corporation, where he was #1 in sales for the western region of the United States. He was also a professional musician, playing piano and guitar, and once opened for Earth, Wind, & Fire.

Timothy M. Hyden

BA, 1982, University of California, Davis

JD, 1986, University of the Pacific, McGeorge School of Law

Constitutional Law

Mr. Hyden is in private practice in San Ramon in a civil litigation-based practice, including business and real estate litigation, probate litigation, construction litigation, and family law. Before going into private practice, Mr. Hyden worked for Carr, McClellan, Ingersoll, Thompson & Horn and for Touche Ross & Company in San Francisco. He currently also acts as a court-appointed private fiduciary. Mr. Hyden has twice been voted by the law school's students as Professor of the Year.

Charles H. James

AB, 1962, University of California, Berkeley

JD, 1965, University of California, Berkeley

Criminal Procedure

Mr. James is the former Public Defender of Contra Costa County. A highly experienced trial lawyer, he has handled a large number of serious felony matters and was certified as a Specialist in Criminal Law. He has lectured widely on trial tactics and has served on the Board of Directors of the Contra Costa Legal Services Foundation and as president of the California Public Defenders' Association.

Chris Gus Kanios

Professor, Associate Dean

BA, 1976, San Francisco State University

JD, 1980, New College of California

Torts, The Legal Profession, Trial of Socrates

Professor Kanios is a full-time member of the College of Law's core faculty and has taught law for over 25 years. From 1986-1996, he was dean of New College of California College of Law in San Francisco. He was admitted to practice in California in 1980 and worked in a civil litigation firm specializing in labor law (union side) and plaintiff's personal injury. His innovative, multi-disciplinary course on the Trial of Socrates includes a study/travel component in Greece to visit ancient sites. He has served as Associate Dean for Academic Affairs and as Interim Dean during his tenure at JFK University. He also sits on the University's Faculty Senate Executive Committee and is Chair of its Faculty Quality Committee.

Ian Booth Kelley

AA, 1996, City College of San Francisco

JD, 2001, New College of California

Criminal Law, Criminal Procedure, The USA Patriot Act and Issues in National Security, Contemporary Issues in Constitutional Law

Mr. Kelley has been teaching and practicing law for the past fifteen years, during which time he has litigated cases from trial to the California Supreme Court. He has taught both Constitutional and Criminal Law at several law schools in the Bay Area and periodically lectures on these topics to civic and educational groups. He maintains a private practice in San Francisco with mixed emphasis on criminal, civil, and regulatory matters.

Sara Ramseyer Klein

BA, 1985, Middlebury College

JD, 1990, Hastings College of the Law

Intellectual Property

Ms. Klein is an attorney in Oakland, where her practice focuses on licensing and commercial transactions involving intellectual property. Earlier in her career, she was in-house counsel at Genentech, Inc. and an associate in the international trade group at Baker & McKenzie in San Francisco. Ms. Klein taught Intellectual Property Law in the Law Studies Program at St. Mary's College from 1999-2005, and also teaches the subject at JFK University College of Undergraduate Studies and at Middlebury College in Vermont.

The Honorable William Kolin (Ret.)

BA, 1970, Northern Illinois University
JD, 1974, Chicago-Kent College of Law

Criminal Law, Professional Responsibility

Judge Kolin was in private practice from 1974-94. He served as a Judge for Contra Costa County from 1994, assigned to the Juvenile Division for seven years. He was then assigned to the Walnut Creek Branch of the Superior Court of Contra Costa County until his retirement.

The Honorable David M. Krashna (Ret.)

AB, 1971, University of Notre Dame
JD, 1974, University of California, Berkeley

Drugs, Courts and Society, Juvenile Law

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

Tina Miller

Law Librarian

BA, 1979, University of San Diego
MLIS, 1995, San Jose State University
MA, 2014, John F. Kennedy University

As Law Librarian, Ms. Miller is responsible for the daily operation of the Law Library. She also catalogs, provides reference service, and participates in materials selection. Before coming to JFK University, Ms. Miller worked as a law firm librarian and as Evening Circulation Supervisor at the University of San Diego Legal Research Center.

Helen Peters

BA, 1982, University of Nevada, Reno
JD, 1987, Thomas Jefferson College of Law

Community Property

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

Niromi Pfeiffer

BA, BS 1986, University of California, Davis
JD, 1991 Hastings College of the Law

Appellate Advocacy

Ms. Pfeiffer began her career in private practice in San Francisco, prosecuting complex litigation cases. She later moved to the Department of Fair Employment and Housing, prosecuting employment and housing discrimination cases. In 2001, she joined the Department of Justice, Office of the Attorney General, where she defended employment discrimination actions brought against state agencies. She is currently a Supervising Deputy Attorney General, engaged in State and Federal civil litigation and appellate practice in the areas of Public Entity law, Health law (Medi-Cal), Education law, Dependency law (Foster Care and Adoptions), Social Welfare programs, and Constitutional law. Among her published decisions are *Christy Lynn Donorovich-O'Donnell, et al. v. Kamala D. Harris, Attorney General et al* (2015) 421 Cal.App.4th 1118; *In re Adoption of M.S.* (2010) 181 Cal.App.4th 50 (the first published decision in California on setting aside an inter-country adoption), *Brony v. California Com. on Teach Credentialing* (2010) 184 Cal.App.4th 462; *Mental Health Association in California v. Schwarzenegger* (2010) 190 Cal.App.4th 952; and *Lopez v. Daimler Chrysler Corp.* (2009) 179 Cal.App.4th 1373. She is admitted to the California State Bar (1991); Northern, Eastern, and Central District Courts of California; and the Ninth Circuit Court of Appeal.

Ora S. Prochovnick

Professor, Director of Clinical/Public Interest Law Programs, Housing Advocacy Clinic Director
JD, New College of California

Real Property, Marriage Equality, Housing Advocacy Clinic

Professor Prochovnick is a full-time member of the law school's

core faculty and is the director of the clinical/internship programs for the College of Law. She was previously a professor at New College of California College of Law for 21 years, and was a partner and founding member of Bayside Legal Advocates, a woman-run community law office in the Mission District of San Francisco, where for 10 years her practice focused on tenant advocacy, non-traditional family law, police misconduct cases, and civil rights litigation. Professor Prochovnick is a member of the Bay Area Lawyers for Individual Freedom, the National Lawyers' Guild, the National Lesbian and Gay Law Association, and the S.F. and East Bay Tenants' Bar. She has previously served on the board of directors of the AIDS Legal Referral Panel and on the board of the Eviction Defense Collaborative, and is currently a co-chair of Our Family Coalition and a member of the "Brain Trust" of the National Center for Lesbian Rights. Professor Prochovnick has been frequently recognized for her pro bono contributions, and has received many awards from the State Bar and local bar associations in recognition of her expertise and legal assistance, particularly to the low-income community in the area of housing advocacy, assistance to persons with AIDS, and LGBT rights. She was the recipient of the 1993 State Bar Pro Bono Service Award and the 2003 San Francisco Bar Association Award of Merit, was named a Northern California Super Lawyer by San Francisco Magazine in 2004 and 2005, and received the Transgender Law Center's 2008 Community Ally award. Professor Prochovnick has been a frequent presenter at workshops and seminars for both legal professionals and the general public.

Ivor Samson

BA, 1967, University of California, Berkeley
MSc, 1968, London School of Economics
JD, 1972, University of California, Berkeley

Trial Advocacy

Mr. Samson is a partner in the San Francisco office of Denton US LLP, and Chair of the San Francisco office's Litigation Department. His practice emphasizes all aspects of litigation and trial across a broad range of subject areas. He has been lead trial counsel in over 35 cases that were tried to verdict, including both bench and jury trials, as well as protracted and complex administrative proceedings. He has represented clients in Arizona, Nevada, Texas, Wyoming, and Kansas, as well as California, in matters involving commercial disputes, land use, government contracts, direct and inverse condemnation, labor and employment, administrative law, and regulatory and environmental issues. He has received both the California Lawyer of the Year Award and the Defense Verdict of the Year Award.

