



The State Bar of California

OPEN SESSION

AGENDA ITEM O-406

DECEMBER 2020

COMMITTEE OF BAR EXAMINERS

DATE: December 4, 2020

TO: Members, Committee of Bar Examiners

FROM: Natalie Leonard, Principal Program Analyst

SUBJECT: Action on Application for Provisional Accreditation – California School of Law

EXECUTIVE SUMMARY

The California School of Law (CSOL) is a registered, unaccredited, distance-learning law school that has filed an application for provisional or full accreditation.

If the Committee of Bar Examiners (Committee) finds that the school's application demonstrates that the school appears to be at least substantially compliant with the Rules for Accredited Law Schools (rules) and Guidelines for Accredited Law School Rules (guidelines), then the Committee should order an inspection to verify these findings, as the next step in the process toward evaluating the school's application for provisional accreditation or full accreditation.

BACKGROUND

When evaluating a law school's application for accreditation, the Committee follows the process set forth in its rules.

The Committee's Rules regarding accreditation

A registered, unaccredited school applies for accreditation by submitting an application and detailed self-study that, together, allow the school to attempt to demonstrate its substantial or full compliance with the rules and guidelines. (Rule 4.121.) The law school's application includes a plan for program transition, including teaching out currently enrolled law students in their

current program or allowing those students to apply to the accredited program, with all students being given a reasonable opportunity to complete their JD degrees. (Guideline 1.1(D)(1).)

After the Committee reviews an application for provisional accreditation, it will take one of the following actions pursuant to Rule 4.123:

- (A) notify the law school within thirty days of considering the application that it does not appear to substantially comply with these rules and, for reasons stated in the notice, advise the law school to withdraw its application
- (B) require an inspection within sixty days of the Committee's consideration of the application for provisional accreditation
 - (1) upon determining that the law school appears to substantially comply with the standards; or
 - (2) if the law school refuses to withdraw its application in spite of the Committee's advice that it do so
- (C) request further information, allowing a reasonable time for review
- (D) deny the application

Before the Committee determines whether the school has established substantial compliance appropriate for provisional accreditation or full compliance appropriate for full accreditation, the State Bar must conduct an inspection in order "to verify the information submitted by the law school and determine the extent of the law school's compliance with these [accredited] rules." (Rule 4.124) If the Committee grants provisional accreditation based upon the school's showing of substantial compliance, the provisionally accredited law school is subject to annual inspection and its students remain subject to the First-Year Law Students' Examination requirement until such time as full accreditation is achieved. (Rule 4.120.)

Key operational factors for accredited schools

A law school seeking accreditation must establish compliance with the rules, including all subparts of Rule 4.160, as further interpreted by the guidelines. Staff has summarized the law school's compliance as described in the application in the following categories: educational program including transition plan; competency and practical skills training; scholastic standards; minimum, cumulative bar passage rate requirements; admissions; physical resources/infrastructure; library; financial resources; and dean and faculty. (Rule 4.160 (D-H), (J-L), (N).) Staff also reviewed the applications and found administrative compliance as to the following categories, subject to verification at an inspection: lawful operation; integrity; governance; records; constitutional compliance; and compliance with committee requirements. (Rule 4.160 (A-C), (I), (M), (O-P).)

DISCUSSION

Dean William Hunt founded CSOL in September 2005 and classes started in January 2007. CSOL's first JD class graduated in December 2011. The school offers a part-time online JD program organized into trimesters. New students may enroll during any one of the three

trimesters. The school's curriculum consists of synchronous online classes that require students to log in to a video classroom where professors lecture and moderate the discussion.

According to CSOL's 2020 Annual Report, the school had an enrollment of 68 total students. In total, 61 of the 68 students are first-year students, and over the last several years, fewer than ten students have advanced beyond the first year each year. CSOL's faculty consists of eight adjunct professors, all of whom are licensed to practice law.

California School of Law's proposed accredited JD program

If CSOL earns provisional or full accreditation, CSOL will continue to offer its part-time JD program in largely the same format that is used today. The main change proposed is that the First-Year Law Student Examination Review Course will be removed from the curriculum for students who will not be taking that examination. Students will need to earn 80 credits to complete the JD program, the minimum amount of credits required under the accredited law school rules. Instruction will continue to be delivered via synchronous online classroom.

CSOL's program appears to be at or near full compliance, though this should be considered in light of the school's attrition rate, which will be discussed further below. The school represents that it is ready to proceed to an inspection to verify its substantial or full compliance in all areas, including the following key substantive areas.

Dean and Faculty

The law school "must have at each campus . . . a competent dean, a qualified administrator, an adequate administrative staff and a competent faculty that devote adequate time to administration, instruction and student counseling." (Rule 4.160(D).)

Dean Hunt is licensed to practice law and has overseen CSOL's academic and administrative program since the school's founding. His areas of responsibilities include reviewing and revising legal curriculum, selecting textbooks, addressing student and faculty disputes and disciplinary issues, and recruiting professors. Dean Hunt is supported by Dean of Faculty Tricia Zunker, Dean of Students Andrew Sherman, Registrar and Bursar Lara Lytle, and Distance Learning Administrator DeForest Sedgwick.

A Sound Program of Legal Education Compliant with Scholastic Standards

Under Division 6 of the rules concerning academic program guidelines, a law school "must maintain a qualitatively and quantitatively sound program of legal education." CSOL proposes to require 80 semester-equivalent units using a prescribed curriculum. Students at CSOL must maintain a cumulative grade point average of 2.0 or higher throughout their study at the law school.

As part of the analysis of the school's program, CSOL should be asked to evaluate its attrition after the first year. The incoming class of 2017 was reduced from 18 to 5, and the incoming class of 2018 was reduced from 41 to 3 after the first year, and the incoming class of 2019 was

reduced from 28 to 3. The school properly and publicly disclosed this information on its disclosure form required by California Business and Professions Code section 6061.7.

While CSOL has a responsibility to promptly dismiss any student who does not have a reasonable likelihood of completing the program, CSOL also has a responsibility to ensure that its admissions process accepts students with the capacity, time and intent to undertake the level of study required, that CSOL clearly communicates to students the demands of the program, and CSOL offers the type and frequency of support that its particular cohort of admitted students need to succeed.

As part of the accreditation process, the law school will need to demonstrate whether its curriculum is sound, and how its admissions, communication and curriculum work together to provide students with the opportunity to succeed in a sound program of legal education.

Competency and Practical Skills Training

As part of the curriculum, “[a] law school must provide the opportunity for students in the JD degree program to complete a minimum of fifteen (15) units of practice-based skills training. (Rule 4.160(F), Guideline 6.9(A)(1).)

CSOL curriculum includes several required courses that include more than twenty hours of practical skills training, as detailed in the school’s application for accreditation. These courses include Legal Writing and Trial Advocacy, and practical skills training embedded into several of its doctrinal courses.

Minimum, Cumulative Bar Examination Passage Rate

An accredited law school must maintain a Minimum, Cumulative Bar Passage Rate (MPR) of 40 percent or more. (Rule 4.160 (N), Guideline 12.1.) CSOL’s 2019 MPR was 50 percent and its 2020 MPR is 45 percent, demonstrating compliance.

With that said, the school must maintain vigilance to ensure continued compliance for several reasons. First, the school’s MPR is within a few points of the minimum. Further, this calculation is based upon a small number of test takers, so CSOL’s MPR could be greatly impacted by poor results from a single class year.

Admissions

The law school must “maintain a sound admissions policy . . . [and] must not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the degree program.” (Rule 4.160(H).)

The school does not expect to alter its admissions policy if it becomes an accredited school. This raises concern. The school must be sure to admit students who have a reasonable prospect of completing the degree program, and the level of attrition above calls that into question.

Physical Resources, Library, and Financial Resources

The school must also have adequate infrastructure, including an appropriate library, technical infrastructure, and sufficient financial resources to implement the required changes during a transition to accreditation. (Rule (4.160 (J-L), Guidelines 8-10.)

The library requirements in guideline division 8 are satisfied through CSOL's online library.

The physical (and infrastructure) resources enumerated in guideline division 9 are already in place to deliver the school's proposed accredited online JD program and related academic and administrative support. The school currently leases twenty online classrooms from its supplier and can purchase more as needed if enrollment increases. The school also has adequate software systems in place for student services.

The school's financial resources required by guideline division 10 have been "adequate . . . to support [the school's] programs and operations . . . including all services it claims to provide." The school has sufficient resources and expects that it may have increased resources after accreditation due to increased enrollment. Again, however, the school should evaluate whether those resources are optimally deployed to maximize student success.

California School of Law appears to be compliant with the remaining administrative requirements

CSOL's application demonstrated compliance with the remaining rules including: lawful operation; integrity; governance; records; constitutional compliance; and compliance with Committee reporting requirements. (Rule 4.160 (A-C), (I), (M), (O), (P).)

CSOL appears to have policies in place to comply with applicable laws and the Constitution, in order to operate with integrity. CSOL also represents that it is prepared to fully comply with all applicable rules of court, statutes, rules and guidelines.

