

COMMITTEE OF BAR EXAMINERS OPEN SESSION AGENDA ITEM

AGENDA ITEM: August 2018– O-400

DATE: August 8, 2018

TO: The Committee of Bar Examiners

FROM: Natalie Leonard, Program Manager, Educational Standards

SUBJECT: **Abraham Lincoln University School of Law – Major Change
Request: Move to New Facility**

BACKGROUND

Abraham Lincoln University School of Law (ALUSOL) has submitted a Major Change Request to ratify its July 2018 move from Los Angeles to Glendale. (Attachment A).

During the application process, ALUSOL apologized for not filing the request to move prior to the actual move. The school understands that future requests should be submitted to the Committee for decision in advance of the school's commitment to move.

ALUSOL is a fully online school that was first registered by the Committee of Bar Examiners (Committee) in 2008. It was last inspected in October 2015 and found to be operating compliantly. The school's 2017 Annual Report showed that 162 students were enrolled in its online J.D. program. ALUSOL is part of Abraham Lincoln University, a fully online school that offers a wide range of undergraduate and graduate degrees.

DISCUSSION

An unaccredited, registered law school must request and obtain approval from the Committee of Bar Examiners (Committee) before it makes a major change. “[C]hanging the location of the law school’s administrative office or the location of a branch,” is considered a major change under Rules 4.245 and 4.246(B) of the Unaccredited Law School Rules and Guidelines.

Therefore, ALUSOL submitted the attached Request for a Major Change of its campus location.

Because students may take all classes online, the school has quite a bit of flexibility as to its location. Students need not come to the facility at all, though they may attend the webcast lectures in person if they wish to do so.

The Glendale space offers better access in the evening and on weekends, has more parking for any distance-learning students who prefer to attend the webcasts in person.

The school completed the move over a four-day student break. All systems are up and running and the space is configured. The school willingly provided extensive information about the new space.

State Bar staff conducted a Skype call with the school to view the new facility, including its location for files and the library, and found the facilities to be compliant.

RECOMMENDATION

It is recommended that the Committee grant this Request for Approval of a Major Change, pursuant to Rule 4.245, and as defined by Rule 4.246(B) of the Unaccredited Law School Rules.

PROPOSED MOTION

Should the Committee of Bar Examiners agree with this recommendation, the following motion is suggested:

Move that the major change request submitted pursuant to Rule 4.245, and as defined by Rule 4.246(B) of the Unaccredited Law School Rules by Abraham Lincoln University School of Law seeking ratification of its move from the prior location at 3530 Wilshire Blvd., Suite 1430 in Los Angeles to its current location at 100 W. Broadway, Suite 600 in Glendale be granted, and that the school be advised to fully comply with the applicable Rules and Guidelines in the future by submitting the request before proceeding with the move.



ABRAHAM LINCOLN UNIVERSITY

Since 1996

June 14, 2018

Committee of Bar Examiners
The State Bar of California
180 Howard Street 9th Floor
San Francisco, CA 94105

Re: Rule 4.245 & 4.246 / Update on Change of Location

Dear Committee of Bar Examiners:

Abraham Lincoln University is needing to change the location of the law school's administrative office, which is a major change under Rule 4.246. This move needs to be done this month, which is not aligned to Rule 4.245 Prior approval of major changes; however, this letter explains why ALU will need to move a short timeframe and why this move does permit ALU to maintain compliance and to serve students studying in its registered online Juris Doctor program.

ALU had intended to sign a renewal lease for its current location until very recently, when building management updated that there would be changes to the 14th floor where the ALU office is situated. The building plans to do construction throughout the floor. By June 4th, the Board of Directors decided that the school would move to a new location based on a lease that the President has acquired. [For information on the board meeting, see attachment: Board Minutes] During the time of these decisions, the Dean of the School of Law was out of office and so, earlier notice was not submitted to the Committee.

The new location is at 100 W. Broadway, Suite 600, Glendale, CA 91210.

