



The State Bar *of California*

OPEN SESSION

AGENDA ITEM

JUNE 2019

COMMITTEE OF BAR EXAMINERS ITEM O-402

DATE: June 11, 2019

TO: Members, Committee of Bar Examiners

FROM: Natalie Leonard, Principal Program Analyst, Office of Admissions

SUBJECT: Report on Application Materials to Address Amended Rules and Guidelines for Accredited Law Schools Related to Distance Learning

EXECUTIVE SUMMARY

This item presents to the Committee, for informational purposes, the law school accreditation application that incorporates approved amendments to the Accredited Law School Rules and Guidelines that add a new option allowing the California accreditation of online J.D. programs, as ratified by the Board of Trustees in May 2019. (See Attachments A and B.)

The primary focus of the amendments involves the option for accredited law schools to offer J.D. degrees via distance learning.

Schools that are currently registered with the State Bar of California and wish to seek accreditation will use the attached Application plus Self-Study Report for Provisional California Accreditation to demonstrate compliance with the current Rules and Guidelines for Accredited Law Schools.

Schools that are already accredited by the State Bar of California and wish to expand their online offerings should use the Major Change Request process as enumerated under Rule 4.165(E) when seeking to alter their J.D. programs to include more online credits than their current accredited curriculum allows.

BACKGROUND

A History of the Creation of the Online Amendments

Historically, California Accredited Law Schools (CALS) were limited to offering no more than twelve credits in distance learning format as part of any J.D. program. Now, under rules ratified by the Board of Trustees, schools may propose J.D. programs that are fully online when seeking accreditation. This rule set was adopted after more than five years of study by the Committee of Bar Examiners.

There are many changes to the rules. One key change is that accredited J.D. programs are now required to include 1,200 hours of “verified academic engagement” with a law school’s faculty and its curriculum, regardless of the delivery modality that the school selects. This new standard contemplates that a school may choose a fixed facility classroom program, a hybrid program, or a distance program. Examples of academic engagement include student attendance in a classroom, student participation in either a synchronous or asynchronous curriculum offered through distance-learning technology; conducting assigned legal research; taking an examination; or participation in experiential or clinical learning program approved under Guideline 6.6.

DISCUSSION

The current Rules for Accredited Law Schools and Guidelines for Accredited Law Schools have been posted on the State Bar’s website.

Applications for Registered Schools seeking accreditation will be posted next week. The application materials provided were created in part based on feedback received from the Committee on State Bar Accredited and Registered Schools in order to improve usability.

Accredited Law Schools seeking to add additional online content to their curriculum should submit requests and the attendant fees using Major Change process. Any such request should address the school’s plan to meet or plan to meet the new Rules and Guidelines. Schools should also clearly indicate whether the technology and proposed curriculum are ready to be implemented, or planned for future use. The school should also clearly state whether the J.D. curriculum will be a flexible curriculum allowing students to choose the number of online courses, or a fully online curriculum. Schools should indicate whether they will offer an integrated J.D. program, or how the classroom J.D. program will be different from any online program. The school should also describe its plans to track and assess effective engagement and performance, as well as their plans to fulfill the practical skills competency training requirements applicable to all CALS.

Applications will be released by July 2019, and heavy volume is expected.

ATTACHMENT(S) LIST

- A Application for Provisional Accreditation, *revised June 2019*
- B Self-Study Report for Law Schools Seeking Accreditation, *revised June 2019*



The State Bar *of California*

**APPLICATION FOR
PROVISIONAL CALIFORNIA ACCREDITATION
OF A LAW SCHOOL
BY THE STATE BAR OF CALIFORNIA**

LAST REVISED 6/2019

APPLICATION FOR PROVISIONAL CALIFORNIA ACCREDITATION OF A LAW SCHOOL BY THE STATE BAR OF CALIFORNIA

BEGINNING THE ACCREDITATION PROCESS

Applications for provisional accreditation are processed according to the process set forth in Title 4, Division 2, Chapter 2, Application for Provisional Accreditation, Rules 4.120-4.146.

A law school seeking California provisional accreditation must demonstrate substantial compliance with the Rules and Guidelines for Accredited Law Schools (Rule 4.160), and pay all required fees under the fee schedule associated with this process; an accredited law school must establish compliance. This Application, combined with the Self-Study Report, provides a foundation to allow the school to demonstrate its substantial compliance or compliance. This foundation may be augmented by further requests from the Committee and a school inspection.

REQUIRED FORMS

The required application materials consist of this Application and a completed Self-Study Report. (Rule 4.121)

To begin the process, file this Application and submit the appropriate fees to the State Bar of California according to the filing instructions in Part 5 of this Application. The Self-Study can be returned at the same time for faster processing, or at a later date.

APPLICATION PROCESS

Within sixty days of submitting a complete Application, including a completed Self-Study Report, the law school will be notified of the status of the Application and the estimated date of Committee consideration. (Rule 4.122)

The Committee will review the Application and make one of the following determinations under Rule 4.123:

1. The school does not appear to substantially comply with the Rules and should withdraw its Application.

2. Within 60 days of receipt of full Application, an inspection of the school will be scheduled, either because the school appears to be substantially compliant, or it refuses to withdraw its Application. In either case, the school will be responsible for the expenses associated with the inspection.
3. The Committee requires further information.
4. The Application is denied.

If an inspection occurs, the State Bar will produce an inspection report within 60 days of the last day of the inspection, which will be furnished to the law school within 30 days after completion of the inspection report. (Rule 4.125) An inspection will be deemed completed after all follow up information is provided, even if that is beyond the inspection date.

