



TAFT LAW SCHOOL

THE TAFT UNIVERSITY SYSTEM

JURIS DOCTOR ATTORNEY TRACK 2025-2026 CATALOG

*Committed to providing a quality education,
responsive to the needs of society
now and into the future*

Any questions on the information contained in this catalog should be directed to the admissions office at the address, email, or phone numbers below:

Taft Law School

3000 W. McArthur Blvd., Suite 300, Santa Ana, CA 92704
(714) 850-4800

www.taftu.edu

9:00 AM – 5:00 PM (M-T)

9:00 AM – 3:00 PM (F)

Admissions@Taftu.edu

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January 1 – December 31, 2025

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TABLE OF CONTENTS

ABOUT TAFT LAW SCHOOL.....	5
ADMINISTRATIVE CONTACT INFORMATION	6
ACCREDITATION AND AFFILIATIONS	7
Distance Education Accrediting Commission	7
Committee of Bar Examiners of the State Bar of California (CBE).....	7
California Bureau for Private Postsecondary Education (BPPE)	10
US Department of Education – Federal Student Financial Assistance (Title IV)	10
The Office of Student Assistance and Relief	10
INSTITUTIONAL MISSION, PURPOSE, OBJECTIVES, AND GOALS.....	11
Mission Statement	11
Purpose	11
Objectives.....	11
Goals.....	11
MESSAGE FROM THE DEAN.....	13
TLS’ JURIS DOCTOR ATTORNEY TRACK PROGRAM	14
About The Program	14
WHY TAFT LAW SCHOOL?	17
JDAT PROGRAM CBE RULES AND GUIDELINES	20
Rules and Guidelines	20
Registration as a Law Student	21
DISCLOSURES.....	24
First Year Law School Examination (FYLSX)	24
Special Rules for First-Year Students	25
Admission to Practice Law in a Jurisdiction Other Than California.....	26
TUITION, FEES, AND COSTS	27
Financial Aid	29
Federal Financial Aid Verification Policy.....	32
Return to Title IV Refund Policy (R2T4)	32



ADMISSION POLICIES AND REQUIREMENTS	34
STUDENT’S RIGHT TO CANCEL AND REFUND POLICY.....	40
2025 ACADEMIC CALENDAR.....	44
PREPARATION FOR ADMISSION TO PRACTICE LAW	46
ACADEMIC POLICIES.....	49
Academic Appeal.....	49
Academic Counseling	49
Academic Freedom.....	50
Academic Integrity	51
Academic Recognition.....	54
Academic Progress and Probation	55
Academic Requirements and Expectations	56
Academic Standards for Student Achievement.....	57
Academic Standing and Retention	58
E-Learning Instructional Methods and Policies	59
Examinations	61
Grading Policies	68
Library and Other Learning Resources	71
Proctoring.....	72
Satisfactory Academic Progress Policy	73
ADMINISTRATIVE SCHOOL POLICIES	80
Administrative Appeals	80
Administrative Dismissal	80
Americans with Disabilities Act (ADA) Policy.....	80
Attendance	81
Authentication Policy.....	81
Code of Conduct.....	82
Communication	84
Notice of Copyrights.....	84



Discipline Policy	85
Drug and Alcohol Prevention Policy	86
Failure to Fulfill Financial Obligations	88
Family Educational Rights and Privacy Act (FERPA) Consumer Privacy Policy.....	88
Harassment Policy	91
Hate Free Policy.....	92
Housing	92
Leave-of-Absence Policies (LOA)	92
Modification of Agreement	93
Placement Services	93
Readmission After Withdrawal.....	93
Reservation of Rights.....	94
Return to Title IV Refund Policy (R2T4)	94
Social Media Policy.....	95
Statement of Equal Opportunity and Non-Discrimination Policies	95
Student Rights and Grievances.....	95
Student Services and Recordkeeping	98
Student Tuition Recovery Fund	99
Title IX: Non-Discrimination Policy and Grievance Process Policy.....	101
Transcript Requirements	101
Transfer Credit.....	102
NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT TLS.....	102
Technical Requirements	103
Withdrawal	104
CURRICULUM AND COURSE DESCRIPTIONS.....	105
First Year.....	105
Second and Third Years	105
Fourth Year	106
TAFT LAW SCHOOL FACULTY ROSTER	110



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12.03.2025

ABOUT TAFT LAW SCHOOL

Taft Law School (TLS), a private institution, was founded in 1984 making it the oldest nationally accredited correspondence law school in California. For nearly 40 years, the school has been proud to offer an opportunity to students for whom finances, location or life commitments make a traditional law school education difficult or impossible. TLS is a division of the Taft University System (TUS).

TLS has been delivering quality distance education in law for four decades. This accredited online law school offers unique and innovative distance learning programs in law which enable students to advance their careers while maintaining a balance between work, family, and their overall quality of life. As TUS enters its fifth decade of providing exceptional distance education, the organization remains steadfast in its commitment to being a highly respected institution, ensuring that graduates possess practical knowledge and skills that directly align with the needs of the law community. A student's journey with the university is not just about education; it is about empowerment and transformation. Welcome to a brighter future with TUS.

TLS offers accredited distance education degree programs in law and offers law programs designed to prepare students to pass the California State Bar Exam. The school's program is offered in either an **independent study or directed study modality**. In both formats of study, highly experienced and academically qualified faculty members are assigned to courses to assist students with individual guidance and meaningful feedback.

TLS programs emphasize learning that is meaningful, where individuals enjoy the learning process, and acquire knowledge to better understand and manage their own careers. Courses are presented through TLS's online learning platform, Moodle, which provides access to course syllabi and allows for online submission of assignments, retrieval of grades, feedback from the faculty, and access to discussion boards.

TLS reserves the right to amend the information set forth in the catalog through future printings or supplements.

TLS has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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ADMINISTRATIVE CONTACT INFORMATION

Hours: 9AM – 5:00 PM Mon-Thursday (Pacific Time)
9AM – 3:00 PM Friday (Pacific Time)
Phone: (714) 850-4800 (main); (800) 882-4555 (toll free); (714) 708-2082 (fax)
Website: www.taftu.edu
Office: 3000 W. MacArthur Blvd., Suite 300, Santa Ana, CA 92704

Administrators and Staff:

Melody Jolly, JD TLS Dean	jolly@taftu.edu
Margaret Trester, JD TLS Associate Dean	trester@taftu.edu
Christine A. Baldwin TLS Director of Administration	baldwin@taftu.edu
Todd Becker, JD Dean of Admissions and Director of Student Services	becker@taftu.edu
Laurie Mahrling, AA Admission's Coordinator	mahrling@taftu.edu
Annie Cruz, BA Director of Student Affairs and Marketing	cruz@taftu.edu
Tiru Chandran, MBA Student Services Coordinator	chandran@taftu.edu
Justin Wayns, MSIT Sr. System Administrator	wayns@taftu.edu
Charlotte Hislop, PhD Director of Compliance	hislop@taftu.edu

Taft Law School's offices are in a six-story office building with offices sufficient to house staff. Education is provided electronically via Moodle LMS. Any modern internet connected desktop or laptop computer with audio devices and speakers will be sufficient for completing assignments and examinations.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. California students are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



ACCREDITATION AND AFFILIATIONS

Distance Education Accrediting Commission

1101 17th Street NW
Suite 808
Washington, D.C.
20036

202.234.5100
www.DEAC.org

Distance Education Accrediting Commission

As an education division of TUS, TLS is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized Accrediting Agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education (CHEA).

DEAC was founded in 1926 and is the standard setting agency for distance education institutions.

Committee of Bar Examiners of the State Bar of California (CBE)

Taft Law School is accredited by DEAC; however, it is not accredited by the Committee of Bar Examiners of the State Bar of California. The school's authority to grant Juris Doctor degrees, specifically for the purposes of qualifying students to sit for the California Bar Examination and pursue admission to the practice of law in California is based on its registration as an unaccredited law school with the Committee of Bar Examiners. TLS students must pass the First-Year Law Students' Examination (FYLSX) upon passing the first year of law school study. For additional information regarding the law school, including bar passage rates and the Business and Professions Code Section 6061.7(a) Information Report, please visit TLS' consumer information page accessible at: <https://taftu.edu/wp-content/uploads/2025/07/New-Consumer-Guide-July-2025-1-1.pdf>

The State Bar of California
180 Howard St. San Francisco, CA 94105
(415) 538-2000
www.calbar.ca.gov

Academic and administrative procedures are carefully designed so that students can complete all requirements for graduation entirely through distance education without unreasonably disrupting their professional or family lives. During academic studies with TLS, students must comply with the rules and regulations of the CBE as well as with the policies and procedures of the school.



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

Any questions regarding specific policies or procedures, students should refer to this catalog or the Consumer Information Guide. If students still have questions, contact the records office at records@taftu.edu.

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 of any change in address, telephone number, or e-mail address from that reflected on the student's application for admission using the "Update Contact Information" form located in the student center in the TLS website at:

<https://www.cognitofirms.com/TaftUniversitySystem/StudentRequestToUpdateStudentRecordTaftLawSchool>

TLS students use many of the same casebooks and outlines as students at traditional universities such as Harvard, Stanford, and other American Bar Association approved law schools. In addition, TLS students benefit from professionally prepared course outlines, law summaries, and recorded video/audio lectures. Many courses have incorporated video lectures into the lesson assignments. Certain lectures are delivered by TLS faculty while others are delivered by outstanding professors from American Bar Association accredited law schools.

The case method, also often referred to as the Socratic Method, is a method of learning first implemented in the early 20th century by Harvard and Columbia law schools. The case method requires students examine ("brief") and discuss actual court decisions. In recent years a growing number of legal educators have expressed dissatisfaction with this model. In 2007 the Carnegie Commission on Higher Education released a report which recommended sweeping changes in how law was taught. These recommendations included de-emphasizing the case method of instruction. While the Carnegie report questioned the value of the case method in classroom programs, our experience has shown that it has even less value in a distance learning program. Historically the greater emphasis a distance law school places on the case method, the lower the bar examination pass rate. Most TLS courses utilize "casebooks," but of equal importance are treatises, outlines, recorded lectures, and other study aids.

In required courses, there is no lengthy research or term papers. Generally, the final examination grade constitutes approximately 60% of the course grade. Final examinations, which must be proctored, consist of



essays and multiple-choice questions patterned after prior GBX questions. The examinations are written and graded by faculty with years of experience in grading bar examination style questions.

Successful law students and outstanding attorneys have come from all walks of life and educational backgrounds. Consequently, TLS does not prescribe a specific course of study or employment experience for admission. Any person who can learn, is well motivated, has reasonable writing skills, and possesses a logical mind has the basic tools necessary to become a successful TLS student and attorney.

The JDAT program is designed to meet the requirements of the CBE. JDAT consists of four academic years. The final examinations are taken during the 11th or 12th month of each academic year. For example, a student commencing study on July 1st of this year would take final examinations in May and June of next year.

Students can take time off between academic years. However, once study has commenced, the academic year must be completed within the 49-to-52-week period. All degree requirements must be satisfied within seven years from the date of original enrollment.

A common misconception about law school is that students must specialize in specific areas of the law while pursuing the first law degree. The volume of basic material essential to professional competence and required to pass the bar examination is too great to allow specialization within the JDAT. The main focus is to prepare students for the GBX. For attorneys wishing to specialize in specific areas of the law, the continuing education of the California State Bar and many private organizations offer hundreds of outstanding programs annually.

Federal direct student loans are available to those who are enrolled in the directed studies modality and who qualify. Up to date information on loan alternatives can be found on the TLS website. In addition, special grants-in-aid are available to outstanding prospects such as graduate degree holders and certain members of professional groups such as CPA's, members of the military, and first responders' personnel. These grants are generally equal to 5%-10% of the tuition.

First year students may commence formal study in January, April, or September. Second and third-year students may commence study in June or November. Fourth year students may commence study in June or December. To allow sufficient time to obtain books and materials and initiate the login process, all enrollments must be finalized at least five business days before formal study can commence. Enrollments can only be finalized upon receipt by the school of a properly executed enrollment agreement.



California Bureau for Private Postsecondary Education (BPPE)

The juris doctor degree program offered by TLS, a private institution, has been approved by the California Bureau for Private Postsecondary Education (BPPE) by institution license through accreditation. This approval to operate means compliance with state standards as set forth in the CEC and Title 5 of the CCR.

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary education at:

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
PO Box 980818, West Sacramento, CA 95798-0818
(888) 370-7589
(916) 574-8900
(916) 263-1897 (fax)
www.bppe.ca.gov

US Department of Education – Federal Student Financial Assistance (Title IV)

TLS has entered into a Program Participation Agreement with the United States Department of Education. Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education. TLS participates in the Federal Direct Loan Program for its JDAT program (directed studies modality only). The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.



INSTITUTIONAL MISSION, PURPOSE, OBJECTIVES, AND GOALS

Mission Statement

The mission and purpose of The Taft University System, comprised of William Howard Taft University and Taft Law School, is to offer unique, innovative distance learning educational programs at a reasonable cost to qualified applicants, providing for positive career outcomes in the law, business, and education sectors.

Purpose

The Taft University System (TUS) is committed to providing a quality legal 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.

Objectives

The principal objective of the JDAT program is to maintain educational programs that are designed to qualify its graduates for admission to the California Bar. The programs offer instruction in 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 GBX.

TLS 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, TLS seeks students from all regions of the United States, and English-speaking students from around the world.

Goals

To achieve these objectives, TLS 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 GBX.
- To utilize an electronic learning management system to deliver instruction 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. TLS 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.
- 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.

TLS is an educational division of TUS focusing on law education. TLS has been providing quality distance education programs to mature adults and professionals for over four decades. Few people would have projected when we offered our first continuing education programs to certified public accountants in 1976, that TLS would evolve into one of the most respected nationally accredited distance learning law schools in the country.

*Taft Law School
Is dedicated to the Memory of Bernard E. Witkin
(1904 – 1995)
A legendary legal scholar and a believer in life-long learning*



MESSAGE FROM THE DEAN



Welcome to TLS. I am honored to serve as dean and to work alongside our professors to help our students develop the tools needed in becoming the best lawyers they can be, instructing them in legal analysis, and fostering a broad understanding of the black-letter law and legal theories.

Our Juris Doctorate program will not only teach you analytical skills, but also help you understand legal issues, elements, and intricacies of applied law. Law school is not just for those who want to practice law, but also for those who thirst for legal knowledge and want to advance their education. Law guides all fields of human endeavor, from government to education, business to private life, arts to science, and

beyond. TLS will further your capacity to succeed in life. There has never been a better time to attend TLS.

Please see our website for detailed information. I invite you to contact our admissions staff with any questions.

Sincerely,

Melody Jolly, J.D. Dean, Taft Law School

(Melody Jolly is a graduate of Western State University and a member of the State Bar of California.)



TLS' JURIS DOCTOR ATTORNEY TRACK PROGRAM

About The Program

The principal objective of the JDAT (CIP Code 22.0101) is to maintain educational programs that are designed to qualify its graduates for admission to the California Bar as well as to apply to practice in the United States District Courts after passing the California State Bar Exam (GBX). The JDAT program offers instruction in 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 GBX.

The JDAT program is presented through a distance education modality using online technology requiring no classroom or seminar attendance. Prior students have resided in all regions of the United States as well as internationally. There are two learning modalities in the delivery of educational services. Directed study programs have fixed start dates, cohort groups, and require regular and substantive interaction with faculty. The independent study modality which provides for monthly enrollment, senior faculty advisors and faculty mentors go at their own pace.

As a result of TLS' compliance with specific rules established by the CBE, graduates of the school's JDAT programs become eligible to sit for the GBX. Upon successful completion of all the requirements for admission to practice law in California, a graduate may become an attorney in the State of California eligible to practice in California and certain federal courts. For a summary of these requirements, please go to: taftu.edu/academics/California-bar-exam/

The JDAT requires four years of study and successful completion of 96 credits. Each year consists of a period of not less than 49 or more than 52 consecutive weeks for CBE and 52 weeks with no less than 24 credits for federal student loan requirements. While materials and instruction are presented in a non-traditional manner, it is an objective of the school to maintain criteria comparable to resident law programs with respect to program content and academic standards.

The program is designed to educate qualified students using advanced technology to gain admission to the State Bar of California and to become effective and responsible attorneys. TLS' program includes a learner-centered curriculum that guides students to gain an understanding of the pertinent principles and theories of law, their qualifications and limitations, and their relationships with each other. During the first year of law school, students will be studying torts, criminal law, and contracts. After completing these courses, students are prepared to take and pass the First Year Law Student Exam (FYLSX).



Students enrolling in the JDAT have many different career or personal goals. Many intend to practice law, but equal numbers elect to enter private enterprise or devote their lives to public service. Regardless of the career plans of graduates, a major objective of the JDAT is to prepare students for the GBX.

While individuals who enter the legal profession enjoy excellent earning possibilities, they also have important professional as well as ethical responsibilities. Many become leaders in charitable and political organizations or contribute time to social and constitutional issues.

Many law school graduates use their legal knowledge in areas outside the profession. Accountants, medical professionals, law enforcement officers, educators, and many others have found legal training to be beneficial in their daily activities as well as increasing their career opportunities.

At enrollment, students are provided with login information which allows students to access the electronic course syllabi, and a list of required and recommended course materials which should be purchased prior to the start of classes. Most assignments contain research/writing projects or quizzes which are submitted and evaluated by faculty. Students benefit from quizzes and midterm examinations throughout the academic year.

Each academic year consists of 46 to 48 weekly lesson assignments. At least one final examination must be completed after the last day of the 48th week and all final exams must be completed by the last day of the 52nd week. The directed study modality has assigned due dates for the final examinations. Typically, each exam is given a two-week window for completion.

