SAN FRANCISCO LAW SCHOOL

ALLIANT INTERNATIONAL UNIVERSITY

STUDENT HANDBOOK

2014
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1.0 INTRODUCTION

1.1 POLICIES IN GENERAL

This handbook states the basic policies, rules, regulations, and standards under which San Francisco Law School operates in the ordinary course of its activities and functions. From time to time, San Francisco Law School (also referred to as “the Law School”) may also post or otherwise publish and distribute additional written policies separate from this handbook.

1.2 UPDATES, EFFECT, AUTHORITY TO AMEND

The San Francisco Law School Student Handbook (the “Handbook”) will be up-dated periodically. Additionally, the Law School may amend the Handbook without publishing a new Handbook. Amendments can be made either by inclusion in a completely updated and republished version of the Handbook or by the separate posting of such amendments on the Law School website. All amendments will be effective as of the first day of publication. Each student is responsible to remain informed of such published amendments. Students are bound by amendments to the Handbook upon publication.

The authority to amend the Handbook is vested in the Dean. Amendments will be in writing. Faculty members and staff have no authority to amend or waive any of the provisions of the Handbook. No students and other persons may rely on an unauthorized waiver or amendment.

1.3 DEFINITION OF ACADEMIC YEAR

The academic year at San Francisco Law School is from the start of one Fall semester to start of the next Fall semester. However, credit for a substantive course started or taken in the Summer semester, such as Moot Court or Community Property, is allocated to the following academic school year.

1.4 CONTROLLING POLICIES AND RULES

In the event of any conflict between the provisions of the Handbook and any other policy, the latest published information shall control. The final authority to interpret the Handbook shall vest with the Dean, whose interpretation is binding.

A copy of the Handbook may be obtained from the San Francisco Law School website at http://www.alliant.edu/sfls/index.php. Students are presumed to know the contents of the Handbook and any adopted amendments thereto, and will be held responsible for such policies and regulations.

1.5 DEFINITION OF ACADEMIC STANDARDS COMMITTEE

1.5.1 The Academic Standards Committee (“ASC”) consists of no less than three faculty members who are appointed by the Dean in consultation with the Faculty Council,
and who typically serve for an academic year. Additional or alternate members of the ASC may be appointed in order to ensure impartiality of academic decisions. The term(s) of the members of the ASC may be renewed.

1.5.2 The faculty-staffed ASC is charged with making decisions concerning academic matters, including but not limited to review of petitions seeking: grade changes, transcript changes, grade reviews, course repetition, student disqualification, student readmission, probation, and conditions of advancement. The ASC may also assist San Francisco Law School concerning other academic decisions regarding classes, courses, faculty, and examination irregularities that do not involve student discipline.

1.5.3 Meetings of the ASC may be held in person, telephonically, or by video conference. Members of the San Francisco Law School administration may attend the meeting, but are not voting members of the Committee. The ASC meeting is a closed meeting. The petitioning student will be advised of the decision of the ASC by San Francisco Law School.

1.6 ACCREDITATION.

WASC/DOE. San Francisco Law School is a school of Alliant International University and as such is accredited by the Western Association of Schools and Colleges (WASC), and, as such, is approved by the U.S. Department of Education for federal financial assistance for eligible students.

STATE BAR OF CALIFORNIA. San Francisco Law School is a California Accredited Law School and has been continuously accredited since state accreditation began in 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.

For information related to the Bar Pass rate of San Francisco Law School, please visit: http://admissions.calbar.ca.gov/Examinations/Statistics.aspx.

2.0 ACADEMIC PROGRAM

2.1 GENERAL REQUIREMENTS – CREDIT HOURS

One unit of credit requires 15 hours of instruction. Typically, this is 14 class sessions and one hour of examination for each unit. San Francisco Law School expects students to spend a minimum of 2 hours of outside study and preparation per class hour/per unit. Students are required to successfully complete 87 semester units of credit (1,305 hours) for award of the degree of Doctor of Jurisprudence. At least 44 of the 87 units must be completed in residence at San Francisco Law School.

2.2 DURATION OF SESSIONS
Fall and spring semesters are typically 15 weeks to accommodate the 15 hour/unit requirement. Study and examination periods are generally held one week after the conclusion of each course. Regularly scheduled classes for each course will ordinarily meet one time each week.

2.3 SCHEDULING OF CLASSES

In the part time program, classes are usually scheduled Monday, Tuesday, Wednesday, and Thursday evenings. Most weekday classes begin at 6:20 p.m. and run until 8:10 p.m. or 9:10 p.m. The full time program takes advantage of both day and evening scheduling.

2.4 LENGTH OF PROGRAM

The San Francisco Law School part time program is designed to be a four year program utilizing evening courses. San Francisco Law School utilizes the Summer Semester as a regular and required part of its programs.

2.5 REQUIRED AND ELECTIVE COURSES

The curriculum consists of a combination of required courses and elective courses. Most required courses are offered each year. Typically, required courses must be taken by all students in the sequence designated by San Francisco Law School.

In addition to required courses, student may choose additional courses to complete their required graduation units from the Elective courses that are offered each year. Clinical field work is offered as an elective. First Year law students may only take electives with prior authorization from the Dean/Associate Dean.

2.6 CLINICAL FIELDWORK PROGRAM

Students are allowed to obtain academic credit work as an intern in an actual, functioning legal environment with practicing attorneys or judges. Students may receive one hour of credit for each 75 hours of participation. A student may receive up to four units of credit per academic year for clinical fieldwork, with a maximum of two units per semester. Single units may be taken in any one semester. Academic credit is not given for remunerated work. Approved clinical program units are charged the same tuition rate as all other academic units.

Students must present a written proposal concerning the nature and location of the work to be done and student’s principal supervising attorney indicating that the attorney or judge will undertake such supervision of the student’s work. The attorney must be a responsible attorney with at least five years of experience. In order for a student to receive credit, the supervising attorney must submit an evaluation report at the conclusion of each semester on forms provided by San Francisco Law School. Additionally, a student wishing to participate in the California Practical Training of Law Students Program must have completed 270 hours of law school and have completed or be enrolled in Civil Procedure and Evidence. Full California State Bar requirements for the PTLS, are located at the following web site
2.7 STUDY AT OTHER LAW SCHOOLS

A student attending San Francisco Law School may take courses for credit at other law schools only after obtaining prior written approval of the Dean/Associate Dean. These may not include required courses offered at San Francisco Law School. A student wishing to take a course at another law school must present a request for approval prior to registering and commencing studies at such other law school. Only students in good standing at San Francisco Law School will be approved to take courses at another law school.

2.8 TRANSFER OF CREDIT FROM OTHER LAW SCHOOLS

Credit may be transferred from other law schools at the discretion and with the permission of the Dean. A grade of at least 70% or a C from schools using letter grades will be required. Grades are not transferable and will not be included in the grade point average computed by San Francisco Law School. Transfer students’ grades cannot be used to compete for Valedictorian or other similar awards or standing.

2.9 TRANSFER OF CREDIT TO OTHER COLLEGES

The decision to accept transfer credits rests solely with the receiving institution. Therefore, students wishing to transfer to another law school must contact that school to determine whether credits earned at San Francisco Law School will be accepted for transfer.

2.10 VISITORS

A student enrolled at another law school may, subject to the approval of the other law school, be admitted as Visitor, a non-degree visiting student, upon submission of required documentation. Visitors are subject to tuition, fees, and all regulations and policies of San Francisco Law School.

2.11 CURRICULUM

Students at San Francisco Law School take all subjects tested on the California Bar Examination as prescribed by the Guidelines for Accredited Law Schools. In order to prepare students to be competitive on the California Bar Examination, students are also required to take a series of Bar skills courses, some of which are taught in the Summer semester. Additionally, Moot Court, also a required course, is taught in the Summer semester. A copy of the curriculum and course scheduling for the Full and Part time programs can be found on the SFLS website or may be requested from the Administration.

2.12 SUMMER BAR PASS COURSES
In conformity with the Guidelines for Accredited Law School Rules, and as part of its Bar Pass Program, San Francisco Law School holds various Bar skills and strengthening courses for all students. These courses are held in the Summer semester after First and Second Years for the full time program, and after the First and Third Years for the part time program. Additional skills courses are held in the final year of each program.

2.13 ORIENTATION

Prior to the start of the Fall academic year, San Francisco Law School holds several evenings of Orientation for the benefit of the incoming First Year students. Orientation introduces students to the academic philosophy, challenges, and disciplines of studying law, student responsibilities, and the Law School facilities. Entering students will receive notice of the date and time of the orientation sessions.

2.14 AUDIT POLICY

2.14.1 Non-degree Auditor. An individual, who is not a degree candidate, may be permitted to enroll as an auditor in a particular course or limited number of courses at San Francisco Law School without complying with the established admissions requirements. Non-degree auditors are not entitled to receive academic credit at San Francisco Law School, nor will they be considered law students at San Francisco Law School. Withdrawal after enrollment in a course will be subject to the same rules as for an enrolled student. In addition to providing registration and contact information, a non-degree auditor must (a) provide documentation of the ability to benefit from the course(s), which documentation may be in the form of a personal statement, statement from an employer or the like; and (b) pay for the course(s) being taken, including any course materials and application fees.

