

Taft Law School

*Juris Doctor-Attorney TrackSM Directed
Study Program*

Student Handbook

January 2023

Taft Law School
Juris Doctor-Attorney TrackSM Program

TABLE OF CONTENTS

<i>The Mission of Taft Law School</i>	1
<i>Objectives and Goals of the Juris Doctor-Attorney TrackSM Program</i>	1
<i>Introduction</i>	2
<i>Academic Requirements and Expectations</i>	
Academic Integrity	3
Requirement to Logon	7
Weekly Assignments Submitted for Faculty Review	8
The Assignment Discussion Board	8
Weekly Discussion Questions	8
The Course Forums	8
The Electronic Classroom	9
Study Log	9
<i>Actions Required of Law Students By California CBE</i>	
Registration as a Law Student	9
File Completion (45 Day Rule)	10
First Year Law Students' Examination ("Baby Bar")	10
Special Petitions to the CBE	11
<i>Transcripts</i>	12
<i>Start Dates for Second, Third, and Fourth Year Students</i>	12
<i>Counseling and Petitions</i>	
Academic Counseling	12
Petition for Re-Read of Final Examinations	12
Petition Procedures	13
<i>Examinations</i>	
Student Number	13
Midterm Examinations	13
Final Examinations	13
Comprehensive Exams	16
Final Examination Rules	17
Cheating on Examinations	19
Student Discipline Policy	20
Transcripts	21
<i>Academic Standing and Retention</i>	
Grades	22
Repeated Courses / Re-Examinations	23
Grade-Point Average (GPA)	24
Academic Recognition	24

Taft Law School
Juris Doctor-Attorney TrackSM Program

TABLE OF CONTENTS

(Continued)

<i>Satisfactory Academic Progress Policy</i>	26
Academic Probation	28
Curing Academic Probation	28
Failure to Cure Academic Probation	28
Financial Aid Probation	29
Qualifying for Financial Aid	29
Special Rules for First Year Students	30
Continuation as a Non-Title IV Student on Academic Probation	31
Academic Appeal	31
Financial Aid Appeal	32
Reinstatement as a Title IV Student	32
 <i>Graduation</i>	 33
 <i>Leaves of Absences, Withdrawal, and Readmission</i>	
Leaves of Absences	33
Voluntary Withdrawal from School	33
Readmission	34
 <i>Communication with the School</i>	 35
 <i>Communication with Faculty</i>	 35
 <i>Communications with Other Students</i>	 36
 <i>Synchronous Instruction</i>	 36
 <i>Library Resources</i>	 36
 <i>Preparation for Admission to Practice Law</i>	
Length of Study in Law School	37
Admission to Practice Law in California	38
Admission to Practice Law Outside California	39
 <i>General Bar Examination Dates, Application Procedures</i>	 39
 <i>Harassment Policy</i>	 40
 <i>Release of Academic Information</i>	 41

Taft Law School
Juris Doctor-Attorney TrackSM Program

TABLE OF CONTENTS

(Continued)

Reservations of Right 41

Notice of Copyrights 41

Exhibits

“A” – Request for Transcript

“B” – Student Request and Petition Form

“C” – Final Examination Periods

“D” – Sample Study Log

“E” – Request to Commence Second Year of Law Studies

“F” – *Disclosure Statement*

Taft Law School
Juris Doctor-Attorney TrackSM Program

THE MISSION

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

***THE OBJECTIVES AND GOALS OF THE JURIS DOCTOR-ATTORNEY
TRACKSM PROGRAM***

The School is committed to providing a quality education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions and ethnic backgrounds in the world today, the School seeks students from all regions of the United States, and English-speaking students from around the world.

It is an objective of the School to utilize advancing technologies in the delivery of its educational services to support the mission of the School, the administration and faculty have committed themselves to the attainment of the following objectives for the *Juris Doctor-Attorney TrackSM Program*:

- To offer courses in law which contribute to any diligent student becoming a better informed citizen, voter and/or businessperson;
- To explore the art of the argument and develop the students' ability to apply the law to the facts in a logical and persuasive manner;
- To develop students' abilities and skills in legal fundamentals and practical legal skills;
- To make students' aware of the ethical responsibilities of attorneys; and
- To develop in students an understanding of the common law, analytical skills and writing approach necessary to perform well on the California Bar Examination.

To achieve these objectives, Taft Law School has established the following goals:

- To maintain a directed study educational program that is designed to qualify its graduates for admission to the California Bar, offering instruction in the traditional theoretical subjects generally regarded as the core of the law school curriculum while providing exposure to and training in the approach and skills necessary to successfully complete the California Bar Examination;

Taft Law School
Juris Doctor-Attorney TrackSM Program

**THE OBJECTIVES AND GOALS OF JURIS DOCTOR-ATTORNEY
TRACKSM PROGRAM**

- To utilize an electronic learning management system to deliver instruction and which supports regular and substantive interaction between faculty and students;
- To establish appropriate and clearly defined learning objectives for each course in the curriculum;
- To maintain and adhere to a sound standard of scholarship, including clearly defined standards for good standing, probation, advancement and graduation. The School shall not, either by initial admission or subsequent retention, enroll or continue a person whose inability to do satisfactory work is sufficiently manifest that the person's continuation would encourage false hopes or constitute economic exploitation; and
- To maintain a system of performance accountability in all possible areas, but particularly in that of program effectiveness and student learning outcomes, through continuous assessment of course materials, faculty, and staff.

INTRODUCTION

During your academic studies with Taft Law School you must comply with the Rules and Regulations of the Committee of Bar Examiners (CBE) of the State Bar of California as well as with the policies and procedures of the School. This *Handbook* summarizes those rules, regulations, policies and procedures which are most likely to affect you.

Changes and additions to policies and procedures will be directed to your attention by notices via e-mail to your e-mail address of record and/or posted on the "News" section of your student homepage. You are responsible for reading and complying with this supplementary information.

If you have a question regarding a specific policy or procedure, you should refer to this *Handbook*, the *School Catalog* or the *Consumer Information Guide*. If after such referral, you are still in doubt, you should then contact the Records Office at records@TaftU.edu.

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement inquiries should be directed to the Director of Student Services.

It is the responsibility of the student to inform the Records Office in writing of any change in address, telephone number, or e-mail address from that reflected on the Application for Admission.

<p>Study Hint: Carefully reading this <i>Handbook</i> at the time you commence studies in each academic year will help make you a more effective student and avoid misunderstandings which could delay the completion of Program or Committee of Bar Examiner requirements.</p>
--

Taft Law School
Juris Doctor-Attorney TrackSM Program

ACADEMIC REQUIREMENTS AND EXPECTATIONS

Before you commence study in any academic year, you will be provided with login instructions on to how to access your individual home page and courses. If you have any technical problems you should contact our Information Technology Specialist at technical.support@TaftU.edu or call (714) 850-4800.

As a Taft law student, you must be prepared to participate in asynchronous, computer-based class discussions with the faculty and members of your study group. Faculty members assigned to this Program are all licensed attorneys. Many have years of experience in teaching law students and some have graduated from Taft. They understand your challenges and are there to help.

Students who commence study in the same month and who are taking the same courses with you will constitute your study group. Your study group will likely include individuals from all regions of the United States (and sometimes foreign countries), who have diverse backgrounds and varying career objectives.

As a Taft law student you need to be prepared to write. Nearly all communication in the Program, as well as the practice of law, is written. Law students need strong English reading and writing skills. You will also need the basic computer skills outlined in our Catalog.

The key elements of the Program are set forth below. Some are required actions you will need to take. Others are optional services that are available to students.

A. Academic Integrity

Taft Law School encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, it should be understood that written assignments are required to be performed independently. It is expected that you will conduct your own independent research and study for assignments and essays, and the writing that you do is your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of Taft Law School, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone

Taft Law School
Juris Doctor-Attorney TrackSM Program

else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. Common knowledge in law school includes the definitions or elements of legal terms you have memorized from your reading material. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or study group discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Following are examples of plagiarism:

The following examples were retrieved May 7, 2014 from the Purdue University *Academic Integrity*.

Here's the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an UNACCEPTABLE paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

Taft Law School
Juris Doctor-Attorney TrackSM Program

What Makes this Passage Plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. the writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Following are examples of plagiarism:

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. accurately relays the information in the original;
2. uses her own words;
3. lets her reader know the source of her information.

Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centers of commerce and trade" (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. records the information in the original passage accurately;

Taft Law School
Juris Doctor-Attorney TrackSM Program

2. gives credit for the ideas in this passage;
3. indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Dean for investigation. The Dean will collect relevant information and give it to the Academic Review Committee which will review the issue at the earliest possible convenience. **Violating standards of academic integrity is a serious offence that may result in the failure of a course or dismissal from Taft Law School altogether.**

Review Process

It is the responsibility of every student, faculty member or staff member to report any form of dishonesty to the Dean. Once a violation has been reported, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and inform him/her of the alleged violation and discuss the academic review process;
2. The student has the following rights:
 - a. to review any evidence of the allegations;
 - b. to ask questions about the allegations;
 - c. to provide any information that is relevant to the allegations;
 - d. to request a meeting with the Dean or the ARC to exercise his/her rights in person.
3. If the student chooses to not meet with the Dean or the ARC in person, the Dean will seek a written response from the student regarding the alleged violation and any other information the student wishes to provide;

Taft Law School
Juris Doctor-Attorney TrackSM Program

4. The Dean will organize all information available from the student, faculty and staff regarding the alleged violation and present it to the ARC;
5. The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 - a. a grade reduction;
 - b. failing the student on the assignment, test, or course;
 - c. expelling the student;
 - d. such other sanctions as may be appropriate.

Once a decision has been reached, the student will be notified in writing of the decision.

Appeal Process

The student has the right to appeal the decision of the ARC to the Chief Academic Officer. The Chief Academic Officer will review all of the evidence available to the ARC. The Chief Academic Officer may seek any new or additional information from the student. The Chief Academic Officer will then render a decision. That decision may uphold the decision of the ARC, or may nullify the decision of the ARC. If the Chief Academic Officer chooses to nullify the decision, he or she may exonerate the student or impose a lesser or harsher penalty. The decision by the Chief Academic Officer will be final.

If it is determined that the student committed academic dishonesty, the decision will be noted in the student's academic record.

Petitions for Reevaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of 1.67 ("C-") through 0.00 ("F") under the following conditions:

1. The student must prepare a petition addressed to the Director of Student Services and point out very specifically why the grade should be raised.
2. Upon receipt of a petition for a reevaluation of a grade, a Dean or Associate Dean will review all relevant information, may speak with faculty members, and in his/her sole judgment may raise the grade, lower the grade, or make no change. The decision of the Dean or Associate Dean is final.

B. Requirement to Logon and participation

To confirm you're in attendance and continuing participation in the Program, for the first 50 weeks of an academic year, you must log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a

Taft Law School
Juris Doctor-Attorney TrackSM Program

midterm exam. If you fail to log on and participate for 14 days you will be dismissed from the program. Attendance and participation is monitored weekly.

C. Weekly Assignments Submitted for Faculty Review

Each academic year is divided into weekly assignments. These assignments can include case briefs, essays, and examinations. (Term papers are generally not used in law schools.) These are required to be submitted for evaluation by faculty within the timetable set forth in your course syllabus. The failure to submit any assignment will result in a reduction of your grade.

D. The Assignment Discussion Board

The Assignment Discussion Board is one of the primary avenues for your interaction with our faculty about your work. Your participation is required.

You will be expected to be an active online participant. In most courses this participation constitutes 20% of the course grade.

All weekly assignments and certain examinations are discussed on this board. You will be expected to engage in academic discourse with faculty and other members of your Study Group. Your comments must be posted contemporaneously during the week of the assignment. After your Study Group has moved on to the next lesson assignment, the Assignment Discussion Board will be locked and will not accept any new posts related to past lessons.

At the end of each course, your faculty member for the course will evaluate your participation. (Our learning platform will allow the faculty member to review all of your posts for the entire course.) The faculty member will consider not only the number of your posts but the quality of your posts.

E. Weekly Discussion Questions

Your courses will have Discussion Questions each week for all students to answer. You will be expected to post your answer to all questions. You are also welcome to post comments about other students' answers. This is a great way to interact with the faculty and other students. You will earn Participation Points for answering the Discussion Questions.