Faculty believe that regular and substantive interaction with students is an important element of the learning experience. Therefore, through electronic message boards, email or by telephonic means, faculty is regularly available throughout the academic year. The directed study modality also allows, but does not require, students to communicate directly with each other.

The program also offers optional real-time electronic classroom sessions. However, all required assignments are completed asynchronously. Students are not required to log in at a specific time.

The program utilizes materials available at virtually every elite law school in the United States. In addition to casebooks of equal importance are treatises, outlines, and audio/video lectures, and other study aids. Simple “busy work” found in many programs is eliminated. Students, with the advice of faculty, are encouraged to emphasize the study methods they find most beneficial.



Certain assignments require the use of the LEXIS® online library. Students have access to LEXIS® through the Internet with no hourly usage charges. This library, which includes online tutorials, can be accessed through a personal computer from any location that has Internet access. The service contains major archives of United States federal and state case law, continuously updated statutes of all 50 states, state and federal regulations, administrative rulings, law review articles, and numerous other legal resources.

Generally, midterm and final examinations constitute 80% of a course grade. The electronic assignments and class participation make up the other 20%. For most courses, final examinations consist of essays and multiple-choice questions patterned after prior GBX questions.

Program Learning Outcomes

Upon successful graduation from the JDAT, students should be able to:

- Contribute to becoming a better-informed citizen, voter, and/or businessperson.
- Explore the art of the argument and develop the ability to apply the law to the facts in a logical and persuasive manner.
- Develop abilities and skills in legal fundamentals and practical legal skills.
- Make students aware of the ethical responsibilities of attorneys.
- Develop an understanding of common law, analytical skills and writing approach necessary to perform well on the GBX.



WHY TAFT LAW SCHOOL?

The Internet has revolutionized education and has transformed how students learn; this is especially true for law school students. There are various reasons why students decide to enroll in a distance learning law school.

Extensive Experience in Distance (Online) Learning

TLS is the oldest institutionally accredited distance education law school. TLS was initially established in 1984 and has been continuously accredited by the Distance Education Accrediting Commission (DEAC) since 2003.

No Residency Requirements

There are no residency requirements which would necessitate students to be California residents. Many American Bar Association (ABA) accredited online law schools are hybrid programs which require students to attend a minimum number of hours on campus. Applicants worldwide are encouraged to submit applications to TLS.

Advanced Curriculum

TLS utilizes the same rigorous law school educational materials that ABA accredited law schools use. TLS challenges its students to prepare them for success following law school. The curriculum is designed for the working professional. TLS students are prepared and knowledgeable when they cross the finish line.

Accessibility and Affordability

TLS offers education that is readily accessible. Students can easily access course materials to listen to, view, and continue to review. Reasonable tuition rates are available which provides education to learners that helps to limit debt. TLS' tuition is much lower than traditional law schools. Additionally, TLS is eligible to participate in Federal Student Aid offered through the US Department of Education, which may assist students in paying for their education. Students can be confident they will receive a valuable education from TLS without the traditional law school price tag.

Small Class Sizes

Small class sizes foster success. Having fewer students means that each student will get the attention they need from their instructor. Students are also encouraged to take part in discussions and supported to express their opinions.



Outstanding Student Support

The TLS team exhibits a people-first attitude, patience, and professionalism. They are easy to get in touch with and have a strong knowledge of the school and its educational programs. They can assist the students with any issues they face.

Educational Technology

TLS' education is delivered through an electronic learning management system which allows students flexibility in their learning. No physical classrooms, schedules, or parking fees for students to worry about allowing students to go to school while still engaged in their current careers. Students can participate in quality education on their own schedule from the privacy of their own home or office.

Qualified Faculty

TLS' faculty members provide students with valuable and beneficial educational experience while enrolled in the school's program. Faculty are extensively qualified and committed to student success. All TLS faculty hold juris doctor degrees from a variety of law schools, including TLS. All are licensed as attorneys.

Two Different Program Study Modalities

TLS recognizes that adult students learn in various ways and provides flexibility. TLS offers two completely different learning methods to students in their pursuit of legal knowledge. Both modalities present the same content and amount of learning; the only difference is the requirement for discussion questions and regular student participation in the directed study modality.

The Directed Study Modality

This format is preferred by students who are not able to attend a traditional classroom but do benefit from regular and substantive interaction with faculty and classmates. Directed study students start on fixed dates, submit weekly assignments for faculty evaluation and participate in online discussions. In most courses, class participation can constitute 10% of a course grade. In the directed study programs, students are provided with login information which allows them to access electronic course syllabi and other course materials. Many weekly assignments contain research/writing projects or quizzes, which are submitted electronically and evaluated by faculty. Students also benefit from quizzes and midterm examinations throughout the academic year. Students in the directed study program must meet attendance requirements throughout the course of the program. Attendance is assessed by participation in either the discussion forums, assignment discussion questions, submission of an assignment, or completion of a quiz or midterm exam. A student who does not meet attendance for two consecutive weeks (14 days) after the start of the program may be dismissed from the program.



The Independent Study Modality

This arrangement is preferred by students who for various reasons cannot commit to a fixed weekly study schedule. Independent study students are graded based on assignments containing research/writing projects and written midterm and final examinations, each submitted electronically.

Independent study recognizes that education can be an individual process for students with different learning needs; study schedules can be accommodated. This practice emphasizes learning that is meaningful where students can enjoy learning to acquire the knowledge to better understand and manage their own careers.

Independent study students are graded based on the quality of their weekly lesson assignments, midterm and final examinations. This modality offers students the ability to study through distance education at their own pace and schedule with the 52-week academic year, permitting students to connect with senior faculty advisors and faculty mentors.

Senior faculty advisors assist faculty mentors in developing comprehensive course outlines and assist in documenting that the school's courses are comparable to similarly titled courses in other well-respected institutions with respect to course content and expected student learning outcomes. Senior faculty advisors do not normally have teaching or student contact responsibilities. The school's faculty mentors support the student's independent study learning role by guiding and stimulating the learning process. Faculty members recognize individual learning styles and needs and emphasize the relevance of the material to the individual's situation.

Please note that the content, coursework, amount of learning, and final examinations are the same for both modalities. The only difference between the two modalities concerns the discussion questions and regular student participation which are not required in the independent study modality.



JDAT PROGRAM CBE RULES AND GUIDELINES

Law schools that are registered or accredited in the State of California but are not approved by the ABA must provide a report disclosing admissions, enrollment, and faculty data, tuition/fees and financial aid details, employment outcome, and bar passage rates.

The principal objective of the JDAT program is to maintain educational programs that are designed to qualify its graduates for admission to the California Bar. The programs offer instruction in 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 GBX.

As a result of TLS' compliance with specific rules established by the CBE and the California Supreme Court, graduates of the school's JDAT become eligible to sit for the GBX. Upon successful completion of the requirements for admission to practice law in California, a graduate may become an attorney in the State of California eligible to practice in California and certain Federal Courts. For a summary of these requirements, please go to: taftu.edu/academics/California-bar-exam/

Rules and Guidelines

CBE is authorized by law to register, oversee, and regulate certain law schools in California and to administer the requirements for admission to practice law in California. In this regard, the CBE has developed rules and guidelines for the classification of law schools.

The CBE 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 TLS students reside in many time zones, faculty believe it would be an unreasonable hardship to require students to attend lectures on specific days and at specific times. Therefore, TLS has NOT implemented any policies that would require its students to participate in live classes. As a result, for CBE purposes, TLS 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 JDAT student's eligibility to sit for the bar examination or admission to practice law in California.

Students who plan to sit for the GBX must comply with a complex set of rules established by the CBE. In addition to the academic requirements established by this school, students must successfully complete the FYLSX



after their first year of study. This exam, given by the CBE each year in June and October, covers the first-year subjects of Contracts/UCC, Criminal Law, and Torts. A Summary of the Requirements for Admission to Practice Law in California may be found on TLS' website at: taftu.edu/about/California-bar-examination-disclosure/

To obtain a complete copy of the CBE rules, go to <https://www.calbar.ca.gov/admissions/requirements>
Click on the admissions tab and then click on requirements.

Registration as a Law Student

1. Deadlines

Every student enrolled in the JDAT program must register with the CBE **within 90 days after the beginning of the first year of law study.**

2. Application for Registration

To file a registration as a law student application, students should go visit the CBE's website at calbar.ca.gov/admissions/requirements. Under "Bar Exam" is information and forms regarding registration, as well as information and forms for the other requirements for admission to practice law in California. To register, file the registration application online.

For questions, students 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 the registration application has been processed, the CBE will notify the applicant within four to six weeks (approximately) with a notice of registration as a law student, along with a registration number. Upon receipt of the Notice of Registration, students **must forward a copy to the school's records office.**

4. File Completion (45-Day Rule)

The rules of the CBE require TLS 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 college work mailed or emailed directly to TLS from all previous colleges and



universities, a government issued photographic identification, and any other information requested by TLS. This policy is rigorously enforced by TLS.

The government issued photographic identification can be a driver's license, military ID, etc. Please copy the identification and mail/email it to TLS' student services department.

5. First Year Law School Exam (FYLSX) or Baby Bar

All JDAT students are required to take and pass the FYLSX after the conclusion of their first year of study. All first-year coursework and final examinations must be successfully completed before a student may sit for the FYLSX. The FYLSX is a half-day examination. Beginning with the June 2024 administration, the essay portion of the FYLSX will be eliminated. The format of the exam will be 100 multiple-choice questions (MCQs), to be administered in two 90-minute sessions, with a 20-minute break between each session. The law content tested on the same will remain the same. The examination will cover only the subjects of Torts, Contracts/UCC, and Criminal Law.

Students enrolled in the JDAT at TLS who successfully complete the first year of law study must pass the FYLSX required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California as part of the requirements to qualify to take the California Bar Examination.

6. FYLSX 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. A student who continues into the second year of study and who successfully completes the FYLSX (within three administrations) of becoming eligible will receive credit for all legal studies completed up to the time of passing the examination. Conversely, a student who does not pass the examination within three administrations after becoming eligible must be promptly disqualified from TLS' JDAT. Should a dismissed student later pass the examination, they become eligible for reenrollment in TLS JDAT but will only receive credit for the first year of legal study. Please check the California Bar Association website for the location, dates, and fees for FYLSX.

7. FYLSX 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.



8. Commencing Second Year Studies

Students who have successfully completed their first year of study with a GPA of 2.00 or higher may elect to start their second-year courses before passing the FYLSX. Students considering this option should carefully consider the following:

- a. The law refers to three administrations, not three attempts. If a student fails to sit for an examination, it still counts as one of the three administrations referred to in the statute. The counting of the administration is based off the date of the student's last examination of their first year of study. If the last exam was completed on or before the last date to register for the FYSLX, that exam will count as an administration, whether the student has been notified of their final academic standing or not.
- b. If a student completes their second year of study but does not pass the FYLSX examination until after the third administration, the student will be administratively dismissed from their second year of study and must repeat their second year to receive CBE credit after passing the exam.
- c. Students who are on academic probation after their first year of study are strongly encouraged to delay enrollment in their second year of studies until they have successfully completed the FYLSX within three administrations. However, students on probation with a 1.33 or higher GPA may prepare a petition to the director of student services requesting permission to enroll in second year courses. Students with a GPA of less than 1.33 must complete the FYLSX first. This petition should fully detail why it is in the best interests of the students to commence second-year studies and why the students believe they will have greater success in their studies during the second year. The [Petition Form](#) can be found in the student center in the TLS website.



DISCLOSURES

TLS is accredited by DEAC. However, it is not accredited by the CBE or the ABA. TLS has not applied to the CBE or ABA for accreditation in the past.

For both directed study and independent study modalities, the CBE classifies distance education law schools into two categories, “distance learning law schools” and “correspondence law schools”. By CBE rule, a “distance learning law school” must require that students participate in not less than 135 hours of synchronous interactive classes per year. Because TLS students reside in many time zones, 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 CBE purposes, TLS has chosen 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 eligibility to sit for the GBX or admission to practice law in California.**

Therefore, under federal law, the method of instruction is directed study while under the CBE definition, the method of instruction for this program is principally by correspondence.

Since TLS has offered the JDAT program that will qualify its graduates for the GBX continually since 1984, the CBE has determined that it is exempt from the requirement to disclose a statement of assets and liabilities. However, in the interest of assuring prospective students that TLS will be able to meet its future obligation, the following information is presented.

TUS is required by the Federal Department of Education to submit audited financial statements and to achieve a minimum composite score. During each year, TUS has participated in the Federal Direct Loan program, it has exceeded all financial requirements of the Federal Department of Education. TUS also satisfies the financial responsibility provisions of DEAC.

First Year Law School Examination (FYLSX)

Students enrolled in either of the JDAT study modalities at TLS who successfully complete the first year of law study must pass the FYLSX required by Business and Professions Code § 6060(h) and *Title 4, Division 1, of the Rules of The State Bar of California (Admissions Rules)* as part of the requirements to qualify to take the GBX.



Guideline for Unaccredited Law School: Rule 2.3(D) Required Disclosures

To ensure prospective students, applicants, and current students of the Juris Doctor (J.D.) degree program at this law school are fully informed of the requirements and potential limitations associated with attending and graduating from an unaccredited law school, the following statements are provided:

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. 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, Chapter 1 Rule 4.3(I) of the Rules of the State Bar of 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 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 requirements for admission to practice in jurisdictions 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.

Special Rules for First-Year Students

California Business and Professional Code Section 6060 requires that bar candidates must pass the FYLSX to receive credit for their time studying law. To ensure the best possible outcome on the FYLSX, 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 FYLSX.

- **To Advance from First Year to Second Year**

1. A student must pass all first-year courses to advance.
2. A student with a GPA of 2.00 or above may advance at their discretion.
3. A student with a GPA of 1.33 to 1.99 may petition to advance.
4. A student with a GPA of below 1.33 must pass the FYLSX before being allowed to advance.



In all other years, a student must pass all courses to advance and meet the school's standards for measuring satisfactory academic progress.

Admission to Practice Law in a Jurisdiction Other Than California

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions 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.**

For admittance requirements for states outside of California, the National Conference of Bar Examiners (NCBEX) provides a quick reference guide of other state bars. Applicants may access this information under "Jurisdiction Information" on their website at www.ncbex.org. It is recommended that, however, to verify the listed policies with the applicant's state of residency to ensure the information is up to date.



TUITION, FEES, AND COSTS

Tuition and Fees

Tuition is \$420.00 per unit. On average, a student will enroll in 24 credits each academic year for a total of \$10,080 plus a registration fee of \$75 and a technology fee \$225 for a grand total of \$10,380. The yearly tuition may vary depending on what courses the student is taking. Once a student enrolls, they will not be subject to any tuition rate increase if they maintain continuous enrollment without a lapse of two years.

An estimate of the total charges (including books and materials) for the entire JDAT enrollment period is \$49,931.00.

Administrative Fees

Fee Schedule	Amount
Application Fee	\$50.00
Registration Fee	\$75.00
Technology Library Resource Fee (applies only to matriculating students)	\$225.00
Late Payment Fee	\$25.00
Transcript Fee (official or unofficial)	\$15.00
Graduation / Diploma Fee	\$75.00
Adaptibar (first year students only)	\$245.00
STRF Assessment Fee (non-refundable) \$0/\$1000 of tuition	\$0

Costs of Required Books and Materials

TLS does not sell books or study aids and the cost of required books and materials, other than each course's syllabus, is not included in the tuition. The current average annual costs for these materials are approximately \$2,100 (somewhat greater in the first year). Most books and materials may be purchased through any legal bookstore. However, students will always be provided with mail and/or online resources for obtaining any required materials.

Payment Options, Policies and Requirements

Depending on the format a student enrolls in, students may pay tuition as you go through an interest free payment plan, third-party tuition assistance, or Federal Direct Student Loans (if eligible).



TLS offers various financing alternatives for payment of tuition. For short-term financing, TLS permits students to pay tuition on an installment basis. This generally requires an initial payment equal to 20% of the tuition with the balance to be paid in monthly payments.

For example:

The tuition for 24 credits equals \$10,080, in addition to a yearly registration (\$75) and technology (\$225) fee.

Payment option available:

- A down payment of \$2,076.00 with eleven (11) monthly payments of \$755.00

Students are expected to comply with TLS policies and regulations, including meeting academic and financial obligations to the school. Each monthly payment is due on the first day of each month following the first month of study via automated credit/debit card (a 3% credit card convenience fee will be assessed). A late monthly payment fee of \$25 will be automatically applied after the third day of any month where there is an outstanding balance. Students who fail to make payments may forfeit their TLS student rights.

Each course must be paid according to the terms and conditions outlined on the tuition and fees exhibited in the student enrollment agreement. All tuition, fees, and payment policies are determined prior to enrollment and outlined in the enrollment documents.

DANTES Reimbursement

TUS participates in tuition assistance (TA) for those who serve in active military.

Employer Acceptance and Tuition Reimbursement

Many businesses and professional firms recognize the value of nationally accredited distance learning programs for employee education.

Taft Tuition Advantage Program

In the Juris Doctor Program, there is the potential for a discount to prospective students such as graduate degree holders, CPA's, first responders, law enforcement and military personnel (and spouses). The discount is equal to 10% off the per credit tuition rate. For information on what documentation you will need to provide to receive this possible discount, please contact our [Admissions Department](#).



Financial Aid

Federal Direct Loans

TUS participates in federal aid programs. Students who obtain a loan to pay for an educational program will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

These are low interest loans made to students by the US Department of Education. The loan must be used to pay for direct and/or indirect educational expenses. Repayment of this loan begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct PLUS Loans

Graduate students are eligible to borrow under the PLUS Loan program. This loan is credit-based. Applicants are required to complete the FASFA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan program before applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan. Federal Direct Loans are received from the Federal Government. The loans students receive will be subsidized and/or unsubsidized.