2.14.2 Degree Candidate Auditor. A degree candidate may be permitted to enroll as an auditor in a particular course at San Francisco Law School. The individual may be a current student, or a visiting student. Students or visitors who register to audit a course(s) will have the status as “auditor” and are not entitled to receive any academic credit at or from San Francisco Law School. The usual application, course, and materials fees will apply and withdrawal after enrollment will be subject to the same rules as for any other course.

3.0 REGISTRATION AND TUITION

3.1 REGISTRATION PROCEDURE

Registration and enrollment agreements will be made available to all incoming and continuing students. Additionally, registration forms are available at the Administration desk. Upon acceptance, new students will pay an acceptance fee of $500, which will be applied to fees and tuition upon registration.

3.2 TUITION
3.2.1 **Core Courses.** Tuition and Fees for returning students are due on the following dates: Fall Semester - on or before July 15th; Spring Semester - on or before the first Monday class in January; Summer semester - on or before May 1st. Any special tuition payment arrangement requires approval of San Francisco Law School.

3.2.2 **Electives.** Registration and tuition for elective courses are due two weeks prior to the start of the elective class. A fee of $50.00 may be charged for late registration. A fee of $50.00 may be charged if a student withdraws from an elective after registration and before the class begins. After class begins, the withdrawal fee is the same as a regular course. At the time of registration, the student is responsible for charges for all class related materials, including reprinted and emailed materials.

3.2.3 **Delinquent Tuition Policy.** A student who fails to pay tuition may be ineligible for further study. If a student’s tuition is delinquent, the Law School has the right to take the following actions: (a) withhold the grading of exams, (b) withhold grades, (c) prevent further registration, and (d) refuse to send transcripts, including to other schools, the State Bar, businesses, or other entities.

3.2.4 **Returned Check Fee.** A returned check is subject to a $25.00 fee and the replacement payment must be paid by cashier check or money order. Future payment by cashier check or money order may be required.

3.3 **DEFERRED PAYMENT PLAN**

San Francisco Law School does offer tuition payment plans.

3.4 **TUITION REFUND POLICY**

3.4.1 **Generally.** Upon an official withdrawal in good standing, tuition will be refunded in accordance with the following refund schedule:

<table>
<thead>
<tr>
<th>WITHDRAWAL DATE</th>
<th>PERCENTAGE OF TUITION PAID FOR COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 2\textsuperscript{nd} meeting of the course</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 3\textsuperscript{rd} meeting of the course</td>
<td>75%</td>
</tr>
<tr>
<td>Prior to 4\textsuperscript{th} meeting of the course</td>
<td>50%</td>
</tr>
<tr>
<td>Prior to 5\textsuperscript{th} meeting of the course</td>
<td>25%</td>
</tr>
<tr>
<td>After 5\textsuperscript{th} meeting of the course</td>
<td>0%</td>
</tr>
</tbody>
</table>

Any refund due to a student will be mailed to the student’s last known address.

**Federal Assistance.** All refunds due to a student who has received federally funded financial assistance will follow the rules and regulations of the United States Department of Education.

If student is a financial aid recipient of financial aid from non-governmental sponsored program, credit balances resulting from tuition adjustments under the withdrawal
policy will be refunded to the appropriate financial aid program or lender. A financial aid calculation will be made to determine what financial aid ramifications result based on the student’s official date of withdrawal. A student may be required to return funds to the financial aid program or lender if the student is no longer eligible for the benefits. If a student wishes to have an unofficial calculation completed before deciding to withdraw, the student should contact the Financial Aid office to arrange for a meeting.

No refunds will be made because of curtailment of school or services resulting from strikes, acts of God, civil insurrection, terrorism, riots or the threat of riots, earthquakes, any law, act, order, proclamation, decree, regulation, ordinance, instructions of government or other public authorities or any other cause beyond the control of San Francisco Law School.

3.5 FINANCIAL AID

Financial aid is available for qualifying students. Students interested in more information should contact the San Francisco Law School financial aid assistant.

4.0 CLASS ATTENDANCE

4.1 RESIDENCY REQUIREMENTS

To meet the legal requirements to sit for the California State Bar Exam and to be certified to practice law in California, the Committee of Bar Examiners of the State Bar of California requires students at an accredited law school to

(a) complete at least 1,200 hours of study in residence
(b) extending over a period of not less than 120 weeks

These requirements are referred to as the “residence requirement.” To receive full credit for an academic period, students shall have: (a) been enrolled in a course of study requiring not less than eight hours of attendance per week during that academic period; and (b) received credit for courses totaling not less than eight hours of credit a week during that academic period. Under the standards of the State Bar, “regular and punctual attendance” at classes is necessary to satisfy the residency requirement.

4.2 MINIMUM ATTENDANCE REQUIREMENTS

It is the policy of the Law School that all students be prepared for and attend every class. Instructors must take roll at each class session. Students must attend the entire class session in order to be counted as present for that class session. Students who arrive late, or who leave class before it is concluded, will not be counted as present for that class.

The California State Bar Guidelines for Accredited Law School Rules, “Guidelines”, requires that a student must attend not less than 80% of the regularly scheduled class hours in each course in order to receive credit for that course. San Francisco Law School reiterates its position that class attendance and participation are so important, that every student must make it a priority to be prepared for and attend every possible class, and that the State Bar regulation is not an explanation, nor an excuse, for failing to attend class.
There is no such thing as an “excused absence” under the *Guidelines*. Each absence adds to the cumulative percentage regardless of the explanation for the absence.

**4.3 PENALTY FOR EXCESSIVE ABSENCE**

A student, who exceeds the *Guidelines* for attendance at no less than 80% of class hours in a course, will be dropped from the course and will receive no credit for the course. There will be no refund of tuition for a dropped class based upon excessive absences.

An instructor may correct a clerical error regarding an absence, but instructors have no authority to “excuse” missed class hours.

A student who is dropped from a required course due to excessive absences is not excused from the requirement to take that course in order to graduate.

**4.4 MAKE UP CLASSES**

Occasionally, an instructor will be required to cancel a regularly scheduled class. It is not always possible for the Administration to notify students in the event of a cancelled class. Students will be notified when the make-up class will be held. Rescheduled class sessions are treated the same as regularly scheduled class sessions. Attendance is required, not voluntary.

**4.5 REGULAR ATTENDANCE**

*Part Time Students.* A part-time student must complete not less than 1,200 hours of study in residence extending over a period of not less than 120 weeks and, to receive full residence credit for any academic term, must have been enrolled in a course of study requiring not less than eight hours of attendance a week and must have received credit for courses totaling not less than eight hours of credit a week during that academic term.

**4.6 CLASS ATTENDANCE ROSTER**

All registered students are recorded on the instructor’s class attendance roster. It is the student’s responsibility to report to the instructor and the Administration if his or her name does not appear on the roster. If the student’s name does not appear, it means that the student is not officially registered for that course, is not allowed to attend class, and will not receive credit for the course. A student who continues to attend class without registering will be charged for the hours attended but will not receive credit.

**4.7 COURSE REPETITION**

A student who voluntarily withdraws from a course prior to the final examination may repeat the full course, if the student is otherwise in good standing. If the student is not in good standing, or if the student was dropped from a course for excessive absences, the student must petition the ASC for permission to repeat the course. A student may not repeat one semester of a two-semester course.
Upon successful completion of the repeat course the student’s transcript will reflect both final grades. The grade for the repeat course will be the grade used to compute the student’s grade point average. The repeat course units will be the units for which the student receives credit. A course may not be repeated a second time. Repetition of a course(s) may delay a student’s advancement to the next year and delay the student’s graduation.

Additionally, as a condition of a probation, or readmission to San Francisco Law School, the ASC may allow, or may require, a student to repeat a course or courses. The decision of the ASC will be based on the individual circumstances presented by the student. The decision of the ASC is a final decision.

4.8 COURSE RETEST

A student may petition the ASC to be allowed to retest in a subject. The written petition must be submitted to the Dean or Registrar. In order for the petition to be granted, the burden is on the student to demonstrate to the ASC that extraordinary circumstances affected the student’s initial testing. The mere desire to raise a grade is insufficient to demonstrate such circumstances.

5.0 WITHDRAWAL AND LEAVE OF ABSENCE

5.1 GENERAL

Students may voluntarily discontinue their studies at San Francisco Law School by withdrawing from the Law School. A request for withdrawal must be in writing and presented for approval to the Registrar or Dean. Voluntary withdrawal, within the meaning of this policy, is not applicable to students who are academically disqualified, or otherwise disqualified, or dismissed from San Francisco Law School. If withdrawal is prior to the completion of a two semester course, no credit will be given for any semester or portion of that course.

5.2 WITHDRAWAL IN GOOD STANDING

In order to withdraw in good standing, a student:
(a) Must be in good academic standing at the time of the withdrawal;
(b) Must complete a signed, dated, written request for withdrawal delivered to the Registrar or Dean;
(c) Must pay all tuition and other amounts owed to San Francisco Law School; and
(d) May not be the subject of a pending academic or disciplinary action or investigation.