F. The Course Forums

Each course has an online forum. Participation in a course forum is optional. The forums are the best way to informally interact with other students about the subjects covered in that course. Although the faculty monitors the forums, students are given the first opportunity to respond to questions posted. After students have had an opportunity to discuss any issues raised, faculty may inject any information that may still be missing. While optional, you will be able to earn extra credit if you make significant contributions to the Course Forums.

Taft Law School
Juris Doctor-Attorney TrackSM Program

As with the Assignment Discussion Board, your participation will be automatically recorded by the learning platform and evaluated by the faculty at the end of the course.

G. The Electronic Classroom

The Electronic Classroom is a monthly live online exchange between the faculty and students. The week prior to the Electronic Classroom, a topic, an essay question, or a series of multiple-choice questions are emailed to you to study. During the Electronic Classroom, the faculty and the students will debate the topic or the answers to the questions. Participation in the Electronic Classroom is optional and will not affect your grade.

H. Study Log

It is the responsibility of the student to provide the School with appropriate documentation on the number of hours of preparation and study the student has spent in a given year. To assist the student in providing this documentation, the School has designed a *Study Log* for *Handbook*.) At the time of final examinations, the student will be required to submit that log.

***Important Reminder:* To confirm your continuing participation in the Program, for the first 50 weeks of an academic year, you are required to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a midterm exam. If you fail to logon and participate for 14 days you will be dismissed from the program.**

ACTIONS REQUIRED OF LAW STUDENTS BY THE CALIFORNIA CBE

A. Registration as A Law Student

1. Deadline

Every student enrolled in the *Juris Doctor-Attorney Track Program* must register with the Committee of Bar Examiners (CBE) of the State Bar of California within 90 days after the beginning of the first year of law study.

2. Applications for Registration

To file a *Registration as a Law Student* application, you should go to the CBE's (also known as the State Bar of California's Office of Admissions) website at www.calbar.ca.gov. Under "Bar Exam" you will find information and forms regarding registration, as well as information and forms for the other requirements for admission to practice law in California.

To register, you can file the registration application online.

Taft Law School
***Juris Doctor-Attorney Track*SM Program**

Should you have any questions, you can contact the State Bar's Office of Admissions at the following address:

Office of Admissions
The State Bar of California
845 S. Figueroa St.
Los Angeles, CA 90017-2515
(213) 765-1000

3. Registration Number

After your registration application has been processed, the CBE will notify you, within approximately three months, a notice of your registration as a law student, along with your registration number. Upon your receipt of this Notice of Registration, you must mail, e-mail in a PDF attachment or FAX a copy of this notice to the School's Records Office.

B. File Completion (45-Day Rule)

Rules of the CBE require the School to have complete files on each entering student prior to the 45th day after enrollment if the student is to remain enrolled as a law student. This includes official transcripts of all your college work mailed directly to Taft from all previous colleges and universities, a government issued photographic identification, and any other information requested by the School. **This policy is rigorously enforced by the School.** See Exhibit "A" for a *Request for Transcript* form. The government issued photographic identification can be a driver's license, passport, military ID, etc. Please copy the identification and mail/email it to the Student Services Department at Taft Law School.

C. First-Year Law Students' Examination (FYLSX) "Baby Bar"

1. FYLSX Requirement

All *Juris Doctor-Attorney Track Program* students are required to take and pass the FYLSX after the conclusion of their first year of study. All first year course work and final examinations must be successfully completed before a student may sit for the FYLSX. The FYLSX is a one-day examination consisting of four essay-style questions in a four hour time period.

After a one and one-half hour lunch break, students will be given three hours to answer 100 multiple choice questions. The examination will cover only the subjects of *Torts, Contracts, and Criminal Law*.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of

Taft Law School
Juris Doctor-Attorney TrackSM Program

the *Rules Regulating Admission to Practice Law in California* as part of the requirements to qualify to take the California Bar Examination.

A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for the first year of legal study.

2. Examination Dates and Locations

The FYLSX is given twice a year, in the summer and in the fall. (Normally the last Tuesday in June and the third or fourth Tuesday in October) Students taking this examination at the end of their first year of law study should apply to the CBE no later than three months prior to the date of the FYLSX. *Students are encouraged to apply early - there are significant late filing fees imposed by the CBE.*

Applications can be submitted to the CBE before the completion of first year course work and final examinations. Please check the California Bar Association website for the location, date and fees for the FYLSX applicable for you.

3. Application Forms

Application forms for the FYLSX are online and downloadable at the CBE website. Forms can also be obtained by calling or writing the CBE at the address on the previous page.

4. Commencing Second Year Studies

Students completing their first year of study may elect to start their second year courses before passing the FYLSX. *Students considering this option should carefully read Exhibit "E" to this Handbook.* The School generally recommends students pass the FYLSX before enrolling in second year courses.

D. Special Petitions to the CBE

On rare occasions, it may be necessary for a student to petition the CBE to request a certain action be taken. *Any student petitions to the CBE must be submitted to the School for review at least two weeks before filing with the CBE.* (This is intended to avoid unnecessary communications and allows the School to intelligently respond to any CBE questions directed to the School.)

Taft Law School
Juris Doctor-Attorney TrackSM Program

TRANSCRIPTS

All students must provide the School with official transcripts of all previous college work within 45 days of the date of enrollment. Transcripts must be received by Taft Law School directly from the student's prior college or university. Student copies are not acceptable. *Exhibit "A"* to this *Handbook* is a form which can be photocopied and used to request transcripts.

**START DATES FOR SECOND, THIRD AND
FOURTH YEAR STUDENTS**

Second and third year students may commence study in June or October. Fourth year students may commence study on in June or December.

COUNSELING AND PETITIONS

A. Academic Counseling

Many references are made throughout this *Handbook* advising the student of the need to observe the rules, regulations, and practices, not only of the School, but also of the CBE. A student may need some advice concerning his/her program, a specific course, methods of study, or a host of other items too numerous to cover in this *Handbook*. Experience has shown that if students take the time to read and study this *Handbook* and the course syllabi, many of their questions can be answered without the need of counseling.

However, the School provides counseling services administered by its faculty and staff. Students are encouraged to e-mail or call us regarding an inquiry or problem. Written questions should include the student's name, student identification number and current telephone number.

B. Petition for Re-Read of Final Examinations

Automatic re-reads of final examination answers are limited solely to certain students whose final examination grades have placed them on academic dismissal. Any other student may, during the one-month period following receipt of grades, request a re-read of any final examination under the following conditions:

1. A student may petition for a grade review if he/she believes that the examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake and presents credible evidence in support of such claim. The student may have the claim considered by the Grade Review Committee. Grade review procedures do not require a hearing.

2. The student must request a copy of their examination be sent to the student's email address of record. Students who believe that they did not receive fair treatment from the reader (grader), must prepare a petition addressed to the Grade Review Committee and point out *very specifically* just where in the examination the error on the part of the reader exists. In other words, each student must plead his/her case that a grade should be adjusted.

Taft Law School
Juris Doctor-Attorney TrackSM Program

3. Upon receipt of a petition for re-read, another faculty member grader will read the exam answer. Both the first and second grades will be made available to the Grade Review Committee. Under these conditions, the Grade Review Committee may raise the grade, lower the grade, or make no change. The decision of the Grade Review Committee is final and resubmission of petitions will not be authorized.

Multiple choice questions and student answer sheets may be reviewed by students only by appointment in the School offices. Since such questions are reused, they cannot be released to students outside of the School offices.

C. Petition Procedures

The *Student Request and Petition Form* has been devised as a convenient medium to effect communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included as Exhibit "B" of this *Handbook*. Each petition must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. Petitions can be submitted via mail, e-mail in a PDF attachment or FAX.

EXAMINATIONS

A. Student Number

In order to preserve anonymity in examination grading, every student is assigned a student number which is used throughout the law school program. The student number is to be used on every examination in lieu of the student's name. A student will jeopardize an examination grade by placing a name or an incorrect student number on an examination paper. The student number appears on the transmittal letter sent with the program materials as well as on the Student Identification Card.

B. Midterm Examinations

Midterm examinations are given in most required courses. They are *graded* on the same basis as final examinations. Midterms should be taken under final examination conditions although no proctor is necessary. Midterm examinations are mandatory for all students and must be submitted during the week listed on the course syllabus schedule. For courses that contain a practice essay exam, students should not take the midterm examination before receiving faculty comments for the practice exams.

C. Final Examinations

1. Timing

Students may take final examinations anytime between the start of the 46th week and the end of the 52nd week of each academic year. However, at least one final examination must be taken between the beginning of the 49th week and the end of the 52nd week. The academic year begins on the date formal study commences for

Taft Law School
Juris Doctor-Attorney TrackSM Program

your study group. To determine the final examination period, refer to Exhibit "C" of this *Handbook*.

2. Proctors

All final examinations (with the exception of *Introduction to Law, Legal Writing* and certain electives) must be proctored. There is no exception to this rule. Students have the following three options with respect to proctors:

a. Remote Proctoring

An alternative option to in-person testing is to complete your examinations at home while being monitored by a live proctor remotely via webcam and microphone through our third party servicer called Proctor360. You can find more information at <https://us.proctor360.com/taftu-exam-appointments/>. With the remote proctoring service, students will still have the option to take their exams either via their computer using the free Examsoft software if they wish to type, or in Taft provided Bluebooks if they prefer to handwrite their exam answers. However please note that the handwritten option does require a secondary camera which is provided by Proctor360 for an additional testing fee. The cost of Proctor360 will depend on how long your exam is and if you have selected to handwrite or use Examsoft for your exam. You can verify your testing fees on their appointment scheduling page. Like in-person testing centers, Proctor360 testing fees are the responsibility of the student. If Proctor360 is what you wish to utilize to complete your final exams, when completing the Request for Final Examinations form select "Remote Proctor" as your testing center.

b. The Consortium of College Testing Centers

The School is a member of the *Consortium of College Testing Centers (CCTC)*. The CCTC is a group of college and school testing centers throughout the world that has come together to support distance learning. In January 2019, there were 363 member institutions representing 45 states and 4 foreign countries. CCTC's website address is <http://www.ncta-testing.org/cctc/>. Students are responsible for any proctor fees incurred in connection with this alternative.

c. Other Proctor Alternatives

If a student resides more than one hour's drive from Taft or a CCTC testing site, a student may arrange for the examinations to be proctored at a local Community College or University more convenient to the student.

The nominated Community College/University must have a testing facility or location that provides a monitored testing environment where disruptions and distractions will not interfere with exam taking. The proctor themselves must be an employee of the educational institution. The proctor must have no direct personal involvement with the student, be at least 21 years of age, speak English, be of good moral character, legally competent, not reside at the same address as the student, not be an employee of the student, and not related to the student by

Taft Law School
Juris Doctor-Attorney TrackSM Program

blood or marriage. Current or prior Taft Law School students may not be proctors.

Examples of individuals at educational institutions that have been found to qualify as proctors include Directors of Education, Counselors, and Testing Coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a non-CCTC Community College/University proctor, must petition the Director of Student Services specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden. The petition must also explain the student's relationship to the nominated proctor and the qualifications of the nominated proctor (as described in second paragraph above). The School, in its sole discretion, may approve or disapprove nominated proctors.

d. Special Accommodations

If a student needs special accommodations due to health issues and has current medical documentation to establish the need for special testing services, they can submit the *Student Request and Petition Form* "Exhibit B" along with the medical documentation to be reviewed by the Director of Student Services for approval. This **must** be received at least two months prior to the first scheduled exam date.

3. Requesting Your Exams

It is recommended you submit your *Request for Final Examinations* and petition (if necessary) at least **two months** before the first examination date. It **must** be received by the School **at least one month** prior to the first proposed proctored examination date. The examinations will be emailed to the proctor or uploaded in the platform approximately 10 days before the examination date.

4. Content

Normally, the final examination will consist of one or two bar exam-type essay questions with a time allowance of 60 minutes per question. Some courses may also contain 33 bar style objective questions which must be answered in one hour. Students may write in ink or use a laptop computer. Deviations in the questions given may occur, based upon course content and/or changes in curriculum and examination techniques. For example, some final examinations contain bar exam type objective questions in addition to the normal one or two subjective (essay) questions. Specific examination content information can be found in the individual course syllabi.