Federal Direct Student Loans (if eligible)

Special Grants-in-Aid

These programs are available to outstanding prospects such as graduate degree holders and certain members of professional groups such as CPA's and first responders' personnel. These grants are generally equal to 5 to 10% of the tuition.

Subsidized Loans

A subsidized loan is awarded based on financial need. Students will not be charged any interest before the student begins repayment or during deferment periods. The Federal Government subsidizes interest during these periods.

Unsubsidized Loans

An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full. If students allow interest to accrue while students are in school or during other periods of nonpayment, it will be added to the principal amount of their loan and additional interest will be based on that higher amount. Students can choose to pay the interest as it accumulates. The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and their dependency status.



Students may apply for student financial aid after applying for admission to the admissions office. The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
 - Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans) if applicant is a first-time borrower, has discharged loans, paid off all prior loans, or previous MPN has expired.
 - Entrance Counseling Form if applicant is a first-time borrower, has discharged loans, or has paid off all prior loans.
 - TLS enrollment agreement documents
 - If necessary, complete and submit a withdrawal/clearance Letter to release prospective student's prior FSA obligation from the prior school
-
- Students enrolled in the independent study modality of the JDAT program are not eligible for student financial aid loans.

The Department of Education sets both an aggregate limit and an annual limit for loans that a student may borrow in federal student aid. Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level. If a student has received federal student aid at another institution before enrolling at TLS, the amount of that federal student aid will be taken into consideration when determining their eligibility for federal student aid at TLS. It is highly recommended for students to follow the school's online financial aid process listed on the website at <https://taftu.edu/tuition/financial-assistance/>. This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the FAFSA form. A student must apply for federal student aid for each academic year of study. **Please note:** the average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Qualifying for Financial Aid

Financial aid is distributed in two equal installments.

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 be fully packaged.



During Continuing Years

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

1. Successfully complete 30 days of enrollment.
2. Satisfy all financial aid requirements, including being fully packaged.

To qualify for the second installment for all the years 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 in a timely manner.

*Second installments cannot be requested prior to the last scheduled midterm due date as stated in syllabi. The second disbursement will be distributed after completion of the midterm period approximately week 30.

After Year One (for advanced students and students reenrolling)

If a student did not make SAP in their prior year, they 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 not satisfied the SAIP requirement, they may lose financial aid eligibility unless the student appeals and the 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 within stated timeframes.
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 as stated on syllabi. Second disbursements will be distributed after completion of the midterm period approximately in week 30.



Federal Financial Aid Verification Policy

In accordance with federal financial aid regulations, the student data entered on the Free Application for Federal Student Aid (FAFSA) may be selected to be verified.

Each award year the U.S. Department of Education randomly selects certain federal aid applicants for whom the institution must verify information based on certain data elements provided on their FAFSA.

Following federal guidelines, TLS is excluded from verifying a student's application into the Juris Doctor program because applicants in this first professional doctorate level program are only eligible to receive unsubsidized Stafford loans which schools are not required to verify FAFSA information.

Per federal requirements, if students are placed in V4 or V5 who are only eligible for unsubsidized student financial assistance AND admissions into a graduate level program requires the completion of at least two years of undergraduate coursework, TLS will only need to verify identity/statement of educational purpose and need not verify any of the other FAFSA information listed under the above Verification Tracking Group V4 or V5.

The student will be sent a verification form to explain that the student has been selected for verification and request the items needed to complete the process within 30 days. The verification form may be sent via email or mail. The financial aid office will follow up on the submission of verification documents.

The verification is completed when all requested documents are received from the student and there is no discrepant data found. The financial aid director will report the Identity verification results.

If it is determined that the student provided fraudulent information or documentation for the completion of the verification process, the student will be subject to actions pursuant to the institution's disciplinary policy, up to and including termination/dismissal. In addition, the University may be obligated to notify the ED Office of Inspector General.

Return to Title IV Refund Policy (R2T4)

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal financial aid funds. TLS is required to apply the federal return provisions for recipients of Federal Student Aid (FSA). **The Return of Title IV Refund Policy (R2T4) is in addition to the school's tuition refund policy.** Both calculations will be completed when the student withdraws. DEAC has additional institutional refund policy provisions. If a student withdraws before completing more than 60% of the payment period, the percentage of FSA funds earned will equal the percentage of the calendar days completed in the payment period up to the



withdrawal date on a pro rata basis. After the 60% point in the payment period, a student earns 100% of the FSA funds they were scheduled to receive during the period. For the JDAT program, TLS will determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date.

- Up through 60% of the 26-week payment period, an otherwise eligible student earns Title IV aid on a pro rata basis. After 60%, the student earns 100% of Title IV benefits.
- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement (PWD) to the student is required. The deadline for PWD response is no later than 30 days from the school's date of determination.
- If funds are to be returned, funds will be deposited in the school's federal account for a loan recovery to be processed no later than 45 days of the date of determination.
- Unearned aid which the school is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source:
 1. Unsubsidized direct loans.
 2. Subsidized direct loans.
 3. Grad Plus direct loans.



ADMISSION POLICIES AND REQUIREMENTS

Taft Law School's (TLS) admissions policy is designed to assess each applicant's potential for success in the program. It incorporates a comprehensive review process as follows:

1. Complete an application and pay an application fee. All applicants must pay a non-refundable application fee of \$50. Credit and debit card payments will be charged an additional 3.0% convenience fee.
2. Applicants must submit an application by fully and truthfully responding to the questions asked. Further, all requested documents must be provided. Applicants must provide complete answers to questions related to prior education (including any prior law school attendance). Lack of candor and completeness in providing answers and/or documentation could be grounds for rejection of an application. Applicants may contact admissions personnel for assistance with questions about the application process.
3. An evaluation of the applicant's full college and university academic background, including bachelor's degree and post-bachelor's degrees, if any. Applicants must have a bachelor's degree or higher from a college or university accredited by an accrediting agency recognized by the United States Department of Education, or foreign equivalent degree, with a minimum cumulative GPA of 2.0 on a 4.0 scale. Degrees earned from institutions outside of the United States require a credential evaluation report provided by one of the credential evaluation services approved by the State Bar of California. Individuals may apply as Special Students. To qualify, they must meet the State Bar of California's pre-legal education standards, which include achieving acceptable scores on specific College Level Examination Program (CLEP) exams as required by the Committee of Bar Examiners.
4. Unofficial transcripts are acceptable during the admissions process. Official transcripts must be provided no later than 30 days after a student's start date. Transfer students are subject to additional requirements as stated hereafter.
5. A personal statement of one to two single-spaced pages explaining how the applicant believes he or she will be successful in our online Juris Doctor program, the applicant's personal and professional motivation and goals for pursuing a Juris Doctor degree, and how the applicant intends to use the attorney license once earned. Applicants are also to provide a description of their relevant personal, academic, and work backgrounds. The personal statement is also evaluated as a writing sample for grammar, punctuation, clear expression, and other standard criteria.
6. Applicants with any- prior Juris Doctor education must provide their prior law school transcripts and supporting documentation. Applicants, whether academically or administratively dismissed from TLS, or any other Juris Doctor program, must petition for enrollment. The petition of an applicant who was



academically dismissed must also meet the criteria of the Committee of Bar Examiner's (the Committee) Guideline 5.34, Admission of Applicants Previously Dismissed for Academic Reasons. A copy of Guideline 5.34 will be provided if requested by the applicant. A decision on the petition is issued by TLS's Academic Review Committee (ARC) upon review.

7. Provide a professional resume.
8. Provide two letters of recommendation.
9. Provide a current government-issued photo ID with residence address.
10. Complete TLS's Pre-Assessment Test.
11. Provide their LSAT test score (if taken).
12. Applicants are asked whether they have a prior criminal conviction other than a minor traffic violation. When an applicant discloses such a conviction, they must provide responses to a Crimes Questionnaire requesting relevant information including the crime of conviction, date of crime, location where the crime occurred, punishment imposed, and whether they are currently incarcerated.
13. The applicant's Crimes Questionnaire responses are reviewed and evaluated by the ARC concerning the character and fitness of the applicant for enrollment in the Juris Doctor program in light of their conviction. They are also advised in writing that even if approved by the ARC they might not pass the State Bar's moral character evaluation and that they might want to retain a State Bar ethics attorney to assess their circumstances, including the effect of their criminal conviction on passing the State Bar's moral character evaluation.
14. Additional documentation could be requested as necessary.

TLS notifies applicants in writing of their acceptance or denial. TLS reserves the right to deny admission to any applicant and to change admissions requirements without prior notice.

Special Applicants

Individuals who do not qualify as a regular applicant may apply as a special applicant. Special applicants must satisfy the standards established by the CBE with respect to prelegal education. An applicant may not be admitted as a special student unless he or she has satisfied the examination requirements, currently the College Level Equivalency Program (CLEP examination) of § 6060(c)(2) of the California Business and Professions Code and



Rule VII, Section 1 of the Rules Regulating Admission to Practice Law in California. Other than the minimum threshold mandated by the CBE, TLS has not developed any pre-established criteria for special admissions. In the admission of special applicants, the major consideration is whether the applicant can succeed in the program and if the applicant will benefit from the program and will be subject to a comprehensive review.

Enrollment Deferral Policy

An applicant who is accepted to the Juris Doctor program may defer the start of their classes to the next scheduled start date. If the accepted applicant does not begin his or her program at the next scheduled start date, the applicant's acceptance is canceled and the accepted applicant is required to go through the entire admissions process again, including payment of the application fee. The applicant must also submit a petition stating the reasons for the applicant's failure to start classes and why the applicant is ready to start classes for the new start date.

Applicants who enrolled but did not complete their academic year must reapply with a new application and fee if more than one year has passed since their original application.

International Applicants

TLS invites applications from international students. However, no English language services are offered. As an online program, no I-20 services are provided.

English Language Proficiency

Applicants who speak English as a second language or who have earned credits or degrees in a country other than the U.S. are required to provide additional documentation during the application and enrollment process.

International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or university are not required to submit TOEFL scores. International applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through the Test of English as a Foreign Language (TOEFL). A minimum score of 65 on the paper-based test (PBT) or 80 on the Internet Based Test (iBT), or its equivalent, for admittance into master's and first professional degree programs.

Transcripts not in English must be presented with an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service approved by the Committee of Bar Examiners of the State Bar of California.

Applicants Seeking In-Transfer Credit from Prior Juris Doctor Studies

Transfer applicants transferring from other law schools must complete the requisite section of the application and the following:

1. Pay a transfer credit evaluation fee of \$55. Submit a list of course descriptions from the prior law school(s), and all prior law school transcripts. The transfer credit evaluation involves a review and evaluation of the applicant's prior law school studies, a determination of the prior courses previously taken in order to qualify



for in-transfer credit at TLS, the courses that the applicant must take to complete his or her Juris Doctor studies at TLS and preparation of a Proposed Plan of Study (PPS) to be approved by such applicant.

2. An application for Evaluation of Law Study Completed and Contemplated Law Study Evaluation must be filed with the State Bar of California's Office of Admissions. This application is to be prepared by TLS. The transfer applicant is charged \$150 by TLS, which includes the State Bar's fee for submitting the application. The transfer applicant must submit official law school transcripts to the State Bar, typically via U.S. mail.
3. Applicants, whether academically or administratively dismissed from TLS, or any other Juris Doctor program, must petition for enrollment. All applicants who have been previously disqualified for academic reasons should review and submit a petition to TLS's ARC meeting the criteria of Guideline 5.34, Admission of Applicants Previously Dismissed for Academic Reasons.
4. Regardless of other limitations mentioned below, transfer credit will generally not be granted in a situation where a student would not be able to complete TLS's Juris Doctor degree program within 84 months of commencing the study of law at another law school.

Taft Law School may award transfer credit to the applicant, subject to the following limitations:

1. Transfer law students must complete a minimum of two complete academic years at TLS Juris Doctor degree program, and their prior law school credit must be from a law school approved by the American Bar Association or accredited or registered with the Committee of Bar Examiners of the State Bar of California. An exception might be made to this condition if the student is transferring from a law school that is closing or has closed
2. No transfer credit may be granted unless the requirements of California Business and Professions Code §6060(h) have been met unless the applicant has passed or is exempt from the First-Year Law Students' Examination (FYLSX). To be exempt from the examination, the student must have successfully completed the first year of law study at an accredited law school and advanced to the second year by the same law school.
3. A law school is not required to grant but could grant transfer credit for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at the admitting law school. This time limitation does not apply to students who have passed the FYLSX. Where appropriate, an exception might be granted to permit transfer credit for studies completed more than twenty-seven (27) months prior to admission. This exception is to be reviewed and decided by the ARC and noted in the applicant's file.



4. Credit is granted only for courses in which the applicant received a 2.0 grade or higher, so long as it is for a course that is also taught at TLS. For all applicants who have passed the FYLSX, credit may be allowed for the first-year courses. Transfer applicants are required to take at TLS, on a probationary basis, those law school courses that would otherwise be accepted by TLS for in-transfer credit, but the applicant's prior grade was below 2.0.
5. TLS does not grant credit for a course completed at the prior law school in excess of the number of units that TLS awards for the course.
6. TLS will determine the subject matter and the quality of the applicant's performance in the courses for which transfer credit is sought.
7. Transfer students are responsible for supplying TLS with official transcripts of the previous law schools attended no later than 30 days after their start date. Unofficial transcripts are acceptable as part of the transfer credit evaluation, but the transcripts must be complete, up to date, and accurate. Students transferring from other law schools will be interviewed by the Dean of Admissions or the ARC to assess their previous performance in their legal studies and potential success.

Transferability of Units and Degrees Earned at TLS

The transferability of credits earned at TLS is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the diploma or degree earned at TLS is also at the complete discretion of the institution to which the student may seek to transfer. If the credits, diploma or degree that were earned at TLS are not accepted at the in-transfer institution, the student may be required to repeat some or all of the course work at the in-transfer institution.

Rescinding Acceptance or Enrollment

Taft Law School expects all students approved for admission or enrolled at TLS to uphold TLS's intellectual, ethical, and professional standards. By accepting admission, a student agrees to abide by the policies, standards, and code of conduct set forth on TLS's website and in the school's catalog. TLS could rescind an offer of admission or terminate enrollment for, but not limited to, the following reasons:

1. An applicant is found to have omitted material information, or presented misleading or fraudulent information, during the application process, such as documents that are forged, altered, obtained inappropriately, materially incomplete or otherwise deceptive.
2. An admitted student fails to uphold the standards outlined in the Academic Integrity Policy.
3. For those already enrolled when a fraudulent document is discovered, misconduct is adjudicated using TLS's academic integrity policy and procedures and may result in rescission of admission, revocation of a financial aid award, and/or in permanent expulsion from TLS. TLS' decision to rescind of admission is final.



4. Students whose admission is rescinded, or enrollment is terminated remain responsible for fulfilling financial obligations to TLS or The Taft University System, or third-party that include federal, state and local governments and private loan providers.

Starting Law School Studies Over

Law students seeking to restart their first year of law study, whether at TLS or following attendance at another law school, must initiate the start over process through the access portal at the State Bar of California's website.

Locate the "Start First-Year Law Studies Over Request" form and submit it following the instructions. Once the student has received an email from the State Bar notifying them that the request to start over has been approved, the student must forward the email notification to TLS's registrar at baldwin@tafu.edu.

Academic Performance Support Program (APSP)

All students who are re-enrolled are required to participate in the Academic Performance Support Program (APSP), a structured academic assistance initiative designed to improve student performance in critical areas.

Participation requirements may include:

1. Attending scheduled appointments with the Associate Dean.
2. Completing all academic assignments and attending or viewing the applicable course lectures.
3. Maintaining consistent communication with the Associate Dean.

Failure to fully participate in the APSP program by missed scheduled appointments, unsubmitted assignments, or lack of engagement may result in escalation to academic dismissal.



STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

TLS has adopted the following refund policy which will apply to this agreement.

If a student cancels enrollment within seven days of student's execution of this agreement, the school will refund all money paid by student. "Enrollment" for refund purposes is considered to have become effective upon execution of this agreement by student. Should students cancel this agreement within 14 days after the start date of the current academic year, the school will refund 100% of tuition charges paid by the student.

Refunds are calculated on a prorate basis, based on a fifty-two (52) week academic year. The prorated amount is 2% per week up to 60% of the academic year. Thereafter, if a student withdraws or is dismissed, the student shall be entitled to a pro rata refund of tuition charges up to thirty weeks from the date of enrollment. No refunds are payable after week thirty and refunds are not payable for completed courses or administrative fees. For refund calculation purposes, any withdrawal shall become effective on the date student notifies the school, in any manner, of student's intent. However, for the withdrawal to be effective, students must follow the procedures set forth in the "Notices" section of this agreement. **Dismissals shall be effective on the date such action is taken by the administration or when a student fails to maintain the academic standards set forth in the student catalog, whichever should occur first.**

As an example of the refund policy: a student started their academic year on July 3, 2024, paying tuition in the amount of \$10,080.00 and withdrawing on September 11, 2024 (a period of 10 weeks) without completing any courses would receive a refund of \$8,064.00, (\$10,080 multiplied by 80%. On September 11th, 80% of the academic year remained.). Refund computations are based on the total tuition obligation, not the amount of tuition previously paid. Unless otherwise noted in writing, other school fees are non-refundable. The school will issue refunds pursuant to the above conditions within 30 days from the date the withdrawal notice is received by the school. If a student obtains a loan to pay for the Juris Doctor program, it is the student's responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Students are informed that certain financial institutions may require the school to return any refunds directly to the lender. By enrolling, the student expressly authorizes the school to comply with these requests. For students who received federal financial aid, any refund of funds not derived from federal student financial aid will be returned to the student.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.