5.3 DISCRETIONARY READMISSION AFTER WITHDRAWAL IN GOOD STANDING
A student who withdraws in good standing may be allowed readmission to San Francisco Law School. A student seeking readmission must submit a new application, be accepted as a re-enrollee, and commence classes at San Francisco Law School.

In the discretion of San Francisco Law School, students who withdraw in good standing may receive credit for those courses for which credit was previously awarded by San Francisco Law School. However, no credit will be awarded if withdrawal occurred prior to completion of the full course. Mid-term grades are not considered as a completion of a course.

### 5.4 WITHDRAWAL WITHOUT GOOD STANDING

Any student who withdraws without meeting all the requirements for withdrawal in good standing set forth in this Handbook will be considered to have withdrawn without good standing. This includes, but is not limited to, the following:

1. A student who was not in good academic or good disciplinary standing at the time of withdrawal;
2. A student who failed to sit for a scheduled examination without obtaining advance permission;
3. A student who was the subject of a pending academic or disciplinary action or investigation, and
4. A student who failed to timely pay all amounts owing to San Francisco Law School.

Students, who have withdrawn without good standing, may only be readmitted at the discretion of the Admissions Committee. Upon petition, in which the student demonstrates good reason to anticipate successful completion of the requirements for graduation and acquisition of the qualifications to practice law in the state of California, a student may be readmitted to San Francisco Law School. The Admissions Committee may impose conditions upon readmission including, but not limited to, readmission on probation and the repetition of one or more courses, the taking of the First Year Law Students’ Examination, and payment of outstanding amounts owed to the Law School. It is also within the discretion of the Admission Committee to send the request for readmission to the Academic Standards Committee.

### 5.5 EFFECTIVE TIME OF WITHDRAWAL

A student shall be deemed to have withdrawn:

1. When the student delivers written notification of withdrawal to the Registrar or Dean;
2. When a student fails to attend class and the student’s absences exceed the attendance minimums for a course;
3. At the end of the semester, when a student’s absences exceeds the attendance minimums for that semester; or
4. When a student fails to register for a semester in which there are required courses.
Upon the demonstration of extraordinary circumstances by the student, a student may petition the Dean for an extension of time to complete a course requirement. Upon a showing of good cause, the Dean or the Academic Standards Committee may grant such request.

In addition to the foregoing, failure to sit for a regularly scheduled examination or to submit, when due, a final paper or other final assignment required in that course shall constitute a failure to complete course requirements. A student deemed to have withdrawn because of failure to timely complete course requirements remains subject to the consequences of such failure as prescribed under other applicable provisions of the Handbook. For example, a student who fails to sit for an examination will receive a grade of zero (failure) for that course. If the resulting cumulative grade point average would result in academic disqualification, that student will be academically disqualified. The student’s transcript will reflect such disqualification, even if the student has otherwise withdrawn.

Further, due to the nature of the course, there is no proportionate attendance allowed in one unit electives. The failure to attend each session of an elective will result in denial of credit for that elective without a refund of tuition.

6.0 GRADING

6.1 FACTORS AFFECTING FINAL GRADES

Typically, a final examination or final writing assignment is given in each course, and/or at the discretion of the instructor in writing courses. Typically, mid-term examinations are given in all two semester courses, and in some one semester courses. The instructor may also require the timely completion of written assignments, quizzes, projects, or other learning assessment exercises. Since each student is required to be prepared for and participate in class, no additional grade points are awarded for expected involvement and preparation. The basis of the course grade will be communicated to students in a timely manner, typically in the syllabus grading statement. Students will be notified of any change in the grading basis in a reasonable amount of time under the circumstances.

6.2 FACTORS IN ASSIGNING PASS/FAIL GRADES

In courses graded on the basis of Pass/Fail, the instructor will utilize various factors in arriving at the grade which may include: papers, examinations, special projects or assignments, class performance (e.g. attendance, preparation, recitation, and participation) or any combination thereof, as the instructor deems appropriate to the nature of the course. The basis for determining the course grade will be communicated to students in a timely manner, as will any change in the grading basis.

6.3 GRADING STANDARDS

The school uses the following numerical system of grading:

- 100 – 90%   Excellent
- 85 - 89 %   Superior
75 - 79%   Good  
70 - 74%   Passing, but of concern  
55 - 69%   Unsatisfactory  
54%           Failure – no credit

6.4  METHOD OF COMPUTING CUMULATIVE GRADE POINT AVERAGE

Grade points for a course are computed by multiplying the units attempted by the numerical grade received. The grade point average ("GPA") is determined by dividing the total grade points received in the academic year by the total units earned. The cumulative GPA ("CGPA") is determined by dividing the total grade points received in all courses by the total units earned for those courses. Grades of “Pass” (in a Pass/Fail course) and “Incomplete” are not included in the CGPA. However, an “Incomplete” that is not timely completed will result in a grade of “Failure” which will be recorded as 54% and will then be included in the CGPA.

6.5  METHOD OF COMPUTING COURSE GRADES

The instructor will assign each question in an examination with a numerical value. In addition, the instructor may allocate a small number of grade points of the total grade for learning assessment. The instructor will also allocate the percentage weight between the mid-term examinations and final examinations, if any. Thus, a student’s point score on the mid-term examination, if applicable, learning assessment points, if applicable, and the final examination are used in arriving at the final grade for a course.

6.6  STATUS OF TRANSFERRED GRADES

Units credited from prior law school attendance, or attendance at another educational institution, if approved by the Administration, will be entered on the student’s transcript as “Transfer Units.” Transfer units are not used to compute the cumulative grade point average earned at San Francisco Law School.

6.7  DEAN’S LIST

Students can be entitled to be placed on the “Dean’s List” if they achieve an 85% grade point average:

a. At the end of the year in which the student takes a minimum of 20 units;  
b. At the end of the fourth year in which the student takes a minimum of 17 units.

6.8  CHANGE OF GRADE / GRADE APPEAL

No grade will be changed after it is received and approved except in the case of an objectively verifiable, clerical or mathematical mistake.

If a student believes that the examination or course grade was the product of unfairness or a departure from established grading policy, the student may petition the
Academic Standards Committee for a grade appeal by presenting the petition to the Registrar or Dean. It is the student’s burden to present credible, factual support for such a claim.

In all other situations, a student who requests a change of his/her grade may do so only by a written petition delivered to the Dean, who will refer the petition to the ASC for a grade review in accordance with Section 1.5.

6.9 STUDENT EXAMS AND ACCESS TO ANSWERS

San Francisco Law School owns all examinations and examination answers, including the right to publish student answers. San Francisco Law School does not retain copies of midterm examinations, which are typically returned to the student. Final examination answers are only required to be retained for one year. A student may review and make copies of the student’s own final examination answers. A student may not removed original final examination answers from the Law School premises for any reason.

7.0 EXAMINATION POLICIES

7.1 GENERAL EXAMINATION POLICIES

It is the policy of San Francisco Law School that any dishonesty including, but not limited to, cheating or plagiarism on an examination will be grounds for immediate expulsion. Whether an activity constitutes dishonesty is solely within the discretion of San Francisco Law School to determine.

All evening examinations begin at 6:30 p.m. Students should plan on arriving at least 1 hour ahead of time, especially if the student is using ExamSoft. A student arriving after an examination has begun is not entitled to extra time.

To insure the integrity of the examination process, several restrictions will apply:

(a) The directions of the proctor are final. No discussion or argument will be tolerated. A student who does not immediately follow the directions of a proctor will be expelled from the examination.

(b) It is the student’s responsibility to be prepared to continue her/his examination answer in a bluebook, if the student experiences computer difficulties. Extra time is not afforded for computer difficulties.

(c) Once the examination has begun, students shall not communicate with one another, or with anyone other than the proctor, at any time, until the examination is concluded. This restriction includes the examination rooms, hallways, bathrooms, etc. Any such communication will result in the student receiving a failing mark on the examination;

(d) No phones, books, study notes, outlines, study aids, any other course materials, briefcases, book bags, and purses are permitted in the examination room, unless the proctor directs that such items may be placed in the front of the examination room away from all student tables and chairs;
(e) Nothing other than the examination materials provided by the proctor may be used unless explicitly directed by the Instructor prior to the examination;

(f) Eating and drinking in the examination room is strictly prohibited;

(g) Students may not exit the building during an examination, including to smoke and an exit from the building is deemed a termination of the examination;

(h) Mobile phones may not be on or near a student during an examination. The phone must be turned off, even if at the front of the examination room. A student may be expelled from the examination room if the student has the phone on his/her person, or if the phone rings during an exam;

(i) If a student uses a phone during an examination, even if not in the examination room itself, the student will receive a failing mark on that examination;

(j) A student may not bring any type of timer into the examination room which emits any audible sound.

7.2 ANONYMOUS GRADING

All final examinations, in core, non-writing courses, are taken and graded anonymously. The Administration will issue a random identification number to each student for use on mid-terms and final examinations. These numbers are confidential. Students must protect the confidentiality of their assigned numbers and use them on their examinations instead of names. Students are prohibited from advising an instructor of their assigned examination numbers.