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 “determine that the law school appears to substantially comply with the standards” and “require an inspection within sixty days of the Committee’s consideration of the application for provisional accreditation” or, potentially, full accreditation. (Rule 4.123(B).)

The results of the inspection would then be presented to the Committee to determine whether the school has established substantial compliance warranting provisional accreditation or full compliance warranting accreditation.

Alternatively, the Committee may wish to first receive more information about CSOL’s position as to its admissions, communications and academic support policies in relation to the school’s high level of attrition prior to ordering an inspection.

PROPOSED MOTION

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

MOVE, that California School of Law’s Application and Self-Study for Provisional Accreditation be received and filed; that the Committee determine that the law school appears to at least substantially comply with the Rules for Accredited Law Schools and Guidelines for Accredited Law Schools; and that staff be directed to schedule an inspection of the school within sixty days to verify whether the law school is in substantial or full compliance with the Rules for Accredited Law Schools and Guidelines for Accredited Law Schools; and that the Inspection Report be presented to the Committee to allow further consideration of this application.

ATTACHMENT(S) LIST

- A. California School of Law Application for Provisional Accreditation Self-Study

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

Section 1 Response:

The California School of Law does not have any non-compliance issues.

The California School of Law's most recent inspection the suggested action was to have Faculty Peer to Peer Reviews. The law school immediately implemented a Faculty Peer to Peer Review program, the policy can be found in the:

Faculty Handbook page 17

And the form is posted at our California School of Law evaluation Center at

<https://californiaschooloflaw.org/faculty-pier-review-form>

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

Section 2 Response:

The California School of Law is not operating under a Committee-granted waiver.

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

Section 3 Response:

The California School of Law operates as an online law school with the Mission, Objective and Goal of providing all people, especially working adults a traditional law school experience online. Students and Professors meet in live video conferencing classes twice a week for 15 weeks or 30 classes. In class, students make case presentations and Professors use the Socratic Method to fully examine the students understanding of the material all in real time.

The California School of Law is seeking accreditation for numerous reasons. Offering a full time JD program two main reasons. Obviously, the prestige that State Bar of California Accreditation will provide the law school is also a big reason. We would like to think that State Bar Accreditation is the steppingstone to ABA Accreditation.

The California School of Law JD program is not expecting any major changes. A Monday / Wednesday evening course schedule will be added to accommodate full time students. The FYLSE review course will be removed from the curriculum. If there is a demand for a Full-time day program, (fingers crossed) courses will be scheduled to accommodate this need.

The Faculty and Administration of the California School of Law are optimistic that enrollment numbers will increase with accreditation. With the addition of a full-time program, the prestige of State Bar of California Accreditation and the elimination of the FYLSE requirement should result in more students attending our JD program.

There will be a small increase in tuition. Currently the law school charges by the trimester, \$3,000 for two courses. Most courses are 3-units, but the Legal Research & Writing courses are 4-units. Currently the charge per trimester is the same whether or not you have a 4-unit course. With accreditation the law school will no longer charge by the trimester, but by the unit. The 3-unit courses will remain the same price, \$1,500 the 4-unit Legal Research & Writing courses will have a \$500 increase in tuition.

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

Section 4 Response:

Program Transition Plan

The California School of Law will make some adjustments to the law school due to accreditation.

The California Schools of Law's **Academic Calendar and Term Structure** will not be affected. The law school operates on Trimesters, each trimester is a standard 15 weeks with 30 class sessions. Trimester run January - April, May - August and September - December. This will not be altered by Accreditation.

The **Credits Required** for graduation will need to be implemented as part of Accreditation.

Currently the law school operated under the years of study requirement in which student must study 864 over a minimum of 48 weeks a year to receive a year of credit. Students must submit study logs to the law school regularly for review to ensure student are complying with this standard.

In order to graduate from the California School of Law and receive a Juris Doctor degree, students must complete a minimum of 76 semester units in accordance with the law school's prescribed curriculum.

Maintained a cumulative grade point average of 2.00 or better throughout their study at the law school.

All legal theory courses are 3 units.

Torts I, Torts II, Contracts I, Contracts II, Real Property I, Real Property II, Civil Procedure I, Civil Procedure II, Criminal Law, Evidence, Constitutional Law I, Constitutional Law II, Business Organizations, Criminal Procedure, Wills and Trusts, Community Property, Remedies, Family Law, Professional Responsibility and Legal Ethics.

All document production, legal writing and legal research courses are 4 units.

Legal Writing and Analysis, Legal Research and Writing I, Legal Research and Writing II, Advanced Lawyering Skills/LR&W III, Trial Advocacy and Bar Review.

The **Course Scheduling** for the part-time program will not be affected or altered due to accreditation.

The California School of Law publishes the Class Schedule on its website prior to the beginning of each term of study outlining the courses offered and the scheduled times. Students will receive an e-mail confirming their schedule.

Each semester is a four-month semester, each class meets 30 times, with a final and mid-term(s). Class time is only a portion of the study time required to earn a Juris Doctorate.

Below is a typical student class schedule for a first-year part-time student.

Example First Year Part-time Schedule

1st semester (Sep-Dec)

6:00pm – 7:30pm Criminal Law

7:30pm – 9:00pm Contracts I

2nd semester (Jan-April)

6:00pm – 7:30pm Torts I

7:30pm – 9:00pm Contracts II

3rd semester (May-Aug)

6:00pm – 7:30pm Torts II

7:30pm – 9:00pm Legal Writing & Analysis

Each trimester there is a one class break for; Spring Break in late March, Independence Day in July and Thanksgiving in November.

The **Course Scheduling** for the full-time program will need to be created and implemented due to accreditation.

In the beginning the full-time program will be an evening program with full-time and part-time students having some courses together. With time, hopefully a full-time day program will evolve.

Example Full-time Schedule Year Around

First Year

1st semester (Sep-Dec)

Tu/Th 6:00pm – 7:30pm Criminal Law

Tu/Th 7:30pm – 9:00pm Contracts I

Wed 6:00pm – 9:00pm Torts I

2nd semester (Jan-April)

Tu/T 6:00pm – 7:30pm Civil Procedure I

Tu/Th 7:30pm – 9:00pm Contracts II

Wed 6:00pm – 9:00pm Torts II

3rd semester (May-Aug)

Tu/Th 6:00pm – 7:30pm Civil Procedure II

Tu/Th 7:30pm – 9:00pm Legal Writing & Analysis

Wed 6:00pm – 9:00pm Evidence

Second year

1st semester (Sep-Dec)

Tu/Th 6:00pm – 7:30pm Constitutional Law

Tu/Th 7:30pm – 9:00pm Legal Research and Writing I

Wed 6:00pm – 9:00pm Real Property I

2nd semester (Jan-April)

Tu/Th 6:00pm – 7:30pm Constitutional Law II

Tu/Th 7:30pm – 9:00pm Business Organizations

Wed 6:00pm – 9:00pm Real Property II

3rd semester (May-Aug)

Tu/Th 6:00pm – 7:30pm Criminal Procedure

Tu/Th 7:30pm – 9:00pm Legal Research and Writing II

Wed 6:00pm – 9:00pm Wills and Trusts

Third year

1st semester (Sep-Dec)

Tu/Th 6:00pm – 7:30pm Trial Advocacy

Tu/Th 7:30pm – 9:00pm	Advanced Lawyering Skills/LR&W III
Wed 6:00pm – 9:00pm	Internship

2nd semester (Jan-April)

Tu/Th 6:00pm – 7:30pm	Community Property
Tu/Th 7:30pm – 9:00pm	Professional Responsibility and Legal Ethics
Wed 6:00pm – 9:00pm	Family Law

3rd semester (May-Aug)

Tu/Th 6:00pm – 7:30pm	Bar Review
Tu/Th 7:30pm – 9:00pm	Remedies
Wed 6:00pm – 9:00pm	TA

The California School of Law **Attendance Requirements** will not be affected by Accreditation. The California School of Law uses live video conferencing with classes scheduled on Tuesday and Thursday nights, students attend two courses a night for one and half hours. Faculty take attendance each class session recording students that are present, absent and tardy.

A minimum of 80% of all class sessions must be attended for a student to pass each course.

The policy of the California School of Law regarding attendance is based on the premise that regular communication between the professor and student and, also, among students themselves, has significant value in the learning process. Student attendance therefore is required.

The California School of Law **Curricular Requirements** are unchanged by accreditation. Students are required to take all subjects tested on the California Bar Exam as well as legal research and writing courses.

The FYLSE Review course will no longer be part of the curriculum, though it was not a required course before accreditation.

The **Resources needed to accommodate multiple programs or growth in the student body**

The California School of Law has 20+ video conferencing classrooms available and can acquire more video conferencing classrooms if necessary, to accommodate growth in the student body.

The California School of Law will NOT have a **Teach-out for programs no longer to be offered.**

Currently the California School of Law has only one program, the Jurist Doctor program so no teach out will be required.

OTHER MATTERS

FYLSE Review Course

The FYLSE will no longer be required for California School of Law students to matriculate to the second year, therefore FYLSE Review course will not be part of the curriculum.