Taft Law School
Juris Doctor-Attorney TrackSM Program

5. Failure to Take a Final Examination

Any student who fails to take any scheduled final examination or fails to take final examinations during the final examination period will receive an **Administrative Dismissal** for that course unless such student has:

- a. petitioned the Records Office to withdraw from the course without prejudice and such petition was submitted prior to the first day of the 12th month of the academic year, *or*
- b. petitioned the School for an incomplete or for a make-up examination and such petition has been approved.

6. Make-Up Examinations and Re-examinations

No make-up exams or re-examinations are permitted unless the student has a justifiable reason for missing or performing poorly on the regularly scheduled examination.

A make-up examination or re-examination will be scheduled upon approval of a petition. Such petition must establish the petitioner's eligibility and the reason for the petitioner's inability to take the regularly scheduled final examination must be heavily justified and documented

(e.g., physician's written opinion of petitioner's state of health at that time.) If the petition is to retake a final examination, the petition should state why a re-examination should be allowed. The deadline for make-up/re-examination petitions is 30 days after the missed examination date or the mailing of the grade report, whichever shall first occur. The make-up examination, if allowed, will be scheduled at a mutually agreeable time, but will not be more than three months after the petition is granted.

There will be a fee of \$75.00 for each make-up examination payable upon scheduling of the make-up exam.

D. Comprehensive Examinations

Students who complete their third year of study may be required to pass a comprehensive examination as a condition of enrollment into their fourth year courses. The comprehensive examination will test subject matter covered in your first three years of study. Students with a cumulative grade point average of 2.50 or higher are exempt from this requirement but are nonetheless encouraged to take the examination.

Students should look upon the comprehensive examination as the first direct step in preparing for the bar examination. Students who fail the examination will not be given a second opportunity to take and pass the examination.

There is no charge for the comprehensive examination.

Taft Law School
Juris Doctor-Attorney TrackSM Program

E. Final Examination Rules

1. Student Identification

You must provide your proctor with an appropriate photo identification. This can be a driver's license or passport. Other forms of identification should be discussed with the Director of Administration *before the examination date*.

2. Time Allotment

Exam sessions must begin promptly at the time scheduled with the proctor. Normally, each essay question will be allotted 60 minutes. If one question is completed in less than 60 minutes, the remaining time may be spent on the next essay question (if applicable).

Any student who continues to write after time has been called will be disqualified, and his/her papers will not be graded. The student will receive an "F" for the examination grade. In addition, writing overtime on an examination is "cheating" and is treated as such.

3. Labeling Bluebooks

Students choosing to handwrite must answer each essay question in a separate Bluebook (provided by the School) appropriately labeled before the exam begins with the student number, the course, the date and the question number. *Do not put your name on the Bluebook.*

4. Turning in Papers

If the questions are completed before time is called, the student may leave after giving the Bluebooks to the examination proctor or by exiting their examination, shutting down their computer, and advising the proctor that they have completed the examination.

5. Objective Examinations

Objective examinations may be graded by machine and only answers marked in #2 pencils can be scored. Students must bring a #2 pencil to all examinations.

6. Writers

Writers should have several pens, either in blue or black ink, to use in their Bluebooks. No other color will be permitted. Pencils are never permitted on essay examinations. Write your answers on one side of the paper only.

7. Laptop Users

Any student who wishes to use a laptop computer on an examination may do so by notifying the School on the *Request for Final Examinations* form (*The use of a typewriter is not permitted.*) Students must furnish their own laptop computer and utilize the ExamSoft software. (ExamSoft is the program used by the State Bar of California to administer the bar examination.) To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

Bring a personal laptop computer that has ExamSoft's Examplify software pre-installed and that has been registered by a deadline announced by Taft Law School;

Have had experience working with the computer and the software prior to administration of the examination;

Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, or other technical difficulties; and,

Taft Law School
Juris Doctor-Attorney TrackSM Program

Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that Taft Law School assumes no liability in the event there is a malfunction of the software or equipment, etc.

If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadlines, you will not be allowed to use the computer and you will be required to handwrite the examination.

8. Bluebooks

Blank Bluebooks are provided by the school free of cost at the beginning of each examination for those students wishing to handwrite their examinations.

9. Notebooks, Outlines, Cell Phones, Tablets, etc.

No Bluebooks, notebooks, outlines, books, papers, attaché cases, calculators, tape players, cell phones, BlackBerrys, etc. should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored at the front of the examination room and turned off during the exam.

10. Eating, Drinking, and Smoking

No eating, drinking or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom provided that the proctor is notified.

Persons who require food or drink for medical reasons should present a medical certificate to such effect to the School with the *Request for Final Examinations* form.

11. Taking Materials Outside the Examination Room

Examination questions may not be taken from the examination room during the examination. A student may not remove Bluebooks from the examination room under any circumstances.

12. Illness During an Examination

A student who becomes ill while taking an examination that the examination cannot be finished should advise the proctor immediately of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that those examinations be waived.

A medical certificate may be required to take a make-up examination.

13. Students With Disabilities

Students with disabilities which require special attention should notify the School well in advance of the final examination period and contact the CBE to petition for special arrangements for the bar examinations. The School will generally follow for final examination purposes the same arrangements approved by the CBE for the bar examinations. Please go to the Disability Services sections of the website for more information. That section has the forms that must be used to request accommodations.

Taft Law School
Juris Doctor-Attorney TrackSM Program

F. Cheating on Examinations

The *Canons of Professional Ethics* admonish the profession to "avoid the appearance of impropriety." This admonition is equally applicable to law students while they are taking their examinations.

In order to avoid any problems in this area, students must adhere to the following practices:

1. No student may bring any related books or papers into the room in which the examination is to be conducted.
2. Personal items, such as briefcases or purses are subject to inspection by the proctor and must be placed in the front of the room.
3. Scratch paper will be furnished by the proctor; thus there is no need to bring any scratch paper into the examination room. Scratch paper will not be distributed until the beginning of the essay portion of the exam in those courses having a multi-state exam. A student finishing the multi-state (multiple-choice) questions early may not use the extra time for the making of an outline to be used during the essay portion of the exam.
4. If the student has to leave the room during the examination, he/she cannot take any paper with him/her, including the questions themselves. Further, no student may leave the examination room without first advising the proctor and the reason.
5. The use of telephones, cell phones pagers or similar devices during examinations is prohibited. Any incoming call of an emergency nature will be relayed to the concerned immediately upon receipt.
6. The use of the bathrooms, particularly the stalls, for the purpose of looking at prepared outlines, or other related papers, is strictly prohibited.
7. Students who turn in one examination answer instead of answering all questions because they failed to realize that the examination contained more than one question will be graded on the one question for the entire examination grade. No make-up will be allowed on the other question(s), the grade(s) for which will be recorded as an "F".
8. Students arriving late to begin an examination at the School generally will not be given extra time to complete the examination.
9. Students who claim that they took their Bluebook(s) home, forgetting to turn them in, or failed to upload their examinations to ExamSoft will not be given a chance to a later date; instead such student will be given the grade of "F" for those particular examination question(s).
10. Any student who permits another person to substitute for him/her in taking any examination, or who pays another person to take the examination may be dismissed from the School. If both persons are currently students at the School, both are subject to dismissal. If

Taft Law School
Juris Doctor-Attorney TrackSM Program

a student and a member of the Bar conspire, the student is subject to dismissal and all the information concerning the Bar member will be sent directly to the Committee of Bar Examiners recommending disbarment of such individual.

11. ***Copying any examination question or discussing a question with another individual or group (either in person or electronically) are grounds for expulsion for a student and possible criminal and civil prosecution.***

12. Students must notify the Director of Student Services via telephone and in writing *immediately* should student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *Handbook*. Students should not complete any examination offered inconsistent with School policies. This includes but is not limited to circumstances where a proctor makes examination questions available to the student in advance of the examination date and time or fails to follow time limitations.

While it is impossible to list all of the situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an "academic" matter, **students caught cheating will be expelled from the School.**

STUDENT DISCIPLINE POLICY

Taft Law School has developed this written policy for the imposition of student discipline. It will be applied when Taft Law School has reason to believe that a student has cheated on work or examinations submitted to Taft Law School or has taken some action toward another student, faculty member or Taft Administrator that requires discipline. This policy, which provides for a hearing may also be requested by a student who feels that he or she may have been harmed or prejudiced by a Taft Law School policy or administrative decision. It is our intent that this policy be fair to both the student, the student body as a whole and to Taft Law School.

(A) This policy on Student Discipline, shall apply to all of the situations discussed above, where the penalty may be but is not limited to, cancellation of an examination, denial of course credit, suspension, or dismissal.

(B) Under this policy the student will receive:

- (1) Written notice of the specific charge(s);
- (2) An opportunity to confer with counsel and respond to the charge(s) in writing;
- (3) An opportunity to review any written evidence Taft Law School possesses;
- (4) An opportunity for a hearing before a panel of disinterested members of the faculty, administration, and/or students, as Taft Law School chooses;

Taft Law School
Juris Doctor-Attorney TrackSM Program

(5) An opportunity to have the assistance of counsel (at the student's expense) at the hearing and the opportunity to call witnesses.

(6) A written final determination, which includes a statement of the facts, conclusions, and sanctions, if any.

(C) Taft Law School's imposition of this Student Discipline Policy does not apply to academic probation or disqualification; other failures to meet academic standards; or failure to pay tuition, fees, or charges billed to the student.

Transcripts

Taft Law School will prepare and keep a permanent transcript for each student who was or is enrolled in any course at Taft Law School. The Transcript will contain:

(1) Information sufficient to clearly identify the student;

(2) Information sufficient to establish admission status as a Regular or Special Student;

(3) Date of admission;

(4) Whether the student is or is not a J.D. degree candidate;

(5) Any credit allowed for law study at another institution, either at the time of admission or thereafter, listing law school, course or courses taken, when taken, unit credit allowed, and grades received;

(6) All academic credit granted for courses taken at the law school and all courses in which the student registered, clearly indicating, by beginning and ending dates the semester, quarter, or other applicable academic period and year, the courses and their unit value, credit granted and grade(s) received, and if there is a change or correction on the face of the transcript, a notation of the reason(s) for the change;

(7) The date or dates on which the student took the First-Year Law Students' Examination and whether the student passed or failed each examination;

(8) A notation of any academic, administrative, or disciplinary action taken, indicating the nature and date thereof;

(9) A notation of any leaves of absence granted or other interruptions in study, whether authorized or not; and

Taft Law School
Juris Doctor-Attorney TrackSM Program

(10) The date and nature thereof as withdrawal, disqualification, transfer, graduation, or otherwise, and if graduated, the degree conferred.

ACADEMIC STANDING AND RETENTION

A. Grades

1. **Numerical Grades.** Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

Grade	GPA	Percentage	Comments
A	4	90-100	(Outstanding)
A-	3.67	88-89	
B+	3.33	84-87	
B	3	80-83	(Superior)
B-	2.67	78-79	
C+	2.33	74-77	
C	2	70-73	(Satisfactory)
C-	1.67	68-69	
D+	1.33	64-67	
D	1	60-63	(Poor)
D-	0.67	59	(Lowest Passing Grade)
F	<0.67	58 or below	(Failure, Course Grade is 0.00)

Only grades assigned by graders (readers) to individual papers are in letter-grade form. From that point forward (including recording on transcripts), number grades (i.e., 0.00 to 4.00) are used.

2. **Non-Numerical Grades.** In addition, the following grades may also be assigned:

CR = Credit

At the option of the School, certain courses may be graded on a Credit/No-Credit basis. An example is *Introduction to Law*. Students will be notified in advance if an examination or course is to be graded on a Credit/No-Credit basis.

Taft Law School
Juris Doctor-Attorney TrackSM Program

I = Incomplete

I's are given only upon approval of a petition from a student who has otherwise completed the course but is unable to take the final examination or who has been approved to retake the examination. If an "I" is approved, the successful petitioner must take (or retake) the final examination on or before the date set by the School in the approved petition. The numerical grade received at such time will be substituted for the "I" grade in overall unit and GPA calculations.

ACADEMIC STANDING AND RETENTION

A. Grades

Any student who has not taken the final examination and fails to remove the "I" grade within the permitted time will have the "Incomplete" grade changed to an "Administrative Dismissal" and will be required to repeat the course in order to receive credit for it. Any student who has previously taken a final examination and fails to retake the examination within the permitted time will receive the original grade.