The new location would be more optimal and provide sufficient space for operations. [See attachment: Floor Plan]. Additionally, the environment around the new office is more available for guests during weekends and weekday evenings through parking around the new office being more secure (and including spaces for free retail parking in Glendale) and allows for more ease of access by ALU students, faculty and staff.



ALU needs to be able to maintain a quiet workspace for its office operations and also for classroom events where students may come to on-campus classrooms at their option in designated classes. Also, ALU needs to be able to provide courses in such a way that students can remain in compliance with the continuous study rule. The relocation is planned in such a way that over a span of four days, there will be no interruption to academic classes. There will be some days that the administrative office is closed, but administrative staff will have access to email to resolve issues that arise.

Please do not hesitate to contact directly if you have questions about these updates at 213.252.5100.

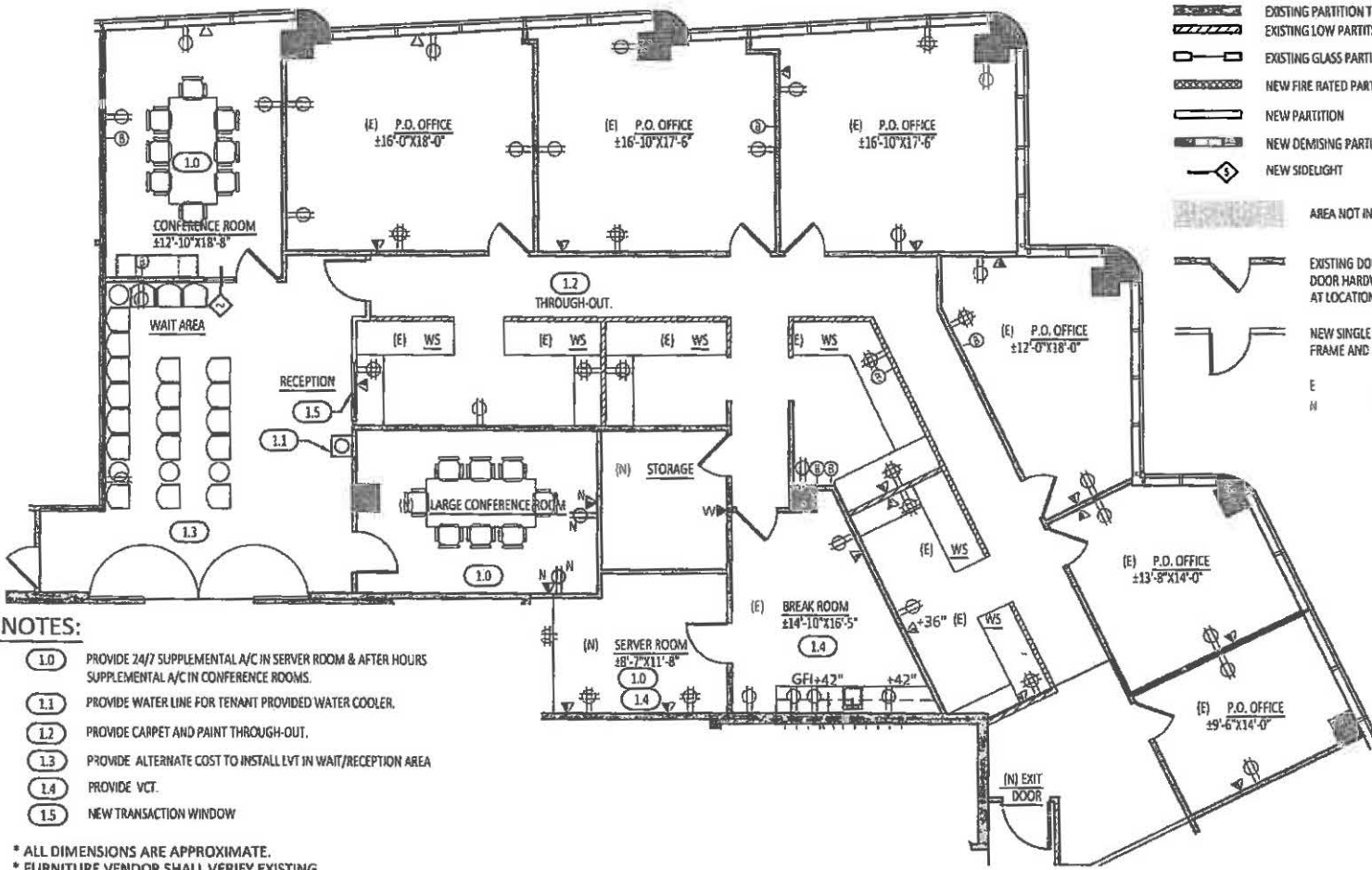
Best wishes,



Hyung J. Park
President & CEO



Jessica K. Park
Jessica Park
Vice President and Dean of the School of Law

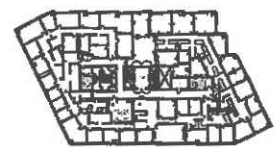
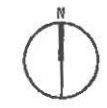
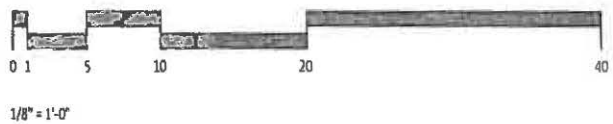


NOTES:

- 1.0 PROVIDE 24/7 SUPPLEMENTAL A/C IN SERVER ROOM & AFTER HOURS SUPPLEMENTAL A/C IN CONFERENCE ROOMS.
