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This is the official catalog of the Oak Brook College of Law and Government Policy Paralegal Program and is effective as of April 2005.

Oak Brook College of Law and Government Policy has been granted approval as a degree- and certificate-granting institution in the State of California. Institutional approval to provide a juris doctor degree program and a paralegal certificate program has been conferred on Oak Brook College by the California Bureau for Private Postsecondary and Vocational Education.



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From the Dean A MESSAGE FROM THE DEAN



Dear Prospective Student:

The dramatic increase in demand for paralegals is well known today among those within and outside the legal profession. Promising careers are available to persons who can provide law firms with the knowledge and skill of a competent paralegal. In response to the growth of this profession, numerous paralegal and legal assistant courses are now being offered throughout the country. With the proliferation of such programs nationwide, it has become necessary to reevaluate what elements are really necessary in the education of a paralegal.

Today, there are many attorneys who recognize that providing legal advice is but one aspect of their calling. Individuals who seek an attorney's services often have significant personal and spiritual problems related to their legal dilemma. These attorneys need individuals who can not only offer assistance in the legal aspects of the problem but also give valuable input to the attorney in solving clients' personal problems. This is particularly true in smaller firms and among sole practitioners.

Oak Brook College takes a different approach to the method of paralegal training. In contrast to many other paralegal programs, Oak Brook College also emphasizes a Biblical perspective and approach to the responsibilities of a paralegal.

The aim of this program is to be as practical as possible, teaching students the basic substance of law and the practical procedures of a legal practice. To that end, this training utilizes innovative distance-education methodology rather than the traditional classroom setting. By incorporating current technology into the training program, students gain the essential skills to locate, organize, and communicate information for effective law office management.

I invite you to thoroughly read this material and consider all aspects of this program. If you feel called to acquire paralegal skills and have a desire to serve others, we would be happy to consider your application.

Sincerely,

Roger J. Magnuson, Dean

"With the proliferation of such [paralegal] programs nationwide, it has become necessary to reevaluate what elements are really necessary in the education of a paralegal."

Mission Statement STATEMENT OF MISSION

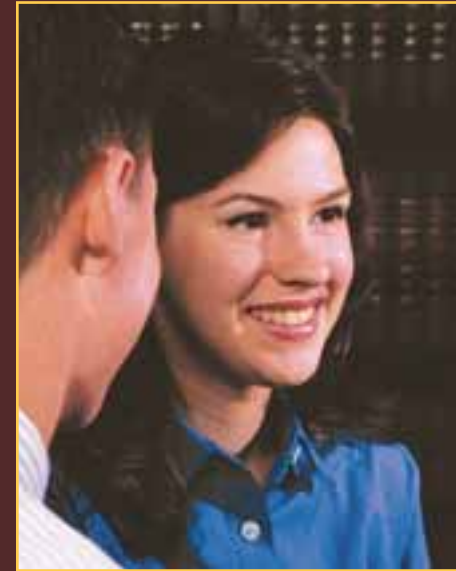
The mission of Oak Brook College of Law and Government Policy is to train individuals who desire to advance the Gospel of Jesus Christ through service as advocates of truth, counselors of reconciliation, and ministers of justice in the fields of law and government policy.

Perspective and Methods

Oak Brook College approaches law and government policy from a Biblical and historical perspective. Oak Brook College students are committed to the self-evident truths articulated by our Founding Fathers in the Declaration of Independence, and they reject the faith of evolution and the religion of secular humanism. Students learn the Biblical foundations of the Common Law and are challenged to make conventional application of these principles to resolve today's legal and governmental issues.

Oak Brook College trains its students by using innovative distance-learning techniques, seminars, workshops and online instruction. The faculty and students pursue Godly wisdom by memorizing and meditating upon God's Word, the Bible, and seek to use this wisdom in resolving conflicts, developing strategies, and implementing policy. As believers in the Lord Jesus Christ as their personal Savior, Oak Brook College students rely upon the indwelling Holy Spirit to give them the power to develop within them Christlike character qualities such as meekness, humility, truthfulness, boldness, diligence, initiative, and responsibility.

Students in the Oak Brook College law and government policy programs desire to glorify God by doing the good works they have been called to do in law and government policy, with integrity, enthusiasm, thoroughness, and honesty. It is the College's goal that graduates of Oak Brook College would be wise public servants and statesmen primarily interested in using their legal and professional training to help those in need by providing wise counsel and direction.