W = Withdrawal

Granted upon receipt of a petition submitted to the Admissions or Records Office or an automatic withdrawal from a course for student's failure to remove a grade of "I" in such course within the permitted time period.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies including failure to complete final examinations or maintain satisfactory attendance. X's are not computed in the grade-point average.

0.0 = Academic Dismissal

Students that fail a course are subject to dismissal from the Program. Although dismissal is not automatic, failure in any course is a strong indicator that the student does not have the aptitude to succeed in the Program.

B. Repeated Courses / Re-Examinations

If a failing grade has been received in a course, to receive credit for the academic year which included the course, the grade must be raised to a passing level. Students have no absolute right to a re-examination or to repeat a course. However, the School will consider a petition for re-examination or repeating the course.

The petition should state in detail the circumstances of the student which resulted in the failing grade and the steps the student will take to improve the learning outcome. If the student is approved to repeat the course, an incomplete will be entered on the student's academic record during the period of time in which the course is being repeated. In either

Taft Law School
Juris Doctor-Attorney TrackSM Program

circumstance only the re-examination or repeat grade will be reflected on the student's academic record.

C. Grade-Point Average (GPA)

1. Annual GPA. The annual grade-point average (GPA) is determined by dividing the total "grade points" earned that year by the total number of "units" attempted that year. The total "grade points" earned in a year is the product of the course units and the student's course grade, totaled for all courses in which a numerical grade was received that year.

Example:

<i>Name of Course</i>	<i>Units</i>	<i>Grade</i>	<i>Grade Points</i>
Introduction to Law	1	CR	-
Contracts	8	2.00	16.00
Legal Writing	3	CR	-
Torts	7	2.33	16.31
Criminal Law	<u>5</u>	1.67	<u>8.35</u>
	<u>24</u>		<u>40.66</u>

The annual GPA is 40.66 divided by 20 = 2.03.

2. Cumulative GPA. Generally, the cumulative GPA is computed in the same manner except that the grade points and the units attempted are totaled for every course which the student has taken in the Program and for which the student has received a numerical grade.

3. Good Standing. Any student with a cumulative grade-point average of 2.00 or above is considered in good standing. A student must be in good standing to graduate and continue under any grant-in-aid.

D. Academic Recognition

Students who graduate from the Juris Doctor Program with the following cumulative GPA's are awarded the following honors:

3.40 to 4.00	<i>Summa Cum Laude</i>
3.20 to 3.39	<i>Magna Cum Laude</i>
3.00 to 3.19	<i>Cum Laude</i>
2.80 to 2.99	<i>With Scholastic Merit</i>

Notice of graduation honors are placed on the student's diploma.

Taft Law School
Juris Doctor-Attorney TrackSM Program

SATISFACTORY ACADEMIC PROGRESS POLICY

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal Direct Student Loan programs.

In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal Student Aid achieve their academic goals by making satisfactory academic progress. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of the Taft Law School.

All students must continually maintain the following standards of satisfactory academic progress to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements for the Juris Doctor – Attorney Programs consist of:

- A Qualitative Component;
- A Quantitative Component; and
- Appeal Procedures.

Qualitative and Quantitative Components

A Title IV student is subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the *Handbook* and the *ACADEMIC STANDING AND RETENTION* section of the *Handbook*. In addition, once a Title IV student has been enrolled in the Program for two academic years, he or she must have earned a minimum grade point average that would allow them to graduate with at least a 2.00 GPA and maintain this minimum cumulative grade point average at the end of year three.

A Title IV student must complete his or her studies in not more than 150% of the published length of the Program. (For purposes of this component, “published length of the Program” refers to the required number of units.)

The Juris Doctor – Attorney Track Program requires completion of 96 units for graduation. Therefore, any student who attempts more than 144 units will become ineligible for additional Federally insured student loans. Therefore a student must complete the program within 114 attempted units or will become ineligible for Federally insured student loans to pay for tuition beyond that point.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis. Transfer credit may only be accepted for courses offered at Taft Law School. Any transfer credit accepted will be calculated for determining the 150% of the

Taft Law School
Juris Doctor-Attorney TrackSM Program

published length of the Program. Transfer student must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid eligibility.

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the Program.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from or failed. However, if a student fails one course in the Juris Doctor – Attorney Track (JDAT) Program, pursuant to the Committee of Bar Examiners rules, he or she must repeat the entire year. Only the most recent grade is computed into a student’s grade point average. However, repeated courses are included in the 150% computation.

Incomplete grades are not calculated into the measures of quantitative or qualitative process. All students must complete all courses before moving forward. If a student does not complete final examinations during the academic period, that student may petition for an Incomplete. Upon establishing extraordinary circumstances, an Incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an Incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not complete a course during the period of an Incomplete, that student will fail that course and the failure will be calculated into the measures of quantitative and qualitative process.

A student may only transfer from the Juris Doctor – Attorney Track (JDAT) Program to the Juris Doctor – Executive Track (JDET) Program; and only at the end / completion of an academic year. Units earned or attempted in the JDAT Program will be used in the calculation for determining the 150% of the published length of the JDET Program.

As with other students, a Title IV student must complete an academic year of 52 weeks (two payment periods) which includes 45 weeks of instruction. (The remaining weeks are reserved for review and final examinations.) All students in directed study courses are required for the first 50 weeks of an academic year, to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz, a midterm or final examination. If you fail to logon and participate for 14 days you will be dismissed from the program and therefore deemed NOT to be making satisfactory academic progress.

Evaluation Points

A student’s academic progress is evaluated at the end of each academic year. The definition of an academic year consists of a period of time of not less than 48 nor more than 52 consecutive weeks and usually consists of 24 semester credits. For students on a Student Academic Improvement Plan (SAIP), satisfactory academic progress is evaluated at the end of each payment period.

The Qualitative Component in the Juris Doctor Programs

Taft Law School
Juris Doctor-Attorney TrackSM Program

A. Academic Probation

A student whose cumulative grade point average (GPA) is less than a 2.00 after the most recent academic year is not making Satisfactory Academic Progress (SAP) and will be placed on Academic Probation and is subject to dismissal. However, a student may appeal the Satisfactory Academic Progress determination. If the appeal is granted, the student will be allowed to continue as a student on Academic Probation, but will be placed on a Student Academic Improvement Plan (SAIP). Satisfactory Academic Progress for a student on Academic Probation will be monitored at the midpoint and end of the next academic year. If at the midpoint or end of the next academic year, while on Academic Probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Once a student has been enrolled in the Program for two academic years, he or she must have earned a cumulative grade point average of 2.00 or higher and maintain a minimum 2.00 cumulative grade point average at the end of year two in order to be making satisfactory academic progress. Transfer student must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid eligibility

All Juris Doctor Program students are subject to all of the requirements set forth in the ACADEMIC REQUIREMENTS AND EXPECTATIONS section of the Student Handbook and the *ACADEMIC STANDING AND RETENTION* section of the Handbook.

B. Curing Academic Probation by Passing the First Year Law Students Examination

A student that is on Academic Probation after the first year will be removed from First Year Academic Probation and his or her first year GPA will be raised to a 2.00 at the time Taft Law School receives verification that the student has passed the First Year Law Students' Examination (FYLSX).

Such a student's first year course grades will be raised to a 2.00 on the student's transcript. However, the transcript will note that the student's grades were raised due to passing the FYLSX. The first year course grades that were replaced will show up in the transcript in a comment section.

C. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, Academic Probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, student with a cumulative grade point average below 2.00 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal process.)

Taft Law School
Juris Doctor-Attorney TrackSM Program

D. Financial Aid Probation

Students who do not achieve Satisfactory Academic Progress (SAP) at the end of an academic year (a 2.00 GPA) will lose further federal financial aid eligibility. Student may appeal this Financial Aid status determination to regain financial aid eligibility for one payment period. (See Financial Aid Appeals process.) If the appeal is granted, a student will be put on Financial Aid Probation, may retain financial aid eligibility for one additional payment period and is put on a Student Academic Improvement Plan (SAIP). SAP will be monitored at the end of each payment period in the next academic year to determine the student's financial aid eligibility status.

If at the end of the first payment period while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

If at the end of that academic year, while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

Should the minimum SAP requirement not be achieved at the midpoint of the program or thereafter, the student loses further financial aid eligibility, until SAP is achieved.

Qualifying for Financial Aid

During Year One

Financial Aid is distributed in two equal installments. To qualify for the first installment, a student must:

1. Submit official transcripts for degree determination program eligibility.
2. Pass *Introduction to Law* (the first three-week course).
3. Successfully complete 30 days of enrollment.
4. Satisfy all Financial Aid requirements, including being fully packaged.

To qualify for the second installment after midpoint, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses in which the student is enrolled.
3. Midterms must be completed timely.

* Second installments cannot be requested prior to the last scheduled midterm due date as stated on Syllabi.

After Year One (for Advanced Students and Students Re-Enrolling)

If a student did not make satisfactory academic progress in his/her prior year, he/she will be placed on a Student Academic Improvement Plan (SAIP). Academic progress for students on SAIP will be evaluated at midpoint and at the end of the academic year. If the student has

Taft Law School
Juris Doctor-Attorney TrackSM Program

not satisfied the SAIP requirements, he/she may lose financial aid eligibility unless the student appeals and appeal is approved.

To qualify for the first installment of financial aid after year one, a student must:

1. If a transfer student, submit official transcripts for degree determining program eligibility and prior law for which transfer credit was granted.
2. Successfully complete 30 days of enrollment.
3. Satisfy All Financial Aid requirements, including being fully packaged.

To qualify for the second installment, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses that have midterms.
3. Midterms must be completed timely.
4. If a student is enrolled in a course that does not have a midterm, the student must have completed at least half of the assignments for that course.

* Second Installments cannot be requested prior to the last scheduled midterm due date or half of the assignments for courses without midterms due date as stated in the Syllabi.

Special Rules for First Year Students

California Business and Professional Code Section 6060 requires that Bar candidates must pass the First-Year Law Students' Examination in order to receive credit for their time studying law. To ensure the best possible outcome on the First-Year Law Students' Examination, only students who achieved a 2.00 GPA or above on their first year courses may automatically advance to year two, prior to taking the First-Year Law Students' Examination.

For students in the JDAT Program

To Advance from first to second year:

- A student must pass all first year courses to advance.
- A student with a GPA of 2.00 or above may advance at his or her discretion.
- A student with a GPA of 1.33 to a 1.99 may petition to advance.
- A student with a GPA below 1.33 must pass the First-Year Law Students' Examination before allowed to advance or appeal is approved based on extenuating circumstances.

In all other years a student must pass all courses to advance and meet the Law School's standards for measuring Satisfactory Academic Progress.

Taft Law School
Juris Doctor-Attorney TrackSM Program

Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make satisfactory academic progress, at the midpoint of the program or thereafter, the student will be on Academic Probation and is subject to dismissal. However, a student may be eligible to continue but will not be eligible for financial aid. The decision to allow a student to continue on Academic Probation will be made by the Dean of the School of Law or his designate. During this period, the student is not eligible for federal financial aid but may continue to take courses and will be responsible for tuition and fees.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement and Graduation

It is the responsibility of Taft Law School to fairly evaluate the performance of each student and disqualify a student if the school does not believe that the student will ultimately be successful. Satisfactory Academic Performance (SAP) is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for failing to meet the SAP standards can be found in both this Handbook and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;
2. The student has the following rights:
 - a. to review the student's work product, including final examinations;
 - b. to ask questions about the evaluation of the work product;
 - c. to provide any information that is relevant to the failure to meet SAP;
 - d. to request a meeting with the Academic Review Committee (ARC) to exercise his/her rights in person or via a teleconference.
 - e. During each step of the Academic Review Process, the Student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and cost of such Counsel.
3. If the student chooses to not meet with the ARC, the Dean will seek a written response from the student regarding any reason for the Student failing to meet SAP and any other information the student wishes to provide;

Taft Law School
Juris Doctor-Attorney TrackSM Program

4. The Dean will organize all information available from the student, faculty and staff regarding the failure to meet SAP and present it to the ARC;
5. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
6. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.

