



**OPEN SESSION**

**AGENDA ITEM O-405**

**AUGUST 2022**

**COMMITTEE OF BAR EXAMINERS**

**DATE:** August 19, 2022

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

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

**SUBJECT:** Action on Conclusion or Extension of Probation or Termination of Accreditation and Application for Registration as an Unaccredited, Fixed-Facility Law School – San Francisco Law School

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**EXECUTIVE SUMMARY**

San Francisco Law School (SFLS) is concluding its probationary period and has not met the condition of reporting a minimum, cumulative five-year bar exam pass rate (MPR) of 40 percent or more within the time allowed. The law school's MPR has declined from 39.0 percent last year to 35.4 percent this year. There are three tasks before the Committee today. First, the Committee must determine the appropriate action since the law school has not met the terms of its probation within the time allowed. Second, the Committee must consider the law school's request for an extension of time to meet the conditions of its probation. (Attachment A). Third, the Committee must review and act on the law school's application for registration as an unaccredited law school, filed as a precaution in the event that the law school's accreditation is terminated. (Attachment B).

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**BACKGROUND**

At its January 29, 2021, meeting, the Committee placed San Francisco Law School on probation due to reporting an MPR value below 40 percent in 2020, 2021, and 2022. ([See Item O-402, Committee of Bar Examiners' Meeting, Jan. 29, 2021](#)). The Committee directed that, to maintain its accreditation the law school must achieve an MPR of at least 40 percent no later than the 2022 MPR reporting cycle. The law school has not done so since it reported an MPR of 35.4 percent, down from 39.0 percent last year. ([See Item O-404, Committee of Bar Examiners' Meeting, Aug. 19, 2022](#)).

When the law school was placed on probation, a prior set of accredited rules were in effect and those rules will therefore control here. Those rules were in place until December 31, 2021. Currently, all accredited law schools are in a transitional period. They may comply with the new rules immediately or may take up to two years, through December 31, 2023, to comply with the new rules while maintaining compliance with the rules that were in effect through December 31, 2021. Both sets of rules require that accredited law schools maintain an MPR of 40 percent or more.

Applying the prior rules is appropriate for two reasons. First, the probation was imposed under those rules. Next, in the current rules, the opportunity for a hearing is placed earlier in the process – which would have already passed if those rules were to be followed in this instance. By following the former rules, the law school is being afforded the opportunity to request a hearing following today’s action by the Committee. The law school supports this plan as well.

The process for acting on noncompliance with the prior accredited rules and guidelines is set forth in Rule 4.170 et seq. in the prior accredited law school rules. All further references in this memorandum will be to the prior accredited law school rules unless otherwise noted.

If the Committee concludes that an accredited law school has not complied with one or more applicable rules, the Committee issues a Notice of Noncompliance. (Rule 4.170(A)). The Committee issued a Notice of Noncompliance to SFLS in August 2020, when it reported an MPR value of 30.5 percent, below the minimum 40 percent required by Rule 4.160(N), now noted as Rule 4.160(D)(6) in the current Rules for Accredited Law Schools. ([See Item O-400, Committee of Bar Examiners’ Meeting, Aug. 21, 2020](#)).

The law school was permitted to file a response to the Notice of Noncompliance in an attempt to “demonstrat[e] that it ... is in compliance with these rules.” (Rule 4.170(B)). SFLS filed a timely response, and the Committee reviewed the response. The response did not dispute that the law school was out of compliance. Instead, the law school detailed the steps the school was taking to try to improve its graduates’ cumulative bar exam passage rate.

The Committee did not find the law school’s response to be satisfactory because the law school did not demonstrate that it was in compliance with the MPR requirement. As a result, the rules required the Committee to “schedule an inspection ... within sixty days of its consideration of the matter.” (Rule 4.170(B)(2)). ([Item O-403, Committee of Bar Examiners’ Meeting, Dec. 4, 2020](#)).

At the Committee’s December 2020 meeting, the Committee directed staff to coordinate a telephonic inspection. The inspection took place on January 11, 2021, led by Committee members Alex Chan and Larry Kaplan, as well as State Bar staff Natalie Leonard. At the inspection, the school had an opportunity to present information to supplement the written responses that the school had filed previously as to its compliance status.

The Committee reviewed the resulting inspection report and all other information before it and imposed a period of probation to last for two MPR reporting cycles. (Rule 4.172(B)). ([Item O-402, Committee of Bar Examiners’ Meeting, Jan. 29, 2021](#)). The Committee advised that it would

pursue termination of the law school's accreditation if it did not raise its MPR to at least 40 percent by the time it reported its 2022 MPR. The Committee also advised that only annual MPR values calculated according to the published formula and reported in July would be considered when satisfying the probation condition.

Rule 4.176 provides that, "[t]he Committee will terminate accreditation or provisional accreditation on a specific date, at which time it will also terminate a law school's degree-granting authority." It further provides that "[u]ntil that date, students attending the law school are deemed enrolled at an accredited ... law school."

At least thirty days before probation expires, the Committee will notify the law school of its determination that ... it will end the accredited law school's probation or will proceed to terminate the law school's accreditation. (Rule 4.172(D)).

Therefore, if the Committee intends to terminate the law school's accreditation, it must provide at least 30 days' notice. (Rule 4.172 (D)). The Committee also maintains the discretion to select a date further in the future. If the Committee chooses to exercise this discretion, staff notes that the fall 2022 semester is about to begin on Monday, however, December 31, 2022 coincides with the conclusion of the semester, which may provide both clarity and administrative convenience for both the students and the law school. In the alternative, if the law school prefers to transition directly to registered, unaccredited status, it may do so, if the Committee approves the law school's application also contained within this agenda item.

Pursuant to Rule 4.173, the school may, within 15 days of the sending of the notice, request a hearing before a panel of three Committee members as described in Rule 4.174. Following that hearing, the full Committee will consider whether to take action to terminate the accreditation. Rule 4.175.

### **Request for Extension of Time to Meet Probationary Conditions**

The law school has requested an extension of probation under the new accredited law school rules. These rules provide that "the Committee may extend the probationary period if the Committee makes specific findings that extraordinary circumstances justify the extension." They further provide that "[i]n reviewing an extension request, the Committee shall consider the progress made toward bringing the law school into substantial compliance or compliance and any other relevant information." (Rule 4.172(E)).

The law school's reasoning as to why an extension is justified is set forth in Attachment A and summarized in the discussion below.

### **Application for Registration as an Unaccredited Law School**

If the Committee moves to terminate the law school's accreditation, the law school has submitted the attached application for registration as a fixed-facility law school, teaching

classes during the 2022-2023 school year online as needed due to COVID, as set forth in Attachment B.

## **DISCUSSION**

### **Request for Extension of Time to Meet Probationary Conditions**

The law school requests that it be allowed to remain on probation through July 1, 2024, an additional two years, to allow it to try to raise its MPR to 40 percent or more as required by its probationary conditions. The law school has instituted a new curriculum, and graduates utilizing that curriculum will be beginning to graduate. The law school expects improved results from these students sufficient to raise the law school's MPR beginning with the graduating classes of 2022 and 2023. The law school also believes its students were negatively impacted by the changes and health consequences due to the pandemic in recent years. It further believes that the current students may face additional unnamed obstacles qualifying to take the bar exam even as they benefit from the enhanced curriculum.

The law school does not explain why the MPR dropped from last year to this year, though it does note that those students graduating in 2023 and 2024 will be the first to fully study under the new curriculum. A transition to registered status will not prevent the law school from offering this curriculum.

### **Action on Probationary Status**

The law school has remained in accredited status over the last three MPR reporting cycles though its MPR has been below 40 percent. The Committee must weigh the law school's request for more time to meet the requirements against fairness to other law schools who met the standard and to the public, who will expect that this standard is met for all accredited law schools.

In addition, while the law school believes that its students' ability to take and pass the bar exam was impacted negatively by the pandemic, all law schools faced the same public health conditions as they delivered their educational programs during the pandemic. During that time, MPR values at many law schools increased.