- 1.1 PROVIDE WATER LINE FOR TENANT PROVIDED WATER COOLER.
- 1.2 PROVIDE CARPET AND PAINT THROUGH-OUT.
- 1.3 PROVIDE ALTERNATE COST TO INSTALL LVT IN WAIT/RECEPTION AREA
- 1.4 PROVIDE VCT.
- 1.5 NEW TRANSACTION WINDOW

- * ALL DIMENSIONS ARE APPROXIMATE.
- * FURNITURE VENDOR SHALL VERIFY EXISTING FIELD CONDITIONS AND DIMENSIONS.
- * ALL FURNITURE PROVIDED BY TENANT.

NOTE:
CONTRACTOR TO IDENTIFY IN BID AND INCLUDE IN PRICING ALL ITEMS LIKELY TO BE REQUIRED BY TITLE 24, CHAPTER 6 PART 141.0 AND 141.1 BASED ON SCOPE OF WORK SHOWN IN PLAN. THIS SHALL INCLUDE (AS APPLICABLE) BUT NOT LIMITED TO: DISAGGREGATION OF ELECTRICAL PANELS, CONTROLLED RECEPTACLES, DAYLIGHTING CONTROLS, OCCUPANCY SENSORS, MULTI-LEVEL SWITCHING AND/OR DIMMING, DEMAND RESPONSE AND HVAC EFFICIENCY MEASURES.



FLOOR LOCATION PLAN

LEGEND:

- EXISTING PARTITION TO REMAIN
- EXISTING LOW PARTITION TO REMAIN
- EXISTING GLASS PARTITION TO REMAIN
- NEW FIRE RATED PARTITION TO MATCH EXISTING
- NEW PARTITION
- NEW DEMISING PARTITION
- NEW SIDELIGHT

- AREA NOT IN CONTRACT (N.I.C.).
- EXISTING DOOR, DOOR FRAME AND DOOR HARDWARE IS TO REMAIN AT LOCATION SHOWN.
- NEW SINGLE DOOR, DOOR FRAME AND HARDWARE.
- E EXISTING TO REMAIN
- N NEW

PROJECT:
ABRAHAM LINCOLN UNIVERSITY
SUITE 600
100 W. BROADWAY
GLENDALE, CA

SHILCHER - ALONZO - ASSOCIATES
ARCHITECTS
100 W. BROADWAY
GLENDALE, CA 91201
TEL: (626) 912-1111
FAX: (626) 912-1112
WWW.SHA-ALONZO.COM

SEAL AND STAMP:

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SHEET TITLE:

SPACE PLAN

REVISIONS

SP-A

Board Minutes on File