**APPLICATION FOR
PROVISIONAL CALIFORNIA ACCREDITATION OF A LAW SCHOOL**

Part 1: School Information

Name of School:

Street Address:

City:

State:

Zip Code:

Years in Operation:

Current School Status:

Registered, Unaccredited Correspondence

Registered, Unaccredited Distance Learning

Registered, Unaccredited Fixed Facility

Part 2: School Administration Information

Name of Dean:

Phone Number:

Email Address:

If Different from Above:

Street Address:

City:

State:

Zip Code:

Name of Registrar:

Phone Number:

Email:

If Different from Above:

Street Address:

City:

State:

Zip Code:

Part 3: Types of Law School Programs

List the types of J.D. programs the school will offer in an accredited status:

Fixed Facility	Hybrid	Online
Currently Offers	Currently Offers	Currently Offers
Will Offer	Will Offer	Will Offer

Other (please briefly explain):

Does the school have accreditation or is the school a candidate for accreditation from any other accreditor (e.g., WASC, DEAC, HLC)? If so, please list here.

List all other programs presently offered by the law school and the authority under which they operate (M.L.S., LL.M., etc.):

List all other programs for which the law school will request Committee acquiescence upon accreditation (M.L.S., LL.M., etc.)

Part 4. 2019 Minimum Cumulative Bar Examination Pass Rate (MPR)

All California Accredited Law Schools “must maintain a minimum cumulative bar examination pass rate (MPR) as determined and used by the Committee in the evaluation of the qualitative soundness of a law school’s program of legal education.” (Rule 4.160(N)) “[A California accredited] law school must maintain a minimum cumulative bar examination pass rate (MPR) of at least 40 percent for the most recent five-year reporting period.” (Guideline 12.1)

Law schools applying for California accreditation must report their MPR in the year of their Application. The State Bar reserves the right to request or utilize historical data as well. California Accredited law schools are required to report this figure each year by July 1 using the specific formula enumerated in Guideline 12.1, Minimum, Cumulative Bar Examination Passage Rate (MPR), using the time periods specified herein.

The information below is designed to assist the school in calculating and reporting this number properly. Please pay close attention to the instructions on the enclosed forms to ensure that your MPR is calculated in the manner that Guideline 12.1 requires.

Definitions:

2019 MPR Reporting Period: August 1, 2013 through July 31, 2018. This is the period during which the students included in the MPR calculation graduated from law school.

Please include these students’ results from the California Bar Examinations (CBX) administered starting from February 2014 through and including July 2018. Also include these students’ results from the February 2019 CBX if they graduated from law school within 10 administrations from the February 2019 CBX (March 2014 or later).

Do not include these students’ results on any bar examination taken after these dates.

MPR Formula is calculated using a specific formula set forth in Guideline 12.1: “[a] law school’s MPR is to be calculated as a fraction that is the sum of all qualified takers for the reporting period who passed any administration of the CBX during the reporting period or the first February administration after the reporting period that was no more than 10 administrations after the [qualified] taker’s graduation (the numerator) divided by the sum of all qualified takers for the reporting period who, whether they passed or failed, took any administration of the CBX during the reporting period or the first February administration after the reporting period that was also no more than 10 administrations after the taker’s graduation (the denominator), with the resulting numeral being expressed as a percentage.”

State Bar Pass/Fail Lists include all Qualified Takers, but only those who graduated during the Reporting Period (and took one of the specified bar examinations) should be included in the law school's MPR calculation.

WORKSHEET FOR CALCULATING THE MINIMUM CUMULATIVE CALIFORNIA BAR EXAMINATION PASS RATE (MPR) UNDER GUIDELINE 12.1

This form is designed to assist a school in calculating the 2019 MPR. Note that the specific time periods and formula listed below must be used.

1. Data Supporting the 2019 MPR Calculation

Please provide the following information and data for this Reporting Period (August 1, 2013 – July 31, 2018). The Reporting Period is the period during which the students in the calculation graduated from their J.D. programs. Do not include any students who graduated before or after this time period, even if they took one of the bar examinations involved in this calculation.

Only include the CBX results of the Students who graduated during the Reporting Period and took the CBX at least once from February 2014 through July 2018 or February 2019 CBX if they graduated in March 2014 or later.

a. Numerator of the MPR:

Sum of all Qualified Takers for the Reporting Period who passed any administration of the CBX during the Reporting Period or the first February administration after the Reporting Period that was no more than 10 administrations after the Qualified Taker's graduation.

b. Denominator of the MPR:

Sum of all Qualified Takers for the Reporting Period who, whether they passed or failed, took any administration of the CBX during the Reporting Period or the first February administration after the Reporting Period that was also no more than 10 administrations after the Qualified Taker's graduation date.

c. MPR Formula: $(\text{Numerator} \div \text{Denominator}) \times 100$ %
Calculate to one decimal place

2. MPR Compliance Reporting

Did the law school achieve a 2019 MPR of at least 40.0%, as calculated by the methodology described above, for this Reporting Period?

Yes

No

Part 5: Agreement to Seek Accreditation and Acknowledgement of Rights and Responsibilities

Application is hereby made to seek accreditation as a California law school offering one or more J.D. programs. The undersigned, on behalf of the institution, acknowledges that the institution and its representatives are familiar with the *Accredited Law School Rules and Guidelines for Accredited Law School Rules* and agree to be bound by their terms. The law school further acknowledges that it will be required to comply with changes as may hereafter be made to the Rules and Guidelines in all matters pertaining to the consideration of this Application and in future relations with the Committee and The State Bar of California (the State Bar).

The institution and its representatives further consent to on-campus visits and inspections by representatives of the State Bar as set forth in the *Accredited Law School Rules and Guidelines for Accredited Law School Rules*, including for provisional accreditation purposes, accreditation purposes, and periodic inspections, and for said representatives to report findings to the Committee and/or to the State Bar. The institution agrees to make available all records and documents that may be material to the consideration of this Application.