While the law school's MPR has increased since the start of its probation, it has decreased from last year and remains under the 40 percent minimum. Here, the law school asks for two additional reporting cycles and an additional two years to increase its MPR. While it is hoped that the new curriculum will have this result, such an extension would allow as many as five non-compliant reporting cycles when the outcome of the new curriculum is unknown. This does not seem reasonable when considering that the law school's probationary conditions clearly notified the law school that action should be taken within two years. The law school will be able to apply for accreditation in the future if it again meets the MPR standard at that time.

Under these circumstances, it is appropriate for the Committee to conclude the law school's probationary period and consider termination of accreditation, as originally described in the law school's probationary conditions.

### **Application for Registration as an Unaccredited Law School**

If the Committee acts to terminate its accreditation, SFLS requests that the Committee grant its application to register as an unaccredited, fixed-facility law school. (Attachment B). Staff reviewed the attached application in detail and key points are summarized here.

SFLS agrees to take steps to meet all obligations of registered, unaccredited, fixed-facility law schools, including filing compliant annual reports and complying with conditions that the Committee may impose, including a confirming inspection to be scheduled shortly after the law school's registration takes effect.

The school will use its current framework to ensure honesty, integrity, equity, and effective governance. The school described its infrastructure for ensuring lawful operation, integrity of operations, non-discrimination, and governance. (Rules 4.240 (A), (B), (C), (K), (L), (M)). The school is a non-profit public benefit corporation. The law school was originally founded in 1909 and first accredited in 1937. It is now a part of the Alliant University System, and the law school makes a positive net revenue contribution to the law school. The University's financial statements are audited, and the law school provided information about its percentage contribution.

In addition, SFLS is keeps a reserve large enough to support itself for approximately one school year, which it feels will be sufficient to carry the law school through the transition. (Rule 4.240 (K)).

The law school asserts it will continue to maintain accurate records. (Rule 4.240(L)).

The school has a non-discrimination policy and maintains a diverse student body and faculty, as well as a policy designed to provide effective accommodations to qualified students. (Rule 4.240 (M)).

The credentials of the school's dean and faculty meet the requirements of the rules. The school's dean will continue to be Timothy Weimer, a graduate of the University of Akron School of Law who also holds a Master's Degree in Business Administration. He practiced law in a wide range of areas before joining the law school. (Rule 4.240 (D)). The law school also expects to retain its current faculty.

The school's proposed fixed-facility JD education program appears to be a compliant program. A registered, fixed facility school must offer a sound program of legal education that includes at least 270 hours of classroom instruction per year. (Guideline 5.3). The law school's planned program includes more than the minimum 270 hours of classroom instruction per year and a total of 87 credits. (Rule 4.240 (E)). While the law school plans to continue to offer its current

program, the law school should continue to evaluate enhancements that can improve outcomes for its student customers.

The law school will maintain its competency training options and enhance its writing skills programs, exceeding the requirement that registered schools provide at least six units of competency training. (Rule 4.240 (F)).

The law school will implement a compliant admissions program requiring students to establish that they have the time and capacity to devote to the demands of the program. (Rule 4.240 (H)). The school will update its outreach and disclosures to reflect its planned operation as an unaccredited law school.

Students will continue to have access to support services through academic support (Rule 4.240 (G)).

The school will maintain its physical facilities, student services and library. The school's library is significant, and the law school is undertaking a review to see if additional hard copy volumes are needed to fully comply with the library requirement. (Rule 4.240(I)). Unaccredited, fixed-facility law schools are subject to different library requirements than accredited fixed-facility law schools and certain hard copy volumes are required. (Guidelines 6.2, 6.4).

The school will also maintain its building, including library facilities. It has already returned to in-person instruction. (Rule 4.240(J)).

## **RECOMMENDATIONS**

It is recommended that the law school's request for an extension of time on probation be denied. It is further recommended that the Committee find that the law school has not met the terms of its probation within the time period specified and that the law school be notified of the Committee's determination to terminate the law school's accreditation effective December 31, 2022. It is further recommended that the law school's request for registration as an unaccredited, fixed-facility law school be granted, with a confirming inspection to be set for 2023. Finally, the law school should be advised to inform its students, prospective students, and the public of these decisions immediately, including posting prominent notice on its law school website home page in a font size consistent with the rest of the page and under its own heading and title.

## **PROPOSED MOTION**

If the Committee agrees with this recommendation, the following motion is suggested:

**MOVE**, that San Francisco Law School's request for an extension of time to complete the requirements of its probation be denied.

**FURTHER MOVE**, that the Committee find that the law school has not met the terms of its probation within the time period specified and that the law school be notified that the Committee intends to terminate the law school's accreditation effective December 31, 2022.

**FURTHER MOVE**, that the law school's request for registration as an unaccredited, fixed-facility law school be granted, with a confirming inspection to be set for 2023.

**FURTHER MOVE**, that the law school shall inform its students, prospective students, and the public of the Committee's decisions immediately, including posting prominent notice on the law school's website home page in a font size consistent with the rest of the page and under its own heading and title.

## **ATTACHMENTS LIST**

- A. Application for Extension of Probation Due to Extraordinary Circumstances
- B. Contingent Application for Registration as an Unaccredited, Fixed-Facility Law School



## **SAN FRANCISCO LAW SCHOOL**

**ALLIANT INTERNATIONAL UNIVERSITY**

**1475 66<sup>th</sup> Street, Suite 104, Emeryville, CA 94608  
415-955-2006**

July 12, 2022

State Bar of California  
Committee of Bar Examiners  
Attn: Natalie Leanard  
Principal Program Analyst  
180 Howard Street  
San Francisco, CA 94105

### **Request for Extension of Current Probationary Period**

Dear Committee of Bar Examiners,

On behalf of San Francisco Law School (SFLS) we submit our request for a two-year extension of our probationary accreditation status. This extension, permitted under rule 4.172, will avoid undue disruption that would be caused to the current remaining students by removal of California Accredited Law School (CALS) status. The extension will also allow SFLS time to present results of the comprehensive curriculum improvements it has implemented.

### **Background and History**

Since we welcomed our first class of students in 1909, San Francisco Law School (SFLS) has dedicated itself to inclusivity, accessibility, and support for students. While fighting for civil rights for all, we have helped women, minority students, and other communities that were historically excluded from higher education to pursue advanced degrees.

As the oldest evening law school in the Western United States, SFLS paved the way for working adults and parents to pursue a law degree that would otherwise be inaccessible to them. This evening schedule offered the flexibility that so many needed to become exceptional lawyers.

Diversity, equity, and inclusion have been a core value at SFLS for over 100 years. In 1905, the founders of San Francisco Law School declared that the opportunity for a law degree must be made available to all. We have built a legacy on that assertion, offering high-quality legal education regardless of gender identity, race, or socioeconomic status.





Our campuses have actively welcomed women, working parents, mid-career adults, and minority students into a program of law where that opportunity did not previously exist.

San Francisco Law School is proud to have provided an education to professionals across the legal field. Our legacy of leadership is exemplified by our alumni's accomplishments. From our early years to today, graduates have held respected professional roles including the head of the National Litigators Association, the head of the American Litigator Association, State Senator and even Governor of California. Two of our graduates became the first female judges in their counties.

San Francisco Law School graduates have had a major positive impact throughout the State of California for over 100 years. Removing accreditation from San Francisco Law School would eliminate a critically important law school that offers opportunities in professional legal training for a diverse community that would not otherwise get that opportunity. It will also have a significant impact on our remaining 3L and 4L students who are working diligently toward the completion of their law degree.

We seek to partner with the Committee to support our students completing their program and continuing their path to joining the profession of law, as well as to provide this historic program a pathway back to full accreditation.

#### **Justification for Request**

Rule 4.172(E) allows the Committee of Bar Examiners to extend the probationary period for a California Accredited Law School. It states,

*"No sooner than the last six months prior to the conclusion of the probationary period, the Committee may extend the probationary period if the Committee makes specific findings that extraordinary circumstances justify the extension. In reviewing an extension request, the Committee shall consider the progress made toward bringing the law school into substantial compliance or compliance and any other relevant information."*

Pursuant to revised rule 4.172(E), San Francisco Law School (SFLS) is requesting a two-year extension of its probationary status to July 1, 2024; to demonstrate to the Committee that the ongoing improvements to its curriculum and program will result in improved student success in bar pass rates, and to also demonstrate continued full compliance with all other State Bar requirements.