Financial Aid Appeal

A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Financial Aid at the Financial Aid Office of the Law School. The appeal should set forth in detail a concise statement detailing what extenuating circumstances occurred that caused student the inability to meet satisfactory academic progress (SAP), and what has changed so that student may now meet SAP.

The appeal will then be given to the Director of Financial Aid who will review the student's financial aid file and evaluate the student's written comments. The Financial Aid Director may also request information from the Academic Committee and/or may question the student or request additional information.

If the Financial Aid Director denies the appeal, the student will be notified and the Probation status will stand.

If the Financial Aid Director approves the appeal, the Probation status may be cleared.

Once the appeal is resolved and if any action is required, the Director of Financial Aid will notify the student of its outcome and whether appeal was approved or denied.

Reinstatement as a Title IV Student

A student may, subject to the approval of the Financial Aid Director, be reinstated as a Title IV student after failing to make satisfactory academic progress if the student meets the following minimum criteria:

- a. The student has successfully completed at least one academic year on Academic Probation.
- b. A recalculated grade point average indicates that the student now has a cumulative grade point average of 2.00 or higher; and
- c. It is possible for the student to complete the Program in not more than the maximum number of units allowed (144 for the Juris Doctor – Attorney Track).

For additional information about all financial aid policies, please carefully study the Consumer Information Guide Catalog Supplement. The Consumer Information Guide may be found on the Taft Law School website at <https://taftu.edu/wp-content/uploads/2022/12/Binder1.pdf>.

Taft Law School
Juris Doctor-Attorney TrackSM Program

GRADUATION

The professional degree of *Juris Doctor* is awarded to those students in the *Juris Doctor-Attorney TrackSM Program* who have fulfilled all of the following requirements:

1. Satisfactory completion of 96 units within a period of not more than seven years with at least 48 units completed at Taft;
2. Cumulative grade point average (GPA) of 2.00 or higher in Taft Law School courses; and
3. Completion and submission of the School's *Program Evaluation Form*.

Any student who sits for the California Bar Examination without having first completed both items 1 and 2 above will have a subsequent petition for a Juris Doctor degree denied.

Failure to comply with any financial obligation to the School will result in the School invoking a "delinquency" status on the student. At the option of the School, in accordance with Section 94312 (k) of the California Education Code, during such status no documentation of any kind (including transcripts) will be provided by the School to the student or others.

LEAVES-OF-ABSENCES, WITHDRAWAL, AND READMISSION

A. Leaves-of-Absences

The CBE requires that a student complete a minimum of 864 hours of study during an academic year of not less than 48 nor more than 52 consecutive weeks. Due to this CBE rule, leaves of absences are not permitted during the academic year. If due to unforeseen circumstances, a student cannot fulfill these academic requirements, a student may withdrawal. After withdrawal, such student may petition to start over in a new academic year.

Students should keep in mind the Committee of Bar Examiner's requirement of 864 hours of study must be completed in the new 48 to 52 week period and the *Study Log* should reflect the new period.

B. Voluntary Withdrawal from School

1. Students may withdraw from school without prejudice by written notification to the Admissions Office any time prior to the final examination period. (The final examination period is the 48th to 52nd week of each academic year.) To voluntarily withdraw after the 100% refund period referred to in the Enrollment Agreement, a Student must be in good "administrative standing". Good administrative standing means the Student has submitted all required documents.

Taft Law School
Juris Doctor-Attorney TrackSM Program

LEAVES-OF-ABSENCES, WITHDRAWAL, AND READMISSION

B. Voluntary Withdrawal from School (Concluded)

2. Any request to withdraw during the final examination period must be made in the form of a written petition to the Dean of the School of Law who will notify the petitioner as to the final determination of such request.
3. A student who has not voluntarily withdrawn and who fails to take final examinations within the final examination period will receive an "Administrative Dismissal" for the subject course(s).
4. Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the Enrollment Agreement. Withdrawal after the refund period as set forth in the Enrollment Agreement does *not* relieve students paying tuition on an installment basis from future monthly installment payments.
5. Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all the financial options which may be available to School students.

C. Readmission

1. Readmission After Withdrawal "In Good Standing". A student who withdraws during the first year of law study shall be treated as a new admission and a petition for readmission should be submitted to the Admissions Office.

A student who has successfully completed any units at the School and who has chosen not to re-enroll for a period longer than one calendar year must petition the Dean of the School of Law (or his/her designate) to be allowed to re-enroll as a continuing student. As a condition to his/her readmission, a student who has been out for longer than one calendar year may be required to repeat courses and/or final examinations taken prior to his/her absence. Since admission criteria in existence at the time of readmission will apply, readmission is not guaranteed.

2. Readmission After Academic or Administrative Dismissal. An individual who wishes to be readmitted after academic or administrative dismissal must petition the Admissions Office directly and show the requisite ability for successful law study or evidence a stronger potential for law study.

- a. Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

- (1) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

- (2) After at least two years have elapsed since the disqualification, if the applicant demonstrates that work, study or other experience during

Taft Law School
Juris Doctor-Attorney TrackSM Program

the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

COMMUNICATIONS WITH THE SCHOOL

The office hours of the School are 9:00 a.m. to 5:00 p.m., Pacific Time, Monday through Thursday and from 9:00 a.m. to 3:30 p.m., Pacific Time, Friday. You have several options for contacting faculty or other student services personnel. When emailing, faxing, or mailing information to the school, please include your full name, student number, program enrolled in and when you started.

Mail

Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954

E-Mail

student_services@TaftU.edu *(Normally the preferred method of communication.)*

FAX

(714) 708-2082

Telephone (714) 850-4800 (Normal School of Law faculty office hours are 10:00 a.m. to 11:30 a.m. Mondays, Wednesdays, and Fridays. You may e-mail or FAX at any time.)

COMMUNICATION WITH FACULTY

Developing strong communication skills is vital to your success in this program. Your entire grade in the class will be based upon your ability to communicate the correct information on the writing assignments, the tests, and in the Assignment Discussion Board.

In the practice of law, despite what you may see on television, most of your communications will be in writing. The writing will include letters, briefs, and memorandums. For this reason, we emphasize writing in very course. Almost every week, you will have a writing assignment to complete. These assignments will generally be worth 20% of your course grade. There will also be an online discussion of these assignments with your instructor. These online discussions will take place on the Assignment Discussion Board and will consist of an asynchronous discussion of the writing assignment that you just turned in.

COMMUNICATION WITH FACULTY

All writing assignments must be submitted by 9:00 a.m. (PST) on the Monday after they are assigned. The Assignment Discussion Board will be open at this time. Your instructor will grade the assignments submitted and post comments by Wednesday at noon. You may respond to the faculty comments, comments posted by other students, or post original thoughts. Participation on the Assignment Discussion Board and Weekly Discussion Questions are generally worth 20% of your course grade. It is therefore very important that

Taft Law School
Juris Doctor-Attorney TrackSM Program

you post something substantive to the discussion. The faculty will be awarding points based primarily upon the contribution you make to the discussions, not simply the number of posts that you make. Remember, to earn this 20% of your grade, your posts must be on the Assignment Discussion Board and Weekly Discussion Questions. You may also earn “extra credit,” as discussed below. However, this is not the same as participating in the Assignment Discussion, which is required part of the course.

COMMUNICATIONS WITH OTHER STUDENTS

Individuals who commence study in the same month and who are taking the same courses constitute what we refer to as a study group. Your study group will likely include individuals from all regions of the United States (and sometimes foreign countries), who have diverse backgrounds and varying career objectives. You will have the ability to interact with members of your study group regarding assignments on a scheduled basis as addressed above. In addition, Forum Message Boards allow you to discuss other matters related to the subject of the course.

The School also provides an electronic *Student Lounge* as part of the forums. The *Lounge* can be used for general discussions.

You may also choose to post your address, telephone number, and/or e-mail address on the website. By so doing, you will have access to similar information posted by other students.

For other than electronic communications, if a student wishes his or her name, address, telephone number and year of study be made available to other School students who request such information, the student should request such action on a School *Student Request and Petition Form* (Exhibit "B" to this *Handbook*). Students requesting inclusion on this list may request a complete copy of other students on this list.

Names will be provided only for the purpose of encouraging communications amongst students and cannot be used for any other purpose. Names may be deleted from the list upon withdrawal or completion of the current academic year.

SYNCHRONOUS INSTRUCTION

The Electronic Classroom discussed on page 5 of this *Handbook* is live lecture presented by a faculty member. All students are encouraged to participate in the E-Classes. However, these lectures are recorded and available for review at a later date for students who are unable to participate live.

Throughout your term of enrollment, similar calls or conference calls will be arranged shortly after you complete your last midterm examination and/or shortly after you schedule your first final examination.

LIBRARY RESOURCES

Due to the independent study nature of the Program, the School does not maintain a traditional law library for student use. Most public and college law libraries are available for

Taft Law School
Juris Doctor-Attorney TrackSM Program

public use at no charge. However, in some circumstances, students may incur library charges for certain services. Upon submission of a paid receipt and petition form, the School will reimburse students in an amount not to exceed \$25.00 per academic year for library charges paid by a student.

All Taft Law School law students can access *Lexis Advance*[®], a computer research library, through their own personal computer. Students are encouraged to take advantage of this valuable research tool. First year law students are provided with *Lexis Advance*[®] login information upon successful completion of the *Introduction to Law* course final examination.

The School also subscribes to The Center for Computer Assisted Legal Instruction (CALI[®]). The CALI[®] Library is a collection of over 1000 Internet-based and computer-based lessons covering approximately 40 legal education subject areas. The CALI[®] lessons are written by law faculty and librarians of American Bar Association approved law schools.

In order to access the on-line lessons, you will first need to register as a user on the CALI[®] website (<http://www.cali.org/>). The authorization code for Taft University Students is: **WILHOWstu240**

PREPARATION FOR ADMISSION TO PRACTICE

A. Length of Study in Law School

Title 4, Division 1, Rule 4.28(A) of the Rules of The State Bar of California (Admissions Rules) requires a student of a distance education or correspondence law school to have received passing grades in courses requiring not less than 864 hours of preparation and study during a period of not less than 48 nor more than 52 consecutive weeks to receive credit for one year of law study. The completion of not less than 24 units in an academic year will satisfy the 864 hour requirement. To be eligible to sit for the General Bar Examination, a student must successfully complete four academic years of law study.

The Committee of Bar Examiners has ruled that while an academic year may be completed as early as the first day of the 49th week of study, the next academic year cannot commence before the anniversary date of the start of the previous year. For example, a student who commences study on March 1, 2018 could complete the academic year as early as January 31, 2019 but could not commence study for the next academic year until March 1, 2019.

It is the responsibility of the student to provide the School and, if required, the Committee of Bar Examiners, with appropriate documentation on the number of hours of preparation and study the student has spent in a given year. To assist the student in providing this documentation, the School has designed a *Study Log* for use by students. (A sample completed *Study Log* is included as Exhibit "D" to this *Handbook*.) At the time of

Taft Law School
Juris Doctor-Attorney TrackSM Program

final examinations, the student will be asked to certify under oath the student has expended at least 864 hours of preparation and study of law during the academic year and submit that log.

B. Summary of Requirements for Admission to Practice Law in California

The various statutory and administrative rules governing law study in California are highly complex, technical, and subject to change without notice. In the final analysis, it is the student's burden to assure compliance with the veritable maze of rules involved. These rules are strictly enforced by the Committee of Bar Examiners without exception.

The following is a summary of the requirements for admission to practice law in California. The full text of all requirements for admission are set forth in the *Rules of the State Bar of California*, Title 4, Division 1, which are available online through the Admissions portion of The State Bar of California's Web site at www.calbar.ca.gov.

To be admitted to practice law in California, an applicant must:

1. Complete the necessary general education;
2. Register with the Committee of Bar Examiners as a law student or attorney applicant;
3. Complete the requisite legal education;
4. File an application to take the First-Year Law Students' Examination and pass, or establish exemption from the examination;
5. File an application to take the bar examination and after eligibility has been confirmed, take and pass the examination;
6. File an application for a moral character determination and receive a positive moral character determination from the Committee of Bar Examiners;
7. File an application, take the Multistate Professional Responsibility Examination and achieve a minimum scaled score as determined by the Committee of Bar Examiners, which examination is administered and graded by the National Conference of Bar Examiners; and,
8. Be in compliance with California court ordered child or family support obligations.