The institution also understands that the initial deposits will be applied toward the total costs of seeking accreditation, and the school agrees to pay fees for total time invoiced at a rate of \$275 per hour plus actual travel costs, whether or not accreditation is granted, within thirty days of the date of the invoice. The School agrees that the State Bar may bill fees accrued on a monthly basis.

The institution will prepare and submit the prescribed materials appropriate to each stage of the accreditation process and will respond promptly to requests for additional information or clarification. The institution understands that the State Bar operates subject to the California Public Record Act, and all documents submitted to the State Bar or created by the State Bar become public documents unless they are within an exception to that Act.

Authorized Signature:

Name:

Date Signed:

If the school has an AIMS password, it is preferred that this Application and the accompanying Self-Study Report are returned via AIMS and that the appropriate fee is sent via mail using the attached invoice. Alternatively, place the materials on a thumb drive and mail them along with the appropriate fee to the payment address.

Processing will begin when the completed Application and the appropriate fee are received. Include the Self-Study Report with the Application or forward it at a later date.



The State Bar *of California*

OFFICE OF ADMISSIONS

180 Howard Street, San Francisco, CA 94105
845 S. Figueroa Street, Los Angeles, CA 90017

Tel: 415-538-2300

Tel: 213-765-1500

Deposit Fees for Application for Provisional Accreditation as a Law School

Service	Total
Non-Refundable Deposit Fee Toward Application for Provisional Accreditation (Total cost is time billed at \$275 per hour and expenses at actual costs)	\$ 750
Deposit Toward Accreditation Inspection and Report Fee (Total cost is time billed at \$275 per hour and expenses at actual costs)	\$5,000
TOTAL DEPOSIT DUE AND PAYABLE:	<u>\$5,750</u>

Please mail payment to the following address, even if submitting this Application through AIMS:

Attn: Educational Standards – ADM
THE STATE BAR OF CALIFORNIA
180 Howard Street
San Francisco, CA 94105

SELF-STUDY REPORT FOR LAW SCHOOLS SEEKING PROVISIONAL CALIFORNIA ACCREDITATION BY THE STATE BAR CALIFORNIA

GENERAL INSTRUCTIONS AND SELF-STUDY REPORT TEMPLATE

The Self-Study Report provides the law school with an opportunity to demonstrate its compliance with the Accredited Law School Rules (Rules) and Guidelines for Accredited Law School Rules (Guidelines). The information also helps The State Bar of California to prepare for an accreditation inspection and to make that inspection more efficient and cost effective. This Self-Study Report will be considered in conjunction with past periodic inspection reports and annual reports from the school.

When responding to the questions, please indicate whether the response represents current operations at the school, or what would be implemented if accreditation is granted.

In some cases, the questions in this Self-Study Report may have some similarity to questions asked of the school as part of its current compliance with the Unaccredited Law School Rules and Guidelines. The school is asked to answer all questions in this Self-Study Report to provide a complete, current picture of the school's intended methods and practices, discussing any changes that are expected from current practices if the school is approved to operate as a California Accredited school, and the school's intent and ability to achieve and maintain its compliance with the Rules and Guidelines for Accredited Law Schools.

Format (Self-Study Report Template and Attachments)

Please submit information using this template. In response to each section, provide a narrative that refers specifically to each Rule or Guideline cited, and addresses each specific topic listed. Each section provides directions on the required scope of the requested narrative, suggested page limits and, where applicable, a list of all required attachments as well as web links to the posting locations of relevant electronic materials. Discuss, in detail, whether the law school is compliant with all relevant portions of the Rules and Guidelines for Accredited Law Schools, including the following rules and their interpretive guidelines: Rule 4.160(B) Integrity; Rule 4.160(C) Governance; Rule 4.160(D) Dean and Faculty; Rule 4.160(E), Educational Program; Rule 4.160(F), Competency Training; Rule 4.160(G); Scholastic Standards; and Rule 4.160(H), Admissions.

Please include all "required" attachments listed. If the requested information is included in another document, such as the catalog, please clearly indicate the document and location, and copy the relevant text into the answer. If including additional attachments beyond those required, clearly mark the relevant portion of the document and reference the Rule or Guideline that it satisfies. (See instructions for citing and labeling each attachment as discussed in "Attachment Requirements," below.) If a document is required, but available only in a format that would be used by the school in its registered status at this time, that document can be used as a base and the school can indicate the changes that would be necessary in an accredited status.

Template Requirements

Please use this form to record your responses. Be concise but complete. Follow the requirements for attachments noted below. If converting the completed document to a PDF, please make sure that text in the new document is still fully searchable.

Attachment Requirements

Please submit all required attachments and those cited in each narrative response either as bookmarked sections clearly named in the main document, or as additional documents, clearly named, and with a list of attachments in the main document. Provide only those additional attachments, beyond those required, which the law school believes necessary to support the narrative.

If a document is attached in support of a particular Rule or Guideline, please be sure to guide the reader to the correct portion of the document and state the reason that the identified portion is relevant to the rule or guideline cited.

Filing Requirements

If a school has already received a community user ID to access the Admissions Information Management System (AIMS), Self-Study Reports should be submitted through AIMS, with payment sent under separate cover. If the school has not yet received such an ID, the Self-Study Report may be saved to a thumb drive and mailed to the State Bar along with the payment.

SECTION 1: PRIOR REQUIREMENTS AND RECOMMENDATIONS

If the law school is still working to address any mandatory or suggested actions identified in the school's most recent inspection, please identify the status and how compliance will be achieved under the Rules and Guidelines for Accredited Law Schools.