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STATEMENT OF FAITH

Statement of Faith



We believe that there is only one true God, existing in three Persons: Father, Son, and Holy Spirit. These three are coeternal from all eternity, each with distinct personalities but of one essence.

We believe the Bible to be verbally inspired by God in its original writings, that it is truth without mixture of error, and is the sole rule of faith and practice.

We believe that Jesus is the eternal Son of God Who entered into the world through the virgin birth, living among us without sin as perfect man and perfect God.

We believe that Adam was directly created in innocence and in the image of God and was not evolved from preexisting forms of life. By voluntary transgression, he fell; and thus the whole race is now sinful by nature and practice and, therefore, under just condemnation to eternal separation from God.

We believe that Jesus Christ shed His blood on Calvary as a vicarious substitute for all sinners and that He was buried and rose again bodily and ascended to the right hand of the Father from whence He will personally return.

We believe that men are justified by grace through faith in the shed blood of the Lord Jesus Christ without any mixture of works.

We believe that the Holy Spirit convicts sinners, regenerates, sanctifies, and indwells the believer and fills him for effective service.

“. . . There is only one true God, existing in three Persons: Father, Son, and Holy Spirit. These three are coeternal from all eternity, each with distinct personalities but of one essence.”

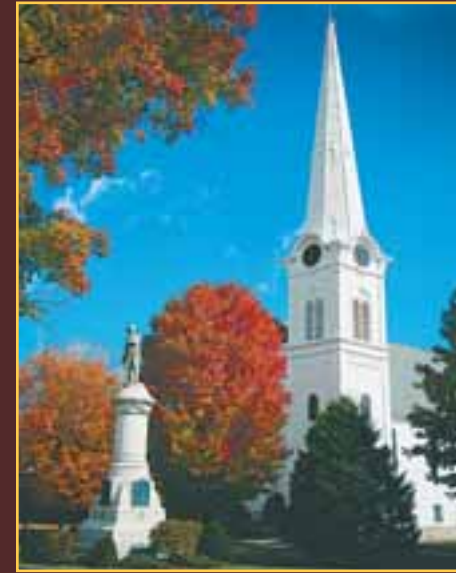
We believe in the priesthood of the believer and that God has made provision for each believer to be victorious by being led of the Spirit and not walking after the flesh.

We believe in the resurrection of both the saved and the lost—the just unto the resurrection of life eternal and the lost unto the resurrection of eternal damnation.

We believe that Satan is a person and that hell is a place of eternal conscious punishment for him, his host, and all unbelievers.

We believe that Christians are commanded by Scripture to abstain from all forms of compromise with unbelief. We believe that the Bible sets forth principles of Godly living and that we must learn and follow these principles to both avoid and refute the false teachings and false concepts of our day.

We believe that Christians are commanded to follow Scriptural methods of discerning, exhorting, warning, and reproving those who violate or reject the principles of Scripture.



“We believe that the Bible sets forth principles of Godly living and that we must learn and follow these principles to both avoid and refute the false teachings and false concepts of our day.”



ABOUT OAK BROOK COLLEGE



The Oak Brook College of Law and Government Policy was founded upon the belief that our nation's system of legal education is in need of reform. Oak Brook College is committed to training individuals who understand the Biblical foundations of our legal institutions and who desire to practice law and serve in legal roles that are consistent with the Biblical principles of truth, justice, mercy, and reconciliation.

Innovative technology makes this type of education available to many individuals who would otherwise be unable to study law. We believe that the classroom of tomorrow is not in a classroom at all. It is in an office or home, where students learn from, and are connected with, countless other individuals and institutions exchanging vast amounts of information. Technology is transforming distance learning into the most practical educational method of tomorrow. Oak Brook College utilizes the technological advancements of e-mail, the Internet, and interactive communications to achieve its objective of preparing students for future legal practice.

Although it has been just ten years since Oak Brook College of Law was launched with the ambitious goal of providing an alternative to modern American legal education, the College has grown from an abstract concept to a small but solid institution. More information about Oak Brook College can be found on the Internet at www.obcl.edu or in this booklet.