Accreditation regulations and university policy dictate the minimum and maximum time to complete degree programs. In no case may a student complete a degree program in less than one calendar year. **The maximum time to complete the JDAT program is seven years.**

A student may be administratively dismissed for failure to complete a program within the time frame outlined.

# of Days Enrolled	% of Tuition Earned by Taft	# of Days Enrolled	% of Tuition Earned by Taft	# of Days Enrolled	% of Tuition Earned by Taft
1-14	0%	78-84	24%	148-154	44%
15-21	6%	85-91	26%	155-161	46%
22-28	8%	92-98	28%	162-168	48%
29-35	10%	99-105	30%	169-175	50%
36-42	12%	106-112	32%	176-182	52%
43-49	14%	113-119	34%	183-189	54%
50-56	16%	120-126	36%	190-196	56%
57-63	18%	127-133	38%	197-203	58%
64-70	20%	134-140	40%	204-210	60%
71-77	22%	141-147	42%	211 +	100%

Withdrawing from School

Before withdrawing, it is recommended the students discuss their options with an academic advisor. Students may withdraw from school without prejudice by providing written notification to the admissions office any time prior to the final examination period. The form can be accessed at:

<https://www.cognitofrms.com/TaftUniversitySystem/RequestForWithdrawalTaftLawSchool>, Submission of the request for withdrawal form will withdraw the student from all currently enrolled courses.

For students that paid tuition using financial aid, a Title IV refund (R2T4) calculation will be completed in conjunction with TLS' refund calculation to determine the amount of tuition earned by TLS, in addition to any potential funds that must be returned by TLS to Title IV on the student's behalf. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal financial aid funds. Any tuition due to TLS that was not covered by Title IV funds is the responsibility of the student to pay.



Any refund due to a student who paid out-of-pocket or by third-party tuition assistance, will be returned to the authorizer via the same method used for the original payment(s).

If the student withdraws or is dismissed after the student receives a federal direct student loan disbursement, it will often be necessary for TLS to return money to the federal government in accordance with the policy set forth in the consumer information guide. This may include amounts previously credited to the student's tuition account. In such a case, the student agrees to pay TLS any balance of tuition owed from their personal funds within 30 days of the withdrawal or dismissal.

For the withdrawal to be effective, the student must follow these procedures, including filling out the request to withdrawal from located on TLS website in the student center at:

<https://www.cognitofirms.com/TaftUniversitySystem/RequestForWithdrawalTaftLawSchool>

- With the exception of cancellation or withdrawal notices, any notices to TLS under this agreement may be sent by first class mail, postage prepaid to Taft Law School, 3000 W. MacArthur Blvd, Suite 300, Santa Ana, CA 92704-6954, (714) 850-4800 or emailed to cruz@taftu.edu. Notices to the student shall be sent to the address of record in the student's academic file.
- For the protection of the student, notices of cancellation or withdrawal should be in writing, signed by the student, and sent or emailed to the above addresses within five business days of the time the student expressed their intention to cancel or withdraw. Please see comment about the Request to Withdrawal form.
- In providing written notice of withdrawal by mail, the student should utilize certified mail or the services of a common carrier such as Federal Express or United Parcel Service.
- Provided the student follows the above procedure, refunds will be calculated based on the date the student expressed, in any manner, their intention to withdraw. If the student fails to follow this procedure, refunds will be calculated based on the date TLS receives actual written knowledge.
- Dismissals shall be effective on the date such action is taken by the administration or when the student fails to maintain the administrative/academic standards set forth in the student handbook, whichever should occur first.

Cancellations

If a student cancels enrollment within seven days of student's execution of the enrollment agreement, TLS will refund all money paid by the student. "Enrollment" for refund purposes is considered to have become effective upon execution of the enrollment agreement by the student. Should a student cancel this agreement within 14 days after the start date of the current academic year, TLS will refund 100% of tuition charges paid by the student.



Refunds are calculated on a prorated basis, based on a fifty-two (52) week academic year. The prorated amount is 2% per week up to 60% of the academic year. Thereafter, if the student withdraws or is dismissed, the student shall be entitled to a prorated refund of tuition charges up to thirty weeks from the date of enrollment. No refunds are payable after week thirty and refunds are not payable for completed courses. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies TLS, in any manner, of the student's intent.

Return to Title IV (R2T4) Calculation

If a student receives federal student aid and decides to withdraw or is dismissed from TLS before completing 60% of a payment period, federal law requires that TLS, and in some instances the student, return unearned funds to the U.S. Department of Education. For these cases, a student's financial aid must be reassessed using the percentage of aid earned using the following R2T4 funds formula:

1. Determine the amount of Title IV aid that was disbursed and that could have been disbursed.
2. Determine the date of withdrawal or dismissal and determine the percentage of the payment period attended by the student.
3. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
4. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement" under the cash management rules (34 CFR 668.164(g)). If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.
5. Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
6. Distribute the unearned Title IV aid back to the Title IV programs. Unearned aid which TLS is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source:
 - a. Unsubsidized Direct Loans
 - b. Subsidized Direct Loans
 - c. Grad Plus Direct Loans



2025 ACADEMIC CALENDAR

Please refer to: taftu.edu/student-center/academic-calendar/

By Modality – Independent Study

Modality	Dates	Years
Independent Study	January 13, 2025	First & Advanced Years Start Date
Independent Study	February 10, 2025	First & Advanced Years Start Date
Independent Study	March 10, 2025	First & Advanced Years Start Date
Independent Study	April 14, 2025	First & Advanced Years Start Date
Independent Study	May 12, 2025	First & Advanced Years Start Date
Independent Study	June 9, 2025	First & Advanced Years Start Date
Independent Study	July 14, 2025	First & Advanced Years Start Date
Independent Study	August 11, 2025	First & Advanced Years Start Date
Independent Study	September 15, 2025	First & Advanced Years Start Date
Independent Study	October 13, 2025	First & Advanced Years Start Date
Independent Study	November 17, 2025	First & Advanced Years Start Date
Independent Study	December 15, 2025	First & Advanced Years Start Date



By Modality – Directed Study

Directed Study	January 20, 2025	First Year Start Date
Directed Study	April 7, 2025	First Year & Advanced Years Start Date
Directed Study	June 23, 2025	Second, Third & Fourth Years Start Date
Directed Study	September 8, 2025	First Year Start Date
Directed Study	November 10, 2025	Second, Third Years Start Date
Directed Study	December 8, 2025	Fourth Year Start Date



PREPARATION FOR ADMISSION TO PRACTICE LAW

Length of Study in Law School

Title 4, Division 1 Rule 4.28(A) of the Rules of The State Bar of California 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 or more than 52 consecutive weeks to receive credit for one year of law study. The completion of not less than 24 credits in an academic year will satisfy the 864-hour requirement. To be eligible to sit for the GBX, a student must successfully complete four academic years of law study.

The CBE 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 2, 2019.

Study Log

It is the responsibility of the student to provide the school and, if required, the CBE, with appropriate documentation on the number of hours of preparation and study the student has spent each academic year. To assist the student in providing this documentation, the school has designed a study log for use by students. At the time of final examinations, the student will be asked to certify under oath that the student has expended at least 864 hours of preparation and study of law during the academic year and submit that log. This log is available on Moodle's home page.

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 CBE without exception.

The following is a summary of the requirements for admission to practice law in California. The full text of all requirements for admissions 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 website at: www.calbar.ca.gov.

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

- Complete the necessary general education.
- Register with the CBE as a law student or attorney applicant.



- Complete the requisite legal education.
- File an application to take the FYLSX and pass or establish an exemption from the examination.
- File an application to take the GBX and after eligibility has been confirmed, take and pass the examination.
- File an application for the moral character determination and receive a positive moral character determination from the CBE.
- File an application, take the Multistate Professional Responsibility Examination, and achieve a minimum scaled score as determined by the CBE, which is administered and graded by the National Conference of Bar Examiners.
- Remaining in compliance with California court ordered child or family support obligations.

Separate and distinct applications are required for registration, moral character determination and the bar examination. Applications for registration and moral character determination are available online anytime. Applications for the February Bar Examination are available online beginning October 1 and March 1 for the July Bar Examination. All applications can be access through the admission's portion of the State Bar of California's website at: <https://www.calbar.ca.gov/>

Applications and other information for the Multistate Professional Responsibility Examination are available through the National Conference of Bar Examiners' website at: <https://www.ncbex.org/>

Admission to Practice Law Outside California

TLS students, because of the school's registration with the CBE, are qualified immediately upon graduation to take the GBX in California. Since most TLS students intend to practice law in California, the school has not previously sought approval from the ABA and has no plans to seek such approval in the future.

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



GBX Dates, Application Procedures, Application Fees

The GBX is traditionally given during a two-day period during the last weeks of February and July. Applications are generally available online from the CBE approximately five months before the examination dates. Students should visit the CBE's website at [California Bar Examination Studies](#) or contact the CBE for specific application filing requirements.

Please Note: To avoid a large late filing fee, applications must be received by the CBE approximately four months before the examination date.

Moral Character

The process for making a moral character determination for those seeking admission to the State Bar of California and a license to practice law shall be uniform, consistent with governing law, and transparent. The process shall adhere to best practices and ensure that appropriate consideration is given to rehabilitative efforts undertaken by applicants.

A review of whether an applicant is of good moral character is one of several parts of the process of establishing eligibility for admission to the practice of law in California. Applicants have the burden of establishing the requisite moral character by demonstrating possession of traits critical to the ethical practice of law, such as candor and honesty, and respect for the law and the rights of others.



ACADEMIC POLICIES

Academic Appeal

A student may appeal the determination that the student is not making SAP by sending an appeal to the director of student services at the administrative offices of the law school. The appeal should set forth in detail why the student did not achieve SAP and what the student will do to achieve SAP going forward.

The appeal will then be given to the Academic Review Committee (ARC) that will review the students' academic record and evaluate the students' written comments. The ARC may question the students or request additional information.

If the ARC determines that the students' grades were properly awarded, the student will be notified, and the grades will stand as awarded.

If the ARC determines that the student's grades were not properly awarded, the ARC will design a remedy to correct the grades. This may include, but is not limited to, having current examinations re-graded, or order such other actions that may equitably resolve the student's appeal.

Once the appeal is resolved and if any action is required, the director of financial aid will be notified to re-evaluate whether the student has met the SAP standards.

Academic Counseling

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

Petition for Reread of Final Examinations

Automatic rereads 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 reread of any final examination under the following conditions:

- A student may petition for a grade review if they believe 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 ARC. Grade review procedures do not require a hearing.

- 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 their case that a grade should be adjusted.
- Upon receipt of a petition for rereading, another faculty member grader will read the exam answer. Both the first and second grades will be made available to the ARC. Under these conditions, the ARC may raise the grade, lower the grade, or make no change. The decision of the ARC is final, and resubmission of petitions will not be authorized.

Petition Procedures

The student petition form has been devised as a convenient medium to affect communication between the student and the administration and to receive a reply when appropriate. The Petition Form is available in the student center on the TLS website at:

<https://www.cognitofirms.com/TaftUniversitySystem/PetitionFormTaftLawSchool>.

Each petition must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required.

Academic Freedom

Academic freedom is indispensable to legal education and the advancement of the common good. It hinges on the unfettered pursuit of truth and its dissemination across all fields of study. Freedom to conduct research is pivotal to uncovering truths. Upholding academic freedom across disciplines is crucial for safeguarding the rights of both faculty and students.

The preservation of excellence in education relies heavily on academic freedom. It ensures that society benefits from objective and independent criticism, as well as candid responses to scientific, social, and artistic inquiries that might otherwise be suppressed due to fear of offending powerful social factions or passing social norms. Consequently, no adverse employment consequences—such as hiring, promotion, or retention—should result from expressions protected by academic freedom.

Faculty members are entitled to unrestricted freedom in their research endeavors and the dissemination of their findings, provided they adequately fulfill their other academic duties.



While faculty enjoy freedom in discussing their respective subjects, they should exercise caution in avoiding the introduction of controversial topics unrelated to their field of expertise. When expressing personal views, they should be shielded from institutional censorship or retribution. Nonetheless, their affiliation with TLS imposes unique obligations. As educational representatives, we must bear in mind that their profession and the reputation of TLS can be judged based on their statements. Thus, we must consistently strive for accuracy, exercise appropriate restraint, demonstrate respect for differing opinions, and endeavor to clarify that their views do not necessarily reflect those of TLS. The information in the catalog outlines the duties and expectations regarding academic freedom associated with working as a faculty member. The catalog serves to establish standard operating procedures and ensures consistency among all faculty members as they carry out their work-related responsibilities. As revised or additional policies or information develops, these handbooks will be amended on an as-needed basis.

TUS encourages and supports its faculty in the pursuit of academic freedom. As such, individuals are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing. The faculty are required to instruct students in the course learning objectives specified by the curriculum. However, they are encouraged to discuss any additional topics relevant to the course being taught, regardless of the presence of a topic within the prescribed curriculum, keeping in mind that students are from diverse backgrounds and provided that the discussions remain within the limits of the law.

Academic Integrity

Academic integrity is fundamental to every facet of the scholarly process and is expected of every student at TUS in all academic undertakings. Integrity involves strict adherence to academic honesty and ethical conduct consistent with values based on standards that respect the intellectual efforts of both students and others. Ensuring integrity in academic work is a joint enterprise involving both faculty and students. Among the most important goals of higher education are maintaining an environment of academic integrity and instilling in students a lifelong commitment to academic honesty that is fundamental to good scholarship. These goals are best achieved because of effective dialogue between students and teaching faculty regarding academic integrity and by the examples of members of the academic community whose intellectual accomplishments demonstrate sensitivity to the nuances of ethical conduct in scholarly work.

TLS encourages collaborative discussion and solicitation of feedback among students, faculty, and outside experts. However, required written assignments are required to be performed independently by the student. It is expected that students will conduct their own independent research and study for assignments, essays, and writing.



Artificial Intelligence

To uphold academic integrity and ensure that students develop essential critical thinking, problem-solving, and research skills. The use of Artificial Intelligence (AI) tools in completing school assignments is prohibited.

"AI-assisted work" refers to the use of any artificial intelligence tools or software that generate, complete, or significantly assist in the creation of academic assignments.

Students are prohibited from using AI tools to complete school assignments. This includes writing essays, generating answers for homework, or any other form of academic work where AI contributes significantly to the output.

However, students may use AI tools for research, brainstorming ideas, or gathering information, provided that these tools do not generate content that will be submitted as original work.

Students are expected to adhere to principles of academic integrity, which include honesty and accountability in their work. Violations of this policy are considered breaches of academic integrity.

Activities that Violate Academic Integrity

Violations of academic integrity include whenever a student engages in any action that jeopardizes the integrity of scholarly work. These 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.
- Use of privileged material or unpublished work without permission.
- Copying
- Collaboration
- Improper alteration of records, unauthorized aids, obtaining/stealing proprietary material, offering of money or other incentives,
- Lying

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 TLS, plagiarism is defined as, intentionally, or unintentionally,



submitting work, ideas, or writings of someone 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 original work, 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 essays without citation. Common knowledge in law school includes the definitions or elements of legal terms memorized from reading material. If unsure if a source of information is common knowledge, it is better to err on the side of safety and cite the source. If writings are significantly influenced by collaboration or study group discussions, it is also appropriate to include a footnote in papers disclosing that.

Any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, 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.

Consequences of Violating 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 ARC, 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 TLS altogether.

Academic Integrity 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:

- The dean, on behalf of the ARC, will contact the students and inform them of the alleged violation and discuss the academic review process. The student has the following rights:
 1. To review any evidence of the allegations.
 2. To ask questions about the allegations.
 3. To provide any information that is relevant to the allegations.
 4. To request a meeting with the dean or the ARC to exercise his/her rights in person.



- If the student chooses not to 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.
- The dean will organize all information available from the students, faculty, and staff regarding the alleged violation and present it to the ARC.
- The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 1. A grade reduction.
 2. Failing the student on the assignment, test, or course.
 3. Expelling the student.
 4. Such other sanctions that may be appropriate.

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

Academic Integrity Appeal Process

The student has the right to appeal against the decision of the ARC to the Chief Academic Officer (CAO). The CAO will review all the evidence available to the ARC. The CAO may seek any new or additional information from the student. The CAO will then decide. That decision may uphold the decision of the ARC or may nullify the decision of the ARC. If the CAO chooses to nullify the decision, he or she may exonerate the student or impose a lesser or harsher penalty. The decision by the CAO will be final. If it is determined that the student committed academic dishonesty, the decision will be noted in the student's academic record.

Academic Recognition

Students who graduate from TLS' Juris Doctor Attorney Track program with the following cumulative GPA's are awarded the following honors:

Cumulative GPA	Academic Honor
3.40 – 4.00	Summa Cum Laude
3.20 – 3.39	Magna Cum Laude
3.00 – 3.19	Cum Laud
2.80 – 2.99	With Scholastic Merit

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



Academic Progress and Probation

Taft Law School is committed to fostering student success while upholding high academic standards. This policy outlines the procedures for evaluating academic progress, placing students on academic probation, and the conditions under which continued enrollment is permitted.

1. Evaluation of Academic Progress

Academic progress is formally evaluated at the end of each academic year. For the purposes of this policy, an academic year is defined as a period of not less than 48 and not more than 52 consecutive weeks, during which a student typically completes 24 semester credits.

2. Satisfactory Academic Progress (SAP)

To remain in good academic standing and be eligible for continued enrollment and financial aid, students must meet the following minimum standards to acquire the status of Satisfactory Academic Progress (SAP):

- A cumulative grade point average (GPA) of 2.00 or higher at the end of the academic year.
- Consistent completion of all coursework within the defined academic year.