Required Attachments:

- Catalog (Item 1: provide name used by law school)
- Student Handbook (Item 2: provide name used by law school)
- Faculty Handbook (Item 3: provide name used by law school)

Suggested: 1-3 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 2: GUIDELINE WAIVERS

If the law school currently operates under a Committee-granted Guideline waiver, describe:

- the nature of each such waiver and its continuing need;
- plans to meet applicable accreditation standards without the waiver, with anticipated time frame;
- anticipated need to request future waivers on any topic under the Rules and Guidelines for Accredited Law Schools.

Required Attachments:

- Documents/Correspondence confirming waivers granted by the Committee

Suggested: up to 1 page

[PLEASE INSERT NARRATIVE HERE]

SECTION 3: RULE 4.163 SELF-STUDY REPORT OVERVIEW

Please discuss how the law school currently operates to achieve its stated academic mission, objectives and goals. Describe the reasons that it seeks accreditation. Further summarize the school's J.D. program(s) and any changes expected under accreditation. Please note whether the school anticipates that student enrollment numbers would change and whether tuition would be expected to change. Further detail on these matters will be requested in other sections of this Self-Study Report.

Required Attachments:

- Mission statement
- Current statement of academic objectives and goals (e.g., program outcomes)

Suggested: up to 1 page

[PLEASE INSERT NARRATIVE HERE]

SECTION 4: RULE 4.105(C)-(D) GENERAL PROVISIONS. Program Transition Plan (Guideline 1.1(D))

Please describe the school's transition plan for any students currently enrolled in the registered program:

- Academic calendar
- Term structure
- Credits required or offered
- Course scheduling
- Attendance requirements
- Curricular requirements
- Teach-out for programs no longer to be offered
- Resources needed to accommodate multiple programs or growth in the student body
- Other matters necessary for students to transition to accredited program of the law school

The plan should include:

1. **CALENDARING.** What would be the changes to the school's calendar, if any? If the degree may take a longer or shorter time to complete, discuss it here. Briefly discuss the current calendar, and then fully discuss any changes.
2. **TERM STRUCTURE.** What are the differences, if any, in the term structure for the school year or for completion of the degree. Briefly discuss the current term structure, and then fully discuss any changes.
3. **CREDITS.** What are the differences, if any, in credits offered for the degree, including how they may be obtained? Briefly discuss the current credits, and then fully discuss any changes.
4. **COURSE SCHEDULING.** What are the differences, if any, in the course scheduling, in terms of actual time requirements and time required for completion of the course. Briefly discuss the current time requirements, and then fully discuss any changes.
5. **ATTENDANCE REQUIREMENTS.** Regular and punctual attendance in academic engagement is required under Guideline 6.5(C). Briefly discuss the school's current methods for measuring attendance or engagement and fully discuss how this requirement will be met under accreditation. For courses offered online, explain how attendance in engagement will be measured. If various methods are used, discuss all methods and the courses to which they apply.

6. CURRICULAR REQUIREMENTS. Please discuss any changes that will be made in the curricular requirements. Please be as specific as possible about any new requirements, or different means of fulfilling old requirements, and how grading will be determined.
7. TEACH-OUT PROGRAMS OR PROGRAMS NO LONGER TO BE OFFERED. Please discuss any teach-out for programs that will be discontinued after the transition, addressing the requirements of *Guidelines, Division 1, Section (2)*. Will all students be eligible to transition to the planned newly accredited program?
8. OTHER MATTERS. Please discuss any other changes that will be implemented as a result of the transition, including any matters necessary for students to transition to the accredited program of the law school.

In addition, make sure to discuss the effect any new programs will have on any current programs, and how the needs of the students in those current programs will be addressed. Is an increase in enrollment expected? Is an increase in tuition expected? Does the law school expect that additional resources will be needed under accreditation to ensure that students are appropriately resourced?

Required Attachments:

- Program Transition Plan

[PLEASE INSERT NARRATIVE HERE OR ATTACH A SEPARATE DOCUMENT LABELED "Program Transition Plan"]

SECTION 5: RULE 4.160(A) - LAWFUL OPERATION. The law school must operate in compliance with all applicable federal, state, and local laws and regulations. (Guideline 1.6)

Please discuss the law school's:

- compliance with all applicable local, state and federal laws and regulations, including the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)
- compliance with all relevant state or local business licensing requirements
- current status as a corporation with the California Secretary of State and, if relevant, status as tax-exempt entity; its status if not a corporation
- procedures for implementing applicable laws and regulations, including the above

Required Attachments:

- Proof of current corporate status; local business license, if required
- If the law school participates in any federally-sponsored financial aid program(s), any report regarding loan default rates of its students, the law school's plans to address the default rate and participation in such programs
- If the law school is tax exempt, its most recent IRS 501(c)(3) exemption letter
- Any alcohol or substance abuse policy or program applicable to students
- If applicable, the most recent correspondence received from WASC or any other accrediting entity confirming the current status of the law school's accreditation
- Policies and procedures related to accommodations under the ADA or FERPA

Suggested: 1-2 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 6: RULE 4.160 (B) - INTEGRITY. The law school must demonstrate integrity in all of its programs, operations, and other affairs. (Guidelines 2.1-2.10; Bus. & Prof. Code Section 6061.7, subdivisions (a) and (c); Guidelines 13.1-13.5)

Discuss how the law school operates in an honest and forthright manner, specifically noting all of the policies, procedures and disclosures noted in Guidelines 2.1-2.10, Bus. & Prof. Code section 6061.7(c), and, if the school offers any professional degree in addition to the Juris Doctor degree, Guidelines 13.1-13.5.

