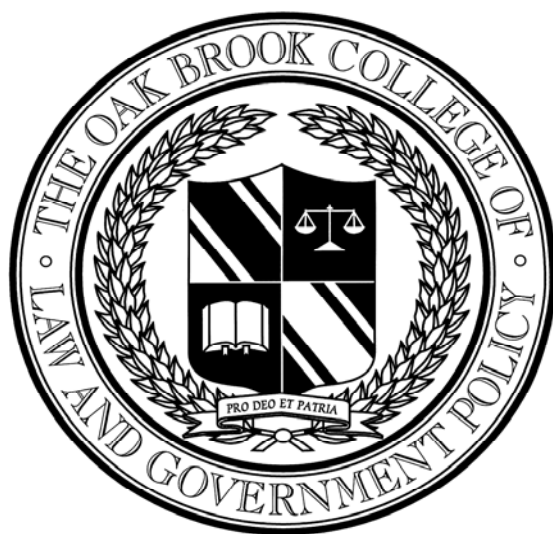


# OAK BROOK COLLEGE OF LAW



**2024**

**CATALOG AND POLICIES AND PROCEDURES MANUAL**

Dear Oak Brook College Students:

Please take time to read this revision of the Catalog and Policies and Procedures Manual carefully.

This edition of the Policy Manual will be in effect immediately and will stay in effect until the next revision. As new policies are suggested, they will be considered for implementation in the next edition of the manual. However, the College reserves the right to implement new policies or to change existing policies as necessary during the course of the academic year.

As you read through this manual, please make careful note of the policies contained herein. As the person responsible for coordinating future revisions of the manual, I welcome any input, which you may have.

Peter L. Fear  
Director of Administration

Fresno, California  
December 2023

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## **§1 INTRODUCTION**

The purpose of this manual is to promote the effective administration of the programs offered by the Oak Brook College of Law. The policies, practices, and procedures included herein should be adhered to by faculty, administration, and students.

The College reserves the right to change any policies including, but not limited to, tuition, fees and charges, units or credit value per course, courses offered, curriculum, grading policies, graduation and degree requirements, and admission standards and policies. Although such changes may be made without notice to students, every effort will be made to notify students in a timely manner of any changes which will substantially affect their studies.

This manual shall be amended as necessary and the revised version made available to the faculty, staff, and enrolled students via the Oak Brook College website.

## **§2 GENERAL STATEMENTS OF THE COLLEGE**

### **§2(1) Statement of Mission, Perspective and Convictions**

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 CONVICTIONS**

It has been said, “The only thing necessary for the triumph of evil is for good men to do nothing.” At Oak Brook College, our vision is to train attorneys and paralegals who have the conviction, knowledge, and skill to stand for truth and oppose evil in this world. This commitment means that a student’s training in worldview and legal philosophy is very important. All laws are based upon policies, and policies, in turn, are based upon a perspective of truth. For this reason, understanding a proper foundation for law is an essential part of legal education. Oak Brook College teaches the philosophy of government and law articulated by our Founders in the Declaration of Independence and the Constitution, based upon the Laws of Nature and of Nature’s God and certain self-evident truths. As a result of these commitments, Oak Brook College rejects the faith of evolution and the religion of secular humanism. Students are challenged to learn the Biblical and historical foundations of American law and to make conventional applications of these principles to today’s legal and governmental issues.

Those associated with Oak Brook College are encouraged to pursue Godly wisdom from the Scriptures to resolve conflicts, develop strategies, and implement good policies, with humility, truthfulness, boldness, creativity, and integrity.

### **§2(2) Statement of Faith and Doctrine**

This statement of faith does not exhaust the extent of our faith and doctrine. The Bible itself, as the inspired and infallible Word of God as illuminated by the Holy Spirit, is the sole and final source of all that we believe concerning truth, morality, and the proper conduct of mankind. For purposes of defining the Oak Brook College’s statement of faith and doctrine, and its application to its employees, faculty and students, the Board of Directors is the final authority. The following statement of faith and doctrine is binding upon all Directors, officers, faculty, employees and students.

We believe in the one true God, existing in three Persons: Father, Son, and Holy Spirit. These three are coequal from all eternity, each with distinct personalities but of one essence (Deut. 6:4; Mt. 28:19; II Cor. 13:14; Jn. 10:30; Jn. 14:26; I Jn. 5:7-8).

We believe the Bible is the verbally inspired Word of God and is the sole, infallible rule of faith and practice (Prov. 30:5-6; II Tim. 3:16-17; II Pet. 1:20-11).

We believe that the Genesis account of creation is neither allegory nor myth, but a literal, historical account of God's creation of the universe (Gn. 1-2; Ex. 20:11; Heb. 11:3).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable value in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct complimentary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological gender is a rejection of the image of God within that person. We believe that the only Scriptural marriage is the joining of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25; Mt. 19:4-6).

We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other (I Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman and that any form of sexual immorality, whether heterosexual, homosexual, or personal, is sinful and offensive to God (Mt. 15:18-20; I Cor. 6:9-10).

We believe Jesus Christ is the eternal Son of God, that He entered into the world through the virgin birth, and lived among us without sin as perfect Man and perfect God (Col. 1:15-17; Lk. 1:26-35; Jn. 1:1,14; 20:28; Heb. 1:1-4; 2:14; 4:15).

We believe Adam was directly created in innocence and in the image of God and did not evolve from preexisting forms of life. By voluntary transgression, he fell; and thus the whole human race is now sinful by nature and practice and, therefore, under just condemnation to eternal separation from God (Gen. 3; Rom. 3:12, 23; 5:12).

We believe Jesus Christ shed His blood on Calvary as a vicarious substitute for all sinners, was buried and rose again bodily, and ascended to the right hand of the Father, from whence He will personally return (Lk. 23-24; Eph. 1:20-23).

We believe people are justified by grace through faith in the shed blood of the Lord Jesus Christ without any mixture of works (Jn. 3:16; Gal. 2:16-21; Eph. 2:8-9).

We believe the Holy Spirit convicts the sinner, regenerates, sanctifies, and indwells the believer; and fills the believer for effective service (Jn. 16:8-11; I Thes. 5:23; Rom. 8:11; Titus 3:5).

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 (I Pet. 2:9; Rom. 8).

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 (Jn. 5:29; I Cor. 15:42).

We believe Satan is a living being and that hell is a place of eternal conscious punishment for him, his hosts, and all unbelievers (Jn. 8:44; II Pet. 2:4; Rev. 12:9).

We believe Scripture commands Christians to abstain from all forms of compromise with unbelief (Mt. 5; Rom. 14:23; Eph. 4:17; I Pet. 1:15-16).

### **§3 GOVERNANCE**

The governing structure of Oak Brook College consists of a Board of Directors, the law school administration, and faculty.

### **§3(1) Board of Directors**

The Board of Directors is the highest level of College government. The Board is composed not less than three and not more than twelve members, and meets on a regular basis to address matters pertaining to the College. The Board of Directors considers all matters concerning the College's mission, finances, and administrative structure.

### **§3(2) Law School Administration**

**§3(2)(a) Dean.** The Chief Executive Officer of the College is the Dean. The daily operations, faculty, academic programs, and student affairs all are under the jurisdiction of the Dean, who is assisted by three directors: the Director of Administration, the Associate Dean, and the Director of Finance.

The Dean is personally responsible for the overall administration of the College, including supervision of faculty and administrative staff, development and enforcement of College policies, approval of prospective faculty and administrative staff, and review of student grievances. The Dean and individuals appointed by him also conduct investigations of alleged student violations of College policies or standards and administer appropriate discipline.

**§3(2)(b) Director of Administration.** The Director of Administration acts as a representative of the Dean in the administrative offices and is responsible for the efficient functioning of the administrative offices. The Director of Administration's responsibilities shall include:

1. Working with student needs and receiving grievances, bringing such needs and grievances to the Dean's attention as necessary.
2. Receiving, evaluating, and responding to enrollment applications submitted by prospective students.
3. Coordinating revisions of the Policies & Procedures Manual as necessary.
4. Submitting to the Board of Directors and Dean a quarterly report detailing any matters pertinent to the institution's performance.
5. Hiring administrative staff to assist in these and other responsibilities.

Working under the direction of the Director of Administration are various staff members, including the Class Coordinator(s).

**§3(2)(c) Student Services Class Coordinator(s).** The Class Coordinator(s) is/are the primary point of contact between the College and enrolled students. Their responsibilities include:

1. Communicating deadlines and other important information to the students.
2. Compiling, editing, and assembling all mailings to students.
3. Answering students' questions via mail, phone, fax, or e-mail.
4. Receiving exams from the professors and coordinating the layout, editing, approval, collating, and distribution of such exams.
5. Implementing curriculum updates and changes to textbooks and assignments.
6. Recording students' general information and grades in the computer database.
7. Tracking and receiving students' assignments.
8. Monitoring students' academic progress.

**§3(2)(d) Director of Finance.** The Director of Finance (Chief Financial Officer) and his staff oversee the College's business operations. The Director of Finance interfaces with the Dean's Office in planning monetary expenditures and other matters related to finances.

**§3(d)(e) Registrar.** The Registrar is given the responsibility of collecting, recording, and storing student information. This person also manages the computer systems and oversees the generation of official transcripts and certifications.

**§3(2)(f) Associate Dean.** The Associate Dean oversees the College's academic matters and is ultimately responsible, along with the faculty, for the development of curriculum and academic policies in order to increase the academic quality of the College's programs.

The Associate Dean is responsible for the supervision of faculty as they develop courses, materials, and examinations. The Associate Dean also assists the Dean's Office in investigating alleged violations of College policies or standards by students or academic personnel and administering discipline based on the results of the investigation.

The Associate Dean is also responsible to review the applications and transcripts of prospective transfer students from other institutions and to make a recommendation to the Admissions Committee as to whether the applicant should be accepted and as to the amount of transfer credit that should be granted.

**§3(2)(g) Assistant to the Associate Dean.** The Assistant to the Associate Dean assists the Associate Dean and other faculty members in the development of examinations and curriculum.