Separate and distinct applications are required for registration, a moral character determination and the bar examination. Applications for registration and moral character determination are available online anytime. Applications for the February Bar Examination

Taft Law School
Juris Doctor-Attorney TrackSM Program

are available online beginning October 1 and March 1 for the July Bar Examination. All applications can be accessed through the Admissions' portion of The State Bar of California's Web site at www.calbar.ca.gov.

Applications and other information for the Multistate Professional Responsibility Examination are available through the National Conference of Bar Examiners' Web site www.ncbex.org or www.act.org/mpre.

C. Admission to Practice Law Outside California

Taft students, as a result of the School's registration with the Committee of Bar Examiners, are qualified immediately upon graduation to take the Bar Examination in California. Since most Taft law students intend to practice law in California, the School has not previously sought approval from the American Bar Association and has no plans to seek such approval in the future. In fact, the ABA has made it clear that it would not consider an application for approval by a distance learning institution.

Most states require graduation from a law school approved by the American Bar Association or approved or accredited by the state supreme court or examining committee as a prerequisite to taking the bar examination in that state. Study at, or graduation from this law school is not accepted as qualifying the student for admission in some states. Therefore, if you intend to seek admission in a state other than California, you should consult the admitting authority in that state to determine if study at this school will be accepted.

California attorneys are eligible to apply for admission to United States Federal Courts in California and after three years of practice are eligible to apply for admission to practice before the United States Supreme Court. California Bar membership also allows members to apply to practice before the United States Tax Court, the United States Patent Court, and most Federal agencies.

Some states have a requirement that California Attorneys who have practiced for a period of time (generally five years) may be admitted by examination or motion.

**GENERAL BAR EXAMINATION DATES, APPLICATION
PROCEDURES**

The California General Bar Examination is traditionally given during a two-day period during the last week of February and July. Applications are generally available online from the Committee of Bar Examiners approximately 5 months before the examination dates. **To avoid a large late filing fee, applications must generally be received by the CBE approximately 4 months before the examination dates.** You should visit the CBE's website at www.calbar.ca.gov under "Bar Exam" or contact the CBE for specific application filing requirements. (See this *Handbook* for the CBE address and telephone number.)

Taft Law School
Juris Doctor-Attorney TrackSM Program

HARASSMENT POLICY

The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

A. What Is Harassment?

Harassment can take many forms. It may be, but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

B. Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Student Services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

C. Reporting

Any incidents of harassment must be *immediately* reported. ***The school can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

RELEASE OF ACADEMIC INFORMATION

The School adheres to the Family Educational Rights and Privacy Act. Therefore, students, by appointment, may review contents of their permanent records as they are maintained at

Taft Law School
Juris Doctor-Attorney TrackSM Program

the School offices. Such inspection must be completed in person by the student at the location where the information is retained.

Since the School subscribes to the policy that a student's academic record is confidential, information will generally be released only upon written instructions from the student except as noted below.

The student's academic records are open for inspection only by the student and those members of the School staff who have responsibility for working with the student or maintaining records.

Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the student's permanent records.

Information regarding an individual's address, attendance dates, degrees earned, and date of degrees are considered public information and may be released.

RESERVATION OF RIGHTS

The School reserves the right to change any of its policies, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. All affected students will be given adequate prior notice before the changes to the academic standards are implemented. The School further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student.

This *Handbook* and each subsequent *Handbook* supersedes all previous *Handbooks* and the policies expressed in this *Handbook* and each subsequent *Handbook* will be controlling regardless of any policies stated in a previous *Handbook* received by the student upon his or her admission.

This *Handbook* and each subsequent *Handbook* are supplemented by the School Catalog. Where conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

NOTICE OF COPYRIGHTS

All midterm examinations, final examinations, issue analysis, handbooks, course materials and concepts used by the School are copyrighted by The Taft University System, Inc. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All School publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by

Taft Law School
Juris Doctor-Attorney TrackSM Program

Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of the School.

Violation of the above copyright restrictions can result in dismissal of the student in addition to possible civil and/or criminal penalties.

The Juris Doctor-Attorney Track Program
Student Handbook

Copyright, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992,
1993, 1994, 1995, 1997, 1998, 1999, 2000, 2002, 2003, 2004, 2005, 2007, 2008, 2009,
2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021

The Taft University System, Inc.

All Rights Reserved

REQUEST FOR TRANSCRIPT

From (Print Name) _____

Former Name (if any) _____

Home Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Social Security # _____

I attended (Name of College) _____

From (Month, Yr.) _____ To (Month, Yr.) _____

Graduated on _____ Degree _____

Student Signature _____ Date _____

Remarks: _____

Please send one copy of my Official Transcripts to:

**Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA. 92704-6954**

and

***The Committee of Bar Examiners
845 South Figueroa Street
Los Angeles, CA. 90017-2515**

**Only if you do not hold a Bachelor's Degree.*

Note to Student: We recommend you check with the college or university to determine their transcript fees, if any. If you are a transfer student and have already provided the Committee of Bar Examiners with transcripts, cross-out the reference above. Taft Law School and the Committee of Bar Examiners must receive official transcripts directly from the college or university. Student copies are not acceptable.

Send this Form to Colleges or Universities Attended

Exhibit "A"

TAFT LAW SCHOOL
STUDENT REQUEST AND PETITION FORM

To: _____

Date: _____ Date When Receipt of Answer is Essential _____

From:
Name _____ Student # _____

Street _____

City _____ State _____ Zip _____

Telephone:(____) _____ Cell Number :(____) _____ E-Mail _____

*CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND
ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:*
(Use additional sheet if more space is required)

Student Signature _____

RESPONSE BY SCHOOL STAFF MEMBER TAKING ACTION:

Signature of School Staff Member _____

Date _____

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

A student's final examination period is dependent on when the student commences law study in a given year. Final examinations can be scheduled anytime between the start of the 46th week and the end of the 52nd week. However, to comply with CBE requirements, at least one examination must be taken after the 48th week and before the end of the 52nd week.

To determine a student's final examination period, simply locate the date the student commenced study for the academic year and refer to the appropriate column. (Note: If the academic year includes a February 29th date, (a "Leap Year"), subtract one day from Columns 2, 3, and 4.)