Faculty members may not discuss an examination or a grade with any student until after the grades are recorded. Faculty members have no authority to authorize a grade change nor may they agree to change a grade. If an objectively verifiable mathematical mistake is discovered by a faculty member, that information must be brought to the Registrar or Dean for approval before a change can be made. All other grade change requests must go to the Academic Standards Committee.

**No Contact Rule.** San Francisco Law School places a high value on the integrity of its grading of which anonymity in grading is a factor. To preserve this required anonymity, students are prohibited from contacting an instructor regarding any aspect of an examination prior to the approval of grades for that course. Similarly, faculty members are prohibited from speaking with, reading emails from, or otherwise communicating with any of their students prior to the recording of grades.

A student who believes that an issue arose during an examination must bring that information to the Administration, and may not self identify nor contact or attempt to contact the professor. A student who self identifies or contacts a professor regarding an examination or examination grade prior to grades being recorded may be subject to academic sanction, including but not limited to disqualification of the student’s examination.
7.3 EXAMINATION MATERIALS

7.3.1 Labeling of Examination Materials. All examination materials, i.e., blue books and paper will be provided by the proctor at the start of the examination. To ensure proper grading, each student is responsible for carefully identifying his/her examination responses with the following:

(a) Correct identification number,
(b) Course title and Professor’s name,
(c) Number of the question being answered, and
(d) Number of the bluebook(s) being used for that question (E.g., 1 of 1, 1 of 3).

7.4 PROCEDURES DURING THE EXAMINATION

7.4.1 Sign-In /Sign-Out. In each examination room, the proctor will have sheets on which each student is required to:

(a) Sign-out for receipt of all examination materials;
(b) Sign-in that all completed examination materials have been received by the proctor; and
(c) Sign-in and Sign-out each time a student leaves the room during an examination.

7.4.2 Start of Exam. Prior to the examination, the proctor will direct the students to put their identification number on their testing materials. Thereafter, the proctor will signal the beginning time for the examination. Students may not turn over or read the examination questions, nor begin any writing on the scratch paper or bluebooks prior to the signalled start of the examination. Once the examination begins, it is the student’s responsibility to immediately check to see that all examination questions are in the student’s examination materials.

7.4.3 Leaving the Examination Room. A student may leave the examination room during an examination to use the restroom. However, no student may leave during the last ten minutes of an examination. Upon leaving the examination room, the student must sign-out and must sign-in upon return. No two students are allowed to leave the same examination room at the same time. No student may leave the building during an examination.

7.4.4 Materials to Remain in the Room. Nothing may be removed from the examination room prior to the conclusion of the examination, including examination questions, bluebooks, and scratch paper. Examination materials removed from the room will result in a failure for that examination.

7.4.5 Illness. Should an unexpected illness occur during the examination period, which causes a student to be unable to continue, the student should immediately alert the proctor for permission to go to the Administration Office for instructions.

7.5 HAND-WRITTEN EXAMINATIONS

Only answers recorded in the bluebooks may be submitted and considered for grading. Outlines or other writings on loose or stapled pieces of paper will not be accepted.
as part of the student’s answer and will not be graded. Any portion of an answer which a student does not want to be graded must be lined-out by the student.

Students must bring a sufficient supply of pens to write their examination. All examinations must be written in ink. Answers written in pencil not be accepted and will not be graded.

### 7.6 COMPUTER EXAMINATIONS

Students who choose to use computers for their examinations must make timely prior arrangements with the Registrar. It is also the student’s responsibility to register with the computer-exam vendor at least one month prior to the examination to ensure compatibility of the exam software with the student’s computer.

Only answers recorded on the computer or in a bluebook may be submitted and considered for grading. Outlines or other writings on loose or stapled pieces of paper will not be accepted as part of the student’s answer and will not be graded. Any portion of an answer which a student does not want to be graded must be lined-out by the student.

San Francisco Law School is not responsible for the student’s use of a computer for exams. Student is responsible for their own extension cords, etc. Should a computer fail or malfunction, the student must be prepared to continue with the examination by using a bluebook to handwrite the examination. Therefore, the student is advised to bring sufficient ink pens to write the examination, should that be necessary. Students will not be given additional time to write their examination and will be expected to cease writing their exam at the same time as all other students.

### 7.7 CONDUCT AND PROCEDURES AT THE END OF THE EXAMINATION PERIOD

#### 7.7.1 Time

When the proctor calls “time,” each student is to stop taking their examination immediately, even if the student is in the middle of a sentence. A proctor may confiscate an examination if a student continues writing; the incident will be reported to the Administration, and the examination may be voided.

#### 7.7.2 Exam Sign-Out

It is the student’s responsibility to properly sign-out and record their examination answers with the proctor before the student leaves the examination room. Examination answers will not be accepted for grading without the student properly signing out. Unrecorded answers will not be considered for grading. Students must also turn in all examination questions and the scratch paper prior to leaving the examination room.

A student who fails to properly turn in the student’s bluebooks or to upload the computer generated answer, or who turns in blank, unintended, or incorrect bluebooks or computer generated answers, will receive a grade of zero on the examination question or questions concerned. There is no right to make-up or to substitute examinations answers, or to have later produced examination answers graded.
7.7.3 Early Completion of the Exam. If a student finishes an examination before time is to be called, the student may sign-out his/her examination materials with the proctor and must then quietly leave the examination room and the Law School. Students, who finish their examinations before time is called, may not leave examination answers on the tables or otherwise lying about the examination room, but must properly sign-out with the proctor.

7.8 SPECIAL CONDITIONS FOR EXAMINATION

Students seeking accommodations necessitating special examination conditions must contact the Administration Office as early as possible after enrollment in order for the appropriate documentation to be received so that an evaluation can be done, and appropriate arrangement approved. Please note: An accommodation from a previous school is not necessarily a sufficient basis for an accommodation in law school. Appropriate documentation must be submitted to San Francisco Law School so that it may make its independent evaluation of a suitable accommodation, if any.

Similarly, a testing accommodation at San Francisco Law School cannot be relied upon as sufficient reason for a similar testing accommodation on the California State Bar Examination (the “CA Bar Exam”) and an independent submission of information and documentation must be timely made to the California State Bar, according to its requirements.

7.9 FAILURE TO TAKE AN EXAMINATION

Students are required to sit for examinations on the date and at the times the examinations are scheduled by San Francisco Law School. The failure of a student to sit for an examination will result in the student receiving a grade of zero (failure) for that examination. The failure of a student to sit for a scheduled examination shall be considered as a failure to complete the course requirements and may also cause the student to be deemed as withdrawn without good standing.

7.10 RESCHEDULED EXAMINATIONS

Students, who are unable to take a regularly scheduled examination within the prescribed period for such examinations, must request that the Registrar or Dean consider approving a special examination. Approval of such a request is strictly within the discretion of the Dean and will not be granted routinely. The request will only be approved for good cause and under such special circumstances as defined herein.

Good Cause. Upon a showing of good cause, the Registrar or Dean may authorize a student to take an examination at other than the regularly scheduled time. “Good cause” is defined as:

(a) An unexpected illness or injury to the student or a member of the student’s immediate family; or
(b) Extreme, immediate, unforeseeable, and unavoidable personal circumstances occurring at the time of the examination.
Vacations, including paid vacation plans, inconvenience, and work schedules do not satisfy the requirement of good cause.

Timely. A student who seeks to reschedule an examination must contact the Registrar and submit documentation of good cause well enough in advance of the scheduled examination to allow a timely determination whether to grant the request to reschedule the examination.

In order to preserve anonymity of grading, students are prohibited from advising an instructor that they took or are taking an examination at a time different than the other students. Additionally, students are prohibited from contacting an instructor to request rescheduling of an examination as instructors are not authorized grant such a request.

Upon approval of the student’s request, the make-up examination must be taken within one week of the day the examination was regularly scheduled. Students taking more than one make-up examination will take such exams on consecutive days. Make-up examinations will be given only during regular business hours.

7.11 RESCHEDULE EXAMINATION FEE

Should the Dean approve a student’s request to take a rescheduled examination, a fee of $200 may be assessed for each such rescheduled examination.

8.0 ACADEMIC GOOD STANDING, IMPROVEMENT, DISQUALIFICATION AND PROBATION

8.1 GENERAL

It is the policy of San Francisco Law School that all students are required to maintain academic good standing during the course of their law study. Students failing to meet these requirements will be subject to academic probation or disqualification. The student’s grade point average is used to determine whether a student is in good academic standing, academically disqualified, or will be placed on academic probation. Academic standing is determined by grades at the conclusion of the Spring Semester of each year.

8.2 ACADEMIC GOOD STANDING

A student is in academic good standing when:

(a) A student in the Second, Third, or Fourth year, has a minimum GPA for the academic year of 70% or greater, and a CGPA of 70% or greater, and has no additional CGPA requirements; or

(b) A student is in the Second, Third, or Fourth year, has a requirement for a minimum GPA for the academic semester or year or a CGPA greater than 70% and has met that requirement; or
(c) A student was admitted without a requirement that a GPA of greater than 70% be achieved at the end of the First year, and has attained a GPA of 70% at the end of the First Year, or

(d) A student was admitted with a requirement that a GPA of greater than 70% be attained at the end of the First Year, and has met the required GPA.