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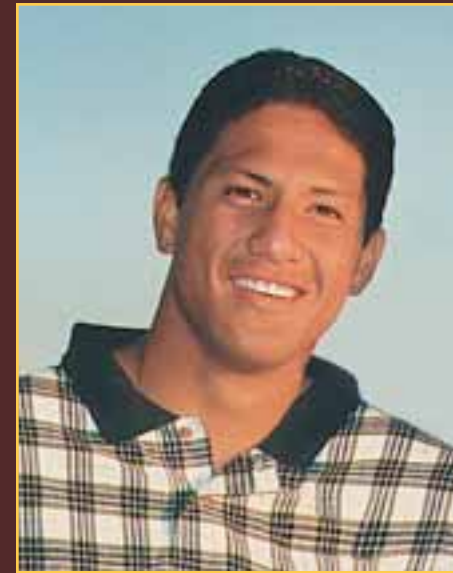
WHAT IS A PARALEGAL?

A paralegal or legal assistant is one who, through experience or training, has acquired specialized skills to assist lawyers, legislators, and other public servants. In many states, most anyone can call himself a paralegal, even with a minimal level of skill and legal knowledge. Those within the legal profession, however, have high expectations of paralegals. (Recognizing these high expectations, California recently passed a law requiring certain minimum requirements for paralegals. See Cal. B&P Code Sec. 6450.)

As you might expect, those expectations depend on the type of law firm or government agency in which one is employed. Although there are still many general practitioners today, most attorneys develop an area of specialty such as personal injury, probate, family law, or insurance litigation. The attorney's paralegal will, of course, have responsibilities that relate to that specialty. For example, a paralegal who works for an attorney specializing in tax law may never see the inside of a courtroom, while a trial attorney's paralegal may spend weeks at trial organizing documents and exhibits.

The size of the law firm involved also has a significant effect on the responsibilities that can be expected. Generally, a paralegal employed by a sole practitioner will have some contact with clients, while one who works at a large firm may never see a client but instead may work with a team of several attorneys and support staff.

Because of these variations in paralegal job descriptions, it is impossible to design a program



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that teaches everything that any paralegal must know. Instead, the Oak Brook College paralegal program attempts to offer an overview of the American legal system, a sampling of a wide variety of legal specialties, and basic practical skills.

Notwithstanding the differences noted above, there are some prerequisites that transcend every type of paralegal. A trained paralegal will develop important organizational skills with attention to detail. Every paralegal must understand basic legal concepts and must know how to communicate effectively. Finally, all paralegals must fully understand the ethical responsibilities imposed upon attorneys, "officers of the court," and the support staff that they employ. While a paralegal is not permitted to practice law, and thus may not represent parties in court or give legal advice, paralegals play an increasingly important role in legal services and government.

The purpose of this course is to lay a foundation of legal knowledge and skills. However, the learning does not end at the completion of this course. Rather, this course will open doors of opportunity in the years ahead. With each opportunity will come specialized training, allowing you to build upon the foundation of legal understanding you gain through this course.



Why Oak Brook Is Unique

WHY OAK BROOK PARALEGAL TRAINING IS UNIQUE

Several factors have contributed to the tremendous increase in the number of opportunities for trained paralegals. One factor is that practicing attorneys have realized that they may delegate certain tasks to competent paralegals at relatively low billing rates, rather than charging the client for the attorney's time at a higher billing rate. The increased demand for paralegals has motivated the establishment of scores of paralegal training programs, some being better than others. Oak Brook's training program is unique in several respects.

1. Biblical Worldview

It has been said that one should not mix one's career with one's religion. This statement ignores an inescapable fact of life and society. Your worldview—whether based on a personal philosophy of life or traditional doctrines of religion—dictates to a large extent how you go about your work. When that line of work involves the law, this integration of life philosophy and vocation is even more inescapable, because law inevitably includes questions of right and wrong, ethical dilemmas, and helping individuals solve challenging problems.

Based upon this truism, and more importantly upon our interpretation of Christ's teachings, we believe that an individual should not separate his faith from his vocation. Applying this principle to the legal profession, we believe that the goal of all attorneys should be to help individuals solve the difficult problems they face in life—whether those problems involve purely legal issues or personal matters as well.



A paralegal or legal assistant is one who through experience or training has acquired specialized skills to assist lawyers, legislators, and other public servants.

Notwithstanding the public disdain for attorneys in our day, there are many individuals within the legal profession who truly desire to help clients work through the complexities of personal problems. To that end, this program is designed for individuals who share that commitment and faith and are eager to use their skills to help attorneys fulfill this calling.

The goal of Oak Brook's paralegal training is to equip people with the necessary legal skills to serve their employer/attorney and to have the personal skills needed to counsel, encourage, instruct, and reconcile individuals as opportunities arise. For this reason, a substantial portion of the curriculum is devoted to training students in Biblical principles of life. Mastery of these concepts and their practical application will be a tremendous asset to any paralegal who desires to assist an attorney in counseling his or her clients.