The following factors combine to create the extraordinary circumstances that support the two-year extension of probation.

1. The University is committed to minimizing adverse impacts and disruptions for its 19 current students remaining in the program across the 3L and 4L years. A two-

year probation extension would allow these currently enrolled students to complete their degree from an accredited program and be eligible to sit for the bar exam, as long as they graduate before the end of the extended probationary period of July 1, 2024. Without an extension, students will not only be unduly challenged to complete the degree program to which they have diligently applied themselves but will also face uncertainty and potential obstacles in their ability to sit for the Bar Exam.

2. While the Covid pandemic impacts and recent social unrest have been experienced by all institutions and are not unique to SFLS, we believe that, as an opportunity law school, our diverse student body of working adults with established families experienced significant impacts, stressors, and disruptions. This has also created extraordinary circumstances for many that justify the extension of probation for SFLS.
3. Our probationary status was based on the bar pass rates of students who had not yet benefited from the full four-years of curricular enhancements now in place. Thus, the current MPR does not reflect the strength of the current program. We are confident that students who have matriculated under the curricular enhancements are better positioned and prepared to pass the bar exam.
4. While a new entering cohort of admitted students would be the first group to fully benefit from a complete revision of our curriculum, the graduating classes of 2022 - 2024 have and will benefit from the many incremental curricular improvements across their four years. These changes took time to implement and work through the system. Therefore, a true measure of our curriculum would be the MPR of our 2022 – 2023 classes.
  - a. We are requesting that the CBE allow us to use the results from the July 2022 Bar Exam, February 2023 Bar Exam, July 2023 Bar Exam and February 2024 Bar Exams in an ongoing MPR calculation as evidence of the success of our improvements for making the final accreditation decision.
5. We await the opportunity to once again be in good standing and deliver to a new incoming cohort:
  - a. A comprehensive, streamlined, prerequisite driven Academic Excellence Program (AEP) designed to: (i) greatly improve SFLS students' oral and written legal analytical abilities; (ii) extensively prepare SFLS students for the California Bar Exam and greatly increase the number of SFLS students who pass it on their first attempt, and; (iii) develop successful, professional, highly skilled attorneys and alumni.

- b. This revised program teaches, develops, and reinforces a top-notch legal analytical skill set by replacing, retooling, and greatly expanding existing SFLS courses, creating new, specifically curated courses, and organizing this curriculum into a comprehensive, four-year program that builds progressively upon earlier learning. We have yet to have a class enroll into this new curriculum, because we stopped admitting/enrolling students when SFLS was placed on probation.
- 6. In order to concentrate on teaching, supporting and mentoring the current classes of students, upon placement on probation, the University discontinued admissions into the law program. SFLS did not admit a new class in 2021 and will not admit a new class in 2022.
  - a. Upon approval of the State Bar for a two-year extension of probation, the University would commit to continued suspension of admission of new students to the law program until achieving full accreditation status without probation.
- 7. The CBE has scheduled an onsite Inspection for January - February 2023. Extending the probationary period will also allow SFLS to demonstrate full and continued compliance during this inspection.

### **Summary**

SFLS is the oldest evening law school in the Western United States. For over 100 years, diversity, equity, and inclusion have been a core value at SFLS. During that time SFLS has opened the way for women, working parents, mid-career adults, and minority students to pursue a law degree that would otherwise be inaccessible to them. Our graduates have held respected professional roles and positively impacted the communities they have lived in throughout the state.

SFLS's diverse student body of working adults with established families experienced significant impacts, stressors, and disruptions during the Covid pandemic. This created extraordinary circumstances for SFLS students that justify the extension of probation for SFLS.

The current MPR is the result of the bar pass rates of students who had not yet benefited from incremental curricular improvements now in place at SFLS. Therefore, the MPR evaluated should be based on the performance of our 2022 – 2023 classes.

The University is committed to minimizing adverse impacts and disruptions for current students. Upon being placed on probation the University discontinued admissions into



the law program to concentrate on teaching, supporting and mentoring the current classes of students.

A two-year accreditation probation extension would allow currently enrolled students to complete their program and be eligible to sit for the bar exam. Such an extension would reduce the detrimental impacts and disruptions on students who have worked hard for multiple years to achieve their goal of a career in law.

Based on the forgoing, we believe granting a two-year extension of probationary accreditation status for San Francisco Law School would be appropriate.

**Alternative Request for SFLS to Transition to Registered Unaccredited Status**

In the alternative, should the Committee choose to not grant the request for an extension of the probationary period, SFLS requests that the CBE accept its application, already submitted to the State Bar staff, to become a Registered Unaccredited law school. This alternative will allow SFLS to coordinate with its students and other law schools to ensure a smooth transition for all students.

I stand ready to respond to any inquiries or provide any additional information.

Respectfully submitted,

*Timothy P. Weimer*

Timothy P. Weimer, Dean  
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PS a .pdf copy of this letter is attached to the email.

**REQUIRED ATTACHMENTS****APPLICATION FOR REGISTRATION AS A CALIFORNIA UNACCREDITED LAW SCHOOL**

Please provide separate responses to each request for information. You may provide your responses below or on a separate sheet clearly numbered. To the extent that the question is answered by an attached document, the school may refer to the document, noting the specific page references responsive to the question.

- 1. Provide a written narrative explaining the history, mission, and goals of the law school. What evidence-based measures will be utilized to help the school evaluate whether it is meeting its mission and goals? State Bar Rule 4.240; Guideline 2.1.**

SFLS was founded in 1909 and accredited in 1937. In 1941, the school became a nonprofit entity and moved to its Haight Street campus in San Francisco. In 2010, SFLS began a merger with Alliant International University (Alliant). As a school within AIU, an institution regionally accredited by the WASC Senior College and University Commission SFLS became eligible to participate in federal financial aid programs. In 2014, SFLS received CBE approval to open a branch campus at an AIU campus in the Scripps Ranch area of San Diego.

The school offers a Juris Doctor (JD) through a part-time, four-year, 87-unit evening program that includes a combination of classroom courses and up to 12 online courses. Total program tuition is \$85,260. In fall 2019, total SFLS enrollment was 54 JD students, including 26 students enrolled at SFLS Emeryville and 28 students enrolled at SFLS San Diego. The school has two full-time faculty members; Professor Scott Pearce and Professor Katherine Alfieri. All instructors are graduates of law schools accredited by the CBE or approved by the Council of the Section on Legal Education and Admissions to the Bar of the American Bar association, and all faculty are licensed to practice law.

#### Mission, Goals and Core Values

San Francisco Law School is dedicated to providing the opportunity for a quality legal education to a diverse student population, many of whom are working full time jobs and have family responsibilities while attending law school. For over 100 years, San Francisco Law School has been devoted to educating attorneys who embody the highest aspirations of the legal profession and are committed to the ethical practice of law.

Students at San Francisco Law School seek to better their own lives and that of their families. Historically, many students are the first in their families to be in a doctoral program and, for some, the first to have graduated from college. Since its earliest days, San Francisco Law School has been a model of non-discrimination, diversity and opportunity.

This mission is congruent with the Alliant International University mission to prepare students for professional careers of service and leadership, and to promote the

discovery and application of knowledge to improve the lives of people in diverse cultures and communities around the world.

Currently, SFLS is working on a new five-year curriculum revision plan entitled the 'Academic Excellence Plan.' This plan was deliberated and approved by the academic curriculum committee in spring 2020. However, the plan will not be implemented until the 2023-2024 academic year. A brief description of this plan is included with this application and incorporated by reference. The implementation of these changes will be reported in the 2023 SFLS Annual Report as required.

Monitoring student and program successes is a priority for SFLS. A new assessment rubric has been created and is being tested this academic year (2021 – 2022). SFLS is also working closely with the University's Office of Assessment and Institutional Research. The goal is to integrate the rubrics into the course Canvas platforms. This will allow professors to integrate the assessment rubric directly into the grading of exams and assignments. This data will then be collected and reviewed periodically to determine whether the goals and mission of SFLS are being met and identify areas of needed improvement.