8.3 ACADEMIC IMPROVEMENT

The Law School reserves the right to place a student receiving a mid-term or final grade of less than 70% in a course in Academic Improvement status. When in Academic Improvement status, the Law School may require the student to take additional actions to increase the student’s subject matter knowledge, which action may include, but is not limited to, participating in the Academic Support Program, additional testing, additional course work, or private tutoring, or if the student is otherwise in good standing, repeat the course in which the student received less than a GPA of 70%.

8.4 ACADEMIC DISQUALIFICATION

A student will be subject to Academic Disqualification when any of the following apply:

(a) A student’s GPA is less than 70% at the end of the First Year;
(b) A student’s GPA for the Second, Third, or Fourth year is less than 70%;
(c) A student’s CGPA is less than 70%; or
(d) A student was accepted with, readmitted with, or has a probationary requirement for a GPA 70% or higher and has failed to attain the required GPA either cumulatively or in any course.

8.5 ACADEMIC PROBATION

A student, who is readmitted to San Francisco Law School with restrictions or conditions on their academic performance, will be considered a student on academic probation and not a student in good standing.

The ASC sets the conditions of probation. The ASC has the authority to fashion a decision that is fair under the circumstances. The factors taken into consideration for determining whether academic probation is appropriate can include the following: grades, CGPA, special circumstances, attendance records, admissions records (including LSAT scores, undergraduate grade point average), prior probation, withdrawals, leaves of absence, and the student’s proposed remedial plan.

The range of conditions of academic probation can include the following or a combination of the following: a set GPA, a set grade-per-class, a remedial plan or course or class(es); examinations, a tutor, tutorials, academic support attendance, a writing class(es), attendance requirements, study programs, and compliance with a remedial plan.

The meeting of the ASC will be held in accordance with Section 1.5.
A student on academic probation is not considered to be in good academic standing for any purpose. Therefore, the student is prohibited from holding student office or participating in student or school activities and programs where good academic standing is required. Until the student has successfully completed academic probation, a letter of good standing will not be issued.

### 8.6 PETITION FOR RELIEF FROM DISQUALIFICATION

A student, who has received a Notice of Academic Disqualification under Section 8.3 above, and has a GPA of 68% or higher, may petition to the Academic Standards Committee for relief. The petition must be submitted to the Dean or Registrar. The petition must be in writing and must demonstrate good cause for relief from Academic Disqualification, including a showing of changed circumstances and a plan for remediation. All decisions of the ASC are final and not appealable.

The ASC has the authority to fashion a decision that is fair under the circumstances. Options include but are not limited to: academic probation, GPA and CGPA requirements for the following semester or academic year; attendance requirements, tutoring requirements, study skills requirements, writing requirements, remedial plan or courses or classes, the taking of the First Year Law Students Examination ("FYLSE"), sitting out for one year, or similar requirements. The Academic Standards Committee may take into consideration the attendance record of the student, as well as any explanations offered for poor attendance.

The meeting of the Academic Standards Committee will be held in accordance with section 1.5.

A student who has received a Notice of Academic Disqualification is not in good standing for the purposes of a receiving a letter of good standing.

### 8.7 AMENDMENT OF THE ACADEMIC STANDARDS REQUIREMENTS

The Student Handbook, including the Academic Standing section may be amended by the Dean of San Francisco Law School, as needed, to ensure the fairness and suitability of these requirements.

### 8.8 TIMING OF PETITION FOR READMISSION

Students seeking readmission to San Francisco Law School must submit a written petition to the Registrar or Dean, no later than 14 days after notice of disqualification is mailed. Verbal petitions will not be considered by the ASC. The 14 day requirement does not apply to a student petitioning after receiving notice of passing the FYLSE.

### 9.0 GRADUATION

#### 9.1 GRADUATION REQUIREMENTS

San Francisco Law School will confer a degree of Doctor of Jurisprudence ("J.D.") upon students who have met all graduation requirements, including:
(a) A CGPA of at least 70%; and  
(b) A GPA of 70% in the final year; and  
(c) Successful completion all required courses and all credit units necessary for graduation; and  
(d) Completion of a total of 87 semester units and attainment of the residency requirements (Section 4.1, above); and  
(e) Payment of all fees, charges, and tuition due to San Francisco Law School/Alliant International University.

At the start of the final year, a non-refundable Graduation Fee is assessed to each prospective graduating student, regardless of whether the student intends to participate in the graduation ceremony.

9.2 GRADUATION HONORS

Students will be awarded a “With Honors” distinction if their CGPA is 85% or better, and all units were earned at San Francisco Law School.

9.3 VALEDICTORIAN

The Valedictorian of the graduating class is the student who has achieved the highest CGPA by graduation, is not a transfer student, and earned all units at San Francisco Law School.

10.0 PERSONAL CONDUCT OF STUDENTS

10.1 STUDENT CODE OF CONDUCT

All students are expected to abide by ethical standards, in their behavior and in their exercise of responsibility toward others, and to conduct themselves, at all times, in a professional, respectful, civil, and courteous manner.

San Francisco Law School reserves the right to terminate the enrollment of any student who does not abide by the policies and regulations established in the Handbook.

Registration as a student at San Francisco Law School signifies that the student agrees to abide by the rules, regulations, and requirements of San Francisco Law School. A copy of the Handbook can be found on the San Francisco Law School website at http://www.alliant.edu/sfls/index.php.

10.2 STUDENT CONCERNS

All students of San Francisco Law School may seek information or express their concerns on academic or non-academic matters in a professional manner. Students may contact the San Francisco Law School Administration by letter or in person either directly or through their elected student representatives. Professional expressions of concerns do not
include shouting, harassing, intimidating or threatening language/behavior/letters/emails/or telephone calls.

10.3 COMPLIANCE WITH THE HONOR SYSTEM

The "Honor System" is defined as follows:

All students participating in any examination or written assignment given by any instructor at San Francisco Law School, shall be on their honor to use only their own knowledge of the course to answer the questions on a given examination or written assignment and to abstain from bringing any outlines, notes or other research materials into the examination room before or during the examination and will abide by the examination procedures and policies set forth in the Handbook, and such other applicable written policies, procedures, and regulations which may be adopted by San Francisco Law School from time to time.

The procedures and criteria set out in sections 10.0 and 11 of the Handbook will be invoked in the event that a violation of the Honor System is alleged.

10.4 TECHNOLOGY POLICY

10.4.1 General Policy. The use of computers and technology at San Francisco Law School is subject to the normal requirement of legal and ethical behavior at the Law School. Such usage must comply with all federal, local, state, and other applicable laws, as well as all applicable contracts and licenses. Examples include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, child pornography, and the Electronics Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibits "hacking" "cracking" and similar activities; the applicable code of student conduct; the Law School’s sexual harassment and discrimination policies and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the additional laws of other jurisdictions.

10.4.2 Computer Use Policy. Students may use computers during class, in the library, and in other study spaces for the purpose of taking notes or other purposes that are directly related to, and supportive of, participation in class and in furtherance of a legal education. The use of computers is a privilege and not a right. As such, the privilege may be withdrawn if it is not used responsibly and with consideration for others. Faculty have the right to restrict the use of computers in their class.

The use of a computer in class or in the Law School for activities or purposes unrelated to legal studies causes a significant distraction to other students and severely disrupts the ability of other students to participate fully in class or study.

Any improper use of a computer during class is prohibited. These activities include, but are not limited to, composing or sending or reading emails, instant messaging, searching or browsing the Internet, playing games, and viewing movies. Any improper use of a
computer at the Law School, whether during class or at other times including accessing or posting materials that interfere with the orderly conduct of the educational or administrative functions of the Law School, is prohibited.

Students at San Francisco Law School are provided with access to LexisNexis. However, students are not permitted to share their access to LexisNexis with any other person, including another student. Additionally, students are restricted in the use of the Law School’s provided services to activities and purposes related to their legal studies. All other uses are prohibited, including unrelated legal matters at work.

Students who violate these policies are subject to disciplinary actions pursuant to the student code of conduct as described in section 10.1. Students at San Francisco Law School should also note that a finding of a violation of the student code of conduct can be reported to the State Bar as part of the student’s moral character evaluation and could affect a student’s ability to be licensed as an attorney.

11.0 STUDENT DISCIPLINE

11.1 ACTS SUBJECT TO DISCIPLINE

San Francisco Law School reserves the right to take necessary action to protect the safety and well-being of the campus community and to protect its facilities and programs. All students, regardless of where they live, are members of the academic community with the same basic rights and responsibilities. All students are subject to the student code of conduct. Violations may be dealt with by San Francisco Law School whether they occur on or off campus.

Students are expected to abide by all applicable laws including the laws of the State of California, and the United States of America. Students who violate the law may incur penalties prescribed by civil authorities. In such cases where the interests of San Francisco Law School are involved, the authority of the Law School may be asserted. The Dean, or the Dean’s designee, will determine if the interests of the Law School are involved and if legal and/or disciplinary action is necessary.