Audrey A. Smith

Associate Professor, Director of Legal Research and Writing Program
BA, 1981, University of California, Irvine
JD, 1984, University of Santa Clara

Advanced Legal Writing, Appellate Advocacy, Trial Advocacy, New Student Orientation

Professor Audrey A. Smith is a member of the core faculty of JFK University College of Law. Prior to joining the faculty, Ms. Smith served as a Senior Appellate Court Staff Attorney to the California State Court of Appeal, First District, Division Four, where she assisted the court in reviewing petitions for civil and criminal writs. Ms. Smith was formerly engaged in complex civil litigation practice. She has extensive experience as lead counsel in jury trials, bench trials, and arbitrations, has appeared before the California Court of Appeal, and has worked as a consultant on appeals. Ms. Smith was a shareholder with the law firm of Wartnick, Chaber, Harowitz, Smith & Tigerman. She has served as court-appointed counsel to children and adults in confidential juvenile dependency proceedings. Ms. Smith serves on the editorial board of the Contra Costa County Bar Association publication *Contra Costa Lawyer* and is an active member, master, in the Edward J. McFetridge American Inn of Court.

James T. Straw

BA, 1973, University of California, Los Angeles
JD, 1977, Southwestern University

Real Property

James Straw has taught Real Property at JFK University College of Law for over 34 years, since August 1981. A UCLA undergraduate, Jim went to Southwestern University School of Law in Los Angeles, and worked as a Law Clerk for Ticor Title Insurance Company while in law school. In 1977, he joined the legal department of Chicago Title Insurance Company in Los Angeles, and then in San Francisco, where he handled underwriting, claims, and litigation management for the title company. Jim also served on the Legislative and Forms and Practices Committees of the California Land Title Association (CLTA). From 1985 to 1988, Jim was Associate Regional Counsel for The Travelers Real Estate Investment Group for the 15 Western States. While at The Travelers, he handled both Agricultural and Urban loans, leases, and developments. In 1988, Professor Straw went into private practice as a partner in a San Ramon law firm. He continues in private practice in Contra Costa County, concentrating on property and business matters. His practice includes transactional work and litigation representing owners, lenders, and business entities. Over the years he has also been a speaker at educational seminars for members of the California Bar and title industry. Professor Straw has written several case comments for the JFK University Law Review, and also for the Contra Costa County

Bar Association, including articles on escrow practices and boundary disputes. He is also a co-author of the *California Title Insurance Practice, 2d Ed.*, published in 1997 by the Continuing Education of the Bar (CEB).

Dean Ito Taylor

BA, 1975, University of California, Riverside
JD, 1978, University of San Francisco

Remedies, Wills and Trusts

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

Peter Tormey

BS, 1988, San Francisco State University
MBA, 1998, St. Mary's of California
JD, 2009, John F. Kennedy University

Legal Methods

Mr. Tormey is managing partner at Antero & Tormey PC, a full-service commercial law firm serving clients around the world. He has over 20 years of experience in product development, marketing, and intellectual property protection. He is admitted to the State Bar of California, the United States Patent and Trademark Office, the US Court of Appeals for the Ninth Circuit, and the US District Court for the Northern District of California. As a patent attorney, Mr. Tormey's practice includes startup law, franchising, and intellectual property protection covering software, electronics, wireless, radio, mobile applications, encryption, and automation controls.

Pamela Zimba

Assistant Professor, Supervisor of Legal Clinic for Elders
BA, 1976, University of California, Santa Barbara
JD, 1986, Ventura College of Law
LLM, 2004, Golden Gate University

Civil Procedure and Skills, Legal Clinic for Elders, Advanced Legal Writing

Ms. Zimba is a core faculty member of the College of Law in addition to being the supervising attorney for the JFK University Legal Clinic for Elders (LCFE). Ms. Zimba, with other members of the faculty, designed the LCFE, which provides qualified law students with an opportunity to represent low-income seniors in court on a variety of legal matters, including temporary restraining orders and conservatorships. The student's clinical experience includes a seminar component in which students discuss legal issues of concern to all seniors. While in private practice in Benicia, she represented clients in family law matters, child custody issues, estate planning, and property issues. She devoted eight years representing 22 families in complex toxic tort litigation in Solano County. She has a background in program development and sales and marketing, which included implementation of marketing projects for Fortune 500 Companies. Ms. Zimba is a member of the JFK University College of Law Admissions Committee.

ACADEMIC POLICIES

Academic Standards Regulations, Policies, and Procedures

See Appendix B for a complete description of academic standards.

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

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

Academic Standards Committee

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

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

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. (A list of the records that may not be reviewed by a student is available in the John F. Kennedy University Policy and the Family Educational Rights and Privacy Act of 1974, expanded version, a copy of which may be obtained in the Registrar's Office, Pleasant Hill; the College of Law, Pleasant

Hill; and at the Office of Student Experience, San Jose.)

Students shall submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect.

If the records are not maintained by the University official to whom the request is made, that official shall advise the student of the correct official to whom the request should be addressed.

The University official responsible for the records will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the student believes is inaccurate.

The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

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/her right to a hearing.

After the hearing, if the University still decides not to amend the record, the student has the right to place a statement with the records setting forth his/her view about the contested information.

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

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

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

- Name
- Major field of study
- Period of enrollment
- Awards and degrees received from JFK University
- Current enrollment status—full-time/half-time

Generally, 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 schools 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.

John F. Kennedy 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/her employment responsibilities.

- Other schools 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.

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 transcript. 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.

STATE BAR REQUIREMENTS

Registration as a Law Student

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

First-Year Law Students’ Examination (FYLSX)

In accordance with state law and rules promulgated by The Committee of Bar Examiners, a student admitted with

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

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

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

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

California Bar Examination

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

ACTIVITIES AND ORGANIZATIONS

JFK University Law Students' Association

The JFK University Law Students' Association (LSA) is an organization of the students enrolled in JFK University College 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.

Black Law Students' Association (BLSA)

Founded in 1968, the Black Law Students' Association (BLSA) is the largest student-run organization in the country, with chapters at more than 300 law schools. BLSA's goals include promoting the professional needs and goals of black law students and bringing about change within the legal system. Activities include job fairs, community service programs, conferences, and scholarships.

Animal Legal Defense Fund

JFK University College of Law has a student chapter of Animal Legal Defense Fund (ALDF), a national non-profit whose mission is to protect the lives and advance the interests of animals through the legal system. With support from ALDF, the student organization hosts speakers, tables on campus to raise awareness about animal-related issues, and volunteers to assist local law firms with legal research and writing.

Equal Justice Works

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

Accommodations and Services for Students with Disabilities (OAS)

John F. Kennedy University's Office of Accessibility Services for Students (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 College of Law and the OAS, and are proctored under the auspices of 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 for more information and to schedule an intake appointment.

Law Library

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

Library Rules

Quiet please.

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

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

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

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

Checkouts and Overdue Materials

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

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

Online Password Information

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

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

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

Career Services

John F. Kennedy University's Career Center is a University-wide resource for students and alumni. The Center within the Office of Student Experience assists individuals who are re-entering the

job market, changing career direction, or refocusing their career with their job search needs. The Career Center, has resources related to choosing a legal or law-related career and conducting a job search. Law students also are encouraged to contact their law faculty advisors for support and information regarding career options and opportunities. Email (career@jfk.edu) for information.

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

VALOR Center

John F. Kennedy University is committed to providing our veteran students excellent service and support to help them achieve their academic goals. As part of this commitment, JFK University has expanded its services to veterans through the VALOR Center (Veteran Academic Ladder for Opportunity and Resiliency) located at our Pleasant Hill campus in Room N262. The VALOR Center is a centralized point for the coordination of services that focus on four key areas:

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

To learn more, contact:

Noelle Morra

VALOR Coordinator

Email: nmorra@jfk.edu

Phone: 925.969.3332

or

Denise Hall

VALOR Administrative Assistant

Email: dhall@jfk.edu

Phone: 925.969.3139

Undergraduate Success Center

The Undergraduate Success Center, serving Latino and underserved students, is funded by a \$2.6 million U.S. Department of Education, Title V Hispanic-Serving Institution (HSI) grant serving John F. Kennedy University's student population. The Center offers a wide variety of cultural and educational activities across our campuses of interest to the community and for all students to support learning experiences that lead to success in reaching goals at the

University and beyond into professional careers.

Current information about Center news and events is available at the Office of Student Experience Organization within Blackboard Learn on the SOAR student portal.