**2. Who or what business entity owns the law school? List the type of entity and attach the formation document and any business license(s) required to operate in the State of California. Guideline 2.4.**

The San Francisco Law School is one of 6 schools at Alliant International University, Inc., which is 100% owned by Arist Education System, LLC. There are no individual owners of SFLS. See attached Articles of Incorporation and most recent Statement of Information.

**3. Provide a copy of the law school's proposed balance sheet and budget for the first three years of operation, including source of funds, and capitalization of the ownership entity. Also include the percentage of the budget that is expected to be covered by tuition and fees for each of the first three years. Guidelines 8.1-8.3.**

The attached .pdf entitled "SFLS Budget Projections" provides the plan for the law school which shows a positive contribution after instructional, program and school costs by the law school in year 2024. The latest composite score of Alliant's parent company shows the maximum score of 3.0 with a net income and strong equity position. See latest Arist audited financial statements. SFLS is part of Alliant International University Inc. and does not produce its own financial statements for its operations.

For percentage of the budget see attached .pdf "SFLS Budget Projections".

**4. Provide a written narrative explaining how the school will maintain adequate resources to fulfill its educational goals, including sustainable operation of the school, payment of all fees owed to the State Bar, and sufficient reserves to sustain the school**

**through fluctuations in available resources, market changes, faculty changes, and other changes in circumstances that can be reasonably anticipated. State Bar Rule 4.240(K); Guideline 2.2.**

As reported to the US Department of Education, the most recent federal composite score of Alliant International University (consolidated with its parent company Arist Education System) is 3.0. Accordingly, the financial position of the university is strong and there are no present concerns about sustainability or the ability to meet its operational obligations including faculty/staff hiring or payment of fees owed to the State Bar. Further, Alliant engages in a process of risk identification and assessment and develops plans and responses to anticipated market changes and other circumstances it considers as potentially impacting the university operations or its student body.

**5. Describe the governance structure of the law school. State Bar Rule 4.240(C).**

SFLS is governed by Alliant International University's Board of Trustees as well as the Arist Education System Board of Directors.

**6. Does the law school ownership entity engage in any other business or mission, educational or otherwise? If so, please explain the nature of the other business. (Guideline 2.2(A).)**

Alliant International University offers certificate, credential, undergraduate, graduate and doctoral programs in the following schools – California School of Professional Psychology (CSPP; California School of Education (CSOE; California School of Management and Leadership (CSML); California School of Forensic Studies (CSFS); School of Nursing and Health Sciences (in Arizona).

**7. Does the law school ownership entity have any formal or informal relationship with any other business entities, educational or otherwise? If so, please list the other business entities and explain the nature of the relationship. (Guideline 2.2(A).)**

Alliant International University, Inc., is 100% owned by Arist Education System, LLC. Alliant International University also owns a major shareholding of St. Luke's Medical School in Mexico City, Mexico.

**8. Does the law school ownership entity currently hold or plan to seek accreditation or registration with any other accreditation or registration entities, such as the Bureau of Private Post-Secondary Education or a regional or national accreditor? If so, please list the accreditation or registration entities and the dates of accreditation or registration. (State Bar Rules 4.240(B) and 4.240(E); Guideline 2.1.)**

Alliant International University is authorized to operate by the Bureau of Private Post-Secondary Education until June 2028. Alliant is also accredited by the WASC Senior

College and University Commission (WSCUC). Alliant also enjoys specialty accreditation of its programs as follows:

- Commission on Accreditation of the American Psychological Association (APA)
- Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE), of the American Association for Marriage and Family Therapy.
- California Teacher Credentialing programs, approved by the California Commission on Teacher Credentialing (CTC).
- Accreditation Council for Business Schools and Programs (ACBSP)

For many of these Accreditors, accreditation is granted until it is withdrawn, so we have to use the date of the next visit.

WSCUC: next reaffirmation visit **Fall 2028** (no exact date) - accreditation decision is linked to date of site visit.

COAMFTE: **November 1, 2027**

CTC: **Spring 2024**

ACBSP: **2028** (no exact date)

APA

Fresno PhD - **2027**

Fresno PsyD - **2025 (Fall)**

Los Angeles PhD - **2025 (Spring)**

Los Angeles PsyD - **2023 (Spring)**

Sacramento PsyD - **2028**

San Diego PhD - **2023 (Fall)**

San Diego PsyD - **2025 (Spring)**

San Francisco PhD - **2027**

San Francisco PsyD - **2022 (Fall)**

Several of the APA dates are pushed back due to the pandemic. The ones far out don't have a term (fall/spring) set yet for a site visit.

- 9. Provide a statement of the methods of instruction to be used by the law school. Provide a specific statement regarding how faculty will instruct students and how the law school will provide students with academic counseling. Describe the composition and experience of the team designing, maintaining, executing, and evaluating the instruction. (State Bar Rules 4.240(D) and 4.240(E); Guidelines 4.1-4.11.)**

The method of teaching the class is under the control of the individual instructor. The San Francisco Law School Administration respects academic integrity of the teaching methodology, and examination grading process. SFLS works with its Faculty Council to ensure the quality of instruction and grading.



Each student is assigned a Student Advisor at the beginning of the school year. Students are encouraged to meet with their academic advisor at least once each semester to review his/her Pathway to Graduation plan and any assessment information that is available to help the student identify needed areas of improvement.

The Peer Review and Faculty Development Committee is charged with monitoring to ensure that faculty peer review are conducted timely within the perimeters set by the Guidelines. All faculty are to be evaluated by a Peer Review Team, which consisting of two or more faculty members per review. The Peer Review Team will conduct classroom observations which will be reflected in a written report. Students provide separate evaluations at the conclusion of each course.

The Faculty Council codified the following criteria for evaluation of faculty at San Francisco Law School: education, expertise and experience, instructional competence and skills, materials utilized, including a course syllabus, examination skills, grading calibration, assessment and evaluation modalities, and professional competencies. Each evaluation includes a written report which is given to the instructor and included in the instructor's file.

Finally, SFLS has a Curriculum Committee made up of volunteer Adjunct Faculty members that periodically reviews the overall curriculum plan. Any changes to the curriculum plan, or curriculum in general must be first presented to and approved by the committee before they are implemented. Once the SFLS Curriculum Committee approves any changes, the plan is then submitted to the University's Curriculum Review Committee, which must also approve the changes before SFLS can include them in the revised curriculum.

**10. Describe the contents of the proposed JD curriculum, including total credits, required classes, electives and schedules. Explain how the proposed curriculum meets all requirements dictated by statute, rule or guideline, including specified competency and skills training and requirements. Describe the composition and experience of the team designing, maintaining, executing and evaluating the instructional methods. (State Bar Rule 4.240(E); Guidelines 5.1-5.36.)**

As mentioned above, SFLS is currently working on a new five-year curriculum revision plan entitled the 'Academic Excellence Plan.' This plan was deliberated and approved by the academic curriculum committee in spring 2020. However, the plan will not be implemented until the 2023-2024 academic year. A brief description of this plan including specified competency and skills training and requirements, is included with this application. The implementation of these changes will be reported in the 2023 SFLS Annual Report as required.

**11. If the law school intends to deliver any or all of its curriculum via technology-based instruction methods, provide a detailed statement explaining the methods, technology and software to be used and the extent to which they will involve verified interaction between instructors and students, as well as describing how the school will authenticate a student's work as their own. Describe the school's experience with this technology, as well as how it will be deployed and supported. (State Bar Rule 4.240(E); Guidelines 5.1-5.36.)**

The authentication of student identity in the program and courses takes place through 1) the variety of faculty and peer interactions with the student in the courses and 2) a unique student log-in with added security. These interactions begin during the admission process and continue throughout the program.

