



OPEN SESSION

AGENDA ITEM O-403

MARCH 2022

COMMITTEE OF BAR EXAMINERS

DATE: March 18, 2022

TO: Members, Committee of Bar Examiners

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

SUBJECT: Action on Response to Warning Letter from American Heritage University School of Law

EXECUTIVE SUMMARY

American Heritage University School of Law was inspected on December 18, 2020, with significant follow up required over the following next six months. After reviewing the report and response, the Committee issued a warning letter pursuant to 4.244(G)(4) and directing the law school to respond to establish its compliance within 30 days. The law school's response will be considered today to determine whether it is satisfactory or the Committee should issue a Notice of Noncompliance.

BACKGROUND

American Heritage University School of Law is a for-profit registered, unaccredited distance law school located in Rancho Cucamonga, California.

According to its 2021 Annual Report, the law school enrolls 11 students in its JD program, down from 18 last year. The law school's most recent pass rates on the First-Year Law Students' Examination were 0 percent in October 2020, 0 percent in June 2021, and 12 percent in October 2021. Its most recent cumulative five-year bar exam pass rate according to its 2022 disclosure pursuant to California Business and Professions Code 6061.7(a) is 12.5 percent.

The State Bar contacted the law school in early 2020 to begin preparation for its most recent inspection. The law school requested several extensions and required multiple attempts to submit a self-study that remained incomplete after several drafts over a period of months, so the State Bar proceeded with the inspection to try to secure information to address the gaps that were not resolved in the self-study.

In December 2021, after the Committee reviewed the inspection report as well as the law school's response to the inspection report, the Committee issued a warning letter to the law school. The warning letter directed the law school to take immediate action to correct the compliance issues documents the inspection report, and to document the response to the State Bar within 30 days. (Rule 4.244(G)(4); Item [O-401, Committee of Bar Examiners' Meeting, Dec. 3, 2021](#)). The warning letter also put the law school on notice that, based on the evidence before it, the Committee intended to pursue probation or termination of registration pursuant to Rule 4.263.

The law school provided a timely response addressing some of the issues identified. (Attachment B).

Today, the Committee will review the law school's response to the warning letter to determine whether it establishes the law school's compliance. If the law school establishes compliance, the Committee will inform the law school. If the response does not establish compliance, the Committee should proceed to the next step of the compliance process and issue a "written Notice of Noncompliance that states the reasons for its belief" as to why the law school is not in compliance. (Rule 4.260). The law school will have 15 days to respond to the notice, as required by the rules. (Rule 4.261).

The Committee can use that further response to further evaluate the law school's compliance. If sufficient, the Committee will notify the law school. If insufficient, the Committee will order an inspection to determine whether probation or termination of registration is appropriate. (Rule 4.262).

DISCUSSION

The law school's response to the warning letter addresses some issues identified in the inspection report but lists other as pending or provides nonresponsive or incomplete responses. In particular, the information related to the law school's finances, governance, recordkeeping, and effectiveness of its educational program requires further information.

The report's recommendations are summarized below. Each recommendation is discussed in detail in the attached report. The law school's response to the warning letter is attached for Committee review and its contents are summarized below under each recommendation.

RECOMMENDED MANDATORY ACTIONS

1. Guideline 1.2: The law school must clearly state the entity status of the law school and any

shareholders or partners in the ownership entity, and provide copies of all required paperwork, such as registration with the Secretary of State, local business license, and evidence of taxes paid, if any. The law school must also provide a fictitious business name certificate for the law school and list its agent for service of process. In addition, the law school must clearly state and document the status of its now-cancelled purchase agreement with Richard Dabney, as well as whether any funds paid as part of that purchase must be reimbursed and how any such reimbursement will affect the law school.

Subsequent to the inspection, the law school has yet to file a major change request clearly detailing the status of the failed purchase and the law school's plan going forward. As part of the purchase plan, the law school separated from the University and the corporation was registered in the name of the intended purchaser. The major change request should include a full timeline and documentation of the law school's entity status and how it has changed at each point since 2017 and affected the law school's financial position, including documenting whether the law school must return the significant funds paid by the purchaser.

2. Guideline 1.9: The law school must cease admitting students into the non-JD program and delete references to that program in its publications. The law school must advise whether it has any partnerships, agreements, or collaborations with any other institution either directly or through American Heritage University and whether the law school or University provides course content in law to other schools, locally or internationally. As this report was being finalized, the law school submitted an application that will be reviewed.

Subsequent to the inspection, the law school advised that it removed all references to the non-JD program from the catalog and website. The law school continues to enroll students. It filed an application for acquiescence in August 2021, but consistent with Committee practice, such applications are held in abeyance while the Committee is evaluating a law school's potential noncompliance.

3. Guideline 1.9: The law school must adopt, publish, and implement lawful policies and procedures for handling requests for accommodations, and give notice to students that accommodations given by the law school may differ from those given by the State Bar.

Subsequent to the inspection, the law school adopted, published, and implemented policies and procedures related to reasonable accommodations, financial aid disclosures, confidentiality, and privacy in the 2022 Catalog. The law school must take steps to show that these policies have been reviewed for legal accuracy and compliance.

4. Guideline 1.9: The law school must correct the data on the disclosure form required by California Business and Professions Code section 6061.7(a), including correcting the calculation of the bar exam pass rates of its graduates, and properly noting the undergraduate GPAs for entering students. It must also post that disclosure on its website on its Admissions page as required by the statute.

Subsequent to the inspection, the law school corrected its disclosure document. At the time

of the audit, the law school did not post the new 2022 disclosure document on time, but it has since posted that document.

5. Guideline 1.9: The law school must revise its policy on payments and release of student records to conform to California Civil Code section 1788.9 et seq.

Subsequent to the inspection, the law school revised and updated its policy on payments and release of student records in their 2022 Catalog. The law school must document implementation of this policy.

6. Guideline 2.1: The law school must be forthright and complete in its communications with the State Bar, including providing accurate financial information, providing access to the finance staff, and providing this information timely.

Subsequent to the inspection, this remains an area of concern. The law school must explain the errors or information that caused the law school to restate the last three years of financial statements, and how the law school will fund current operations, given that expenditures appear to greatly exceed tuition revenue. The law school has also not advised whether it must repay the funds paid as part of the failed purchase of the law school.

7. Guideline 2.1-2.3: The law school must review and, as necessary, revise its publications, disclosures, financial statements, and other submissions to the State Bar to ensure that all information provided is accurate, consistent, current, and complete; the current materials require extensive updates.

Subsequent to the inspection, the law school advised that it updated its Student Disclosure Statement and the website, and all links on the website were tested and verified.

8. Guideline 2.2(B): The law school must revise its refund policy to provide clear and consistent examples, state that a refund or refund accounting will be provided within thirty days, and provide a working link to the refund form.

Subsequent to the inspection, the law school advised that it has revised its refund policy to provide clear examples in the Catalog and fixed its broken link to the Down Payment Refund Policy and the different schedules for tuition refunds.

9. Guideline 2.8: The law school must revise the student discipline policy for clarity and to conform to all guideline requirements.

Subsequent to the inspection, the law school has updated the student discipline policy in its Catalog, and it must demonstrate that the policy is being implemented in a compliant manner.

10. Guideline 2.9(B)(2): The law school must revise the Catalog to give notice of the circumstances in which Pass/Fail grading is used.

Subsequent to the inspection, the law school updated the Catalog to give notice of the circumstances in which Pass/Fail grading is used.

11. Guideline 2.9(B)-(D): To bring itself into compliance, the law school must establish a written policy on authentication of student work and adequately authenticate student work.

Subsequent to the inspection, the law school updated the policy on Authentication of Student Work section of the 2022 Catalog. The law school made updates to the following sections in the 2022 Catalog: Academic Standards Policy, Examinations and Grading Policy and Written Statement on Basis for Final Grade. The law school must now document the implementation and effectiveness of the policy.

12. Guideline 2.9(F): The law school must adopt, publish, and implement procedures to allow students to inspect and copy examination materials as required by the guideline.

Subsequent to the inspection, the law school has implemented new exam questions with model answers, available upon request to the students, and the model answers are provided to instructors. The law school must document implementation of the policy and demonstrate how the procedure will be sustained.

13. Guideline 2.9(H): The law school must revise its grade review policy to incorporate the allowable grounds and evidentiary standards required by the guideline.

Subsequent to the inspection, the law school has revised and adopted its grade review policy in the 2022 Catalog. The law school must show implementation of the policy.

14. Guideline 3.1: The law school must identify the financial staff including the CFO, make that staff available to answer questions, and make all required financial information available including past results, projections, resources available, and financial relationship to American Heritage University and other parties. The law school must provide a timely, complete, and audited financial statement annually.

Subsequent to the inspection, the law school has appointed Mr. Benjamin Okundolor, a tax preparer, as the acting CFO. The law school must more fully provide detail as to the law school's finances. In particular, the law school has not explained how the law school will continue operations given that expenditures appear in excess of tuition revenue.

15. Guideline 3.3: AHSL's governance and administrative structure must be clearly, fully, and accurately described to the Committee in order to demonstrate to the Committee whether or not the structure appears adequate to support the JD program.

Subsequent to the inspection, the law school has created and provided an organizational chart of the law school's current governance and administrative structure. The law school must show that this structure is adequate to support the JD program.

16. Guideline 4.7: The law school must advise instructors of their duty to continually strive to improve their teaching skills.

Subsequent to their inspection, the law school has established professional development courses for faculty. The law school must show implementation and effectiveness of the content or modify the content as needed.

17. Guidelines 4.8 and 4.9: The law school must adopt, publish, and implement a policy and procedures for the regular evaluation of instructors as required by the guidelines, document a timeline for implementation, and present evidence that the policy has been fully implemented.

Subsequent to the inspection, the law school advised that it has begun evaluating its instructors. The law school should provide full information as to how the new policy was developed, its implementation and sample evaluations.

18. Guideline 5.3(C)(1): The law school must revise its attendance policy to correctly state that 80 percent attendance is required per course, along with all other course requirements, in order for a student to earn credit for a class. While students may watch archived courses in certain instances, the law school must ensure and document that each student's course instruction includes at least 135 interactive hours per year, rather than taped instruction.

Subsequent to the inspection, the law school revised its attendance policy in the 2022 Catalog, but it must demonstrate consistent and compliant implementation of the policy.

19. Guidelines 5.3(C)(2), 5.19, and 2.9(B)(4): The law school must revise its Catalog to state its academic standards clearly, consistently, and as required by the guidelines, with respect to academic standing, advancement, advancement on probation, dismissal, and graduation. Further, AHSL must set a GPA for graduation that meets the guideline's "reasonable basis" standard, and in doing so should consider the success of its students and graduates on Committee-administered exams.

Subsequent to the inspection, the law school has updated the following sections in the 2022 Catalog: Advancement, Good Standing, Probation, Dismissal and Graduation. The law school must discuss the basis for these changes, how they will be measured, and whether they are effective. The 2021 Annual Report suggests that grading may still be inflated relative to student performance on State Bar exams.

20. Guideline 5.6: The law school must adopt and implement procedures to ensure that guideline requirements are followed with respect to special circumstance exemptions.

Subsequent to the inspection, the law school stated that they have the right to deny admissions to any applicant and change entrance requirements without prior notice, but the law school must demonstrate that its communications are clear, fair, honest, transparent and conducted with integrity. Applicants are notified of their acceptance or denial in writing, and the review process takes up to 10 days, unless there are special

circumstances that require follow-up from the applicant. Special circumstances include: late registration, pending credits and students with disabilities. The law school must review the guideline requirement and demonstrate how this policy complies, and, in particular, be sure that applicants with disabilities are not disadvantaged in the process and are treated in accordance with the law.

21. Guidelines 5.11 and 2.3: The law school must revise its curriculum to make elective opportunities available, revise its Catalog course descriptions to indicate that not all courses are given each year, and eliminate descriptions for courses the law school does not plan to offer in the next two years.

Subsequent to the inspection, the law school has updated the 2022 Catalog to show the frequency with which courses are offered. The law school must further take steps to make elective opportunities available.

22. Guideline 5.12: The law school must revise its curriculum to provide instruction in the practical skills enumerated in the guideline as well as Rule 4.240(F).

Subsequent to the inspection, the law school asserts that it complies, but must demonstrate how it complies.

23. Guidelines 5.17 and 5.18: The law school must review and, as necessary, revise its grading practices to improve the validity, consistency, and reliability of its grades. This revision will give students a more realistic assessment of their likely success on Committee-administered exams. Further, the law school must take steps to verify the identity of test takers so it can verify whether the work turned in represents the student's own work. This ensures that any grade awarded represents the accurate, valid, reliable, and consistent evaluation required by Guideline 5.17. Additionally, this addresses the need to quickly identify and disqualify those students who have demonstrated they are not qualified to continue under Guideline 5.18.

Subsequent to the inspection, the law school asserts that it has adopted implemented grading rubrics. The law school must now monitor the effectiveness of the rubrics and address all other aspects of the recommendation and guideline requirements in order to control grade inflation, ensure consistency and fairly inform students of their progress. While the law school has not issued a large number of A grades, the overall curve does not match the results that students are achieving on State Bar exams.

24. Guidelines 5.35 and 2.3: The law school must adopt, implement, and publish transfer credit policies and procedures. This ensures students have notice of the transfer credit limit, and that all guideline requirements are followed with respect to the granting of transfer credit.

Subsequent to the inspection, the law school has revised its transfer credit policies in the 2022 Catalog. The law school must still review the current transcripts of its students and document the results and demonstrate they comply with the guidelines.

25. Guideline 6.3: The law school must provide legal research instruction in both electronic and

hardcopy publications.

Subsequent to the inspection, the law school has not complied with this request. The law school indicates in its response that this requirement should be waived, but does not file a waiver request. While this was not submitted as a proper waiver request, it is recommended that the Committee respond to the request to be sure to clarify the law school's responsibilities. Since waivers are temporary, and the law school can teach hard copy research via an online platform, there is no basis to waive the law school's requirement to do so.

26. Guidelines 8.1-8.3: It is strongly recommended that this school be required to provide audited financial statements for the foreseeable future. Also, the law school must describe the sources of its other revenue and explain how it will improve financial performance and finance its operations as it reduces expenses in line with its resources.

Subsequent to the inspection, the law school must address the recommendation.

27. Guideline 9.1: The law school must review and revise its record-keeping processes to ensure that all required records are prepared and maintained as required by guideline.

Subsequent to the inspection, the law school must respond to this directive.

28. Guideline 9.1(D): The law school must adopt, publish, and implement a compliant policy on changes to transcript entries. The school must adopt and implement procedures to ensure that transcripts of transfer students contain all required information. Lastly, the law school must correct the transcripts of all current transfer students to conform to guideline requirements.

Subsequent to the inspection, the law school updated its policy in the 2022 Catalog. The law school must show completion of the other elements of the guideline and correct the student transcripts as noted.

29. Rule 4.240(K): Overall, the law school must affirmatively provide accurate and complete financial information, for both past and future projections, and grant access to those responsible for financial matters. The law school must provide the State Bar with complete and clear audited financial statements annually and respond promptly, fully and clearly. The law school must also demonstrate how it intends to remain solvent to provide the services it represents.

Subsequent to the inspection, the law school confirmed that Frank Wiesner is the law school's auditor and will continue to provide audit services going forward. More clarity is needed as to the law school's financial position and the reason for the restatement of three years of finances.

The Committee must now determine whether the law school's response to the warning letter, taken along with all other information and circumstances, has established the law school's

compliance.

The law school's response to both the inspection and the warning letter were timely, but were not complete. Major points remain unaddressed despite multiple requests. Concerns remain as to a number of key areas, including ownership, funding and finances, soundness of the educational program, in part as evidenced by results on State Bar exams, and authentication of student work. State Bar exam scores suggest that the law school's program is facing challenges.

Given the gaps that remain after reviewing the response, it appears necessary to consider issuing a Notice of Noncompliance.

FISCAL/PERSONNEL IMPACT

None

RECOMMENDATION

It is recommended that the Committee receives and files the law school's response to the warning letter issued by the Committee of Bar Examiners at its December 3, 2021 meeting. It is also recommended that the Committee make a finding that the response to the warning letter does not demonstrate the law school's compliance and, therefore, a Notice of Noncompliance should be issued.

It is further recommended that the law school should be reminded that pursuant to Rule 4.263 that the Committee finds that the inspection report demonstrates that the law school is likely to be out of compliance with the Rules for Unaccredited Law Schools and, therefore, the Committee recommends and intends to pursue probation or termination of registration unless the law school can provide evidence to demonstrate compliance through its timely response to the Notice of Noncompliance within 15 days.

PROPOSED MOTION

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

MOVE, that the Committee of Bar Examiners receives and files the response of American Heritage University School of Law to the warning letter issued to the law school by the Committee at its December 3, 2021 meeting;

FURTHER MOVE, that the Committee find that the response is not satisfactory to establish compliance and therefore issues a Notice of Noncompliance to the law school, and the law school is directed to respond within 15 days.

FURTHER MOVE, that the Committee deny law school's request to waive unaccredited guideline 6.3 and forego teaching of legal research using hard copy materials.