**§3(2)(h) Faculty.** College faculty members are under the jurisdiction of the Dean, who is assisted by the Associate Dean. Faculty members maintain regular contact with the Dean's Office, Director of Administration, and the Associate Dean. Periodically, the faculty participates in a faculty teleconference in which curriculum, academic policies, and other matters pertinent to the program are discussed.

The faculty are responsible for the content and quality of instruction in their respective courses and for the overall development of the curriculum for the law school. The faculty are also responsible to evaluate students' academic performance by an appropriate means. With the exception of the legal skills courses, evaluation is made by examination, or other appropriate writing assignments. Faculty members draft and grade all midterm and final examinations in their respective courses.

**§3(2)(i) Teaching Assistants.** Teaching assistants (TAs) are under the jurisdiction of the Director of Administration, who is assisted by the Associate Dean. Teaching Assistants maintain regular contact with the first-year student coordinator. They participate in student conference calls at least once a month, review all first year assignments, give feedback on all assignments and when necessary communicate with the course professor for pertinent course instructions or changes to the program they are assigned.

The TAs are chosen by the Director of Administration and the Associate Dean. To become a TA a student must show proficiency in the class they will oversee.

#### **§4 ADMISSIONS, WITHDRAWALS, TRANSFERS, AND READMISSIONS**

##### **§4(1) Admissions**

**§4(1)(a) Requirements.** To be admitted to Oak Brook College of Law, interested parties must complete the Application for Admission before the application deadline. Applications are reviewed with respect to two factors: (1) convictions and character and (2) academic qualifications.

###### **1. Convictions and Character**

Oak Brook College seeks to enroll students who agree to receive a legal education consistent with the College's Statement of Faith and Doctrine, and in furtherance of the Statement of Mission of Oak Brook College. Evidence of an applicant's convictions and

character is found in personal reference recommendations, application responses, and by the applicant's motivation for studying law.

**Personal References:** Three personal evaluations are required for an application. An applicant may not use an evaluator that is related to the applicant. An applicant's pastor or church leader should be used as one of the three required evaluators. The remaining two required evaluations may be completed by a friend, co-worker, supervisor, etc.

**Writing Samples:**

**Renewed Mind:** The study of law from a historical and biblical perspective involves more than learning "black letter" law and legal reasoning. It requires looking at the law with a "renewed mind." Applicants are required to submit a 3-5 page type-written paper discussing their understanding of and response to the concepts and principles discussed in the book *Renewing Your Mind as You Study Law*.

**Testimony:** Applicants must submit a one-page testimony of how they apply their faith in their life and the level of importance faith plays in daily living.

## 2. Academic Qualifications.

Oak Brook College assesses the academic qualifications of each applicant by examining their academic record, test scores, and work history. In accordance with Rule 4.25(A) of the Admissions Rules and Section 6060(c)(1) of the California Business and Professions Code, before beginning the study of law, a law school applicant must have completed at least two years of college work or demonstrated equivalent intellectual achievement.

**College Work:** "Two years of college work" means a minimum of sixty semester or ninety quarter units of college credit

- a. equivalent to at least half that required for a bachelor's degree from a college or university that has degree-granting authority from the state in which it is located; and
- b. completed with a grade average adequate for graduation.

An official transcript showing a bachelor's degree from a qualified institution, or if no bachelor's degree has been earned, official transcripts of all prelaw studies, and transcripts of any graduate studies must be submitted for all applicants, whether the applicant intends to meet the academic qualifications through college work or through demonstrated equivalent intellectual achievement (CLEP). Transcripts should be sent directly from the issuing institution.

If an applicant does not have at least an Associate of Arts or Associate of Science degree (the State Bar of California does not accept Associates in Applied Science degrees), the Admissions Committee may require the applicant to have an Evaluation of Pre-legal Education done by the State Bar of California. This evaluation should be completed prior to application submission and a copy of the State Bar reply letter included with your application. Information about the Evaluation of Pre-legal Education can be found on our website on the Admissions page in the Academic Qualifications section.

Applicants desiring to meet the pre-legal education requirement using credits from a foreign institution must have a Credential Evaluation completed by an organization approved by the State Bar of California.

**Equivalent Intellectual Achievement (CLEP):** Applicants who have not completed at least two years of college work in accordance with Rule 4.25(A) of the Admissions Rules and Section 6060(c)(1) of the California Business and Professions Code may satisfy the general education requirements that must be completed prior to beginning law study by attaining a score of 50 or higher on the following College-Level Examination Program (CLEP) examinations, which are administered by the College Board:



1. Under Composition and Literature category:

College Composition

(Note: For OBCL requirements, do not complete the similarly named "College Composition Modular" exam)

2. Two other examinations, each designed to correspond to full-year courses (6 semester hours each\*) or four other examinations, each designed to correspond to semester courses (3 semester hours each\*) that can be selected from any of the following subjects:

- Business
- Composition and Literature  
(College Composition & Humanities examination only)
- Foreign Languages
- History and Social Sciences
- Science and Mathematics

Applicants must register to take the CLEP examinations directly with the College Board and request that score reports be submitted by the College Board to Oak Brook College. The score recipient code for Oak Brook College is 7675. Copies of informational brochures and registration forms are available at local colleges and universities, or by contacting:

The College Board

P. O. Box 6600

Princeton, NJ 08541-6600

1-800-257-9558

<http://www.collegeboard.com/student/testing/clep/about.htm>

**LSAT:** Unless waived for good cause shown, all applicants are to take the LSAT test. The LSAT is valuable to the applicant and the school in determining aptitude for the study of law. To determine times and locations for the LSAT contact Law Services, (215) 968-1001 or <http://www.lsac.org/>. The Oak Brook College's LSDAS code is 4810.

**LSAC Number:** Though the LSAT exam is only recommended, the State Bar of California requires that each applicant have a LSAC number. The LSAC number can be obtained from the LSAC website at <http://www.lsac.org/>. Follow the "Create a JD account" link under the "Prospective Student" title. Applicants are required to list their LSAC number on their application.

**§4(1)(b) Procedure for Admissions Decisions.** The Associate Dean and at least two members of the faculty serve on an Admissions Committee to determine which applicants, based upon their qualifications, should be admitted to the program. The Director of Administration shall forward to the members of the Committee any applications, which they should consider. The decisions of the Admissions Committee are final and should be based on the application and, if appropriate, interviews with the applicant and his or her references.

**§4(1)(c) Nondiscriminatory Policy.** Oak Brook College of Law and Government Policy affirms that all individuals are created equal in the sight of God and therefore are to be afforded equal opportunities, subject to qualifications and standards of moral conduct. The College administers its admissions and educational policies in accordance with all laws of the State of California and the United States that prohibit unlawful discrimination, reserving its rights as a private religious institution.

Oak Brook College accepts qualified students who agree to receive a legal education consistent with the College's Statement of Faith and Doctrine, its Mission Statement, and its Perspective and Convictions. Students also agree to abide by the College's Code of Conduct and Moral Character. The faculty and staff are expected to abide by a similar Code of Conduct and the Statement of Faith.

**§4(1)(d) Start Dates.** The Orientation Conference for the August class normally begins the second full week in August. The second, third and fourth years start January 2<sup>nd</sup> each year. These dates are subject to change at the complete discretion of Oak Brook College.

**§4(1)(e) Rules Relating to the Application.** Each application for admission shall be accepted or denied prior to the start date of the class being applied for. A student who has been accepted may defer enrollment for up to twelve months. Thus, if a student is accepted in an August class, that student may defer his enrollment until the following August class without filing a new application. Any subsequent enrollment beyond the twelve-month period requires submission of a new application and is subject to the admission requirements in effect at that time. An application which has been denied shall not be reconsidered.

**§4(1)(f) Readmitted Students.** Candidates for the juris doctor degree must meet the unit, grade, and course requirements in effect at the time of their admission. Students who disenroll and later are permitted to re-enroll in the College will be subject to the requirements in effect at the time of their reenrollment unless a waiver is granted for good cause shown. Any courses taken during previous enrollment, for which credit was granted, may not be retaken by the student; the original grade will stand. Required courses taken during previous enrollment for which no credit was granted must be retaken.

## **§4(2) Tuition, Fees, and Financial Aid**

Tuition for the juris doctor degree program is currently \$10,000 per academic year. This amount is subject to review and alteration by the College from year to year. Any alteration in the tuition amount will be clearly stated in the Student Enrollment Agreement. Tuition is payable in full at the beginning of each year, or an installment payment plan may be arranged with the College.

If a student has agreed to pay tuition on an installment plan, but fails to pay more than three installment payments, he or she may be administratively disenrolled. If a student not on an installment payment plan fails to pay the entire amount of tuition by the end of the second month after the beginning of an academic year, he or she may be administratively disenrolled. If a student is on an installment payment plan and fails to pay one installment, or if not on an installment plan and fails to pay tuition in full by the end of the first month of the academic year, the College shall send the student a Warning of Disenrollment due to default on a student tuition contract which shall include the following: (1) The text of this policy, (2) A statement of the payments that have not been made and the due dates for each, and (3) A statement that the student must submit the required tuition for receipt by the College within thirty (30) days of the date the Warning was sent to avoid disenrollment. The College shall withhold a student's transcripts and grades from any student who is not current on his or her tuition payments or paid in full, if it is the end of the school year. A student must be current on his or her financial obligations to the College in order to advance to the next academic year, or to graduate.

A student who has a poor history of meeting their financial obligations with the College may not, at the College's discretion, have the option of an installment plan.

The following fees are related to the students' legal studies:

### **Annual Tuition and Fees**

**Tuition:** \$10,000 per academic year

Tuition is payable in full at the beginning of each year, or a student may utilize the Student Payment Plan arranged by the College. The cost of tuition will cover:

- Yearly registration
- Student accounts for online legal research and testing software
- Annual conference fee
- Shared Occupancy lodging and meals at the required conferences
- Elective Courses
- Graduation Participation (does not include meals and lodging)

**Optional Single Occupancy Lodging Fee: \$350 -- Nonrefundable**

Price is for those who wish to have a private room at the required conferences.