Student Study Logs

Students will no longer be required to substantiate 864 hours of study over a minimum of 48 weeks a year for 4 years, will remove the burden of the Registrar and Dean of Students checking the student's study logs every week to ensure compliance.

Transcripts Update

The student's transcripts will be updated removing the study hours that are required to establish the 864 hours a year.

Tuition

The California School will have a small increase in tuition.

Currently tuition is charged by the Trimester, at \$3,000 for two courses or \$1,500 per course. With Accreditation the California School of Law will charge \$500 a unit, so a 3-unit course will be the same \$1,500. The Legal Research and Writing course that are 4 units will be \$2,000.

Enrollment

The California School of Law is optimistic that State Bar of California Accreditation, elimination of the FYLSE will increase enrollment. Currently, the California School of Law video classrooms are far below capacity, so additional students in the JD program would be welcomed.

The California School of Law is also not utilizing all of the available video classrooms, simply put we have more rooms than we use. Additional course for the JD program will be easily accommodated. In the event that the California School of Law has more than 20 courses running during a trimester (Dean Hunt's dream come true) more Video classrooms can easily be added by our supplier.

The California School current Faculty and Administrative personal are sufficient to teach and manage the JD and program.

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

Section 5 Response:

The California School of Law follows 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). The law school's compliance with ADA, HIPAA and FERPA can be found in the section 5 file.

The California School of Law follows all relevant state or local business licensing requirements. The Law School's compliance with local business licensing can be found in the section 5 file.

The California School of Law's current status as a corporation with the California Secretary of State can be found in the section 5 file.

The California School of Law is not a tax-exempt entity.

The California School of Law does not participate in any federally sponsored financial aid program(s).

The California School of Law is not tax exempt.

The California School of Law Alcohol and Substance Abuse Policy applicable to students can be found in the section 5 file.

Section 5 Response Continued:

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 (FYLSX) 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 6 Resonance:

The California School of Law website can be found at:

<https://californiaschooloflaw.com/>

Guidelines 2.3 (A) – 2.3(E),

Information Report 2019 is posted on the website at:

<https://californiaschooloflaw.com/state-bar-approval/>

Committee of Bar Examiners Required Disclosure Guideline 2.3(D) can be found on the website at

<https://californiaschooloflaw.com/state-bar-approval/>

This same information will be posted in the Catalog and Website when Accreditation is received.

Accreditation

California State Bar Accreditation

The California School of Law was granted Accreditation with The Committee of Bar Examiners of The State Bar of California in (May 2020). Graduates will be permitted to apply for the California admission to the California Bar. The Law School method of instruction, via the Internet, places it in the Distance-Learning law school category with the California Committee of Bar Examiners.

“The Committee of Bar Examiners of the State Bar of California grants provisional accreditation to a registered unaccredited fixed-facility law school when the law school establishes that it substantially complies with the Accredited Law School Rules (Rules) and appears capable of qualifying for accreditation within five years from the time provisional accreditation is granted. Provisional accreditation will automatically expire if the law school does not qualify for and receive accreditation within the time period specified by the Committee or secure an extension of time. Provisional accreditation may be withdrawn at any time, if the Committee finds that the law school no longer substantially complies with the Rules.”

<https://californiaschooloflaw.com/state-bar-approval/>

Guidelines 2.4, 2.5

The California School of Law is owned by William Hunt, no outside entity is paid to recruit students.

The California School of Law Cancellation and Tuition Refund Policy can be found in the Catalog and Student Handbook under:

Cancellation & Tuition Refund Policy

Catalog on page 11-13

Student Handbook pages 3-5

Student Grievance Policy

Catalog on page 27.

Student Handbook pages 35-39

The California School of Law has well established and defend policies and procedures for students' academic and non-academic discipline. The Law School Academic Conduct policies and procedures can be found in the Student Handbook on pages 17-29

Academic Conduct

Academic Misconduct

Plagiarism

Procedures for Student Discipline

Academic Misconduct Examples

Definitions And Rules Of Construction

Major Offenses and Minor Violations

Reports of Violations

Preliminary Inquiries and Proceedings

Minor Offenses Before the Hearing Board

Major Offenses Before the Hearing Board

Sanctions

Appeals

Non-Academic Misconduct

Felony Conviction

Teacher Student Relations (sexual Harassment)

Academic Freedom

Law School Alcohol Substance Abuse Policy

Netiquette

The California School of Law academic standards can be found under **Grading Standards** in:

Catalog on page 17

Student Handbook pages 8

Faculty Handbook page 7

The California School of Law examinations and grading policies can be found under **Grades** in:

Catalog on page 16 – 17

Student Handbook pages 7-8

Faculty Handbook page 6-7

The California School of Law examinations policies are found under **Proctored Final Examinations**

Catalog on page 20

Student Handbook pages 6

The California School of Law authenticity of work can be found in the Catalog and Student Handbook under

Student Work Authentication Procedures

Catalog on page 20

Student Handbook pages 15-16

The California School of Law request for grade reconsideration and grade review policies are found Student Handbook and Faculty Handbook under

Grade Change Policy

Student Handbook pages 39-40

Faculty Handbook page 9–10

The California School of Law course repetition policy is found under **Course Repetition Policy**

Catalog on page 19-20

Student Handbook pages 14

The California School of Law student confidentiality and privacy can be found under

Release of Academic Information **Family Educational Rights and** **Privacy Act**

And

Health Insurance Portability and **Accountability Act**

Catalog on page 28–29

Student Handbook pages 9-11

Faculty Handbook page 11-13

The California School of Law admission criteria can be found under

Eligibility Requirements for Admission

Catalog on page 5 – 10

The California School of Law student transfer credit practices and policies can be found under **Transfer Students**

Catalog on page 6– 7

Electronic Data

The California School of Law security and backup for systems and records is

The California School of Law maintains an online data base “Orbund” that contains all student, faculty and administrators’ files and documents. Orbund includes but not limited to transcripts, photo identification, application, enrollment documents, discipline, student reviews, faculty reviews and employment information. The law school doesn’t keep paper records.

Orbund

Orbund employs a public cloud deployment model using both physical and virtualized resources for its software-as-a-service (“SaaS”) solution (Orbund). All software maintenance and configuration activities are conducted by Orbund employees remotely from our corporate office. Our providers of choice for the public cloud is Amazon Web Services (AWS) and Linode. Detailed information on AWS compliance, certifications and security can be found at the following URL <https://aws.amazon.com/compliance/>.

Orbund is also SOC2 compliant.

Storage of Data

All Company files, business documents and records not on Orbund are stored on a Windows 12 Server with firewall and virus protection. All Company files, business documents and records

are duplicated and backed up online on Microsoft secure servers. In addition, all company records and student files and documents are backed up online to CrashPlan Pro.

Data Security / Integrity

The California School of Law has in place a structured and secure platform to ensure all data created and collected remains intact and secure. The school employs Microsoft Office 365 for Education encrypted off site storage which is continuously backed up. This backup provides real time hourly, daily, and weekly backups of our server's data and files. All files and documents are also backed up a second time to the cloud via CrashPlan Pro. Also, in place are UPC battery backups to ensure in the event of power loss data can safely be saved and stored without concern for loss of data or file corruption.

The California School of Law Student Services are found under **Student Services**

Catalog on page 13-14

Student Handbook pages 15

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 7 Response:

Dean Hunt is responsible for overseeing the academics and administration of the Law School, working with the other Deans and department heads to insure the smooth running of the Law School. Dean Hunt also is responsible for reviewing and revising legal curriculum, selecting textbooks, dealing with student and faculty disputes and disciplinary issues and interviewing professors.

Dean of Faculty Tricia Zunker oversees the faculty, retaining new professors, faculty reviews, ensuring exams are submitted for processing and posting, grading, and consulting with Dean of Students Andrew Sherman on student or faculty issues. As Dean of Faculty Tricia Zunker is the lead in curriculum creation, working with professors and the Dean to design a comprehensive curriculum that develops the students learning objectives as well as textbook selection. The Dean of Faculty is also a Law professor, teaching: Legal Writing and Analyses, Constitutional Law, and Advanced Legal Research and Writing among other courses. The Dean of Faculty is also involved in student

and faculty disputes and disciplinary issues, grade disputes, faculty training, hiring and termination, faculty performance reviews, reviewing all syllabi and exams to ensure they are appropriate and Admissions.

Dean of Students Andrew Sherman works regularly with students struggling academically. Whether the student's struggles are purely academic or caused by personal issues that affect his/her education the Dean of Students provides support. The Dean of Students is responsible for overseeing our student tutorial program or **PASS Program and Academic Probation for Juris Doctor Students**.

The Provisional Academic Student Success (PASS) program for the California School of Law is designed to assist students who are in danger of being placed on Academic Probation or are on Academic Probation.

For students on Academic Probation or referred to PASS by a professor, the program sessions are mandatory, Students assigned to PASS MUST attend additional class sessions with the Dean of Students academic support staff. The PASS sessions will be held or supervised by the Dean of Students.