FURTHER MOVE, that the law school is provided with further notice pursuant to Rule 4.263 that the Committee believes that the inspection report and subsequent response demonstrates that the law school is likely to be out of compliance with the Unaccredited Law School Rules and, therefore, the Committee recommends and intends to pursue probation or termination of registration unless the law school can provide evidence to demonstrate compliance as part of its timely response to the Committee's Notice of Noncompliance.

ATTACHMENT LIST

- A.** American Heritage University School of Law Response to Warning Letter



ATTACHMENT A

JANUARY 3, 2022

RECOMMENDED MANDATORY ACTIONS

AS REQUIRED BY THE STATE BAR OF CALIFORNIA

DEAN ROSA MOSLEY

AMERICAN HERITAGE UNIVERSITY OF SOUTHERN CALIFORNIA
9227 Haven Ave, Ste 210, Rancho Cucamonga, CA 91730




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Recommended Mandatory Actions

Guideline 1.2 & 1.9

The law school must clearly state the entity status of the law school and any shareholders or partners in the ownership entity, and provide copies of all required paperwork, such as registration with the Secretary of State, local business license, and evidence of taxes paid, if any. The law school must also provide a fictitious business name certificate for the law school and list its agent for service of process. In addition, the law school must clearly state and document the status of its now-cancelled purchase agreement with Richard Dabney, as well as whether any funds paid as part of that purchase must be reimbursed and how any such reimbursement will affect the law school. The law school must also file a major change request to clarify the ownership in light of the change from the law school's prior approved plan.

Exhibit 1- Guideline Requirements for 1.2 & 1.9

The corporate history and status of American Heritage University School of Law hereinafter (AHULAW) initially began as part of Heritage University Corporation when it was registered with the California Secretary of State in 2004. (Marked **Exhibit 1A**)

AHUSC was established through the Bureau for Postsecondary and Vocational Educational as it was then known in 2004 (Now Bureau for Private Postsecondary Education, BPPE). AHUSC applied for Institutional Approval to operate as a degree granting university to run eight -degree programs and three non-degree programs effective December 6, 2004.

This approval included B.Sc. Law and Juris Doctor degrees. (Approval evidence) Exhibit Marked as 1B

On January 1, 2007, the law authorizing the regulation of the postsecondary education sector in California was allowed to sunset, leaving the State without any regulatory body overseeing private institutions. Thereafter, the State Bar of California took over the regulation of Law Schools.

On our part, we operated the Law School under the tutelage of the California State Bar and paid taxes and levies to the California Franchise Tax Board, the IRS and EDD.

With regards to the sale of the law school to Richard Dabney, the terms of the sale was breached and therefore, the sale to Richard Dabney has been terminated.



SECRETARY OF STATE



I, *Kevin Shelley*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 1 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of



DEC 18 2003

Kevin Shelley
Secretary of State

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

ARTICLES OF INCORPORATION

DEC 15 2003

OF

KEVIN SHELLEY
Secretary of State

Heritage University

FIRST. The name of the corporation is Heritage University.

SECOND. The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.

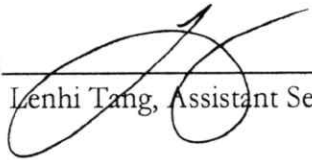
THIRD. The name and street address of the corporation's initial agent for service of process in the State of California is Dr. Tony Ogiamien, 13634 Canellia Drive, Fontana, California 92335.

FOURTH. The corporation is authorized to issue one class of shares, designated as "Common Stock", and the total number of shares of Common Stock authorized to be issued is 1,000.

IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation on the date below.

Date: December 12, 2003

United States Corporation Agents, Inc., Incorporator

By: 
Lenhi Tang, Assistant Secretary

**BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION**

400 R Street, Suite 5000
Sacramento, California 95814-6200
Phone: (916) 445-3427 FAX: (916) 323-6571



October 19, 2005

Dr. Tony B.E. Ogiamien
Heritage University
2035 North D Street
San Bernardino, CA 92405

School Code: 81701248
Application #: 19458

RE: APPROVAL OF CHANGE OF NAME

Under the authority of CCR Division 7.5, Section 71630, ***your institution's name change is hereby approved.***

The database of information representing your institution will be updated as follows:

Former name:

HERITAGE UNIVERSITY

New name:

AMERICAN HERITAGE UNIVERSITY

Enclosed is an updated Approval Certificate.

If you require any further information, please contact the Bureau.

Sincerely,

A handwritten signature in cursive script that reads 'Pamela Martin'.

Pamela Martin
Staff Services Analyst
BPPVE Degree Program

Enclosure



Bureau for Private Postsecondary Education
1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 574-7720 F (916) 574-8648 www.bppe.ca.gov



October 18, 2010

Dr. Tony B. E. Ogamien
American Heritage University
255 North D Street, Suite 401
San Bernardino, CA 92401

RE: Request for Change of School Name— Approval Granted
Change name from American Heritage University to American Heritage University of Southern California

Dear Dr. Ogamien:

The Bureau for Private Postsecondary Education has completed the review of your application for change of school name as required by California Education Code §94894 that was originally received on September 22, 2010.

Your application for approval to operate American Heritage University under new name of American Heritage University of Southern California has been granted, and is effective as of the date of this letter. A new wall certificate will not be issued.

Please note that your school code will remain the same: 81701248

If you require additional information or have questions please contact me at (916) 574-7720 or by email at Leeza.Rifredi@dca.ca.gov

Sincerely,

Leeza Rifredi
Manager, Licensing Unit



Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



July 10, 2017

Tony B.E. Ogamien, Owner
American Heritage University of Southern California
1602 East G Street
Ontario, California 92336

RE: Notification of Non-Substantive Changes Institution Code: #81701248

Dear Mr. Ogamien:

The Bureau for Private Postsecondary Education received on, July 3, 2017, your request of non-substantive changes; in accordance with regulations section 71660, regarding the discontinuation of educational programs. The following program changes have been made per your request.

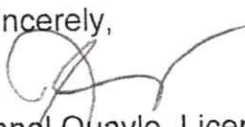
Effective July 10, 2017, the following educational programs have been discontinued:

- BS Law
- BA Film Studies
- Doctor of Business Administration
- Master in Public Policy
- ESL Level I
- ESL Level II
- ESL Level III

Included is the revised Approved Educational Program List.

If you have any further questions, please feel free to call me at (916) 576-2403 or email at Janel.Quayle@dca.ca.gov.

Sincerely,


Janel Quayle, Licensing Analyst
Licensing Unit



Bureau for Private Postsecondary and Vocational Education
 400 R Street, Suite 5000, Sacramento, CA 95814-6200
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (916) 445-3427
 www.bppve.ca.gov



Approved/Registered Program List

In accordance with the provisions of California Education Code 94900 and/or 94915 and/or Article 9.5, the Bureau for Private Postsecondary and Vocational Education temporarily approves:

Exhibit 1B

American Heritage University
 2035 North D Street
 San Bernardino, CA 92405
 School Code #: 81701248
 Site Type: Main

to offer the following program(s)/course(s):

<u>Program Name</u>	<u>Program Approved</u>	<u>Program Type</u>
BA Film Studies	12/06/2004	Degree
Bachelor of Business Administration	12/06/2004	Degree
BS Law	12/06/2004	Degree
Doctor of Business Administration	12/06/2004	Degree
Juris Doctor	12/06/2004	Degree
Master in Public Policy	12/06/2004	Degree
Master of Business Administration	12/06/2004	Degree

The program list above represents all currently approved/registered educational services for this institution. The Main, Branch, or Satellite locations of this institution may offer any subset of this list. Branch and Satellite location(s) may only offer educational services that are approved at the Main location as stated in Section 94719 and 94742(a) of the Private Postsecondary and Vocational Education Reform Act.

Sheila M Hawkins

Sheila Hawkins, Private Postsecondary Education Administrator

This document is valid if all fees are current. Subject to earlier termination in accordance with the law.



Bureau for Private Postsecondary and Vocational Education
 400 R Street, Suite 5000, Sacramento, CA 95814-6200
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (916) 445-3427
 www.bppve.ca.gov



Approved/Registered Program List

In accordance with the provisions of California Education Code 94900 and/or 94915 and/or Article 9.5, the Bureau for Private Postsecondary and Vocational Education temporarily approves:

American Heritage University

**2035 North D Street
 San Bernardino, CA 92405**

**School Code #: 81701248
 Site Type: Main**

to offer the following program(s)/course(s):

<u>Program Name</u>	<u>Program Approved</u>	<u>Program Type</u>
BA Film Studies	12/06/2004	Degree
Bachelor of Business Administration	12/06/2004	Degree
BS Law	12/06/2004	Degree
Doctor of Business Administration	12/06/2004	Degree
Juris Doctor	12/06/2004	Degree
Master in Public Policy	12/06/2004	Degree
Master of Business Administration	12/06/2004	Degree

The program list above represents all currently approved/registered educational services for this institution. The Main, Branch, or Satellite locations of this institution may offer any subset of this list. Branch and Satellite location(s) may only offer educational services that are approved at the Main location as stated in Section 94719 and 94742(a) of the Private Postsecondary and Vocational Education Reform Act.

Sheila M Hawkins

Sheila Hawkins, Private Postsecondary Education Administrator

This document is valid if all fees are current. Subject to earlier termination in accordance with the law.

Approved/Registered Program List**School Name: American Heritage University****School Code: 81701248 (Institution Code: 81701248.....Site Type: Main)**

<u>Program Name</u>	<u>Program Approved</u>	<u>Program Type</u>
ESL Level I	05/23/2005	Non-Degree
ESL Level II	05/23/2005	Non-Degree
ESL Level III	05/23/2005	Non-Degree

Degree Programs: 7**Non-Degree (Vocational) Programs/Courses: 3****Total Programs/Courses: 10**

The program list above represents all currently approved/registered educational services for this institution. The Main, Branch, or Satellite locations of this institution may offer any subset of this list. Branch and Satellite location(s) may only offer educational services that are approved at the Main location as stated in Section 94719 and 94742(a) of the Private Postsecondary and Vocational Education Reform Act.



Sheila Hawkins, Private Postsecondary Education Administrator

This document is valid if all fees are current. Subject to earlier termination in accordance with the law.

Guideline 1.9

The law school must cease admitting students into the non-bar qualifying JD program and delete references to that program in its publications. The law school must advise whether it has any partnerships, agreements, or collaborations with any other institution either directly or through American Heritage University and whether the law school or University provides course content in law to other schools, locally or internationally. As this report was being finalized, the law school submitted an application that will be reviewed.

Exhibit 2 - Guideline Requirements for 1.9

1. Remove all references of the Non-Bar JD from the catalog and website: *This has since been removed from the website and the school catalog.*
2. AHUSC does not offer any law courses through its cross border education program

Guideline 1.9

The law school must adopt, publish, and implement lawful policies and procedures for handling requests for accommodations, and give notice to students those accommodations given by the law school may differ from those given by the State Bar.

Exhibit 3 - Guideline Requirements for 1.9

The university adopted, published, and implement the following policies and procedures for handling the following requests:

1. Compliance with the Americans with Disabilities Act (Page 42)
2. Financial Aid Disclosures (Title V) - Page 64
3. Confidentiality and Privacy Policy – Pages 50 – 55

Americans with Disabilities Act

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, AHUSOL acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. AHUSOL makes every effort to provide reasonable accommodations for students who qualify under ADA. Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability.

For purposes of educational access at AHUSOL, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs. Reasonable requests for accommodation must be based upon documentation that meets AHUSOL's published criteria. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals.

Requesting Disability Accommodations

In order to request disability accommodations, students must inform AHUSOL that they have a qualified disability. No accommodations may be made before the school has been notified of a disability through the submission of proper documentation. Documentation must be provided at least 30 days in advance of any accommodation requests. The responsibility for ensuring that this documentation is submitted on time is solely the students.

For pre-existing conditions, applicants are advised to submit accommodation requests during the admission process, prior to enrolling into the JD program. Existing students are advised to submit accommodation requests before completing required coursework. Completed coursework that precedes an accommodation request may not be resubmitted. This includes all required assessments and course events listed in each syllabus, assigned by the faculty member or other AHUSOL employee.

Required Disability Accommodation Documentation

Documentation differs depending upon the type of disability. To be sure that your accommodation request will be fully considered, please include all of the following:

- ✓ Detailed clinical/medical diagnosis of the disability including learning, mental and physical restrictions and limitations.
- ✓ Names, dates, and results of all diagnostic tests, including professional evaluation of the results.
- ✓ Description of student limitations in activities related to the ability to enroll and complete the academic requirements of ALU courses and programs.
- ✓ Specific accommodation recommendations related to AHUSOL academic activities and to the diagnosis.
- ✓ Disability evaluator's professional credentials, licenses and experience related to the applicant's specific accommodation request.

Financial Aid Disclosures

AHUSOL does not currently offer Financial Aid for any of our programs. Our tuition was designed to fit the budget of the average working professional. We offer affordable monthly payments with no interest.

Loan Agreement

If you obtained a loan to pay for this educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
2. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Please note: American Heritage University of Southern California DOES NOT provide Title IV federal funding or student loans. However, if you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the you received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to you. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

Confidentiality of Student Privacy and Records

The American Heritage University School of Law (“University”) is committed to ensuring the privacy of confidential information, accuracy of personal data, and compliance with international, federal, and state laws and regulations concerning the use of personal information. Other than as required or permitted by law, Personally Identifiable Information (“PII”) is not shared. In particular, and regardless of how the information was collected, the University does not sell PII and it does not re-distribute PII for any non-University purpose.

Information Collected

The University collects and processes PII from individuals only as necessary in the exercise of the University's legitimate mission, interests, functions, and responsibilities as a private, for-profit institution of higher education. The majority of PII comes from students (and members of their families), employees, alumni, friends, and people who apply to be students or employees.

Use of Collected Information

PII collected from students or student applicants is used to register or enroll persons in the University, provide and administer housing to students, manage student accounts, provide academic advising, develop and deliver education programs, track academic progress, analyze and improve education programs, recruitment, retention, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. The University also uses PII to conduct general demographic and statistical research to improve University programs, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies, or comply with applicable laws. The University collects and processes PII from individuals who are employees or applicants for employment for the purpose of administering various employment benefits and functions. The University also collects and processes PII from alumni, donors, parents, and friends of the University to advance the University's mission. PII may be shared by the University with third parties who have entered into contracts to perform functions on behalf of the University, but only when the third parties agree to protect PII and prevent unauthorized disclosure.

Distribution of Collected Information

The University will not disclose PII, without consent, except for certain explicit circumstances in which disclosure is permitted or required by law. Additionally, the University will not sell PII to third-party organizations for any non-University purpose.

Third Party Use of Personal Information

The University may disclose PII and other information as follows:

1. **Consent:** We may disclose information if we have an individual's consent to do so.
2. **Emergency Circumstances:** We may share information when necessary to protect health and safety interests, even if an individual is physically or legally incapable of providing consent.
3. **Employment:** We may share information when necessary for administering employment or

- social security benefits in accordance with applicable law, subject to the imposition of appropriate safeguards to prevent unauthorized disclosure.
4. **Public Information:** We may share information if the information already has been made public.
 5. **Archiving:** We may share information for archival purposes in the public interest, and for historical research and statistical purposes.
 6. **Performance of a Contract:** We may share information when necessary to comply with a contractual obligation.
 7. **Legal Obligation:** We may share information when the disclosure is required or permitted by international, federal, or state laws and regulations. The University will comply with lawfully-issued subpoenas.

Notification of Changes

The University Privacy Policy is reviewed periodically and may be modified at the discretion of the University. Changes to the privacy policy will be incorporated and posted on the University's web site. Information will be handled according to the privacy policy in effect at the time the information is used.

Security

The University will implement appropriate technical and organizational security measures to protect PII collected by the University, regardless of the method of collection.

Questions

If you have any questions about this privacy statement or the University's privacy practices, please contact:

American Heritage University of Southern California
9227 Haven Ave, STE 210
Rancho Cucamonga, CA 91730
info@ahulaw.com

Maintenance and Confidentiality of Student Records

Student permanent records are maintained on-site for a minimum of five (5) years in a secure fire-proof cabinet only accessible by the registrar or authorized officer. Students have access to their own personal records through the student portal of the University's website and through Populi, AHUSC's online college management system. Transcripts are kept permanently.

Sensitive material such as examinations and keys are kept on a secure server and can only be accessed by authorized personnel. A student who has registered for a particular online course can gain access to the exam after completing the prescribed lesson plans with an ID and protected password.

The Law School maintains a permanent record/file per Guidelines for Unaccredited Law School Rules, Division 9.1(B) containing:

1. Initial application
2. Official Transcript of Previous work
3. Resume
4. Acceptance Letter for Admission
5. Enrollment Agreement

6. Grade Report Forms
7. Law School Admission Test Scores (Where applicable)
8. College Level Examination Program (CLEP) Scores (Where applicable)

All admissions documents are scanned and maintained as digital files as well. All student and financial records are maintained in a safe and secure storage area.

Student Records

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) protects the privacy of students’ educational records. Access to academic and disciplinary records is limited to students and authorized school officials.

For more information on FERPA, please visit The Family Educational Rights and Privacy Act web site.

No one outside the University shall have access to, nor will the University disclose any information from students' education records, without the consent of students.

The following exceptions are permitted under FERPA.