2. Valuable Skills Plus Substantive Knowledge

While most paralegal programs offer course material covering definitions, concepts, and elements of law, Oak Brook College has committed itself to a curriculum that integrates practical skills with substantive knowledge. Understanding and gaining familiarity with useful tools such as client interview sheets, checklists, and model pleadings will enable Oak Brook paralegals to offer valuable services to any attorney immediately upon completion of the training. The additional training that will occur in the law office can then be directed toward the specific procedures and specialties of that employer rather than having to focus on the basics of legal practice.

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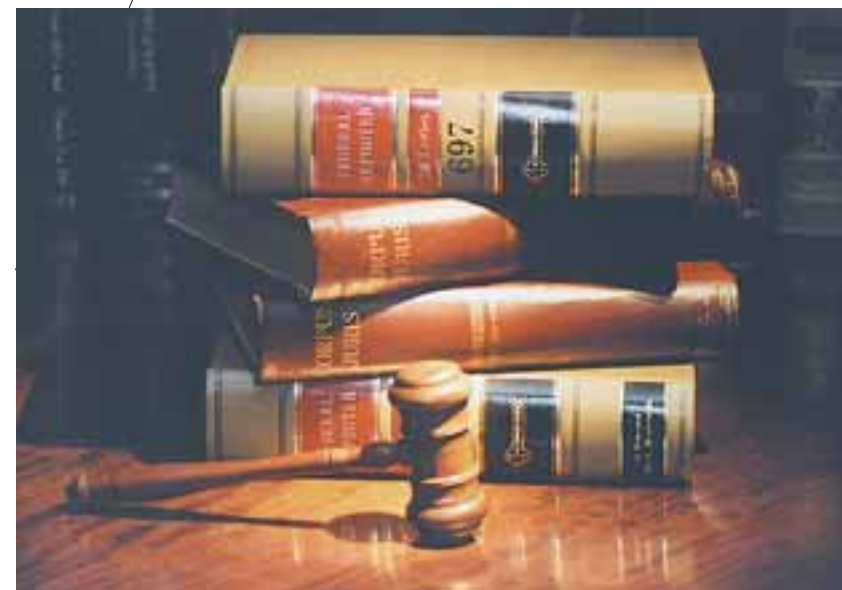
3. Distance Education and Modern Technology

The Internet and other modern technological phenomena are replacing the old paradigms of “correspondence schools” with new and innovative forms of distance learning. This program seeks to make learning a more independent and flexible process, allowing the student to advance in a career and other opportunities.

Through the Internet, students can communicate on a regular basis with their instructors and with one another in regard to their studies and progress. As new developments in technology come to pass, Oak Brook College of Law will be poised to take advantage of them.

Conclusion

These significant distinctions make Oak Brook College of Law and this training program an extraordinary institution. It therefore follows that this choice is certainly not for everyone. For those who have a desire to learn law from this perspective and who are willing to undergo the rigors of the training, this program offers valuable rewards.



“While most paralegal programs offer course material covering definitions, concepts, and elements of law, Oak Brook College has committed itself to a curriculum that integrates practical skills with substantive knowledge.”

COLLEGE FACULTY

College Faculty

Roger J. Magnuson, J.D., Dean. Senior partner in the firm Dorsey & Whitney, where he is engaged in private practice.

Robert J. Barth, J.D., Professor and Assistant Dean. General Counsel for Institute in Basic Life Principles and Director of Academic Programs for Oak Brook College of Law.

Robert G. Caprera, J.D., Professor. Engaged in private practice of law.

Jonathan P. Gundlach, J.D., Professor. Full-time Paralegal instructor for Oak Brook College of Law.

Jordan W. Lorence, J.D., Professor. Engaged in private practice of law.

Eric K. Rucker, J.D., Professor. County Attorney for Dickinson County, Kansas, and also engaged in private practice of law.

Russell E. Templeton, J.D., Professor. Engaged in private practice of law.

“The character of God—His holy attributes, and perfect law—constitute the only models and rules of excellence and true honor. Whatever deviates from these models and rules must be wrong and dishonorable.”