PASS sessions will be used to assist students succeed through reviewing course assignments, legal concepts, legal writing, approaches to MBE's as well as training on how to use academic resources.

One of the Dean of Students other primary responsibility is student disciplinary issues and grade disputes. Dean of Students Andrew Sherman also helps with curriculum creation, and textbook selection. He is also a Law professor teaching: Legal Method a one-month introductory course for incoming students, as the Law Schools emergency Substitute Professor.

Lara Lytle is the Registrar/Bursar and assists Dean Hunt with the Law School's administration. Responsibilities as Registrar include creating and maintaining the Records for Law School Students, Faculty and Administration, including: Applications, Enrollment Agreements, Faculty and Administrator files and records. As Bursar she is responsible for managing student finances, setting up Loan Notes, recording payments, dealing with late payments and all questions regarding tuition payments. As well her responsibilities included Office Administration/Management, human resources and accounting/bookkeeping, Payroll, Accounts Receivable and Accounts Payable.

Distance Learning Administrator DeForest Sedgwick works as the technical branch of the law school. He provides technology-help contact during class sessions, is the Classroom manager, manages the education software, hardware and server technology, as well as manages the administration software and hardware at the office. His responsibilities also include our completely synchronous distance learning environments; Video conferencing - Screen and application sharing - Content management system - Collaborative whiteboard, Systems and Network Administrator and managed all Windows and UNIX servers as well as technology related purchasing and contract negotiations.

The California School of Law is not part of a larger institution or entity.

The California School of Law is an online law school with a virtual campus, as such we do not have more than one campus.

Required Attachments:

An Organizational Chart for the law school, showing names and titles of each dean, administrator, registrar and all administrative staff, and whether employed on a full- or part-time basis is in the Section 7 folder under Organizational Chart.

A resume of each person identified in the organizational chart is in the Section 7 folder under Resumes.

The California School of Law doesn't have a governing board(s) and board of visitors/advisors.

Section 7 Response Continued:

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 8 Response:

Faculty Committees

At the California School of Law, the role of individual faculty members and faculty committees in student discipline, grade review, and academic and non-academic policymaking within Guideline 4.2 is clearly spelled out in our Faculty Handbook under the Academic Committees on pages 4-5.

Primarily Dean's Hunt, Zunker and Sherman, along with appointed faculty, will investigate and deliberate student discipline, review grades to ensure accuracy and make academic and non-academic decisions.

Student-Faculty Ratios

The California School of Law current student-faculty ratios is 10 -1 under Guideline 4.3.

Faculty Course Loads

The California School of Law current faculty course loads regarding Guideline 4.4 is, professors teaching one course a semester are in class for 3 hours a week, professors teaching two courses are in class for 6 hours a week. All class time is live video conferencing. Professors also have their office hours 10-15 minutes before and after class.

No instructors have teaching responsibilities with respect to the number of students, courses, or scheduled hours per week which will impair the instructor's ability to adequately prepare and effectively teach.

Each instructor meets their responsibility to counsel students and must be available at times and through means that are reasonably accessible and convenient to the students by having their office hours in the video conferencing classrooms 10-15 minutes before and after each class session.

Professors are also available by email to all students in their current course.

No instructor concurrently teaches courses in more than three separate subjects, in fact at the California School of Law most Professors only teach one course a trimester, a few teach two.

No instructor at the California School of Law teaches more than 10 hours per week, counting sections of the same course at full value, or 10½ hours per week counting sections of the same course as one-half. If a Professor were to teach three courses in a semester, it would only be 9 hours of class time per week although none of the Professors currently do so.

Faculty Office Hours

The California School of Law has policies and practices to ensure reasonable office hours are provided with regards to Guideline 4.4, on Tuesday and Thursday evenings 10-15 minutes before class starts at 6 pm PST and 5-10 minutes after class at 7:25 pm PST Professors are available to the students in the video conferencing classrooms. If privacy is required, then the Professor and the student can move to a “break out room” a private room where they can discuss any issues. Professors are also available by email, with their email posted in the course for all student.

Faculty Credentials

The California School of Law current faculty credentials are in compliance with Guideline 4.5.

At least eighty percent of the California School of Law faculty teaching in any academic term is admitted to the practice of law in a jurisdiction in the United States, be a judge of a United States court or a court of record in any jurisdiction of the United States, or be a graduate of a law school approved by the American Bar Association or accredited by the Committee. The California School of Law has 12+ professors and only one has not passed the State Bar of California.

The California School of Law faculty as a whole has a diverse educational background demonstrated in part by degrees earned from a variety of Colleges and Universities. Our professors have graduated from a variety of law schools including, Harvard Law School, UCLA School of Law, Santa Clara University School of Law, Golden Gate University School of Law, Loyola University, University of California Davis King Hall School of Law and California School of Law.

No Student has ever been an instructor of any course, seminar, program or activity for academic credit. No student will hold any of these roles while still a Student.

Faculty Hiring & Promotions

The California School of Law has established procedures for 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 with regards to Gridline 4.6.

The California School of Law carefully screens for employment and course appointment. When a faculty position becomes available The Faculty Hiring Committee convenes to find a best Professor available. To find a new Professor the Faculty Hiring Committee consults the Faculty Hiring Manual, which is included with Sec 8 exhibits.

Faculty promotions are made by Dean Hunt in conjunction with the Faculty Hiring Committee.

The California School of Law offers several means for faculty to improve their teaching skills. Our Faculty Professional Development Plan is included with Sec 8 exhibits.

Faculty Evaluations

The California School of Law process, timing and procedures used to evaluate faculty are in compliance with Guidelines 4.7, 4.8 and can be found in the Faculty Handbook on pages 17-18.

The faculty evaluation forms are online and can be found at the following links:

Student course Evaluations

<https://californiaschooloflaw.org/>

Faculty Evaluation Form for Dean's

<https://californiaschooloflaw.org/397-2/>

Faculty Peer Review Form

<https://californiaschooloflaw.org/faculty-pier-review-form/>

Academic Freedom

The California School of Law 's policy regarding academic freedom with regards to Guideline 4.9 can be found in the Faculty Handbook on page 17.

Faculty Orientation

The California School of Law has no formal faculty orientation and training materials, the orientation is really part of the hiring process, where the professor meets with the Dean, and/or Dean of Faculty and/or Dean of Students in the video conferencing classroom and is shown and asked to use the software. The programs are very intuitive and do not require much training.

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

Section 9 Response:

Section 9 Narrative

The California School of Law will demonstrate throughout the SSR 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.

Academic Engagement

The California School of Law method of “academic engagement” as defined in Guideline 6.5(B) is synchronous, professors and students are in a live video conferencing classroom or webinar. Final Examinations are less than 10% of the class time.

Student’s Work Authentication

Including noting how a student’s work will be authenticated.

Catalog pages 20

Student Handbook pages 15-16

Current Curriculum

The California School of Law’s current curriculum, required courses and units can be found in:

Catalog pages 21-25 and course descriptions 29-34

All course at the California School of Law are graded, no courses are pass/fail. This can be found in the:

Catalog page 17

Student Handbook page 8

Faculty Handbook page 7

Total Units

The total units required to earn a Jurist Doctor Degree and graduate from the California School of Law is 80.

Electives

The law school has only a few electives because we have 16 required courses, with several courses being two trimesters. All subjects required include those tested on the bar examination, as well as Legal Research and Writing I, II and III, we also have a Bar Exam Review course.

There are only two opening in a student’s schedule for electives, students typically take Family Law and Remedies or participate in an internship.

Efforts to Expand or Improve the Curriculum

The California School of Law has made efforts to expand and improve the curriculum since its last inspection, with the addition of Competence Training or practical skills to several courses. The law school's Constitutional Law, Civil Procedure, Real Property, Wills and Trust courses have all incorporated document productions and other practical skills to supplement the theoretical legal education provided.

Exceptions to the Required Curriculum

The California School of Law doesn't grant exceptions to the required curriculum, this can be found under Graduation Requirements.

Catalog Page 21

Student Handbook Page 16

Methods of Instruction

The California School of Law methods of instruction used is distance-learning with live video conferencing creating a video conferencing classroom in which the professor and students participate as if in a residential classroom.

Professors use the Socratic Method, calling on students to make case presentations, and using follow up questions to probe the students understanding of the case.

The law school is not currently contemplating any changes to improve and expand the curriculum but is always assessing the courses offered and the content of the courses.

Number of Hours

The number of hours of instruction for the J.D. degree and the academic engagement are verified in accordance with the requirements of Guideline 6.5(B), students participate in a synchronous curriculum offered through distance-learning technology, and the final examination is not more than 10% of the class time. Attendance is taken and students are expected to be there and be prepared.

All semester units require a minimum of 15 hours of class time (video conferencing with professor and other students) for each semester unit and a minimum 45-hours of study time.

Attendance

The law school's published policy requiring regular and punctual attendance per the standards set forth in Guideline 6.5(C)

Catalog page 15

Student Handbook Page 6

Faculty Handbook Page 5-6

Experiential or Clinical Program

The California School of Law doesn't have an experiential or clinical program.