Students who fail to meet these standards have not achieved SAP may be subject to academic probation or dismissal.

3. Satisfactory Academic Improvement Plan (SAIP)

Students who do not meet the standards for SAP will be placed on a Satisfactory Academic Improvement Plan (SAIP).

- While on SAIP, a student's academic progress is evaluated at the end of the completion of each course midterm.
- If the student does not pass a course midterm exam, that is considered to be non-compliant with the terms of satisfactory academic progress. This student evaluation be conducted by the dean or associate dean. At this point the student may be dismissed from the program.
- A student may not remain on SAIP for more than one academic year (48 to 52 consecutive weeks).
- If the student fails to maintain SAP by the end of the SAIP period (end of the academic year), they will be automatically dismissed from the program.

While on academic probation, the student's academic progress will be closely monitored by associate dean.

Evaluation checkpoints include:

4. Academic Performance Support Program (APSP)

All students on academic probation are required to participate in the Academic Performance Support Program (APSP), a structured academic assistance initiative designed to improve student performance in critical areas.

Participation requirements may include:

- Attending scheduled meetings with the associate dean.
- Completing all academic assignments and attending or viewing the applicable course lectures.
- Maintaining consistent communication with the associate dean.



Failure to fully participate in the APSP program by missed scheduled appointments, unsubmitted assignments, or lack of engagement may result in escalation to academic dismissal.

Students who are dismissed for failure to meet SAP or SAIP requirements may appeal the decision according to the **Academic Appeals Policy** outlined in the catalog. Appeals must provide documented evidence of extenuating circumstances and demonstrate the likelihood of future academic success.

Continuing as a Non-Title IV Student on Academic Probation

If a student fails to make SAP at the midpoint of the program or thereafter, the student will be on academic probation and is subject to dismissal. The decision to allow a student to continue on academic probation will be made by the dean of the school of law or their designee.

Curing Academic Probation

A student that is on academic probation after the first year will be removed from first year academic probation and their first year GPA will be raised to 2.00 at the time TLS receives verification that the student has passed the FYLSX. Such a student's first year course grades will be raised to 2.00 on the student's transcript. However, the transcript will note that the students' grades were raised due to passing FYLSX. The first-year course grades that were replaced will show up in the transcript in a comment section.

Failure to Cure Academic Probation

Failure to meet the 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, students with cumulative GPA below 2.00 are subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed.

Academic Requirements and Expectations

Before commencing any academic year, students will be provided with login instructions on how to access the home page and courses. For technical problems, contact the information technology specialist at technical.support@Taftu.edu or call (714) 850-4800.

TLS students in directed studies modality **must be prepared to participate in asynchronous, computer- based class discussions with the faculty and members of a study group.** Faculty members assigned to this program are all licensed attorneys. Many have years of experience in teaching students, and some have graduated from TLS. They understand student challenges and are there to help.



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

TLS students 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. Students will also need the basic computer skills outlined in this catalog.

Academic Standards for Student Achievement

TLS programs have procedures which have been reviewed by an examining committee appointed by the DEAC for the purpose of ensuring compliance with DEAC's academic and business standards. DEAC standards require that graduates of the school's programs exhibit skill and knowledge attainment through the demonstrated achievement of educational objectives and outcomes comparable to those of accredited resident degree programs that are similar in nature and level.

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 which the student has been awarded a grade of 1.67 ("C-") through 0.00 ("F") under the following conditions:

- The student must prepare a petition addressed to the director of student services and point out very specifically why the grade should be raised.
- Upon receipt of a petition for a reevaluation of a grade, the 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.

Course Repeat and Duplicate Credit Policy

Students are expected to maintain satisfactory academic performance in all required and elective courses. The following policy governs the repetition of courses and the awarding of credit for repeated coursework:

1. Repetition of Failed Courses

- A student who receives a **final grade below 60** in a required course must repeat the course and is responsible for the **full tuition** of the repeated course.
- Both the original and repeated course grades will appear on the student's transcript; however, **only the most recent grade** will be used in the calculation of the **cumulative average grade**.
- If the course is repeated due to a violation of academic policies (e.g., failure to meet continuous study requirements), the original grade remains on the transcript but is excluded from GPA calculation.



2. Elective Course Failures

- If a student fails an **elective course**, they must either:
 - Retake the **same elective**, or
 - Enroll in a **different elective** that aligns with their academic goals and schedule.

3. Duplicate Credit

- **Duplicate credit is not awarded** for repeated courses, whether the original course was completed at Taft Law School or another law school.
- Retaking a course—whether due to failure, academic policy, or transfer credit concerns—does not increase the total credits earned toward the Juris Doctor (JD) degree.
- The grade received in a repeated course is used in determining academic standing, including disqualification, probation, eligibility for advancement, and graduation.

4. Repetition of Passed Courses

- A student who has earned a passing grade in a course may not retake the course for the purpose of:
 - Earning a higher grade, or
 - Raising their cumulative GPA.

5. Advancement, Disqualification, Probation, and Graduation

- If a student fails a course but otherwise meets the requirements for academic progress, they may petition to advance to the next year with the understanding that the failed course must be repeated.
- A student who fails a required course and does not satisfy the academic progress standards for that year will be disqualified from the program unless they successfully petition for reinstatement.

Academic Standing and Retention

Grades

Any student who has not taken the final examination will receive a failing grade for the course, resulting in academic dismissal. They will be required to repeat and pass the course to receive credit.

Graduation and Degree Requirements

The professional degree of JD is awarded to those students in the JDAT program who have fulfilled all the following requirements:

1. Satisfactory completion of 96 credits within a period of not more than seven years with at least 48 credits completed at TLS.
2. Satisfactory completion of a minimum of six semester credits of TLS course work designed to teach practice-based skills and competency training. These credits are available in a variety of required and elective courses.
3. Cumulative GPA of 2.00 or higher in TLS courses.
4. Completion and submission of TLS' program evaluation form.



Taft Law School maintains strict academic standards and degree requirements. Students who do not achieve a cumulative GPA of 2.0 or higher in required coursework are not eligible to receive a JD degree, regardless of whether they qualify for or pass the California Bar Examination under Business and Professions Code Section 6060(e)(2). The institution does not, under any circumstances, retroactively award JD degrees to individuals who did not successfully complete the JD program.

E-Learning Instructional Methods and Policies

Shortly after enrollment, students are provided with login information which allows them to access the electronic learning management system, Moodle, which houses the current course syllabi and a list of required and recommended course materials. Each academic year consists of 44 or 46 weekly lesson assignments plus a three or four-week review period.

Requirement to Logon and Participate (Directed Studies)

To confirm students are in attendance and continuing their participation in JDAT for the first 50 weeks of an academic year, students must 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. **Failure to log on and participate for 14 consecutive days will cause immediate dismissal from the program.**

Attendance and participation are monitored weekly.

Calls or conference calls will be arranged throughout enrollment.

Weekly Discussion Questions – Directed Study Modality Only

Courses will have discussion questions each week for all students to answer. Students are expected to post answers to all questions. Students are also welcome to post comments about other students' answers. This is a great way to interact with the faculty and other students. Students will earn participation points for answering the discussion questions. Participation in the weekly discussion questions constitutes 10% of the course grade.

The assignment discussion board is one of the primary avenues for the student's interaction with faculty about their work. **Participation is required** and students are expected to be active online participants. In most courses this participation constitutes 10% of the course grade. All weekly assignments and certain examinations are discussed on this board. Students are expected to engage in academic discourse with faculty and other members of their study group. Comments must be posted contemporaneously during the week of the assignment. After the study group has moved on to the next lesson assignment, the assignment discussion board will be locked to students and will not accept any new posts related to past lessons. At



the end of each course, the faculty member for the course will evaluate participation; the learning platform will allow the faculty member to review all posts for the entire course. Please note the faculty members will consider not only the quantity of the students' posts but also the quality of the posts.

Weekly Assignments Submitted for Faculty Review

Each academic year is divided into weekly assignments. These assignments can include case briefs and essays. 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 the course syllabus. The failure to submit any assignment will result in a reduction of the grade.

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, students will be able to petition for extra credit if they make significant contributions to the course forums.

Communication with Faculty

Developing strong communication skills is vital to a student's success in this program. A student's 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 is shown on television, most of the students' communications will be in writing. The writing will include letters, briefs, and memorandums. For this reason, writing is emphasized in every course. Weekly, students will have a writing assignment to complete. These assignments are generally worth 10% of the course grade. Additionally, there will be an online discussion of these assignments with the instructor of the course. These online discussions will take place on the assignment discussion board and will consist of an asynchronous discussion of the current writing assignment.

Electronic Classroom

The electronic classroom (E-classes) is a monthly live online exchange between the faculty and students law students only. The week prior to the electronic classroom, a topic, an essay question, or a series of



multiple-choice questions are emailed to students 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 grades.

E-classes are a live lecture presented by a faculty member. All students are encouraged to participate in these E-classes. **Please note:** These lectures are recorded and available for review later for students who are unable to participate live.

Communications with Other Students

Individuals who commence study in the same month and who are taking the same courses constitute what TLS refers to as a study group. A student's study group will include individuals from all regions of the United States (and sometime foreign countries) who have diverse backgrounds and varying career objectives. Students will have the ability to interact with members of their study group regarding assignments on a scheduled basis as addressed above. In addition, the course forum allows students to discuss other matters related to the subject of the course.

TLS also provides an electronic student lounge as part of the forums. The lounge can be used for general discussions. Students may choose to include contact information (telephone number and/or email address) on this website. Students will have access to similar information posted by other students.

For other than electronic communications, if a student wishes their name, address, telephone number and year of study be made available to other TLS students who request such information, the student should request this on a student request and petition form at:

<https://www.cognitoforms.com/TaftUniversitySystem/PetitionFormTaftLawSchool>

Students requesting inclusion on this list may request a complete copy of other students on this list.

Examinations

Examination Review Policy

To ensure fairness, transparency, and academic integrity in the evaluation of student performance, particularly in cases that may result in academic dismissal Taft Law School has established the following policy regarding the review of final examinations.



1. Faculty Evaluation for Examination Scores of 60 or Below

In all cases where a student earns a final exam score of 60 or below, or where the outcome may result in academic dismissal, the examination is reviewed independently by at least two qualified faculty members.

- Each faculty member conducts an independent evaluation of the student's exam.
- If faculty members assign different final grades, the higher of the two is awarded to the student to ensure fairness and benefit of the doubt.
- If both faculty members independently assign the same grade, that grade is considered final.

2. Student Access to Examination Materials

Students have the right to request access to their final examination materials, which may include:

- Essay responses
- Grader analyses/comments
- Multiple-choice responses
- Answer keys for multiple-choice sections

To request a review, students must:

- Email Records@TaftU.edu with a clear indication of the materials they wish to receive.
- Submit the request within 30 calendar days from the date of the official notification email regarding their grade report or academic dismissal.

Request submitted after the 30-day period may not be accommodated.

3. Review Process and Confidentiality

Upon receipt of a valid request:

- The Records Department will provide access to the requested materials securely via email or through a protected portal.
- All materials are provided for review purposes only and must not be copied, shared, or distributed.
- Taft Law School reserves the right to redact certain content to preserve the integrity of the exam and protect the question bank.

4. Appeal Procedures

Although the dual-review process is designed to ensure accuracy and fairness, students who believe a procedural error has occurred may be eligible to submit an Academic Appeal.

Details of the appeal process can be found in the Academic Policies section of the Taft Law School Catalog.



Midterm Examinations

Midterm examinations are given in required courses and some elective courses. They are graded on the same basis as final examinations are. 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.

Comprehensive Exams

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 the 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 comprehensive examinations.

Final Examinations

At least one final examination must be completed after the last day of the 48th week and all final exams must be completed by the last day of the 52nd week. Most of these assignments contain research/writing projects or quizzes which are submitted electronically and evaluated by faculty. 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 the student's study group. To determine the final examination period, refer to academic calendar at: taftu.edu/student-resource-center/academic-calendar/

Students also benefit from examinations throughout the academic year. TLS faculty believes that regular and substantive interaction with students is an important element of the learning experience. Therefore, through electronic message boards, email or by telephonic means, faculty is regularly available throughout the academic year. The learning modality also allows, but does not require, students to communicate directly with each other. The program also offers optional real-time electronic classroom sessions. However, all required assignments are completed asynchronously. Students are not required to log in at a specific time.



Requesting Final Examinations

It is recommended that students submit their request for final examinations and petitions (if necessary) at least two months before the first examination date and 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 on the platform approximately 10 days before the examination date.

Final Examination Rules

- **Student Identification**

To preserve anonymity in examination grading, every student is assigned a student number which is used throughout the JDAT 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.

- **Time Allotment**

Exam sessions must begin promptly at the time scheduled by the proctor. Normally, each proctored exam is two hours in length. If an exam consists of one essay and 33 multiple-choice portions, the student will have one hour to complete the essay, a five-minute break, followed by one-hour to complete the multiple-choice portion. If the examination is made up of two essay questions, the student will have two consecutive hours to complete both questions. **Any student who continues to write after the time has been called will be disqualified, and their 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.

- **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. They will be sent to the proctor. For students wanting to handwrite their examinations, they must physically go to an approved testing site. Handwritten exams cannot be administered by a remote proctor.

- **Labeling Bluebooks**

Students choosing to handwrite must answer each essay question in a separate bluebook (provided by TLS and sent to the proctor) appropriately labeled before the exam begins with the student number, the course, the date, and the question number. **Do not put the student's name in the bluebook.**

- **Turning in Examinations**

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 and advising the proctor that they have completed the examination.



- **Objective Examinations (multiple choice)**
Objective examinations completed via hand (not through the computer) must be answered in pen, black or blue ink only – pencil is not permitted.
- **Writers (non-laptop users)**
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. Students are to write their answers on one side of the paper only.
- **Laptop Users**
 1. Any student who wishes to use a laptop computer on an examination may do so by notifying the school in the request for final examinations form. The use of a typewriter is not permitted. Students must furnish their own laptop computer and utilize the Moodle platform to write and submit their exams. To use a personal laptop computer during the administration of the examination, applicants must be willing to do the following:
 2. Bring a personal laptop computer that has the necessary extensions installed (for remote proctoring) and an internet connection.
 3. Have had experience working with the computer and read all of the instructions and completed the necessary steps outlined by the proctor prior to the administration of the examination.
 4. 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 (if testing in person). If a student is being proctored remotely and there are technical difficulties, they will be required to reschedule their exam and complete a new examination (they cannot retake the examination that was previously administered.)
 5. Be willing to sign a waiver 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. **TLS assumes no liability in the event there is a malfunction of the software or equipment, etc.** If the correct extensions have not been pre-installed and applicants have not completed the necessary registration steps by the established deadlines, you will not be allowed to use the computer and you will be required to reschedule your examinations, possibly paying a secondary testing fee to the proctor, dependent on their policies.
- **Notebooks, Outlines, Cell Phones, Tablets, etc.**
No Bluebooks, notebooks, outlines, books, papers, bags, calculators, tape players, cell phones, additional monitors, tablets, etc. should be brought into the examination room by students during the exam.



- **Eating, Drinking, and Smoking**

No eating, drinking, or smoking is allowed in exam rooms except where medically necessary. Students are not permitted to leave the testing room during the examination. People who require food or drink for medical reasons should submit the appropriate Testing Accommodation form completed by their physician to the Disability Services department prior to the submission of their Request for Final Examinations form.

- **Taking Materials Outside the Examination Room**

Examination materials may not be taken from the examination room during the examination.

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.

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 request 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.

TLS' mission with respect to disability services is to provide equal access to applicants and students with disabilities while maintaining the integrity of the school's academic standards. TLS' administration provides accommodation and services to qualified students with disabilities so they may achieve their full educational potential. This includes educating TLS' faculty and staff about disabilities, federal regulations, and accommodation methods.

- **Operating Principles**

1. The school prohibits discrimination against people with disabilities and will continue to develop training and resources to encourage and increase sensitivity and awareness of disability issues.
2. The school provides reasonable accommodation for people with disabilities. Therefore, the school will continue to develop and coordinate policies and procedures, and provide services and access to academic courses, activities, and programs.
3. TLS respects the independence, rights, and dignity of people with disabilities. Therefore, identifying oneself and/or requesting accommodation is completely voluntary.



4. In accordance with the Family Education Rights and Privacy Act (FERPA), the school will handle all data on students with disabilities confidentially.

Visit the disability services sections of the website for the forms that must be used to request accommodation at [Disability Services at Taft Law School | Taft Law School \(taftu.edu\)](#).

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. To avoid any problems in this area, students must adhere to the following practices:

- No student may bring any related books or papers into the room in which the examination is to be conducted.
- Personal items, such as backpacks, briefcases or purses, are subject to inspection by the proctor and must be placed in front of the room.
- 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 have 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.
- The use of phones or similar devices during examinations is prohibited. Any incoming call of an emergency nature will be relayed to the concerned immediately upon receipt.
- 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 questions, the grades for which will be recorded as an “F”.
- 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 later; instead, such student will be given the grade of “F” for those examination question(s).
- Any student who permits another person to substitute for them in taking any examination, or who pays another person to take the examination may be dismissed from the school. If both people are currently students at the school, both are subject to dismissal. If 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 CBE recommending disbarment of such individual.
- 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.



- Students must notify the director of student service via telephone and in writing immediately when students become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this catalog. 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.

Please note: While it is impossible to list all 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.**

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 academic dismissal for that course unless the student has petitioned the records office to withdraw from the course without prejudice and such petition was submitted prior to the commencement of the final examination period of the current academic year, or the student was permitted a re-examination. **REMEMBER:** Students must **pass the final examination to pass the course.**

Make-Up Examinations and Reexaminations

No make-up exams or re-examinations are permitted. However, if the student has a justifiable reason for missing or performing poorly on the regularly scheduled examination and is within the 48 to 52-week period, a make-up examination or reexamination may be scheduled upon approval of a petition. Such petitions 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 make-up examination, if allowed, will be scheduled at a mutually agreeable time, but will not exceed the 52-week period.