- Admission to the program requires an initial Zoom-mediated interview with the program director or program faculty.
- Each student receives a unique email/account log-in and password, plus Alliant log-in requires Multi Factor Authentication using two methods: 1) the Microsoft Authenticator app and a mobile phone number for verification calls or text messages.
- Assignments in courses require complex thinking and build on knowledge and skills in prior courses, including case studies, research projects, and other written or applied assignments making it difficult for the others to submit work.
- Some courses require group work, so students must work together over a term.
- Students develop and present projects using multimedia through the learning management system in some courses.
- Students are required to attend one hour for each class in person during the program in which they meet with other students and faculty, helping faculty to get to know students individually.
- Students have to write a doctoral exam and meet with three faculty to show videos and defend their theoretical orientations. They also have to participate in an internship sequence, in which students are individually supervised by faculty. Further, students must write a dissertation as part of the program, which requires intensive student-faculty interaction.

**12. Provide a written description of the law school's physical or electronic resources and assets of the school that will be used in the educational process, distinguishing items owned from items leased. (State Bar Rules 4.240(I) and 4.240(J); Guidelines 6.1-7.2.)**

Physical Resources

The Emeryville campus has a total of 10 classrooms, 5 of them with a capacity for 18 students each, 1 computer classroom with capacity for 28 users, four 4 classrooms with capacity for 24 each, these four classrooms can be combined in two large classrooms with capacity for 48 students each. SFLS also has 5 study rooms inside the library.

For facilities at the San Deigo campus, SFLS students meet exclusively in the library building on campus. This building also has a number of various sized classrooms and study rooms available to students.

### Electronic Resources

Alliant International University/San Francisco Law School campuses are interconnected via a wide area network for direct wired connectivity to, voice, local data transmission and Internet services. Additionally, there is segmented dedicated wireless network for Internet access. Data is hosted via off-site redundant cloud storage through Microsoft SharePoint and One Drive that provide access to files, and e-mail from anywhere on or off campus with an Internet connection. Students, faculty, and staff have access to a variety of software, including Microsoft Office 365 suite: Access, Excel, Outlook, PowerPoint, Teams, and Word. These packages are installed on all Alliant computers as well as available for download and installation on up to five users' personal devices. Site licenses are in place for a variety of applications and services including AMOS, Brainfuse, Career Impact (Purple Briefcase), Qualtrics, SPSS, QSR NUDIST, Zoom Meetings.

A standard issue workstation for faculty, staff, classrooms, and labs is at minimum an Intel-based laptop or desktop configuration which includes an i5 processor, 8GB of main memory, a 120GB solid-state disk drive, web camera, keyboard/mouse, 24" display, wired and wireless adapters and access to network connected multi-function copier/printer/scanner devices. A standard software image includes Windows 10, Office 365, Cylance PROTECT, Acrobat Reader, SPSS and Zoom. Additionally access to multiple online databases and library resources are available at <https://library.alliant.edu/>.

Classroom technology includes a 75" LED display or projector system with soundbar/speakers, dedicated computer with web-camera, and a secondary connection to connect a user provided device to the room audio/visual system. In the case of convertible classrooms, ceiling mounted projectors with screens and podium with A/V switching controls are available in each divisible room. Each meeting space can support independent or combined room presentations, with program audio playback and speech reinforcement. All audio, video, and control infrastructure are included to support combined room and divided room operations.

Wi-Fi access points are distributed throughout the campus with full coverage to all Alliant-accessible areas. Each campus has at least one computer classroom and a library reference area and/or open computer lab available to students. All computers have a dedicated wired connection to the Alliant network and Internet. All courses: on-ground, remote and hybrid have access to our Canvas Learning Management System (LMS). Canvas has integration with Zoom web conference and Turnitin academic integrity applications.

The university implemented its new Student Information System (SIS), Campus Nexus Student, in December of 2019. The SIS provides students with an easy, intuitive platform for all daily education needs; efficiently track degree program progress; access

to student services, grades, advisors, and faculty; and all forms necessary to complete the program. The faculty and student portal are available at <https://portal.alliant.edu/>. Technology support is available through an online knowledgebase and Helpdesk ticketing support at <https://ithelp.alliant.edu/>.

**13. Provide the date classes are proposed to start. Please be aware that applications should not be solicited or accepted until a school earns registration from the State Bar of California and no specific start date is guaranteed. (State Bar Rule 4.221.)**

No new applications will be accepted until SFLS has successfully registered with the State Bar of California. The current plan is to admit the first class under a Registered Unaccredited status Fall 2023.

**14. Provide the proposed tuition and fees for the entire J.D. degree. (Guideline 2.2.)**

Tuition and Fess for SFLS can be found in the Alliant International University Catalog, online at: <https://catalog.alliant.edu/content.php?catoid=37&navoid=1422>

**15. What is the projected class size? Describe the law schools admissions or recruitment strategy or mission. (State Bar Rule 4.241(A)(7).)**

SFLS expects to enroll 10 students at each campus fall 2023, for a total of 20 new students. Enrollment will increase to 20 students at each campus in fall 2024, resulting in a total of 40 1L students and 20 2L students, and 60 total students across both campuses.

**Admissions Mission Statement**

The Office of Admissions is dedicated to matriculating a diverse group of students who reflect the core values and mission of Alliant International University. It is our goal to provide exceptional service as prospective students and their families navigate the inquiry, application, decision, and enrollment process. Our knowledgeable Admissions Counselors are passionate about higher education and deem it a privilege to be a part of each individual student's educational journey. We strive for excellence in all interactions to ensure students are fully supported as they embark on their journey at Alliant.

**SFLS Admissions Strategic Goals**

Objective: Establish the San Francisco Law School as a leading choice for students looking for a flexible, part-time law degree program with a California Registered Unaccredited Law School.

- Leverage the school's history, alumni, and faculty as proof of credibility and social proof to position SFLS as a historically committed to social justice and innovation that is poised to offer a quality degree option that fits the lives of busy adults.

- Activate alumni to get the word out through local media, social media, and events.
- Launch a dedicated SFLS website for SEO, awareness and credibility for prospective students.
- Use paid search, display and paid social efficiently to capture existing demand in our target markets; test some traditional media channels to raise awareness.
- Leverage LSAT lists and drip campaigns to raise awareness, consideration and inquiries for the JD program.

**16. Explain how the law school will comply with its disclosure requirements to accurately and affirmatively describe the opportunities and limitations associated with attending an unaccredited law school to its students, the public and prospective students in all communications including required disclosures. (State Bar Rule 4.241; Guideline 2.3(D).)**

We will work with our Compliance team to ensure that all collateral (both digital and printed), emails, and web properties (including websites and marketing landing pages) include the appropriate disclosure language displayed plainly for the reader to see. We will also create a disclosures page on the sfls.edu website that plainly displays the required disclosures, to which we can link from advertisements and other marketing that may be too small to display the full disclosure language.

**17. Explain how the law school will communicate to its students and prospective students that they will be required to pass the First Year Law Students' Examination after their first year and within a specified time frame in order to earn credit for the first year of law study and proceed to future years of law study prior to becoming eligible to take the California Bar Examination and how it will prepare its students to pass both the First-Year Law Students' Examination and the Bar Examination. (State Bar Rule 4.241; Guideline 2.3(D).)**

Language regarding the First Year Law Students' Examination requirement will be published in several places including but not limited to our website and in our catalog under program requirements. Information regarding requirements will be part of the conversation / presentation that our admission counselors have with all prospective law school candidates. The language will also be included in the admit package that is provided to all law students who have been admitted to the program for the upcoming year.

**18. Provide a roster setting forth the names of the Dean, administrators, the registrar, members of the governing body, and each person who is expected to teach during the first year of classes including (State Bar Rule 4.24(D); Guideline 4.6.):**

The names of the governing Board for Alliant International University are listed above.

For SFLS

**Timothy P. Weimer, Dean**

B.S. Parks Recreation and Tourism, University of Utah, 1999

M.B.A. Capella University, 2006

J.D. University of Akron School of Law, 2015

Jurisdictions of Licensure: Ohio, Active

Courses Taught: Torts, Success Skills, Foundations of Legal Analysis, Legal Writing, Externship

Present Employment: San Francisco Law School, Alliant International University, San Francisco, CA

**Scott Ford Pearce, Administrator San Diego Branch Campus, and Professor of Law**

Pacific University, Forest Grove, OR: Bachelor of Arts with Honors in Speech and Sociology, 1980

Law school education: Oxford Institute of International and Comparative Law: Magdalen College, Oxford University, and the University of San Diego School of Law, 1982

University of Southern California Gould School of Law, Los Angeles, CA: Juris Doctor, 1984

Jurisdiction(s) in which licensed to practice law and current status of all licenses:

Actively licensed in California from December 1984 through today.