**Transportation: Varies**

Each student is responsible for transportation to and from the conferences.

**Credit Card Processing Fee: 3% – Nonrefundable**

This fee applies to any student electing to make payments with a debit or credit card.

**Additional Fees**

The following additional costs will be incurred as a student proceeds in their education. These fees are not paid to Oak Brook College of Law and are not eligible for any payment plan. Fees are current as of January 2024.

**Registration as a Law Student: \$150.00**

First year only. This fee is paid to the State Bar of California and must accompany the student's Registration as a Law Student form, which is required by the State Bar of California.

**FYLSX Application Fee: \$850.00**

This fee is paid to the State Bar of California and must accompany the student's application to take the First-Year Law Students' Examination, which is mandatory for all law students before entering the second year of studies.

**Examination Laptop Fee: \$153.00**

This fee is paid to the State Bar of California when registering for the FYLSX and General Bar Exam.

**Application for Determination of Moral Character: \$725.00**

This fee is paid to the State Bar of California when submitting an Application for Determination of Moral Character and is generally completed during the fourth year.

**Multistate Professional Responsibility Exam (MPRE): \$160.00**

This fee is paid when registering to sit for the MPRE and is generally completed during the fourth year.

**CA General Bar Examination Fee: \$850**

This fee is paid to the State Bar of California and must accompany the student's application to take the General Bar Examination after the completion of the fourth year.

**Additional Supplies and Materials**

Students may incur additional expenses related to their education at Oak Brook College of Law. Such expenses are the sole responsibility of the student and are not included in tuition and fee assessments. These costs include, but are not limited to the following:

**Textbooks: \$400.00-\$1,000.00**

Textbook costs are not part of the above tuition charges. Students are responsible for obtaining their own textbooks.

**Technology Expenses: Varies**

A computer (laptop preferred) meeting the minimum system requirements indicated on the ExamSoft website is required. Each student is responsible to obtain his or her own computer. Personal computers may only be used in conjunction with ExamSoft for any law school examination. Access to the internet and the ability to scan and electronically submit documents is also required.

**Study Aids: Varies**

Students may purchase outside study aids, such as audio lecture series, flash cards, et cetera. The purchase and use of these items is encouraged but not required. Students are responsible to cover any costs associated with such items.

**Transportation:** Varies

Each student is responsible for transportation to and from conferences and exam sites.

At this time, the College does not provide students with financial aid and does not participate in any student loan programs. The College reserves the right to re-evaluate the fee structures from year to year, and to change them at its discretion.

**The purpose of each of these charges is clearly stated above. Students will be responsible for any other expenses incurred by them in the course of instruction. Tuition and fees for subsequent years may be subject to change.**

**§4(3) Right to Cancel Enrollment and Tuition Refund Policy**

**§4(3)(a) Cancellation.** Any student who wishes to cancel their enrollment in the program of study must submit a Notice of Cancellation form. The Right to Cancel Enrollment and Tuition Refund Policy will govern refunds issued. First-year students who submit a Notice of Cancellation after having taken the midterm examinations, and who do not receive a passing grade on the examination shall receive a grade of Withdrawn While Failing (WF). Students who cancel prior to the midterm examinations or after passing the midterm exam shall receive a grade of Withdrawn (W). Second-, third-, and fourth-year students, in either the first or second half of the academic year, who submit a Notice of Cancellation before the first graded assignment is due or the first examination is given, or who have successfully completed all graded assignments or examinations, will receive an indication of Withdrawn (W) on their transcript for that course. Second-, third-, and fourth-year students who submit a Notice of Cancellation after the first graded assignment is due or the first examination given, and have not successfully completed the assignment or examination, will receive a grade of Withdrawn While Failing (WF) for the course.

**§4(3)(b) Tuition Refund Policy.** A student may cancel studies at any time by submitting a written Notice of Cancellation to the Director of Administration, Oak Brook College of Law, P.O. Box 26870, Fresno, CA 93729. Faxed or emailed notices are acceptable.

Except for any nonrefundable fees, refunds will be handled as follows: If a student cancels by midnight of the last day of lesson of the first semester, a student shall receive a 90% refund. If a student cancels by midnight of the last day of lesson two of the first semester, a student shall receive an 80% refund. If a student cancels by midnight of the last day of lesson four of the first semester, a student shall receive a 60% refund. If a student cancels by midnight of the last day of lesson six of the first semester, a student shall receive a 40% refund. If a student cancels by midnight of the last day of lesson eight of the first semester, a student shall receive a 20% refund. If a student cancels by midnight of the last day of lesson ten of the first semester, a student shall receive a 10% refund. No refund will be given after the last day of lesson ten of the first semester, except in hardship cases upon the petition of the student and at the complete discretion of the College.

If a student enrolls in the second semester of an academic year, but not the first, the refund policy applies to the second semester.

Cancellation of enrollment is effective on the date written notice is postmarked, emailed or faxed.

For students utilizing the student payment plan, if, after applying the refund policies of this section a tuition balance remains, monthly payments will continue until the balance remaining has been paid in full.

For example, if a student signs an enrollment agreement and begins studies and then subsequently cancels enrollment by midnight of the last day of lesson one of the first semester, the student will receive a 90% refund minus the nonrefundable fees.

**§4(3)(c) Timeline for Refunds.** All refunds owed due to cancellation, dismissal, course discontinuation, or program discontinuation, will be paid within 30 days after receipt of the Notice of Cancellation, the Notice of Dismissal, course discontinuation, or program discontinuation.

**§4(3)(d) Course Cancellations.** If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges associated with that course or program.

**§4(3)(e) Refunds upon Dismissal.** Refunds upon dismissal or suspension are treated the same as for voluntary cancellation of enrollment.

#### **§4(4) Voluntary Disenrollment with Right to Reenroll in Later Class**

The rules with respect to voluntary disenrollment from one academic year with the right to reenroll in the class of a subsequent academic year depend upon whether the student desires to disenroll between academic years or within an academic year, and whether the student is in their first academic year or their second, third, or fourth academic year.

Refunds for voluntary disenrollment with a right to reenroll are treated the same as for cancellations. The fee schedule in effect at the time of the student's subsequent enrollment will apply.

**§4(4)(a) Voluntary Disenrollment Between Academic Years.** After the successful completion of any academic year of study, a student may request permission to disenroll with the right to reenroll in the class of a subsequent academic year. In such cases, the student must submit a Petition for Voluntary Disenrollment form, demonstrate good cause, and the student must be in good financial standing with the College. Such petitions shall be reviewed by the Director of Administration who shall notify the student whether permission is granted. Reasons for granting such petitions may include family needs, employment requirements, health issues, or other temporary situations that prevent the student from devoting sufficient time to their legal studies. If a student is denied permission to disenroll with the right to reenroll in the class of a subsequent academic year, the decision may be appealed to the Associate Dean or Dean for review and final determination. If permission is denied by the Associate Dean or Dean, the student may file a new application for admission at the time they desire to continue their legal education with the College.

**§4(4)(b) Voluntary Disenrollment During the First Academic Year.** During the first year, a student may request permission to disenroll with the right to reenroll in the class for the next academic year by submitting a Petition for Voluntary Disenrollment form and demonstrating good cause for the request. Such students will be subject to the following requirements and limitations:

1. The student must be in good financial standing with the College.
2. Unless the student reenrolls within twelve (12) months subsequent to the voluntary disenrollment, the student will be administratively disqualified to reenroll and will have to reapply for admission.
3. Reenrolling students shall attend the Orientation Conference and shall retake the Introduction to Law course.
4. Students who are granted permission to disenroll prior to the midterm examinations or after passing the midterm exams shall receive a grade of Withdrawn (W) on their transcript. A student who is granted permission to disenroll after having failed a midterm examination will receive a course grade of Withdrawn While Failing (WF) on their transcript.

**§4(4)(c) Voluntary Disenrollment During Second, Third, and Fourth Academic Years.** Any second-, third-, or fourth-year student may request permission to disenroll with the right to reenroll in the class for a subsequent academic year by submitting a Petition for Voluntary Disenrollment form and demonstrating good cause for the request. Such students will be subject to the following requirements and limitations:

1. The student must be in good financial standing with the College.
2. Unless the student reenrolls within twenty-four (24) months subsequent to the voluntary disenrollment, the student will be administratively disqualified to reenroll and will have to reapply for admission.
3. If a student is granted permission to disenroll during the second semester of an academic year and desires to receive academic credit for courses successfully completed and credit for hours logged in the first semester of that academic year, the student must certify in writing that he or she has logged at least 432 study hours in the semester prior to the voluntary disenrollment. If a request for permission to disenroll with the right to reenroll is granted during the second semester of an academic year, the student loses all study hours for that semester and must log at least 432 new study hours when the student resumes the study of those courses dropped because of the voluntary disenrollment.
4. If a student is granted permission to disenroll before the first graded assignment is due or the first examination is given, or if the student has successfully completed all graded assignments or examinations, he will receive an indication of Withdrawn (W) on his transcript for that course. Second-, third-, and fourth-year students who are granted permission to disenroll after the first graded assignment is due or the first examination given, and have not successfully completed the assignment or examination, will receive a grade of Withdrawn While Failing (WF) for the course.

**§4(5) Applications for Readmission after being Academically Disqualified.**

The Guidelines for Unaccredited Law School Rules prohibit a law school from readmitting a student who has been previously disqualified for academic reasons until at least two (2) years have passed and the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than at the time of disqualification.

Each application for readmission submitted by an individual who has been previously academically disqualified shall be considered by the Associate Dean and he shall document the reasons for denying or admitting the student and place such documentation in the student's permanent file.

**§4(6) Transfer Students from Other Law Schools.**

Oak Brook College will consider accepting transfer students from other law schools. To transfer to the College, a student must file an application for admission, satisfy all admission requirements, and submit official copies of transcripts from all law schools previously attended. The maximum amount of transfer credit that may be granted is 30 semester credit hours. The number of credit hours accepted as transfer credit will be determined after an evaluation of the number of credit hours earned per course and of the similarity between the transfer courses and those courses required at the College. Due to the College's unique purpose, goals, and educational method, transfer credit is not often granted.