Grading Policies

Annual Grade Point Average (GPA)

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



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	4.0	90-100	Outstanding
A-	3.67	88-89	Outstanding
B+	3.33	84-87	Superior
B	3.0	80-83	Superior
B-	2.67	78-79	Proficient
C+	2.33	74-77	Standard Proficiency
C	2.0	70-73	Standard Proficiency
C-	1.67	68-69	Below Standard Proficiency
D+	1.33	64-67	Below Standard Proficiency
D	1.0	60-63	Below Standard Proficiency
D-	0.67	59	Minimal Proficiency
F	<0.67	58 or below	Failure

Grading Scale Key:

Outstanding = exceeds the standard and has advanced understanding of the legal material

Superior = exceeds the standard and understands the legal concepts and skills in a comprehensive manner.

Standard Proficiency = meets and demonstrates solid academic performance and understanding of legal concepts.

Below Standard Proficiency = partially demonstrates knowledge of basic legal concepts.

Minimal Proficiency = demonstrates minimal or no knowledge of the legal concepts.

Non-Numerical Grades

In addition, the following grades may be assigned:

CR = Credit

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

W = Withdrawal

Granted upon receipt of a petition submitted to the admissions or records office. Granted upon approval of petition submitted to the admissions or records office. Ws are not computed in the grade-point average.



X = Administrative Dismissal

Xs are given for failure to comply with administrative policies or maintain satisfactory attendance. Xs 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.

Calculating GPA

Example:

Course Name	Credits	Grade	Grade Points
Introduction to Law	1	CR	-
Contracts	8	2.0	16.00
Legal Writing	3	CR	-
Torts	7	2.33	16.31
Criminal Law	5	1.67	8.35
Total	24		40.66

Calculating annual GPA: 40.66 divided by 20 = 2.03

Cumulative GPA

The cumulative GPA is computed in the same manner except that the grade points and the credits attempted are totaled for every course which the student has taken in the program and for which the student has received a numerical grade.

Good Standing

Any student with a cumulative grade-point average of 2.0 or above is considered in good standing. A student must be in good standing to graduate and continue under any grant-in-aid.

Grading Timelines

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 opened at this time. The instructor will grade the assignments submitted and post comments by noon on Wednesday. Students may respond to the faculty comments, student comments, or post original thoughts. Participation on the assignment discussion board and weekly discussion questions are generally worth 10% of the course grade. It is, therefore, very important that students post something substantive to the discussion. The faculty will be awarding points



primarily upon the contributions students make to the discussions, not simply the number of posts that students make. Remember: to earn 10% of this grade, students' posts must be on the assignment discussion board and weekly discussion questions. While optional, every student has the opportunity to earn up to 0.15 extra credit points in various courses through either extra credit assignments and/or active and substantial participation in our course forum. Engaging in thoughtful discussions on the forum and completing extra credit assignments not only enhances the learning experience but also offers students the chance to increase their overall course grade. It is important to note that extra credit opportunities are available only in specific courses. Students must petition to be awarded extra credit within weeks 46-48 to receive credit. However, this is not the same as participating in the assignment discussion board, which is a required part of the course.

Examinations and mid-terms will be graded within 10 days. Grade reports will be issued within 30 days after the last final examination is completed.

Library and Other Learning Resources

Due to the distance learning modality of its programs, TLS does not maintain a traditional library for student use.

In recent years, the availability of information available through a student's computer is virtually limitless. In addition to resources available to the public at no cost, students have access to the online Lexis®/Nexis® library. The school provides students, through its courses, with training in computer-based research.

At TLS, 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.

TLS 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. CALI® lessons are written by law faculty and librarians of American Bar Association approved law schools.



Proctoring

All final examinations (except for Introduction to Law, Legal Writing, and certain electives) must be proctored. **There is no exception to this rule.** Students must provide their 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 prior to the examination date.

Students may elect to take final examinations at the third-party remote proctor, Proctor360 (laptop users only), or they may go to a pre-approved NCTA testing site. If one of these testing options is not convenient to a student, there are procedures in place for the student to nominate a proctor.

Proctor Options

- Remote Proctoring

An alternative option to in-person testing is to complete examinations at home while being monitored by a live proctor remotely via webcam and microphone through a third-party service, Proctor360. More information is available at: <https://proctor360.com/faq>. Only laptop users can use the remote proctor option. If a student wishes to handwrite their exams, they must go to an in-person testing center. Students should submit their exam request and wait for approval notification from TLS before scheduling their examinations with Proctor360. Like in-person testing centers,

Proctor360 testing fees are the responsibility of the student. If Proctor360 is what the student wants to utilize to complete their final exams, the student needs to select "remote proctor" testing center when completing the Request for Final Examinations form. Students are responsible for any proctor fees incurred in connection with this alternative.

- National College Testing Association (NCTA). The NCTA 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 four foreign countries. NCTA's website address is: <https://www.ncta-testing.org/find-a-proctor-in-the-united-states>.
- Students are responsible for any proctor fees incurred in connection with this alternative.

Other Proctor Alternatives

- If a student resides more than one hour's drive from an NCTA testing site, a student may arrange for the examinations to be proctored at a local community college or university that is more convenient to



the student. The nominated community college or 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 an 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 blood or marriage. Current or prior TLS students may not be proctors.

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-NCTA community college or university proctor, must petition the student services department specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden. The petition must also explain the students' 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.

Satisfactory Academic Progress Policy

This section applies to all students regardless of whether 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 student.

Federal regulations require institutions to establish a reasonable satisfactory academic progress (SAP) policy for determining whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. The SAP policy applies to all students including those not receiving federal financial aid under the Title IV HEA programs.

All students must continually maintain the following standards of SAP.

The policies and procedures that make up the SAP requirements for the JDAT program and consists of:

- Qualitative Component
- Quantitative Component
- Appeal Procedures



Qualitative and Quantitative Components

A student is subject to the requirements set forth in the **ACADEMIC REQUIREMENTS AND EXPECTATIONS** and the **ACADEMIC STANDING AND RETENTION** sections of the catalog. In addition, once a student has been enrolled in the program for two academic years, they must have earned a minimum GPA that would allow them to graduate with at least a 2.00 GPA and maintain this minimum cumulative GPA at the end of year three.

A student must complete their 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 credits.)

The JDAT program requires completion of 96 credits for graduation. Therefore, any student who **attempts** more than 144 credits will become ineligible for additional federally insured student loans.

Applicants seeking transfer credit for credits 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 150% of the published length of the program. Transfer students must also earn a minimum cumulative GPA of 2.00 or higher at the program midpoint to meet financial aid eligibility.

If a student fails or withdraws from a course, such course shall be calculated as credits attempted in the calculation in determining 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 JDAT program, pursuant to the Committee of Bar Examiners rules, they must repeat the entire year. Only the most recent grade is computed into a student’s GPA. However, repeated courses are **included** in the 150% computation.

A student may only transfer from the JDAT program to William Howard Taft University and only at the end/completion of an academic year. Credits earned or attempted in the JDAT program will be used in the calculation for determining 150% of the published length of the JDAT program.

A student must complete an academic year of 52 weeks (two payment periods) which includes 46 weeks of instruction. (The remaining weeks are reserved for review and taking final examinations.) All students in directed study courses must each week log on to their learning platform to confirm that they are still participating. Students 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. Students who do not log on and participate will be dismissed from the program and therefore deemed NOT to be making SAP.



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 not less than 48 or more than 52 consecutive weeks and usually consists of 24 semester credits. For students on a satisfactory academic improvement plan (SAIP), at the end of each term.

The Qualitative Component

Academic Probation

A student whose cumulative GPA is less than a 2.0 after the most recent academic year is not making SAP and will be placed on academic probation and is subject to dismissal. However, a student may appeal the SAP determination. If the appeal is granted, the student will be allowed to continue as a student on academic probation but will be placed on SAIP. SAP 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, they must have earned a cumulative GPA of 2.0 or higher and maintain a minimum 2.0 cumulative GPA at the end of year two to make SAP.

Transfer students must also earn a minimum cumulative GPA of 2.00 or higher at the program midpoint to meet financial aid eligibility.

All Juris Doctor program students are subject to all the requirements set forth in the Academic Requirements and Expectations and the Academic Standing and Retention sections of this catalog.

Failure to Cure Academic Probation

Failure to meet the 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, students with a cumulative GPA below 2.0 are subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal process on page 73 of this document.)

Financial Aid Probation

Students who do not achieve SAP at the end of an academic year, a 2.0 GPA, will lose further federal financial aid eligibility. Students may appeal this financial aid status determination to regain financial aid eligibility for one payment period. 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 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.

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 determining 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.

During Continuing Years (2-4)

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

1. Successfully complete 30 days of enrollment.
2. Satisfy all financial aid requirements, including being fully packaged.

To qualify for the second installment for all years 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 in a timely manner.

*Second installments cannot be requested prior to the last scheduled midterm due date as stated on syllabi. Second disbursements will be distributed after completion of the midterm period approximately in week 30.

After Year One (for advanced students and students reenrolling)

If a student did not make SAP in their prior year, they will be placed on a SAIP. Academic progress for students on a SAIP will be evaluated at midpoint and at the end of the academic year. If the student has not satisfied the SAIP requirements, they may lose financial aid eligibility unless the student appeals and the 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 within stated timeframes.
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 assignments without midterms due date as stated in syllabi. Second disbursements will be distributed after completion of the midterm period approximately in week 30.

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 (FYLSX) to receive credit for their time studying law. To ensure the best possible outcome on the FYLSX, only students who achieved a 2.0 GPA or above on their first-year courses may automatically advance to year two, prior to taking the FYLSX.

To advance from first to second year:

1. A student must pass all first-year courses to advance.
2. A student with a GPA of 2.00 or above may advance at their discretion.
3. A student with a GPA of 1.33 to 1.99 may petition to advance.
4. A student with a GPA below 1.33 must pass the FYLSX 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 SAP.



Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make SAP 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 the student to continue on academic probation will be made by the dean of the school of law or their 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

A student may appeal the determination that the student is not making SAP by sending an appeal to the director of student services at the administrative offices of the law school. The appeal should set forth in detail why the student did not achieve SAP and what the student will do to achieve SAP going forward.

The appeal will then be given to the ARC that will review the students' academic record and evaluate the students' written comments. The ARC may question the students or request additional information.

If the ARC determines that the students' grades were properly awarded, the student will be notified, and the grades will stand as awarded.

If the ARC determines that the student's grades were not properly awarded, the ARC will design a remedy to correct the grades. This may include, but is not limited to, allowing a student to retake such examinations as may be appropriate, having current examinations re-graded or order such other actions that may equitably resolve the student's appeal.

Once the appeal is resolved and if any action is required, the director of financial aid will be notified to re-evaluate whether the student has met the SAP standards.

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. The appeal should set forth in detail a concise statement detailing what extenuating circumstances occurred that caused the student to have the inability to meet SAP and what has changed so that the student may now meet SAP.

The appeal will then be given to the chief academic officer who will review the student's file and evaluate the student's written comments. The chief academic officer will notify the student of its outcome and whether the appeal was approved or denied.



Reinstatement as a Title IV Student

A student may, subject to approval, be reinstated as a Title IV student after failing to make SAP if the student meets the following minimum criteria:

1. The student has successfully completed at least one academic year on academic probation.
2. A recalculated GPA indicates that the student now has a cumulative GPA of 2.00 or higher.
3. It is possible for the student to complete the program in not more than the maximum number of credits allowed (144 for the JDAT).

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 TLS website at:

<https://taftu.edu/wp-content/uploads/2025/07/New-Consumer-Guide-July-2025-1-1.pdf>



ADMINISTRATIVE SCHOOL POLICIES

Administrative Appeals

TLS allows the student the right to appeal to the associate dean when claims have been filed against the student. The appeal to the associate dean must detail a specific response to the claim. The associate dean may consult with the faculty or staff members in assessing the situation and a response to the appeal will be made within five business days.

If the student disagrees with the decision of the associate dean, a final appeal may be made to the dean. The written request for dean appeal must be made within seven business days of the issuance of the decision letter from the associate dean. An appeal is not a review of a case but instead is an independent review of the process utilized to reach the original finding or decision. Students may appeal the decision to the dean on one or more of the following grounds:

- There is new evidence, which was not known at the time of the administrative meeting, which is likely to change the result.
- There was a violation of due process.
- The ramifications imposed are too harsh given the finding of fact.

If the dean decides to appeal the associate dean's decision or impose a lesser penalty, the dean may do so. The dean's decision will be final.

Administrative Dismissal

A student will be administratively dismissed from the program if they:

- Fail to comply with administrative policies including failure to complete examinations.
- Fail to comply with TLS' administrative rules and standards, including plagiarism and academic integrity.
- Fail to meet the standards outlined in the student code of conduct policy.
- Fails to meet the financial requirements outlined in the enrollment agreement.

Americans with Disabilities Act (ADA) Policy

TLS takes pride in its diverse population and is committed to providing all students with the opportunity to take full advantage of its programs and facilities. In keeping with this philosophy, TLS strives to eliminate barriers that may prevent qualified students with disabilities from obtaining an academic or professional degree. TLS complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act (ADA), and state and local requirements regarding students with disabilities. TLS provides reasonable



accommodation or services to qualified students with disabilities. Decisions on if and which accommodations or services will be granted are made by the relevant division within TLS.

Attendance

Since the school's program is presented on a distance learning basis, TLS has no residential attendance requirements. **All students in the directed study courses must post attendance.** All students 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. A student who fails to meet attendance for 14 consecutive days will be immediately administratively dismissed.

Authentication Policy

To ensure the integrity of academic work and compliance with accreditation standards, Taft Law School implements a comprehensive student authentication process for its online programs. This policy outlines the methods used to verify that the student who registers for and participates in a course is the same individual who completes the coursework and assessments.

1. Identity Verification at Admission

As part of the admissions process, all applicants are required to submit a **valid, government-issued photo identification (ID)**. This ID must be:

- Unexpired
- Clearly display the applicant's full legal name
- Include a recognizable photo of the applicant

The submitted ID is securely stored in the student's official record and is used as a reference point for future identity verification during the student's academic career.

2. Proctored Final Examinations

To ensure the student completing the final examination is the enrolled student, all **final exams are proctored** under the following conditions:

- Students must present a **valid, government-issued photo ID** at the beginning of the proctoring session.
- The name and photo on the ID must match the student's information on record.
- Proctors will confirm the student's identity before allowing the exam to begin.

Proctoring may be conducted through a third-party service or university-approved onsite location and includes live video monitoring, screen sharing with proctors, and browser lockdown tools.



3. Ongoing Course Participation

While the majority of course assignments are completed asynchronously, faculty and administration monitor academic activity for consistency in writing style, submission patterns, and engagement to ensure the integrity of student work. Any irregularities may prompt further identity verification measures.

4. Academic Integrity and Consequences

Any attempt to misrepresent identity or engage in academic dishonesty is a violation of the Taft Law School's Academic Integrity Policy. Such violations may result in disciplinary action, up to and including dismissal from the program.

Code of Conduct

TLS is an institution of higher online education. As a community of scholars dedicated to the transmission of knowledge, the pursuit of truth, and the development of moral and cultural values, TLS strives to provide an environment in which the rights of inquiry, expression, and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline, and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling at TLS assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

A student is defined as a person enrolled at TLS and is a student until such time as they graduate, withdraw, or is dismissed. Students between academic years are not considered enrolled.

Student Rights

As a participant in the processes of TLS, each member of this community has the right to develop the capacity for critical judgment and to engage in the sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the student code of conduct. Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation.

Responsibilities

TLS is committed to fostering ethical and moral values. Among the core values of the law school is the inherent dignity of every individual as well as the right of each student to hold and express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the TLS



community, the law school will not tolerate discriminatory or hate-motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.

Student Code Violations

For the welfare of the entire community, all individuals in the community shall obey the enforcement of orders or directions given by all TLS officials in the performance of their duties or the operation of their office. Members of the TLS community who interfere with the rights of others by failing to fulfill their responsibilities will be subject to disciplinary actions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge and truth.

The following list of unacceptable behaviors is intended to be illustrative in nature rather than all-inclusive.

- Dishonesty or knowingly furnishing false or incomplete information to TLS with the intent to deceive.
- Making, possessing, or using any falsified TLS document or record; altering any law school document.
- Knowingly making false accusations against a member of the TLS community.
- Illegal possession, consumption, distribution, or furnishing of alcohol or other drugs on TLS property.
- Disorderly conduct includes obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other TLS policy or regulation.
- Lewd or offensive or improper behavior.
- Possessing, using, or storing firearms, explosives, or weapons on TLS-controlled property.
- Disregard for the safety of others.
- Behavior or language that threatens or endangers the health, safety, or well-being of any person or group.
- Violation of contractual obligations or publicized administrative policies.
- Sexual misconduct includes any unauthorized form of sexual contact with another person without the consent of that person.
- Sexually harassing another person.
- Acts of retaliation - words, actions, or written communication that implies or states another individual of the University community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case.



Non-Compliance

The following shall be regarded as acts of non-compliance:

- Failure to comply with the direction of an individual identified as an authorized TLS official or other official acting in the performance of their duties.
- Complicity-Presence during any violation of TLS policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of their policy are expected to remove themselves from participation and encourage the violation.

