



# The State Bar of California

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## **OPEN SESSION**

### **AGENDA ITEM O-404**

**JUNE 2020**

### **COMMITTEE OF BAR EXAMINERS**

**DATE:** June 19, 2020

**TO:** Members, Committee of Bar Examiners

**FROM:** Natalie Leonard, Principal Program Analyst

**SUBJECT:** Action on Major Change Request – Campus Move – American Heritage University School of Law

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### **EXECUTIVE SUMMARY**

American Heritage School of Law (American Heritage) has submitted the attached Major Change Request seeking ratification of its move from the prior facility located in Ontario after serious vandalism at that location. (Attachment A) The new location is approximately three miles away at 9227 Haven Avenue, Suite 275, Rancho Cucamonga, California. (See Attachment A) It is recommended that this Request for Major Change be granted and ratified.

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### **BACKGROUND**

An unaccredited, registered law school must request and obtain Committee of Bar Examiners' (Committee) approval 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, American Heritage submitted the attached Request for Major Change, and responded to several follow up questions from staff to fully describe the move. Due to the nature of the vandalism, the school planned an immediate move to take place effective June 1, 2020 and the school seeks the Committee's understanding in requesting ratification rather than advance permission. While

staff members were sheltering in place at home, a large plate glass window was shattered at the school's Ontario campus, endangering property and making it unsafe to work at the facility.

## **DISCUSSION**

American Heritage is a distance law school currently located in Ontario, California near the airport. After the vandalism, the school worked quickly to safeguard its property and find another safe location nearby, selecting a suite in a modern office building located about three miles away in Rancho Cucamonga, California. The school will operate out of that space starting on June 1, 2020.

Because the school's programs are fully online and located in the cloud, students will not be impacted by the move, and studies.

The schools should not be penalized for seeking ratification since health and safety was at stake.

## **FISCAL/PERSONNEL IMPACT**

None

## **AMENDMENTS TO RULES OF THE STATE BAR**

None

## **AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL**

None

## **STRATEGIC PLAN GOALS & OBJECTIVES**

Goal: None - core business operations

## **RECOMMENDATIONS**

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

Once the move is completed, staff will schedule a video call to confirm completion or address any issues, and to view the new facility.

## **PROPOSED MOTION**

Should the Committee of Bar Examiners agree with staff recommendations, the following motion should be made:

**MOVE**, that the request submitted pursuant to Rule 4.245 and Rule 4.246(B) of the Unaccredited Law School Rules by American Heritage University School of Law be received and filed; and that the request be granted ratifying the law school's relocation to 9227 Haven Avenue, Suite 275, Rancho Cucamonga, California effective June 1, 2020.

## **ATTACHMENT(S) LIST**

- A.** American Heritage School of Law Major Change Request – Campus Move

May 20, 2020

Natalie Leonard  
Office of Admissions  
The State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1617

Dear Natalie,

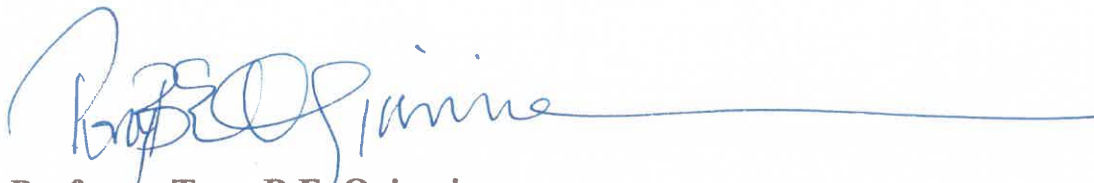
**Major Change Request**

In accordance with Rule 4.245 of the Unaccredited Law School Rules and 4.11(B) of the Guidelines for Unaccredited Law School Rules, this is to inform the Committee of our intent to relocate from 1802 East G Street, Ontario, CA 91764 to 9227 Haven Avenue, Suite 275, Rancho Cucamonga, CA 91730.

AHUSOL's Learning Module System (LMS) and all data within are hosted and stored by a third-party at another location. Therefore, this move will not negatively impact students or faculty.

Your cooperation in this regard is highly solicited, please.