Violation of a San Francisco Law School regulation, which is a violation of civil law or criminal law, which affects the Law School, shall be procedurally handled as a disciplinary situation regardless of whether there is a prosecution under law. Disciplinary action at San Francisco Law School will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. Finally, the implementation of discipline by San Francisco Law School does not protect the student from, nor does the Law School necessarily consider it to be a substitution for, civil process or criminal prosecution.

San Francisco Law School may initiate disciplinary action against any student whose conduct raises a question as to that student’s fitness to remain at San Francisco Law School.

Disciplinary action may be taken for any conduct by a student which:
(a) Violates the standards of ethics expected of potential future officers of the Court;
(b) Interferes with the rights of a faculty member, staff member, or other student;
(c) Disrupts or is calculated to disrupt the normal operation of San Francisco Law School, including but not limited to in the manner described in Section 10;
(d) Involves a violation of rules and standards of conduct found elsewhere in the Handbook;
(e) Involves actionable misconduct including, but not limited to, the following:
   (i) Actual or threatened physical assault, intimidation or harassment of any student, faculty or staff member;
   (ii) Engaging in plagiarism, misappropriation, or other inappropriate use of another’s work;
   (iii) Violation of examination rules including but not limited to using, giving, or receiving unauthorized aid, equipment or materials before or during an examination, or in connection with any other required writing for a course;
   (iv) Defacing or vandalizing San Francisco Law School property;
   (v) Stealing, or removing without proper authorization, any property including books or other materials belonging to or leased by the Law School;
   (vi) Using the Law School’s computerized legal research systems for a non-law school related purpose;
   (vii) Using the Law School’s name or premises for unauthorized activities or purposes;
   (viii) Making false statements, including omissions, on any document used as part of the admissions process at San Francisco Law School or any other official record of San Francisco Law School;
   (ix) Obscene, lewd, or indecent conduct;
   (x) Offensive or disorderly conduct, which causes interference, annoyance or alarm, or recklessly creates a risk of harm;
   (xi) Interference with the freedom of any person to express his/her views, including invited speakers;
   (xii) Interference with entry into or exit from buildings or areas or free movement of any person;
   (xiii) Behavior or activities that endanger the safety of oneself or others;
   (xiv) Violation of any of the restrictions, conditions, or terms of a sanction resulting from prior disciplinary action;
   (xv) Tampering with fire or safety equipment;
   (xvi) The misuse of telephone, communication or computer equipment, including email;
   (xvii) Possession, sale, use, transfer, purchase, delivery of drugs, or being in the presence of drugs, or drug paraphernalia, except as expressly permitted by law.
(xviii) Possession or use of firearms, fireworks, dangerous weapons, ammunition, or possession of chemicals when not authorized or possession or use of realistic looking toy weapons that can be used to threaten an individual;
(xix) Starting fires or explosions, false reporting of a fire, bomb, incendiary device, or other explosive, or any false reporting of an emergency; or
(xx) Any violation of federal, state or local law.

11.2 DISCIPLINARY MEASURES

Official disciplinary action involving a violation of Sections 10 or 11 may include the following, individually or in combination:
(a) A written reprimand, a copy of which shall be placed in the student’s file;
(b) Cancellation of an examination or course grade and denial of course credit;
(c) Probation;
(d) Compensation for damage(s);
(e) Suspension for a term or for an indefinite period; or
(f) Expulsion.

11.3 NOTICE OF DISCIPLINARY CHARGE(S)

A student who is the subject of a disciplinary action will be sent written notice of the specific charge or charges and action to be taken. Notice will be sent by email and mailed to the student’s last known address. It is the student’s responsibility to maintain both a current email and physical address with the Law School. For notice purposes, San Francisco Law School is entitled to use the last known address of the student. At the discretion of the Dean, notice may be hand-delivered to the student.

11.4 OPPORTUNITY FOR A DISCIPLINARY HEARING

A student, who opposes the noticed disciplinary action and charge is afforded the opportunity for a hearing upon the submission of a written request for a hearing before a Disciplinary Panel as defined in Section 11.5. The written request for a hearing must be delivered to the Dean or Registrar within five days after the mailing of the notice of the specific charges of the disciplinary action. If no written request for a hearing is made within five days, the disciplinary action set out in the notice of charges will take immediate effect.

In the interests of safety and orderly conduct of San Francisco Law School, a student subject to disciplinary charges may be excluded from attending classes or being on the property pending the hearing.

11.5 DISCIPLINARY PANEL AND HEARING

The “Disciplinary Panel” is an impartial panel chosen by the Dean and composed of two disinterested members of the faculty and one member of the San Francisco Law School Board of Visitors. The hearing date will be set as soon as reasonably practicable after receipt of request for a hearing is received from the student.
San Francisco Law School may elect to call for a disciplinary hearing on its own. If the hearing is set at the election of SFLS, the hearing will be set no earlier than seven days from the mailing of the notice of the specific charge(s) to the student.

The student who is the subject of the disciplinary hearing may call witnesses, question adverse witnesses, and submit documentary evidence. While the student may not be represented at the hearing by counsel, the student may bring a non-attorney to assist the student with the student’s presentation. On behalf of San Francisco Law School, the Administration may call witnesses, question adverse witnesses, and submit documentary evidence. The Disciplinary Panel may set reasonable limits for the hearing including but not limited to a reasonable amount of time for oral presentation, limits on cumulative witnesses or evidence, and may insist on professional behavior and demeanor.

A written decision will be provided by the Disciplinary Panel within three days after the conclusion of the hearing, or as soon thereafter as is reasonably practicable. The decision will contain a statement of the facts, conclusions, and state the disciplinary action, if any is determined to be warranted. The decision rendered by the Disciplinary Panel may:

(a) Approve the disciplinary action as set forth in the written notice of charges given to the student; or
(b) Impose an appropriate lesser sanction; or
(c) Determine that no disciplinary action is warranted.

No other decision, action, or remedy shall be made or imposed by the Disciplinary Panel. The decision of the Disciplinary Panel shall be final and binding on both San Francisco Law School and the student. Any sanctions imposed by the Disciplinary Panel will take effect as of the date of the written decision of the Disciplinary Panel, unless, at the discretion of the Dean, a later effective date is more appropriate.

11.6 RETROACTIVE DISCIPLINARY ACTION

In the interests of safety and orderly conduct of San Francisco Law School, a student subject to disciplinary charges may be excluded from attending classes and/or being on the Law School property, even if such exclusion causes the student to miss class(es), or an examination(s).

Notwithstanding the effective dates of disciplinary actions and sanctions set forth above, if the disciplinary action imposed is expulsion or suspension, no credit will be allowed for examinations or courses taken during the pendency of the disciplinary process.

11.7 REPORT TO THE COMMITTEE OF BAR EXAMINERS

A record of any disciplinary action taken by San Francisco Law School will be noted in the student’s file and may be reported to the State Bar of California.

12.0 STUDENT ACTIVITIES AND SERVICES

12.1 SAN FRANCISCO LAW SCHOOL LIBRARY
San Francisco Law School maintains a working library that is available to students Monday through Thursday during office and class hours (generally, 9 am -9 pm), Fridays and Saturdays by appointment or when otherwise open for classes/electives. Typically, the library is closed during holidays and vacations. The library hours may change from time to time.

The law library is provided for study, academic research, and related activities for the students of San Francisco Law School. Since the law library is a shared facility, courtesy is expected. Loud talking, socializing, or other disruptive activities are reserved to the student lounge not the Library. No food or beverages of any kind are permitted in the law library or in the classrooms. The library is also used for appropriate classes and electives.

Students using the law library research products for commercial purposes, and students who remove books and law school materials from the law library, are subject to discipline under Sections 10.0 and 11.0 above.

12.2 LEXISNEXIS

Students and Faculty are provided with a LexisNexis number for access to legal research. The LexisNexis access is restricted to the legal education use. Clinical fieldwork is included in legal education. Any commercial use of the LexisNexis account is strictly prohibited. This prohibition expressly encompasses a student’s paid employment and applies to any legal research tools provided to the students. If you have any questions regarding educational use, please contact the Administration.

12.3 VETERANS

San Francisco Law School is approved for the legal education of veterans and is a Yellow Ribbon participant. Students who intend to apply for Veteran’s benefits should contact the Registrar. Veterans or other eligible persons please note the following:

12.3.1 Standards Of Progress. In accordance with CFR §21.4253(d)(4), if a student who is a veteran or eligible person who is receiving Veteran’s benefits (for the purposes of this Section 12.3 a Veteran Student) remains on probation for a grade point deficiency below a 2.0 CGPA (70%) beyond one year, that Veteran Student’s educational benefits will be discontinued. There will be no further certification of benefits until the Veteran Student achieves a 2.0 CGPA (70%). A Veteran Student may be allowed to continue to pursue the Veteran Student’s educational goal while on academic probation beyond one year. However, the Veteran Student cannot be certified for benefits until a CGPA 2.0 (70%) is attained.

12.3.2 Readmission. The conditions for readmission after dismissal for unsatisfactory academic progress are also subject to the above standards of progress for Veteran Students.