Noah Webster



PROGRAM OVERVIEW

Program Overview

The Oak Brook College Paralegal Training Program is a one-year certificate program providing students with an overview of the American legal system, training students in the basic skills of legal research and writing, and giving them a working knowledge of the fundamentals in several areas of law. Although no prior legal experience is required, exposure to a law office and basic concepts of American law will prove to be helpful to the student, both in completing the course and in finding employment upon completion of the program. The program is based on a quarter system, with each of the four quarters being eleven weeks in length.



“... A program providing students with an overview of the American legal system, training students in the basic skills of legal research and writing, and giving them a working knowledge of the fundamentals in several areas of law.”

COURSE DESCRIPTIONS

The one-year course is divided into four eleven-week quarters. Each quarter, students will take one course related to counseling and legal ethics, one course teaching legal philosophy and reasoning, and two courses focusing on areas of substantive law.

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
<i>Legal Philosophy, Reasoning & Writing</i>	Legal Philosophy and Reasoning	Common Law and Jurisprudence	Constitutional Law	Legal Writing
<i>Substantive Law (Course 1)</i>	Torts	Civil Litigation	Criminal Law & Procedure	Wills and Trusts
<i>Substantive Law (Course 2)</i>	Contracts	Real Estate Transactions	Business Organizations	Income Taxation
<i>Family Law, Ethics & Conciliation</i>	Basic Principles of Counseling	Family Law	Christian Conciliation	Ethics for Legal Professionals



Basic Principles of Counseling

The material in this course is based primarily on the principles of life covered in the Seminar in Basic Life Principles. The lecturer for this course is Bill Gothard, founder and president of the Institute in Basic Life Principles. Seven basic principles of life (design, authority, responsibility, suffering, ownership, freedom, and success) will be introduced and applied to common fact patterns.

Business Organizations

The goal of this course is to provide a basic understanding of the characteristics of corporations, partnerships, and agency relationships. Students will be introduced to the procedures and advantages of incorporating, as well as some basic tax considerations.

Christian Conciliation

This course is based upon the principles of Matthew 18 and I Corinthians 6. Students will learn the steps to bring about the reconciliation that restores parties in conflict.

Civil Litigation

The goal of this course is to provide an overview of the basic process of personal injury litigation. The course will include instruction in civil procedure and an introduction to the rules of evidence. The material covered in this course will provide students with a framework from which to approach the fourth-quarter course in pleadings and practice.

Constitutional Law

This course will provide students with a fundamental understanding of the state and federal constitutional structures of government, as well as the unalienable and civil rights and liberties protected by this nation's Constitution. The course will include teaching on the fundamental requirements of due process of law and equal protection under the law.

Contracts and Uniform Commercial Code

This course will provide a foundation for work in commercial litigation and will include an overview of the common law of contracts as well as the Uniform Commercial Code.

Criminal Law and Procedure

Providing an overview of major crimes and the criminal justice system, this course will also address considerations relating to searches and seizures, confessions, and right to counsel.

Ethics for Legal Professionals

This course will include an overview of the ethical considerations that law office personnel should follow in fulfilling duties owed to their employer, the client, and the courts.



“Students will receive instruction in law and government policy through distance learning; group lectures at specified times and places; communication with faculty and fellow students by telephone, correspondence, and facsimile; and internship and practical skills development under qualified legal professionals.”

Family Law

This course will introduce students to concepts of marital jurisdiction, grounds for separation and divorce, child custody and visitation, and marital counseling and reconciliation. It will also include a discussion of adoption and juvenile law.

Income Taxation

In this course, students will learn Biblical principles of taxation and the fundamentals of income tax law.

Legal Philosophy and Reasoning

This course is designed to introduce the student to the major philosophies underlying the American legal system. Students will be given a brief history of the practice of law and its modern-day challenges and criticisms. Students will be taught how to think clearly and logically based upon true premises so that they can be effective in the realm of law and government policy.

Legal Research & Writing

This course will build upon a general understanding of good writing and composition. Students will be introduced to internal research memoranda, points, authorities, and the Uniform System of Citation. Students will also be required to develop and demonstrate legal research skills and will become familiar with both law library research and computer-assisted research, with special emphasis on the computerized research skills.

Real Estate Transactions

This course will explore a wide variety of land transactions, including the sale and lease of both commercial and residential real estate. Students will also be exposed to the key players in a property transaction, including mortgage companies and escrow officers.

Torts

This survey of tort law will include an examination of intentional torts, negligence, product liability theories, strict liability, defamation and related privacy torts, and business torts. Also included will be a brief discussion of tort reform.