1. to certain officials of the University to officials of other institutions in which students seek to enroll
2. to persons or organizations providing student’s financial aid
3. to accrediting agencies carrying out their accreditation function
4. to persons in compliance with a judicial order
5. to persons in an emergency in order to protect the health or safety of students or other persons
6. in accordance with the Solomon Amendment (requiring the disclosure of certain information to military recruiters)

Within the University, only those officials, individually or collectively, acting in the students' legitimate educational interests are permitted access to student education records. A “legitimate educational interest” will be present if the school official needs to review an education record to fulfill the official's professional responsibility.

"Disclosure" means to permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

Directory Information

The University maintains student records in compliance with FERPA, which assures students and parents of their right to privacy of information. The University further complies with the California Education Code, sections 22509 through 22509.18, which state that the management of student records shall be a matter of Federal and State law and regulation.

The following is considered directory information and may be released or published without the student's consent:

Student name, date and place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; telephone number and student assigned e-mail; home address and telephone

number; cell phone number; participation in special academic programs; participation in recognized student activities.

Students who wish directory information to be withheld from all individuals outside the University must sign a request in the Registrar's Office.

Release of Academic Information

Confidential information is defined as any information contained in a student education record not included in "Directory Information." The University respects the privacy rights of all students. Students need to be aware that, under FERPA regulations, the University is permitted to disclose student education records to parents without the student's specific consent if a student is a "dependent" (generally, by being designated as such on a parent's federal tax form). Students or parents who wish for the University to exercise this permission should make a written request and submit proof of dependency to the Registrar's Office.

The University will not release confidential information for independent students (students over the age of 23, or "independent" as defined by University Financial Aid Policy) without written request of the student.

The student has the right to restrict disclosure/release of directory information to third-parties.

Online Release of Information Forms

In accordance with The Federal Family Educational Rights and Privacy Act (FERPA), American Heritage University of Southern California will not release student records, including to a parent, without student consent or proof of dependency, or as listed in the University's FERPA/Privacy Policies. A student may give permission for the University to release student record information to a person by completing this form.

[Student-Initiated Authorization for Release of Information](#)

Transcripts

An official transcript of a student's academic record is issued only upon the student's written, signed request. Transcripts submitted to the University for admission or credit transfer become the property of the University and cannot be returned to the student, copied or forwarded to other institutions.

Review of Academic Records

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of a challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

Note: a) The Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and cooperative education records; b) the Student Finance Officer coordinates the inspection and review procedures for financial files.

Students wishing to review their education records must make written requests to the Registrar's Office listing the item or items of interest. Only records covered by FERPA will be made available within forty-five days of the request. Students may have copies made of their records with certain

exceptions (for example a copy of an academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies will be made at the students' expense at prevailing rates which are listed in the catalog.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by university to comply with the requirements of FERPA.

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Alumni Privacy Notice

General Statement

American Heritage University School of Law recognizes and respects the importance of confidentiality and security of the PII of our alumni, donors, and family members, (collectively, our "constituents"). This Alumni Privacy Notice addresses concerns about personal data collection and provides information about what is collected and how it is used. We strongly encourage you to read this notice in its entirety in advance of submitting any personal information to us.

Why We Collect Your Personal Information

University Advancement supports all of our core constituencies – students, faculty, staff members, and the community – by working to provide students with faculty with teaching and research opportunities, and the greater University community with resources to establish and expand programs that enable the institution to fulfill its non-profit educational mission. To achieve this, we seek to build and sustain key relationships with alumni, parents, and community members. Acquiring and maintaining information about constituents allows University Advancement to distribute meaningful communications, raise funds in support of university priorities, and engage alumni and friends in programs and events that add value to their lives. Additionally, alumni feedback and outcomes are important to our understanding of how to improve and expand programs.

How We Collect Your Personal Information

The University may collect PII from or about you in a number of ways. For example, you or a family member may have attended the University and provided or updated contact information during or after enrollment, signed up for a university-sponsored event, shared news about your career and life, made a gift, inquired about a program, or otherwise communicated with us in person, by telephone, by email or through our website. The University may combine information you provide to us with information available from external sources to gather updated contact information and to better our understanding of our constituents to improve our methods of engaging with them. You may have voluntarily provided information to third parties with whom we partner. We may also acquire PII from publicly-available sources. We encourage you to review the privacy practices of any organization with whom you choose to share your personal information.

Types of Personal Information We Collect

We may collect the following types of personal information about you (this is a representative list):

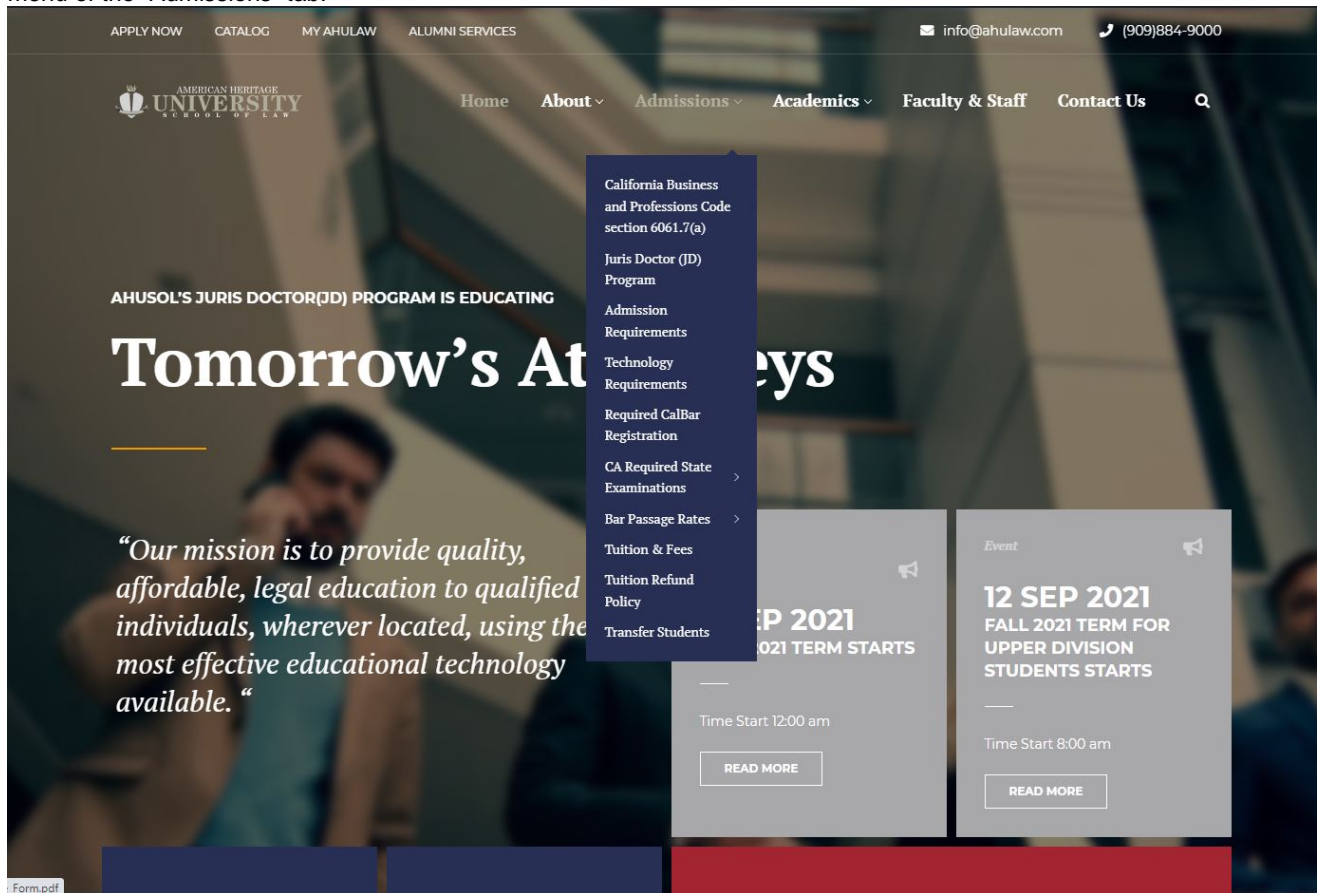
1. Your name and contact information, such as your address, email address, telephone numbers, date of birth;
2. Information relating to your education and employment history;
3. Information about your family or personal circumstances; and
4. Information needed to process credit card transactions such as contributions, event registrations, and memberships.
5. Sharing Your Personal Information with Others
6. For the purposes referred to in this Alumni Privacy Notice, we may share your PII with select third parties. Examples of sharing are listed below. The University will not share your personal information with individuals outside the University or with certain third parties if you ask us not to.
7. We may disclose information to third parties if we have your consent to do so.
8. We may share information with third parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you. This may include University volunteers who contribute important work in support of the University's outreach efforts. We may also use third parties who have entered into a contract with the University to support the delivery of ordinary services and functions. In such cases, we share your information with such third parties on the condition that they use it only for the purposes for which it was shared, they keep it confidential, and they safeguard it from unauthorized disclosure.
9. We use and disclose information about our constituents in de-identified or aggregate form.
10. Information may be shared with third parties without your consent if the information already is public.
11. We will share your information with third parties to the extent we are required to do so by law, court order, or subpoena.

California Business and Professions Code section 6061.7(a)

The law school must correct the data on the disclosure form required by California Business and Professions Code section 6061.7(a), including correcting the calculation of the bar exam pass rates of its graduates, and properly noting the undergraduate GPAs for entering students. It must also post that disclosure on its website on its Admissions page as required by the statute

Exhibit 4 - Guideline Requirements for California Business and Professions Code section 6061.7(a)


1. California Business and Professions Code section 6061.7(a) form is currently located on our website: <https://ahulaw.com/important-disclosures/> The State bar is requesting that we place it on the “Admissions” page. This updated has been made and can be viewed under <https://ahulaw.com/admissions/> or directly at: https://ahulaw.com/forms/SB_1281_Compliance_Form.pdf. The form has also been placed on the drop-down menu of the “Admissions” tab.



- The passage rates of the graduates need to be reflected on the website

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info@ahulaw.com
[\(909\)884-9000](tel:(909)884-9000)



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First-Year Law Students' Examination (FYLX) Passage Statistics
Home / First-Year Law Students' Examination (FYLX) Passage Statistics

First-Year Law Students' Examination (FYLX) Passage Statistics


American Heritage University School of Law to date has sent 80 students to take the First-Year Law Students' Examination (FYLX) and 12.5% have passed. The statistics below covers the 2016 – 2020. It shows how many failed and how many passed.

2016 – 2020									
Exam Date	All Takers			First Timers			Repeaters		
	Took	Passed	% Passed	Took	Passed	% Passed	Took	Passed	% Passed
Oct-16	8	0	0.00	0	0	0.00	8	0	0.00
Jun-16	10	0	0.00	2	0	0.00	8	0	0.00
Oct-17	9	0	0.00	4	0	0.00	5	0	0.00
Jun-17	7	0	0.00	1	0	0.00	6	0	0.00
Oct-18	4	0	0.00	0	0	0.00	4	0	0.00
Jun-18	5	0	0.00	3	0	0.00	2	0	0.00
Oct-19	9	0	0.00	4	0	0.00	5	0	0.00
Jun-19	6	0	0.00	2	0	0.00	4	0	0.00
Oct-20	9	0	0.00	3	0	0.00	6	0	0.00
Jun-20	7	2	29%	1	1	100%	6	1	16.00%

View at: <https://ahulaw.com/first-year-passage-statistics/>

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General Bar Passage Statistics (GBX)
Home / General Bar Passage Statistics (GBX)

General Bar Passage Statistics (GBX)

American Heritage University School of Law to date, has sent 51 students to take the General Bar Examination (GBX) and 20% have passed.

2016 – 2020									
Exam Date	All Takers			First Timers			Repeaters		
	Took	Passed	% Passed	Took	Passed	% Passed	Took	Passed	% Passed
Jul-16	7	0	0.00	3	0	0.00	4	0	0.00
Feb-16	8	0	0.00	4	0	0.00	4	0	0.00
Jul-17	8	0	0.00	2	0	0.00	6	0	0.00
Feb-17	5	0	0.00	2	0	0.00	3	0	0.00
Jul-18	7	1	14.29	0	0	0.00	7	1	14.29
Feb-18	10	0	0.00	3	0	0.00	7	0	0.00
Jul-19	4	0	0.00	0	0	0.00	4	0	0.00
Feb-19	5	1	20.00	0	0	0.00	5	1	20.00
Oct-20	3	2	66.00%	1	1	100%	2	1	50.00%
Feb-20	4	0	0.00	0	0	0.00	4	0	0.00

View at: <https://ahulaw.com/general-bar-examination-gbx-passage-statistics/>

Guideline 1.9: *The law school must revise its policy on payments and release of student records to conform to California Civil Code section 1788.9 et seq.*

Exhibit 5 - Guideline Requirements for California Civil Code section 1788.9 et seq

The policy has been revised and updated on 10/20/2021. It now reads as follows: *"In compliance with California Civil Code section 1788.9 et seq, as of July 1, 2020, the university will grant releases of transcripts to all students regardless of their financial obligations to the university. Students are advised to pay their tuition and fees in a timely manner to avoid interruption of studies in the JD program."* (Page 39)

Administrative Policies & Procedures

Enrollment Agreement (EA)

The Enrollment Agreement (EA) is a legal binding document between the school and a student. Upon completion by the student, the school is given the authority to execute the following:

- ✓ Enroll a student in any of the courses listed on the EA
- ✓ Bill the student for the respective tuition and fees
- ✓ Hold student accountable for all university policies and procedures outline in the Academic Catalog

Students must sign an Enrollment Agreement in order to be enrolled in the Juris Doctor program. For new students, it must be completed before beginning classes and for continuing students, it must be signed for each new year of instruction. The agreement includes the following:

1. **Tuition & Fees:** Each year, a student is required to pay their tuition and fees. The fees will include WestLaw membership, Registration, and Technology.
2. **List of Courses:** All courses a student is required to take each year, are listed in the EA
3. **Refund & Cancellation Policies**
4. **Payment Plan Information**
5. **Certification of Academic Catalog:** Students are required to endorse their knowledge of key information within the school's academic catalog

View a Copy: A copy of the latest EA can be viewed on [our website](#).

Payments and Release of Records

In compliance with California Civil Code section 1788.9 et seq, as of July 1, 2020, the university will grant releases transcripts to all students regardless of their financial obligations to the university. Students are advised to pay their tuition and fees in a timely manner to avoid interruption of studies in the JD program.

Address and/or Name Change

Students must notify the University immediately of any change in name or address. Forms are available by contacting the Admissions Office.

Class Size

Maximum class size is 4-30 students.

Course Load

Undergraduate students are required to complete 24 - 26 credits in 12 months. A normal Course load will typically range between 3,6, and 9 credit hours per session.

Course Numbering System

Courses offered at AHUSOL are identified by department abbreviation and number. Courses available to undergraduates are categorized by the following levels:

Guideline 2.1 – 2.9

The law school must be forthright and complete in its communications with the State Bar, including providing accurate financial information, providing access to the finance staff, and providing this information timely.

Exhibit 6 - Guideline Requirements for 2.1 – 2.9

Guideline 2.1-2.3: *The law school must review and, as necessary, revise its publications, disclosures, financial statements, and other submissions to the State Bar to ensure that all information provided is accurate, consistent, current, and complete; the current materials require extensive updates.*

Exhibit 7 - Guideline Requirements for 2.1 – 2.3

Revise the following for consistency and accuracy:

- a. Website: Required disclosures (updated & verified for consistency) on the Student Disclosure Statement & the [Website](#)
- b. Faculty: Updated on Student Disclosure Statement and the Website
- c. Financial statements: Includes budget forecast and actuals
- d. All links on the website have been tested and verified working

Student Disclosure Statements

American Heritage University School of Law is not approved by the American Bar Association, and not accredited by the State Bar of California. The School of Law is registered with the State Bar of California to enable its graduates to take the bar examination upon completion of the Juris Doctor program.

The disclosures included herein are required by Rule 4.241 of the Unaccredited Law School Rules and Guideline 2.3(D) of the Guidelines for Unaccredited Law School Rules. This Disclosure statement must be provided to each prospective student upon payment of an application fee, but before payment of a registration fee, and to each new or returning student, prior to payment for any academic term. This disclosure must be signed by the enrolling student and the student shall receive a copy of the signed statement.