**§4(7) Visitor, Auditor or Non-J.D. Degree Candidate**

Oak Brook College does not permit individuals to enroll as a visitor, auditor, or non J.D. degree candidate in any courses in the J.D. program.

## §5 DESCRIPTION OF THE JURIS DOCTOR DEGREE PROGRAM

### §5(1) General Overview of the Program

In order to earn a juris doctor degree from Oak Brook College, a student must complete the course of study outlined below. The juris doctor degree program is divided into four academic years.

**§5(1)(a) Study Hours.** A minimum of 864 study hours per year for four years is required by the State Bar of California regulations to qualify for the California Bar Examination. The College estimates that it will take approximately 970 study hours per year for four years to complete the course work for the requisite 87 required credit hours. The State Bar of California rules require that each year must be completed in no less than 48 weeks and no more than 52 weeks. The College's curriculum is designed to be completed in no more than 50 study weeks per year with an additional two weeks of break built into the academic schedule. Each student must submit quarterly reporting forms certifying that he or she has completed the minimum number of hours for each year before credit is granted for any courses and the student is eligible to begin the subsequent year of study. To verify the study hours reported each quarter, the student must also submit documentation of the hours studied each week. This includes a log of hours studied in each course every week. The College makes available a weekly log form that students are to use to document their study hours and submit with their quarterly report.

No credit will be given for an academic term that does not meet the study hour requirements. The grade of W or WF, as appropriate, will be posted to a student's transcript for each course a student was enrolled in during the academic period in which they did not meet the study hour requirements.

See §4(4) regarding the study hour requirements for a student who is granted permission to disenroll with the right to reenroll in a subsequent academic year.

**§5(1)(b) Lessons.** Each of the four years in the juris doctor degree program is divided into 22 two-week lesson periods plus review and examination periods. Each lesson period is twelve days (six days per week) and requires thirty-six to forty-eight hours of study (three to four hours per day) in order to complete the mandatory minimum of 864 hours per year. The academic schedule is outlined below.

#### *First Year*

##### *51 weeks*

1 week: Orientation  
22 weeks: Lessons 1-11  
1 week: Midterm Review  
1 week: Midterms  
1 week: Break  
22 weeks: Lessons 12-22  
2 weeks: Finals Preparation  
1 week: Finals

#### *Second, Third, and Fourth Years*

##### *50 weeks*

22 weeks: Lessons 1-11 (1st semester)  
2 weeks: Finals Preparation  
1 week: Finals  
22 weeks: Lessons 1-11 (2nd semester)  
2 weeks: Finals Preparation  
1 week: Finals  
2 weeks: Break

**§5(1)(c) Attendance.** Because of the distance-learning structure of its program, the College does not require on-campus residence or classroom attendance. Attendance is mandatory at the Orientation Conference and expected at the First-Year Review Law Students Examination Review Conference. Attendance of a workshop is also required for Appellate Advocacy and if the student chooses to take the Trial Advocacy Course. These conferences and workshops are generally held the second full week of August each year.

**§5(1)(d) Credit hours.** Credit hours for each course are determined by the anticipated number of hours needed to study the course content. The course coverage is comparable to that in a traditional law school course, but since there is no "in class" time in a distance-education

program, credit hours are determined by study hours. Credit hours for Oak Brook College courses have been determined on the basis of approximately 45 hours of diligent study for each semester hour of credit.

#### **§5(1)(e) First-Year Overview**

1. **First-Year Orientation Conference.** First-year students will begin in August. Students meet at a designated conference center for a one-week Orientation Conference and the *Introduction to Law* course. The *Introduction to Law* course consists of introductory lectures in contracts, torts, criminal law, and the Biblical foundations of these common law courses, as well as an overview of legal research and writing. An examination covering all material taught during the conference is administered at the end of the week. The grade received on this examination is the course grade for the *Introduction to Law* course. This week also provides students with the opportunity to meet fellow students and faculty and to make friends who will support them throughout their law school studies. The Orientation Conference is mandatory for all new first-year students.
2. **First-Year Course Work.** When students have completed the Orientation and the Introduction to Law course, they return home to continue their studies by distance learning. Students are equipped with a *First-Year Syllabus*, which provides detailed lesson plans in each of the first-year subjects (*i.e.*, Torts, Contracts, Criminal Law, and Legal Research and Writing I). Students also receive lecture series on CD created by the College which corresponds with the lesson plans set forth in the *Syllabus*. Each first-year subject is studied concurrently. This enables students to keep a firm grasp on each subject so that everything is fresh in their minds at the end of the year when they must face the challenging First-Year Law Students' Examination.

Because of the importance of basic legal research skills, first-year students are required to use their local law libraries in relation to the Legal Research and Writing I course. For this reason, computer-aided research services are not used for this course.

3. **First-Year Assignments.** During the course of the first year there are a series of written assignments, which the students are required to complete and submit to the College for review. Provided that the student submits the assignments according to the dates set forth in the academic calendar, each assignment will be evaluated by a teaching assistant and returned to the student with either a "Pass" or "Fail" response, based upon criteria established by the professor.

Specific guidelines and comments are provided by the teaching assistant to aid the student in improving his or her skills.

The written assignments are designed to provide the students with the necessary practice and feedback to prepare them for midterm and final exams. Performance on these assignments can impact the final grade a student receives in a particular course as provided in §6(3)(d) below.

4. **First-Year Progress Exams.** Progress examinations consisting of multiple-choice and practice essays will be given a few times during the year. These examinations are treated as required written assignments under §6(3)(d). The progress multiple-choice exam will be graded and returned to the student along with an answer guide. The practice essays will be returned as well with an answer guide approved by the professor. If a student would like more detailed critiquing on their essays they may send them to the appropriate course TA or the professor to get their feedback.
5. **First-Year Midterm Exams.** Halfway through the first year, students take a midterm examination in each subject, administered by a proctor who meets the requirements of §6(1)(b). The midterm examinations consist of fifteen (15) or more multiple-choice



questions and one (1) or two (2) essay question each for Contracts, Torts, and Criminal Law. An appropriate amount of time will be allotted for the completion of the midterm examinations. The midterm examination constitutes 25% of the final course grade, subject to adjustments for failure to complete required writing assignments.

6. **First-Year Final Examinations.** At the end of the first year, students take final examinations, which are proctored in the same manner as the midterms. The final examinations consist of thirty (30) or more multiple-choice questions and two (2) or three (3) essay questions each for Contracts, Torts, and Criminal Law. Students will be allotted an appropriate amount of time for completion of the final examinations. The final examination constitutes 75% of the final course grade, subject to adjustments for failure complete required assignments.
7. **Legal Research and Writing I.** The Legal Writing I course is structured differently than the other three courses. It has no final examination, but rather the final grade for this course is based upon the student's performance on a series of required written assignments submitted throughout the year.
8. **First-Year Review Conference.** After completion of the final examinations, students convene for the First-Year Law Students' Examination preparation course, which includes substantive review lectures and several days devoted solely to improving test-taking skills in preparation for the First-Year Law Students' Examination.
9. **First-Year Law Students' Examination.** At the end of the first year, students must take and pass the First-Year Law Students' Examination (FYLSX) administered by the State Bar of California. Students receive no credit for their first year of legal study until they pass the FYLSX; nor do they receive credit for any legal study subsequent to their first year until they pass the FYLSX, with certain exceptions described in number 11 below.
10. **Eligibility for Second Year.** Upon successfully passing the FYLSX students may begin their second year. The second year will begin in January.
11. **Eligibility for Second Year without Passing the FYLSX.** The *Guidelines for Unaccredited Law School Rules* published by The Committee of Bar Examiners of the State of California state (5.21) that "An applicant who is required to take the First-Year Law Students' Examination will not receive credit from the Committee for any law study until he or she has passed the examination." Since all Oak Brook College of Law students are required to take this examination, students must pass the First-Year Law Students' Examination before they can receive credit for their second, third, or fourth year of legal studies.

The Guidelines further state (5.22), "A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program. A student who passes the First-Year Law Students' Examination within three (3) administrations 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 within the three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the law school's J.D. program, but will receive credit for only one year of legal study."

Based upon the above rule, Oak Brook College has decided that a student who fails the First-Year Law Students' Examination may not continue into their second year of legal studies, unless the student has satisfied certain requirements, or the requirements are waived in the discretion of the College. The requirements are as follows:

- a. The student ended his or her first year in good academic standing with a GPA of 3.0 or higher at the end of the first year.

- b. The student failed to pass the FYLSX by less than 40 points.
- c. The student must take the following two consecutive administrations of the First-Year Law Students' Exam, if necessary, in order to pass the exam.

If a student fails to pass the FYLSX within the time period provided in the Guidelines, the College will be unable to grant credit for any studies completed after the first year. Except as otherwise provided under the Cancellation and Refund policy in Section 4(3), *supra*, the College is not obligated to issue a refund to a student who enrolled under this clause, but did not pass the FYLSX within the specified time period.

Even if a student satisfies the Oak Brook College requirements for continuation of legal study without passing the FYLSX, one should make the decision to continue only after carefully considering the difficulty of combining studies of second-year, first-semester courses with preparing for the FYLSX.

**§5(1)(f) Upper-Level Course Overview.** The second, third, and fourth years are structured differently than the first year. Each year is divided into two half-year semesters during which at least two courses are studied concurrently.

- 1. The College provides a syllabus and lecture media for the substantive courses required in the second, third, and fourth years.
- 2. Final exams, or other appropriate method of evaluation, are administered at the end of each semester.
- 3. Access to Lexis-Nexis online legal research services is required for the second, third and fourth years. The cost for access to these services is included in the Technology Fee. The services require a computer with internet access.
- 4. Students may begin taking elective courses in the second semester of the third year.