In responding to this section, please explain:

- how the law school operates with honesty and integrity from the perspective of the public, prospective students, applicants and enrolled students (Guideline 2.1)
- how the law school conducts its financial affairs in an honest and forthright manner, with specific reference to the terms of its tuition refund policy (Guideline 2.2(B))
- how the law school communicates honestly, including specific references to where it posts all mandatory disclosures (Guidelines 2.3 (A) – 2.3(E), B.&P. Code § 6061.7)
- the name and nature of any entity that owns or controls the law school and whether any compensation is paid to recruit or enroll students (Guidelines 2.4, 2.5)
- all policies and procedures governing student discipline (Guideline 2.6(B))
- the type of grading system used; when pass/fail grades are used; when students are required to or allowed to repeat a class; the definition or requirements for academic good standing; the use of anonymous grading; whether and how students are informed of all factors used to issue final grades; the standards and circumstances governing academic probation and disqualification; whether students may remain enrolled while on probation and how they may be taken off probation; the methods used to confirm the authenticity of student work; how students obtain a review of grades received; how all such requests are handled and resolved (Guideline 2.7(A) – 2.7(H))
- how privacy and confidentiality of student records are maintained (Guideline 2.8)
- how the law school maintains appropriate security and backup for its records, whether maintained in hard copy files or electronically (Guideline 2.9)
- how the law school publicly states and informs students of the services, experiences, activities, and academic counseling, as offered at each campus (Guidelines 2.10(A), 2.10(B))
- the nature of any review and preparation curriculum offered by the law school, either in-house or commercial, to help prepare students to take the First-Year Law Students Examination (FYLSE) or California Bar Examination (CBX) (Guideline 2.10)
- if the law school offers any professional degree in addition to the Juris Doctor degree, how the law school complies with the requirements of Guideline 13 and specifically, the requirements of Guidelines 13.3-13.4

Required Attachments:

- Current corporate by-laws, if any
- Copies of any advertisement, brochure or webpage used to recruit students

- Copies of all required disclosures; please identify where each appears in the law school's correspondence, publications and website, including all disclosures required by B&P Code sections 6061.7(a) and (c), Guideline 2.3(D) and, if applicable, Guideline 2.3(E) and Guidelines 13.3-13.4. Please provide a screenshot and URL address for each website page on which information appears on the law school's website, as required by B&P Code section 6061.7(a) and (c); Guideline 2.3(D); and, as applicable, Guideline 2.3(E) and Guideline 13.3.
- Current Information Report (B&P Code section 6061.7(a))
- Policies and procedures from catalog or student handbook as to:
 - tuition refunds and cancellations
 - imposition of non-academic student discipline
 - academic standards
 - examinations and grading, including grading basis and authenticity of work
 - request for grade reconsideration and grade review
 - course repetition policy
 - student confidentiality and privacy
 - admission criteria
 - transfer credit practices and policies
 - security and backup for systems and records
 - availability of student services and activities

If any of the above is not in either publication, please include a hard copy of such policies or procedures, and explain how students can access the information.

Suggested: 4-6 pages; please emphasize Guidelines 2.2, 2.3, 2.7, 13.3 and 13.4

[PLEASE INSERT NARRATIVE HERE]

SECTION 7: RULE 4.160 (C) - GOVERNANCE. The law school must be governed, organized, and administered so as to provide a sound educational program. (Guidelines 3.1-3.3; 4.1-4.2)

Describe the law school's governance and organization; identify all members of any board governing the law school; identify and provide the credentials of everyone responsible for its administration and generally describe their respective responsibilities by referring to each requirement of Guidelines 3.1-3.3; Guidelines 4.1(A)-4.1(C); and Guideline 4.2.

In responding to each of the Guidelines cited, please discuss:

- the role of the dean and each associate or assistant dean of the law school; if not the dean, please specify and identify each full-time or part-time administrator at each campus, including each branch or satellite campus; the registrar and any faculty members involved in governance, operations or academic policy-making processes
- if the law school is part of a larger institution or entity, the relationship between the law school and that larger organization, with respect to its governance and decision- and policy-making regarding the law school
- For law schools with more than one campus, please address and describe the manner or form of the law school's governance of each campus

Required Attachments:

- Organizational chart for the law school, by campus, showing names and titles of each dean, administrator, registrar and all administrative staff, and whether employed on a full- or part-time basis
- A resume and job description of each person identified in the organizational chart
- A list of the members of the law school's governing board(s) and board of visitors/advisors, if any, including name, contact information, academic and professional degrees, and present occupation of each member

Suggested: 2-3 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 8: RULE 4.160 (D) – DEAN AND FACULTY. The law school must have a competent dean and a competent faculty that devotes adequate time to administration, instruction, and student counseling. (Guidelines 4.1-4.9)

Discuss how the law school's faculty is compliant and devotes adequate time to provide students both sound instruction and adequate counseling; please refer to all requirements noted in Guidelines 4.3-4.9.

In responding to each the Guideline noted, please discuss in particular:

- the role of individual faculty members or faculty committees in student discipline, grade review, and any academic and non-academic policy-making (Guideline 4.2)
- current student-faculty ratios, by campus, for multi-campus schools (Guideline 4.3)
- current faculty course loads (Guideline 4.4)
- policies and practices to ensure reasonable office hours are provided (Guideline 4.4)
- current faculty credentials (Guideline 4.5)
- how faculty members are recruited and hired and what the law school does to promote and offer means for faculty to improve their teaching skills (4.6)
- the process, timing and procedures used to evaluate faculty (Guidelines 4.7, 4.8)
- the law school's policy regarding academic freedom (Guideline 4.9)

Required Attachments:

- Faculty evaluation policy and procedures
- Faculty retention and promotion policy, if any
- List of faculty committees, if any, with description by function and membership roster
- Academic Freedom policy
- Faculty orientation and training materials, if any

Suggested: 4-6 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 9: RULE 4.160 - (E) EDUCATIONAL PROGRAM. The law school must maintain a sound program of legal education. (Guidelines 1.8, 6.1-6.14)

Demonstrate how the law school maintains a sound academic program that is qualitatively and quantitatively compliant, with reference to all subsections of Guidelines 6.1-6.10, with specific reference to each subsection of Guidelines 6.2. and 6.5, and a thorough discussion of all the ways that “academic engagement” as defined in Guideline 6.5(B) will be achieved and measured in the law school’s educational program, including noting how a student’s work will be authenticated.

