

Guidelines for Accredited Law School Rules

April 20, 2016 Draft

1.7 Primary Administrative Office, Classroom, and Law Library Facilities Location and Hours; Availability of Records.

A law school must maintain ~~have~~ its primary administrative offices, classrooms, and any approved branch or satellite campus and all associated law library facilities in California. A law school must have and maintain access to all required records in its primary administrative office and all such records must be made accessible to the administrators, faculty and students at each approved branch or satellite campus. A law school with multiple locations must designate its primary administrative office as one of the approved locations. A law school must be able to produce copies of all such records at its primary administrative office on demand, either by printing copies of electronic records or producing photocopies of paper records. A law school must maintain reasonable office hours at its primary administrative offices and at each approved branch or satellite campus so that administrative staff and the academic services provided at each campus ~~are~~ available to students and the Committee on an equal basis.

2.2 Honesty Regarding Finances.

(A) Honesty and Integrity

A law school must conduct its financial affairs honestly and in a forthright manner. ~~Decisions that may Financial considerations must not~~ adversely affect a law school's educational program, admission or academic decisions, or academic or scholastic standards, including its ability to staff and operate each approved campus adequately, must not solely be based on financial considerations.

(B) Honesty in Financial Dealings with Prospective Students, Applicants, and Students; Refund Policy.

A law school must deal with prospective students, applicants, and students in an honest and forthright manner in all financial dealings. A law school must adopt a written refund policy that is fair and reasonable. A law school must provide refunds in accordance with its written refund policy, accompanied by a clear explanation of the method of calculation, within thirty days after a student withdraws from a class or a program, or within thirty days of the law school's discontinuing a course or educational program in which a student is enrolled.

(C) Financial Safeguards.

A law school must establish reasonable safeguards against financial fraud and other financial improprieties.

2.10 Statement of Provided Student Services, Experiences, and Activities; Adequate Support and Resources for Provided Services, Experiences, and Activities.

(A) A law school must publicly state what services, experiences, and activities are available to students at each campus, and must provide adequate support and resources for all such provided services, experiences, and activities. If any such

services, experiences and activities are not available at each campus it operates, the law school must publically state which are not offered at each campus. "Publicly state" means a statement of available services, experiences, and activities in the law school's printed and electronic catalogs and on its website for its J.D. degree program. The type size of the statement must be at least as large as the type size used in the main text of the material in which it is included.

(B) A law school, through its faculty or otherwise, must provide academic counseling to students. A law school is encouraged to provide externship, clinical, law review, and similar experiences to enrich the legal education of its students. A law school with a full-time division is expected to offer more services, experiences, and activities than a law school with only part-time students. Student services, experiences, and activities must be made reasonably available to all students though a law school may impose reasonable qualifications (such as minimum grade average or year in school) for participation in services, experiences, and activities, other than academic counseling.

4.1 Law School Dean; Full-Time Administrator; Registrar Duties.

(A) A law school must have a competent dean who devotes adequate time to managing and administering the affairs ~~of the~~ of each campus of the law school. The dean, and faculty, as determined by the law school, must be responsible for the formulation and administration of the educational programs of the law school, including admissions, curriculum, methods of instruction, and standards for retention, advancement, and graduation of students. The governing board of the law school, or the institution of which it is a part, must determine the authority of the dean in the selection, retention, promotion, and tenure or security of position of the faculty. The dean may, but need not, devote full-time professional service to the law school.

(B) Each campus of t~~The~~ law school must have at least one ~~full-time~~ administrator who is a graduate of an American Bar Association approved, a graduate of a Committee accredited law school, ~~or Committee registered law school~~ or be admitted to the practice of law in any jurisdiction of the United States and who must have~~has~~ demonstrated competence in the fields of legal education and administration. -An approved branch campus with twenty five or fewer students enrolled and offering only first-year and second-year classes may operate with a qualified part-time administrator. An approved branch campus with more than twenty five students enrolled and offering third-year or fourth-year classes must have a full-time administrator. An approved satellite campus may operate with a part-time administrator. A part-time administrator must devote no less than 50% of his or her professional service to the law school.

~~-An "full-time" administrator~~ may ~~may~~ be the dean of the law school if he or she meets, ~~if he or she meets~~ the qualifications set forth in this subsection, ~~or may be any other qualified person whose principal activity is the administration of the law school~~, The duties of an administrator may also include ~~including~~ teaching and legal scholarship, but they may not have ~~with no~~ more than limited professional activities outside the affairs and administration of the law school or branch campus.

Outside activities should be limited so that they do not interfere with their regular presence at the law school, or the branch campus they administer, or as to their availability for consultation and interchange with students and colleagues, and participation in responsibilities as an administrator or as a member of the faculty. The full-time administrator may teach at the law school, if otherwise qualified, but is not required to be an instructor. A lawyer who is under suspension from the practice of law, who is disbarred, or who has resigned with charges pending in any jurisdiction may not serve as the dean or as an administrator at any campus of the law school.