Wills, Trusts, and Probate Administration

This course is an introduction to the basic rules relating to estate planning, including laws of succession, trusts, and wills. The course will include an overview of the probate process, and special attention will be given to tax considerations in estate planning.



ACADEMIC POLICIES

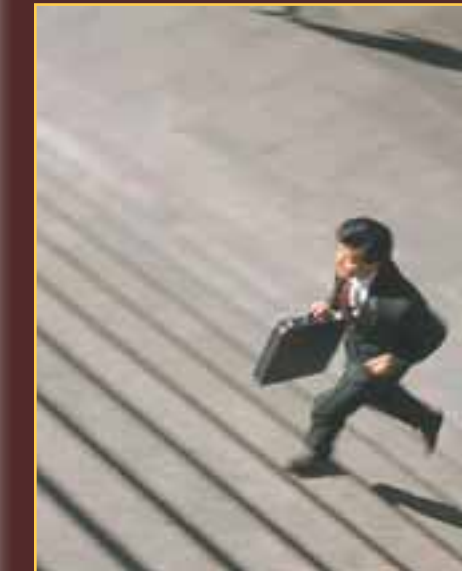
Basic Description of the Course

The paralegal certificate course is designed to prepare individuals for a career as a paralegal, legal assistant, or legal secretary. The course is designed to be completed in a twelve-month period and is divided into four academic quarters.

New classes begin the fourth Monday of August. An additional class may be offered in the spring, depending on student interest. For each of the four quarters, ten weeks are devoted to covering the course material and one week is set aside for administration of final exams. Between each quarter, students will have a break of approximately two weeks.

Students will receive instruction through a combination of required and recommended textbooks, together with the audio and/or video lectures provided for the course. College instructors will be available to provide additional assistance as needed via telephone and e-mail communications. Since the program relies heavily on e-mail correspondence, students are required to have regular access to an Internet and e-mail-enabled computer. Students may be expected to check their e-mail accounts several times each week, so unfettered access to a computer is required.

During the fourth academic quarter, students take Legal Research and Writing. This course requires students to complete various research projects at a law library. Students should have little difficulty in gaining access to a law library. Most university law libraries permit the public free use of the library, and most counties have a law library in the courthouse or another government building. In addition, students will be given access to Lexis-Nexis™, a computer-assisted legal research program. Lexis-Nexis access requires a computer with a modem or Internet connection.



A paralegal or legal assistant is one who through experience or training has acquired specialized skills to assist lawyers, legislators and other public servants.

Admissions

To be admitted into the Oak Brook College paralegal program, interested parties are required to complete the Application for Admission before the application deadline. Once received, all applications are reviewed by the Admissions Committee with respect to three factors: (1) academic qualifications, (2) familiarity with certain Biblical principles of life, and (3) commitment to the purposes and mission of the College.

1. *Academic Qualifications.* Oak Brook College assesses the academic qualifications of each applicant by examining the applicant's academic record, test scores, work history, and personal reference recommendations. Work experience in a law-related field is helpful but not necessary.

In order to be considered for admission into the program, the applicant must: (1) achieve a score of at least 55 on the College Level Examination Program (CLEP) English Exam or successfully complete at least two years of college work (60 semester or 90 quarter hours) and (2) have attended the Institute in Basic Life Principles Seminar.

2. *Biblical Principles of Life.* Because of the College's unique mission and its statement of faith, attendance at all the sessions of the Seminar in Basic Life Principles, sponsored by the Institute in Basic Life Principles, is a prerequisite for admission. This seminar focuses on how to apply seven Biblical principles of life to resolve basic conflicts and discover purpose in life.

3. *Commitment to the Purposes and Mission of the College.* The Applications Committee seeks applicants who share a commitment to the mission of Oak Brook College. Evidence of an applicant's commitment to the goals of the College is found in personal reference recommendations, application responses, personal character qualities, and the applicant's motivation for studying law.

Tuition and Other Fees

Tuition for the one-year program is \$2,700, including a nonrefundable \$75 registration fee. A \$50 media fee will be required for lecture materials. A technology fee of \$40 will be charged for access to Lexis-Nexis, a computerized legal research system, and the software used for taking exams. These fees must be paid in full, or you may use the quarterly payment plan with an additional processing fee of \$48 for the year.

For each of the sixteen required courses, the student must obtain one or more textbooks. Some of the materials may be purchased from Oak Brook College; however, students will need to purchase the majority of the textbooks from another supplier.