Contact the Center by email at hsi@jfk.edu or call 925.969.4741.

APPLICATION AND ADMISSIONS

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

Prospective students are encouraged to contact the Office of Admissions to visit classes, tour the campus, and meet with faculty and students. Call 844.890.6912 or e-mail advisor@jfk.edu.

Admission to the College of Law

The application deadline for fall admission is July 15 of each year. The application deadline for spring admission is December 1 of each year. To be considered for admission, an applicant must submit a completed application form, the required fee, an official Credential Assembly Service (CAS) report from LSAC, and a personal statement of interests and goals in studying law. Applicants are also encouraged to provide additional information on their career experience, nonacademic accomplishments, and special interests. Applicants may be asked to have an informational interview with a law school faculty member.

Admission Procedure

Applications to the College of Law are reviewed by the Admissions Committee. Selection of applicants for admission to the College 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 nonacademic accomplishments. Admission decisions are made independent of need for financial aid.

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 (3) 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; (2) achieve an LSAT score at or above the 50th percentile; and (3) achieve a score of 50 or higher on three College-Level Examination Program (CLEP) general exams: in English Composition (with or without essay), and in two of the remaining five general exams (Humanities, Mathematics, Natural Science, Social Science, and History). 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. (See page 31.) For more information on CLEP, applicants may contact Doreen Alfaro at 925.969.3362.

Applicants for Admission with Advanced Standing

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

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

Applicants Participating in the Yellow Ribbon Program

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

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

Applicants Previously Dismissed from Law School

An applicant who is not in good standing at his/her prior law school must demonstrate that s/he possesses the requisite ability to succeed at the study of law and that the prior academic disqualification was caused by extraordinary circumstances not likely to recur. If the disqualification occurred within the past two years, the applicant must submit a letter from the dean or faculty member of the prior law school attesting to the student's ability. 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 \$90 application fee, and a letter from the dean or registrar of the current law school verifying enrollment and good academic standing, stating which JFK University course(s) the applicant has approval to take and confirming that the current school will award credit if the student passes the course(s).

Applicants for admission as non-degree students must submit the application with a \$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 College 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 required fee, Certification of Finances, score, 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 and general information for international law applicants are available from the Office of Admissions and Records.

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

Incomplete Application Files

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

Cancellation of Admission

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

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.

Reapplication After Absence

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

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

TUITION AND FEES

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

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

Tuition

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

JD Degree students and visiting students	\$960 per unit
JD Auditors	\$629 per unit
JFK University College of Law alumni auditors	\$452 per unit

Fees

The application fee must accompany the application for admission and be sent directly to the law school's Assistant Director of Admissions and Records. Applications received without payment will not be processed. All fees are non-refundable.

Application Fee

Degree students	no fee
Non-degree students (visitors)	no fee
Auditors	no fee

Registration-Related Fees

Add/Drop processing, per transaction	\$25
Deferred payment set-up, per term	\$50

Late payment charge, per missed payment	\$30
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Late registration	\$110
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Graduation

Petition for Degree	\$175
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Transcripts

Transcript of record, each copy.....	\$10
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Rush transcript (processed by next working day).....	\$15
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Miscellaneous

Law academic support fee, per unit.....	\$35
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Law examination fee, annual	\$60
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Rescheduled examination, per examination	\$125
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Student Activities, per semester	\$15
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Replacement of diploma	\$50
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Technology, per semester	\$100
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Library fee (for personal use)	\$150
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FINANCIAL AID

The Financial Aid Office provides financial assistance in the form of loans, grants, and scholarships. Aid is intended to help students who, because of limited resources, would otherwise be unable to attend school, or who, with the aid, are able to take additional courses and graduate at an earlier 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 the Financial Aid Office (finaid@jfku.edu or 925.969.3385) as soon as possible as eligibility for financial aid programs is very individualized. Several booklets containing detailed information about eligibility, procedures, and the financial aid programs available at the University are available from the Financial Aid Office or are online at www.jfku.edu. Basic eligibility requirements include half-time enrollment and enrollment in an eligible program. In addition, no prior student loans may be in default status.

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

Financial aid is available to students who are permanent residents of the U.S. or certain Pacific Islands and any other eligible non-citizens. Generally, you are an eligible 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 the Financial Aid Office for specific requirements regarding citizenship.

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 College 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 providing 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 the University’s Financial Aid Office Director, administrator of the funds, 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 available

in the Financial Aid Office and are posted on the JFK University Financial Aid website at www.jfku.edu.

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

Loans

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

The Unsubsidized Federal Direct Loans are available to graduate students. Family income or poor credit will not affect loan eligibility or disqualify a student from obtaining an Unsubsidized Federal Direct Loan. Unsubsidized loans have an annual variable rate with a cap of 9.5 percent. The current rate for new borrowers is 6.0 percent. Interest begins accruing after the loan is disbursed. A student can borrow up to \$20,500 per year.

The graduate PLUS loan provides additional federal funding. These credit-based loans have an annual variable rate with a cap of 10.5 percent. The current rate for new borrowers is 7 percent. Deferment options are available while in school. The annual award is up to the cost of attendance, as determined by the school, minus other financial aid.

U.S. Department of Education regulations (Code of Federal Regulations §34CFR682.604g) require all recipients of Federal Direct Unsubsidized Student Loans to 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 the John F. Kennedy University Scholarship, Unsubsidized Direct Loans, and graduate PLUS Loans. 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

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 Financial Aid Office at JFK University monitors academic progress each term, 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.
- 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:

1. 2.0 (C) if an undergraduate student.
2. 3.0 (B) if a graduate student.
3. 2.0 (C) in all undergraduate courses and 3.0 (B) in all graduate courses during the period of linking if student is linking a BA or BS to an MA program.
4. a score of 70 if a law student.

Quantitatively

This method ensures students complete their program within a maximum time frame.

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

- a. Unit Completion Rate/Pace Requirement – Students must complete (receive credit for or earn units in) at least 80

percent of all cumulative units attempted. The following grades are not considered units successfully completed: I, W, UW, AU, NC, F, NR, and

- b. Maximum Timeframe – Students are limited to taking no more than 150 percent of the units, including transfer units, of the published length of their program.

Repeating Courses to Achieve a Passing Grade

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

Financial Aid Warning

Law students will be evaluated once per year at the end of Spring term. If a student is allowed to continue per an approved appeal with the Law School, per the State Bar of California, a student may continue one year on a Financial Aid Warning.

Reinstatement

If, after a student has been disqualified from receiving federal aid, the student feels that s/he has improved her/his academic standing to comply within the minimum financial aid academic standards, s/he may petition the Director of Financial Aid to have her/his 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 Financial Aid Office will make every attempt to advise students of impending change but we 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.

Return of Title IV Funds

Students receiving federal financial aid who withdraw, drop out, or are dismissed on or before the 60 percent point in time of the period of enrollment (calculated using calendar days) must return a portion of the Title IV federal funds awarded to the student (federal Stafford loans—subsidized and unsubsidized, federal PLUS loans—graduate or dependent, Perkins loan, Pell Grant, and FSEOG) according to the Federal Formula for Return of Title IV funds as specified in §484B of the provisions of the Higher Education Amendments of 1998. Recalculation is based on the percent of earned aid using the following formula:

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

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

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

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

Withdrawal/Leave of Absence

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

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

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

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

The date used to determine the return of federal funds may

be different from the date used by the University to determine institutional refunds.

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

Veterans’ Benefits

John F. Kennedy University degree programs are approved by the California State Approving Agency for Veterans’ Education (CSAAVE). Veterans who expect to receive VA educational benefits must notify the Veterans’ Benefits Administrator at the time of registration. Contact the Veterans’ Benefits Administrator in the Financial Aid Office at 925.969.3385 or at finaid@jfkku.edu for current information.

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

Status	Undergraduate	Graduate	Law
Full-Time	12	9.0	6
Three-Quarter-Time	9	6.0	4
Half-Time	6	4.5	3

Information on monthly benefits for the above attendance rates, for course attendance while on active duty, or for less than half-time attendance, may be obtained by calling 800.827.1000. Disabled veterans are advised to contact the Vocational Rehabilitation and Counseling Division located at 1301 Clay Street, Oakland, CA 94612-5209. Children of veterans qualify for benefits only if the veteran has a 100 percent service-related disability.