1. The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by technological means including interactive classes.
2. American Heritage University School of Law has not applied for accreditation in the previous five years.
3. American Heritage University School of Law pass rates of students who have taken the California First-Year Law Students' Examination (FYLSE) or the California Bar Examination (GBX) for the past five years are as follows (Data Source: State Bar of California):

FIRST-YEAR LAW STUDENTS' EXAMINATION (FYLSE) PASSAGE STATISTICS

Exam Date	All Takers			First Timers			Repeaters		
	Took	Passed	% Passed	Took	Passed	% Passed	Took	Passed	% Passed
Oct-15	7	0	0.00	8	1	12.50	4	1	25.00
Jun-15	7	0	0.00	1	0	0.00	6	0	0.00
Oct-16	8	0	0.00	0	0	0.00	8	0	0.00
Jun-16	10	0	0.00	2	0	0.00	8	0	0.00
Oct-17	9	0	0.00	4	0	0.00	5	0	0.00
Jun-17	7	0	0.00	1	0	0.00	6	0	0.00
Oct-18	4	0	0.00	0	0	0.00	4	0	0.00
Jun-18	5	0	0.00	3	0	0.00	2	0	0.00
Oct-19	9	0	0.00	4	0	0.00	5	0	0.00
Jun-19	6	0	0.00	2	0	0.00	4	0	0.00
Oct-20	6	3	50.00	3	2	66.67	3	1	33.33
Jul-20	7	2	28.57	1	1	100.00	6	1	16.67



Student Disclosure Statements

GENERAL BAR EXAMINATION (GBX) PASSAGE STATISTICS

Exam Date	All Takers			First Timers			Repeaters		
	Took	Passed	% Passed	Took	Passed	% Passed	Took	Passed	% Passed
Jul-15	12	2	16.67	3	0	0.00	5	2	40.00
Feb-15	10	4	40.00	7	2	28.57	3	2	66.67
Jul-16	7	0	0.00	3	0	0.00	4	0	0.00
Feb-16	8	0	0.00	4	0	0.00	4	0	0.00
Jul-17	8	0	0.00	2	0	0.00	6	0	0.00
Feb-17	5	0	0.00	2	0	0.00	3	0	0.00
Jul-18	7	1	14.29	0	0	0.00	7	1	14.29
Feb-18	10	0	0.00	3	0	0.00	7	0	0.00
Jul-19	4	0	0.00	0	0	0.00	4	0	0.00
Feb-19	5	1	20.00	0	0	0.00	5	1	20.00
Jul-20	0	0	0.00	0	0	0.00	0	0	0.00
Feb-20	4	0	0.00	1	1	100.00	3	1	33.33

4. The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction are as follows:

FACULTY QUALIFICATIONS

Rosa Mosley, Esq, Dean

State Bar of California, 1984
Western State University College of Law, 1980-1984
Cal State University Bakersfield, 1987-1989
Everest College, 2001-2004
Mt. San Antonio College, 2004-2006
Westwood College, 2008-2016

Areas of Practice: Criminal Justice, Paralegal Studies, Constitutional Law, Political Science, Torts, Evidence

Hon. Eric V. Isaac, Judge Riverside County

Member, State Bar of California
J.D., American College of Law, Anaheim CA
B.S., Education, Training and Development, Southern Illinois University, Carbondale IL

Areas of Practice: Civil Litigation
Adjunct Professor, Law, Criminal Procedure

Former Deputy Public Defender I, II, III & IV
Riverside County Law Offices of the Public Defender
Law Clerk, Los Angeles County Office of the District Attorney
Administrative Legal Researcher, United States Air Force,
Criminal/Court Martial Actions

Soheila Hosseini, Member, State Bar of California, Ninth Circuit Court of Appeals, District Court, California Supreme Court, US Bankruptcy Court, Orange County Superior Courts, Los Angeles Superior Courts J.D., Thomas Jefferson School of Law, San Diego, CA
B. Sc. (ICS), University of California, Irvine, CA

Adjunct Professor, Law, Community Property, Professional Responsibility, Legal Research & Writing, American Heritage University School of Law, Ontario, CA

Solo Practitioner, Law Office of Soheila Hosseini
Practice Experience, Immigration, Criminal Law

Shahbaz Rahbari, Member, State Bar of California, United States Districts Courts- Southern and Central Districts of California.
J.D., Thomas Jefferson School of Law, San Diego, CA

Adjunct Professor, Civil Procedure, Agency and Partnership

Paul Pfau, Member, State Bar of California, Los Angeles County deputy district attorney and the owner of Cal Bar Tutorial Review, J.D., Loyola Law School, Los Angeles, CA.

Adjunct Professor, Legal Analysis & Writing, American Heritage University of Law, Ontario, CA



Student Disclosure Statements

Ivonne De La Cruz, Member, State Bar of California
J.D., Western State University College of Law, Fullerton, CA
B.A., Political Science, University of California, Riverside, CA
Adjunct Professor, Law, Criminal Law, Civil Procedure
Deputy Public Defender
Los Angeles County Public Defender's Office, Los Angeles, CA
Associate Attorney, Law Offices of Ollie P. Manago, Los Angeles, CA
Law Clerk, Orange County Public Defender's Office, Santa Ana, CA

Christian U. Anyiam, Esq., Adjunct Professor
J.D. Western State University College of Law, Fullerton, CA
B.S. (Finance and Economics), California State University, Los Angeles, CA
Single Subject Teaching Credential (History), California State University, Los Angeles, CA
Member, State Bar of California,
California Court of Appeals
Central District Court of California
Ninth Circuit Court of Appeals,
United States Supreme Court, Immigration Court
Solo Practitioner, Anyiam Law Firm

Jerome Clay, Esq., Adjunct Professor
California State Bar, 2019
Juris Doctor, 2018
Humphrey's Coll School of Law, Stockton CA
Areas of Practice include: Collaborative Courts AB 109 and Prop 7 program, Criminal Defense, Taxation litigation, Employment Law, Civil Rights Law, Collaborative Courts, Criminal Law, Civil Rights Law

Andrew S. Rogers, Adjunct Professor
Bachelor of Science, American Heritage University of Southern, Rancho Cucamonga, CA
Juris Doctor, American Heritage University School of Law, Rancho Cucamonga, CA

5. The ratios of faculty to students since the establishment of the Law School are as follows:

2020: 1 Faculty member per 6 students
2019: 1 Faculty member per 5 students
2018: 1 Faculty member per 5 students
2017: 1 Faculty member per 4 students
2016: 1 Faculty member per 4 students
2015: 1 Faculty member per 11.5 students

6. The education American Heritage University School of Law provides may not satisfy the requirements of other jurisdictions for the practice of law. Applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements to practice law.
7. American Heritage University School of Law was issued a Notice of Noncompliance by the Committee of Bar Examiners regarding noncompliance with Guidelines 2.1, 2.2(B), 2.3(B), 5.1, 5.2(D), 5.2(J) and 9.1(D) of the Guidelines for Unaccredited Law School Rules on June 24, 2015 but has since remained in full compliance with all regulations with the Committee of Bar Examiners.



Student Disclosure Statements

8. Guideline 2.3(D) of the *Guidelines for Unaccredited Law School Rules* provides:

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by technological means including interactive classes.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(1) of the Rules of the State Bar of California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

By enrolling in the term date of _____, the three (3) administrations* in which you would have successfully pass the First-Year Law Students' Examination would be in month and year of, **June 2023, October 2023, and June 2024**

**The exact dates for the examination are determined by the State Bar of California.*

Initials: _____

9. Required Disclosures for Professional Law Degree Programs:

The method of instruction at this law school for professional law degree programs other than for the Juris Doctor degree is principally by technological means including interactive classes.

Completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or to satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy the requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to seek to qualify to sit for the bar examination or for admission to practice for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.



Student Disclosure Statements

Report Required by
Rule 4.241(A)(10) of the *Unaccredited Law School Rules*

Attrition* Rates of Enrolled Students in
Subsequent Years of Law Study

September 15, 2016 – September 15, 2020

Students enrolled in this law school's J.D. Degree Program by year of study:

Academic Year	First Year	Second Year	Third Year	Fourth Year
9/15/16	13	2	6	9
9/15/17	9	0	5	1
9/15/18	13	2	2	0
9/15/19	14	3	1	5
9/15/20	18	7	3	1

* In accordance with Guideline 5.22 of the Guidelines for Unaccredited Law School Rules: "A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program." Other reasons for student attrition vary and include, but are not limited to, students voluntarily withdrawing from law school due to personal, family, business, career or financial issues and students who may have been dismissed by the law school because the students did not maintain academic good standing or who were unable to complete the mandatory curriculum requirements to earn a Juris Doctor degree.

I acknowledgement receipt of a copy of this disclosure statement on the date listed below.

*Printed Name: _____

*Student Signature: _____

*Date: _____

*Authorized Administrator: _____

*Printed Name: _____

*Date: _____

Guideline 2.2(B): *The law school must revise its refund policy to provide clear and consistent examples, state that a refund or refund accounting will be provided within thirty days, and provide a working link to the refund form.*

Exhibit 8 - Guideline Requirements for 2.2(B)

The refund policy has been revised and clearer examples have been provided in the academic catalog on pages 60 – 63.

Tuition Refund Policy

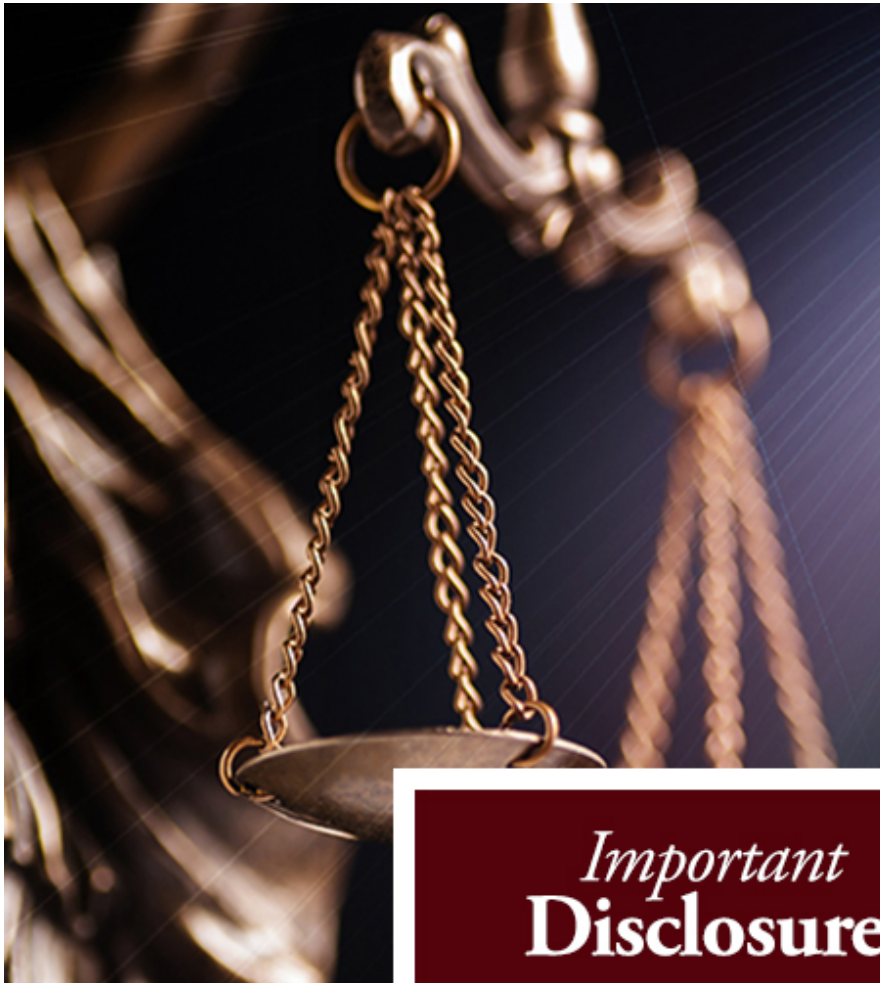
Student refunds will be prorated based on the weeks the student attended our institution and the progress made each class. After 50% of course completion, the student is responsible for the cost of the course. Use the charts below to determine the amount of refund you will be entitled to according to the date the withdrawal form is received in our office.

Term Fees Refund Policy

If the student pays the \$430 down-payment which includes registration fee of \$100, technology fee of \$180, and WestLaw fee of \$150 and withdraws from the JD program within the first 7 days of the start of the program, then the *full amount* of \$430 will be refunded. The student will need to complete the Enrollment Agreement Cancellation form ([Form AD_1012](#)).

If the school cancels a course at any time, the student will receive a **full refund of all charges** including down-payment and any tuition paid towards that course only.

Broken link: https://ahulaw.com/forms/RP_1002.pdf has fixed

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Important
Disclosures

Important Disclosures

Educating Tomorrow's Attorneys

Business & Professions Code Section 6061.7(a) Information Report

Any law school that is not approved by the American Bar Association shall publicly disclose the following information: Admissions data, Tuition, fees, and financial aid, Conditional scholarships, Enrollment, and



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All of this information can be found in this comprehensive report:

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REVIEW REPORT

American Heritage University School of Law is not approved by the American Bar Association, and not accredited by the State Bar of California. The School of Law is registered with the State Bar of California to enable its graduates to take the bar examination upon completion of the Juris Doctor program.

The disclosures included herein are required by Rule 4.241 of the Unaccredited Law School Rules and Guideline 2.3(D) of the Guidelines for Unaccredited Law School Rules. This Disclosure statement must be provided to each prospective student upon payment of an application fee, but before payment of a registration fee, and to each new or returning student, prior to payment for any academic term. This disclosure must be signed by the enrolling student and the student shall receive a copy of the signed statement.



The School of Law Juris Doctorate (JD) Program is registered with the State of California, Committee of Bar Examiners. Applicants of the JD Program are advised to contact the State Bar for further questions or concerns.

The Committee of Bar Examiners

180 Howard Street

San Francisco, CA 94105

Telephone: (415) 538.2303

<http://www.calbar.ca.gov/admissions>

Student Tuition Recovery Fund (STRF) Disclosure Statement

American Heritage University School of Law is regulated by the Committee of Bar Examiners of the State Bar of California and does not participate in the Student Tuition Recovery Fund (STRF) which is administered by the Bureau for Private Postsecondary Education (BPPE). Students who are enrolled in the Juris Doctor Program at American Heritage School of Law are not eligible to participate in the Student Tuition Recovery Fund.

Method of Instruction

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principal




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Passage Rates

Contact Us



American Heritage University School of Law pass rates of students who have taken the California First-Year Law Students' Examination (FYLTX).

FYLTX Passage Rates (5 Years)

GBX Passage Rates (5 Years)

Faculty Qualifications

Rosa Mosley, Esq, Dean of the Law

State Bar of California, 1984

Western State University College of Law, 1980-1984

Cal State University Bakersfield, 1987-1989

Everest College, 2001-2004

Mt. San Antonio College, 2004-2006

Westwood College, 2008-2016

Areas of Practice: Criminal Justice, Paralegal Studies, Constitutional Law, Political Science, Torts



Dr. Alex A. Naghibi, Assistant Dean

B.S. English, Phillips University

M.Ed., Educational Administration, Phillips University

J.D., Juris Doctorate, Trinity Law School

Ph.D., Administration, University of Southern California, NPU

LLM, Thomas Jefferson School of Law

Hon. Eric V. Isaac Adjunct Professor

Judge, Riverside County, California.

B.S., Education, Training and Development, Southern Illinois University, Carbondale IL

Juris Doctor May 1996, American College of Law, Anaheim CA

Areas of Practice include:Tort Law, Criminal & Criminal Procedure




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J.D., Loyola Law School, Los Angeles, CA

Contact Us



Ivonne De La Cruz, Esq., Adjunct Professor

State Bar of California, December 2003

Juris Doctor, May 2003, Western State University College of Law, Fullerton, CA

Bachelor of Arts in Political Science, June 2000, University of California, Riverside, CA

Soheila Hosseini, Esq., Adjunct Professor

State Bar of California, December 2000

Juris Doctor, 1997

Thomas Jefferson School of Law

Bachelor of Science (ICS), UCI, 1988

Shahbaz Rahbari, Esq., Adjunct Professor

California State Bar, 2002

Juris Doctor, 2001

Thomas Jefferson School of Law

Areas of Practice include: Agency & Partnership, Constitutional Law

Jerome Clay, Esq., Adjunct Professor

California State Bar, 2019

Juris Doctor, 2018

Humphrey's Coll School of Law, Stockton CA

Areas of Practice include: Collaborative Courts AB 109 and Prop 7 program, Criminal Defense, Taxation litigation, Employment Law, Civil Rights Law, Collaborative Courts, Criminal Law, Civil Rights Law

Christian U. Anyiam, Esq., Adjunct Professor

J.D. Western State University College of Law, Fullerton, CA

B.S. (Finance and Economics), California State University, Los Angeles, CA

Single Subject Teaching Credential (History), California State University, Los Angeles, CA

Member, State Bar of California,

California Court of Appeals

Central District Court of California

Ninth Circuit Court of Appeals,

United States Supreme Court, Immigration Court

Solo Practitioner, Anyiam Law Firm




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Tuition & Fees

The Online Law School is aware of and responsive to the needs of its students. Accordingly, various payment schedules and plans are available. Please contact the Director of Admissions for further details.

SCHOOL OF LAW

JD -> \$200 per unit

Tuition	\$5,200.00
Registration Fee	\$100.00
Student Technology Fee	\$180.00
West Law Membership Fee*	\$150.00
Total:	\$5,630.00

Note: Students must purchase textbooks and other required study materials, estimated between \$350-\$700 per year. Students will not be able to pass a course without the required course materials.

Other Costs:

The following costs are associated with earning your Juris Doctor (JD) at American Heritage University School of Law:

1. Law Student Registration with Cal Bar: <https://www.calbar.ca.gov/Admissions>
2. California Bar Examination for Current
Fees: <http://www.calbar.ca.gov/Admissions/Examinations/California-Bar-Examination/October-2020-California-Bar-Examination>
3. Application for Determination of Moral Character: <https://www.calbar.ca.gov/Admissions/Moral-Character>
4. Multistate Professional Responsibility Exam
(MPRE): <https://www.calbar.ca.gov/Admissions/Examinations/Multistate-Professional-Responsibility-Examination>



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Tuition Refund Policy

Student refunds will be prorated based on the weeks the student attended our institution and the progress made in each class. After 50% of course completion, the student is responsible for the cost of the course.