Consumer Information Guide

TUS publishes a Consumer Information Guide that is made available to current and prospective students of both TLS and WHTU. This guide, which is a supplement to this catalog, contains a great deal of useful information including but not limited to policies on student privacy, satisfactory academic progress, campus security and crime statistics, drug and alcohol abuse prevention, voter registration information, and Constitution Day. This guide is located at: <https://taftu.edu/wp-content/uploads/2025/07/New-Consumer-Guide-July-2025-1-1.pdf>

Communication

Enrolled students requiring support are encouraged to communicate via e-mail regarding academic or administrative matters. Questions associated with specific course material and topics should be directed to the associated faculty member assigned. Every effort is made by TLS to make a prompt written response to all student correspondence.

For change of contact information and other issues, TLS student services may be reached at 714-850-4800 during the hours of 9:00 a.m. through 5:30 p.m. (Monday through Thursday) and 9:00 a.m. through 3:30 p.m. (Friday).

Notice of Copyrights

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

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

Copyright Infringement and Peer-to-Peer File Sharing

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>

Discipline Policy

TLS has developed this written policy for the imposition of student discipline. It will be applied when TLS has reason to believe that a student has cheated on work or examinations submitted to TLS or has taken some action toward another student, faculty member, or TLS 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 TLS policy or administrative decision. It is the intent of this policy to be fair to both the student, the student body as a whole and to TLS.

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

Under this policy, the student will receive:

- Written notice of the specific charge(s).
- An opportunity to confer with counsel and respond to the charge(s) in writing.
- An opportunity to review any written evidence that TLS possesses.
- An opportunity for a hearing before a panel of disinterested members of the faculty, administration, and/or students, as TLS chooses.



- An opportunity to have the assistance of counsel (at the student's expense) at the hearing and the opportunity to call witnesses.
- A written final determination, which includes a statement of the facts, conclusions, and sanctions if any.

TLS' 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.

Drug and Alcohol Prevention Policy

Substance Abuse

TLS is firmly committed to providing a safe and healthy learning environment for all students, staff, and faculty. Consistent with this commitment, TLS has strengthened its stand against drug and alcohol use. In compliance with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drugfree Schools and Communities Amendments of 1989 (Public Law 101-226), the TLS Drug and Alcohol Prevention Policy is provided to all students annually. Student involvement with illegal drugs, controlled substances, or alcohol can negatively impact the student's ability to perform his/her/their academic duties.

Definitions

Illegal drug means any drug which is an illicit drug and not legally obtainable or which is legally obtainable but has not been legally obtained. This term also includes prescribed drugs not legally obtained and prescribed drugs, such as controlled substances like pain medications, not being used for prescribed purposes.

Legal drug includes any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

Under the influence means that the student is affected by drugs or alcohol or the combination of drugs and alcohol in a detectable manner. A determination of such influence can be established by professional opinion, a scientifically valid test or, in some cases, by a layperson's opinion.

Requirements/Prohibition

Students must comply with federal, state, and local laws concerning alcohol and illegal drug usage, whether on the university's property or otherwise.



Use of Legal Drugs

Studies show that long term heavy drinking and drug use can lead to damage of the liver, nervous system, heart, and brain. It may also lead to high blood pressure, stomach problems, medicine interactions, sexual problems, osteoporosis, and cancer.

Because of the well-known consequences of drug and alcohol abuse, TLS is firmly committed to providing a safe and healthy environment for all students and employees. Consistent with this commitment, the university has a zero-tolerance policy against drug and alcohol abuse.

Investigation

The use, sale, possession, manufacture, or purchase of illegal drugs, controlled substances, or alcohol while on the premises or while performing University related activities is strictly prohibited. Those who violate this policy are subject to disciplinary action, up to and including expulsion, and referral for prosecution. Local, state, and federal sanctions for unlawful activity relating to drug and alcohol abuse may result in fines and/or incarceration.

Drug Use Assistance

TLS is a virtual campus and therefore does not allow onsite counseling or treatment. Therefore, TLS provides the following information as a resource for those students who need assistance with avoiding or recovering from alcohol or drug abuse. TLS encourages any student, staff, or faculty member who needs information related to alcohol or drug abuse to use directory information, online searches, the telephone book, or referrals from friends, family, and/or professionals. At a national level there are also organizations dedicated to providing information and suggestions:

- Substance Abuse and Mental Health Services Administration (SAMHSA)
This is an agency of the U.S. Department of Health and Human Services which provides information online regarding alcohol, drugs, and treatment programs.
Web address: www.samhsa.gov
Treatment programs: findtreatment.samhsa.gov
Phone Number: (800) 729-6686
- National Institute on Alcohol Abuse and Alcoholism
Web address: <https://www.niaaa.nih.gov>
Phone Number: (301) 443-3860
- World Health Organization (WHO)
Web address: https://www.who.int/topics/substance_abuse/en/
- National Institute on Drug Abuse
Web address: www.nida.nih.gov
Phone Number: (310) 443-1124



- Alcoholics Anonymous
Web address: <https://www.aa.org/>
- Narcotics Anonymous
Web address: <https://www.na.org/>
- Local Resources for Staff and Faculty
Substance Abuse – Orange County California Web address: <http://ssa.ocgov.com/comres/substance>

The Drug and Alcohol Prevention Policy must be distributed to students and employees annually. It must also be reviewed every two years to assess effectiveness and ensure that sanctions are being enforced. At the time of the review TLS must address:

- The number of drug and alcohol related violations
- The number and type of sanctions imposed by the school related to drugs and alcohol and fatalities related to the school
- Review must be documented.

Failure to Fulfill Financial Obligations

Enrollment for subsequent term may be denied to students who fail to fulfill their financial obligations. Students may be dismissed for failing to pay tuition, federal student loans or other charges.

Family Educational Rights and Privacy Act (FERPA) Consumer Privacy Policy

Student records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students' records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena.

Education records are all records an institution maintains regarding a student.

Exceptions

The following are not interpreted as education records:

1. Personal records maintained by an individual must be kept in the sole possession of the individual and are not accessible to others.
2. Records of a law enforcement unit of an educational institution.
3. Personnel records: records related to a person as an employee not used for any other purpose.
4. Medical records.
5. Records created after the student is no longer a student, alumni records.



Information Which May Be Disclosed

In compliance with FERPA, the following student record information may be disclosed by the University's designated representative without prior written consent of the student, a judicial order, or a lawfully issued subpoena.

- Dates of attendance at the law school.
- Dates of admission to the law school.
- Law school program of study.
- Law school degree completion dates and types of degrees earned.
- Student's current enrollment status (full-time, part-time, withdrawn).
- Most recent previous institutions attended by students and degree(s) earned.
- Grade level (i.e. first semester graduate student, second year first professional degree student).
- Photographs.

Exceptions

If a student submits a written request that his or her directory information not be released, **NO INFORMATION MAY BE RELEASED**, absent a judicial order or a lawfully issued subpoena. A request of this nature is only valid throughout the student's term of enrollment.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state- supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State

Authorities may collect, compile, permanently retain, and share without consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal



information about you that they may obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student record systems.

Information Which Must Not Be Released:

In compliance with FERPA, the following student information shall not be released by the school without the prior written consent of the student, a judicial order or a lawfully issued subpoena. The student's signature on the written requests shall be verified before acting upon the request.

- Date and place of birth. *
- Home addresses, email addresses, and phone numbers. *
- Individual record number (IRN). **
- Class schedules.
- Employment information includes employer, position held, work address, or work phone number.
- Academic performance information, such as academic suspension, probation, disqualification, or academic dishonesty charges.
- Admission information, including test scores or entry grade point averages.
- Financial/accounting information.

**Rationale:* Although this information may be disclosed without prior written consent according to FERPA, the school's policy is to maintain the confidentiality of this student information. The school will notify students to provide contact information directly to a third party when this information is requested.

***Rationale:* Student IRNs, SSNs or FSA User IDs generally should not be released to a third party, unless it is necessary to perform a required task (i.e. Student Financial Agreement, FBI Request, etc.). These non-directory identifiers should not be released even with a signed FERPA Release form to avoid the risk of personal identity theft.

Exceptions

The school may release information to school officials with legitimate educational interest. The school may release information under the following conditions:

1. School officials with legitimate educational interest.
2. Other schools to which a student seeks or intends to enroll.
3. Specified officials for audit and evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting studies for or on behalf of the school.
6. Accrediting organizations.



7. To comply with a judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies.
9. State and local authorities, pursuant to state law.
10. Information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act of 1994.
11. To the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 2332b(g)(5)(5) and 2331 of Title 18, U.S. Code.

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 kind be it verbal, physical, or visual, will not be tolerated.

- **What is Harassment?**

Harassment can take many forms. It may be but is not limited toward signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. This includes email communication. 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 object evaluation of the student's performance, either implicitly or explicitly.

- **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 the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether the alleged victim wants the institution to do so.

- **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.

Hate Free Policy

Members of TLS affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to any faculty member or TLS staff member. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. Students proven responsible for hate-motivated violations are subject to a range of disciplinary actions up to an including disciplinary expulsion from TLS. The faculty or staff member may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused student and the complainant have rights that are granted through the TLS conduct process.

Housing

TLS, as a distance learning educational institution, does not require any classroom attendance, and therefore does not find, secure, provide, or otherwise assist students in locating any housing. The approximate cost of rental housing near Taft Law School (92704) ranges from \$2,500 to \$6,000.

Leave-of-Absence Policies (LOA)

CBE rules prohibit taking a Leave of Absence (LOA) that disrupts the continuous study requirement. At TLS, it is understood that life can present unexpected challenges that may necessitate a temporary step back from academic pursuits. To support the students during such times, the law school has established a comprehensive LOA policy.

The purpose of this policy is to outline the conditions under which students may take a leave after completing an academic year. Students must finish their entire academic year before they are eligible to apply for a LOA. Interruptions to law school studies within a 48–52-week period may jeopardize credit for all coursework completed during that year.

Students may be placed on LOA only if they can reasonably expect to resume their studies within 180 days, without triggering any issues related to the CBE continuous study rule. The LOA period allows students to remain active between the end of one continuous study period and the next available start period, not exceeding 180 days within a 365-day period, ensuring the integrity of their academic progress.



While on an approved LOA, students remain in the program in active status and are not classified as withdrawn, preventing any complications with their financial aid. Upon returning, students will continue to receive the Federal Student Aid previously awarded to them, ensuring financial stability as they reintegrate into their studies.

As students near the end of their LOA, it is essential for them to communicate with the school of their intent to return and re-enroll for the next academic term. This proactive approach helps ensure a smooth transition back into the academic environment.

TLS' leave of absence policy is designed to provide flexibility and foster a supportive academic community. TLS believes that, with the right resources and understanding, students can successfully manage personal challenges while continuing their educational pursuits.

Modification of Agreement

Any modification or change in this agreement must be in writing executed by an officer of TLS and the student. No other representative of TLS has the right or authority to make oral or written modifications to this agreement, and any such modifications will not be binding upon either party.

Placement Services

Taft Law School does not offer placement or career services.

Readmission After Withdrawal

A student who withdraws during the first year of law study shall be treated as a new admission. If the student wants to re-enroll within 12 months of their withdrawal, they may submit a petition for re-admission to the director of student services for consideration. If it has been more than 12 months since their withdrawal, they will need to submit a new application for admission.

A student who has successfully completed any credits at TLS and who has chosen not to re-enroll for a period longer than one calendar year must petition the TLS dean, or their designate, to be allowed to re-enroll as a continuing student. As a condition of their 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 their absence. Since admission criteria that existed at the time of readmission will apply, readmission is not guaranteed.



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 of a stronger potential for law study.

Applicants previously disqualified for academic reasons may be granted admission where there is an affirmative showing by the applicant that they possess the requisition ability for the study of law. Such a showing may be made:

- 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
- After at least two years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study that the applicants exhibited at the time they were previously disqualified for academic reasons.

Admission of Applicants Previously Dismissed for Administrative Reasons

Students who were previously administratively dismissed from TLS should contact the admissions department before applying to the JD program. Those who were dismissed for administrative reasons will be required to provide additional documentation supporting a valid reason as part of the re-admission process.

Reservation of Rights

TLS 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. TLS further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student.

This catalog and each subsequent catalog supersede all previous catalogs, and the policies expressed in this catalog and each subsequent catalog will be controlling regardless of any policies stated in a previous catalog received by the student upon their admission.

Return to Title IV Refund Policy (R2T4)

For students receiving Federally insured student loans, TLS is required to apply the federal return provisions for recipients of Federal Student Aid (FSA). **R2T4 is in addition to the school's tuition refund policy.** Both



calculations will be completed when the student withdraws. DEAC has additional institutional refund policy provisions. If a student withdraws before completing more than 60% of the payment period, the percentage of FSA funds earned will equal the percentage of the calendar days completed in the payment period up to the withdrawal date on a pro rata basis. After the 60% point in the payment period, a student earns 100% of the FSA funds they were scheduled to receive during the period. For the JDAT program, TLS will determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date.

- Up through 60% of the 26-week payment period, an otherwise eligible student earns Title IV aid on a pro rata basis. After 60%, the student earned 100% of Title IV benefits.
- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement (PWD) to the student is required. The deadline for PWD response is no later than 30 days from the school's date of determination.
- If funds are to be returned, funds will be deposited in the school's federal account for a loan recovery to be processed no later than 45 days of the date of determination.
- Unearned aid which the school is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source:
 1. Unsubsidized direct loans.
 2. Subsidized direct loans.
 3. Grad Plus direct loans.

Social Media Policy

Students must obtain advance permission before establishing any social media account which references TUS, TLS, or WHTU.

Statement of Equal Opportunity and Non-Discrimination Policies

Consistent with sound educational policy, TUS does not discriminate based on sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status.

Student Rights and Grievances

Grievances may include, but are not limited to, administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, or library services. The Taft University System (TUS) will review all grievances in a timely, fair, and equitable manner.



Step 1: Informal Resolution

At TUS, all student grievances are taken seriously and encourage the resolution of any issues to maintain a positive relationship with students, faculty and staff. The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.

Step 2: Contacting Student Services or Program Deans

When the student feels that a resolution has not been reached between the concerned individuals, students are encouraged to contact student services for a review of the situation to determine whether the grievance can be addressed directly by student services (for an administrative/financial issue) or needs to be referred out to the appropriate program dean for academic concerns. Contact information is below:

Taft Law School Director of Student Services: Todd Becker, Becker@taftu.edu

Taft Law School Student Services: Annie Cruz, cruz@taftu.edu

Taft Law School Student Services: Tiru Chandran, chandran@taftu.edu

Taft Law School Dean: Melody Jolly, Jolly@taftu.edu

Taft Law School Associate Dean: Margaret Trester, trester@taftu.edu

Step 3: Filing a Formal Grievance

If a prompt resolution cannot be achieved through informal discussion, the complainant should document it in writing and submit it to the appropriate contact noted above. It is important that formal grievances clearly and concisely outline the issue, the desired resolution, and the reasons for the request. Supporting documentation or information should also be provided. Students are encouraged to download the grievance form to begin the formal grievance process: <https://www.cognitofrms.com/TaftUniversitySystem/ComplaintAndGrievanceFormTUS>

Within 30 working days of receiving the complaint, the student support representative will conduct a review of the grievance and based on the situation, convenes appropriate members of the faculty, administration, and the dean or associate dean to arrive at a resolution. Additional information may be requested from the complainant, which should be provided within 15 days. If the requested information is not received within the required timeframe, the complaint may be considered abandoned. At all times, TUS will ensure continual communication with the student about the process and decisions.

Appeal Process

If the student's complaint is not resolved to satisfaction, the complainant may file a written appeal within five working days to be reviewed by the CEO of the Taft University System or assigned designee. In the rare instance where a complaint issued is about the CEO or where the CEO was involved in the decision-making process, the complaint will be reviewed by the President of WHTU or assigned designee.



All previously presented information must be included with the appeal, along with any new information or supporting documentation. The decision will be rendered in writing within 30 days of the written appeal and will notify all parties concerned. The appeal decision shall be final.

In all cases, TUS will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept in the grievance file at the school.

After following the prescribed policy above, any complainant who does not believe their grievance has been satisfactorily resolved may lodge a complaint with the Distance Education Accrediting Commission or the California Bureau for Private Postsecondary Education (BPPE)

The contact information for these agencies is listed below.

Any current or former student of Taft University System who believes that the organization, or anyone representing the organization, has acted unlawfully should immediately contact either the dean or the president. If unresolved, the complainant has the right to file a complaint with the following agencies:

Distance Education Accrediting Commission (DEAC)

1101 17th Street, NW, Suite 808, Washington, D.C. 20036

Phone: 202-234-5100

The DEAC Policy on Complaints can be accessed at:

<http://www.deac.org/Student-Center/Complaint-Process.aspx>

California Students Only

California Bureau for Private Postsecondary Education (BPPE)

1747 North Market, Suite 225

Sacramento, CA 95834

www.bppe.ca.gov

<https://www.bppe.ca.gov/enforcement/complaint.shtml>

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website at: www.BPPE.ca.gov.



Student Services and Recordkeeping

TLS employs a dedicated team of professionals to support students throughout their academic journey, from admission to graduation. Each student has direct access to faculty members and receives assistance from staff, including key personnel from student services, the dean, and the associate dean. TLS is committed to providing comprehensive academic support for a consistent and strong learning environment.