All applicants and recipients of veterans’ benefits must maintain a cumulative grade point average (GPA) of 2.0 (C) if an undergraduate, 3.0 (B) if a graduate student, or 70 if a law student. Linked students must maintain a cumulative GPA of 2.0 (C) in all undergraduate courses and a cumulative GPA of 3.0 (B) in all graduate courses during the period of articulation.

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

The University must report the assignment of non-punitive grades (e.g., Incompletes) to the Department of Veterans’ Affairs within 30 days from the date the grades are assigned. The student is required to submit corroborative evidence to

substantiate the student's claim of mitigating circumstances. This is necessary to ensure compliance with statutory restrictions on benefit payments. If, at the end of one year from the date the Incomplete was assigned, the student's records still reflect a non-punitive grade for the course, the Department of Veterans' Affairs will inform the student that the benefit payments for the course must be retroactively terminated.

BOARD OF TRUSTEES

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

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

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UNIVERSITY ADMINISTRATION

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- Dr. Michael Graney-Mulholland, Dean
- Dr. Alvin McLean, Associate Dean
- Sherrill M. Hall, Executive Assistant to the Dean
- Britt Jeppesen, Administrative Assistant

- Chris Gus Kanios, Associate Dean, Core Faculty
- Ora Prochovnick, Director of Clinical and Public Interest Law Programs, Core Faculty
- Audrey Smith, Director of Legal Research and Writing Program, Core Faculty
- Matthew Taxman, Assistant Director of Admissions, Advising and Records
- Pamela Zimba, Supervisor of the Legal Clinic for Elders, Core Faculty

Law Library Staff

- Jamie Diermier, Law Library Assistant
- Nathan Dondi, Law Library Assistant
- Tina Miller, Law Librarian
- Neal Siler, Law Library Assistant

UNIVERSITY GENERAL INFORMATION

JFK University has two other schools in addition to the College of Law. Many courses are open to non-degree students and auditors. For more information, please call the Admissions Office at 844.890.6912 or e-mail advisor@jfkku.edu.

College of Psychology

- Bachelor of Arts in Psychology
- Academic Certificate in Trauma Studies
- Dual Degrees
 - MA Sport Psychology - MBA
 - MA Sport Psychology - PsyD
- Master of Arts in Consciousness and Transformative Studies
- Master of Arts in Counseling Psychology
- Master of Arts Counseling Psychology - Holistic
- Master of Arts in Sport Psychology
- Graduate Certificate in Sport Psychology
- Doctor of Psychology (PsyD) in Clinical Psychology

College of Business and Professional Studies

- Master of Arts in Innovation and Creative Technology
- Master of Arts in Health Education
- Graduate Certificate in Health Education

Non-Discrimination Policy

John F. Kennedy University does not discriminate on the basis of

race, color, height, weight, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University actively encourages applications from members of all groups that are underrepresented in higher education.

The JFK University Vision of a Living Culture of Diversity

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

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

Religious Pluralism

JFK University is not affiliated with any denomination or religion. It is customary for the University to observe major national holidays. Personal observance of other religious and/or spiritual

high holidays is respected by the University. Every effort is made to avoid scheduling University activities which conflict with those religious days or events; however, some conflicts may arise. Students need to contact their departments or instructors if they will be absent due to a religious holiday.

For More Information

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

College of Law

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

Financial Aid Office

(925) 969-3385
finaid@jfku.edu

Registration Office

(925) 969-3353
registration@jfku.edu

Office of Accessibility Services for Students

(925) 969-3447
access@jfku.edu

Housing

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

ACADEMIC CALENDAR*

Fall Law Semester 2017

August 14, 2017 – December 16, 2017

- Priority OAS Registration Begins July 15, 2017
- Registration Begins July 22, 2017
- Labor Day Holiday September 4, 2017
- Telephone/In Person Registration Begins July 31, 2017
- Instruction Begins August 14, 2017
- Petition for Degree at end of Spring Semester November 14, 2017
- Thanksgiving Holiday November 23 – 26, 2017

- Law Reading Period November 29-December 1, 2017
- Law Exam Period 2017 December 4-December 14, 2017
- Instruction Ends December 16, 2017
- Degree Date December 18, 2017
- Winter Holiday December 23 – January 1, 2018
- University Reopens January 2, 2017
- Grades are Due January 12, 2018
- Grades are Available January 13, 2018

Fall Quarter 2017

September 25, 2017 – December 9, 2017

- Priority OAS Registration Begins August 19, 2017
- Registration Begins August 26, 2017
- Labor Day Holiday September 4, 2017
- Telephone/In Person Registration Begins September 5, 2017
- Instruction Begins September 25, 2017
- Petition for Degree at end of Winter Quarter ... October 14, 2017
- Thanksgiving Holiday November 23 – 26, 2017
- End of Fall Quarter 2017 December 9, 2017
- Degree Date December 11, 2017
- Winter Holiday December 23 – January 1, 2018
- Grades are Due December 16, 2018
- Grades are Available December 18, 2018
- University Reopens January 2, 2018

Cohort Session 1 2017

October 12, – December 16, 2017

- Priority OAS Registration Begins September 11, 2017
- Registration Begins September 18, 2017
- Payment Arrangements Completed October 6, 2017
- Instruction Begins October 12, 2017
- Petition for Degree at End of Session 3 October 14, 2017
- Thanksgiving Holiday November 23– 26, 2017
- End of Session 1 2017 December 16, 2017
- Degree Date December 18, 2017
- Winter Holiday December 23 – January 1, 2018

Grades are Due	December 31, 2017
Grades are Available	January 1, 2018
University Reopens.....	January 2, 2018

**Winter Intersession 1
December 11, 2017 – January 6, 2018**

Priority OAS Registration Begins	November 11, 2017
Registration Begins	November 18, 2017
Thanksgiving Holiday	November 23– 26, 2017
Telephone/In Person Registration Begins	December 4, 2017
Intersession Begins.....	December 11, 2017
Intersession Ends.....	January 6, 2018

**Winter Quarter 2018
January 8, – March 24, 2018**

Priority OAS Registration Begins	November 11, 2017
Registration Begins	November 18, 2017
Thanksgiving Holiday	November 23 – 26, 2017
Telephone/In Person Registration Begins	December 4, 2017
Winter Holiday	December 23 – January 1, 2018
University Reopens.....	January 2, 2018
Instruction Begins	January 8, 2018
Petition for Degree for end of Spring or Summer	January 14, 2018
Martin Luther King, Jr. Holiday.....	January 15, 2018
Instruction Ends	March 24, 2018
Degree Date	March 26, 2018
Grades are Due.....	April 1, 2018
Grades are Available	April 2, 2018

**Cohort Session 2 2018
January 4, – March 3, 2018**

Priority OAS Registration Begins	November 27, 2017
Registration Begins	December 4, 2017
Winter Holiday	December 23 – January 1, 2018
University Reopens.....	January 2, 2018
Payment Arrangements Completed	January 2, 2018

Instruction Begins	January 4, 2018
Petition for Degree at End of Session 4	January 14, 2018
Martin Luther King, Jr. Holiday.....	January 15, 2018
End of Session 2 2018.....	March 3, 2018
Degree Date	March 5, 2018
Grades are Due.....	March 11, 2018
Grades are Available	March 12, 2018
Grades are Available	April 2, 2018

**Spring Law Semester 2018
January 8, 2018– May 19, 2018**

Priority OAS Registration Begins	November 11, 2017
Registration Begins	November 18, 2017
Telephone/In Person Registration Begins	December 4, 2017
Winter Holiday	December 23 – January 1, 2018
Semester Begins	January 8, 2018
Martin Luther King, Jr. Holiday	January 15, 2018
Petition for Degree for End of Summer.....	March 14, 2018
Spring Break	March 26 - 30, 2018
Instruction Ends	April 30, 2018
Law Reading Period	May 1 – 4, 2018
Law Exam Period.....	May 7– 18, 2018
Semester Ends	May 19, 2018
Degree Date	May 21, 2018
Commencement	TBD
Grades are Due.....	June 8, 2018
Grades are Available	June 9, 2018