In responding to the Guidelines, discuss in particular:

- the current curriculum, providing a detailed discussion relating to the total units and required courses needed to earn a J.D. degree; all elective classes, and the law school’s efforts to expand or improve the curriculum since its last inspection
- all policies and procedures, if any, for granting exceptions to the required curriculum, and how often and under what circumstances exceptions are made
- methods of instruction used (*e.g.*, lecture, performance, etc.) and alternative teaching platforms used (*e.g.*, in class, distance-learning) and what changes, if any, are currently contemplated to improve and expand the curriculum
- whether the number of hours of instruction for the J.D. degree that are academic engagement are or will be verified in accordance with the requirements of Guideline 6.5(B), including a discussion of the minimum 45-hour requirement for each semester unit and how the school will ensure that a minimum of 15 hours of each semester unit will be taken through academic engagement
- the school’s published or planned policy requiring regular and punctual attendance in verifiable academic engagement, per the standards set forth in Guideline 6.5(C)
- the school’s published or planned policy specifying the requirements to verify student participation in an approved experiential or clinical program, and to monitor that (Guideline 6.5(C))
- if the school requires student attendance in a physical classroom, whether the school is using either semester or quarter terms of study (Guideline 6.5(D)(1))
- if the school has a summer session, discussion of how that is defined (five weeks for a semester-based law school, three weeks for a quarter-based law school, or other), including the credit offered. Focus the discussion on Guideline 6.5(D)(1) and Guideline 7.3(C)
- for a law school offering a summer session and requiring student attendance in a physical classroom or its equivalent, demonstration that the summer session is within the scope of Guideline 6.5(D)(1) and Guideline 7.3(C)

- for a law school in which students earn credit for academic engagement through participation in an approved synchronous or asynchronous curriculum taught through distance-learning technology or by participation in an experiential or clinical program approved under Guideline 6.6, or a combination thereof, discuss how credits are earned as authorized by Guideline 6.5(A). (See Guideline 6.5(D)(2))
- the law school's published policy discussing the verified academic engagement for a full-time student as defined in Guideline 6.5(E) or a part-time student as defined in 6.5(F)
- for students that have completed a portion of their legal studies at a registered, unaccredited law school and subsequently graduate from an accredited law school, the policies in place to ensure that they meet the Guideline 6.5(A) requirements concerning 1,200 hours of study in aggregate (Guideline 6.5(H))
- the policies, procedures and controls used to grant credit for internships, externships or other non-classroom activities; please discuss their utility and effectiveness
- the relationship between graduates' final grade point averages to CBX results and all efforts undertaken to improve academic performance and CBX results

Required Attachments:

- Most recent Annual Compliance Plan submitted to the Committee, if any
- List of courses offered; include units of credit given, whether graded or pass/fail, any necessary prerequisites or sequencing requirements and whether exceptions are made, whether course is required or elective
- Policies and procedures, if any, for making exceptions to required curriculum
- A typical student program
- Book list, syllabi template and syllabi for all required courses taught within the last two years
- Policies, procedures and controls relating to attendance in verified academic engagement, and the number of hours of academic engagement required for a student to receive the J.D. degree and sit for the CBX
- Policies concerning participation and credit for summer sessions, if any
- Policies, procedures and controls as to all credit given for internships, externships or legal work performed outside the classroom, or for participation in approved synchronous or asynchronous curriculum
- A five-year comparison of average class size, with any reasonable projections of whether average class size is expected to increase or decrease

Additional Attachments:

- Any additional studies or statistics internally prepared which measure or correlate academic performance and eventual success on the CBX

Suggested: 8-12 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 10: RULE 4.160 (F) – COMPETENCY TRAINING. The law school must require that each student enrolled in its Juris Doctor degree program satisfactorily complete a minimum of six semester units (or their equivalent) of course work designed to teach practice-based skills and competency training. Such competency training must teach and develop those skills needed by a licensed attorney to practice law in an ethical and competent manner. (Guideline 6.9)

Describe the courses offered that fulfill the requirement for competency training, noting any difference between the ways that these students will fulfill the requirements based on whether they are enrolled in a fixed facility classroom program, a hybrid program, or an online program. Discuss what measures are in place to ensure students enroll in, progress in, and complete those courses.

In responding to the Guidelines, discuss in particular the following, if they were not already provided under Section 9 – Educational Program above.

- the current curriculum, providing a detailed discussion relating to the total units and required courses needed that qualify as competency training; all elective classes, and the law school's efforts to expand or improve the curriculum since its last inspection
- all policies and procedures, if any, for granting exceptions to the required curriculum, and how often and under what circumstances exceptions are made
- methods of instruction used (*e.g.*, lecture, performance, court appearance, appearance at administrative hearing, etc.), alternative teaching platforms used (*e.g.*, in class, distance-learning), and what changes, if any, are currently contemplated to improve and expand the curriculum
- the policies, procedures and controls used to grant credit for internships, externships or other non-classroom activities, and discuss their utility and effectiveness

Required Attachments (unless they were all provided under Section 9 – Educational Program and, if so, reference those sections in the narrative above):

- List of courses offered; include units of credit given, whether graded or pass/fail, any necessary prerequisites or sequencing requirements and whether exceptions are made, and whether course is required or elective
- Policies and procedures, if any, for making exceptions to required curriculum
- A typical student program
- Book list, syllabi template and syllabi, if any, and
- Policies, procedures and controls as to all credit given for internships, externships or legal work performed outside the classroom

Suggested: 7-11 pp.; emphasize particularly Guideline 6.9

[PLEASE INSERT NARRATIVE HERE]

SECTION 11: RULE 4.160 (G) - SCHOLASTIC STANDARDS. The law school must maintain sound scholastic standards and must as soon as possible identify and disqualify those students who lack the capability to satisfactorily complete the law school's J.D. degree program. (Guidelines 7.1-7.12)

Please describe and explain how the law school maintains sound scholastic standards and meets its obligation to identify and disqualify students who lack necessary capability, by reference to each of the specific provisions of Guidelines 7.1-7.12.