12.3.3 Refund Policy. San Francisco Law School’s refund policy will conform to the rules of the Veterans Administration for those students receiving veteran’s benefits. A Veteran Student who withdraws or is discontinued from completing a course will receive a
pro-rata refund of the unused portion of tuition. A registration fee in an amount of $10.00 is not subject to pro-ration. Any registration fee in excess of $10.00 and other fees will be subject to pro-ration.

12.4 STUDENT LOUNGE

The student lounge is intended to be a place where the students can relax, socialize, eat, and drink. Students who want to study in a quieter environment are invited to use the library small conference rooms.

12.5 BOOKS AND SUPPLIES

All students are required to purchase their class texts and materials pursuant to the Guidelines for Accredited Law School Rules. ISBN numbers for all texts and required books can be found on the San Francisco Law School website and on the syllabus. Copies of the class texts and materials can be borrowed from the law school on an emergency basis. San Francisco Law School’s copies of course textbooks and materials may not be used as a substitute for the student’s required books and materials.

Instructors may order or prepare special materials for their courses. In such cases, San Francisco Law School will have copies made for each student in the class. The student will be billed automatically for these class materials. The student must come to the Law School to pick up these materials.

12.6 STUDY GROUPS

San Francisco Law School encourages student interaction for learning purposes. The Socratic method of instruction, widely used in teaching the law, allows for student questioning and dialogue. Students often form study groups for continued study, discussion, and preparation outside the classroom program. While study groups are neither required nor established by San Francisco Law School, the concept and creation of such groups are supported by the Law School.

12.7 STUDENT ORGANIZATIONS

Student interaction is facilitated by various school clubs. All students are automatically members of the Student Bar Association (“SBA”). All San Francisco Law School Students are encouraged to take an active role in student organizations and activities.

12.8 THE STUDENT BAR ASSOCIATION

The SBA is the law student governing body with officers and representatives from each class. It acts as the voice of the students at San Francisco Law School.

12.9 DELTA THETA PHI FRATERNITY

Delta Theta Phi is an international law fraternity, maintaining Senates at San Francisco Law School, throughout law schools in the United States, and in various foreign law
schools. The fraternity also provides rewarding professional programs including opportunities for job networking, both for students and alumni.

13.0 REGULATIONS OF THE COMMITTEE OF BAR EXAMINERS

13.1 GENERAL POLICY

It is the responsibility of each student enrolled at San Francisco Law School to comply with all applicable rules promulgated by the State Bar. Some of the major requirements are summarized below. The State Bar publishes the Rules Regulating Admission to Practice Law in California. Copies may be obtained from the State Bar at 180 Howard Street, San Francisco, CA 94105. Following are a few pertinent regulations.

13.2 REGISTRATION AS A LAW STUDENT

Every student accepted by San Francisco Law School must register with the State Bar within 90 days after beginning the study of law. The State Bar prefers that registration be done online. The State Bar charges a filing fee for registration as a law student.

Students should retain copies of all forms filed and information submitted to and received from the State Bar. Students are requested to provide the Registrar with a copy of their registration.

13.3 ADMISSION AS A SPECIAL STUDENT

13.3.1 General. Students who have not completed at least 60 semester units or 90 quarter units acceptable toward a bachelor’s degree may apply as a “special student.” The State Bar requires that all applicants seeking admission to law school as a special student must take and pass the College Level Examination Program (“CLEP”) prior to admission to law school.

The general examinations and passing scores are:
(a) College Composition or College and Modular Composition with a passing score of 50; and
(b) Two other examinations, each designed to correspond to full-year courses (six semester hours each) or four other examinations, each designed to correspond to semester courses (three semester hours each) that can be selected from any of the following subjects:
(i) Composition and Literature (Humanities Examination Only)
(ii) Foreign Language
(iii) History and Social Science
(iv) Science and Mathematics
(v) Business

The Course Titles changed effective July 1, 2010. For the Summary of Credit Recommendations for the CLEP Examinations and further information, please contact the College Board at P.O. Box 6600, Princeton, NJ 08541-6000, 1-800-257-9558; www.collegeboard.com.
13.3.1 First Year Law Students’ Exam. Applicants admitted at a provisionally-accredited law school or as Special Students must take and pass the FYLSE upon completion of the first year curriculum. The FYLSE is administered by the State Bar twice a year, usually in June and October. The State Bar prefers online registration (www.calbar.ca.gov) and imposes a fee for this examination. Special Students only receive credit for law study beyond the first year if they pass the FYLSE within three administrations of the examination after becoming eligible to take it. Those who take and pass the examination beyond the third administration, will only receive credit for one year of law study.

13.4 PROFESSIONAL RESPONSIBILITY EXAMINATION.

In order to practice law in California, all applicants must pass the National Conference of Bar Examiners’ Multistate Professional Responsibility Examination (“MPRE”). This examination is administered by the National Conference of Bar Examiners and the State Bar. Students generally sit for this examination during their third year of study concurrent with their Professional Responsibility course. Application forms for the MPRE are available from the State Bar and on their web site: www.calbar.ca.gov.

13.5 APPLICATION FOR DETERMINATION OF MORAL CHARACTER.

An application for determination of moral character, also known as a Preliminary Evaluation of the State Bar’s Rule X Qualification, must be filed with the State Bar to initiate the moral character screening process. Although a determination of good moral character is not required to sit for the California Bar Examination, the determination is required for admission to practice law in California. The review process by the State Bar may take up to 180 days to complete. Students are encouraged to file their application for determination of moral character with the State Bar well in advance of sitting for the California Bar Examination.

Students are also advised that the law schools are required to report negative conduct on the part of the student to the State Bar.

13.6 CALIFORNIA BAR EXAMINATION.

Each student planning to take the California Bar Exam must file an application with the State Bar approximately four months prior to the date of the examination. The preferred form is online. There is a fee for taking this examination. The California Bar Exam is administered by the State Bar twice a year in February and July.

When a student registers for the California Bar Exam, the State Bar sends a Certificate to San Francisco Law School for confirmation that the student has completed the student’s law studies in good standing and requesting a transcript.

If for any reason, a student has not successfully completed the prescribed law school program, that student must submit a transcript to the State Bar for evaluation to determine eligibility to take the California Bar Exam.

13.7 PRACTICAL TRAINING OF LAW STUDENTS
A certified law student may perform any function on behalf of a client that would be appropriate for a licensed attorney as long as the functions are performed under the direct supervision of a supervising attorney and with the consent of the client. A certified law student may negotiate on behalf of a client and render legal services under supervision, including appearing on the client’s behalf, with the supervising attorney, in a trial, hearing or proceeding. A student may not perform legal services or functions for a client without meeting the certified law student requirements, even if attorney supervision is provided.

A student wishing to participate in the California Practical Training of Law Students Program must have completed one year of law study (270 hours) and must have at completed or be enrolled in Civil Procedure and Evidence. Students are not permitted advanced enrollment in these required courses. Full California State Bar requirements for the PTLS, are located at the following web site page: http://admissions.calbar.ca.gov/Education/LegalEducation/PracticalTrainingofLawStudentsProgram.

14.0 PERSONAL RIGHTS

14.1 EQUAL OPPORTUNITIES

San Francisco Law School grants to students all rights, privileges, programs, and activities otherwise generally available to students at San Francisco Law School regardless of age, sex, race, creed, color, physical disability, sexual orientation, national or ethnic origin, or political affiliation. San Francisco Law School does not discriminate on any basis in the administration of its educational policies, admissions practices or in any other programs which it administers.

14.2 PRIVACY POLICY

It is the policy of San Francisco Law School to protect the private information of its students, faculty, and employees. For educational purposes, students are required to furnish San Francisco Law School with their home and work addresses, telephone numbers, email addresses, and emergency contact information. Private information will not be shared with unaffiliated third parties, including parents, without appropriate authorization.

Personal contact information provided by students, including their mail and email addresses is private and proprietary to San Francisco Law School and may only be used for law school purposes. This restriction applies to faculty, students, and student organizations and their officers. Spam or blast emailing is an express violation of this policy. A student may not publish the email address or emails of another student to non-law school related parties, for non-law school related purposes.

A student may separately provide written authorization for the use of the student’s address or email address for non-law school related purposes, if the student chooses to do so. Providing personal information for law school related purposes may not be construed as permission for non-law school use.
In compliance with the provisions of the Family Educational Rights and Privacy Act, San Francisco Law School maintains the confidentiality of student educational records. However, the Law School will disclose student records without prior consent to the following parties: certain Government Regulatory Agencies and Accrediting Organizations, individuals who have obtained court orders or subpoenas and persons who request information in case of fire or health and safety emergencies.

San Francisco Law School, also, in its discretion, may provide student information to its faculty in the appropriate circumstances.

If a student organization, association or club at San Francisco Law School, publishes a student directory, it must provide each student with the opportunity to opt out of the directory prior to publication.

14.3 HARASSMENT - STRICTLY PROHIBITED

Verbal, physical, visual, or sexual harassment of students, faculty or employees of San Francisco Law School is absolutely forbidden. Students are expected to be sensitive to the feelings and perceptions of others and refrain from acting in a way that can be considered harassment. The use of the internet or other electronic devices to spam, harass, bully, or otherwise abuse another student is a violation of this policy.