Experience teaching in any discipline:

UCLA Extension (with Martin Cohen): Music Publishing Law

Purdue University Online (Kaplan University): Employment Law; Insurance Law; Social Security Disability Law; Bioethics; Managed Care; Health Care Policy; Medical Records Summary & Review; Health Law Survey; Wills, Trusts & Estate Planning; Introduction to Legal Research; Law Office Management; Alternative Dispute Resolution, Eight Skills of the Effective Paralegal Student, Introduction to Legal Reasoning and Writing, Introduction to Torts.

University of West Los Angeles School of Law: Disability Law, Remedies, Bar Exam Essay Writing

University of West Los Angeles Paralegal School: Remedies, Wills, Trusts & Estate Planning, Business Organizations, Securities Law, Litigation 1 and Litigation 2.

National University Paralegal: Litigation 1, Litigation 2, Computers in the Law Office, Wills Trusts & Estate Planning

University of San Diego Paralegal: Creditor's Remedies; Corporations

San Francisco Law School: Torts, Corporations, Remedies, Entertainment Law, Legal Writing MBE Skills (3 courses), Real Property

Present employment (including any employment outside of Alliant/SFLS): Professor of Law, San Francisco Law School, Alliant International University

**Katherine Alfieri, Fulltime Professor of Law**

Bachelor of Arts, University of New York at Albany, May 1983

Juris Doctor, Golden Gate University School of Law, May 1987

Jurisdictions: Ninth Circuit Court of Appeals, Second Circuit Court of Appeals, California Supreme Court, California Courts of Appeal, all California U.S. District Courts, and state courts.

Courses Taught: Constitutional Law I and II, Civil Procedure I and II, Advanced Legal Reasoning II, California Bar Exam ("CBE") Essay Writing Workshop.

Present Employment: San Francisco Law School, Alliant International University, San Francisco, CA

**Karen McCray, Registrar**

Suny Empire State College BS June 2019

United States University, MBA June 2020

Law school education: N/A

Jurisdiction(s) in which licensed to practice law and current status of all licenses: N/A

Experience teaching in any discipline: N/A

Present employment: San Francisco Law School, Alliant International University, San Francisco, CA, and Pacific College of Health Science, San Diego, CA

**SFLS First Year Courses are Taught by a Variety of Professors**

Dean Weimer may teach 1-2 courses each semester depending on need, including first year courses. Professors Pearce and Alfieri teach 2-3 courses each semester depending on need, including first year courses. All other courses are taught by adjunct professors. It will not be known who these adjunct professors will be for the first-year courses until a few months prior to the start of Fall 2023. A list of adjunct professors and the courses they teach is kept on file with Alliant Human Resources and has been provided to the State Bar in its annual reports each year.

**19. Provide a copy of the law school's proposed written disclosure statement to students, as required by California Business and Professions Code Section 6061, Unaccredited Law School Rule 4.241, and Guideline 2.3(E).**

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally in physical classroom facilities, as well as 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(l) 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 re-enrollment 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.

**20. Explain the proposed admissions standards at the school. Because the school may be targeting non-traditional students or students with competing attentions, what steps will the school take to create a framework for success for enrolled students? (Guideline 9.1.)**

**Admissions Standards**

Admission Requirements for SFLS can be found in the Alliant International University Catalog online at

<https://catalog.alliant.edu/content.php?catoid=40&navoid=1509#sfls-admissions-regs>

**Student Success**

To ensure a framework for success for students enrolled at SFLS. SFLS has revised its entire four-year curriculum. The new revised curriculum plan is called the Academic Excellence Program. This comprehensive, streamlined, prerequisite driven Academic Excellence Program (AEP or The Program) was developed to address and remedy our students' specific skills deficits.

It is designed to:

- Greatly improve SFLS Student's oral and written legal analytical abilities;
- Extensively prepare SFLS students for the CBE and greatly increase the number of SFLS students that pass it on their first attempt, and
- Develop successful, professional, highly skilled attorneys and alumni.
  
- The Program teaches, develops and reinforces a top-notch legal analytical skill set by replacing, retooling and greatly expanding existing SFLS courses, creating new, specifically curated courses, and organizing this curriculum into a comprehensive, four-year program that progressively builds upon itself.
  
- The AEP is designed to specifically improve necessary skills by:
  - focusing the AEP curriculum on legal analysis and writing;



- incorporating elements of process-based teaching such as allocating time and re-sources for practice, repetition, contemporaneous instructor critique and peri-odic instructor-student conferences;
- intersecting substantive courses with AEP courses;
- slowing the stream of substantive material by, for example, breaking all single semester courses greater than 3 credits into two semester courses, and;
- converting all pass/fail courses to graded courses.

The Program is also designed to slow down the pace of instruction during the first two years of law school. As students study first year (“1L”) core curriculum topics such as Torts, Contract and Criminal Law, and the AEP 1L courses Legal Research and Writing I and II, they will acquire proficiency in basic oral and written legal analytical skills. As students study second year (“2L”) core curriculum topics and AEP 2L courses, they will build on their 1L skill set base and attain intermediate oral and written legal analytical skills proficiency.

Similarly, in years three (“3L”) and four (“4L”), students shall study a combination of core curriculum topics and AEP courses to master advanced and professional level oral and written, legal, analytical skills.

The Program intentionally differs from the instructional pace most full-time, three-year law schools follow. Because SFLS’s part-time students are often full-time working adults with family and community obligations, they require more time to develop their basic analytical skill set than a typical full-time student would. SFLS’s four-year structure accommodates that additional time. The Program thus provides our students with two years to reach the level of legal skills proficiency that full-time, three-year law schools require after year one. The Program aims to ensure that SFLS students graduate with the requisite skill set to be successful on the CBE and as professional, highly skilled attorneys and alumni.

**21. Explain the safeguards the law school has established against financial fraud and other financial improprieties. Will the school employ a Chief Financial Officer? (Guidelines 2.1, 2.2)**

Alliant employs a system of internal controls which mitigates the risk of financial fraud including potential fraud related to the law school. Alliant’s shareholder provides strict requirements on this which are from time to time subject to internal audit procedures by Alliant’s shareholder. In addition, Alliant is subject to financial statements and compliance external audits. CFO responsibility for the law school relates to the CFO of Alliant International University Inc.

**22. Provide a copy of the law school’s policy on academic freedom. (Guideline 4.10)**

The SFLS policy on Academic Freedom is found in the SFLS Faculty Handbook section 1.2 (p.3).

- 23. Complete and submit the attached library requirements worksheet demonstrating compliance with the requirements of California Rule of Court 9.30(b)(6) and Guideline 6.2 of the Guidelines for Unaccredited Law School Rules. (State Bar Rules 4.240(I); Guideline 6.2.)**

Requested information is attached as a separate form.

**LIBRARY REQUIREMENTS WORKSHEET - PLEASE SEE ATTACHED WORKSHEET**  
**GUIDELINE 6.2 OF THE GUIDELINES FOR UNACCREDITED LAW SCHOOL RULES**

6.2 Library Requirements. Registered unaccredited law schools must comply with the following library requirements as set forth in California Rule of Court 9.30 and the *Rules Regulating Admission to Practice Law in California*. Please establish that the school has all required resources listed in CRC 9.30 including the following:

<b>Fixed-Facility Law School Requirement</b>	<b>Hard Bound</b>	<b>Electronic</b>	<b>Indicate Hard Bound, Electronic or Both</b>
The published reports of the decisions of California Courts, with advance sheets and citator (all of which must be current and complete)	X	Optional	
A digest or encyclopedia of California law (all of which must be current and complete)	X	Optional	
An annotated set of California codes (all of which must be current and complete)	X	Optional	
A current, standard text or treatise for each course or subject in the curriculum of the law school for which such a text or treatise is available.	X	-	

<b>Correspondence and Distance-Learning Law School Requirement</b>	<b>Hard Bound</b>	<b>Electronic</b>	<b>Indicate Hard Bound, Electronic or Both</b>
The published reports of the decisions of California Courts, with advance sheets and citator (all of which must be current and complete)	Optional	X	
A digest or encyclopedia of California law (all of which must be current and complete)	Optional	X	
An annotated set of California codes (all of which must be current and complete)	Optional	X	
A current, standard text or treatise for each course or subject in the curriculum of the law school for which such a text or treatise is available.	X	-	
NOTE: The hardbound edition must be available at the law school's primary administrative office			

## LIBRARY REQUIREMENTS WORKSHEET FOR CALIFORNIA UNACCREDITED LAW SCHOOLS

See Rule 9.30 of the California Rules of Court and Guideline 6.2 of the *Guidelines for Unaccredited Law School Rules*.