**Spring Quarter 2018
April 2, 2018– June 16, 2018**

Priority OAS Registration Begins	February 24, 2018
Registration Begins	March 3, 2018
Telephone/In Person Registration Begins	March 12, 2018
Instruction Begins	April 2, 2018
Memorial Day Holiday.....	May 28, 2018
Instruction Ends	June 16, 2018

Commencement	TBD
Degree Date	June 18, 2018
Grades are Due	June 24, 2018
Grades are Available	June 25, 2018

Cohort Session 3 2018
March 15, 2018– May 12, 2018

Priority OAS Registration Begins	February 3, 2018
Registration Begins	February 10, 2018
Payment Arrangements Completed	March 9, 2018
Instruction Begins	March 15, 2018
End of Session 3 2018	May 12, 2018
Degree Date	May 14, 2018
Grades are Due	May 20, 2018
Grades are Available	May 21, 2018

Summer Law Term 2018
May 28, 2018– August 4, 2018

Priority OAS Registration Begins	April 21, 2018
Registration Begins	April 28, 2018
Telephone/In Person Registration Begins	May 7, 2018
Memorial Day Holiday	May 28, 2018
Instruction Begins	May 29, 2018
Petition for Degree for End of Fall	June 14, 2018
Independence Day Holiday	July 4, 2018
Instruction Ends	August 4, 2018
Degree Date	August 6, 2018
Grades are Due	August 12, 2018
Grades are Available	August 13, 2018

Cohort Session 4 2018
May 24, 2018– July 21, 2018

Priority OAS Registration Begins	March 23, 2018
Registration Begins	April 30, 2018
Payment Arrangements Completed	May 18, 2018

Instruction Begins	May 24, 2018
Memorial Day Holiday	May 28, 2018
Independence Day Holiday	July 4, 2018
End of Session 4 2018	July 21, 2018
Degree Date	July 23, 2018
Grades are Due	July 29, 2018
Grades are Available	July 30, 2018

Cohort Session 5 2018
August 2, 2018– September 29, 2018

Independence Day Holiday	July 4, 2018
Priority OAS Registration Begins	July 2, 2018
Registration Begins	July 9, 2018
Payment Arrangements Completed	July 27, 2018
Instruction Begins	August 2, 2018
Labor Day Holiday	September 3, 2018
End of Session 5 2018	September 29, 2018
Degree Date	October 1, 2018
Grades are Due	October 7, 2018
Grades are Available	October 8, 2018

* Calendar is subject to change.

** The Administrative Office and Law Library are open during the academic vacations. The Administrative Office is closed during the administrative holidays. Classes may be held on administrative holidays. Consult the course schedule available each term regarding class meetings; contact the Law Library (925.969.3120) for library hours on administrative holidays. The University is closed and no classes are held on University holidays.

MAP AND DIRECTIONS

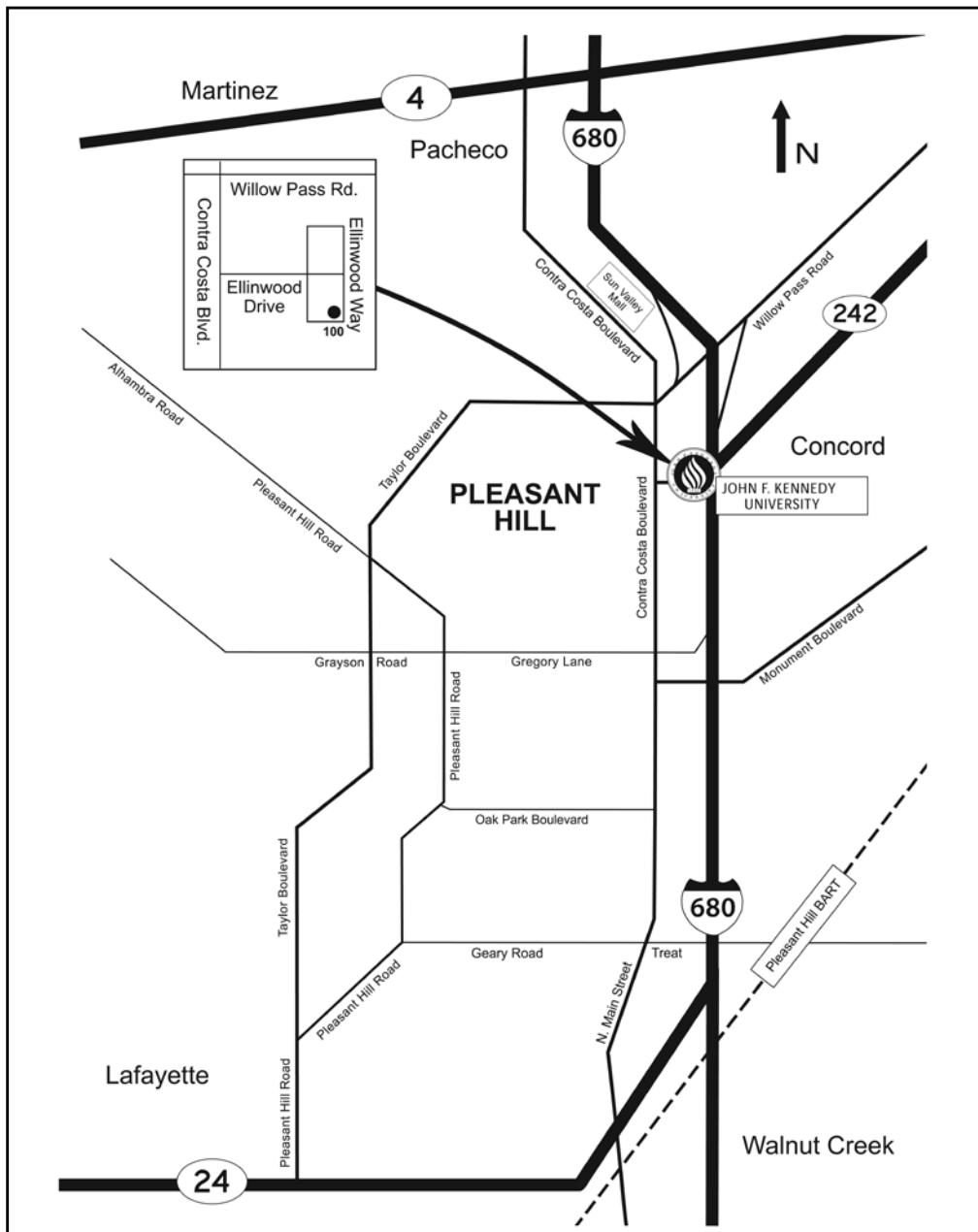
Directions to John F. Kennedy University Campus in Pleasant Hill

Traveling South

Traveling south on I-680, take the Willow Pass Road exit; right onto Willow Pass Road; left onto Contra Costa Blvd.; left onto Ellinwood Drive; right onto Ellinwood Way.

Traveling North

Traveling north on I-680, take the Willow Pass Road exit; left onto Willow Pass Road; left onto Contra Costa Blvd.; left onto Ellinwood Drive; right onto Ellinwood Way.



APPENDIX A: ACADEMIC POLICIES AND PROCEDURES

Registration, Adding and Dropping Courses, and Refunds

Registration may be completed online, by telephone, or in person within the designated registration period. Students who register after this period will be charged a late registration fee.

A student may drop a course for at least a partial tuition credit prior to midnight (PST) of the 14th day of the session by contacting the Registration Office at 925.969.3353 or through the student web portal, SOAR. To accurately count session days, the first day of a session—and not the actual day a student attends class—counts as day one. This refund policy applies to all courses, including those that begin beyond the 14th day of the session, internships, clinics, and weekend courses. (Note: The University counts calendar days rather than business days for determining refunds. Therefore, if the first day of the session is a Monday, the student would need to drop prior to midnight (PST) of the Sunday, the 14th day of the session.)

Adding/Dropping a Course

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

If a student does not complete a course, tuition refunds are made according to the schedule below. Students who drop or withdraw from a course:

- prior to midnight (PST) of the 7th day of the session receive a 100 percent tuition credit;
- prior to midnight (PST) of the 14th day of the session receive an 80 percent tuition credit;
- after midnight (PST) of the 14th day of the session receive no tuition credit.