Additional costs associated with the distance-education nature of the program may be incurred by students, including the cost of computer equipment, Internet and e-mail access fees, and postage expenses for mailing course assignments and examinations to the College for evaluation and grading. All such costs are the responsibility of the student.

Oak Brook College does not at this time provide financial aid to students or participate in any student loan programs.

Certificate Requirements

In order to receive a certificate, students must complete the course requirements for each course, maintain a cumulative grade point average of 2.0 or above, and provide evidence of having completed a minimum of 900 study hours during the four-quarter course of study. Upon completion of these requirements, a student will receive a paralegal certificate and be qualified to take the Certified Legal Assistant (CLA) exam.

Certified Legal Assistant Exam

The CLA exam is a national examination that is recognized in the legal profession as a standard of excellence and professionalism for paralegals and legal assistants. Because the paralegal profession is largely unregulated, many employers look to CLA certification as evidence of a prospective employee's qualifications. The two-day examination is offered by the National Association of Legal Assistants; it tests familiarity with legal terminology, knowledge of legal ethics, judgment and analytical ability, legal research skills, human relations and interviewing skills, and knowledge of substantive law. CLA certification requires a 70% or higher score on each section of the exam. Thereafter, evidence of continuing legal education must be submitted periodically to maintain CLA certification. Additional information concerning the CLA exam and certification may be obtained from the National Association of Legal Assistants Headquarters at 918.587.6828.

Grading and Other Related Policies

In most courses, the final course grade will be determined by an examination that will consist of multiple-choice questions, short-answer questions, essay questions, and/or practical projects.

If a student fails a course, he or she will be required to retake the exam (\$50 retake fee) and achieve a passing grade prior to the end of the following quarter. The average of the grades received on the two exams will become the student's final course grade. In the event a student fails an exam a second time, he or she will be required to retake the course.

THE COLLEGE USES THE FOLLOWING GRADING SYSTEM:

A	4.0 (indicates excellent mastery of subject material)	C	2.0 (indicates satisfactory mastery of subject material)
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0 (indicates good mastery of subject material)	D	1.0 (indicates poor understanding of subject material)
B-	2.67	F	0.0 (failure)
C+	2.33	W	(withdrawn)



No classroom attendance is required for the program. However, in order to receive a certificate and to qualify for the CLA examination, students must maintain records indicating that they have logged a minimum of 900 study hours, which is approximately 21 hours per week. If a student desires to take a leave of absence from the program, he may do so by giving written notice indicating the reasons for such withdrawal. If the student wants to subsequently reenroll in the paralegal program, he may enroll with a subsequent class at the start of the quarter from which he withdrew. Reenrollment must occur within 18 months of the time the student withdraws and will require payment of a \$200 reenrollment fee.

Code of Conduct and Moral Character

“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers” (Ephesians 4:29).

“It is good neither to eat flesh, nor to drink wine, nor any thing whereby thy brother stumbleth, or is offended, or is made weak” (Romans 14:21).

“Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s” (I Corinthians 6:19–20).

Based upon these and other Biblical principles, Oak Brook College students are expected to reflect Godly character in their speech, dress, and actions. Modest and professional dress is expected at every College event, and disruptive language or behavior will not be permitted. At all times, Oak Brook College students are expected to be honest, courteous, diligent, and humble. All students are expected not to use tobacco, drink alcohol, use nonprescription drugs (other than over-the-counter medications), or view pornographic material. Misrepresentations on an application for admission, lying, profanity, immoral behavior, plagiarism, collaboration or discussion with other students about graded writing assignments or papers (unless specifically permitted by the course professor), and cheating on exams are clear violations of the Standards of Conduct. If a student’s conduct, speech, or dress is not consistent with these Biblical standards, the student will be confronted pursuant to Matthew 18:15–16. If the situation is not remedied, the student will be subject to disciplinary action by the College.

The purpose of disciplinary action is not necessarily punishment. Faculty and administrators have a responsibility to see that justice is done with respect to the evaluation of a student’s academic performance as well as his moral character. When a student is not acting in a manner consistent with the Standards of Conduct, any other student affected should confront the student in error. If such action does not result in repentance and a change, a faculty member or the dean needs to confront the student in an attitude of love with the goal of restoration. If, after being confronted with the “law,” a student repents, mercy is appropriate in determining a sanction. However, if a student refuses to acknowledge wrongdoing, proven by sufficient evidence, just sanctions are necessary. Sanctions could range from a reduction in a grade for a course to dismissal from the College.