## **§5(2) Requirements for Graduation**

**§5(2)(a) Required Credit Hours.** To graduate with a juris doctor degree, a student must successfully complete the 87 semester credit hours of required courses (including Appellate Advocacy, and either Trial Advocacy or Dispute Resolution), with a minimum 2.00 cumulative grade point average, and have submitted quarterly reports evidencing the completion of at least 864 study hours per academic year for four years.

**§5(2)(b) First-Year Law Students' Examination Requirement:** The College requires each of its students to take and pass the FYLSX at the end of the first year. No student may graduate without passing this examination.

**§5(2)(c) Required Courses.** Completion of the following courses is required for each student in the program (semester credit hours are indicated in parentheses). Students must take all courses specified for each semester in the sequence stated. The opportunity to take elective courses is offered starting with the third year.

Each student will have the opportunity to take both Trial Advocacy and Dispute Resolution (only one is required), one in the first semester of the fourth year and the other in the second semester of the fourth year. Students need to plan accordingly.

#### *First Year*

(20 credit hours, 900 study hours)

**Law 512.** Introduction to Law (1)

**Law 522.** Contracts (6)

**Law 532.** Criminal Law (4)

**Law 542.** Torts (6)

**Law 552.** Legal Research & Writing I (3)

#### *Second Year*

(22 credit hours, 990 study hours)

First semester

**Law 651.** Civil Procedure (5)

**Law 661.** Property (5)

Second semester

**Law 611.** Principles of the Common Law (4)

**Law 652.** Legal Research & Writing II (2)

**Law 681.** Constitutional Law (6)

#### *Third Year*

(23–27 credit hours, 1035–1215 study hours)

First semester

**Law 731.** Criminal Procedure (4)

**Law 751.** Evidence (5)

**Law 752.** Legal Writing III (2)

Second semester

**Law 701.** Business Organizations (6)

**Law 762.** Wills and Trusts (4)

**Law 753.** Appellate Advocacy (2)

#### *Available Electives*

First semester

**Law 941.** Remedies (3) (odd years)

**Law 955.** Legal Externship (1–4)\*

**Law 982.** Immigration Law (3) (even years)

Second semester

**Law 921.** Creditors' Rights/Bankruptcy (4) (even years)

**Law 961.** Family Law (4) (odd years)

**Law 955.** Legal Externship (1–4)\*

#### *Fourth Year*

(22–26 credit hours, 990–1170 study hours)

First semester

**Law 821.** Uniform Commercial Code (6)

**Law 892.** Professional Responsibility (4)

Second semester

**Law 852.** Senior Seminar Paper (3)

**Law 861.** Community Property (2)

**Law 841.** Remedies (3)

#### *Available Electives*

First semester

(odd years) **Law 993.** Conflict Reconciliation and Restoration (3)

**Law 955.** Legal Externship (1–4)\*

**Law 982.** Immigration Law (3) (even years)

**Law 951.** Trial Advocacy (4) (every year)

Second semester

**Law 921.** Creditors' Rights/Bankruptcy (4) (even years)

**Law 952.** Dispute Resolution (4) (every year)

**Law 955.** Legal Externship (1–4)\*

**Law 961.** Family Law (4) (odd years)

*\*Note: The maximum number of credit hours a student may earn by Legal Externships, whether during the third and/or fourth year, is four.*

**§5(2)(d) Minimum Grade Point Average.** In order to receive the juris doctor degree, students must pass final examinations or other course requirements in each required course, and have a cumulative grade point average (GPA) of 2.00 or greater.

**§5(2)(e) Graduation with Honors.** Students who have earned high grade point averages after four years of study will graduate with honors as follows:

*Summa cum laude* 3.75–4.00

*Magna cum laude* 3.50–3.74

*Cum laude* 3.25–3.49

### **§5(3) Course Descriptions**

**Introduction to Law (Law 512).** An overview of the American legal system, including an examination of the Biblical and historical foundations of the common law and the common law subjects to be

studied in the first year. Students are introduced to important legal terminology, basic legal analysis, concepts of counseling, as well as the proper application of Biblical principles to the practice of law. Credit hours: 1. Course professor: Robert J. Barth.

**Contracts (Law 522).** A study of civilly enforceable agreements, including the common law development of contract principles. Specific topics include formation elements, such as offer, acceptance, and consideration; performance of contracts and the related subjects of conditions, discharges, and breach; damages and remedies; third-party beneficiaries, assignments and delegations; and statutory changes to the common law of contracts. Credit hours: 6. Course professor: Robert J. Barth.

**Criminal Law (Law 532).** An examination of the common law doctrines and development of criminal law, with a thorough overview of modern crimes and punishments. The principles of *actus reus*, *mens rea*, and causation are discussed, along with the specific elements of each crime. Credit hours: 4. Course professor: Bob Whalen.

**Torts (Law 542).** A study of private or civil wrongs and injuries and the civil liability which results from such wrongs and injuries. General topics include theories of tort liability, intentional torts to persons and property, negligence, strict liability, and the more specific areas of products liability, nuisance, misrepresentation, defamation, invasion of privacy, and torts in business. Credit hours: 6. Course professor: Robert G. Caprera.

**Legal Research & Writing I (Law 552).** An introduction to the fundamental sources and techniques of legal research, including use of the law library and its various resources. The course also presents an in-depth study of legal writing with the goal that students develop their analytical writing skills. This course focuses on essay writing, case analysis, logic, and the legal memorandum, and legal philosophy and reasoning. Credit hours: 3. Course professor: Michael A. Kern.

**Principles of the Common Law (Law 611).** An examination of the Biblical principles which provided the basis of English common law and their application to modern American jurisprudence. Students will study the development of these principles and analyze current legal issues from the perspective of Biblical principles. The limits of governmental authority, unalienable rights, and the scope of individual liberty are also studied. Credit hours: 4. Course professor: Robert J. Barth.

**Civil Procedure (Law 651).** A study of how rights and remedies are addressed through a civil lawsuit, including a survey of the goals and strategies of litigation. The course analyzes the development of a civil action from pretrial to the entry of judgment, including pleadings, motions, joinder of parties, discovery, process, and practice. Examination is also given to the appellate process and to the organization and jurisdiction of federal and state courts. Credit hours: 5. Lecturing professor: Jordan W. Lorence. Course professor: Peter Sauer.

**Legal Research & Writing II (Law 652).** A continuation of the subject matter developed in Legal Research & Writing I. This course focuses on objective writing and computer-aided research skills. Credit hours: 2. Course professor: Emily A. Jackson.

**Property (Law 661).** An introduction to private property, both real and personal. Topics of study include personal property, donative transfers, future interests and estates in land, landlord/tenant law, freehold and non-freehold estates, easements and covenants, land improvements, conveyances and transfers of interest, and adverse possession. Attention is also given to the practical aspects of real property law, such as real estate contracts, deeds and mortgages, liens on property, legal descriptions, the recording system, and title insurance. Credit hours: 5. Course professor: Robert G. Caprera.

**Constitutional Law (Law 681).** A study of the basic concepts of constitutional law, with particular emphasis on the United States Constitution and governmental design. The course examines the separation of powers between branches of the federal government and between federal and state governments, federal commerce and fiscal power (including taxation and the Commerce Clause), judicial review, international affairs, procedural and substantive due process, state police power, equal protection, civil rights, and First Amendment liberties. Credit hours: 6. Course professor: John A. Eidsmoe.

**Business Organizations (Law 701).** An examination of the formation, control, property, structure, and dissolution of business organizations, including the rights and duties of officers and shareholders, and state and federal rules regarding close and public corporations. The course further examines the principles of agency and partnership, including the rights, duties, and liabilities of persons so related. Credit hours: 6. Course professor: Robert J. Barth.

**Criminal Procedure (Law 731).** An analysis of the administration and enforcement of criminal law from pre-arrest to appellate review by state and federal courts. The course discusses the constitutional rights of the accused and the guidelines for law enforcement agents, including arrest, search and seizure, due process, right to jury, police interrogation, and confessions. Criminal trial practice, proceedings, and techniques are also explored. Credit hours: 4. Course professor: John A. Eidsmoe.

**Evidence (Law 751).** A study of the law regarding admission or exclusion of testimonial and documentary evidence in civil and criminal cases. Specific topics include sufficiency and relevancy of evidence, order of proof, notice, hearsay, presumptions, privilege, competency, and impeachment of witnesses. Credit hours: 5. Course professor: Robert G. Caprera.

**Legal Research & Writing III (Law 752).** Building on the concepts presented in Legal Research & Writing I and II, the third year centers around persuasive writing, including trial and appellate briefs. Credit hours: 2. Course professor: Nekishia Spinner.

**Wills and Trusts (Law 762).** A study of the basic principles of intestate succession and testamentary instruments, including the construction, interpretation, revocation, administration, and execution of wills. The course also examines the creation and termination of trusts, as well as the fiduciary administration of both estates and trusts. Credit hours: 4. Course professor: Jonathan Huber.

**Uniform Commercial Code (Law 821).** A survey and analysis of commercial transactions as these relate to the Uniform Commercial Code. Although the UCC is covered in first-year Contracts, this course offers a more detailed study of the subject. Credit hours: 6. Course professor: David J. Siegrist.

**Remedies (Law 841).** A study of the nature and scope of judicial remedies, including damages, restitution, specific performance, injunction, and declaratory relief. Credit hours: 3. Course professor: Robert J. Barth

**Senior Seminar Paper (Law 852).** The fourth year requires the completion of an independent research paper of 30-50 pages, excluding footnotes, under the supervision of a faculty member. In this paper, students are expected to demonstrate excellent research and writing skills as well as legal and Biblical analyses. Credit hours: 3. Course professor: Faculty.

**Community Property (Law 861).** A study of the law in California and other community property jurisdictions as applied to real and personal property owned by a husband and wife. Credit hours: 2. Course professor: Thomas Moller.

**Professional Responsibility (Law 892).** A study of the authority and duties of an attorney in his role as an advocate, mediator, and counselor. Responsibility to God, government, the courts and bar, clients, and society in general are examined, as well as the relationship of the ABA Code of Professional Responsibility and the Model Rules of Professional Conduct to legal ethics and responsibility. Specific topics include attorney/client relationships, fee arrangements, competency, and conflicts of interest. Credit hours: 4. Course professor: John A. Eidsmoe.