For students receiving Federal Financial Aid, a separate Return to Title IV calculation is used. Please consult the Financial Aid Office at 925.969.3385 for additional information.

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

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

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

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

Repeating Courses to Achieve a Passing Grade

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

Withdrawal from a Course or Courses

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

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

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

Incomplete Policy

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

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

Students are not permitted to graduate with an Incomplete on their transcript.

Continuous Registration/Leave of Absence Policy

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

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

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

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

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

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

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

Transfer Credit

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

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

Students may transfer credits received only from ABA-accredited or California State Bar-accredited law schools, and for courses in which the student received a grade of 70 or better or the equivalent. Students who are transferring to JFK University may not receive transfer credit for numerically graded, required courses if the credits from the administering institution are not equivalent to the number of credits required by the College of

Law (e.g., Evidence is a five-unit course at the College of Law; thus, the student may not receive transfer credit for an Evidence course taken for fewer than five units at another institution, unless waived by the Dean's office for good cause, in accordance with California State Bar Rules Regulating Accreditation of Law Schools). Further, if the student takes a required course for credit greater than that required by the College of Law, the student will receive transfer credit only for the number of units required by the College of Law (e.g., Appellate Advocacy is a three-unit course at the College of Law; thus, a student may receive only three units of transfer credit, even if the Appellate Advocacy course taken at the other institution is worth more than three units). Students may not apply the excess unit(s) to any other coursework, required or elective.

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

When applying for the California Bar Examination, students should be aware that The Committee of Bar Examiners of The State Bar of California may require them to send official transcripts from all law schools attended. Therefore, official transcripts sent directly from any other law school might be necessary even though JFK University accepted the units for transfer.

Note to students in their final year: University degree requirements state that the final year of law study must be completed in residence. Students in their final year may attend another approved law school only if they are concurrently enrolled at John F. Kennedy University and completing courses here. In addition, prior written permission from the Dean's office of the College of Law is required.

Directed and Independent Studies

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

Registration

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

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

Registration for Two-Semester/ Session-Length Courses

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

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

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

Registration for Clinical Placement and Independent Study

Law 625: Off-campus internship placement requires a permission form stating the number of units being taken, signed by the supervising attorney and the Director of Clinical Programs.

Students should register within the designated registration period. Forms are also available in the College of Law clinical offices.

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

Law 630: Legal Clinic for Elders requires advance permission from the clinic director to register.

Law 651: Children, Families, and the Law requires advance permission from the clinic director to register.

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

Academic Advising Holds

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

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

Generally, a student will be notified of an academic advising hold in advance of registration. However, it is not always possible to provide advance notice. Students who have deviated curricula, full-time students who have a cumulative grade point average below 73, or any students who have a cumulative grade point average below 70, or who are returning from a leave of absence, must contact the Dean's office or the Registration Office before attempting to register to determine whether a hold exists and to get the necessary authorization to clear the hold and to register. It is also important to note that having an academic advising hold cleared one term does not necessarily mean the hold is permanently cleared. Students are advised to confirm with the Dean's office whether the hold is temporary or permanent and to plan academic advising appointments accordingly.

Examinations and Anonymous Grading Identification Numbers (AGINs)

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

Anonymous Grading Identification Numbers (AGINs) used for examinations are generated automatically when a student registers for classes. Students' AGINs will be mailed to them shortly after registration. Students should use their AGIN (not their University ID number or social security number) when taking law school examinations. If you don't receive an AGIN or have lost your number, please contact the law school administration office.

Examination Rescheduling Policy

A student may petition to reschedule an examination date. A form for this purpose is available in the College of Law's administration office. The petition must contain detailed reasons for the rescheduling request and must include documentation evidencing the circumstances giving rise to the request.

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

- The student has two JFK University College of Law examinations scheduled on the same day and at the same time;
- The student's religious beliefs prohibit the taking of an examination at the scheduled time;
- The student is experiencing grave illness or injury, which hospitalizes or otherwise incapacitates the student;
- The student has 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.

Rescheduling of an examination will not be granted because of:

- Vacations
- Airplane tickets
- Family events
- Work or business conflicts
- Conferences
- Minor illness or injury (e.g., stomach flu, colds, etc.)
- Childcare issues or conflicts
- Car/transportation difficulties

- Conflicts with examinations to be taken at another school
- Two final exams that fall on the same date but are not at the same time

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

Rescheduled examinations must be taken within 24 hours of the original examination date/time unless the Dean's office finds good cause for extending the reschedule date. In rare circumstances, an examination may be rescheduled to a date preceding the original examination date, but in no event may a rescheduled examination date occur more than one week following the original examination date. If an extension beyond one week is necessary, the student must obtain an "Incomplete" for the course and must agree to take a make-up examination different than that administered on the original examination date. (See Incomplete Policy on page 45.)

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

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

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

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

Typing Examinations on a Personal Laptop Computer

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

Information regarding technical requirements for laptops can be found at the ExamSoft website: www.examssoft.com/jfklaw. This is also the site to download, register, and qualify the software. Each student is e-mailed a temporary password in September for registration. Registrations are valid for one academic year.

Books/Course Materials

Books needed for law school courses are identified on the booklist sent to students prior to each semester/session and can be purchased online at www.ecampus.com/jfku. Students may obtain their books from any source. Used or leased copies of books are acceptable options.

Academic Support Program

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

The ASP consists of four separate components:

- 1) Saturday morning workshops led by master professors and offered in major Bar subjects. These workshops consist of a lecture on a discrete area of the subject, followed by a one-hour practice examination taken under examination conditions. The master teacher then debriefs on the examination. Examinations are graded and returned to students.
- 2) Teaching assistant sessions led by selected outstanding advanced students who lead discussions and exercises relating to the subject matter of the selected Bar courses. These sessions are held before evening and after day classes.
- 3) Writing labs led by master teachers in the art of legal writing and dedicated to improving examination-writing skills.
- 4) Special programs held throughout the year for seniors and for the entire College of Law student body. Programs for seniors are designed to give them a jumpstart on their Bar study.

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

Dean's List

Each year after the grades for the spring semester are posted, the College of Law publishes a Dean's List based on students' grade point averages for that year (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 College of Law (without grade point averages showing). The Dean's List honor is also posted to the student's transcript.

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

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

Graduation with Honors

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

Summa Cum Laude	88 and above
Magna Cum Laude	85-87.99
Cum Laude	83-84.99

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

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

Witkin Awards

At the conclusion of each qualifying, numerically graded course, the student earning the highest grade in each section of that course may be awarded the Witkin Award for that subject, provided the following: all eligibility requirements set by Thomson/West for the issuance of Witkin Awards are met; the student is not repeating the course; and the College of Law participates for that session. (For a list of eligibility requirements, please visit www.witkin.com.)

Awards for academic merit, including the Witkin Award, that allow the College of Law to exercise discretion in selecting

students for the award, including where two students tie 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 Appendix C for the Code of Student Conduct.)

Petition for Degree

A student must apply for a degree by submitting to the College of Law a Petition for Degree, accompanied by the appropriate nonrefundable fee. Petitions must be on file before a degree will be awarded. Petition for Degree forms are available in the College of Law administration office.

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

Completion of Degree Requirements

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

Diploma

The diploma is mailed approximately 2-3 months after the date of graduation to the address on record. All accounting, financial aid, and library holds must be resolved before the diploma is issued.

Commencement Ceremony

Commencement, the ceremonial recognition of graduation, is a very special occasion at the University.

The following law students are eligible and encouraged to participate in the commencement ceremony if all financial obligations to the University have been paid in full:

- Prior fall semester graduates;
- Students who are completing all requirements at the end of the spring semester; and

- Students who need no more than six units to graduate and who are completing all degree requirements by the end of the summer session.

Commencement information is sent by the law school in March to all students who have submitted the Petition for Degree and who are eligible to participate in the commencement ceremony.

Conflict Resolution

The University encourages students to resolve misunderstandings or disagreements directly with the faculty member, staff member, or other student involved. Such efforts by students in the College of Law should comply with the rules in the College of Law's Code of Student Conduct (see Appendix C) and relevant provisions in the University catalog. If such discussions do not produce a satisfactory outcome for the student, the student may request intervention by the Dean's office.