<b>Published Reports of the decisions of California (one of the three reporting systems):</b>	<b>Yes</b>	<b>No</b>	<b>Indicate Hard Copy, Electronic, or Both</b>
California Reports, Volumes 1 to 220	<input type="checkbox"/>	<input type="checkbox"/>	
California Reports, 2d, Volumes 1 to 71	<input type="checkbox"/>	<input type="checkbox"/>	
California Reports, 3d, Volumes 1 to 54	<input type="checkbox"/>	<input type="checkbox"/>	
California Reports, 4th, Volumes 1 to Date	<input type="checkbox"/>	<input type="checkbox"/>	
California Appellate Reports, Volumes 1 to 140	<input type="checkbox"/>	<input type="checkbox"/>	
California Appellate Reports, 2d, Volumes 1 to 276	<input type="checkbox"/>	<input type="checkbox"/>	
California Appellate Reports, 3d, Volumes 1 to 235	<input type="checkbox"/>	<input type="checkbox"/>	
California Appellate Reports, 4th, Volumes 1 to Date	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OR</b>			
West Reporting System, Pacific Reporter, Volumes 1 to 300	<input type="checkbox"/>	<input type="checkbox"/>	
West Reporting System, Pacific Reporter, 2d, Volumes 1 to 999	<input type="checkbox"/>	<input type="checkbox"/>	
West Reporting System, Pacific Reporter, 3d, Volumes 1 to Date	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OR</b>			
West's California Reporter, Volume 1 to Date (Reprints of California Cases from Pacific Reporter, 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PLUS (regardless of reporting system used)</b>			
A citator for California Cases and Statutes with Case Name Citator (required in addition to the provided reporting system)	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Digest or Encyclopedia (one of the three: McKinney, West, or California Jurisprudence):</b>	<b>Yes</b>	<b>No</b>	<b>Pocket Supplement Date</b>	<b>Indicate Hard Copy, Electronic, or Both</b>
McKinney's California Digest	<input type="checkbox"/>	<input type="checkbox"/>		
McKinney's California Digest of Cases in California Reports, 3d Series	<input type="checkbox"/>	<input type="checkbox"/>		
West's California Digest Volume 1-50, 1850-1950	<input type="checkbox"/>	<input type="checkbox"/>		
West's California Digest, 2d Volumes 1-50, 1950 to Date	<input type="checkbox"/>	<input type="checkbox"/>		
California Jurisprudence, Third, Volumes 1-66 plus indexes	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Codes (one of the two)</b>	<b>Yes</b>	<b>No</b>	<b>Pocket Supplement Date</b>	<b>Indicate Hard Copy, Electronic, or Both</b>
Deering's California Codes	<input type="checkbox"/>	<input type="checkbox"/>		
West's Annotated California Codes	<input type="checkbox"/>	<input type="checkbox"/>		

**Texts or Treatises: (Insert name of author and date and number of edition).**

Add other texts or treatises, as applicable, for each course or subject in the curriculum of the law school for which such a text or treatise is available.

<b>Subject</b>	<b>Author</b>	<b>Date</b>	<b>Edition</b>
Business Associations			
Civil Procedure			
Community Property			
Constitutional Law			
Contracts			
Criminal Law			
Evidence			
Professional Responsibility			
Real Property			
Remedies			
Torts			
Trusts			
Wills and Succession			

**LIST OF REQUIRED POLICIES, DOCUMENTS AND RECORDS FOR REGISTERED UNACCREDITED LAW SCHOOLS (GUIDELINES FOR UNACCREDITED LAW SCHOOL RULES)**

1. **Law School Bulletin or Catalog of Classes.** To the extent that documents requested below are in the Bulletin/Catalog, it is permissible to refer to the appropriate pages in the catalog. Guideline 9.1(L).

2. **Application for Admission.** Guideline 5.26.

See attached Application Form.

3. **Written refund policy.** Guideline 2.2(B).

The refund policy can be found in the Alliant International University Catalog online at: <https://catalog.alliant.edu/content.php?catoid=40&navoid=1499#refund-policies>

4. **Required disclosure statement, in catalog and on website, and as incorporated into advertising or outreach including social media.** Guideline 2.3(D).

The following disclosure will be included in the University's catalog and website and incorporated into advertising or outreach, including social media, once SFLS is approved as a Registered Unaccredited law school.

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally in physical classroom facilities, as well as 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(I) 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 re-enrollment 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.

**5. Student disclosure statement required by rule 4.241(A) including reference to disclosure statements in Guideline 2.3(D). Guideline 2.3(E).**

See attached form: Acknowledgement of Notification of SFLS Registered Unaccredited Status

**6. Written policy for the imposition of student discipline. Guideline 2.8.**

Section 11 of the SFLS Student Handbook outlines the policies for student discipline (pp. 30 - 34).

**7. Written academic standards. Guideline 2.9(A).**

Section 8 of the SFLS Student Handbook outlines the policies for academic standing (pp. 26-28).

Section 9 of the SFLS Student Handbook outlines the policies for graduation requirements (p. 28).

**8. Written policies on examinations and grading. Guideline 2.9(B).**

Section 6 of the SFLS Student Handbook outlines the policies for grading (pp. 17 – 20).

Section 7 of the SFLS Student Handbook outlines the policies for examinations (pp. 20 – 25).

**9. Policy for providing each student with written statement of the grading system. Guideline 2.9(B).**

Each student is provided with an updated copy of the SFLS Student Handbook at the beginning of each school year. Section 6 of the SFLS Student Handbook outlines the policies for grading (pp. 17 – 20).

**10. Policy for providing each student with written statement on basis for final grade. Guideline 2.9(C).**

Each student is provided with an updated copy of the SFLS Student Handbook at the beginning of each school year. Section 6 of the SFLS Student Handbook outlines the policies for grading (pp. 17 – 20).

- 11. Written policy setting forth the procedure used to authenticate the identity of the student submitting work and participating in educational and other law school activities and to ensure that work submitted is the student's own. Guideline 2.9(D).**

The procedures for grade appeals are found in sections 6.9 and 6.9.1 of the 2021 Student Handbook (p. 19).

- 12. Written procedures for processing requests for the review of grades by the Grade Review Committee. Guideline 2.9(H).**

The procedures for grade appeals are found in sections 6.8 of the 2021 Student Handbook (p. 19).

- 13. Written statement on the student services and activities are available to students. Guideline 2.12.**

A list of services available to all Alliant/SFLS students and how to access them can be found on Alliant's website at: <https://studentservices.alliant.edu/>

The information can also be found in the online catalog at:  
<https://catalog.alliant.edu/content.php?catoid=40&navoid=1511>

- 14. Written procedures for the regular evaluation of instructor competence. Guideline 4.8.**

The procedures for evaluating SFLS Instructors is contained in sections 1.7, 1.8 and 1.9 of the SFLS Faculty Handbook (p. 4).

- 15. Fixed facility law school: Written attendance policy and records. Guideline 5.3(A).**

Section 4 of the SFLS Student Handbook outlines the policies for attendance (pp. 13 – 15).

- 16. Correspondence law school: Written policy establishing procedures for verifying the number of hours spent in study and preparation and accurate records of student time spent in study and preparation. Guideline 5.3(B).**

NA



**17. Distance-learning law school: Written policy that establishes procedures for verifying student participation and study, including authentication of student work, and accurate records of student time spent in study and preparation. Guideline 5.3(C).**

The authentication of student identity in the program and courses takes place through 1) the variety of faculty and peer interactions with the student in the courses and 2) a unique student log-in with added security. These interactions begin during the admission process and continue throughout the program.