**Creditors' Rights/ Bankruptcy (Law 921).** A study of federal bankruptcy law and the law of debtors and creditors under the state law. Specific topics include the property of the estate, the automatic stay, exemptions, discharge, preferences, and reorganization. Such topics as judgment liens, executions, attachments, garnishments, and fraudulent transfers are covered in the non-bankruptcy portion of the course. Credit hours: 4. Course professor: Peter L. Fear.

**Trial Advocacy (Law 951).** Trial Advocacy develops students' courtroom skills through simulated civil and criminal cases. Specific areas studied and practiced include pretrial preparation, jury selection, opening and closing statements, direct and cross-examination, exhibits, and objections. Credit hours: 4. Course professor: Douglas McElvy.

**Dispute Resolution (Law 952).** Dispute Resolution develops students' negotiation, arbitration, and mediation skills through simulated exercises. Strategies and methods are examined and practiced. Credit hours: 4. Course professor: Douglas McElvy.

**Appellate Advocacy (Law 753).** This course is a required course in conjunction with *Legal Research and Writing III*. Students receive instruction in techniques of oral advocacy before an appellate court. Each student is required to participate in appellate moot courts to be held concurrently with a first-year orientation conference. Credit hours: 2. Course professor: Peter Fear.

**Legal Externship (Law 955).** A student may earn up to 4 hours of academic credit for practical experience gained by working as an intern for a judge, public prosecutor or defender, legal aid clinic staff attorney, corporate counsel or a private practitioner. Students interested in obtaining credit for externship experience must submit a written proposal with information requested by the College and obtain approval prior to beginning the externship. See Section 5(4).

Academic credit for an externship will be awarded on a pass/fail basis based upon the nature of the work done and the documented time spent working. No academic credit will be given for externships involving little or no legal research and practical skill development. Credit Hours: 1-4. Course professor: Robert J. Barth.

**Family Law and Principles of Marital Reconciliation (Law 961).** An overview of the law regulating legal relationships among family members, specifically those between parents and children and between husband and wife. The Biblical foundations of the family and of marriage will be examined, as well as the law related to marriage, separation, divorce, annulment, property in and after a marriage, child custody, and illegitimacy. Parental rights and the family jurisdiction as ordained by God will receive special attention. Credit hours: 4. Course professor: Larry Higgins.

**Immigration Law (Law 982).** Every year, substantial numbers of people from other countries come to the United States of America, where they face complex immigration issues. This study of U.S. immigration law will equip students to identify and address these issues. This course emphasizes practical application of the laws, according to current procedures of the federal agencies responsible for execution of the laws. Subjects include visa requirements and procedures, asylum and other statuses, citizenship, and defenses to removal (deportation). Students gain a practical understanding of the law, with the ability to serve immigrants (their families and employers) in resolving immigration concerns. Credit hours: 3. Course Professor: William Humble.

**Conflict Reconciliation and Restoration (Law 993).** In this course you will understand practical steps to reconcile relationships for those who are willing to do so. You will also learn how to encourage people to be willing to reconcile by examining what God wants to do in their life in the mist of the conflict. This knowledge will undoubtedly assist you as an attorney in your role as a counselor and mediator for two reasons. First, you will be free in your personal life to do the right thing and second, you will be able to help others gain the same freedom and joy as they follow your counsel to live consistently according to God's Word. You will also gain insight into God's ways and be equipped to make wise strategy decisions as you represent clients. Credit hours: 3. Course professor: Sean Gallagher.

#### **§5(4) Legal Externships**

One of the primary goals of the Oak Brook College of Law is to equip students for the practice of law through a unique combination of distance-education study and practical work experience. The College's Legal Externship program enables students to receive academic credit for work with a judge, public prosecutor or defender, legal aid clinic staff attorney, corporate counsel, or private practitioner.

Students in an externship normally earn one academic credit hour for each 90 hours of work up to a maximum of 4 credit hours. Each externship applied for must be approved by the College prior to the commencement of work for which credit is to be received. Thus, only after approval has been granted may a student begin to accumulate hours towards his required total. Externships are currently

approved on a case-by-case basis. A student who desires to receive academic credit for an externship must submit a proposal to the Associate Dean.

To be considered for approval, proposed externship study programs shall meet the following conditions:

1. Each proposed program shall supply the following information:
  - a. The educational objectives of the program, such as development of professional skills, legal writing, professional responsibilities, concentrated learning in specific areas of the law, or functioning within the legal process. Other educational objectives may be appropriate. The specific educational objectives shall be stated in sufficient detail to provide direction in the activities of the program.
  - b. A statement describing the time and effort expected from the student in pursuing the educational objectives during the program.
  - c. A statement of the educational benefit expected to be acquired by the student.
  - d. A statement of specific tasks expected to be involved in pursuit of the program.
  - e. A description of work products, if any, expected to be produced by the student.
  - f. The designation of practicing attorney or current judicial officer who will supervise the activities of the student during the program, who shall be hereinafter referred to as the "Externship Supervisor."
  - g. A statement indicating the method(s) by which the Associate Dean and the externship supervisor will engage the student on a regular basis in a detailed evaluation of the student's learning experience.
2. It shall be the responsibility of the Associate Dean or supervising faculty member to pursue a periodic review of the program during which he will review the following matters:
  - a. Time devoted by the student.
  - b. Tasks assigned to the student.
  - c. Selected work products of the student.
  - d. The externship supervisor's regular detailed evaluation of student's field experience.
3. Upon completion of the externship, the Associate Dean or supervising faculty member will prepare a final report containing a summary of his periodic and final reviews of the student's work and the assignment of a Pass (P) or Fail (F) grade for the student's earned credit. A student shall be permitted to earn a maximum of four (4) credit hours by an extern study program(s) during the third and fourth years of legal study.

## **§6 ACADEMIC POLICIES GOVERNING JURIS DOCTOR DEGREE PROGRAM**

### **§6(1) Policies Relating to Examinations and Grades**

**§6(1)(a) Examinations.** During the first year, the final grade for all substantive law courses is determined by the students' performance on a midterm examination (25%) and a final examination (75%), subject to adjustments for failure to complete required writing assignments. During the second, third, and fourth years, 100% of the final course grade is generally determined by performance on the final exam or other appropriate method of evaluation, subject to adjustments for failure to complete required writing assignments. For practical courses, such as Legal Research and Writing I, II, and III, the final grade is based upon a series of written assignments. For skills courses (such as Trial Advocacy), the final grade is determined by appropriate means. Except for legal externships, the College policy is that pass/fail grades are not given for courses.

**§6(1)(b) Proctors.** Unless otherwise specified by the College, all midterm and final examinations must be administered by a proctor. The proctor must be at least 21 years of age and not related to

the student and must be able to read, understand, and follow the instructions provided. The proctor must not be a current student of Oak Brook College of Law. The student should choose one proctor to administer all the exams given during an exam event. If absolutely necessary, the student may request to use multiple proctors, with the additional expense of exam distribution paid by the student.

After administering the exams, the proctor shall submit signed affidavits to the college office. The affidavits certify that the examinations were administered in conformity to the rules, policies, and instructions of the College as set forth in the instructions accompanying the exams. The college must receive the affidavits before grades will be made available to the student.

If the exams were administered via hardcopy, the proctor will also include the finished exams in the mailing to the college. For exams administered electronically, the proctor only returns the affidavit to the college. The exam is forwarded to the College as provided in the OBCL ExamSoft Instructions.

**§6(1)(c) Use of Materials During Examinations.** No textbooks, outlines, notes, study helps, or any other external memory devices may be viewed, played, or brought into the examination room during the exam or between portions of the exam, unless otherwise indicated by the course professor.

**§6(1)(d) Required Format.** All exams are electronically administered unless the College has granted written permission to hand-write. Personal computers may not be used at any time during the examination unless the personal computer is used in conjunction with the ExamSoft software. If a student hand-writes an exam without permission or has failed to follow the instructions in using ExamSoft the professor will deduct points on that exam.

**§6(1)(e) Electronically Administered Exams (ExamSoft).** Students must use the electronic testing software provided by the College (ExamSoft) to take all examinations, unless otherwise specified. Policies and procedures regarding the use of ExamSoft are contained in the separate "ExamSoft Instruction Manual".

**§6(1)(f) Exam Time Limits.** The Professor of the course determines the time limit rules for each examination. The time limits set forth by the College must be strictly adhered to. Once an exam has commenced, the time may not be stopped for any reason. If the student needs a break, no extension of time is permitted.

**§6(1)(g) Anonymity in Grading.** The College maintains an anonymous grading policy. Each student receives a student I.D. number upon enrollment in the College. Students use this I.D. during electronically administered exams, or write their I.D. numbers on the examinations if an exam accommodation has been granted. The students' names are not to appear at any place on the exam or the return envelope. This anonymity policy does not apply to skills courses, courses in which written assignments are used for student evaluation, or to required writing assignments.

**§6(1)(h) Student Communication after Examinations.** Because students take specific course examinations at different times during the examination period, after taking a particular examination students **shall not** discuss via telephone, computer chat rooms, e-mail or in any other manner with another student, or with a third party who may communicate with another student, any of the following matters until all students have taken their examinations:

1. The subjects or topics tested on the examination.
2. The materials used by a student in preparation for the examination.
3. The nature, format, or perceived difficulty of the examination.

This policy is in accordance with the Code of Conduct and all students are expected to be sensitive to the desires of other students regarding academic honesty.



**§6(1)(i) Release of Examination Results.** Approximately three weeks after the professors receive the completed exams grades shall be made available to the students. The grades for all exams are sent from the professor to the class coordinator. Students will be notified via e-mail when grades are available. No third parties will be informed of any grades and every student must have his or her Student I.D. number in order to receive grades. Grades will not be issued to a student for whom the college has not received the required study hour's reports and/or the proctor affidavits, as applicable. Grades may not be issued to a student who is delinquent in his/her financial obligations with the College. Oak Brook College reserves the right to modify this policy for individual situations.