Policy Against Discrimination and/or Harassment

John F. Kennedy University does not discriminate on the basis of race, color, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. The University is committed to providing an environment that is free of discrimination and/or harassment. In keeping with this commitment, the University maintains a strict policy prohibiting discriminatory behavior and sexual, verbal, physical, and visual harassment.

A student who believes s/he has been harassed or experienced discrimination should promptly report the facts to the Director of Human Resources, who will investigate such claims and take appropriate action. A student who is dissatisfied with the decision of the Director of Human Resources may appeal that decision to the President of the University.

In addition to the University's procedure, any student alleging discrimination or sexual harassment may file a complaint with:

Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105

Grading Scale

The College of Law is on a numerical grading system, with a scale that ranges from 50 to 100. Some required courses and elective courses are graded Credit/No Credit. The following describes how professors may evaluate essay examination answers to determine what grade has been earned.

90-100	Excellent
	All issues, major and minor, were identified. All relevant rules were applied. 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.

80-89 Very good

All 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 "A" 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.

70-79 Passing

75 Clearly passing. 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 an "A" or a "B." 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.

70 Barely passing. 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.

60-69 Below acceptable level

65 Weak answer. 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.

60 Extremely weak answer. 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.

50-59 Failure, no credit

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. Errors in judgment. 50 is a completely unacceptable level of performance showing lack of potential to succeed.

In any event, no course grade or individual examination question shall be assigned below 50.

Credit/No Credit Courses

Courses taken on a credit/no credit basis require students to perform at a 70 level in order for credit to be granted. See pages 9-13 for the list of courses that are graded Credit/No Credit (NC).

Mandatory Grading Curve

The following is the mandatory grading scale that was instituted at JFK University College of Law in July 1999. The purpose of the grading curve is to ensure that grades are not inflated and that they accurately reflect a student's performance, using the standards and norms in legal education and in screening applicants for admission to the Bar. This curve applies to graded courses only.

First-year course grades:

No more than 20 percent at or above 80

At least 30 percent at or below 69

Second-year course grades:

No more than 25 percent at or above 80

At least 15 percent at or below 69

Third- and fourth-year course grades:

No more than 25 percent at or above 80

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

Administration Office Hours

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

E-mail Messages/Notices to Students

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

Student Lounge

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

Computer Lab

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

Writing Assistance

Assistance in improving writing skills is available through the University's Academic Support Center, the College of Law's Director of Legal Writing Program, and appointments with individual writing instructors. Students who want to improve their writing skills are encouraged to contact the College of Law's Writing Program Director at 925.969.3561.

APPENDIX B: ACADEMIC STANDARDS REGULATIONS

PREAMBLE

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

SECTION 1

MINIMUM GRADE REQUIREMENTS

A. Course Credit

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

B. Good Academic Standing

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

C. Definition of Academic Year

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

SECTION 2

ACADEMIC STANDARDS COMMITTEE

A. Appointment

The Academic Standards Committee ("Committee") is responsible for matters related to academic disqualification,

probation, advancement in the full-time program, requests for change of grade, and similar academic matters.

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

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. A quorum consists of 50% or more of all voting members.

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 vote on the petition.

In addition, a member who assigned a grade challenged in a Petition for a Change of Grade may 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 by regular mail, hand-delivered, or by e-mail addressed as follows:

Academic Standards Committee
College of Law
John F. Kennedy University
100 Ellinwood Way, Room S329
Pleasant Hill, CA 94523

SECTION 3

ACADEMIC DISQUALIFICATION –STANDARDS, NOTICE, AND CONSEQUENCES

A.(1). GPA Below 70.0 – Academic Disqualification

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

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

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

A.(2). GPA Below 73.0 – Disqualification from Full-Time Program

The College of Law will disqualify any student from continuing in the full-time program whose cumulative GPA is below 73. The Dean will identify those students subject to academic disqualification at the conclusion of each spring term. Academic disqualification is effective as of the final day of the term as to which the determination is made.

If the full-time student's cumulative GPA drops below 73 before the end of the academic year (for example, following the fall term), the Dean may refer that student to the Committee. If the Committee determines that the student is in danger of disqualification, the Committee may require that the student satisfy any of the conditions listed in Section 4(D) below to remain enrolled in the College of Law, if the Committee determines that such action is appropriate.

If a full-time student's GPA is below 73 but at or above 70, the student shall be permitted to continue as a part-time student without any application to the Committee. A full-time student whose GPA is below 73 but at or above 70 may petition the Committee to remain in the full-time program, as set forth in Section 4 below.

B. Notice

Within 10 business days after the posting of spring grades for all numerically graded courses, the College 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 College of Law has his or her current mailing and e-mail addresses. The failure to provide a current mailing address to the College of Law 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 College 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. Inadequate Performance

State Bar guidelines require law schools not to graduate students that are inadequately prepared for admission to the Bar. Although the College of Law has specific requirements relative to academic standing and probation, extraordinary circumstances may arise where a student, despite technical compliance with academic standards, demonstrates a substantial deficiency in his or her legal education. In that event, the Committee can designate the appropriate remedial response.

E. 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.

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.).

A student may request a waiver of this policy for a leave of absence if the basis for the leave is disability-related. (See *infra* Section 4.A.5.)

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

SECTION 4

PETITION FOR ADVANCEMENT ON PROBATION

A. Petition for Advancement on Probation

1. Introduction

A student who has been disqualified and who wishes to continue

in the College 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 College of Law is closed, the time for mailing or delivery expires at 5 p.m. on the next day that the College 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.

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 will 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 College of Law's academic disqualification standard. (See *infra*.)

B. Rules Applicable to Petition for Advancement on Probation

1. Forms

The Petition for Advancement on Probation may be submitted in letter form.

2. 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.

3. 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 College 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.

4. Conditions

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

- Repeat any course previously taken at the College of Law in which the student's final grade was less than 70, and achieve a final grade of at least 70 in the course;
- Attend regular meetings with a faculty advisor;
- Attain a mid-academic year cumulative GPA of 70 or better in addition to cumulative or academic year-end GPA of 70 or better; (for full-time students, a mid-academic year cumulative GPA of 73 or better in addition to cumulative or academic year-end GPA of 73 or better;) or
- 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 is subject to the following mandatory terms:

- a. Participate in tutorials and academic support program offerings in any subject where the Committee has required the student to repeat the course, and
- b. Complete all courses specified in the Committee's approval to advance on probation. All such courses shall be completed in the first term in which the courses are offered and, in any event, completed within one year, unless otherwise specified by the Committee in writing. All courses specified in the Committee's decision shall be completed at JFK University College of Law.

A 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. A leave of absence is not available to students on probation.

5. Probation

As required by the State Bar, students who advance to the second year on probation must obtain a cumulative grade point average of 70 by the end of the next academic term. Full-time students who advance to the second year on probation continuing in the full-time program must obtain a cumulative GPA of 73 by the end of the next academic term. Students who have advanced to the second or third year prior to probation must successfully complete probation with a cumulative grade point average of 70 by the end of two consecutive academic terms. Full-time students who advanced to the second or third year prior to probation and continuing in the full-time program on probation must successfully complete probation with a cumulative GPA of 73 by the end of two consecutive academic terms.

6. 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 do so 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 College 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.