RP-1002 (https://ahulaw.com/forms/RP_1002.pdf) illustrates the amount of refund a student is entitled to according to the date the withdrawal form is received in our office.

The period of given instruction is counted on a weekly basis, regardless of the actual day that a particular course begins. Each week starts every Sunday at 12:00am and ends on Saturday at 11:59pm (Pacific Time zone). If notice is received after a particular week starts, then, that week is counted as a week of given instruction.

Term Fees Refund Policy

If the student pays the \$430 down-payment which includes registration fee of \$100, technology fee of \$180, and WestLaw fee of \$150 and withdraws from the JD program within the first 7 days of the start of the program, then the *full amount* of \$430 will be refunded. The student will need to complete the Enrollment Agreement Cancellation form ([Form AD_1012](#)).

If the school cancels a course, the student will receive a **full refund of all charges**.

Disclosures

Faculty to Student Ratio

The ratios of faculty to students since the establishment of the Law School are as follows:

2020: 1 Faculty member per 6 students

2019: 1 Faculty member per 5 students

2018: 1 Faculty member per 4 students

2017: 1 Faculty member per 6 students

2016: 1 Faculty member per 4 students

2015: 1 Faculty member per 11.5 students



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Noncompliance Disclosure

[Contact Us](#)

American Heritage University School of Law was issued a Notice of Noncompliance by the Committee of Bar Examiners regarding noncompliance with Guidelines 2.1, 2.2(B), 2.3(B), 5.1, 5.2(D), 5.2(J) and 9.1(D) of the Guidelines for Unaccredited Law School Rules on June 24, 2015.

AHUSOL has since complied with all requirements of the Bar and since maintained its status as a quality institution pursuing excellence in legal education.

Guideline 2.3(D) of the Guidelines for Unaccredited Law School Rules provides:

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by technological means including interactive classes.

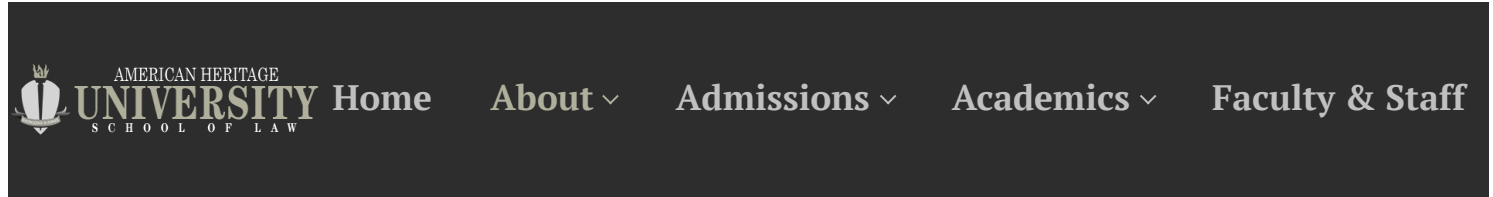
Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(1) of the Rules of the State Bar of California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

Required Disclosures for Professional Law Degree Programs (11.3):

The method of instruction at this law school for professional law degree programs other than for the Juris Doctor degree is principally by technological means including interactive classes.





to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to seek to qualify to sit for the bar examination or for admission to practice for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

Contact Us

Location:

9227 Haven Ave, STE 210

Rancho Cucamonga, CA 91730

Office Hours:

9:00am – 5:00pm

Telephone:

(909)884-9000

Email:

info@ahulaw.com

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CALENDAR

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Important Disclosures

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Guideline 2.8: *The law school must revise the student discipline policy for clarity and to conform to all guideline requirements.*

Exhibit 9 - Guideline Requirements for 2.8

The current discipline policy has been updated in the catalog on page 41

Procedures for Disciplinary Cases

Cases requiring discipline typically involve cheating and similar departures from generally accepted standards of integrity. In such cases the ASC may impose sanctions including reprimand and suspension. In the most severe cases, the Board may recommend to the faculty sanctions of expulsion or dismissal, imposition of which requires the majority vote of the ASC. In many instances the University believes that minor disciplinary infractions can be dealt with on an informal basis. Accordingly, the Dean may, either investigate, or appoint another ASC member to investigate the incident before the undertaking of any formal disciplinary procedures. If disciplinary proceedings are required, the ASC will proceed in accordance with the following rules:

1. The ASC will only institute any disciplinary proceedings upon allegations submitted in writing by a student, staff or faculty member. The accused student will have the right to see the allegations, but not the identity of the author
2. The Dean and ASC shall form an Investigative Committee (IC) and the IC will begin the proceedings by issuing a written charge that explains the nature of the infraction.
3. Should the IC find, by clear and convincing evidence, the student in writing of its intent to continue its investigation and its intent to establish a formal hearing debate. The hearing date shall be set within a reasonable amount of time. The writing will also inform the student of his/her right to independent counsel (professional or lay- person), as well as the right to waive their right to a formal hearing.
4. Hearings may be held via electronic transmission. In all instances, the University will use its best efforts to insure the privacy interests of all the parties to the proceedings.
5. In certain circumstances, it may be appropriate for a student to ask an individual member of the AB to rescue him or herself for cause. If a member is rescued, the Dean shall appoint an alternate member to take his/her place.
6. The formal hearing itself will in many ways resemble a typical legal proceeding, the major difference being relaxed rules of evidentiary production and admission, namely, the ASC may hear and admit any evidence it feels relevant and reliable to determine the outcome of the case. The IC may also consider the cooperative or uncooperative nature of the student in rendering its decision.

The student shall be entitled to the following provisions:

Representation by Legal Counsel or Lay Advisor

A record shall be kept and will be made available to the student or his/her representative upon request without charge. The student may call their own witnesses, and have the right to examine all witnesses to the proceeding. The student may submit physical evidence in support of his/her exoneration and may examine any physical evidence submitted in support of the charges. It shall be the duty of the Dean to aid and assist the student in reasonable preparation for the hearing.

Lastly, disciplinary sanctions shall not be imposed unless conduct warranting sanction is established by clear and convincing evidence.

Guideline 2.9(B)(2): *The law school must revise the Catalog to give notice of the circumstances in which Pass/Fail grading is used.*

Exhibit 9 - Guideline Requirements for 2.9(B)(2)

The catalog has been revised to give notice of the circumstances in which Pass/Fail grading is used as seen in pages 78-79, 80, 81, and 83.

LAW 103: Criminal Law, 6 Semester Units, 12 Weeks – Student will examine Common Law and modern criminal justice systems including their classification of crimes and the necessary elements of various crimes. Students will study the criminal capability rules applicable to perpetrators such as principals, accessories and accomplices. Students will learn the elements of various crimes committed against person such as homicide, assault, battery, rape and mayhem. Students will also study property crimes such as larceny, embezzlement, false pretenses, receiving stolen property, robbery, burglary and arson.

Further, students will examine the inchoate crimes of attempt, solicitation and conspiracy, and will also learn many justifications and excuses including mistake, self-defense, defense of others, crime prevention, force used to justifications and excuses including mistake, self-defense, defense of others, crime prevention, force used to effectuate an arrest, consent, insanity, infancy, intoxication, public authority, duress, necessity and entrapment.

By the end of the course, students will be able to:

1. Communicate effectively orally and in writing regarding legal matters
2. Understand fundamental principles regarding the law and legal system of the United States
3. Define how crimes are categorized by type and seriousness
4. Identify how criminal law compares to other types of law
5. Give an overview of the Constitutional limits on the power of government to regulate conduct

LAW 104: Legal Research & Writing, 2 Semester Units, 4 Weeks – This course will provide students with instruction related to both the concepts behind and practical applications of legal writing, research, and analysis. This course will include instruction in understanding and utilizing primary sources of law including case law, statutory and constitutional law as well as secondary, non-binding sources of law. Students will also receive instruction related to the basics of legal research, both traditional and online, and its importance to the legal process. Students will be introduced to the use and benefits of their Westlaw account.

LAW 105: First Year Review, 1 Semester Units, 2 Weeks – This course is designed to assist in the student in preparation for the First Year Law Students' Exam (FYLSX). All of the classes will include substantive review, exploring the answers to multistate questions and analyzing essay techniques and approaches. Every week students are required to write answers to two essays distributed each week. The answers the students submit for the questions will be returned with sample answers.

Important Note: This course is NOT required. It is a Pass/Fail class that does not affect your GPA.

First Year Course Offerings, Examination Scope, & Grading

Course	Frequency	Next Offering	Required Course	Tested on the FYLSX	Course Grading
*LAW 100 – INTRODUCTION TO LAW	Three times annually	Calendar	Yes	No	Pass/Fail
LAW 101 – CONTRACTS	Annually	Calendar	Yes	Yes	Letter Grade
LAW 102 – TORTS	Annually	Calendar	Yes	Yes	Letter Grade
LAW 103 – CRIMINAL LAW	Annually	Calendar	Yes	Yes	Letter Grade

*LAW 104-A - LEGAL RESEARCH & WRITING	Three times annually	Calendar	Yes	No	Pass/Fail
*LAW 105 - FYLSX REVIEW	Annually	Calendar	No	No	Pass/Fail

**Pass/Fail classes do not affect GPA.*

Second Year Course Descriptions

LAW 221: Civil Procedure, 9 Semester Units, 18 Weeks – This course examines the rules governing civil proceedings and the jury trial system with emphasis on federal procedural rules. Students will study various phases of civil litigation and learn how to proceed with litigation in a court of law. Students will study the statutory and decisional law related to federalism, allocations of power between state and federal courts, personal and subject matter jurisdiction, rules of pleading, claim and party consolidation, venue, pre- and post- trial motion practice, claim and issue preclusion, discovery, summary judgments, dismissals, and the appellate process.

This course seeks to:

- Prepare practice-ready students;
- Create a strong understanding of the federal rules of civil procedure, applicable statutes and policy;
- Teach students to apply those rules to new fact patterns;
- Improve the ability to analyze cases, i.e., how to dissect cases into facts, issue, procedure, precedent, rule, etc.;
- Recognize the procedural posture of a case;
- Enhance issue spotting, writing and analytical skills, and
- Build practical skills, including drafting documents.

LAW 222: Real Property, 9 Semester Units, 18 Weeks – The course provides doctrinal analysis of various common and modern real property rules. Students will examine ownership, possessory, alienable rights and other legal interests in freehold and non- freehold estates, future interest, land covenants, equitable servitudes and easements. Students will study the law related to the recordation, use and transfer of property interests, and landlord/tenant law.

By the end of this course, students will be able to:

- Demonstrate a broad understanding of California real estate laws and regulations in order to effectively perform the duties associated with a real estate salesperson position.
- Describe the various ways of acquiring title of real property and interpret the laws governing contracts in general, including agency.
- Evaluate various types of ownership and financing techniques common to residential real estate.
- Identify the historical basis for common law property.
- Define the names and effects of different estates in land.
- State the use of contract in conveying property.
- Draft a timeline leading to the closing of the transaction.
- Recognize the role of various parties in a multiple ownership conveyance.
- Distinguish title from possession and state how each applies to this transaction.
- Discuss the difference between a quitclaim, limited warranty deed and general warranty deed.

LAW 223: Remedies, 4 Semester Units, 8 Weeks – Students will learn equitable and legal remedies that are available to civil litigants. They will learn how to allege measure and define the scope of monetary damage awards, restitution, legal fees, constructive trusts and apportionments in tort and contract actions. Students will explore coercive remedies such as temporary restraining orders, preliminary injunctions, permanent injunctions, specific performance, contempt and declaratory relief.

By the end of this course, students will be able to:

- Analogize, distinguish, and synthesize cases across bodies of law
- Discern remedies elements and defenses by type of remedy and cause of action
- Apply legal doctrine and policy interests to hypothetical facts
- Distinguish between legal and equitable remedies
- Analyze the meaning and implications of statutory law, including reforms and caps
- Compare common law doctrines to divergent statutory law
- Evaluate and critique the merit of legal rules in light of policy goals
- Propose suggestions to laws to enhance fairness and justice
- Debate arguments on both sides of a dispute and assess the likely result
- Demonstrate improved oral communication and advocacy skills
- Develop critical thinking and your own unique legal voice

LAW 224: Criminal Procedure, 4 Semester Units, 8 Weeks – Students will study the rights of the accused in criminal matters by examining various provisions to the Bill of Rights of the United States Constitution. Students will learn the law governing searches and seizures, confessions, double jeopardy, the right to counsel, jury trials, speedy trials, pleas, exclusionary rules, and the appellate rights of an accused to enforce constitutional guarantees.

By the end of this course, students will be able to:

- Discuss the criminal justice system.
- Analyze the procedures from arrest to final disposition.
- Analyze how the principles of constitutional, federal, state and local laws affect the process in criminal court proceedings.

Second Year Course Offerings, Examination Scope, & Grading

Course	Frequency	Next Offering	Required Course	Tested on the GBX	Course Grading
LAW 221 - CIVIL PROCEDURE	Annually	Calendar	Yes	Yes	Letter Grade
LAW 222 - REAL PROPERTY	Annually	Calendar	Yes	Yes	Letter Grade
LAW 223 - REMEDIES	Annually	Calendar	Yes	Yes	Letter Grade
LAW 224 - CRIMINAL PROCEDURE	Annually	Calendar	Yes	No	Letter Grade

Third Year Course Descriptions

LAW 231: Evidence, 9 Semester Units, 18 Weeks - This course teaches the standards that regulate the admissibility of proof at judicial proceedings placing special emphasis on the Federal Rules, California rules and general principles of evidence law. Students will study burdens of proof, relevancy, the hearsay rule and its exceptions, policy-based exclusionary rules, legal privileges, expert and lay opinions, scientific, forensic and demonstrative evidence, impeachment, authentication, character and habit evidence, and presumptions.

LAW 232: Constitutional Law, 9 Semester Units, 18 Weeks - Students will study the United States Constitution, the three branches and structure of the federal government, limitations and scope of government power, judicial review, the role of the United States Supreme Court, the Bill of Rights, and personal liberties. Students will examine the constitutional distribution of power between the federal government and the individual states, and personal liberties under the Due Process clauses with special focus on fundamental rights, equal protection, and freedom of assembly, press, religion and speech.

LAW 233: Corporations, 4 Semester Units, 8 Weeks - This course is a didactic inquiry into the law governing American business enterprises. Students will study model, statutory and decisional law related to the formation and dissolution of private, public, close and limited liability corporations. Students will study the law governing public stock and securities transactions, dividends, mergers and hostile takeovers, and the rights of corporate shareholders. Students will study the respective roles, duties, liabilities, rights and remedies of shareholders and business decision-makers, including corporate directors, officers and subordinate employees.

LAW 234: Agency & Partnership, 4 Semester Units, 8 Weeks - This course is a survey of the law of various unincorporated business associations. Its purpose is to acquaint students with the fundamental legal elements of these business relationships and entities. This course will focus on the laws of agency and partnership including formation, termination, fiduciary responsibilities and raising capital concern.

Third Year Course Offerings, Examination Scope, & Grading

Course	Frequency	Next Offering	Required Course	Tested on the GBX	Course Grading
LAW 232 - CONSTITUTIONAL LAW	Annually	Calendar	Yes	Yes	Letter Grade
*LAW 233 CORPORATIONS	Annually	Calendar	Yes	Yes	Letter Grade
*LAW 234 - AGENCY & PARTNERSHIP	Annually	Calendar	Yes	Yes	Letter Grade
LAW 231 - EVIDENCE	Annually	Calendar	Yes	No	Letter Grade

*Courses cover Business Associations.

LAW 405: Advanced Legal Research & Writing, 4 Semester Units, 8 Weeks (Optional) - This course will provide students with instruction related to both the concepts behind and practical applications of legal research, writing and analysis. This course will include instruction in understanding and utilizing primary sources of law including case law, statutory and constitutional law as well as secondary, non-binding sources of law. Students will also receive instruction related to the basics of legal research, both traditional and online, and its importance to the legal process. Lastly, students will be required to draft several legal documents including a legal memorandum and an appellate brief.

Fourth Year Course Offerings, Examination Scope, & Grading

Course	Frequency	Next Offering	Required Course	Tested on the GBX	Course Grading
LAW 401 - COMMUNITY PROPERTY	Annually	Calendar	Yes	Yes	Letter Grade
*LAW 402 - CALIFORNIA CIVIL PROCEDURE	Annually	Calendar	No	No	Letter Grade
*LAW 403 - WILLS, TRUSTS & SUCCESSION	Annually	Calendar	Yes	Yes	Letter Grade
**LAW 404 - PROFESSIONAL RESPONSIBILITY	Annually	Calendar	Yes	Yes	Letter Grade
LAW 405 - ADVANCED LEGAL RESEARCH & WRITING	Annually	Calendar	No	No	Pass/Fail

**Course is tested in the [Multi-State Professional Responsibility Examination \(MPRE\)](#)

Fourth -Year Elective Courses

LAW 407: Family Law, 3 Semester Units, 6 Weeks - This course examines the legal aspects of the relationships associated with marriage and parenthood, including spousal and parental rights and responsibilities, children's rights, marital dissolution, annulment, unmarried cohabitation, child custody, illegitimacy, adoption, and guardianship. It further considers new reproductive technologies and case law arising thereto.