Physical Classroom

The California School of Law requires student attendance in a video conferencing classroom, not a physical classroom. The law school is using 15-week semester terms of study (Guideline 6.5(D)(1))

Summer Session

The law school has a summer session, it is a traditional 15 week/4-month semester with the usual credits offered. We do NOT offer a shortened semester. Fulfilling 6.5(D)(1) and Guideline 7.3(C).

The California School of Law does not require students to attend a physical classroom, but we do consider our video conferencing classrooms to be equivalent! Our summer session is within the scope of Guideline 6.5(D)(1) and Guideline 7.3(C).

Our law school students earn credit for academic engagement through participation in a synchronous curriculum taught through distance-learning technology with credits or units earned by attending 15 hours of class time and a minimum of 45 hours of study time per unit as authorized by Guideline 6.5(A). (See Guideline 6.5(D)(2)).

The California School of Law 3-unit courses meet for three hours a week (1 ½ hours on Tuesday and Thursday night) for 15 weeks. Students are assigned cases to brief, essays to write, research to perform and can participate if they choose to in study groups.

As a requirement of being a Registered Law School, our students have submitted study logs over the last 12 years, and for the students that have achieved academic success we have found that the 45 hours per unit is vastly exceeded.

Policy Discussing the Verified Academic Engagement

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) is in the:

Catalog pages 25-26

Student Handbook page 15

Competence of The Instructors

The competence of the instructors with respect to their knowledge of the subject matter and their ability as teachers are of the utmost importance for our students' academic success. Most professors are teaching in their area of expertise, we have a Los Angeles District Attorney teaching all of our criminal law courses (Crim Law, Crim Pro, Evidence) a State Bar of California malpractice attorney teaching Torts and Trial Advocacy, a family Law Attorney teaching... Family Law.

The Faculty have their competence monitored for their knowledge and ability as a teacher evaluated by the students in each course at the end of the trimester and by the Dean, Dean of Faculty and Dean of Students on an annual basis.

My joke as the owner of the California School of Law and Dean of the law school is... the professors are teaching for the love of helping others, because they sure as hell are not doing it for the money!

Admission Requirements

Admission requirements, including minimum levels of prior education, preparation, or training for the California School of Law can be found Catalog on page 5– 10.

Students Start at Unaccredited Law School and Graduate From An Accredited Law School

For students at the California School of Law that have completed a portion of their legal studies when we were a registered, unaccredited law school and subsequently graduate our law school that is an accredited law school, will meet the Guideline 6.5(A) requirements concerning 1,200 hours of study in aggregate (Guideline 6.5(H)) because the units and study time policies have been in place since our inception in 2007. All courses have required 15 hours of class time and minimum of 45 hours of study time.

Internships

The policies, procedures and controls the California School of Law uses to grant credit for internships can be found in the:

Catalog Page 26

Student Handbook page 15

Faculty Handbook page 11

As well, in the Section 9 folder you will find an Internships file with all of the required documentation to an internship.

To date our policy that Internships must be approved by the California School of Law Academic Affairs Committee and The State Bar of California's Practical Training of Law Students (PTLS) program in advance have been effective in providing students with very rewarding experiences. The utility of having the Academic Affairs Committee review and approve all internships ensures our students have a practical and positive internship.

Quality of Examinations

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 is demonstrated by our video conferencing classroom setting at which the substantive legal information is covered and by our examination policies that test the students' knowledge of the law and analytical skills with issue spotting and rule application.

All Courses at the California School of Law are 15 weeks, meeting twice a week, for a total of 30 class sessions. Professors after reviewing the textbook and must create reading assignments that will cover the textbook within the 28 class sessions or half of the textbook if the course is two semesters.

Faculty need to develop at a minimum one mid-term exam and a final exam that are each three (3) hours in length, with a minimum of two (2) essays and for MBE subjects 20-35 multiple choice questions.

All course examinations are reviewed by the Dean of Education for appropriate course coverage and difficulty.

GPA and CBE Results

The California School of Law study on the relationship between graduates' final grade point averages to CBX results is,

Pass High – 3.745, Pass Low – 2.927, Pass Average – 3.297

Not Passing High – 3.434, Not Passing Low – 2.384, Not Passing Average – 2.927.

The law schools' efforts to improve academic performance and California Bar Examination results has been to increase timed testing and examination situations in the Bar Review course. The hope is with more simulated testing, 1 ½ hour performance testes, 100 MBE's in 3 hours, 2 essays in 2 hours that students will adjust to the rigors of the California Bar Examination, resulting in a better performance on the California Bar Examination for our students.

Required Attachments:

The California School of Law does not have an Annual Compliance Plan.

Courses Offered

A 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 is in the Section 9 folder Course List.

Exceptions to Required Curriculum

The California School of Law's Policies and procedures for making exceptions to required curriculum is no exceptions are made. All required courses must be taken to graduate and receive a Juris Doctor Degree. This can be found in the:

Catalog pages 21

Student Handbook page 17

Typical Student Program

A typical student program is in the section 9 folder.

Book List

The California School of Law Textbook List is in the section 9 folder.

Syllabi

The California School of Law doesn't have a syllabi template. All syllabi are to have 28 sessions at which the professor and students will be class for 1 ½ hours, all syllabi are to include a 3-hour mid-term examination and a 3-hour final examination.

At the end of the Faculty Handbook we have a Course Development Manual to aid Professors in developing a syllabus, this can be found in the:

Faculty Handbook page 31

Syllabi from Last Two Years

The syllabi for all required courses taught within the last two years are in the Section 9 folder in the Syllabi file.

Attendance

The California School of Law 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 can be found in Section 9 folder under Attendance Policies.

Participation

The policies concerning participation is that professors can't give more than 5% of the total grade for participation. This can be found in the:

Catalog page 16

Student Handbook page 8

Faculty Handbook page 6

Summer Sessions

Summer sessions at the California School of Law are the same 15 weeks/4-month 30 class sessions as the Fall and Winter semesters.

Internships

Policies, procedures and controls as to all credit given for internships, externships or legal work performed outside the classroom, can be found in the section 9 folder in the Internships file.

Five-Year Comparison of Average Class Size***

A five-year comparison of average class size, with any reasonable projections of whether average class size is expected to increase or decrease

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

Section 10 Response:

Competency Training

The California School of Law curriculum has several required courses that include competency training, or as we call it, “Practical Legal Skills”. Early in our inception we understood the value to our students of going beyond pure legal theory and the necessity of incorporating Practical Legal Skills into our courses.

The **Legal Writing and Analysis 4 units** course required at the conclusion of the first year is a capstone course that serves as a culminating, integrative academic and intellectual experience for students.

The Legal Writing and Analysis capstone courses is designed to give students the chance to apply the legal knowledge and writing skills they have acquired throughout their first-year education and to encapsulate all the learning objectives.

The Final Exam for Legal Writing and Analyses is a simulated First Year Law Students Exam. The final exam is 7 hours, consisting of four one-hour essays in Torts, Contracts and Criminal Law and 100 MBE questions. The students’ exam answers will be reviewed and graded based on FYLSE standards. Only students receiving a passing score on all four essays and on the MBE’s will pass LW&A and be permitted to matriculate into the second year of law school at the California School of Law.

In **Constitutional Law II** is a 3-unit course, about 1 unit of which we have incorporated a Moot Court, which requires extensive legal research, the writing of an appellate brief and oral arguments.

In **Civil Procedure** is a 3-unit course, in .5-unit students learn to drafting pleadings, discovery requests and other relevant documents.

In **Property II** is a 3-unit course, about .5 unit students negotiate the sale of land with an easement and draft the contract for the sale of the land with an easement. Other real estate negotiations are entered into and contracts drafted.

Wills and Trust is a 3-unit course, in .5 unit is dedicated to drafting wills, trust and other relevant documents.

The hypothetical cases (one Criminal one Civil) in **Trial Advocacy 3 units** are utilized for a Trial Competition, involving an appeal to the United States Supreme Court of a Constitutional issue, with written briefs and oral arguments based upon legal research by the students. The competition is conducted as a tournament; students compete as two-person teams, who advance through a series of elimination rounds, with two teams advancing to the final round. Students are judged on the quality of both oral and written argument.

Participation in such competition requires the student to conduct extensive legal research and write a brief on the issues researched, with only minimal guidance from the team's faculty advisor and /or outside coach. Following the completion of the brief, students prepare for and conduct the oral argument component of the competition.

In **Legal Research and Writing I 4 units** students learn the fundamentals of legal research, legal citation and receive instruction in legal reasoning and analysis. The course identifies the primary sources of law and relevant research tools. Students receive instruction on the research strategies necessary to find case law in print and electronic format. Students prepare a research outline and an open-research memorandum of law.

In **Legal Research and Writing II 4 units** students start a lawsuit, from drafting a Demand Letter, Interoffice Objective Memo, Complaint, Answer, various discovery documents (Interrogatories, RFPs, etc.) Trial Brief, and Opening Argument.