APPENDIX C: CODE OF STUDENT CONDUCT

John F. Kennedy University dedicates itself to maintaining a supportive and welcoming environment for its students, faculty, and staff. Each college and many individual programs maintain standards and practices for addressing issues related to student conduct and behavior appropriate to the professional field for

which the student is preparing. Please refer to the policies and procedures housed in each program or college for clarity on acceptable student conduct and professionalism. When instances are inappropriate for resolution, within the college or are being appealed, the matter will be referred by the dean to the appropriate university office (i.e., Office of Student Experience for conduct and academic integrity issues, and the Chief Financial Officer for civil rights issues). The University procedures will be followed:

ARTICLE 1: STANDARDS FOR STUDENT CONDUCT

Each member of the campus community must choose behaviors that contribute toward a healthy educational environment. Student behavior that is not consistent with the Student Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

ARTICLE II: STUDENT RESPONSIBILITIES

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

Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

- Dishonesty, including:
 - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
 - Furnishing false information to a University official, faculty member, or campus official;
 - Forgery, alteration, or misuse of a University document, key, or identification instrument; and
 - Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries;
- Unauthorized entry into, presence in, use of, or misuse of University property;
- Willful, material and substantial disruption or obstruction of a University-related activity, or any University activity;
- Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community;
- Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity;
- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community;
- Conduct that threatens or endangers the health or safety of any person within or related to the University including
 - physical abuse, threats, intimidation, harassment, or sexual misconduct;
- Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student. In addition, any act likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm. Neither the express or implied consent of a victim of hazing, nor the lack of active apathy or acquiescence in the presence of hazing, is not a neutral act and is also a violation of this section;
- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of legal pharmaceutical drugs, or public intoxication related to illegal drug use while on campus or at a University related activity;
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University-related activity;
- Theft of property or services from the University community, or misappropriation of University resources;
- Unauthorized destruction or damage to University property or other property in the University community;
- Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the University president) on campus or at a University-related activity;
- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose;
- Misuse of computer facilities or resources, including:
 - Unauthorized entry into a file, for any purpose;
 - Unauthorized transfer of a file;
 - Use of another's identification or password;
 - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community;
 - Use of computing facilities and resources to send obscene or intimidating and abusive messages;
 - Use of computing facilities and resources to interfere with normal University operations; and
 - Use of computing facilities and resources in violation of

copyright laws;

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

ARTICLE III: APPLICATION OF THIS CODE

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

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

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

During periods of campus emergency, as determined by the President, the President may place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergent safeguard of persons and property and maintain educational activities.

The President or designee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order.

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

ARTICLE V: SANCTIONS

- The following sanctions may be imposed upon any student found to have violated the Student Code:
 - Warning. A notice in writing that a student has failed to meet some aspect of the University's standards of conduct and behavioral expectations;
 - Probation. A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of specified privileges which a current student would otherwise be entitled to and an acknowledgement by the student that any additional violations of the Student Code will result in a more serious sanction;
 - Cancellation of the Examination. The examination of a student may be cancelled, and the re-examination of that student by appropriate method may be established.
 - Denial of Course Credit. A student may be denied receiving credit for a course in which that student was enrolled.
 - Suspension. Separation of the student from student status at the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified;

- Expulsion. Permanent separation of the student from student status from the University; or
- Restitution. Compensation for loss or damage to property leased, owned, or controlled by the University. This may take the form of monetary or material replacement.
- Multiple Sanctions. More than one of the sanctions listed above may be imposed for any single violation.
- Denial of Access. After a hearing, any suspension or expulsion based on conduct which disrupted the orderly operation of a campus or other facility and which also violates a provision of a California statute may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year. A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code Section 626.2. In the case of a suspension, such entry may be grounds for further disciplinary action;
- Denial of Admission or Readmission. Admission or readmission may be qualified or denied to any student found to have violated the Student Code.
- Record of Discipline. Probation and suspension shall be made part of the student's academic record during the term of the probation or suspension. Expulsion shall be made part of the student's permanent academic record.

ARTICLE VI: INTERIM SUSPENSION

- Grounds. The President may immediately impose an interim suspension where there is reasonable cause to believe that it is required to protect personal safety or property and to ensure the maintenance of order.
- Notification. A student placed on interim suspension shall be given prompt notice of the charges and the opportunity for a hearing within ten (10) working days of the imposition of the suspension. The hearing shall be held pursuant to the provisions of Article VIII of these procedures.
- Denial of Presence on Campus. During the period of the interim suspension, the student shall not, without prior written permission of the President, enter any campus of JFK University or be present at any University sponsored activity.

ARTICLE VII: CONDUCT BY APPLICANTS FOR ADMISSION

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

such case shall be determined by a hearing held pursuant to Article VIII of these procedures.

ARTICLE VIII: PROCEEDINGS COMPLAINT

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

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

Investigation:

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

- An investigation may entail meeting separately with students or individuals named in the complaint or those who may have knowledge of the facts.
- Generally the investigation is completed within 14 days from the date the complaint is received.
- On completion of the investigation the Associate Vice President of Student Experience or designee will prepare a written report summarizing the witness statements and the evidence. A copy will be maintained in the Office of Student Affairs and may be provided to each party named in the complaint.

Conference:

The student named in the complaint shall be provided with written notice of the specific charge or charges made against the student. Except when the student refuses to cooperate, the Associate Vice President of Student Experience shall hold a conference with the student named in the complaint to obtain his or her response to the complaint, to determine whether the complaint has merit, and if they may be disposed of informally by mutual consent of the student charged and the Associate Vice President of Student Experience. The student may have another person present to observe and consult with during the conference but that person

may not be an attorney nor serve as legal counsel. In addition to the sanctions listed in Article V, an agreement reached during this conference may include voluntary actions by the student charged including but not limited to work assignments, service to a campus department, obtaining psychological counseling or compensations for loss, damage or injury.

Hearing:

- All hearings held under these procedures shall be conducted according to the following:

The student shall be entitled to a hearing before a panel of impartial members of the faculty and/or administration.

- Hearings shall be closed to all persons other than the panel, the student named in the complaint (respondent), the Associate Vice President of Student Experience (if they are not conducting the hearing), a single advisor for the student named, a single advisor for the Associate Vice President of Student Experience, a person designated to record the hearing and those who may have knowledge of the facts.
- The student may be accompanied by one advisor of his or her choice, who may act on his or her behalf. As this is not a legal forum, legal counsel is not permitted. The panel may be accompanied by one advisor of his or her choice.
- The panel may be accompanied by one advisor of his or her choice. If the campus has elected to exclude attorneys from this part of the proceedings, the advisor may not be an attorney.
- The campus and the respondent shall have the opportunity of presenting witnesses to the incidents described in the complaint.
- The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. No evidence other than that received at the hearing shall be considered by the panel.
- The panel shall make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence. Any evidence deemed relevant by the panel shall be admitted.
- A tape recording may be kept of the hearing at the request of the panel or the respondent. The respondent may, at his or her own expense, request a copy of such recording. No tape recording by the respondent or other persons at the hearing shall be permitted.
- The respondent shall not be found responsible for violating the Student Code solely because he or she fails to appear at the hearing. If the respondent does not appear, the hearing shall proceed without him or her and a decision shall be rendered on the information presented.

- Arguments by the respondent or his or her advisor concerning the legal (as distinguished from factual) applicability, or legal validity of any provision with which the student is charged, or of these procedures shall not be addressed to the panel, but to the President in writing within three (3) working days following the conclusion of the hearing. The President shall seek advice on the matter. Such advice shall be considered by the President before a final decision is rendered.
- Where the person testifying is an alleged victim of sexual or physical assault which is the basis for the disciplinary action, that person may be accompanied at the hearing by another person. The other person is not permitted to speak or to participate directly in the hearing. Cross examination of the alleged victim shall be limited to the alleged incident leading to the charge and the events surrounding the charge.
- The panel is responsible for maintaining order, and may establish such rules as are necessary or appropriate to conducting a fair hearing. The panel shall not permit any person to be subjected to abusive treatment. The panel may eject or exclude anyone who refuses to be orderly.
- Where more than one student is charged with conduct arising out of a single occurrence or out of connected multiple occurrences, if the Associate Vice President of Student Experience and the students named in the complaint consent, a single hearing may be held for all of the students named. Students may request that their case be consolidated with others, or separated from others. The Associate Vice President of Student Experience shall make determinations regarding consolidation. The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.
- At any time during the hearing process, the respondent may elect to waive the hearing and accept a sanction recommended by the Associate Vice President of Student Experience. The waiver and acceptance of the recommended sanction shall be in writing.

Recommendation of the Impartial Panel:

- After the hearing the panel shall make a written final determination, which includes a statement of the facts, conclusions about whether the facts demonstrate a violation of the Student Code with which the student is charged, and sanctions, if any. The panel's determination shall be made on the basis of whether it is more likely than not that the student charged violated the Student Code.
- After having made its determination, the panel shall submit a written report to the Associate Vice President of Student Experience or designee that includes a determination as to whether the respondent is responsible for violating the Student Code and recommended sanctions, if any. The

panel's report shall be submitted within ten (10) working days of the conclusion of the hearing.

Associate Vice President of Student Experience Action:

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

Appellate Procedures:

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

For an appeal to be granted, the student must present:

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

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

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