LAW 409: Immigration Law, 3 Units, 6 Weeks - This course explores the statutory, regulatory, and administrative foundations of United States immigration law, policy and practice, criminal law aspects as well as basic principles of nationality law and naturalization procedures: Citizenship. Other topics include immigrant and non-immigrant visa categories such as family-based immigration, business and employment-based immigration and visas, refugee and asylum law, and deportation law and practice. The course also analyzes the constitutional basis for federal control over immigration and surveys the historical and social context of U.S. immigration policy.

LAW 415: Anti-Trust Law, 4 Units, 8 Weeks - This course provides an introduction to the legal doctrines, public policies, and intellectual theories that inform the practice and administration of federal antitrust law. We will encounter problems posed by monopolies, mergers, joint ventures, tying arrangements, exclusive dealing, collaboration in pricing, and other business behavior, as they have arisen in a wide variety of industries and markets. We will discuss these problems together, applying the recurring terms and elements of antitrust law, including geographic market definition,

Guideline 2.9(B)-(D): *To bring itself into compliance, the law school must establish a written policy on authentication of student work and adequately authenticate student work.*

Exhibit 10 - Guideline Requirements for 2.9(B)-(D)

1. (A) Academic Standards Policy *Updated in the academic catalog on pages 34 - 35*
2. (B) Examinations and Grading Policy *Updated in the academic catalog on page 43*
3. (C) Written Statement on Basis for Final Grade *Updated in the academic catalog on page 44*
4. (D) Authenticity of Student Work *Updated in the academic catalog. Proctoring will be implemented on all examinations moving forward as seen on pages 26 and 45*

Course Cancellation

When student enrollment in any given section of a course falls below 4 students, the University reserves the right to:

- Close that section or combine it with another section of the same course.
- Conduct directed studies using a combination of live and directed studies.

If a course is cancelled, a student may receive academic advisement on how to amend his or her program of study to academic goals. Although the University will provide notification of closures or time changes as far in advance of a course's start day as possible, it is the student's responsibility to monitor the cancellation or time changes of classes prior to the 1st day of attendance.

Course and Instructor Evaluations

Course and Instructor Evaluations are conducted near the completion of each course at AHUSOL. Evaluations are completed electronically by each student and are utilized as a major resource for curriculum retirement and instructor training. Evaluations are compiled and communicated to Academic Deans, faculty and students via email or regular mail after the completion of the semester.

Academic Progress

Students must show satisfactory academic progress toward their degree by completing 24 - 26 units of coursework per year and by earning a grade point average of 2.0 or keeping their final grade at a 70 or above.

Auditing a Course

Permission to audit a course conveys the privilege of listening and observing but not of handing in papers, taking part in discussion, or receiving evaluations. An auditor does not receive university credit for the course, nor is the course recorded on a transcript. However, an applicant may apply to audit one course to meet entrance required.

Any AHUSOL student who wishes to audit a law course should obtain the consent of the course instructor and dean for the department of school. A non-student must obtain the consent of the instructor and appropriate dean and must also pay a twenty-dollar auditor's fee for each course; those who are sixty-five or older are exempt from this fee.

Auditors are permitted only when space is available. Nothing in these rules prohibits an instructor from permitting guests and visitors.

Academic Standing

The School of Law has adopted academic standards that deal with the student in a fair and reasonable manner. Changes in the adopted academic standards will not be made without adequate prior notice to all affected students. Students must realize that good academic standing is necessary for advancement and graduation:

Good Standing

AHUSOL has implemented the following academic standards:

- **First-Year Students**

First-year (1L) students must maintain a cumulative average grade of 70 or above to remain in good academic standing. Students enrolled in the First Year of the JD program must pass every course with a 70 or above to receive full credit for the units studied in order to be certified for the First-Year Law Students' Examination (FYLSE), as required by the State Bar of California.

- **Transfer Students, Second, Third, & Fourth-Year Students**

Transfer students and all upper-level students must maintain a cumulative C average (course final grade of 70 or above). Students who are academically dismissed may petition the faculty for reinstatement based upon a clear showing of special circumstance and good cause.

Advancement

Students who are enrolled in the JD program and have successfully completed the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California.

A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed.

A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment into the program, but will receive credit for only one year of legal study. All students may advance into the next year under the following conditions:

1. Student is either in good academic standing or is on probation as of the last class of the previous year;
2. Students on academic probation will then be allowed the subsequent year to course, have the opportunity to demonstrate that they have attained the goals and objectives for the program;

- ✓ Additional required documentation
 - Information on Law School Accommodations from the California State Bar
 - Complete and submit Testing Accommodations B

Submission of Assignments

Submission of weekly assignments is due on the dates in each course syllabus. Students must submit assignments through the school's Learning Management System, Populi, unless otherwise instructed in the course syllabus. Any other form of submission, such as emailing attachments to the professor or to AHUSOL staff will not be accepted.

Faculty is required to provide careful evaluation, timely assignments and appropriate grades for each enrolled student. Where there is the absence of compelling reasons, such as mistake, fraud, deceit, bad faith an act of recklessness, or incompetence, the instructor's grade will be considered final. Final course grades must be submitted by the faculty to the Registrar within two weeks after the session has ended.

Regarding late assignments, it is required that students meet all deadlines relative to case briefs, discussions, and assignments. Each instructor has full discretion to handle late assignments.

Grading Timelines

Faculty and staff recognize the value of grading and returning assessments to students in a timely manner. Based upon the length and type of assessment being graded, and the degree of review and feedback required, the following tiered grading turnaround times have been set:

Tiered Grading

Discussion Boards	3 Days
Weekly Case Briefs	7 Days
*Midterm Examinations	14 Days
*Final Examinations	7 Days

*These exams usually have one of the following formats: one 1-hour essay and 15 multiple choice questions for a midterm exam; two 1-hour essays and 30 multiple choice questions for a final exam). Student with special circumstances that need additional time need to contact the law school dean with supporting documents.

Grading Policy

All grading at AHUSOL is accomplished by the faculty members using a combination of objective multiple-choice questions and subjective evaluation of essays and other forms of coursework using a grading rubric. These grades may be assigned on individual assignments within a course or as the final course grade. Grades will be issued to students after the end of each course.

Grading Scale

AHUSOL has established the following grading scale. Faculty members comply with this scale and its equivalents. All students will have coursework evaluated and reported by the faculty using the following grading scale:

Grade	Comment	Points
A	Outstanding	90 – 100
B	Above Average	80 – 89
C	Average	70 – 79
D	Below Average	60 – 69
F	Fail	< 60
P*	Passing	

**Valid only for Pass/Fail Courses and not included in the calculation*

Basis for Final Grade

The final grade in a course is based on a student's weekly case briefs, discussion questions, and examinations (midterm & final).

Requests for Review of Grades

If a student believes that an examination or final course grade is based on a clerical or calculation error, unfairness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, they may file an Academic Grade Appeal using the Grade Review Form ([AC-GRF1](#)). The appeal must indicate the basis for review, from among those listed above, and must offer evidence to support the claim. If there is no evidence provided to support the appeal, the appeal will be automatically denied, and no re-submission will be allowed.

To ensure prompt resolution of the student's concern, the appeal process has deadlines for each stage. If the student does not file the Academic Exception Request form and related required paperwork within 2 weeks after final grades are released, the student cannot appeal. All deadlines for the process must be met; otherwise, the appeal ends, and the student has no further recourse. Prior to submitting the Academic Grade Appeal, students must follow the following steps:

- **Step 1:** The student will discuss the concern in dispute with their course faculty member (instructor) prior to the submission of the appeal.
- **Step 2:** If the concern is not resolved with the course faculty member, and the student wishes to pursue the concern, the student may submit a comprehensive, written summary of the facts and data from the student's point of view to the Academic Standards Committee. The Dean, as a member of the Academic Standards Committee, will work to resolve concerns with the course faculty member. The course faculty member will review the appeal and submit a written response to the Dean and the Academic Standards Committee regarding the student's concern within 5 business days. The Dean will review the response and offer recommendations to the Academic Standards Committee, which will render a decision and advise the student within 7 days of the receipt of faculty's written response.
- **Step 3:** If the student chooses to pursue the concern further, the student shall notify the Academic Standards Committee within 5 business days of receipt of the decision that the student wishes to have the matter reviewed by the Chief Academic Officer. The Academic Standards Committee will contact the Chief Academic Officer and will forward all documentation. The Chief Academic Officer will review the matter within 5 business days of receipt of the appeal to resolve the concern. The decision of the Chief Academic Officer is final. No further appeal will be permitted.

If the Academic Standards Committee grants a student's Academic Exception Request, the Committee will assign the regrading of the assessment to a professor other than the professor who originally graded the assessment. The assessment will be regraded, and the resulting grade can go up or down. The student will be notified via email of the results of the regrading. The student's grade will reflect the regraded score only, and the student will not be able to elect to keep the original grade.

Failed Course

In the event that a student does not receive a final grade of sixty (60) or above, that student has effectively failed the class will not receive credit. The student must repeat the course and pay full tuition for the repeated course. Upon successful completion of the repeated course, the student's transcript will contain both the original and repeated course grade. Both grades will be reflected in the student's overall GPA.

Authentication of Student Work

The University employs the Populi System to administer its exams. All students are required to adhere to the Honor Code when submitting their work. If a student is found to be in violation of the Honor Code, it is grounds for immediate dismissal. All work submitted in Populi must be a student's original work. AHUSOL records the IP address of every exam submitted in Populi and reserves the right to match, verify, and confirm a student's identity in the event of suspicion, plagiarism, or any other form of cheating. This policy is enforced through [proctoring of exams](#).

Authenticating Student Identity

A student is authenticated through the Learning Module System (LMS), Populi, using their assigned username and password. The IP address used in logging in is recorded and documented. If a student has multiple devices used to access the system, all devices are also recorded and associated with the student.

Live Lectures

Students must login into Populi to view live lectures. The student must enter their unique password that has been provided to gain access to any live lectures.

Student Center

Students must login into Populi to access their student portal. Upon entry, students have access to archived classes and materials, their grades, faculty, staff and the rest of the student body. The student must enter their unique password that has been provided to gain access to the Student Center.

Reproduction of Copyrighted Materials

Generally, the photocopying of print materials without the consent of the copyright owner is an infringement of the owner's rights. However, making a single copy for the purpose of research, making a classroom set of a brief text or single illustration, are deemed fair use and do not require permission.

Re-Enrollment/Reinstatement

Students who fail to file a Request for Leave of Absence and wish to return to the University must submit an Official Request for Re-enrollment. These students will be held to the catalog

The student is required to keep an activity log using the spreadsheet provided in the resource center or online through the student portal. The logs track Live Lectures, Archived Lectures, Chat Sessions, Study Groups, Case Readings, Outline/Essay Preparation and other (User Defined).

California Bar Rule requires 24-26 weeks consecutive study, to receive ½ year credit or 48-52 weeks 1 year; consecutive study to receive 1-year credit.

Committee of Bar Examiners (CBE) Minimum Requirements

Students must participate in a **minimum of 80% of the regularly scheduled and required events** (lectures and chats) in each course by the time of the syllabus's date for the Final Exam in order to receive credit for the course:

The following meet CBE's attendance requirements:

- Attend at least 80% live (online or in-studio) lecture class AND chats;
- View at least 80% archived streaming video AND archived chats

The following do not meet CBE attendance requirements:

- Downloading/replaying archive lectures only
- Attending optional sessions

Proctored Examinations

When a student is ready to take an examination, they **MUST** provide their name, email address, phone number, and mailing address to match what is on file. A passcode will be provided via text on email depending on what the student chooses in order to start the examination. Another passcode will be required at the end of the examination. The student's login IP address will be documented. Proctoring is required for the following exams:

- ✓ All First-Year final examinations
- ✓ All upper-level final examinations

Guideline 2.9(F): *The law school must adopt, publish, and implement procedures to allow students to inspect and copy examination materials as required by the guideline.*

Exhibit 11 - Guideline Requirements for 2.9(F)

Since the State Bar's visit in 2020, the law school has implemented new questions with model answers available upon request to the students. Model answers are provided to instructors.

Examination Questions

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AMERICAN HERITAGE UNIVERSITY SCHOOL OF LAW ACADEMIC UNIT

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Guideline 2.9(H): *The law school must revise its grade review policy to incorporate the allowable grounds and evidentiary standards required by the guideline.*

Exhibit 12 - Guideline Requirements for 2.9(H)

Grade Review Procedures have been revised and adopted on pages 44 – 45 in the academic catalog

Grade	Comment	Points
A	Outstanding	90 – 100
B	Above Average	80 – 89
C	Average	70 – 79
D	Below Average	60 – 69
F	Fail	< 60
P*	Passing	

**Valid only for Pass/Fail Courses and not included in the calculation*

Basis for Final Grade

The final grade in a course is based on a student's weekly case briefs, discussion questions, and examinations (midterm & final).

Requests for Review of Grades

If a student believes that an examination or final course grade is based on a clerical or calculation error, unfairness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, they may file an Academic Grade Appeal using the Grade Review Form ([AC-GRF1](#)). The appeal must indicate the basis for review, from among those listed above, and must offer evidence to support the claim. If there is no evidence provided to support the appeal, the appeal will be automatically denied, and no re-submission will be allowed.

To ensure prompt resolution of the student's concern, the appeal process has deadlines for each stage. If the student does not file the Academic Exception Request form and related required paperwork within 2 weeks after final grades are released, the student cannot appeal. All deadlines for the process must be met; otherwise, the appeal ends, and the student has no further recourse. Prior to submitting the Academic Grade Appeal, students must follow the following steps:

- **Step 1:** The student will discuss the concern in dispute with their course faculty member (instructor) prior to the submission of the appeal.
- **Step 2:** If the concern is not resolved with the course faculty member, and the student wishes to pursue the concern, the student may submit a comprehensive, written summary of the facts and data from the student's point of view to the Academic Standards Committee. The Dean, as a member of the Academic Standards Committee, will work to resolve concerns with the course faculty member. The course faculty member will review the appeal and submit a written response to the Dean and the Academic Standards Committee regarding the student's concern within 5 business days. The Dean will review the response and offer recommendations to the Academic Standards Committee, which will render a decision and advise the student within 7 days of the receipt of faculty's written response.
- **Step 3:** If the student chooses to pursue the concern further, the student shall notify the Academic Standards Committee within 5 business days of receipt of the decision that the student wishes to have the matter reviewed by the Chief Academic Officer. The Academic Standards Committee will contact the Chief Academic Officer and will forward all documentation. The Chief Academic Officer will review the matter within 5 business days of receipt of the appeal to resolve the concern. The decision of the Chief Academic Officer is final. No further appeal will be permitted.

If the Academic Standards Committee grants a student's Academic Exception Request, the Committee will assign the regrading of the assessment to a professor other than the professor who originally graded the assessment. The assessment will be regraded, and the resulting grade can go up or down. The student will be notified via email of the results of the regrading. The student's grade will reflect the regraded score only, and the student will not be able to elect to keep the original grade.

Failed Course

In the event that a student does not receive a final grade of sixty (60) or above, that student has effectively failed the class will not receive credit. The student must repeat the course and pay full tuition for the repeated course. Upon successful completion of the repeated course, the student's transcript will contain both the original and repeated course grade. Both grades will be reflected in the student's overall GPA.

Authentication of Student Work

The University employs the Populi System to administer its exams. All students are required to adhere to the Honor Code when submitting their work. If a student is found to be in violation of the Honor Code, it is grounds for immediate dismissal. All work submitted in Populi must be a student's original work. AHUSOL records the IP address of every exam submitted in Populi and reserves the right to match, verify, and confirm a student's identity in the event of suspicion, plagiarism, or any other form of cheating. This policy is enforced through [proctoring of exams](#).

Authenticating Student Identity

A student is authenticated through the Learning Module System (LMS), Populi, using their assigned username and password. The IP address used in logging in is recorded and documented. If a student has multiple devices used to access the system, all devices are also recorded and associated with the student.

Live Lectures

Students must login into Populi to view live lectures. The student must enter their unique password that has been provided to gain access to any live lectures.

Student Center

Students must login into Populi to access their student portal. Upon entry, students have access to archived classes and materials, their grades, faculty, staff and the rest of the student body. The student must enter their unique password that has been provided to gain access to the Student Center.

Reproduction of Copyrighted Materials

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Re-Enrollment/Reinstatement

Students who fail to file a Request for Leave of Absence and wish to return to the University must submit an Official Request for Re-enrollment. These students will be held to the catalog

Guideline 3.1

The law school must identify the financial staff including the CFO, make that staff available to answer questions, and make all required financial information available including past results, projections, resources available, and financial relationship to American Heritage University and other parties. The law school must provide a timely, complete, and audited financial statement annually.

Exhibit 13 - Guideline Requirements for 3.1

The university has appointed Mr. Benjamin Okundolor as the acting CFO. Until further notice, he will be available to answer questions and make all required financial information available upon request.

Guideline 3.3

AHSL's governance and administrative structure must be clearly, fully, and accurately described to the Committee in order to demonstrate to the Committee whether or not the structure appears adequate to support the JD program.