In responding to the Guidelines, discuss in particular the law school's:

- policies, procedures and efforts to: 1) maintain uniform grading standards; 2) identify and curb grade inflation; and 3) ensure that grades accurately reflect students' abilities and their likelihood of passing the California Bar Examination 4) otherwise satisfy the factors addressed in Guideline 7.9
- policies, procedures and efforts to promote identification and disqualification of students who are not academically capable, including those related to decisions on good standing, probation, academic dismissal, course repetition and graduation
- policies and procedures designed to evaluate the quality, accuracy and reliability of grades
- procedures used to develop and evaluate use of grading "curves" if any
- academic support classes and programs, including any current or planned effort to expand and improve such efforts, especially for students on probation
- law school policies and procedures to determine which students are in need of academic support and how such support is offered, and how such efforts have affected the law school's attrition/retention rate over the past five years
- current or planned use of distance-learning technology in its J.D. curriculum, including verifying academic engagement, with an explanation of which methods of those in Guideline 7.11(B) have been, are now, or will be implemented

Required Attachments:

- Requirements for graduation (refer to the catalog where stated, or otherwise provide)
- Academic policies regarding good standing, probation, dismissal and course repetition (refer to the catalog or where otherwise provided to students)
- Analysis of first-year grades and the pass rate for students for the last five years
- Policies and procedures regarding examination formulation, review and grading (refer to the catalog and faculty handbook)
- Policies regarding time allotted to submit grades, provide grading comments, express limits on the use of any grading "curve" (refer to pages in faculty handbook or other publication if included there, or otherwise provide)

- Analysis of grades issued, by groups (e.g., by class year) of students comparing the several instructors teaching the class
- Year-to-year comparisons for each instructor
- Instructor-to-instructor comparisons where multiple instructors teach the same subject matter
- An analysis, if performed, of class enrollment, attrition and retention rates, differentiating between academic exclusion and other withdrawals

Suggested: 7-10 pp.; emphasize particularly Guidelines 7.2-7.4

[PLEASE INSERT NARRATIVE HERE]

SECTION 12: RULE 4.160 (H) - ADMISSIONS. The law school must maintain a sound admissions policy. The law school must not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the degree program. (Guidelines 5.1-5.9)

Please describe and explain how the law school maintains a compliant admissions policy with specific reference to each of the specific requirement of Guidelines 5.1-5.9.

In responding to the Guideline provisions, describe the law school's:

- process used to confirm an applicant's complaint pre-legal education
- procedures used to monitor student files to confirm each contains all required information and transcripts within 45 days after they start attending classes
- the identity of all persons responsible for preliminary and final admissions decisions
- the use of scores on the Law School Admissions Test (LSAT), the minimum acceptable LSAT score, if any, and a description of all other factors or information used in the decision to admit or deny an applicant
- policies and procedures used in the admission of special students, as defined in Guideline 5.5, whether their admission is limited, and the monitoring of the academic standing of those admitted
- policies and procedures for deciding on admission of previously disqualified students, including the basis and number of those disqualified by law school and readmitted and those admitted from other law schools under the State Bar's "start-over" policy. Please discuss the number of such students admitted over the last five years, their academic progress and, as applicable, results on the FYLSX and CBX
- policies on granting credit for any prior law study and in the event an admitted student passes the FYLSX
- efforts to analyze the correlation between bases for students' admission and success in passing the CBX and conclusions drawn from such analysis

Required Attachments:

- Admission criteria (refer to pages in catalog or student handbook)
- Policies and procedures as to incomplete student files
- Policies as to the use of the LSAT
- Policies and procedures related to special students, including admission
- Policies and procedures related to admission of previously disqualified students
- Policies on granting credit for prior law study
- Student admissions data, for each of the last five years, showing the number of students admitted as:
 - Regular students, with a degree
 - Regular students, without a degree

- Special students admitted
- And, if conducted,
 - Students with prior law school admitted and academically dismissed
 - Students with Prior law school admitted and not academically dismissed

Suggested: 5-8 pp., emphasize Guideline 5.6.

[PLEASE INSERT NARRATIVE HERE]

SECTION 13: RULE 4.160 (I) - MULTIPLE LOCATIONS. Accreditation is granted to a law school as an institution. If a law school receives approval to open a branch campus or a satellite campus, the branch or satellite campus must be operated in compliance with the Rules and Guidelines for Accredited Law Schools, subject to all site-specific operational requirements and any waivers approved by the Committee. (Guidelines 15.1-15.4)

For each branch or satellite campus the law school operates, confirm and explain how each operates compliantly as to each of the following Guidelines:

- Guideline 1.7
- Guideline 2.10
- Guideline 4.1
- Guideline 4.3
- Guideline 6.2(J)
- Guideline 15.4

Discuss all operational and administrative policies used to ensure each campus operates in parity with all other campuses (i.e., as to grading standards, course offerings, and extracurricular opportunities.) Emphasize any differences between the campuses. Discuss any anticipated changes or improvements to each campus to enhance compliance.