**§6(1)(j) Copies of Graded Examinations.** Students shall be sent a copy of all graded first-year *essay answers*, at the discretion of the course professor, once they have been received by the College Administrative Offices. Copies of *multiple-choice examinations* shall not be returned to the students. Second-, third-, and fourth-year examinations may be returned to the students at the discretion of the course professor.

**§6(1)(k) Calculation of Course Grades.** All student examinations are evaluated by the course professor and a final letter grade is assigned according to the following qualitative assessments:

- A – Indicates excellent mastery of subject material
- B – Indicates good mastery of subject material
- C – Indicates satisfactory mastery of subject material
- D – Indicates poor understanding of subject material
- F – Failure
- P – Pass
- W – Withdrawn (after the end of the eight-day cancellation period)
- WF – Withdrawn while failing

**§6(1)(l) Calculation of Grade Point Average.** Cumulative grade point averages are calculated by dividing the total number of quality points (points assigned to the letter grade earned in a course multiplied by the number of credit hours for a course) earned in graded courses by the number of course credit hours attempted in those courses. Pass/Fail course grades are not included in the GPA calculation.

A	(4.00)	C–	(1.67)
A–	(3.67)	D+	(1.33)
B+	(3.33)	D	(1.00)
B	(3.00)	F	(0.00)
B–	(2.67)	WF	(0.00)
C+	(2.33)	W	(0.00)
C	(2.00)*	P	(Academic credit but no quality points.)
		(R)	(Indicates the letter grade for a repeated course exam. Quality points assigned for a course when a course exam is repeated are one-half of normal value.)

\* Minimum GPA required for graduation

**§6(1)(m) Petitions from Students Relating to Exams.** Any student who has an objection to the results of the grading process or grade received may submit a written petition for review to the College office within 30 days after receipt of the graded examinations or graded activity. The professor of the respective course will review the petition and exam in question and an appropriate response will be returned to the petitioning student within 30 days. If a student is not satisfied with the professor's response and if the student claims that an 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 request that the claim be considered by a Grade Review Committee that consists of the Associate Dean and an uninvolved faculty member chosen by the Dean. The decision of the Grade Review Committee is final.

**§6(1)(n) Exam Accommodation.** Any student wanting an accommodation for an exam must submit the Exam Accommodation Request form with appropriate documentation outlining their disabilities, including Form A and any of Forms B through H that are necessary to apply for testing accommodations with the California State Bar. These forms are available at: <https://www.calbar.ca.gov/Admissions/Examinations/Requesting-Testing-Accommodations>.

The Exam Accommodation Request will be considered by the Director of Administration and a decision will be made within 15 days. The College is committed to providing reasonable and appropriate accommodations based upon the documentation provided and will provide at least the level of accommodations as the California State Bar gives to a student. If a student is not satisfied with the decision of the Director of Administration regarding the request for accommodation, an appeal can be made to the Associate Dean or Dean for a final review and decision. A request for accommodation must be submitted **prior** to your proctor form due date and should be mailed, faxed or e-mailed to the Student Services Class Coordinator.

**§6(1)(o) Failure to Complete Exams.** A student who fails to take any mid-term or final exam will automatically receive an “F” in the course and will be academically disqualified to continue at the completion of the mid-term or final exam week.

## **§6(2) Course Failure and Repeat Policy**

**§6(2)(a) General.** Any student who receives a failing final course grade in a required course must repeat the course and receive a passing grade to satisfy the graduation requirements. No study hours in a course for which a student fails to earn a passing grade may be counted toward the minimum study hour requirement.

If a passing grade is earned upon retaking the course, the grade earned in the course will appear on the student's transcript with an '(R)' following the grade letter, and the quality points assigned will be an average of the quality points assigned to the original failing course grade and the quality points assigned to the repeated course grade. The failing grade and the repeated course grade will be used in calculating the students GPA, as provided under §6(1)(l).

**§6(2)(b) Passing grades.** A student may not repeat a course for which he or she has already received a passing grade.

## **§6(3) Academic Standing and Retention**

**§6(3)(a) First-Year Probation.** A student must have a cumulative GPA of 2.00 or above to be in good academic standing and in order to graduate. Any student who does not have a cumulative GPA of 2.00 at the end of the first year is placed on academic probation during their second year, but may not begin the second year of study until passing the First-Year Law Students' Examination. If a student on probation does not earn a cumulative GPA of 2.00 or above by the end of the second year, he or she will be academically disqualified to continue.

**§6(3)(b) Second- or Third-Year Probation.** If, at the end of the second year, a student's cumulative GPA drops below 2.00 for the first time, the student is placed on probation during the third year and is academically disqualified to continue if he or she fails to raise the cumulative GPA to 2.00 or above by the end of the third year. The same procedure is used for students who are not in good academic standing at the end of their third year. If a student's cumulative GPA drops below 2.00 for the first-time at the end of the first semester of either the second or third year, that student will receive a written warning, but will not be placed on academic probation unless his or her cumulative GPA remains below 2.00 at the end of the academic year.

**§6(3)(c) Fourth-Year.** A cumulative GPA of 2.00 or higher is required to graduate. If a student's cumulative GPA drops below 2.00 for the first time at the end of the first semester of the fourth year, that student will receive a written warning and will not be able to graduate if students

cumulative GPA is not brought up to a 2.00 or higher by the end of the second semester of the fourth year.

**§6(3)(d) Failure to Complete Assignments.** In the first-year Common Law courses (Contracts, Torts, and Criminal Law) submitting assignments to be reviewed by a Teaching Assistant or Professor is crucial to the success of a first-year student. Therefore, these written assignments are mandatory and will be evaluated on a pass/fail basis. (NOTE: written assignments for Legal Writing I are to be submitted and are graded as provided in the syllabus.) A record is kept of your Common Law course assignment submissions and if a student fails to submit a mandatory written assignment by the due date, or the extension thereof, a “failing” mark is recorded for that assignment. If a student receives two failing marks for mandatory written assignments in a course, the student’s course grade will be lowered by one-half letter. If a student receives four failing marks for mandatory written assignments in a course, the student’s grade will be lowered by one full letter grade. If a student receives 6 or more failing marks for mandatory written assignments in a course, the student’s grade will be lowered by two full letter grades. If a student’s final course grade is lowered to an “F” after reductions for failing to submit mandatory written assignments, the student will be governed by the Course Failure and Repeat Policy in §6(2). A student who fails to submit any written mandatory assignments for a course during the second, third, and fourth year shall be subject to the same grade reductions as set forth for the first-year courses.

For the purposes of this policy, “mandatory written assignments” shall mean an assignment which is evaluated by a professor or teaching assistant, including case briefs and practice exams.

**§6(3)(e) Academic Credit and Insufficient Study Hours.** If a student fails to have the minimum study hours as a result of receiving a failing grade in one course, no academic credit will be given for any courses taken during that academic period, even if a passing grade was received in a course.

If a student fails to receive academic credit for courses during an academic period because of failing grades thus resulting in insufficient study hours, he/she will be academically disqualified to continue.

If a student fails to receive academic credit for courses during an academic period solely because of insufficient study hours, he/she will be administratively disqualified to continue.

If a student, who has been academically or administratively disqualified as explained in this section, desires to be re-enrolled, he/she must petition to re-enroll and submit all additional information requested by the College, as well as pay any re-enrollment fees. Reenrollment and permission to retake such courses will be at the discretion of the College.

#### **§6(4) Anticipated Learning Outcomes**

Students should be able, at the end of each year or semester, to pass a final examination which covers all material they have studied in that subject. Students should also have acquired a thorough working knowledge of each subject area, which they will be able to apply in taking the bar examination and in their prospective legal practice. Learning objectives for each lesson are set forth in the syllabus for each year.

### **§7 MISCELLANEOUS STUDENT POLICIES AND INFORMATION**

#### **§7(1) First Year Law Student Exam and Admission to Practice**

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 5 of the *Rules of the State Bar of California* (Admission Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after 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 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.

### **§7(2) Course Cancellation Policy**

If the College determines that it is in the best interest of both the students and the College, it may cancel any course prior to the actual enrollment date for the course. Any students affected by such a change will be enrolled in the course the next time it is offered.

### **§7(3) Address Correction Policy**

Any student who moves or otherwise changes his or her address, phone number, or e-mail address must notify the College in writing or by e-mail (info@obcl.edu) as soon as possible after the change takes effect.

The College is not responsible for materials lost, instructions not received, or grade deductions incurred if the contact information at the time of mailing or emailing is not correct.

### **§7(4) Code of Conduct and Moral Character**

*"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." (Ephesians 4:29).*

*"It is good not to eat meat or drink wine or do anything that causes your brother to stumble." (Romans 14:21).*

*"Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body." (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 that is gender appropriate 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 to refrain from the use of alcohol, nonprescription drugs (other than over-the-counter medications), and 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 Code of Conduct. If a student's conduct, speech, or dress is not consistent with these Biblical standards, or is not consistent with the student's agreement to receive a legal education consistent with the College's Statement of Faith and Doctrine, a student will be confronted pursuant to Matthew 18:15-16. If a student admits wrongdoing after being informally asked about an apparent impropriety, the student will be subject to appropriate disciplinary action by the College.

If a student denies wrongdoing after being informally asked about an apparent academic impropriety, the student shall be given written notice of the suspected wrongdoing and shall be requested to respond in writing within 10 days. The student shall be informed in the notice that he or she may request that the matter be reviewed by a three-person panel consisting of an uninvolved faculty member, a member of the administration, and a student who was in, or who has taken, the same course. If the student does not make a request for the matter to be reviewed by a three-person panel, the student will explain his or her position to the faculty member(s) involved and the Associate Dean. The student shall be permitted to have the assistance of counsel and the opportunity to call witnesses whether the review is conducted by a disinterested three-person panel, or by the faculty member(s) involved and the Associate Dean.

Upon completion of the review process, the final determination shall be stated in writing and given to the student. The written determination shall include a statement of facts, conclusions, and the sanctions.