Guideline 4.1 (A) & (B) adopted effective August 01, 2012.

(C) The person who is responsible for recording grades and issuing transcripts must be identified to the Committee as the school's registrar. A law school may operate with a single, full-time registrar; however, students, faculty and the administrator at each campus operated by the law school must have adequate and timely access to all services provided by the law school's full-time registrar.

4.3 Faculty and Student-Faculty Ratio.

There is no required number of faculty or student/faculty ratios. A law school and each campus it operates must have sufficient faculty to maintain a sound program of legal education, ensure timely response to, and evaluation of, each student, and the prompt evaluation of assignments.

6.2 Criteria for Determining Compliance with Guideline 6.1.

In evaluating the qualitative and quantitative soundness of a law school's program of legal education, the Committee, without regard to the order enumerated, will consider:

- (A) The content and scope of the curriculum;
- (B) The competence of the instructors with respect to their knowledge of the subject matter and their ability as teachers;
- (C) The materials used in each course, including required and recommended texts, course outlines, and syllabi;
- (D) The effectiveness of the methods of instruction used;
- (E) Admission requirements, including minimum levels of prior education, preparation, or training;
- (F) The number of students in classes;
- (G) The number of units assigned to each course;
- (H) The quality of examinations, assignments, and other student work as an indication of course coverage and as a measure of student knowledge and analytical ability;

(I) The soundness of the grading and grading system;

(J) The availability of adequate legal research resources, administrative, academic, and counseling services at each campus of the law school; and,

(K) The cumulative success of the law school's graduates on the California Bar Examination over such period of years as the Committee determines is appropriate.

Division 15. Opening and Operating a Branch or Satellite Campus

15.1 Branch and Satellite Campus Defined.

(A) A satellite campus of a law school is a location different from that originally approved where students may complete no more than one half of the total number of units required to earn a Juris Doctor Degree, or any other law degree that the law school is authorized by the Committee to offer. The satellite campus designation does not include locations where periodic courses or training programs are provided by the law school.

15.2 Application for Provisional Approval of a Branch or Satellite Campus.

As a major change pursuant to Rule 4.165(B), a law school must obtain the prior approval of the Committee to open a branch or satellite campus. To apply for and receive Committee approval, a law school must do the following:

(A) No less than 180 days before the proposed first day of classes of a branch or satellite campus, the law school must ~~notify~~ provide the Committee with notice of its intention to open and operate a new branch or satellite campus. The notice must identify the type, location, name and proposed opening date of the new campus, and it must include copies of all academic and operational documentation to be used by the staff, faculty and students at the new campus. In support of its intention to open and operate a new branch or satellite campus, the law school must provide the Committee with comprehensive explanation for its decision to operate a new branch or satellite campus that includes: a) a narrative discussing any research or planning regarding the new campus; b) projected financial impact of the new campus on the law school; c) proposed resources to be allocated to the new campus; d) copies of all academic and operational documentation to be used by the staff, faculty and students at the new campus. The notice to the Committee must also include a certification by the Dean of the law school that, upon its opening, each ~~the~~ proposed campus will be in substantial compliance with all relevant academic and operational requirements as set forth in the *Accredited Law School Rules* and the *Guidelines for Accredited Law School Rules*.

(B) No less than 120 days before the proposed first day of classes of the branch or satellite campus, the Committee must approve or deny the law school's proposal. Upon a finding, to be based upon all the materials and information provided by the law school and as certified by the Dean that the proposed branch or satellite campus will be in substantial compliance as of the date of its opening, the Committee will provide its approval pursuant to the provisions of Guideline 15.3.

(C) To confirm its substantial compliance, within 90 days of the first day of classes of the branch or satellite campus, the law school must submit a report, certified by the Dean, that confirms the substantial compliance of each new ~~the~~ branch or satellite campus.

15.3 Provisional Approval of a Branch Campus.

- (A) To receive Committee approval, a branch campus must have an administrator who is qualified under Guideline 4.1(B) and must demonstrate that the branch campus will be in substantial compliance with the *Accredited Law School Rules* and the *Guidelines for Accredited Law School Rules* no later than 30 days prior to the opening, which is defined as the first day on which regular ~~of~~ classes are scheduled.
- (B) Pursuant Rules 4.105(D) and 4.160(H), an approved branch campus is considered to be provisionally approved until such time that the law school is able to demonstrate that the campus is in compliance with all accreditation standards and operational requirements found in the *Accredited Law School Rules* and the *Guidelines for Accredited Law School Rules*.
- (C) Within two years of operating ~~as~~ a provisionally-approved branch campus, the law school must seek confirmation by the Committee that the branch campus is in compliance with all required accreditation standards found in the Rules and the Guidelines for Accredited Law School Rules. In response, the Committee must conduct an inspection to determine whether the branch campus is to be deemed approved, continue to be provisionally approved or denied continued provisional approval.

Guideline 15.1, 15.2, 15.3 & 15.4 adopted, effective: March 13, 2015.