<u>Date Study Commenced</u>	(Start 46th Week)	Start	End
	<u>First Final</u>	<u>49th Week</u>	<u>52nd Week</u>
January 1	Nov. 12th	Dec. 3rd	Dec. 30th
January 2	Nov. 13th	Dec. 4th	Dec. 31st
January 3	Nov. 14th	Dec. 5th	Jan. 1st
January 4	Nov. 15th	Dec. 6th	Jan. 2nd
January 5	Nov. 16th	Dec. 7th	Jan. 3rd
January 6	Nov. 17th	Dec. 8th	Jan. 4th
January 7	Nov. 18th	Dec. 9th	Jan. 5th
January 8	Nov. 19th	Dec. 10th	Jan. 6th
January 9	Nov. 20th	Dec. 11th	Jan. 7th
January 10	Nov. 21st	Dec. 12th	Jan. 8th
January 11	Nov. 22nd	Dec. 13th	Jan. 9th
January 12	Nov. 23rd	Dec. 14th	Jan. 10th
January 13	Nov. 24th	Dec. 15th	Jan. 11th
January 14	Nov. 25th	Dec. 16th	Jan. 12th
January 15	Nov. 26th	Dec. 17th	Jan. 13th
January 16	Nov. 27th	Dec. 18th	Jan. 14th
January 17	Nov. 28th	Dec. 19th	Jan. 15th
January 18	Nov. 29th	Dec. 20th	Jan. 16th
January 19	Nov. 30th	Dec. 21st	Jan. 17th
January 20	Dec. 1st	Dec. 22nd	Jan. 18th
January 21	Dec. 2nd	Dec. 23rd	Jan. 19th
January 22	Dec. 3rd	Dec. 24th	Jan. 20th
January 23	Dec. 4th	Dec. 25th	Jan. 21st
January 24	Dec. 5th	Dec. 26th	Jan. 22nd
January 25	Dec. 6th	Dec. 27th	Jan. 23rd
January 26	Dec. 7th	Dec. 28th	Jan. 24th
January 27	Dec. 8th	Dec. 29th	Jan. 25th
January 28	Dec. 9th	Dec. 30th	Jan. 26th
January 29	Dec. 10th	Dec. 31st	Jan. 27th
January 30	Dec. 11th	Jan. 1st	Jan. 28th
January 31	Dec. 12th	Jan. 2nd	Jan. 29th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week) <u>First Final</u>	Start <u>49th Week</u>	End <u>52nd Week</u>
February 1	Dec. 13th	Jan. 3rd	Jan. 30th
February 2	Dec. 14th	Jan. 4th	Jan. 31st
February 3	Dec. 15th	Jan. 5th	Feb. 1st
February 4	Dec. 16th	Jan. 6th	Feb. 2nd
February 5	Dec. 17th	Jan. 7th	Feb. 3rd
February 6	Dec. 18th	Jan. 8th	Feb. 4th
February 7	Dec. 19th	Jan. 9th	Feb. 5th
February 8	Dec. 20th	Jan. 10th	Feb. 6th
February 9	Dec. 21st	Jan. 11th	Feb. 7th
February 10	Dec. 22nd	Jan. 12th	Feb. 8th
February 11	Dec. 23rd	Jan. 13th	Feb. 9th
February 12	Dec. 24th	Jan. 14th	Feb. 10th
February 13	Dec. 25th	Jan. 15th	Feb. 11th
February 14	Dec. 26th	Jan. 16th	Feb. 12th
February 15	Dec. 27th	Jan. 17th	Feb. 13th
February 16	Dec. 28th	Jan. 18th	Feb. 14th
February 17	Dec. 29th	Jan. 19th	Feb. 15th
February 18	Dec. 30th	Jan. 20th	Feb. 16th
February 19	Dec. 31st	Jan. 21st	Feb. 17th
February 20	Jan. 1st	Jan. 22nd	Feb. 18th
February 21	Jan. 2nd	Jan. 23rd	Feb. 19th
February 22	Jan. 3rd	Jan. 24th	Feb. 20th
February 23	Jan. 4th	Jan. 25th	Feb. 21st
February 24	Jan. 5th	Jan. 26th	Feb. 22nd
February 25	Jan. 6th	Jan. 27th	Feb. 23rd
February 26	Jan. 7th	Jan. 28th	Feb. 24th
February 27	Jan. 8th	Jan. 29th	Feb. 25th
February 28	Jan. 9th	Jan. 30th	Feb. 26th
March 1	Jan. 10th	Jan. 31st	Feb. 27th
March 2	Jan. 11th	Feb. 1st	Feb. 28th
March 3	Jan. 12th	Feb. 2nd	Mar. 1st
March 4	Jan. 13th	Feb. 3rd	Mar. 2nd
March 5	Jan. 14th	Feb. 4th	Mar. 3rd
March 6	Jan. 15th	Feb. 5th	Mar. 4th
March 7	Jan. 16th	Feb. 6th	Mar. 5th
March 8	Jan. 17th	Feb. 7th	Mar. 6th
March 9	Jan. 18th	Feb. 8th	Mar. 7th
March 10	Jan. 19th	Feb. 9th	Mar. 8th
March 11	Jan. 20th	Feb. 10th	Mar. 9th
March 12	Jan. 21st	Feb. 11th	Mar. 10th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week)		<u>Start 49th Week</u>	<u>End 52nd Week</u>
		<u>First Final</u>		
March 13		Jan. 22nd	Feb. 12th	Mar. 11th
March 14		Jan. 23rd	Feb. 13th	Mar. 12th
March 15		Jan. 24th	Feb. 14th	Mar. 13th
March 16		Jan. 25th	Feb. 15th	Mar. 14th
March 17		Jan. 26th	Feb. 16th	Mar. 15th
March 18		Jan. 27th	Feb. 17th	Mar. 16th
March 19		Jan. 28th	Feb. 18th	Mar. 17th
March 20		Jan. 29th	Feb. 19th	Mar. 18th
March 21		Jan. 30th	Feb. 20th	Mar. 19th
March 22		Jan. 31st	Feb. 21st	Mar. 20th
March 23		Feb. 1st	Feb. 22nd	Mar. 21st
March 24		Feb. 2nd	Feb. 23rd	Mar. 22nd
March 25		Feb. 3rd	Feb. 24th	Mar. 23rd
March 26		Feb. 4th	Feb. 25th	Mar. 24th
March 27		Feb. 5th	Feb. 26th	Mar. 25th
March 28		Feb. 6th	Feb. 27th	Mar. 26th
March 29		Feb. 7th	Feb. 28th	Mar. 27th
March 30		Feb. 8th	Mar. 1st	Mar. 28th
March 31		Feb. 9th	Mar. 2nd	Mar. 29th
April 1		Feb. 10th	Mar. 3rd	Mar. 30th
April 2		Feb. 11th	Mar. 4th	Mar. 31st
April 3		Feb. 12th	Mar. 5th	Apr. 1st
April 4		Feb. 13th	Mar. 6th	Apr. 2nd
April 5		Feb. 14th	Mar. 7th	Apr. 3rd
April 6		Feb. 15th	Mar. 8th	Apr. 4th
April 7		Feb. 16th	Mar. 9th	Apr. 5th
April 8		Feb. 17th	Mar. 10th	Apr. 6th
April 9		Feb. 18th	Mar. 11th	Apr. 7th
April 10		Feb. 19th	Mar. 12th	Apr. 8th
April 11		Feb. 20th	Mar. 13th	Apr. 9th
April 12		Feb. 21st	Mar. 14th	Apr. 10th
April 13		Feb. 22nd	Mar. 15th	Apr. 11th
April 14		Feb. 23rd	Mar. 16th	Apr. 12th
April 15		Feb. 24th	Mar. 17th	Apr. 13th
April 16		Feb. 25th	Mar. 18th	Apr. 14th
April 17		Feb. 26th	Mar. 19th	Apr. 15th
April 18		Feb. 27th	Mar. 20th	Apr. 16th
April 19		Feb. 28th	Mar. 21st	Apr. 17th
April 20		Mar. 1st	Mar. 22nd	Apr. 18th
April 21		Mar. 2nd	Mar. 23rd	Apr. 19th
April 22		Mar. 3rd	Mar. 24th	Apr. 20th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week) <u>First Final</u>	<u>Start 49th Week</u>	<u>End 52nd Week</u>
April 23	Mar. 4th	Mar. 25th	Apr. 21st
April 24	Mar. 5th	Mar. 26th	Apr. 22nd
April 25	Mar. 6th	Mar. 27th	Apr. 23rd
April 26	Mar. 7th	Mar. 28th	Apr. 24th
April 27	Mar. 8th	Mar. 29th	Apr. 25th
April 28	Mar. 9th	Mar. 30th	Apr. 26th
April 29	Mar. 10th	Mar. 31st	Apr. 27th
April 30	Mar. 11th	Apr. 1st	Apr. 28th
May 1	Mar. 12th	Apr. 2nd	Apr. 29th
May 2	Mar. 13th	Apr. 3rd	Apr. 30th
May 3	Mar. 14th	Apr. 4th	May 1st
May 4	Mar. 15th	Apr. 5th	May 2nd
May 5	Mar. 16th	Apr. 6th	May 3rd
May 6	Mar. 17th	Apr. 7th	May 4th
May 7	Mar. 18th	Apr. 8th	May 5th
May 8	Mar. 19th	Apr. 9th	May 6th
May 9	Mar. 20th	Apr. 10th	May 7th
May 10	Mar. 21st	Apr. 11th	May 8th
May 11	Mar. 22nd	Apr. 12th	May 9th
May 12	Mar. 23rd	Apr. 13th	May 10th
May 13	Mar. 24th	Apr. 14th	May 11th
May 14	Mar. 25th	Apr. 15th	May 12th
May 15	Mar. 26th	Apr. 16th	May 13th
May 16	Mar. 27th	Apr. 17th	May 14th
May 17	Mar. 28th	Apr. 18th	May 15th
May 18	Mar. 29th	Apr. 19th	May 16th
May 19	Mar. 30th	Apr. 20th	May 17th
May 20	Mar. 31st	Apr. 21st	May 18th
May 21	Apr. 1st	Apr. 22nd	May 19th
May 22	Apr. 2nd	Apr. 23rd	May 20th
May 23	Apr. 3rd	Apr. 24th	May 21st
May 24	Apr. 4th	Apr. 25th	May 22nd
May 25	Apr. 5th	Apr. 26th	May 23rd
May 26	Apr. 6th	Apr. 27th	May 24th
May 27	Apr. 7th	Apr. 28th	May 25th
May 28	Apr. 8th	Apr. 29th	May 26th
May 29	Apr. 9th	Apr. 30th	May 27th
May 30	Apr. 10th	May 1st	May 28th
May 31	Apr. 11th	May 2nd	May 29th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week)		<u>End 52nd Week</u>
	<u>First Final</u>	<u>Start 49th Week</u>	
June 1	Apr. 12th	May 3rd	May 30th
June 2	Apr. 13th	May 4th	May 31st
June 3	Apr. 14th	May 5th	June 1st
June 4	Apr. 15th	May 6th	June 2nd
June 5	Apr. 16th	May 7th	June 3rd
June 6	Apr. 17th	May 8th	June 4th
June 7	Apr. 18th	May 9th	June 5th
June 8	Apr. 19th	May 10th	June 6th
June 9	Apr. 20th	May 11th	June 7th
June 10	Apr. 21st	May 12th	June 8th
June 11	Apr. 22nd	May 13th	June 9th
June 12	Apr. 23rd	May 14th	June 10th
June 13	Apr. 24th	May 15th	June 11th
June 14	Apr. 25th	May 16th	June 12th
June 15	Apr. 26th	May 17th	June 13th
June 16	Apr. 27th	May 18th	June 14th
June 17	Apr. 28th	May 19th	June 15th
June 18	Apr. 29th	May 20th	June 16th
June 19	Apr. 30th	May 21st	June 17th
June 20	May 1st	May 22nd	June 18th
June 21	May 2nd	May 23rd	June 19th
June 22	May 3rd	May 24th	June 20th
June 23	May 4th	May 25th	June 21st
June 24	May 5th	May 26th	June 22nd
June 25	May 6th	May 27th	June 23rd
June 26	May 7th	May 28th	June 24th
June 27	May 8th	May 29th	June 25th
June 28	May 9th	May 30th	June 26th
June 29	May 10th	May 31st	June 27th
June 30	May 11th	June 1st	June 28th
July 1	May 12th	June 2nd	June 29th
July 2	May 13th	June 3rd	June 30th
July 3	May 14th	June 4th	July 1st
July 4	May 15th	June 5th	July 2nd
July 5	May 16th	June 6th	July 3rd
July 6	May 17th	June 7th	July 4th
July 7	May 18th	June 8th	July 5th
July 8	May 19th	June 9th	July 6th
July 9	May 20th	June 10th	July 7th
July 10	May 21st	June 11th	July 8th
July 11	May 22nd	June 12th	July 9th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week) <u>First Final</u>	<u>Start 49th Week</u>	<u>End 52nd Week</u>
July 12	May 23rd	June 13th	July 10th
July 13	May 24th	June 14th	July 11th
July 14	May 25th	June 15th	July 12th
July 15	May 26th	June 16th	July 13th
July 16	May 27th	June 17th	July 14th
July 17	May 28th	June 18th	July 15th
July 18	May 29th	June 19th	July 16th
July 19	May 30th	June 20th	July 17th
July 20	May 31st	June 21st	July 18th
July 21	June 1st	June 22nd	July 19th
July 22	June 2nd	June 23rd	July 20th
July 23	June 3rd	June 24th	July 21st
July 24	June 4th	June 25th	July 22nd
July 25	June 5th	June 26th	July 23rd
July 26	June 6th	June 27th	July 24th
July 27	June 7th	June 28th	July 25th
July 28	June 8th	June 29th	July 26th
July 29	June 9th	June 30th	July 27th
July 30	June 10th	July 1st	July 28th
July 31	June 11th	July 2nd	July 29th
August 1	June 12th	July 3rd	July 30th
August 2	June 13th	July 4th	July 31st
August 3	June 14th	July 5th	Aug. 1st
August 4	June 15th	July 6th	Aug. 2nd
August 5	June 16th	July 7th	Aug. 3rd
August 6	June 17th	July 8th	Aug. 4th
August 7	June 18th	July 9th	Aug. 5th
August 8	June 19th	July 10th	Aug. 6th
August 9	June 20th	July 11th	Aug. 7th
August 10	June 21st	July 12th	Aug. 8th
August 11	June 22nd	July 13th	Aug. 9th
August 12	June 23rd	July 14th	Aug. 10th
August 13	June 24th	July 15th	Aug. 11th
August 14	June 25th	July 16th	Aug. 12th
August 15	June 26th	July 17th	Aug. 13th
August 16	June 27th	July 18th	Aug. 14th
August 17	June 28th	July 19th	Aug. 15th
August 18	June 29th	July 20th	Aug. 16th
August 19	June 30th	July 21st	Aug. 17th
August 20	July 1st	July 22nd	Aug. 18th
August 21	July 2nd	July 23rd	Aug. 19th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week)		<u>Start 49th Week</u>	<u>End 52nd Week</u>
		<u>First Final</u>		
August 22		July 3rd	July 24th	Aug. 20th
August 23		July 4th	July 25th	Aug. 21st
August 24		July 5th	July 26th	Aug. 22nd
August 25		July 6th	July 27th	Aug. 23rd
August 26		July 7th	July 28th	Aug. 24th
August 27		July 8th	July 29th	Aug. 25th
August 28		July 9th	July 30th	Aug. 26th
August 29		July 10th	July 31st	Aug. 27th
August 30		July 11th	Aug. 1st	Aug. 28th
August 31		July 12th	Aug. 2nd	Aug. 29th
September 1		July 13th	Aug. 3rd	Aug. 30th
September 2		July 14th	Aug. 4th	Aug. 31st
September 3		July 15th	Aug. 5th	Sept. 1st
September 4		July 16th	Aug. 6th	Sept. 2nd
September 5		July 17th	Aug. 7th	Sept. 3rd
September 6		July 18th	Aug. 8th	Sept. 4th
September 7		July 19th	Aug. 9th	Sept. 5th
September 8		July 20th	Aug. 10th	Sept. 6th
September 9		July 21st	Aug. 11th	Sept. 7th
September 10		July 22nd	Aug. 12th	Sept. 8th
September 11		July 23rd	Aug. 13th	Sept. 9th
September 12		July 24th	Aug. 14th	Sept. 10th
September 13		July 25th	Aug. 15th	Sept. 11th
September 14		July 26th	Aug. 16th	Sept. 12th
September 15		July 27th	Aug. 17th	Sept. 13th
September 16		July 28th	Aug. 18th	Sept. 14th
September 17		July 29th	Aug. 19th	Sept. 15th
September 18		July 30th	Aug. 20th	Sept. 16th
September 19		July 31st	Aug. 21st	Sept. 17th
September 20		Aug. 1st	Aug. 22nd	Sept. 18th
September 21		Aug. 2nd	Aug. 23rd	Sept. 19th
September 22		Aug. 3rd	Aug. 24th	Sept. 20th
September 23		Aug. 4th	Aug. 25th	Sept. 21st
September 24		Aug. 5th	Aug. 26th	Sept. 22nd
September 25		Aug. 6th	Aug. 27th	Sept. 23rd
September 26		Aug. 7th	Aug. 28th	Sept. 24th
September 27		Aug. 8th	Aug. 29th	Sept. 25th
September 28		Aug. 9th	Aug. 30th	Sept. 26th
September 29		Aug. 10th	Aug. 31st	Sept. 27th
September 30		Aug. 11th	Sept. 1st	Sept. 28th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week)	Start	End
	<u>First Final</u>	<u>49th Week</u>	<u>52nd Week</u>
October 1	Aug. 12th	Sept. 2nd	Sept. 29th
October 2	Aug. 13th	Sept. 3rd	Sept. 30th
October 3	Aug. 14th	Sept. 4th	Oct. 1st
October 4	Aug. 15th	Sept. 5th	Oct. 2nd
October 5	Aug. 16th	Sept. 6th	Oct. 3rd
October 6	Aug. 17th	Sept. 7th	Oct. 4th
October 7	Aug. 18th	Sept. 8th	Oct. 5th
October 8	Aug. 19th	Sept. 9th	Oct. 6th
October 9	Aug. 20th	Sept. 10th	Oct. 7th
October 10	Aug. 21st	Sept. 11th	Oct. 8th
October 11	Aug. 22nd	Sept. 12th	Oct. 9th
October 12	Aug. 23rd	Sept. 13th	Oct. 10th
October 13	Aug. 24th	Sept. 14th	Oct. 11th
October 14	Aug. 25th	Sept. 15th	Oct. 12th
October 15	Aug. 26th	Sept. 16th	Oct. 13th
October 16	Aug. 27th	Sept. 17th	Oct. 14th
October 17	Aug. 28th	Sept. 18th	Oct. 15th
October 18	Aug. 29th	Sept. 19th	Oct. 16th
October 19	Aug. 30th	Sept. 20th	Oct. 17th
October 20	Aug. 31st	Sept. 21st	Oct. 18th
October 21	Sept. 1st	Sept. 22nd	Oct. 19th
October 22	Sept. 2nd	Sept. 23rd	Oct. 20th
October 23	Sept. 3rd	Sept. 24th	Oct. 21st
October 24	Sept. 4th	Sept. 25th	Oct. 22nd
October 25	Sept. 5th	Sept. 26th	Oct. 23rd
October 26	Sept. 6th	Sept. 27th	Oct. 24th
October 27	Sept. 7th	Sept. 28th	Oct. 25th
October 28	Sept. 8th	Sept. 29th	Oct. 26th
October 29	Sept. 9th	Sept. 30th	Oct. 27th
October 30	Sept. 10th	Oct. 1st	Oct. 28th
October 31	Sept. 11th	Oct. 2nd	Oct. 29th
November 1	Sept. 12th	Oct. 3rd	Oct. 30th
November 2	Sept. 13th	Oct. 4th	Oct. 31st
November 3	Sept. 14th	Oct. 5th	Nov. 1st
November 4	Sept. 15th	Oct. 6th	Nov. 2nd
November 5	Sept. 16th	Oct. 7th	Nov. 3rd
November 6	Sept. 17th	Oct. 8th	Nov. 4th
November 7	Sept. 18th	Oct. 9th	Nov. 5th
November 8	Sept. 19th	Oct. 10th	Nov. 6th
November 9	Sept. 20th	Oct. 11th	Nov. 7th
November 10	Sept. 21st	Oct. 12th	Nov. 8th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week)	Start	End
	First Final	49th Week	52nd Week
November 11	Sept. 22nd	Oct. 13th	Nov. 9th
November 12	Sept. 23rd	Oct. 14th	Nov. 10th
November 13	Sept. 24th	Oct. 15th	Nov. 11th
November 14	Sept. 25th	Oct. 16th	Nov. 12th
November 15	Sept. 26th	Oct. 17th	Nov. 13th
November 16	Sept. 27th	Oct. 18th	Nov. 14th
November 17	Sept. 28th	Oct. 19th	Nov. 15th
November 18	Sept. 29th	Oct. 20th	Nov. 16th
November 19	Sept. 30th	Oct. 21st	Nov. 17th
November 20	Oct. 1st	Oct. 22nd	Nov. 18th
November 21	Oct. 2nd	Oct. 23rd	Nov. 19th
November 22	Oct. 3rd	Oct. 24th	Nov. 20th
November 23	Oct. 4th	Oct. 25th	Nov. 21st
November 24	Oct. 5th	Oct. 26th	Nov. 22nd
November 25	Oct. 6th	Oct. 27th	Nov. 23rd
November 26	Oct. 7th	Oct. 28th	Nov. 24th
November 27	Oct. 8th	Oct. 29th	Nov. 25th
November 28	Oct. 9th	Oct. 30th	Nov. 26th
November 29	Oct. 10th	Oct. 31st	Nov. 27th
November 30	Oct. 11th	Nov. 1st	Nov. 28th
December 1	Oct. 12th	Nov. 2nd	Nov. 29th
December 2	Oct. 13th	Nov. 3rd	Nov. 30th
December 3	Oct. 14th	Nov. 4th	Dec. 1st
December 4	Oct. 15th	Nov. 5th	Dec. 2nd
December 5	Oct. 16th	Nov. 6th	Dec. 3rd
December 6	Oct. 17th	Nov. 7th	Dec. 4th
December 7	Oct. 18th	Nov. 8th	Dec. 5th
December 8	Oct. 19th	Nov. 9th	Dec. 6th
December 9	Oct. 20th	Nov. 10th	Dec. 7th
December 10	Oct. 21st	Nov. 11th	Dec. 8th
December 11	Oct. 22nd	Nov. 12th	Dec. 9th
December 12	Oct. 23rd	Nov. 13th	Dec. 10th
December 13	Oct. 24th	Nov. 14th	Dec. 11th
December 14	Oct. 25th	Nov. 15th	Dec. 12th
December 15	Oct. 26th	Nov. 16th	Dec. 13th
December 16	Oct. 27th	Nov. 17th	Dec. 14th
December 17	Oct. 28th	Nov. 18th	Dec. 15th
December 18	Oct. 29th	Nov. 19th	Dec. 16th
December 19	Oct. 30th	Nov. 20th	Dec. 17th