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 their moral character. When a student is not acting in a moral manner consistent with the Code 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 and with the goal of restoration. If, after being confronted, 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 for moral misconduct may include a reprimand, suspension, or being administratively disqualified to continue in the College. Sanctions for violations of academic misconduct may include a reduction in the course grade, a failing grade in the course, or being academically disqualified to continue in the College. Documentation of any sanctions imposed upon a student shall be kept in the student's file.

#### **§7(5) Student Grievances**

All student grievances regarding the administration of the policies in this manual should be submitted in writing to the Director of Administration. A student may, however, submit a complaint orally to any staff member who will then transmit the complaint to the Director of Administration. If the complaint has not been resolved within a reasonable amount of time, the student should submit a written summary of the complaint to the Director of Administration. Within ten working days of the receipt of written complaint, the Director of Administration will send the student a written response, which will include an outline of the investigation and will also provide a detailed description of the disposition or rejection of the complaint. If the student is not satisfied with the decision of the Director of Administration, he/she may appeal the decision to the Associate Dean or Dean for review and determination.

#### **§7(6) Sexual Harassment Policy**

Oak Brook College, since its law school is designed to operate by distance-learning, does not have the same concerns regarding sexual assault, harassment, and misbehavior as would a traditional law school. The primary means of communication between faculty, students, and staff are telephone, computer, and correspondence. However, the College has adopted policies and procedures in order to ensure that any and all victims of sexual assault will receive assistance, treatment, and information. These policies and procedures are in full compliance with Cal. Educ. Code § 94385(b).

Any sexual misconduct of any kind whatsoever at any facility or function of the College is strictly forbidden. For purposes of this policy, "sexual misconduct" includes but is not limited to the following: rape, sodomy, sexual battery, or threat of sexual assault.

In the event of sexual misconduct or assault, the victim or a third party with the victim's consent should contact the Director of Administration by phone at (559) 650-7755 or by correspondence directed to Oak Brook College of Law and Government Policy, P.O. Box 26870, Fresno, CA 93729.

If the sexual misconduct complained of is violation of California law, the Director of Administration shall notify proper legal authorities, but only with the full consent of the victim. Reports to legal authorities shall be made in writing, and shall include a statement by the victim describing the misconduct complained of, written reports of any witnesses or other corroborating evidence, and any other documentation required by California law.

If sexual misconduct occurs while a student is at a College facility or involved in an official College function, the Associate Dean or the Director of Administration will provide or arrange necessary transportation of the victim to medical facilities, will refer the victim to appropriate counselors, and will notify proper legal authorities including the police, but only with the victim's full consent or the consent of a parent or legal guardian in the case of a minor victim.

With full knowledge and consent of the victim, or full knowledge and consent of a parent or legal guardian in the case of a minor victim, written notification will be given to the Dean and the Associate Dean in order for them to initiate the necessary investigation of allegations and imposition of disciplinary measures. The Associate Dean will regularly inform the victim in writing of the status of any disciplinary proceedings in connection with the sexual misconduct and the results of any disciplinary action or appeal. The Associate Dean will also assign a faculty aide to the victim to assist the victim in dealing with any academic difficulties arising from the sexual misconduct and its impact.

Strict confidentiality of information and records will be maintained by the College for the protection of victims of sexual misconduct. No records or information will be released to the public except upon written request of the victim or a parent or legal guardian in the case of a minor victim.

Each victim of sexual misconduct shall receive information from the Associate Dean regarding the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process of the College, the availability of mediation, and academic assistance alternatives.

Where a student, staff, or faculty member is accused of sexual assault, an investigation of the facts, either by the Dean or an ethics and standards committee appointed by the Dean, will be initiated. If guilt is proven, the individual will be permanently dismissed from the College.

#### **§7(7) Tutorial Assistance**

Students may receive tutorial assistance in their studies by calling the College administrative offices or by contacting the professor for the course in which assistance is needed. Faculty members are available during specific hours each week, and phone numbers for each faculty member are provided to all enrolled students.

#### **§7(8) Academic Counseling**

Students may receive academic counseling through the College administrative offices where staff members are available to answer students' questions and to help them set academic goals. If necessary, staff members will direct students to faculty members for further counseling, and, upon request, a specific faculty advisor will be assigned to a student. Also, each faculty member has designated times during which students may call to ask questions. Students may call the College administrative offices at (559) 650-7755 for more information. Staff members are available Monday through Friday, 8:00 a.m.-3:00 p.m. Pacific time.

#### **§7(9) Release of Academic Information**

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 personnel within the College, the Committee of Bar Examiners, 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 which they have waived the right to review and matters that do not relate to their individual academic status.

**§7(9)(a) Student Directory.** The College provides a student/faculty directory to all enrolled students. The directory includes student names, city, state and zip code, and e-mail addresses. Inclusion in the directory is voluntary; individuals may be entirely excluded from the directory at their request.

**§7(9)(b) Transcripts.** Certified transcripts may be purchased by the student via our online store or by submitting the transcript order form available on the College website. The cost for processing a transcript request is \$7.00. A written authorization is required whether order online or via mail, fax or emailed.

#### **§7(10) Student Records**

Pursuant to CAL. CODE REGS. tit. 5, § 71930, the College maintains a complete file on each student in the College throughout the student's enrollment. The College maintains these files for a period of no less than five years after the time that the student graduates or discontinues enrollment. Subsequent to that time, the College retains student transcripts only. Transcripts are maintained by the College for a minimum of fifty years.

#### **§7(11) Miscellaneous fees and charges**

The following are fees that may be incurred by the student and are not previously listed:

Declined Credit Card fee	\$10
Bounced Check fee	\$20
Class Transfer Processing fee	\$56
Examination Retake fee	\$50
Examination Accommodation fee per exam	\$50
Additional Proctor fee (for each additional proctor)	\$10

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.

#### **§7(12) Miscellaneous forms**

The following forms are available on the Oak Brook College student website or can be obtained from the College administrative office by request: Student Complaint Form; Petition for Class Transfer; Notice of Cancellation; Exam Accommodation Request Form; Student Contact Information Update; Transcript Order Form.

### **§8 ELECTRONIC SERVICES AND ACCESS POLICY**

All Oak Brook College of Law College students are given access to College technology resources including the student website, a student email account, and access to electronic research services.

Enrolled students are given access to the student website, through which students may access course materials, submit assignments to course professors, and receive feedback from professors and administrators. Students are issued an email account in the student.obcl.edu domain (powered by Google Apps for Education) for use throughout their College enrollment and beyond. Email is the primary method of communication between the College and students. Email may not be used for unlawful activities. Students and alumni are required to adhere to this Email Policy in connection with the use of their College email account.

#### **§8(1) Policies**

Students shall comply with the Code of Conduct and Moral Character and all other College policies

in the use of their email account and the student website.

Students shall comply with all federal, state, and other applicable laws including copyright regulations.

A College assigned student email account shall be the College's official means of communication with all Oak Brook College of Law students. The College reserves the right to send official communications to students by email with the full expectation that students receive, read, and respond to emails as appropriate in a timely fashion.

E-mail can be accessed by any internet connected device including tablets, computers and smartphones. Students who do not own an internet connected device are not absolved from accessing the account on a regular basis.

Students must ensure sufficient space in accounts to allow for email delivery.

Failure to read e-mail does not absolve a student from the responsibility associated with communication sent to his or her official e-mail address. "I did not check my email", or an error in processing messages forwarded from the College's e-mail system to a student's personal e-mail account (initiated by the student) are not excuses for missing official College communications.

Oak Brook College of Law reserves the right to monitor student email accounts and website use to ensure compliance with this policy.

College reserves the right to change this policy without notice.

#### **§8(2) Assignment of Student Website and Email Accounts**

College email accounts are required for all enrolled students. Students are required to recognize certain communications as time-critical. The college will send official communication to your student email account. For most students, the email address will adhere to the following pattern: `firstname.lastname@student.obcl.edu` i.e. `john.doe@student.obcl.edu`

The student will be notified of his or her account and credentials via an email to the address provided to the College by the student. The notification will consist of the student's username, a randomly generated password, and directions on how to log into the system the first time. The student may be required to change his or her password upon first login.

Student website account information will be sent to the student's College email address by the start of their first academic term. The email will include the student's username and password, and directions on how to log into the student website for the first time. The student may be required to change his or her password upon first login to the student website.

#### **§8(3) Account Duration**

College email accounts are available during the duration of a student's enrollment with Oak Brook College of Law. Students who are no longer enrolled, but were in good standing with the College at the time of withdrawal, transfer, or program completion, will continue to have use of their College email account indefinitely, at the discretion of the College.

A student's login credentials for the College student website will remain active during the duration of a student's active enrollment with Oak Brook College of Law. Students who are not actively enrolled in coursework with the College will not have access to the student website.

A student whose enrollment at the College ends due to disciplinary reasons will have his or her email and student website account deactivated at the time his or her enrollment ends.

#### **§8(4) Forwarding of Email**

Students may choose to forward messages to a different email account; however, students are still responsible for all information sent to your College email account and do so at their own risk. The College is not responsible for any difficulties that may occur in the proper or timely transmission or



access of email forwarded to any unofficial email address. Any such problems will not absolve students of the responsibility to know and comply with the content of communications sent to official College email addresses.

The College will not provide technical support relating to the forwarding of email messages to another account.

#### **§8(5) Privacy and Security**

Students are responsible for maintaining the privacy of their login credentials. When using a public computer, students should not leave the computer logged on or unattended. It is prohibited for a student to share his or her College login credentials with others. All users are responsible for activities carried out with the use of these credentials.

Students shall ensure the security and confidentiality of all College data and information.

The assigned e-mail address will be considered directory information under FERPA regulations unless the student completes a request for non-disclosure.

Communications that occur through the use of e-mail are subject to local, state, and federal law , including the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with such laws.

#### **§8(6) Limitations on Use**

College technology resources shall not be used for commercial purposes unless authorized by the college.

It is prohibited to use college technology resources to store, access or send material that is obscene, illegal, or intended to defame or harass others.