The purpose of **Advanced Lawyering Skills/Legal Research and Writing III 4 units** is to provide students with an opportunity to enhance their practical legal writing and oral argument skills. Students will produce legal documents focused for different audiences, purposes and formats. Assignments for the class include oral presentations and in-class editing exercises. The legal documents include; Complaint, Motions, Judicial Opinion, as well as document production for Community Property, Real Property Transaction, Landlord-Tenant, Wills & Trusts and Legislative Drafting. Students will also make Oral Arguments defending the documents produced. All documents are subject to Bluebook Citation standard.

Total units of Practical Legal Skills 21.5

Prerequisites and Sequencing

The California School of Law has sequencing for our first-year part time students. All incoming new students start in Criminal Law and Torts I (or Contracts I, depending on scheduling) the first trimester. In the second trimester student take Torts II and Contracts I. In the third trimester students take Contracts II and Legal Writing and Analysis.

Two semester courses must be taken in sequence, i.e. Torts I must be taken before Torts 2. It is a prerequisite that Students must satisfactorily complete the first semester of a two-semester course in order to take the second trimester.

The Legal Writing and Analysis course is sequenced for the last trimester of the first year for all students in the Juris Doctor program. The Legal Writing and Analysis course is a prerequisite to be permitted to matriculate into the second year of law school at the California School of Law. Students that do not pass the final for LW&A will not be permitted to take the second-year courses without passing LW&A or the FYLSE.

The Bar Exam Review course is sequenced to always be taken the last trimester of law school. It is a prerequisite that students pass all required courses prior to taking the Bar Exam Review course.

Method of Instruction

The California School of Law method of instruction is live lecture, through alternative teaching platforms in a distance-learning classroom, a live webinar. No changes are required to the instructional pedagogy to comply with the Guidelines and Rules for Accredited Law Schools.

Expanding the Curriculum

The California School of Law is currently contemplating the addition of an LLM program for international Attorneys to improve and expand our curriculum.

Student Program

A typical student program can be found in the:

Catalog pages 22-25

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

Section 11 Response:

The California School of Law rigorous curriculum and high evaluation and grading standards of students ensure the highest Scholastic Standards. The result is, during the first year our attrition rate is very high, but our FYLSE results are also high.

The California School of Law complies with each of the specific provisions of Guidelines 7.1-7.12.

7.1 Scholastic Standards

The California School of Law has adopted sound written scholastic standards that ensure that students who lack the capability to satisfactorily complete the law school's J.D. degree program will not continue in the program. You can find the California School of Law Scholastic Standards in the

Catalog pages 17

Student Handbook 8

7.2 Academic Standing, Disqualification, Advancement, Retention, and Graduation Policy

The California School of Law has a written policy clearly defining academic standing, academic disqualification, advancement in good standing and on probation, retention, and the requirements for graduation. The policy must contain the process used to amend the policy. A law school may not make exceptions to the policy based on individual circumstances except as required by law.

You can find the California School of Law Scholastic Standards, Standing, Disqualification, Advancement, Retention, and Graduation Policy in the:

Catalog pages 16-20

Student Handbook pages 10-15

You can find "the policy and the process used to amend the policy can also be found in:

Faculty Handbook page 5

7.3 Advancement; Retention; Academic Disqualification

Students at the California School of Law are evaluated for purposes of advancement and retention in accordance with Guideline 7.4. Students advanced to their next year of law study on probation are academically disqualified if they do not meet the law school's requirements for advancement in good standing and retention at the end of that year.

The law school recently developed our PASS. This program provides academic support to assist students on Academic Probation as well as to Students a professor has identified as potentially at risk of going on AP. The goal of PASS is to keep students off AP and help them achieve and maintain good academic standing.

7.4 Evaluation of Students for Advancement and Retention

The California School of Law evaluate students for advancement and retention at the end of each Trimester (every 4 months). No student may advance to the next trimester if on Academic Probation for the previous 2 trimesters.

7.5 and 7.6 First-Year Law Students' Examination

Students required to take the First-Year Law Students' Examination will not proceed at the California School of Law until the student has passed that examination.

7.7 and 7.8 No Duplicate Credit for Course Repetition

The California School of law does not grant duplicate credit for repetition of the same or substantially the same course, whether at the California School of Law or a different law school.

Our Written Policy on Course Repetition policy is on;

Catalog page 19-20

Student Handbook page 14

7.9 Criteria for Evaluating Quality of Examinations and Accuracy and Reliability of Grading

The California School of Law believes in the soundness of our educational program and in the quality of its examinations and the reliability of the grades given because:

(A) there is a strong correlation of the grades from all instructors teaching the same group of students.

(B) The independent judgment of the Dean, Dean of Education and Dean of Students in the review of the quality of examinations prior to use and the accuracy of professor grading on Mid-terms and Finals.

(C) due to the Dean, Dean of Education and Dean of Students work with faculty, there is consistency in the application of the grading standards among members of the faculty.

The California School of Law has made an effort to maintain uniform grading standards. The Dean, Dean of Education and Dean of Students review the accuracy of professor grading on Mid-terms and Finals to increase uniformity.

Faculty are required to submit a Grading Rubric with each exam to show exam issues are given appropriate importance. This can be found in the:

Faculty Handbook pages 8-9

The California School of Law has made an effort to identify and curb grade inflation, this can be found in our Grade Curve policy in the:

Faculty Handbook page 7

The California School of Law has made an effort to ensure that grades accurately reflect students' abilities and their likelihood of passing the California Bar Examination, this can be found in our Grading Standards policy in the.

Faculty Handbook page 7

The Dean of Faculty and Dean of Students regularly review Mid-terms and Final exams to ensure passing grades reflect that individual students' chances of passing the California Bar Examination. Dean Hunt also reviews essay exam answers to ensure grading is competent and not inflated.

7.10 Records

The California School of Law separately list and reports the names and number of persons admitted in each of the following categories: Regular Students with a Bachelor's Degree; Regular Students without a Bachelor's Degree; Special Students; Students Previously Disqualified for Academic Reasons; Students with Prior Law Study without Prior Disqualification for Academic Reasons; and Auditors and Visitors, who are not to be counted as admitted students.

7.11 Distance-Education Credit

The California School of Law's academic engagement requirements to earn credits are in compliance with Guideline 6.5(A) through the use of distance-learning technology approved by this Guideline.

The California School of Law meets the Time Requirements for Completion of Course of Study. Students participating in a live webinar for the minimum requirement for the J.D. degree; 1,200 hours of verified academic engagement with a law school's facility and curriculum. With no fewer than eighty semester units, with each semester unit requiring a minimum of 45 hours of student work, including both academic engagement and preparation, of which 15 hours are academic engagement (class time).

Attendance is taken for each class session and students are expected "to be there and be prepared" for a Socratic Method experience. The California School of Law attendance policy can be found in the:

Catalog page 15-16

Student Handbook page 6

Faculty Handbook pages 5-6

7.12 Admission as an Auditor or Visitor

The California School of Law does not enroll Auditors or Visitors into the program, only students enrolled in the J.D degree program are permitted to attend the courses.

This policy can be found in:

Catalog page 6

Academic Analysis

The California School of Law analysis of **First-Year Grades** and the pass rate for students, analysis of **Grades Issued by Incoming Class**, and **First Year Attrition and Retention Rates** for the last five years can be found in the Section 11 folder under Five Year Analysis.

The California School of Law analysis of **Instructor-to-Instructor** comparisons for the last five years can be found in the Section 11 folder under Professor Grade Comparison.

The California School of Law analysis of **Year-to-Year** comparisons for each instructors' grades over the last 5 years is in the Section 11 folder under Professor Year to Year Analysis.

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, o 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.

Section 12 Response:

Admission Criteria

The California School of Law Admission criteria is referred to in the catalog on pages:

Catalog Pages 4-10

Incomplete Student Files

The California School of Law policies and procedures as to incomplete student files can be found in the:

Administrative Handbook page 3 under Transcripts and under Incomplete Student Files pages 5-6.

LSAT

The California School of Law policies as to the use of the LSAT can be found in the:

Catalog Page 5,

The California School of Law does not use the Law School Admissions Test (LSAT) as a factor in the admissions process.

Factors the California School of Law does use are pre-legal education such as: (BA, AA, 60+ units and CLEP). The Personal History section of the application requests information regarding criminal records.

Admissions Decisions

The identity of all persons on the **Admissions Committee** for the California School of Law who are responsible for preliminary and final admissions decisions can be found in the:

Faculty Handbook page 4

Special Students in Admission

The California School of Law policies and procedures related to special students is to treat all enrolled students equally, students are not categorized or assigned to courses based on their admissions status.

Special Students are required to take and pass the FYLSE prior to matriculating into the second year of law school as required by California B&PC 6060 (C)(2).

The California School of Law policies and procedures related to special students in Admission, is we will admit students with 15 CLEP units, to provide the opportunity to receive a J.D.