- Admission to the program requires an initial Zoom-mediated interview with the program director or program faculty.
- Each student receives a unique email/account log-in and password, plus Alliant log-in requires Multi Factor Authentication using two methods: 1) the Microsoft Authenticator app and a mobile phone number for verification calls or text messages.
- Assignments in courses require complex thinking and build on knowledge and skills in prior courses, including case studies, research projects, and other written or applied assignments making it difficult for the others to submit work.
- Some courses require group work, so students must work together over a term.
- Students develop and present projects using multimedia through the learning management system in some courses.
- Students are required to attend one hour for each class in person during the program in which they meet with other students and faculty, helping faculty to get to know students individually.
- Students have to write a doctoral exam and meet with three faculty to show videos and defend their theoretical orientations. They also have to participate in an internship sequence, in which students are individually supervised by faculty. Further, students must write a dissertation as part of the program, which requires intensive student-faculty interaction.

**18. Written record of all Special Circumstance Exemptions. Guideline 5.6.**

San Francisco Law School has not made any special circumstances exemptions.

**19. Policy on student participation in externship, clinical, law review, and similar programs. Guideline 5.8.**

Section 2.6 of the SFLS Student Handbook describes the policy on student participation in any of these activities (p. 8).

**20. Written grading standards that ensure accuracy, validity, reliability, and consistency in the evaluation of student performance. Guideline 5.17.**

Section 6 of the 2021 SFLS Student Handbook (pp. 17-20) contain the information for grading standards, etc.

**21. Sound written scholastic standards. Guideline 5.18.**

Section 8 of the 2021 SFLS Student Handbook (pp. 26-28) contain the information for scholastic standards, etc.

**22. Written policy clearly defining academic standing, academic disqualification, advancement in good standing, and the requirements for graduation. Guideline 5.19.**

This information can be found in the Alliant International University Catalog using the following links.

Academic Policies section:

Academic Standing

(<https://catalog.alliant.edu/content.php?catoid=40&navoid=1510#academic-standing>)

Student Evaluation and Review Committee

(<https://catalog.alliant.edu/content.php?catoid=40&navoid=1510#student-evaluation-and-review-committee>)

For graduation requirements:

Programs section:

Juris Doctorate

([https://catalog.alliant.edu/preview\\_program.php?catoid=40&poid=5477&returnto=1506](https://catalog.alliant.edu/preview_program.php?catoid=40&poid=5477&returnto=1506))

San Francisco Law School section:

Academic Information:

<https://catalog.alliant.edu/content.php?catoid=40&navoid=1498#academic-information>

**23. Policy stating that exceptions to foregoing policy, while rare, must be recorded in the permanent minutes of the faculty or faculty committee meetings and documented in a memorandum placed in the student's file. Guideline 5.19.**

Section 8 of the 2021 SFLS Student Handbook (pp. 26-28) contain the information for academic standards, etc. SFLS has no policy regarding making an exception to the foregoing policies. However, section 8.6 states, "The Student Handbook, including the Academic Standing section, may be amended by the Dean of San

Francisco Law School, as needed, to ensure the fairness and suitability of these requirements.”

It is the practice of SFLS administration and staff that any exception made for any student at any time be recorded and placed in the student’s file.

**24. Written policy on course repetition. Guideline 5.24.**

Section 4.7 of the 2022 SFLS Handbook discusses course repetition requirements. This version of the Handbook will be published and distributed to students August 2022. It states,

A student who voluntarily withdraws from a course prior to the final examination may repeat the full course if the student is otherwise in good standing. If the student is not in good standing, or if the student was dropped from a course for excessive absences, the student must petition the Academic Standards Committee (ASC) for permission to repeat the course. A student may not repeat one semester of a two-semester course.

Upon successful completion of the repeat course, the student's transcript will reflect both final grades. The grade for the repeat course will be the grade used to compute the student's grade point average. The repeat course units will be the units for which the student receives credit. A course may not be repeated a second time. Repetition of a course(s) may delay a student's advancement to the next year and delay the student's graduation.

Additionally, as a condition of probation or readmission to San Francisco Law School, the ASC may allow or may require a student to repeat a course or courses. The decision of the ASC will be based on the individual circumstances presented by the student. The decision of the ASC is a final decision.

Section 6.3 of the 2021 SFLS Student Handbook (p. 18) further states,

... if a student receives a grade below a C- (70) in a course, the student will not receive credit for that course. If the course is a required course, the student will be required to retake the course and achieve a grade of C- (70) or higher to receive credit for the course. A student receiving a grade below C- (70) for any course will not be allowed to take the second part of a two-semester course (i.e. Torts 1 & 2, etc.). No Credit is given for a credit/no credit course for a grade score below C- (70).

**25. Sound written admission policy. Guideline 5.26.**

The admissions policies and procedures for Alliant International University can be found online in the Alliant 2022 – 2023 catalog at:

<https://catalog.alliant.edu/content.php?catoid=40&navoid=1509>

Admissions policies and procedures specific for SFLS can be found at:

<https://catalog.alliant.edu/content.php?catoid=40&navoid=1509#sfls-admissions-reqs>

**26. Statement on basis for readmitting student previously disqualified for academic reasons placed in the student's file. Guideline 5.34.**

All students that are readmitted after being academically disqualified receive a letter of the review committee's decision. A copy of this letter is kept in the student's file.

**27. Written policy on Admission as Visitors, Auditors or Non-JD Candidates. Guideline 5.36.**

The admissions policies and procedures for Auditing course can be found online in the Alliant 2022 – 2023 catalog at:

<https://catalog.alliant.edu/content.php?catoid=40&navoid=1509#auditing-courses>

**28. A complete hard copy or electronic list of all expenditures for hard copy and electronic library material and all other electronic legal resources available to students. Guideline 6.6(A).**

See attached form entitled SFLS Library Purchases, June 2022

**29. A complete list of all hard copy and electronic library material and all other electronic legal research resources available to students, indicating the means of access and any restrictions and limitations on access. Guideline 6.6(B).**

See attached forms 2021 Library Content and Items in Hard Copy Law Collection

**30. Written record-keeping and record recovery procedures, and all records required to be maintained pursuant to Division 9 of the Guidelines for Unaccredited Law School Rules. Guideline 9.1.**

See attached Registrar Document Retention Schedule

- 31. Written policy that provides that transcript entries may only be changed upon a showing of good cause. The policy must set forth the procedure to be followed to apply for and approve a transcript change under that standard. Guideline 9.1(D).**

*The language in the Student Rights and Responsibilities section of the catalog references our FERPA policy for students to request an amendment or correction to their academic records. The language from the catalog is below and can be accessed online at [Student Rights and Responsibilities - Alliant International University - Acalog ACMS™](#).*

#### **Correction of Education Records**

*Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:*

*A student must ask the custodian to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.*

*If the University decides not to amend the record as requested, the University will notify the student of the decision and inform the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy right. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.*

*The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be a school official. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student, at his or her own expense, may be assisted by one or more individuals, including an attorney.*

*The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and a reason for the decision. If the University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.*

*If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or a statement setting forth reasons for disagreeing with the decision.*

*The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.*

**Section 6.8 of the 2021 SFLS Student Handbook (p. 19) describes the Grade Appeal Process. It states,**

*No grade will be changed after it is received and approved except in the case of an objectively verifiable, clerical or mathematical mistake.*

*If a student believes that the examination or course grade was the product of unfairness or a departure from an established grading policy, the student may petition the Academic Standards Committee for a grade appeal by presenting the petition to the Registrar or Dean.*

*It is the student's burden to present credible, factual support for such a claim.*

*In all other situations, a student who requests a change of his/her grade may do so only by a written petition delivered to the Dean, who will refer the petition to the ASC for a grade review in accordance with Section 15.*

*As a general guideline, SFLS requires students to submit grade appeals and all supporting evidence by Wednesday of the first week of the subsequent semester to which the grade being appealed was received.*