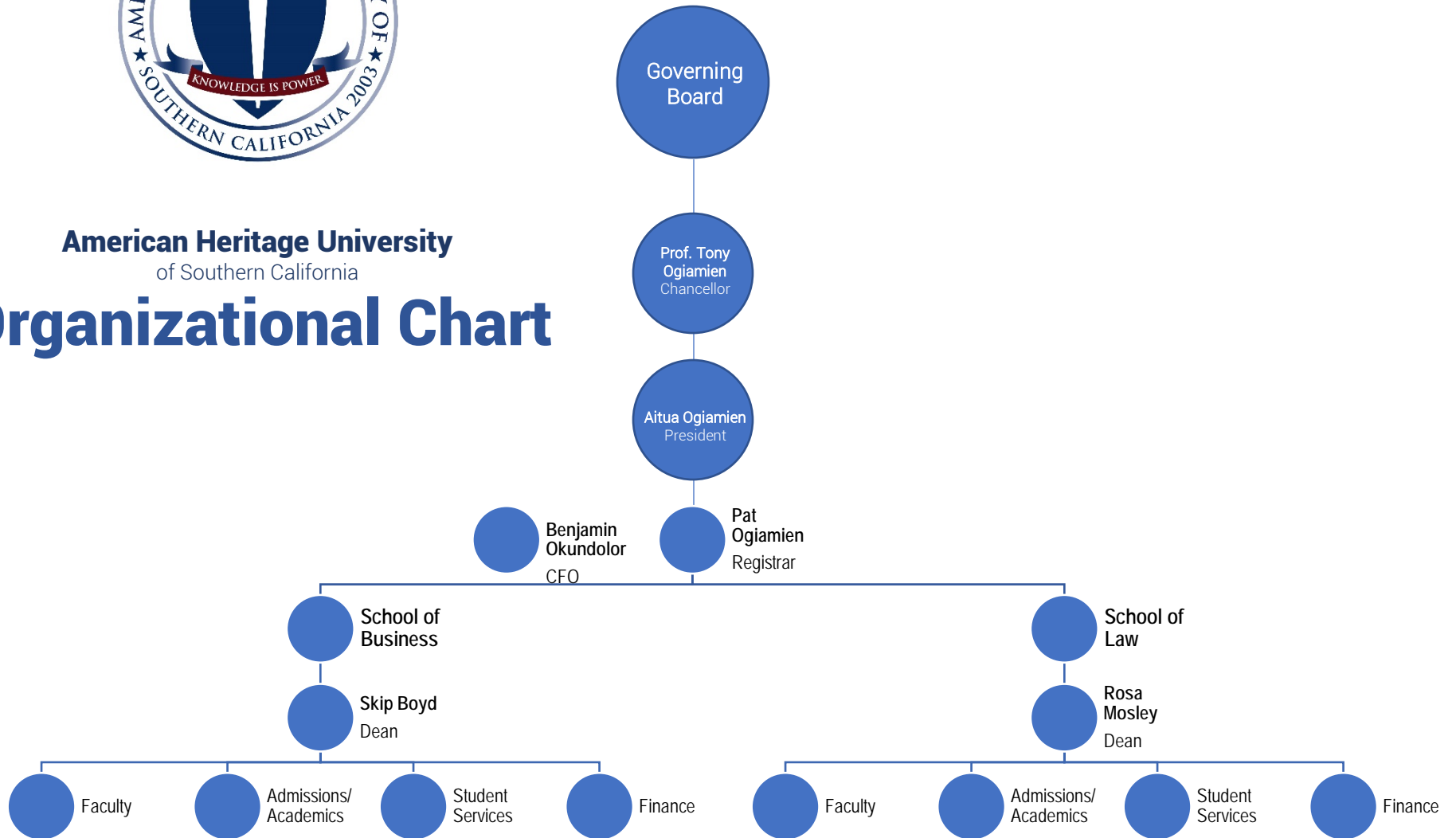
Exhibit 14 - Guideline Requirements for 3.3

Please see the organization chart



American Heritage University
of Southern California

Organizational Chart



American Heritage University | School of Law Supporting Staff

Name of Staff	Responsibilities	Education/Contact Information
Rosa Mosley <i>Dean/Instructor</i>	<p>The Dean is responsible for the following functions directly or by delegating to members of the faculty or special function administrators:</p> <p>Managing budget and finance. Carrying out the instructional programs and implementing educational and professional objectives Working with Faculty, staff, and students in developing quality teaching, scholarly research, and public service programs. Maintaining and improving the Law Library and Law School technology. Planning, implementing, and administering admissions policies and procedures.</p> <p>In addition, the Dean supports the advancement of special functions in the areas of (i) managing alumni relations; (ii) planning and implementing of fund-raising initiatives; and (iii) seeking grant support.</p> <p>The Dean is also responsible for developing and coordinating the public image and vision of the School of Law. The Dean is expected to represent the Law School locally, regionally, and nationally.</p>	<p>State Bar of California, December 2015 Juris Doctor, 2014 American Heritage University School of Law Bachelor of Science (AHUSC), 2013</p> <p>Contact Info: dean@ahulaw.com</p>
Pat Ogiamien, <i>Registrar/Student Services</i>	<p>Oversees the day-to-day operations of the Law School and works in the Office of the Registrar to ensure that students' needs are met. Participates in the budget proposals of the school and assists in the management of the Financial Department.</p>	<p>Post Graduate Diploma, Journalism, Nigerian Television Authority College, Jos BA, English, California State University, Fullerton Contact Info: doo@ahusc.net/registrar@ahulaw.com Phone: 909-884-9000 ext. 113</p>
David Carrasco, <i>Admissions & Academic/IT Support</i>	<p>Manages all admission affairs Assigns instructors to classes Manages the online learning platform (ZOOM), the website and student profiles online Manages and schedules all classes Registers qualified students into their respective classes</p>	<p>B.S.C Computer Information Systems, DeVry University M.B.A HR, Keller School of Management</p> <p>Contact Info: admissions@ahulaw.com davidcarrasco@ahusc.net academics@ahulaw.com</p>

	Ensures compliance with class hours Monitors academic status of students Manages the student academic platform (Populiweb)	
<i>OG Ogiamien Bookkeeper</i>	Manages the Finance Department, participates in budgeting and maintains account receivables and performs other general accounting tasks as required in the Accounts Department. Maintains the AHUSOL student records on a daily basis.	B.Sc. Electrical Engineering Cal State Polytechnic University M.Sc., Electrical Engineering, Cal State University, Los Angeles, Contact Info: finance@ahusc.net Phone:909-884-9000 ext. 112
Faculty	Carries out the weekly instruction of courses for all enrolled students in the JD Program	Varies
Ralph Bello-Fadile <i>Research Fellow/Academic Support</i>	Assist students with WestLaw Research as needed	Email: rsbfadile@ahulaw.com

Guideline 4.7

The law school must advise instructors of their duty to continually strive to improve their teaching skills.

Exhibit 15 - Guideline Requirements for 4.7

Professional development courses have been established.

American Heritage University | Professional Development

This outline is intended to serve as a starting point for the creation of a faculty development program. These items are in no particular order.

Course	Name	Credits	Hours	Status	Programs	Department	Max Enr.	Max Aud.	Delete
APD - 101	Effective Online Teaching Methods	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 102	Providing Useful Feedback to Students Online	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 103	Effective Knowledge Transfer Methods and Procedures	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 104	Motivating the Adult Learner	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 105	Effective Grading	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 106	Student Time Management	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 107	Academic Integrity and Plagiarism	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 108	Fundamentals of Academic Writing	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 109	Invoking through Discussions	0.00	1.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 120	Principles of Web-Based Distance Education	0.00	0.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 121	Introduction to CAPSIM	0.00	0.00	Active	AHUSC Professional Development	Professional Development	--	--	
APD - 122	Using Populi's Proctoring System	0.00	0.00	Active	AHUSC Professional Development	Professional Development	--	--	

Guidelines 4.8 and 4.9

The law school must adopt, publish, and implement a policy and procedures for the regular evaluation of instructors as required by the guidelines, document a timeline for implementation, and present evidence that the policy has been fully implemented.

Exhibit 16 - Guideline Requirements for 4.8 and 4.9

See attached completed evaluations

Guideline 5.3(C)(1)

The law school must revise its attendance policy to correctly state that 80 percent attendance is required per course, along with all other course requirements, in order for a student to earn credit for a class. While students may watch archived courses in certain instances, the law school must ensure and document that each student's course instruction includes at least 135 interactive hours per year, rather than taped instruction.

Exhibit 17 - Guideline Requirements for 5.3(C)(1)

This has been revised in the academic catalog on page 32

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Leave of Absence

The University is fully aware that an emergency may occur that may interrupt class attendance. In such situations students may then apply for Leave of Absence (LOA) directly from the registrar. When a student is granted a LOA, consequences may include:

- a) Receiving an F grade for all courses that were uncompleted
- b) Repeating failed courses, and
- c) Extending the graduation date

Required Study Hours

The School of Law program requires a minimum of one-hundred and eight (108) hours of live study during the academic year. Students must participate in eighty 80% of the regularly scheduled interactive classes in each course. You are required to complete Eight Hundred and Sixty-Four (864) clock hours per year which means that an additional minimum of 756 clock hours have to be accounted for through other mediums such as archived lectures, chat sessions, study groups, case readings, online preparation, outline preparation, essay preparation and more.

The student is required to keep an activity log using the spreadsheet provided in the resource center or online through the student portal. The logs track Live Lectures, Archived Lectures, Chat Sessions, Study Groups, Case Readings, Outline/Essay Preparation and other (User Defined).

California Bar Rule requires 24-26 weeks consecutive study, to receive ½ year credit or 48-52 weeks 1 year; consecutive study to receive 1-year credit.

Committee of Bar Examiners (CBE) Minimum Requirements

Students must participate in a **minimum of 80% of the regularly scheduled and required events** (lectures and chats) in each course by the time of the syllabus's date for the Final Exam in order to receive credit for the course:

The following meet CBE's attendance requirements:

- Attend at least 80% live (online or in-studio) lecture class AND chats;
- View at least 80% archived streaming video AND archived chats

The following do not meet CBE attendance requirements:

- Downloading/replaying archive lectures only
- Attending optional sessions

Participation and Study Verification

Regular and punctual attendance as well as active student participation is important part of the student's education. Except for emergencies, students will notify the instructor 24 hours in advance if any absences. Students must maintain satisfactory academic progress. Attendance is monitored through populi which records all login entries, access to weekly assignment and objectives, ZOOM lecture attendance, access to archived lectures, and submission of weekly briefs and other assignments.

All missed assignments or additional assignments must be completed according to the professor's

Guidelines 5.3(C)(2), 5.19, and 2.9(B)(4)

The law school must revise its Catalog to state its academic standards clearly, consistently, and as required by the guidelines, with respect to academic standing, advancement, advancement on probation, dismissal, and graduation. Further, AHSL must set a GPA for graduation that meets the guideline's "reasonable basis" standard, and in doing so should consider the success of its students and graduates on Committee-administered exams.

Exhibit 18 - Guideline Requirements for 5.3(C)(2), 5.19, and 2.9(B)(4)

The Academic standards section of the catalog has been updated as following:

- a. Advancement: Page 35
- b. Good Standing: Pages 34 – 35
- c. Probation: Page 36
- d. Dismissal: Page 36
- e. Graduation: Pages 37 – 38

Course Cancellation

When student enrollment in any given section of a course falls below 4 students, the University reserves the right to:

- Close that section or combine it with another section of the same course.
- Conduct directed studies using a combination of live and directed studies.

If a course is cancelled, a student may receive academic advisement on how to amend his or her program of study to academic goals. Although the University will provide notification of closures or time changes as far in advance of a course's start day as possible, it is the student's responsibility to monitor the cancellation or time changes of classes prior to the 1st day of attendance.

Course and Instructor Evaluations

Course and Instructor Evaluations are conducted near the completion of each course at AHUSOL. Evaluations are completed electronically by each student and are utilized as a major resource for curriculum retirement and instructor training. Evaluations are compiled and communicated to Academic Deans, faculty and students via email or regular mail after the completion of the semester.

Academic Progress

Students must show satisfactory academic progress toward their degree by completing 24 - 26 units of coursework per year and by earning a grade point average of 2.0 or keeping their final grade at a 70 or above.

Auditing a Course

Permission to audit a course conveys the privilege of listening and observing but not of handing in papers, taking part in discussion, or receiving evaluations. An auditor does not receive university credit for the course, nor is the course recorded on a transcript. However, an applicant may apply to audit one course to meet entrance required.

Any AHUSOL student who wishes to audit a law course should obtain the consent of the course instructor and dean for the department of school. A non-student must obtain the consent of the instructor and appropriate dean and must also pay a twenty-dollar auditor's fee for each course; those who are sixty-five or older are exempt from this fee.

Auditors are permitted only when space is available. Nothing in these rules prohibits an instructor from permitting guests and visitors.

Academic Standing

The School of Law has adopted academic standards that deal with the student in a fair and reasonable manner. Changes in the adopted academic standards will not be made without adequate prior notice to all affected students. Students must realize that good academic standing is necessary for advancement and graduation:

Good Standing

AHUSOL has implemented the following academic standards:

- **First-Year Students**

First-year (1L) students must maintain a cumulative average grade of 70 or above to remain in good academic standing. Students enrolled in the First Year of the JD program must pass every course with a 70 or above to receive full credit for the units studied in order to be certified for the First-Year Law Students' Examination (FYLSE), as required by the State Bar of California.

- **Transfer Students, Second, Third, & Fourth-Year Students**

Transfer students and all upper-level students must maintain a cumulative C average (course final grade of 70 or above). Students who are academically dismissed may petition the faculty for reinstatement based upon a clear showing of special circumstance and good cause.

Advancement

Students who are enrolled in the JD program and have successfully completed the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California.

A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed.

A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment into the program, but will receive credit for only one year of legal study. All students may advance into the next year under the following conditions:

1. Student is either in good academic standing or is on probation as of the last class of the previous year;
2. Students on academic probation will then be allowed the subsequent year to course, have the opportunity to demonstrate that they have attained the goals and objectives for the program;

Academic Dismissal

If the student fails to raise their cumulative average to the required C- average, the student will be academically dismissed.

In addition, pursuant to section 5.22 *Disqualification of Students for Failure to Pass the First-Year Law Students' Examination* of the *Guidelines for Unaccredited Law School Rules*, a student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination will be promptly disqualified from American Heritage University School of Law's J.D. program. A student who passes the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass within the three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the law school's J.D. program, but will receive credit for only one year of legal study.

Academic Probation

A student who fails to maintain a cumulative C average (final grade at 70 or above) will be placed on academic probation. The student will have until the end of the next year to raise their cumulative average to a C or better.

Administrative Drop

Students enrolled in the JD program that have not successfully passed the First Year Law Students Examination (FYLSE) will be administratively dropped from the JD program. The student may continue to take the exam and may return after passing the FYLSE.

Graduation Requirements

Students enrolled in the JD program must meet the following academic requirements pursuant to the California State Bar attendance and continuous study requirements and AHUSOL policies, with a cumulative C average (final grade at 70 or above) to indicate good academic standing in order to graduate:

First Year Students

1. **California Business and Professions Code § 6060(h):** Successfully pass the First-Year Law Students' Examination within three (3) administrations after becoming eligible
2. **Meet Required Study Hours:** Satisfactory completion of a course of study requiring a minimum of 864 hours of preparation and study a year for four (4) years by completing the following courses:
 - a. Business Associations (Corporations and Agency and Partnerships)
 - b. Civil Procedure
 - c. Community Property
 - d. Constitutional Law
 - e. Contracts
 - f. Criminal Law
 - g. Criminal Procedure
 - h. Evidence
 - i. Professional Responsibility
 - j. Real Property
 - k. Remedies
 - l. Torts
 - m. Trusts
 - n. Wills and Succession

Transfer Students

1. **California Business and Professions Code § 6060(h):** Successfully pass the First-Year Law Students' Examination within three (3) administrations after becoming eligible from previous law school or have been exempted (transferred from an ABA or Committee accredited school) to continue their studies at our institution.
2. **Credit Evaluation from the State Bar:** A transfer student must have their credit evaluated by the State Bar of California to determine how many study hours required
3. **Complete at least one Year of Studies:** Transfer students must complete a minimum of one year (12 months or 864 hours of study) at AHUSOL. Student may be required to take elective courses
4. **Meet Required Courses:** Satisfactory completion the following *courses (from previously attended law school and/or at AHUSOL):
 - a. Business Associations (Corporations and Agency and Partnerships)
 - b. Civil Procedure
 - c. Community Property
 - d. Constitutional Law
 - e. Contracts

- f. Criminal Law
- g. Criminal Procedure
- h. Evidence
- i. Professional Responsibility
- j. Real Property
- k. Remedies
- l. Torts
- m. Trusts
- n. Wills and Succession

Financial Requirement

JD students must also be in good financial standing to graduate and participate in the graduation ceremony.

** Credit will only be granted for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at AHUSOL. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. If the time lapse was a result of illness, personal tragedy or military service, AHUSOL will make an exception on the 27-month timeframe under approval from the Dean with proper explanation on the student's permanent file.*

Guideline 5.6

The law school must adopt and implement procedures to ensure that guideline requirements are followed with respect to special circumstance exemptions.

