

John F. Kennedy School of Law at Northcentral University
Major Change Request
Change of Address for Administrative Office

INTRODUCTION

Pursuant to Rule 4.165 of the Committee of Bar Examiners *Accredited Law School Rules*, and the request of the Committee of Bar Examiners, John F. Kennedy School of Law at Northcentral University (NCU) is notifying the Committee of Bar Examiners (Committee) of this Major Change request seeking approval by the Committee. The request is to change the address of NCU's administrative offices effective January 1, 2022.

BACKGROUND

The John F. Kennedy School of Law at Northcentral University is a fully online JD program, accredited by the Committee. As a fully online program, NCU does not have a physical presence where classes are held, but it does have an administrative office, where students can visit if they so choose and where transcripts and all required records are available electronically and for printing. That location is currently located at 11355 N. Torrey Pines Rd., La Jolla, CA 92037 ("La Jolla").

On January 1, 2022, NCU will relocate those administrative offices to 9388 Lightwave Ave., San Diego, CA 92123 ("San Diego"). No students will be affected by this change, and all personnel and records currently located at the La Jolla location will be re-located to the San Diego location.

There will be no changes to access for students (either in terms of physical access or electronic access) before, during or after the change of address. There will be no changes before, during or after the change of address that will impact our compliance with the Committee's Guidelines for Accredited Schools because of this change.

COMPLIANCE WITH THE GUIDELINES

There are no changes to compliance because of the address change. For full transparency, we have addressed those Guidelines that specifically discuss physical presence below.

Division 1: General Provisions.

Guideline 1.7 Primary Administrative Office, Classroom, and Law Library Facilities Location and Hours; Availability of Records.

No change to compliance because of the address change. Pursuant to **Guideline 1.7**, a law school must maintain its primary administrative offices and records in California. NCU's primary administrative offices are currently located at 11355 N. Torrey Pines Rd, La Jolla, California. As of January 1, 2022, they will be located at 9388 Lightwave Ave., San Diego, CA 92123.

Pursuant to **Guideline 1.7**, a law school must have and maintain access to all required records in its primary administrative office and all records must be accessible to administrators, faculty, and students. Access to all required records is and will be maintained in these offices, and copies of records can and will be produced there. NCU will continue to maintain its current administrative office hours between 8:00 a.m. and 5:00 p.m. Monday – Friday. The administrative offices will continue to be accessible to the administrators, faculty, and students during these times.

Pursuant to **Guideline 1.7**, a law school must be able to produce copies of all such records at its primary administrative office, either by providing electronic copies, printing copies of electronic records, or producing photocopies of paper records. All required records will continue to be available electronically for printing (or sending electronically) at the San Diego address, just as they are currently at the La Jolla address.

Pursuant to **Guideline 1.7**, a law school must maintain reasonable office hours at its primary administrative branch. NCU will continue to maintain its current administrative office hours between 8:00 a.m. and 5:00 p.m. Monday – Friday. The administrative offices will continue to be accessible to the administrators, faculty, and students during these times.

Updated Information: Per the request of Ms. Leonard of the State Bar of California, we would like to make the following clarification:

The Lightwave address is a physical building on an active campus that has been owned by National University (our parent University) for decades. It contains several meeting spaces for students, faculty and administration to meet. Dean Hutton has been working from this location at least one day a week for the past few months. The building itself holds the offices of the Chancellor, several Associate chancellors and several Vice Presidents. It has an office of admissions and financial aid, front desk staff and security and at least 25 classrooms and several conference rooms. The building is open from 8am-5pm and is fully accessible to students. Student records and files are all stored electronically and can be accessed and produced from this location. It also serves as a location for service of process if necessary.

During the move to the Lightwave address in January, students were not impacted. Because they attend classes virtually and have 24/7 access to their class materials and to the library (as well as support staff), there was no impact to the student's education or remote access to materials.

Guideline 8 Library Requirements.

Guideline 8.1 Library Resources

No change to compliance because of the change of address. Pursuant to **Guideline 8.1**, a law school is required to have a law library that serves the teaching, research, and other educational objectives of the law school. In preparation for admission to practice law, a law student must have the ability to perform legal research competently using both hard copy and electronic research resources. The faculty of a law school needs access to adequate legal research resource to supplement their preparation and research.

The law library is not affected by this change of address. Library services will not change or be interrupted before, during or after the change of address.

The law library is maintained electronically and is available to all law students and faculty 24 hours a day, seven days a week. Additionally, NCU's Librarians will continue to provide a variety of tailored services to support student learning. Live student support will continue to be available 70 hours per week, during the following hours: Monday- Thursday 8 a.m. – 9 p.m., Friday 8 a.m. – 5 p. m., and Sunday 10 a.m. – 7 p.m. During these times, students can call, text, chat, video conference, email, or submit an online form to access library support.

Division 9 Physical Resources

Guideline 9.1 Physical and Infrastructure Requirements.

No change to compliance because of the address change. Pursuant to **Guideline 9.1** a law school offering its curriculum via distance learning technology must maintain its administrative office and administer its technology platform in California. The administrative office and technology platform will continue to be maintained in California as required by this guideline.

Pursuant to **Guideline 9.1** a law school must maintain and provide access to all required records, files, and materials in its administrative office. All required records, files and materials will continue to be stored electronically and available for access and/or printing at the San Diego address, just as they are currently at the La Jolla address.

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Guideline 9.3 Instructional Equipment; Resources and Procedures to Address Technology-Related Problems.

No change to compliance because of the address change. Pursuant to **Guideline 9.3** a law school must have and maintain instructional equipment and distance learning technology that is adequate to support its educational program. The J.D. Program currently utilizes the Desire to Learn (D2L) platform and that will not change because of the change of address. Since the program is online, support for the platform is provided 24 hours a day to ensure that, should students run into infrastructure concerns while attempting to complete their coursework, they can receive resolution in that session and complete on time as scheduled. In addition to immediate service support to redress any issues, there are monthly and bi-weekly meetings to continue to refine and improve the experience and platform.

Division 11 Records and Reports

Guideline 11.1 Recordkeeping.

No changes to compliance because of the change of address. Pursuant to **Guideline 11.1** a law school must maintain complete and accurate records that are readily accessible to administration and the Committee. A law school may keep the required records in electronic format which are capable of being produced promptly when needed and protected from destruction or loss. NCU has and will continue to store all records required by **Guideline 11.1** electronically and they will continue to be available to be promptly printed up upon request or when needed and will not be affected by the address change.

All records will continue to be protected by the security and backup systems currently in place pursuant to **Guideline 2.9**. NCU's network infrastructure is comprised of redundant components and connections providing reliable data and voice communications. The primary data center is in a certified tier III facility in Phoenix, Arizona. Tier III data centers are composed of redundant power and cooling distribution paths. The Tier III data center is also SSAE-16 SOC Type 2 compliant. NCU has a secondary data center in a certified tier IV facility in Las Vegas, Nevada. Tier IV data centers are composed of 2N+1 fully redundant power and cooling distribution paths. The Tier IV data center is also SSAE-16 SOC Type 2 compliant. These structures ensure continuity in systems access and business continuity during any planned or unplanned systems failures. Similarly, NCUOne, Northcentral University's Learning Management System is built on Desire2Learn's Brightspace platform. It is housed in Amazon's Web Services (cloud-based) and has both primary and redundant secondary backups to ensure continuity.

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