Sincerely,



**Professor Tony B.E. Ogamien**  
**Chancellor/Law School Administrator**

**AMERICAN HERITAGE UNIVERSITY  
SCHOOL OF LAW**

1802 East G St, Ontario, CA 91764 | [www.ahusc.net](http://www.ahusc.net)

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MAY 26 2020



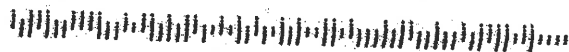
Natalie Leonard, Program Manager III  
Department of Legal Specialization & Educational  
Office of Admissions  
The State Bar of California  
Committee of Bar Examiners  
180 Howard Street  
San Francisco, CA 94105-1617

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MAY 26 2020

OFFICE OF ADMISSIONS  
SAN FRANCISCO

94105-615599



May 22, 2020

Natalie Leonard, Program Manager III  
Department of Legal Development & Educational Standards  
Office of Admission  
The State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1617

Dear Natalie,

**RE: Major Change: American Heritage University of Southern California**

We have provided answers to specific concerns raised below:

1. **Please confirm that the school will be responsible for the fees incurred while processing this change request in accord with the Schedule of Charges and Deadlines.**

Under the Unaccredited Law School Fees, 4.245 Request for approval of Major Change is \$275.00/hour.

2. **Please advise the proposed effective date of the move.**

Our proposed move date is June 1, 2020. Our building was vandalized in such manner that the safety of our staff and students became an emergency for us to move to a safe location. We crave your indulgence to waive the 30-day notice to the Committee of Bar Examiners as a result of the circumstances surrounding the move.

The major reason for the proposed relocation is to safe-guard the lives and property of our staff and students. As part of the fallout from COVID-19 Pandemic, the State government directed non-essential workers to stay home. Due to inactivity in the building, it attracted vandals who broke a glass window thereby exposing it to intruders to have access into the building.

Management immediately re-strategized and started the plan to relocate to a place safe and secure. We believe it is conducive for our operations since our learning platform is in the cloud.

Exhibit A (attached) is the Floor plan.

Exhibit B (attached) is the broken glass window.

3. **Please advise whether a lease or purchase has been secured.**

A lease has been secured.

4. **Please advise whether the Law School will continue to be co-located with the rest of American Heritage University and/or any other tenants.**

Yes; until management decides otherwise.

5. **Please advise whether the space is adequate for the school's needs and how it compares in size to the current location. I understand that the school's space needs are modest due to the programs being held online.**

Our current location is 6,456 square feet and the new one is 985 square feet. The space is adequate, secure and decent enough to accommodate the needs of staff and secure student records. Also, the new facility has enough room for expansion when the need arises. (Please see Exhibit A – Floor Plan)

**6. Please advise the schedule of updating the school's written and electronic materials.**

All updates are scheduled for May 29th, 2020. This will include:

- ☐ Catalog
- ☐ Enrollment Agreement
- ☐ Forms
- ☐ Website
- ☐ Email Signatures
- ☐ Promotional Materials
- ☐ LMS
- ☐ Notifying Students via email and announcement on LMS (Populi)
- ☐ Notifying all instructors via email and announcement via LMS

**7. Will there be any disruption or outage to students as a result of the move in spite of the cloud-hosted nature of the school's programs? If so, is a plan in place to mitigate this situation?**

There will be no disruption or outage as everything is hosted online and our files are located through Populi Servers. Our contact information remains the same.

**8. Also, on another note, the school's website indicates that the school is offering a non-Bar JD program. I could not locate the paperwork in the school's file indicating that the school sought the prior acquiescence of the Committee before offering that program? Please advise.**

AHUSOL offered the Non-JD Per the Guidelines for Unaccredited Law School Rules, 5.36 Admission as Visitor, Auditor or Non-J.D. Degree Candidate.

An individual may be permitted to enroll as a visitor, auditor, or non-J.D. degree candidate in a limited number of courses without complying with the law school's J.D. degree program admissions requirements. The law school must have a written policy to ensure that those admitted have the ability and knowledge to benefit from the course and that they will not interfere with the progress of, or be a detriment to, the regularly enrolled J.D. degree program students.

Individuals permitted to enroll in courses under this guideline are not counted as law students, but should be identified as auditors, visitors, or non-J.D. degree candidates on the student certification reports submitted to the Committee.

Under (O) Reports to be regularly made and (2) Admission Certification, (6) Auditors, non-J.D. degree candidates, and visiting students should also be identified on the certification, but they are not counted as admitted students. AHUSOL identifies them in compliance. Your cooperation in this regard is highly solicited, please.

Sincerely



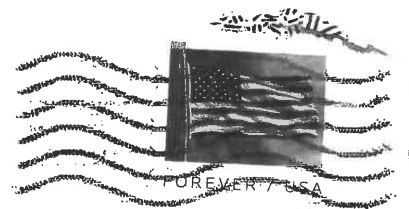
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Natalie Leonard, Program Manager III  
Department of Legal Specialization & Educational Standards  
Office of Admissions  
The State Bar of California  
180 Howard Street  
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