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

<u>Date Study Commenced</u>	(Start 46th Week) <u>First Final</u>	<u>Start 49th Week</u>	<u>End 52nd Week</u>
December 20	Oct. 31st	Nov. 21st	Dec. 18th
December 21	Nov. 1st	Nov. 22nd	Dec. 19th
December 22	Nov. 2nd	Nov. 23rd	Dec. 20th
December 23	Nov. 3rd	Nov. 24th	Dec. 21st
December 24	Nov. 4th	Nov. 25th	Dec. 22nd
December 25	Nov. 5th	Nov. 26th	Dec. 23rd
December 26	Nov. 6th	Nov. 27th	Dec. 24th
December 27	Nov. 7th	Nov. 28th	Dec. 25th
December 28	Nov. 8th	Nov. 29th	Dec. 26th
December 29	Nov. 9th	Nov. 30th	Dec. 27th
December 30	Nov. 10th	Dec. 1st	Dec. 28th
December 31	Nov. 11th	Dec. 2nd	Dec. 29th

Date	Course	Sample study log Subject Area Studied	Hours
7/1/22	Intro to Law	Exercise 1 – Read Handbook	.75
7/2/22	Intro to Law	Exercise 1 – Read Suggested Approach	.75
7/3/22	Intro to Law	Exercise 2 – Study Schedule	1.0
7/4/22	Intro to Law	Exercise 3 – Read “Getting Started”	1.0
7/5/22	Intro to Law	Exercise 4 – Read + Study “Law & the Legal System” Pg 1-35	1.5
7/6/22	Intro to Law	“ “ – P. 36-70	2.0
7/7/22	Intro to Law	“ “ – P. 71-100	1.75
7/8/22	Intro to Law	“ “ – P. 101 – 138	2.0
7/9/22	Intro to Law	“ “ – P. 357 – 396	2.0
7/10/22	Intro to Law	Exercise 5 – Read & Study “Legal Research” Pg. 81-102	1.5
7/11/22	Intro to Law	Exercise 6 – Read & Study “Legal Research” Pg. 135	1.0
7/12/22	Intro to Law	“ “ Pg. 36 – 60	1.25
7/13/22	Intro to Law	“ “ Pg. 61 – 90	1.0
7/14/22	Intro to Law	“ “ Pg. 91 – 117	1.25
7/15/22	Intro to Law	Exercise 7 – Answer Q’s 1-3	1.50
7/16/22	Intro to Law	“ “ – Answer Q’s 4-6	2.0
7/17/22	Intro to Law	“ “ – Review and submit answers	.75
7/18/22	Intro to Law	Review all readings	1.0
7/19/22	Intro to Law	“ “	2.0
7/20/22	Intro to Law	“ “	1.5
7/21/22	Intro to Law	Final Exam	1.0
7/22/22	Torts	Lesson #1 – Listen and outline audio tape	3.5
7/24/11	Torts	“ “	

Sample Study Log
Example “D”

Taft Law School
Juris Doctor-Attorney TrackSM Program
Student Handbook

Request to Commence Second Year of Law Studies

After my review of Senate Bill 1950 and the School policies set forth on the next page of this exhibit, I hereby request enrollment materials for my second year of law studies. I realize if I don't pass the First Year Law Students' Examination within the specified time period it will be necessary to repeat second year courses in order to obtain Committee of Bar Examiners credit.

Signature of Student

Student Number

Date

Senate Bill 1950
Major Revisions to Baby Bar Requirements

On July 15, 1996 Governor Wilson signed into law Senate Bill 1950 resulting in the first major revision to the First Year Law Students' Examination (Baby Bar) requirements in over 40 years. This law is substantially similar to a proposal presented to the Committee of Bar Examiners and Governor Wilson by Taft University in 1994 in opposing a bill which would have substantially weakened certain consumer protection aspects of California law.

Under the old law, students were required to pass the Baby Bar Examination after completion of their first year of study ***and before*** commencing their second year. The examination is given twice a year, traditionally in late June and early October. The result of this law was that many students experienced a significant delay in their law studies between the first and second years and thereby delayed graduation and qualification for the California General Bar Examination.

Under the new law, students may continue their law studies and receive full School and Committee of Bar Examiners credit provided they pass the examination within 3 administrations after they become eligible.

The full text of Section 6060 (g) of the Business and Professions Code is set forth below. With respect to students required to take the Baby Bar, the law now reads as follows:

(g)(1) Have passed a law students' examination administered by the examining committee after completion of his or her first year of law study. Those who pass the examination within its first three administrations upon becoming eligible to take the examination shall receive credit for all law studies completed at the time the examination is passed. Those who do not pass the examination within its first three administrations upon becoming eligible to take the examination, but who subsequently pass the examination, shall receive credit for one year of law study only.

Exhibit "E"
(Page 1 of 2)

Senate Bill 1950

Answers to Commonly Asked Questions

1. **Q.** *What happens if I'm ill or otherwise can't take a Baby Bar Examination?*

A. The law refers to three administrations, not three attempts. Accordingly, if a student fails to sit for an examination, it still counts as one of the three administrations referred to in the statute.

2. **Q.** *From a School standpoint, what happens if I complete my second year of study but don't pass the Baby Bar until after the third administration?*

A. Under this scenario, you would have to repeat your second year to receive Committee of Bar Examiners (CBE) credit.

3. **Q.** *If I'm on academic probation after my first year of study, can I enroll in the second year of studies?*

A. Students in good standing after their first year of studies can enroll by signing this form and the normal enrollment materials. Students on academic probation are strongly encouraged to delay enrollment in their second year of studies until after successfully completing the Baby Bar Exam. However, students on academic probation may prepare a petition directed to the Director of Student Services requesting permission to enroll in second year courses. The petition should set forth in detail why it is in the best interests of the student to commence second year studies at this time and why the student believes he or she will have a greater success during the second year.

4. **Q.** *What is the effective date of the legislation?*

A. The law formally took effect January 1, 1997.

Student Initials: _____

TAFT LAW SCHOOL
Juris Doctor-Attorney TrackSM Program

Disclosure Statement

“The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

“Students enrolled in the J.D. Attorney Track degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students’ Examination required by Business and Professions Code §6060 (h) and Title 4, Division 1, Rule 4.28(A) of the Rules of The State Bar of California (Admissions Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students’ Examination within three (3) administrations of the examination after becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law schools J.D. Attorney Track degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school’s J.D. Attorney Track program, but will receive credit for only one year of legal study.”

“Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirement for admission to practice in jurisdiction other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.”

The Committee of Bar Examiners classifies distance education law schools into two categories, “distance-learning law schools” and “correspondence law schools.” By rule, a “distance-learning law school” must require that students participate in not less than 135 hours of synchronous (live) interactive classes per year.

Because Taft Law School students reside in many time zones, Taft faculty believe it would be an unreasonable hardship to require students to be available on specific days and at specific times. Therefore, it has NOT implemented any policies that would require its students to participate in live classes. As a result, for Committee of Bar Examiner purposes, Taft Law School has elected to be classified as a correspondence law school. (It is important for students to note that this classification has no bearing whatsoever on a student’s requirements to sit for the bar examination or admission to practice law in California.)