The California School of Law policies and procedures related to special students in admission and the FYLSE can be found in the:

Catalog page 5

Admission of Previously Disqualified Students

The California School of Law policies and procedures related to admission of previously disqualified students is under **Transfer Students** in the:

Catalog page 6-7

Prior Law Study

The California School of Law Policies on granting credit for prior law study is under **Transfer Students** in the:

Catalog page 6-7

Student Admissions Data

Student admissions data, for each of the last five years, showing the number of students admitted as: Regular students, with a degree (BA and AA) and Special Students without a degree (60+ units) or (CLEP) can be found in Section 12 folder under Student Admissions Analysis.

Pre-Legal Education

The Dean reviews all transcripts to confirm an applicant's complaint pre-legal education meets the admissions requirements.

Required Information and Transcripts

The California School of Law Student Information Management Program, Orbud, has a New Student File Check List that tracks each student required information (including transcripts). The Check Lists for each new student is monitored continually until complete. Email reminders are sent to students with missing documentation and eventually phone calls are made to inform the student of the gravity of the situation. If Official Transcripts are not received within 45 days of the start of law school the student is non-academically dismissed from the California School of Law.

Final Admissions Decisions

The identity of all persons responsible for preliminary and final admissions decisions are the members of the **Admissions Committee** currently comprise of: Dean William Hunt, Dean of Education Tricia Zunker and Dean of Students Andrew Sherman.

Special Students

The California School of Law policies and procedures related to special students is to treat all enrolled students equally. Special students are not admitted, categorized, assigned courses, provided study resources or monitor academically any differently than other students.

Special Students are required to take and pass the FYLSE prior to matriculating into the second year of law school as required by California B&PC 6060 (C)(2).

Previously Disqualified Students

Prospective students that were previously disqualified from law school must re-start from the beginning, as first year law students. No units will be accepted or transferred from other law schools for students not in good standing or that have been academically dismissed.

If you have previously attended law school, you must disclose this information on the application, or it is grounds for dismissal. If you are not applying as a transfer student, you are required to submit a waiver of your previous law study to the State Bar of California acknowledging that you are beginning your first year over at the California School of Law and will not seek credit for your previous law school education.

Catalog Page 6

Students that failed out of CSL and were readmitted over the last 5 years and students that failed out of other law schools and were admitted over the last 5 years information can be found in the Section 12 folder under Previous Law School Analysis.

Transfer Students

The California School of Law policies on granting credit for any prior law school study and in the event an admitted student passes the FYLSX is found under **Transfer Students** in the:

Catalog Page 6-7

Admission Criteria and Passing the Bar

The California School of Law efforts to analyze the correlation between basis for students' admission and success in passing the CBX and conclusions drawn from such analysis, is in the Section 12 folder under Passing the CBX Analysis.

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

Section 13 Response:

The California School of Law is a Distance Learning Law school and therefore there are no branch or satellite campus.

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

Section 14 Response:

The California School of Law Library services are online through Fastcase.

Winner of the prestigious American Association of Law Libraries (New Product) Award, Fastcase for iOS, Android, and Windows Phone is used by more attorneys than any other legal app according to the ABA.

Scope of Coverage of Fastcase can be found online at <https://www.fastcase.com/coverage/>

Fastcase puts the whole national law library on your desktop, with online access to cases, statutes, regulations, court rules, and bar publications, right at your fingertips.

Federal Libraries

State Courts: All 50 States | 1950 – Current

Specialty Courts

State Statutes for all 50 states

State Administrative Regulations Codes & Orders and Court Rules & Instructions

State Attorney General Opinions

State Constitutions for all 50 states

Fastcase online legal library allows students the ability to perform legal research competently and faculty the ability to access adequate legal research resources to supplement their preparation and research.

Fastcase updates all mandatory authorities and is compliant and available to both students and faculty with unlimited legal research.

Students and faculty can access Fastcase library resources any time, and Fastcase technical support is available.

Law Library Collection

List of items in the Fastcase law library collection, and the format in which the item is maintained is on the website at <https://www.fastcase.com/coverage/>

and is in the Section 14 folder under Fastcase Collection.

Librarian

The California School of Law does not have a librarian or other library staff member.

Currently the California School of Law has no plan for development of the library resources, as Fastcase meets our students and professors legal research needs.

Hard Copy Research

Students at the California School of Law learn to use hard copy for legal research. In LR&W I and LR&W II students are provided video tutorials on how to use the “Books”, both Digests and Case Books. Then students are required to go to a local law library (county or law school) and use the digest to find and pull cases.

Syllabi

The Syllabi for all legal research courses can be found in the Section 14 folder in Syllabi file.

Expenditures

The California School of law expenditures for Fastcase, our electronic law library, is \$1,500.00 annually.

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

Section 15 Response:

To Describe the adequacy of the physical office; The California School of Law has a lovely office suite overlooking a gorgeous Spanish courtyard, with large sliding glass doors that open to let in natural light and the fresh air! There is no residential campus, though 3-5 times a year a student does come by to say hello when on vacation.

To Describe the adequacy of the physical resources that make up the California School of Law online campus, we use live video conferencing (like a webinar) where students and professors can see and speaker to each other as if in a physical classroom. Outside class, students can form study groups if they choose, allowing for the development of personalized relationships.

The California School of Law facilities and instructional equipment are computer- based soft-ware resources. Zoom is utilized for Video conferencing and is stored and maintained on their server. Orbund where the Syllabus, assignments are posted and uploaded is also stored and maintained on their server.

The California School of Law lease terms are in the Section 15 folder under Lease.

The provisions made for security are last one out locks up. Computers are set to power down and can't be accessed without the user's password.

The California School of Law video conferencing classrooms are total accessibility for those students with physical disabilities. Visually impaired students can expand the information on their monitor, and Zoom has instant subtitles for students with hearing impairments. So long as a student can use a computer, they can come to class.

Students are also given a Microsoft 365 student account that gives them access to a MS Office suite for document production.

Students are also given a California School of Law email account on Microsoft 365.

The California School of Law is distance learning law school with its administrative office in Santa Barbara California.

The California School of Law administrative office location is

California School of Law
5276 Hollister Ave., Suite 262
Santa Barbara, CA 93111

Students can visit that location for service, though Technical Support is provided primarily online and over the phone.

The California School of law maintains all required records electronically. Student files and materials are maintained on servers from the companies the software is leased from and accessible only by password protected, encrypted accounts. Administrators and students are provided access only to appropriate materials and required records.

A Diagram of the floor plan of the law school administrative offices is in the section 15 folder.

A Copy of any lease agreement for law school facilities/offices is in the section 15 folder.

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

Section 16 Response:

The California School of Law's policy is to pay bills as they come due, and to not carry any debt.

The California School of Law meets its present and anticipated financial obligations to operate compliantly:

- (A) To support its programs and operations, including all services it claims to provide;
(B) To ensure that all students admitted to the educational program have a reasonable opportunity to complete the program and obtain degrees; and
(C) To timely pay refunds to which students are entitled;

by paying our bills as they come in and giving refunds as they come due.

Dean Hunt and Registrar/Bursar Lara Lytle analyze the revenue stream before each trimester and set the budget in order to keep liabilities within expected income.

The budget set for each trimester is sufficient to allow the California School of Law to provide a virtual classroom for every scheduled course, a professor for every scheduled course, CALI lessons for each student, Fastcase access for each student and faculty, Help Desk support, faculty support for posting examination on ExamSoft, and payroll for administration.

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

The California School of Law has no current or planned efforts to raise funds from the alumni, the community or governmental or private grants.

The Budget for current fiscal year is in the Section 16 folder under Budget 2019

The Financial projections for the next three years are in the Section 16 folder under Financial Projections 2019-2021

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The California School of Law's most recent financial review or audited financial statement is in the Section 16 folder under Financial Statements, Auditor Opinion Letter 2013 and Auditor Opinion Letter 2014.

Financial reports most recently submitted to another accrediting agency or governmental authority, are in the Section 16 folder under Financial Statements, Auditor Opinion Letter 2013 and Auditor Opinion Letter 2014

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

Section 17 Response:

All recordkeeping at the California School law is stored electronically. All Student, Faculty and Administrators records are created or converted to digital records and stored. No hard/paper copies are maintained by the law school.

The identity of the law school administrators and employees who are responsible for the various records at the California School of Law are: Dean Hunt; Registrar/Bursar Lara Lytle; Technical Support DeForest Sedgwick; Dean of Faculty Tricia Zunker; Dean of Students Andrew Sherman.

The California School of Law compliantly maintains all required files, transcripts and records in accordance with Guideline 11.1(A)-(O).

Guideline 11.1(A)

The California School of Law Application has all of the required components

(1) Name of the applicant; (2) Date application was received; (3) Law School Admission Test scores and dates taken; (4) Number of undergraduate units completed or degree(s) received, and law school(s) attended; (5) Undergraduate grade point average.

The application can be found at:

https://server9.orbund.com/einstein-freshair/application/online_application_form.jsp?id=63&aid=19

when pulling a student file in our information management program administrator can see

(6) Action on the application; and (7) If admitted, whether the applicant registered or attended.

As well, the law school keeps applications for at least one year from the beginning of the academic term for which the person applied.

The law school purges the database of applications more than two (2) years old each winter before the new year. This policy can be found in the California School of Law Administrative Procedures Handbook on page 3.