Any student who thinks that they or one of their fellow students has been the victim of harassment should immediately report it to the Dean, Registrar, Admissions Director, or Finance Manager so that prompt remedial action can be taken. Unless impracticable to do so, a report to San Francisco Law School should be made in writing.

Appropriate sanctions will be imposed against any instructor, student, or employee who is found to have, in fact, harassed another instructor, student, or employee. Appropriate steps will be taken as soon as practicable to prevent and discourage further harassment.

An investigation may be initiated. Any such investigation may include, but not be limited to, interviews with the alleged victim, alleged harasser, eye witnesses, and corroborative witnesses. Should an investigation result in findings that harassment has occurred within the meaning of this policy, the matter shall be referred for consideration of disciplinary action pursuant to Sections 10.0 and 11.0.

In addition to filing a complaint with San Francisco Law School, any student or employee who alleges that they have been the subject of harassment also has a right to file a complaint with the state Department of Fair Employment and Housing, 30 Van Ness Avenue, San Francisco, California 94102 (telephone (415) 557-2005).

If for any reason, a student believes that this policy cannot be effectively implemented to mitigate a particular accusation of harassment, the student should discuss the matter with the Dean or the Registrar setting forth the facts of such allegation.
14.4 SEXUAL ASSAULT

14.4.1 California Law Requirements. Under California law, San Francisco Law School is required to provide certain information concerning sexual assault. The following information and procedures apply to students, faculty, and staff who are victims of, or witnesses to, sexual assault or other crimes committed at or upon the grounds or facilities of San Francisco Law School.

(a) Any sexual assault must be reported to the police and emergency services authorities immediately. Any person witnessing a sexual assault is to telephone 911 using any available telephone, including any telephone at San Francisco Law School.

(b) The reporting witness is to take the following actions and to provide the authorities the following information:

(i) Witness’ name;
(ii) Witness’ telephone number at which the authorities can reach the witness at a later time;
(iii) The building name and address along with any other location specific information, such as:
    20 Haight Street,
    San Francisco, California, or,
    One Beach Street,
    San Francisco, California
(iv) A clear and accurate description of the situation; and
(v) Remain on the telephone until such time as the person to whom you are speaking ends the conversation.

(c) The emergency service authorities may need additional information or assistance.

(d) San Francisco Law School encourages the immediate reporting by victims and witnesses of all crimes, including sexual assault, to the Administration Office and to proper law enforcement authorities.

(e) The San Francisco Law School Administration believes that immediate reporting enhances the likelihood of apprehension and prosecution of the perpetrator(s), and assists in the improvement of preventative measures for the future. However, San Francisco Law School also respects the privacy concerns of victims and attaches a high priority to dealing with those concerns in a sensitive and positive manner.

14.4.2 Reporting. In cases of emergency or other situations, where immediate contact with the authorities or other means of assistance may aid the victim of sexual assault or other crime, mitigate the effects of such crime, result in apprehension of the perpetrator, and otherwise serve to protect the life or property of any person, San Francisco Law School, students, faculty, or employees and other persons shall report a crime with or without the victim’s consent. In all other cases, victims of a sexual assault or other crime, may, but are not required to, report the crime to San Francisco Law School or to the proper law enforcement authorities. Unless impracticable to do so, a report to San Francisco
14.4.3 Assistance to Victims. Because of its relatively small size, San Francisco Law School cannot provide on-site medical or other treatment, and counseling to victims of sexual assault. However, to the extent possible, and if requested by the victim, or if the victim is incapable of making a request, at the discretion of the Administration of San Francisco Law School, the victim will be assisted to get to a hospital or other appropriate treatment facility. In addition, San Francisco Law School staff will work with the victim concerning such exceptions, if any, to San Francisco Law School policies and procedures as may be necessary or appropriate to accommodate the needs of the victim resulting from such an incident.

14.4.4 Notification to Victim of Disciplinary Action. If the alleged perpetrator of a sexual assault or other crime is a student, faculty, or staff member at San Francisco Law School, the victim will be kept informed of any disciplinary action taken by San Francisco Law School so far as is reasonably possible and consistent with the legal rights of the accused. Except for the reporting of an incident to proper authorities and providing other assistance to the victim in the circumstances described above, San Francisco Law School staff will not discuss any aspect of the incident with anyone except as authorized by the Dean.

14.5 AMERICANS WITH DISABILITIES ACT

San Francisco Law School will make every effort to provide reasonable accommodation to individuals with disabilities who attend San Francisco Law School unless such an accommodation would impose an undue hardship on the operation of San Francisco Law School. Students will be given consideration for accommodations based upon the written request of the student, accompanied by the appropriate confirming medical documentation.

14.6 LEARNING DISABILITIES

It is the policy of San Francisco Law School to provide reasonable accommodation for students, including students with learning difficulties. A Student, who seeks an accommodation, must make a timely written application to the Registrar. San Francisco Law School requires appropriate and confirming documentation of disabilities when a student requests an accommodation. Confirming documentation from the appropriate health care professional will be required and must substantiate both the basis for the request and the reasonable relationship between the scope of the disability and the accommodation requested.

For evaluation of a student’s claimed learning disability, documentation must:
(a) Be submitted by a professional qualified to diagnose the particular learning disability at issue, such as, a licensed clinical psychologist, neurologist, educational psychologist, learning disabilities specialist or therapist;
Include the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results. If the disability requires additional time for taking examinations, it must state the specific amount of time requested;

Reflect the individual’s present achievement level and be as comprehensive as possible; and

Be prepared not more than three years prior to the student’s request for services, unless extenuating circumstances justify reliance on older documentation;

Typical measurements can include:

- **Aptitude/Cognitive Ability**
  - Wechsler Adult Intelligence III (incl. IQ, Index and scaled scores); or
  - Woodcock-Johnson Psycho-educational Battery, Revised Part I:
    - Tests of Cognitive Ability; or
    - Stanford-Binet Intelligence Scale (4th Ed.); or
    - Kaufman Adolescent and Adult Intelligence Test; or
    - Detroit Test of Learning Aptitude-A (DTLA-A).

- **Achievement**
  - Woodcock-Johnson Psychoeducation Battery, Revised Part II: Tests of Achievement or;
  - Wechsler Individual Achievement Test (WIAT); or
  - Scholastic Abilities Test for Adults (SATA); and
  - Nelson-Denny Reading Test (timed and untimed: given in conjunction
    - With one of the above to further document reading abilities and reading Rate)

- **Information Processing**
  - Wechsler memory Scale-III or
  - Swanson Cognitive Process Test (S-CPT) or
  - Test of Adolescent/Adult Wordfinding (TAWF)

The diagnosis should conform to federal and state guidelines. These include test results for the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling, mathematical comprehension, memory, and processing skills. For more detailed information please refer to the State Bar Guidelines for Testing Accommodations.

San Francisco Law School does not warrant that accommodations provided at other educational institutions will be provided at San Francisco Law School. Further, accommodations granted by the Law School are not a guarantee that the same or similar accommodations will be allowed for the California Bar Exam. Each student seeking an accommodation for the California Bar Exam is encouraged to make an early application to the State Bar which conducts its own, independent investigation and evaluation. Please refer to the State Bar for further and more complete information in this regard.
14.7 SUBSTANCE ABUSE POLICY

Pursuant to the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and 34 C.F.R. 86.100 et. seq., San Francisco Law School is committed to maintaining a substance abuse free institution of higher education. The Law School is committed to a good faith effort to provide a campus free from the illegal use, possession or distribution of illicit drugs and alcohol.

The unlawful manufacture, possession, distribution or use of illicit substances at the Law School or during school sponsored activities is prohibited. Students are required to abide by this policy. Students convicted of the unlawful possession, distribution or use of illicit drugs, alcohol or other controlled substances face state and federal legal sanctions. Students will also be subject to discipline by San Francisco Law School pursuant to its discipline policies. Such convictions may also jeopardize a student's admission to the practice of the law.

San Francisco Law School believes that drug or alcohol abuse can seriously impede a student’s success in the student’s legal studies. We encourage any student to contact the Dean or Registrar for confidential counseling referrals.

San Francisco Law School supports the California State Bar Lawyers Aid Program and The Other Bar. These programs offer assistance to attorneys with substance abuse problems and offer the same programs and services to law students. Referrals and counseling with these organizations is on a confidential basis.

15.0 SAFETY POLICY

15.1 SAFETY POLICY STATEMENT

San Francisco Law School endeavors to provide safe and healthy conditions and promotes and encourages safe practices by its employees and students. Preventing accidents is an objective affecting all levels of the school and its activities. It is the duty of each employee and student to accept and follow established safety regulations and procedures.

15.2 REPORTING AN INJURY

Employees and students are requested to report unsafe conditions. Everyone is responsible for the housekeeping that reduces the potential for injury. Any injury that occurs on school premises should be reported to the Administration as soon as possible. An employee or student should not leave the premises without reporting an injury that he or she has received. An Accident Report form is available for this purpose from the Administration Office.