- **Academic Advising:**
Students can access dedicated academic advisors who assist with course requirements and academic planning, ensuring timely graduation. Advisors are available for individual consultations and host workshops throughout the academic year.
- **Academic Support**
TLS offers subject matter reviews on various topics, including essay writing and multiple-choice test strategies. Additionally, baby bar miniseries are available to enhance academic performance on the FYLSX. Students are also encouraged to schedule phone appointments with the associate dean to discuss their midterm examination results, and they are also invited to speak with the associate dean for assistance in preparing for their final examinations. This personalized support helps ensure that students are well-equipped to succeed in their studies.
- **Financial Aid Assistance:**
The financial aid office guides students through the financial aid process, including assistance with the FAFSA and directions on completing necessary requirements to obtain financial aid under Title IV.
- **Student Mentoring Program:**
TLS' mentoring program gives students an opportunity to be paired with the law school alumni based on their interests and career goals, providing personalized guidance and support. Participants interact with each other via phone, email, or zoom to discuss objectives and challenges. The program also facilitates valuable networking opportunities. By fostering a supportive community, students gain encouragement throughout their law school journey, promoting personal growth, and alumni involvement enriches the experience, reinforcing our commitment to student success.
- **Disability Services:**
TLS provides accommodation and support for students with disabilities. Students requiring accommodation receive tailored academic help to succeed based on their specific needs.
- **Library and Learning Resources:**
TLS utilizes LexisNexis to provide a wealth of resources, including federal and state statutes, case law, textbooks, and academic law journals. Additionally, TLS offers access to CALI learning technologies to support academic research and collaboration
- **Technology Support:**
The IT support team assists with technical issues and provides access to the online learning platform. The law school also offers a tutorial video on how to use the learning platform.



- **Academic Probation Support:**

Students placed on academic probation will be enrolled in an academic improvement plan (SAIP). The associate dean will reach out regularly to provide academic support and ensure students have access to necessary resources for assignments and law study skills.

TLS maintains all records in accordance with the Rules and Guidelines of the CBE and the DEAC. All records will be made available at the principal offices of TLS. The school will provide each student with transcripts (\$15 each). The law school will provide all necessary documentation on behalf of law students to the CBE at no charge.

Student records reside in a dedicated Linux SQL database hosted on a secure AWS virtual server. This infrastructure ensures high availability and scalability, while access is restricted to authenticated users via HTTPS protocol, offering enhanced encryption and data integrity. Financial information is similarly protected within a secure, encrypted QuickBooks file stored in the QuickBooks Online cloud service using AWS, providing an additional layer of security through multi-factor authentication and industry-standard data encryption.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, Phone (916)574-8900, Toll-Free (888)370-7589.



To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or the location of the institution or were enrolled in an educational program within the 120 days before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncancellation may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



Title IX: Non-Discrimination Policy and Grievance Process Policy

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, TLS affirms it:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation.
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law.
- Is committed to promoting fairness and equity in all aspects its operations.
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex. TLS' title IX coordinator is identified below and may be contacted with questions about this policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the law school's educational programs or activities in compliance with Title IX.

Taft University System Title IX Coordinator: Charlotte Hislop, PhD

3000 South MacArthur Blvd, Suite 300, Santa Ana, CA 92704

714-850-4800

Email: hislop@taftu.edu Web:

www.taftu.edu

Transcript Requirements

All students must provide TLS with official transcripts of all previous college work within 30 days of the date of enrollment. Transcripts must be received by the school directly from the student's prior college or university. Student copies are not acceptable.

TLS will prepare and keep a permanent transcript for each student who was or is enrolled in any course at TLS. For every student enrolled at TLS, the transcript will contain information that clearly identifies the student, including details to establish whether the student was admitted as a regular or special student, along with the specific date of their admission.



If the student has received credit for law studies at another institution, the transcript will list the name of the law school attended, the specific courses taken, the periods during which these courses were taken, the unit credits allowed, and the grades received for those courses.

The transcript will comprehensively document all academic credits granted which includes a record of all courses in which the student enrolled, specifying the beginning and ending dates of the academic period. Each course's unit value, credit granted, and grades received will be detailed. If any changes or corrections are made to the transcript, the reason for each alteration must be clearly noted. Additionally, the transcript must record the dates on which the student took the First-Year Law Students' Examination and the outcomes, indicating whether the student passed or failed each examination.

Any academic, administrative, or disciplinary actions taken against the student must be noted on the transcript detailing the nature and date of such actions. Similarly, any leaves of absence granted or other interruptions in the student's studies, whether authorized or not, must be recorded.

The transcript must document the final termination of the student's studies. This includes the date and nature of the termination, whether it was due to withdrawal, disqualification, transfer, graduation, or another reason. If the student graduated, the degree conferred must also be specified.

Transfer Credit

Transfer credit may be awarded consistent with school policies set forth in this catalog. Students seeking transfer credit should include a transcript of their prior college work at the time of application. Transfer credit requests are evaluated on a case-by-case basis. Applicants will be notified prior to enrollment of what transfer credit, if any, will be accepted. Taft Law School does not award credit for experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT TLS

The transferability of credits you earn at TLS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the JDAT program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TLS to determine if your credits or degree will transfer.



Technical Requirements

TLS believes evidence of computer literacy is required to earn a credible graduate degree in any discipline. Technology also plays an important part in a student's ability to communicate with administration, faculty, and fellow students. Accordingly, all students must have access to a computer with the minimum specifications set forth below. Students are not expected to be computer experts. However, all students must have a working knowledge of Microsoft Word®, access to the Internet, and e-mail.

- **Minimum Hardware Requirements**

Any modern internet connected desktop or laptop computer capable of meeting the software requirements below will be sufficient. While course materials are accessible to mobile devices, access to a desktop or laptop computer is required for completion of assignments and examinations. Some supplemental materials and activities will require a functioning audio device and speakers.

1. Reliable and consistent access to the internet is required.
2. Intel® Celeron® 2.0GHz Processor (or AMD® equivalent)
3. Two Gigabytes of RAM

- **Software Requirements**

1. Microsoft Windows® 10 or 11.
2. Microsoft Office® (free student account provided for the duration of enrollment) or comparable software (must be able to create .DOC or .DOCX format files).
3. Microsoft Edge® is available at no cost when downloaded from the Internet. Any modern browser will be acceptable. Google Chrome is recommended for the best experience.
4. E-Mail Capability. TLS provides a student email account to all students at no cost through Microsoft Outlook® through the student's duration of enrollment.
5. Adobe Acrobat Reader® is available at no cost when downloaded from the Internet.

Please Note: An Apple OS® environment might not be compatible with the school's system and will receive minimal support by TLS' technical support).

Students must be able to open PDF and PowerPoint files, they must be able to create and edit documents in the .DOC file format. If this cannot be accomplished through provided software, links to third party (free) software are provided below.

PDF: [Adobe Reader](#)

DOC and PPT: [Libre Office](#)

Recommended Browser: [Google Chrome](#)



**The Taft University System runs in a Microsoft based environment, as such we strongly recommend that students be able to run Microsoft programs such as Microsoft Word. The University is unable to support desktop computers, laptops, or mobile devices running the Mac OS environment from Apple. Our learning platform and websites should function in a Mac OS environment, but in the event of any technical issues the staff and faculty will be unable to provide support.*

Withdrawal

Students may withdraw from the program as specified below. In the JDAT program, leaves-of-absence (LOA) are only permitted between academic years.

- Students may withdraw from school without prejudice by providing written notification to the admissions office any time prior to the final examination period (the final examination period is the 46th to 52nd week of each academic year).
- Any request to withdraw during the final examination period (start of the 46th week) must be submitted as a written petition to the TLS Dean. This petition should clearly explain the reasons that the failure to take the final examination was due to a traumatic event or serious hardship that prevented the student from completing the final examination. Please note that these petitions are rarely granted.
- A student who has not voluntarily withdrawn and who fails to take final examinations within the final examination period will receive an “academic dismissal” for the subject course(s).
- 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.
- 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.



CURRICULUM AND COURSE DESCRIPTIONS

First Year

Law 601 Introduction to Law – 1 Credit Hour

This is an orientation course to help prepare the lay person for the study of law. As the first law school course, it provides the new student with an understanding of principles of law and of case analysis.

Law 616 Contracts – 8 Credit Hours

This course analyzes the law relating to formation of contracts, the statute of frauds, third-party beneficiary contracts, assignment of rights and delegation of duties, liability for breach of contract including the law of conditions and discharge.

Law 612 Torts – 7 Credit Hours

This course examines laws relating to civil liability for intentional wrongs to person and property, negligence, strict liability, misrepresentation, defamation, and other civil wrongs.

Law 613 Criminal Law – 5 Credit Hours

This course probes laws relating to various criminal offenses, including crimes against the person and habitation, larceny, and kindred offenses, attempt and conspiracy rules, the defenses to criminal charges and the procedural rights of the accused.

Law 604 Legal Writing – 3 Credit Hours

This course explains how to write in a “Lawyerlike” manner and develop legal research skills. The student is guided through the process of how to write memoranda, letters, briefs, and answers to law exams.

Second and Third Years

Law 631 Business Organizations – 8 Credit Hours

This course examines the laws governing the creation, termination and legal consequences of agency relationships, partnerships and business corporations, advantages, and disadvantages of various forms of business enterprises.

Law 624 Civil Procedures – 6 Credit Hours

This course dissects the federal and California rules relating to jurisdiction and venue; sufficiency of the complaint, answers, counterclaims and cross complaints, joinder of parties and causes of action and motions before, during and after trial.



Law 633 Community Property – 3 Credit Hours

This course reviews the classification of separate and community property, liability for debts, management and control of the community, and problems arising from the dissolution of the community or death of a spouse.

Law 622 Constitutional Law – 7 Credit Hours

This course explores the scope of federal powers, separation of powers, the federal system, the Bill of Rights, due process, equal protection, and eminent domain.

Law 630 Criminal Procedure – 3 Credit Hours

This course studies criminal procedure in general, with substantial emphasis on recent Supreme Court decisions affecting the procedural rights of the accused; criminal trial practice and techniques are also covered.

Law 634 Evidence – 10 Credit Hours

This course scrutinizes and differentiates federal, California, and common law relating to relevancy, special exclusionary rules privileged communications, the hearsay rule and its exceptions, the opinion rules, authentication, and the best evidence rule, impeachment and rehabilitation, presumptions, and burden of proof.

Law 640 Professional Responsibility – 4 Credit Hours

This course is an examination of relevant codes and cases in an attempt to better understand a lawyer's ethical obligations.

Law 623 Property – 7 Credit Hours

This course reviews laws relating to the various types of real property interests including freehold, non-freehold estates and future interests, landlord-tenant relationships, conveyancing, and the use of land.

Fourth Year

Law 620 Wills & Trusts – 4 Credit Hours

This course analyzes the law relating to the creation of wills and trusts, creation of the trust relationship, charitable trusts, resulting and constructive trusts, the powers and duties of the trustee, alteration and termination of the trust, probate of wills and administration of estates.

Law 646 Remedies – 4 Credit Hours

This course explores laws relating to equitable remedies, including injunction and specific performance and defenses; protection against certain types of tort liability including waste, nuisance, unfair competition and the law of rescission and reformation.

Law 644 Uniform Commercial Code – 4 Credit Hours



This course covers the interpretation and application of the Uniform Commercial Code; the law relating to contract formation, enforcement, and breach when there is a transaction in goods, including buyers and seller's remedies as well as the law of warranty.

Law 645 Advanced Legal Reasoning – 6 Credit Hours

This course provides advanced study in logical and creative legal thinking which can be applied on bar examinations and in legal practice, analysis of statutory and common law, legal research skills, and the ability to write objectively and persuasively.

ELECTIVES – 6 Credits

Law 651 Administrative Law – 3 Credit Hours

This course is an examination of the law relating to governmental agencies, with emphasis on federal regulation. The course deals with issues such as the due process right to a hearing, adjudication, rulemaking, freedom of information, secret lobbying, control of discretion, judicial review and regulatory reform.

Law 674 Alternative Dispute Resolution – 3 Credit Hours

This course focuses on the options that parties may have to settle a dispute without going to trial. Alternative Dispute Resolution (ADR) has become a mandatory step in many judicial districts before a matter may proceed to trial. In particular, the course examines the processes of Negotiation, Mediation, and Arbitration.

Law 682 Appellate Advocacy – 3 Credit Hours

This course explores the many stages of taking a case up on appeal. You will identify mistakes that the trial court has made, prepare an appellate brief, and ultimately argue the case before an appellate judge.

Law 650 Directed Legal Studies – 1-6 Credit Hours

This course consists of an independent research project written under the supervision of a law school faculty member. Subjects may vary dependent on the nature and interest of the student and require the approval of the dean or associate dean.

Law 675 Health Care Law – 3 Credit Hours

This course provides the student with the necessary background on a wide variety of health care topics, enabling professionals to deal with the common legal and practical problems facing the health care industry.



Law 658 Intellectual Property – 3 Credit Hours

This course covers the protection of intellectual property and encouragement of creativity. Explores copyright, trademarks, trade secrets, patents, unfair competition, and selected state law theories. It provides students with a general working knowledge of the various intellectual property doctrines.

Law 672 Labor/Employment Law – 3 Credit Hours

This course examines the historical foundation for labor laws and the creation of the labor movement while focusing on the workplace of today. The laws and regulations that govern employment relationships, particularly those related to wages, hours, benefits, and conditions are focused upon. The distinctions between public and private employers are also reviewed.

Law 683 Management of a Law Practice – 3 Credit Hours

This course presents a comprehensive analysis of the concepts of management applicable to the legal profession.

Law 671 Sports Law – 3 Credit Hours

This course reviews the broad spectrum of issues related to the world of sports. The course will examine such diverse issues as the power of the sports commissioner, labor negotiations, the role of the sports agent, professionalism vs. amateurism, injuries, and gender equity.

Law 685 Trial Advocacy – 3 Credit Hours

This course examines many aspects of civil litigation. You will start the course by preparing a complaint and then carry that action through discovery to trial where you will prepare opening and closing statements.

Please note: Not all elective courses are offered in every starting period. Course offerings can vary based on factors such as demand, faculty availability, and curriculum planning. Students may need to plan their schedules accordingly and be flexible in choosing electives based on the available options for a particular start period.

Advanced Courses

Law 679 California Evidence – 10 Credit Hours

Most Law school Evidence courses focus on the Federal Rules of Evidence. The California Bar Examiners require applicants to be prepared to answer questions that have issues concerning the Federal Rules of Evidence and the California Evidence Code. In this course the focus is on California Evidence and the applicant will be prepared to answer questions that have issues concerning the California Evidence Code. Applicants should be prepared to compare the differences between the Federal Rules and the California Evidence Code, especially where the



California rules of evidence have no specific counterparts in the Federal Rules. Applicants will know the California Evidence Code and how it is applied and knowledge of the rules and knowing when to raise those rules.

Law 699 California Civil Procedure – 6 Credit Hours

Applicants should be prepared to answer questions that have issues concerning the California Code of Civil Procedure. The focus of this course is California Civil Procedure and how Applicants should be prepared to discuss the differences between the Federal Rules and the California Rules, especially those California procedures of pleading and practice that have no specific counterparts in the Federal Rules.



TAFT LAW SCHOOL FACULTY ROSTER

TLS employs highly qualified faculty to undertake the level of instruction or course development that they are assigned. They possess degrees or credentials appropriate to the courses or programs that they are assigned. TLS retains enough faculty to assure that the school's response to, or evaluation of, each student lesson assignment occurs within a few days after receipt. The evaluation of final examinations and the issuance of grade reports will occur within 30 days of receipt of the last completed examination.

Julie F. Abutal

JD, Whittier Law School

MA, History, California State University Long Beach

BA, Political Science and History, California State University Long Beach Member,
State Bar of California

Teaches:

Criminal Procedure

Criminal Law

Todd Becker

JD, Western State University College of Law

BA, Business Administration/Accounting, California State University Fullerton Member,
State Bar of California

Teaches:

Remedies

Wills & Trusts

Torts

Sarah P. Condor-Fisher

EdD, Educational Leadership, William Howard Taft University LLM,

Electronic Commerce, Concord School of Law

JD, Taft Law School

Member, State Bar of California

Teaches:

Healthcare Law

Constitutional Law

Administrative Law



Michael J. Dickerson

JD, University of West Los Angeles
BS, Psychology, Brigham Young University
Member, State Bar of California

Teaches:

Torts

Deanna Gilbertson

JD, Whittier Law School
BA, Political Science, California State University Dominguez Hills
Member, State Bar of California

Teaches:

Alternative Dispute Resolution
Professional Responsibilities

Melody Jolly

JD, Western State University College of Law
BA, Business Administration/Finance, California State University Fullerton Member,
State Bar of California

Teaches:

Legal Writing
Introduction to Law
Advanced Legal Reasoning

Cherol B. Katz

JD, Western State University College of Law
BA, English Literature
Member, State Bar of California

Teaches:

Constitutional Law



Meng Li

JD, Taft Law School

B.SC, Computer Science, University of British Columbia

Member, State Bar of California

Teaches:

Community Property

Donna McGovern

JD, Taft Law School

MBA, University of Southern California

BS, Accounting, York College of Pennsylvania

Member, State Bar of California

Teaches:

Contracts

Business Organizations

Civil Procedure

Melissa Petrofsky

EdD, Organizational Change and Leadership, USC JD,

Whittier Law School

BS, Education, Culver-Stockton College

Member, State Bar California

Teaches:

Legal Writing

Scott A. Resnick

JD, Sandra Day O'Connor College of Law, Arizona State University

BA, Economics, University of California Los Angeles

Member, State Bar of California Teaches:

Teaches:

Healthcare Law

Sports Law

Community Property



Edward J. Romano

MIP, Intellectual Property, Franklin Pierce Law School JD,
Suffolk University Law School
BA, European and American History, Boston University
Member, Rhode Island Bar Association

Teaches:

Intellectual Property

Tracy Sims

JD, Pepperdine University School of Law BA,
University of Notre Dame
Member, State Bar of California

Teaches:

Criminal Law

Margaret A. Trester

JD, Whittier Law School
BA, Business, Mount Mary College
Member, State Bar of California

Teaches:

Contracts

Property

Evidence