Exhibit 19 - Guideline Requirements for 5.6

The law school reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant.

Special circumstances include:

1. **Late Registration:** Filing an application a less than 5 days before the first lecture of the course
2. **Pending Credits:** Applying for the JD program while awaiting credits from a previously attended institution
3. **Students with Disabilities:** Enrolling into the JD program with a disability

Guidelines 5.11 and 2.3

The law school must revise its curriculum to make elective opportunities available, revise its Catalog course descriptions to indicate that not all courses are given each year, and eliminate descriptions for courses the law school does not plan to offer in the next two years.

Exhibit 20 - Guideline Requirements for 5.11 and 2.3

State in the Catalog whether or not any of the courses will be offered in the next two years (Refer to Academic Calendar) pages 27 - 28

Academic Calendar

First Year Start Dates

First-Year courses are offered once every year. Students can enroll in the month of January at the start of the year, or in the month of May or September during each year. Each entry point, a First-Year student must start with LAW 100 – Intro to Law. The course to follow will depend on the entry point.

Term 1008: September 2021 – September 2022					
Course ID	Course Name	Weeks	Unit(s)	Hours	Date(s) Offered
LAW 100	Introduction to Law	2	1	40	9/5/2021 1/9/2022
LAW 104-A	Legal Research & Writing	2	1	40	12/26/2021 5/1/2022 8/21/2022
LAW 102	Torts	14	7	280	9/19/2021
LAW 101	Contracts	8	4	160	1/23/2022
LAW 101-2	Criminal Law	12	6	240	5/29/2022
LAW 105	First Year Review	2	1	40	12/26/2021 5/1/2022 8/21/2022

Second Year Start Dates

All Second-Year classes are scheduled in accordance with our academic calendar. Due to the nature of program, continuing students can start second year classes after they complete First-Year or transferring from a previous law school.

Term 2008: September 2021 – September 2022					
Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 221	Civil Procedure	18	9	360	9/12/2021
LAW 224	Criminal Procedure	8	4	160	1/16/2022
LAW 223	Remedies	8	4	160	3/13/2022
LAW 222	Real Property	18	9	360	5/8/2022

Third Year Start Dates

All Third-Year classes are scheduled in accordance with our academic calendar. Due to the nature of program, continuing students can start third year classes after they complete First-Year or Second-Year or from transferring from a previous law school.

Term 3008: September 2021 – September 2022					
Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 231	Evidence	18	9	360	9/12/2021
LAW 233	Corporations	8	4	160	1/16/2022
LAW 224	Agency & Partnerships	8	4	160	3/13/2022
LAW 232	Constitutional Law	18	9	360	5/8/2022

Fourth Year Start Dates

All Fourth-Year classes are scheduled in accordance with our academic calendar. Due to the nature of program, only students who have met the requirements of § 6060(h) of the California Business and Professions Code (passing the FYLSX or completing previous years from an ABA or Committee accredited law school).

Term 4008: September 2021 – September 2022					
Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 401	Community Property	10	5	200	9/12/2021
LAW 402	CA Civil Procedure*	8	4	160	9/12/2021
LAW 403	Wills & Trusts	18	9	360	1/16/2022
LAW 404	Professional Responsibility	8	4	160	5/22/2022
LAW 405	Advanced Legal Research & Writing*	8	4	160	7/10/2022

**Optional course*

Guideline 5.12

The law school must revise its curriculum to provide instruction in the practical skills enumerated in the guideline as well as Rule 4.240 (F).

Exhibit 21 - Guideline Requirements for 5.12

1. Revise Course descriptions (Business Association I & Business Association II to replace Agency & Partnership/Corporation)

5.12 Practical Skills Instruction should be available in the practical skills of legal research, drafting legal documents, trial and appellate advocacy, and in professional skills such as law office management, counseling, and negotiation. (Question the State Bar)

Guidelines 5.17 and 5.18

The law school must review and, as necessary, revise its grading practices to improve the validity, consistency, and reliability of its grades. This revision will give students a more realistic assessment of their likely success on Committee-administered exams. Further, the law school must take steps to verify the identity of test takers so it can verify whether the work turned in represents the student's own work. This ensures that any grade awarded represents the accurate, valid, reliable, and consistent evaluation required by Guideline 5.17. Additionally, this addresses the need to quickly identify and disqualify those students who have demonstrated they are not qualified to continue under Guideline 5.18.

Exhibit 22 - Guideline Requirements for 5.17 and 5.18

Grading rubrics are now fully implemented. See attached

Posts

Points	10	7	3	0
Quality of Post	Appropriate comments; thoughtful, reflective, and respectful of other's postings.	Appropriate comments and responds respectfully to other's posting	Responds, but with minimum effort. (e.g. "I agree with Bill")	No Posting
Relevance of Post	Posts topics related to discussion topic; prompts further discussion of topic	Posts topics that are related to discussion topic	Posts topics which do not relate to the discussion content; makes short or irrelevant remarks	No posting
Contribution to the Learning Community	Aware of needs of community; attempts to motivate the group discussion, presents creative approaches to topic	Attempts to direct discussion and present relevant viewpoints for consideration by group; interacts freely	Does not make effort to participate in learning community as it develops	No feedback provided to fellow students

Replies

Points	10	7	3	0
Quality of Post	Appropriate comments: thoughtful, reflective, and respectful of other's postings.	Appropriate comments and responds respectfully to other's postings	Responds, but with minimum effort. (e.g. "I agree with Bill")	No posting.
Relevance of Post	Posts topics related to discussion topic; prompts further discussion of topic	Posts topics that are related to discussion content	Posts topics which do not relate to the discussion content; makes short or irrelevant remarks	No posting.
Contribution to the Learning Community	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic	Attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely	Does not make effort to participate in learning community as it develops	No feedback provided to fellow student.

Guidelines 5.35 and 2.3

The law school must adopt, implement, and publish transfer credit policies and procedures. This ensures students have notice of the transfer credit limit, and that all guideline requirements are followed with respect to the granting of transfer credit.

Exhibit 23 - Guideline Requirements for 5.35 and 2.3

Transfer credit policies have been completely revised and can be reviewed in the academic catalog on pages 15 and 37

(27) months prior to the date the applicant begins study at AHUSOL. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. If the time lapse was a result of illness, personal tragedy or military service, AHUSOL will make an exception on the 27-month timeframe under approval from the Dean with proper explanation on the student's permanent file.

- **Applicants Who Previously Exited in Good Standing:** For students who were in good standing at the prior law school, AHUSOL may grant credit for all passing grades. For all applicants who have passed the First-Year Law Students' Examination, credit may be allowed in Torts, Contracts, and Criminal Law, even if the grades at the prior law school were not above passing.

IMPORTANT NOTE: AHUSOL may not grant credit for a course completed at the prior law school in excess of the number of units the AHUSOL would award for a course with the same number of classroom or participatory hours.

Credit Transfer Procedure

In addition to the requirements listed previously for new students, students transferring from other law schools must also provide the following items:

1. **Complete Application:** Completed Online Application with a non-refundable \$50.00 Application Fee. Apply online at <https://ahulaw.com/new-student-application/>
2. **Upload Unofficial Transcripts:** Unofficial Transcripts may be PDF, JPG, PNG, TIFF or GIF file formats.
3. **Law Study Evaluation:** You must submit your official law school transcripts to the State Bar of California's Office of Admissions and submit an Application for Evaluation of Law Study Completed and Contemplated. The cost of obtaining this evaluation from the State Bar is \$100.
4. **Credit Evaluation:** Upon reviewing your transfers, an evaluation will be performed by an admissions representative. Once evaluation is complete, you will be sent a "Proposed Course of Student" which is an evaluation of the courses taken at a previously attended law school. The evaluation will determine the following:
 - a. **Transferrable courses/units:** Transfer law student must complete a minimum of one complete academic year in AHUSOL's Juris Doctor program and their prior law school credit must be from law schools accredited or registered with the American Bar Association or the Committee of Bar Examiners of the State Bar of California in common law jurisdictions. AHUSOL may not grant credit for a course completed at the prior law school in excess of the number of units that AHUSOL would award for a course with the same number of classroom or participatory hours.
 - b. **FYLSX Status:** No transfer credit may be granted unless the requirements of § 6060(h) of the California Business and Professions Code have been met, that is, unless the applicant has passed the First-Year Law Students' Examination or became exempt while attending an accredited law school. To be exempt from the examination, the student must have successfully completed the first year at the accredited law school and have been advanced to the second year by the same law school.
 - c. Estimated completion time
 - d. Tentative schedule of courses required for program completion
5. **Personal Statement:** Submit a personal statement between 300-500 words addressing the following subjects;
 - a. Why do you want to attend Law School?
 - b. What commitments will you make to achieve this goal?

Graduation Requirements

Students enrolled in the JD program must meet the following academic requirements pursuant to the California State Bar attendance and continuous study requirements and AHUSOL policies, with a cumulative C average (final grade at 70 or above) to indicate good academic standing in order to graduate:

First Year Students

1. **California Business and Professions Code § 6060(h):** Successfully pass the First-Year Law Students' Examination within three (3) administrations after becoming eligible
2. **Meet Required Study Hours:** Satisfactory completion of a course of study requiring a minimum of 864 hours of preparation and study a year for four (4) years by completing the following courses:
 - a. Business Associations (Corporations and Agency and Partnerships)
 - b. Civil Procedure
 - c. Community Property
 - d. Constitutional Law
 - e. Contracts
 - f. Criminal Law
 - g. Criminal Procedure
 - h. Evidence
 - i. Professional Responsibility
 - j. Real Property
 - k. Remedies
 - l. Torts
 - m. Trusts
 - n. Wills and Succession

Transfer Students

1. **California Business and Professions Code § 6060(h):** Successfully pass the First-Year Law Students' Examination within three (3) administrations after becoming eligible from previous law school or have been exempted (transferred from an ABA or Committee accredited school) to continue their studies at our institution.
2. **Credit Evaluation from the State Bar:** A transfer student must have their credit evaluated by the State Bar of California to determine how many study hours required
3. **Complete at least one Year of Studies:** Transfer students must complete a minimum of one year (12 months or 864 hours of study) at AHUSOL. Student may be required to take elective courses
4. **Meet Required Courses:** Satisfactory completion the following *courses (from previously attended law school and/or at AHUSOL):
 - a. Business Associations (Corporations and Agency and Partnerships)
 - b. Civil Procedure
 - c. Community Property
 - d. Constitutional Law
 - e. Contracts

- f. Criminal Law
- g. Criminal Procedure
- h. Evidence
- i. Professional Responsibility
- j. Real Property
- k. Remedies
- l. Torts
- m. Trusts
- n. Wills and Succession

Financial Requirement

JD students must also be in good financial standing to graduate and participate in the graduation ceremony.

Changes to Transcript Entries

Credits accepted from previously attended law school(s) are reviewed thoroughly before entered into the school's system. The GPA and credits are taken exactly as listed in the transcripts and all such courses will show on AHUSOL's transcripts as "(TR)." If a student finds an error on their transcripts, they must immediately contact the registrar, registrar@ahulaw.com.

If the student has already paid for the transcript services, the correction will be made at the expense of the school.

** Credit will only be granted for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at AHUSOL. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. If the time lapse was a result of illness, personal tragedy or military service, AHUSOL will make an exception on the 27-month timeframe under approval from the Dean with proper explanation on the student's permanent file.*

Guideline 6.3

The law school must provide legal research instruction in both electronic and hardcopy publications.

Exhibit 24 - Guideline Requirements for 6.3

1. Request "hardcopy" policies to be waived

Guidelines 8.1-8.3

It is strongly recommended that this school be required to provide audited financial statements for the foreseeable future. Also, the law school must describe the sources of its other revenue and explain how it will improve financial performance and finance its operations as it reduces expenses in line with its resources.

Exhibit 25 - Guideline Requirements for 8.1 – 8.3

Frank Wiesner is AHU's auditor and will continue to provide audit services going forward. You will note his opinion reflected in the financial statement for years ended December 2019 and 2020 recently submitted

Guideline 9.1

The law school must review and revise its record-keeping processes to ensure that all required records are prepared and maintained as required by guideline.

Guideline 9.1(D)

The law school must adopt, publish, and implement a compliant policy on changes to transcript entries. The school must adopt and implement procedures to ensure that transcripts of transfer students contain all required information. Lastly, the law school must correct the transcripts of all current transfer students to conform to guideline requirements.

Exhibit 26 - Guideline Requirements for 9.1(D)

This has been updated and addressed in the academic catalog on page 38 and 47

Graduation Requirements

Students enrolled in the JD program must meet the following academic requirements pursuant to the California State Bar attendance and continuous study requirements and AHUSOL policies, with a cumulative C average (final grade at 70 or above) to indicate good academic standing in order to graduate:

First Year Students

1. **California Business and Professions Code § 6060(h):** Successfully pass the First-Year Law Students' Examination within three (3) administrations after becoming eligible
2. **Meet Required Study Hours:** Satisfactory completion of a course of study requiring a minimum of 864 hours of preparation and study a year for four (4) years by completing the following courses:
 - a. Business Associations (Corporations and Agency and Partnerships)
 - b. Civil Procedure
 - c. Community Property
 - d. Constitutional Law
 - e. Contracts
 - f. Criminal Law
 - g. Criminal Procedure
 - h. Evidence
 - i. Professional Responsibility
 - j. Real Property
 - k. Remedies
 - l. Torts
 - m. Trusts
 - n. Wills and Succession

Transfer Students

1. **California Business and Professions Code § 6060(h):** Successfully pass the First-Year Law Students' Examination within three (3) administrations after becoming eligible from previous law school or have been exempted (transferred from an ABA or Committee accredited school) to continue their studies at our institution.
2. **Credit Evaluation from the State Bar:** A transfer student must have their credit evaluated by the State Bar of California to determine how many study hours required
3. **Complete at least one Year of Studies:** Transfer students must complete a minimum of one year (12 months or 864 hours of study) at AHUSOL. Student may be required to take elective courses
4. **Meet Required Courses:** Satisfactory completion the following *courses (from previously attended law school and/or at AHUSOL):
 - a. Business Associations (Corporations and Agency and Partnerships)
 - b. Civil Procedure
 - c. Community Property
 - d. Constitutional Law
 - e. Contracts

- f. Criminal Law
- g. Criminal Procedure
- h. Evidence
- i. Professional Responsibility
- j. Real Property
- k. Remedies
- l. Torts
- m. Trusts
- n. Wills and Succession

Financial Requirement

JD students must also be in good financial standing to graduate and participate in the graduation ceremony.

Changes to Transcript Entries

Credits accepted from previously attended law school(s) are reviewed thoroughly before entered into the school's system. The GPA and credits are taken exactly as listed in the transcripts and all such courses will show on AHUSOL's transcripts as "(TR)." If a student finds an error on their transcripts, they must immediately contact the registrar, registrar@ahulaw.com.

If the student has already paid for the transcript services, the correction will be made at the expense of the school.

** Credit will only be granted for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at AHUSOL. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. If the time lapse was a result of illness, personal tragedy or military service, AHUSOL will make an exception on the 27-month timeframe under approval from the Dean with proper explanation on the student's permanent file.*

Transcript Legend

AHUSOL will use the following abbreviations on a student's official and unofficial transcripts where applicable:

W Withdrawal- AHUSOL will award a "W" grade upon the student's official withdrawal from the course within the first seven (7) weeks of the semester.

I Incomplete- If a student has not satisfied the requirements for a course by the end of semester, and the student has completed seventy-five (75) % of the course work required, the learner may request an incomplete grade through his or her faculty. If approved, the Dean will issue a grade of "I." The semester end date to finish the course. At the end of the thirty (30) days, a letter grade, A through F, will be recorded based on work submitted. Incomplete grades do not apply to dissertation or practicum courses.

IP In Progress- Applies only to dissertation or practicum courses. If a student has not satisfied the requirements for a course by the end of the semester but is making satisfactory progress, the Dean will issue a grade of "IP". If an "IP" is issued for a dissertation course, the Dissertation Committee Chair will committee that action to the other members of the Dissertation Committee. Students who receive an "IP" must re-enroll in the course, and pay the additional tuition. Zero (0) course units will be awarded for an "IP" grade.

S Satisfactory- Indication of satisfactory academic progress.

U Unsatisfactory- Indication of unsatisfactory academic progress. Students who receive a "U" grade may not be allowed to continue with their program of study.

CX Cancelled Course- Course is cancelled before the official course start date.

RC Repeated Course- Students who wish to repeat a course must get written permission from the appropriate Professor and Dean. The cost for the repeated course will be at the currently published per-credit tuition rate. Both the original course and the repeated course will be used to determine the student's GPA. A note will be placed on the original grade to designate it as a repeated course.

TR Transferred Credit - Indication of credit transferred from a previously attended law school

Rule 4.240(K)

Overall, the law school must affirmatively provide accurate and complete financial information, for both past and future projections, and grant access to those responsible for financial matters. The law school must provide the State Bar with complete and clear audited financial statements annually and respond promptly, fully and clearly. The law school must also demonstrate how it intends to remain solvent to provide the services it represents.

Frank Wiesner is AHU's auditor and will continue to provide audit services going forward. You will note his opinion reflected in the financial statement for years ended December 2019 and 2020 as recently submitted