Suggested: 1-3 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 14: RULE 4.160 (J) - LIBRARY. The law school must maintain a library consistent with the minimum requirements set by the Committee. (Guidelines 8.1-8.6)

Demonstrate that the law school's library serves "the teaching, research, and other educational objectives of the law school," allowing students the "ability to perform legal research competently using both hard copy and electronic research resources," and faculty the ability to access "adequate legal research resources to supplement their preparation and research."

In responding to these Guideline provisions be sure to include explanations of how:

- all mandatory authorities are updated and compliant and available to both students and faculty
- students learn to use hard copy and electronic-based legal research
- students and faculty can access library resources, and any technical support if available

Required Attachments:

- List of items in the library collection, and the format in which the item is maintained, or provide the list from the last Annual Report with updates, if any
- Resumes and brief job descriptions of librarian or other library staff members, if any, to the extent they were not included as part of the organization chart submitted for Section 7-- Governance above
- Plan for development of the library resources, if available
- Syllabi for legal research courses
- If the law school relies on an external library, information or documentation concerning students' rights to use the facility
- Record of expenditures for hard copy and electronic library and research materials and other legal research resources for the last five years

Suggested: 2-3 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 15: RULE 4.160 (K) - PHYSICAL RESOURCES. The law school must have physical and technological resources and an infrastructure adequate for its programs and operations. (Guidelines 9.1-9.3)

Describe the adequacy of the physical resources and infrastructure provided by the law school and each campus it operates in reference to the requirements of Guidelines 9.1-9.3.

In responding to Guideline provisions, describe for each location:

- facilities and instructional equipment, including any available audio/visual or computer-based resources, computer labs and access to those labs
- lease terms, if any of the facilities are leased
- provisions made for security, including applicable policies and procedures
- accessibility for those with physical disabilities
- programs, services and technology used to provide distance learning

A law school offering its curriculum by means of distance learning technology must maintain its administrative office and administer its technology platform in California. If the school offers its curriculum through distance learning technology:

- provide information about the location and facilities of its administrative office and whether students can visit that location for service
- explain how the school will maintain and provide access to all required records, files and materials in the administrative office

Required Attachments:

- Diagram or floor plan of the physical facilities of each fixed facility law school location
- Copy of any lease agreement for law school facilities (redactions concerning identifiable persons and economic terms are permitted, if explained to the satisfaction of the Committee.)

Suggested: 1-2 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 16: RULE 4.160 (L) - FINANCIAL RESOURCES. The law school must have adequate present and anticipated financial resources to support its programs and operations. (Guidelines 10.1-10.3)

Please describe how the law school meets its present and anticipated financial obligations to operate compliantly with reference to the specific requirements of Guidelines 10.1-10.3.

In responding to Guideline provisions, in particular:

- analyze the law school's current financial status and history over the past five years, specifically addressing any operational deficits, declining revenue or increased debt
- analyze future revenue projections
- describe current or planned efforts to raise funds from the alumni, the community or governmental or private grants

Required Attachments:

- Budget for current fiscal year
- Financial projections for the next three years
- Most recent financial review or audited financial statement
- Financial reports most recently submitted to another accrediting agency or governmental authority, if any

Suggested: 2-4 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 17: RULE 4.160 (M) – RECORDS AND REPORTS. The law school must maintain adequate records of its programs and operations. (Guideline 11.1)

Describe and explain how the law school compliantly maintains all required files, transcripts and records with specific reference to all such records as identified in Guideline 11.1(A)-(O).

In responding to the Guideline provisions, in particular:

- describe all means and technology used to maintain the records and transcripts (hard copy and electronic) in a safe and secure environment, the policies and procedures used to maintain and confirm that all required records are accurate, complete and compliant
- identify the law school administrator(s) or employee(s) who are responsible for the various records, at each location

Required Attachments:

- Written policies and procedures regarding recordkeeping

Suggested: 1-3 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 18: RULE 4.160 (O) - Consistent with sound educational policy and these rules, a law school must operate in accordance with policies and procedures that comply with the Constitutions and all applicable laws of both the United States and the State of California so as to both provide equality of opportunity and prohibit unlawful discrimination. (Guideline 14.1)

Demonstrate that the law school complies with applicable laws and efforts taken to offer equality of opportunity and prohibit unlawful discrimination, focusing on Guideline 14.1.

In responding to the Guideline, in particular:

- describe policies and programs designed to further compliance with laws protecting equality of opportunity and prohibiting unlawful discrimination, including their implementation and effects
- provide information and analysis of available statistics relating to the gender, racial and ethnic makeup of the law school's faculty, staff and student body for the last five years

Required Attachments:

- Policies designed to address issues of equality of opportunity and non-discrimination
- Reports, including statistics, addressing gender, racial and ethnic makeup of student enrollment, current faculty and staff, if available

Suggested: 1-2 pages

[PLEASE INSERT NARRATIVE HERE]

SECTION 19: RULE 4.160 (P) - COMPLIANCE WITH COMMITTEE REQUIREMENTS. The law school must demonstrate its compliance with these rules by submitting required reports and otherwise complying with the rules.

Demonstrate that the law school submits required reports and otherwise complies with the Rules and Guidelines, focusing on Guideline 11.1. In responding to the Guideline, in particular:

- confirm that the law school has regularly submitted required reports and complied with the rules since its most recent inspection report
- describe any perceived issues of weakness or non-compliance with respect to the rules and guidelines arising since the law school's most recent inspection report, and address efforts and progress toward remedy of any such issues

Required Attachments:

- None

Suggested: 1-2 pp.; emphasize particularly Guideline 11.1 (M-O)

[PLEASE INSERT NARRATIVE HERE]