Guideline 11.1(B)

For each person who was admitted to the California School of Law, whether he/she attended or did not register or attend, the law school maintains a file containing:

- (1) The application; (2) Official transcripts for all prelaw studies, including undergraduate and graduate degrees; (3) Official transcripts of any law study at another law school;
- (4) Certification of passing an equivalency examination, when required; (5) Law School Admission Test Score scores and dates taken; (6) Letters of recommendation, if any; and
- (7) Action taken on the application.

For students that do not attend the law school keeps the files for at least one year from the beginning of the academic term for which the individual was admitted.

Guideline 11.1(C)

For each person admitted who did register or attend, the California School of Law maintains a permanent file containing:

- (1) All admissions records required by Guideline 11.1(B);
- (2) Memoranda of the determinations and all supporting documentation for any accommodations accorded students with disabilities, this information can be found in California School of Law Administrative Procedures Handbook on page 7.
- (3) Memoranda of the determinations and all supporting documentation for any applications to change or correct entries on student transcripts;

In Orbund for each student there is a Note tab in which the Registrar can make a memorandum of the determinations and all supporting documentation for any applications to change or correct entries on student transcripts.

- (4) The date or dates on which the student took the First-Year Law Students' Examination and whether the student passed or failed each examination is tracked on the Student File Check List in the database.

This information can be found in the California School of Law Administrative Procedures Handbook on pages 8-10.

- (5) A record of any faculty or administrative action regarding the student's academic performance, any disciplinary action, is maintained by the law school on the Student Discipline tab. This information can be found in the California School of Law Administrative Procedures Handbook on page 11.

The California School of Law monitors and records any leave of absence or other interruption of a student's studies. This information can be found in the California School of Law Administrative Procedures Handbook on page 11.

The California School of Law monitors and records any disqualification prior to graduation. This information can be found in the California School of Law Administrative Procedures Handbook on pages 9-11.

The California School of Law monitors and records any other matter relating to a variance between the student's course of study and the rules of the law school, the Rules, and these guidelines.

(6) The California School of Law monitors and records Any other matters required by the Rules and these guidelines.

Guideline 11.1(D)

The California School of Law keeps a permanent transcript for each student who was or is enrolled in any course in the law school. The transcripts contain:

- (1) Information that clearly identifies the student;
- (2) Date of admission;
- (3) Whether the student is or is not a J.D. degree candidate;
- (4) Any credit allowed for law study at another institution, either at the time of admission or thereafter, listing the law school, course or courses taken, when taken, unit credit allowed, and grades received;
- (5) All academic credit granted for courses taken at the law school and all courses in which the student registered, clearly indicating, by beginning and ending dates, academic term (semester, quarter, or summer session) and year, the courses and their unit value, credit granted and grade(s) received;
- (6) A notation of any leaves of absence granted or other interruptions in study, whether authorized or not; and
- (7) The date and nature of the final termination of studies, whether withdrawal, disqualification, transfer, graduation, or otherwise, and if graduated, the degree conferred.

The California School of Law has adopted a written policy that provides that transcript entries may be changed only upon a showing of good cause. The policy must set forth the procedure to be followed to apply for and approve a transcript change under that standard.

This information can be found in the:

California School of Law Administrative Procedures Handbook on page 8.

The Student Handbook under **Academic Grievance-Student Grievance Policy** pages 35-39.

Guideline 11.1(E)

The California School of Law permanently maintains an official class record for each course for each academic term (semester, quarter, or summer session) that shows:

- (1) Name of course, designation of section, instructor, term, and year taught;
- (2) Regularly scheduled meeting times or participatory activities;
- (3) Names of all students enrolled at the commencement of the academic term;
- (4) Date of withdrawal of each student who did not complete the course; and
- (5) Final course grades received by each student

Guideline 11.1(F)

The California School of Law maintains for inspection by the Committee:

- (1) A file of all examinations given in the last five years;
- (2) For one year, students' final examination papers (including briefs, memoranda, research papers, and videotapes of oral presentations).
- (3) If mid-term examinations are used in calculating a student's grade, those examination papers must also be maintained for one year.
- (4) A permanent record of grades on all examinations, by course;
- (5) A permanent record of course grades in all courses; and
- (6) An annual grade distribution chart, by course and instructor, for all courses.

Guideline 11.1(G)

The California School of Law maintains a permanent file for each person who is or has been an administrator of the law school, including but not limited to presidents, chief executive officers, chief financial officers, deans, associate or assistant deans, librarians, registrars and technical support.

The files contain a personal history giving undergraduate education, graduate education, and law school education, if any, with years attended and degrees conferred, the date of admission to the State Bar of California or of admission to practice law elsewhere, including any changes in status, a summary of his or her professional career, and other information relating to the person's qualifications as an administrator.

Guideline 11.1(H)

For all faculty and instructors or persons who have served on the instructional staff, including teaching assistants, graders, and tutors, during the last five years the California School of Law maintains a file that contains:

- (1) A summary of undergraduate education, graduate education, if any, and law school education, with years attended and degrees conferred; the date of admission to the State Bar of California or of admission to practice law elsewhere, including any changes in status;
- (2) A description of any prior teaching experience;
- (3) A record of all courses, by academic terms and years, taught at the law school;
- (4) Evaluations made by the dean, faculty committee, students, or others;
- (5) Official transcripts of legal education; and
- (6) Evidence of current admission status with the appropriate admitting authority, if admitted to practice law in any state or jurisdiction.

This policy can be found in the California School of Law Administrative Procedures Handbook on page 13-14.

Guideline 11.1(I)

The law school maintains a file of the minutes of all meetings of the faculty and faculty committees for at least five years. This policy can be found in the California School of Law Administrative Procedures Handbook on page 14

Guideline 11.1(J)

The California School of Law doesn't have a governing board. In the event that one is created the law school will maintain a permanent file of the minutes of all meetings of its governing board and that board's committees.

Guideline 11.1(K)

For 12 years the California School of Law has maintained records sufficient to prepare its Annual Compliance Report, periodic self-studies, and any other report required by the Rules.

Guideline 11.1(L)

The California School of Law has maintained a file containing its catalogs, bulletins, brochures, policies and student and faculty handbooks for the current and previous five years.

Guideline 11.1(M)

The California School of Law has maintained a permanent file of all correspondence to and from the Committee, including Annual Compliance Reports and other reports, all certifications, and all petitions and requests for waivers, together with any supporting materials and the action taken by the Committee.

Guideline 11.1(N)

The California School of Law is not accredited, registered or approved by any other agencies but The State Bar Of California Committee Of Bar Examiners. In the event that the law school has an Inspections by Agencies other than the Committee, the California School of Law will maintain a permanent file of all reports, self-studies, questionnaires, and inspection reports for accrediting or licensing agencies; Annual Compliance Reports; and similar documents relating to evaluation of the law school. A law school will forward to the Committee a copy of any self-study or inspection report within thirty days of its issuance.

Guideline 11.1(O)

The California School of Law will file its Annual Compliance Report in accordance with Rule 4.161, along with copies of its current catalog, bulletin, brochures, advertisements, application forms, and student and faculty handbooks, as well as any other materials requested by the Committee.

The California School of Law will also file its Annual Academic Program Report Consistent with Section 6.1 of the guidelines, which will be updated annually based on the law school's on-going assessment of its effectiveness.

Required Attachments:

The California School of Law Administrative Procedures Handbook containing our written policies and procedures regarding recordkeeping is in the Section 17 folder.

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

Section 18 Response:

The California School of Law can demonstrate that we are a law school of equal opportunity and in compliance with the Constitutions both the United States and the State of California. We are proud of the ethnic diversity of the incoming students and the diversity on our faculty over the last five years.

The California School of Law has not only provided equal opportunity but has been a bastion for woman, students of color, students with a disability and students from a lower economic status due to our affordable tuition and convenience of attending classes online.

From statistical analysis the California School of Law student body over the last 5 years we have found of our incoming students: women make up 55%, 26 % are Black and Latinos are 16 %. These are numbers we are proud of and will continue to build on in the future.

In responding to the Guideline, in particular:

The California School of Law policies of protecting equality of opportunity and prohibiting unlawful discrimination, including their implementation and effects can be found in the:

Catalog Page 34-35

Student Handbook page 29-30

Faculty Handbook pages 19

The California School of Law policies designed to address issues of equality of opportunity and non-discrimination are in the section 18 folder under Non-discrimination Policy.

A report with statistical analysis addressing gender, racial and ethnic makeup of student enrollment is in Section 18 folder under Gender & Racial Makeup of Student.

A report with statistical analysis addressing gender, racial and ethnic makeup of faculty is in Section 18 folder under Gender & Racial Makeup of Faculty.

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)

Section 19 Response:

The California School of Law can confirm that the law school has, over the last 12 years, regularly submitted required reports and complied with the rules since its most recent inspection.

The law school has timely submitted our Annual Report, Certification documentation and transcripts for the First Year Law Students Exam, California Bar Exam, Multistate Professional Responsibility Exam and Moral Character Evaluations.

The California School of Law is not aware of 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.