Withdrawal and Refund Policy

On or before the first day of each quarter, each student receives a course syllabus for the courses studied in that quarter. While a student may withdraw at any time during the program, students are strongly encouraged to complete the course work for the quarter in which they are enrolled. A student may withdraw by written notice, stating the reasons for withdrawal.

Notice of Cancellation shall be sent to the Director of Administration, Oak Brook College of Law and Government Policy, P.O. Box 26870, Fresno, CA 93729. Withdrawal will be effective on the postmarked date of the written notice.

Upon withdrawal from the program, the withdrawing student shall be entitled to a proportionate amount of the tuition paid, less the nonrefundable \$75 registration fee, based upon the percentage of the program completed before withdrawal. Each quarter is divided into eleven weeks. The percentage of the program completed shall be based upon the number of quarters completed plus the number of whole weeks having elapsed since the beginning of the current academic quarter.

Nondiscrimination Policy

Oak Brook College does not unlawfully discriminate in its admissions or educational policies on the basis of race, color, gender, or national and ethnic origin. However, admission into Oak Brook College is limited to individuals with convictions, goals, and objectives consistent with the Statement of Faith and the mission of Oak Brook College.

The College reserves the right to refuse admission to any applicant or to dismiss any student at its own discretion when any such applicant or student manifests character or conduct that is adverse to the College’s statement of mission, purpose, and objectives.

Student Services

Students will receive any necessary academic counseling from College faculty and instructors. For administrative questions, students are advised to contact the College administrative offices. Students may receive tutorial assistance in their studies by calling the College administrative offices. Staff members will assist the student in making arrangements for tutorial assistance with a faculty member or an instructor.

Law Library Access

The course will require students to become proficient in conducting research using both computerized research services and traditional legal research materials. Oak Brook College provides its students with access to Lexis-Nexis computerized legal research services. To develop skill in using traditional legal research materials, students are expected to use local county or university law libraries. County law libraries are open to the public, and most universities also permit public use of their law library facilities. In most cases, these are the same facilities that students will use in performing job responsibilities as paralegals and legal assistants.

Student Records and Confidentiality

Oak Brook College’s confidentiality policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. No one shall have access to, nor will the College disclose any information from, student records without written permission from students, excepting authorized



“Oak Brook College students are expected to reflect Godly character in their speech, dress, and actions.”

personnel within the College, persons complying with a judicial order, and persons in an emergency who are acting to protect the health or safety of students or other persons. Students have a right to review information contained in their records except for those matters that they have waived the right to review and matters that do not relate to their individual academic status.

Student Grievances and Complaints

All student grievances should be submitted in writing to the Director of Administration. The facts alleged in the grievance will be investigated, and action will be taken to bring the matter to a just conclusion. Each student grievance submitted to the Director of Administration will receive a written response within ten days of receipt by the College.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the California Council for Private Postsecondary and Vocational Education (now called the California Bureau for Private Postsecondary and Vocational Education) for the purpose of relieving or mitigating pecuniary losses suffered by any California-resident student enrolled in an approved institution such as the College. Among the financial losses intended to be relieved by STRF are those resulting from institution closure, failure of the institution to carry out the commitments contained in its enrollment agreement, and refusal by the institution to pay a court judgment.

To be eligible for STRF, a student must be a “California resident,” which means a person residing in California at the time the enrollment agreement is signed or who receives lessons at a California mailing address from an approved institution offering instruction by correspondence or distance learning. Students temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered “California residents.”

To qualify for STRF reimbursement, a student must file an STRF application with the Bureau. In the event of College closure, the application must be filed within one year of notice from the Bureau that the College is closed. If a student does not receive notice from the Bureau regarding College closure, the application must be filed within four years of the College’s closure. In the event of a judgment for the student and against the College, the application must be filed within two years of the final judgment.

Students must keep a copy of the enrollment agreement to document enrollment. Tuition receipts and canceled checks should be kept to verify the total amount of tuition paid, and records should be maintained showing the percentage of each course completed. These records may be needed to substantiate a claim for reimbursement from STRF. For further information or instructions, contact the Bureau for Private Postsecondary and Vocational Education, 400 “R” Street, Suite 5000, Sacramento, California 94814-6260, 916.445.3427.

Policy Amendments

The College reserves the right to change any of its policies without prior notice, including, but not limited to, amount of tuition required, fees, unit or hourly value per course, courses offered, curricula, grading procedures and standards, graduation and degree requirements, and admission standards.