

**From:** [Darrin Greitzer](#)  
**To:** [Leonard, Natalie](#)  
**Cc:** [Kimberly Greitzer](#)  
**Subject:** GUCL: Update on Teach-Out  
**Date:** Tuesday, March 21, 2023 10:01:13 PM  
**Attachments:** [2023-03-21-SEA-peace-Letter.pdf](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ms. Leonard,

Please see the attached PDF.

**DARRIN GREITZER** | Glendale University College of Law  
**PRESIDENT & DEAN**

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GLENDALE UNIVERSITY  
COLLEGE OF LAW

March 21, 2023

Natalie Leonard  
Principle Program Analyst, Ed. Standards  
180 Howard Street  
San Francisco, CA 94105

Dear Ms. Leonard,

The Committee of Bar Examiners (Committee) will remain well informed on the progress of the well-documented teach-out plan presented to the GUCL community on Friday, February 24, 2023. The Committee was informed of the plan Monday, February 27, 2023, and received the detailed plan on Friday, March 10, 2023.

On Friday, March 17, 2023, the letters included below were sent to the first-year and second-year students.

On Monday, March 20, 2023, the Dean visited with first-year and second-year students at school. Numerous students have received direct counselling from the Dean.

Official transcripts and letters of status (a first-year student does not earn academic standing until completion of the first year) and letters of academic standing (for second year students) will be mailed by early next week for students who have submitted completed transcript request forms.

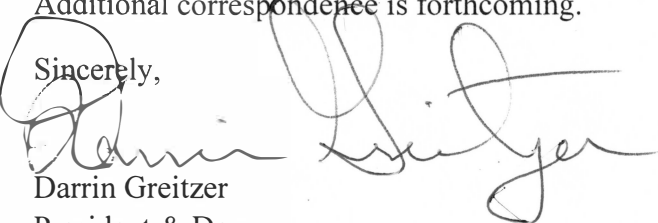
GUCL is currently finalizing an expanded grade explanation and technical descriptions for courses taken during the first and second years.

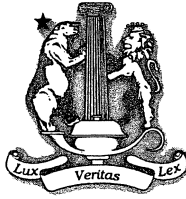
Students have been given two (2) weeks to review the release agreement. It appears eight (8) first-year students will remain enrolled and complete the first year and twelve (12) will officially withdraw. As agreements are executed refunds will be processed and mailed within thirty (30) days. Funds borrowed from Sallie Mae will be returned to Sallie Mae per agreement executed by the borrowing student.

This letter and accompanying letters sent to students are intended to maintain active and meaningful communication with the Committee.

Additional correspondence is forthcoming.

Sincerely,

  
Darrin Greitzer  
President & Dean



# GLENDALÉ UNIVERSITY COLLEGE OF LAW

March 17, 2023

**Dear First-Year Students,**

**This letter contains critical information. Please carefully read this letter.**

## **I. Winter Quarter Grades, Etc.**

Winter quarter grades, exam questions, exam answers and class grade sheets are posted to Populi and GUCL's SharePoint portal.

## **II. Requesting Official Transcripts/Letters of Standing**

For requests to be filled with the greatest efficiency, please understand the instructions below before submitting any transcript request forms. Mistakes in submissions will slow fulfillment.

Transcripts will be accompanied by a letter of standing and an explanation of GUCL's grading system.

### **The Transcript Request Form**

Use the transcript request form on GUCL's webpage identified as "rev040320" indicated on the lower right corner of the form. The link to the form is <https://www.glendalelaw.edu/pdf/trf-1612898122.pdf>

### **Signature Required**

The form must contain an actual signature, not an electronic or typed signature. A common oversight is forgetting to sign the form. Doing so will slow fulfillment.

### **Submission of Single or Multiple Forms**

Option 1: Mailing of one or multiple transcripts to student directly

If a student is requesting one or multiple transcripts be sent directly to themselves, submit only one (1) transcript request form containing the number of transcripts requested.

Option 2: Mailing of a single transcript to a law school, CBE or other entity

If a student is requesting a transcript be sent to a law school, the CBE or other entity, the student is required to submit a single, signed form for each law school or other entity that is directly being sent an official transcript (i.e., three law schools = three forms).

### Permitted to Submit Form Electronically

To facilitate transcript requests, the signed form(s) may be scanned and submitted electronically as a PDF(s). While the “rev040323” specifically states the request form “MAY NOT” be submitted electronically, students who are enrolled or who withdrew after the teach-out announcement, may submit signed forms electronically to [kgreitzer@glendalelaw.edu](mailto:kgreitzer@glendalelaw.edu).

### GUCL, By End of the Following Business Day, will Acknowledge Receipt

GUCL will acknowledge receipt of request form(s) by email by end of the following business day. Any issue(s) with the form(s) submitted will be communicated. Please do not call to confirm receipt.

When the transcript requests are deposited with the USPS (i.e., actually mailed) GUCL will send an email acknowledging each item sent. Please do not call to confirm mailing, wait for the email.

Requests will be mailed as soon as possible and no later than ten (10) business days.

### Transcript Costs

For first-year students who remain enrolled or who have withdrawn after the teach-out announcement, GUCL is providing at no cost five (5) official transcripts for any use, and one (1) official transcript for the CBE, and one (1) unofficial transcript for the student.

First-year students who remain enrolled and complete the first year will need a final official transcript. A student who completes the first year, after spring or summer quarter grades post, will again be provided at no cost five (5) official transcripts for any use, and one (1) official transcript for the CBE, and one (1) unofficial transcript for the student. Submit these requests upon completion of the spring or summer quarter.

GUCL is a custodian of records and will continue to be such. Transcript requests should focus on an immediate need. Official transcripts and letters of standing will remain available.

A student exceeding the number of permitted courtesy transcripts shall pay the stated amount on the transcript request form either by check or money order. Credit cards are not accepted for transcript/letter of standing requests. Payment must be received prior to fulfillment of the request.

### Mailed by USPS

Transcripts are mailed using the USPS only, will be mailed as soon as possible, and in no later than ten (10) business days.

When the transcript requests are deposited with the USPS (i.e., actually mailed) GUCL will send an email acknowledging each item sent. Please do not call to confirm mailing, wait for the email.

There are no “rush” options.

### **III. Currently Enrolled First-Year Students: Official Withdrawal and Refund**

From the detailed letter issued to First-Year Students dated February 24, 2023:

“A currently enrolled first-year student may decide that completing the first year at GUCL is not a preferable option because of the teach-out and school closing. A currently enrolled first-year student who officially withdraws after Friday, February 24, 2023, may receive a refund of all GUCL tuition and GUCL quarterly fees paid to the school so long as certain requirements are met.

To officially withdraw and request a refund, no later than **Thursday, March 30, 2023, 1:00 p.m., Pacific Time**, a student shall notify GUCL with a signed letter of his/her intent to withdraw **and** shall sign a release agreement in the presence of either Dean Darrin Greitzer or Dean Kimberly Greitzer. A student who completes these requirements by the deadline of **Thursday, March 30, 2023, 1:00 p.m., Pacific Time** will receive, within 30 days, a refund by check, credit card, or refund to Sallie Mae per GUCL’s loan policy.

First-year students who do not complete these requirements by the deadline are ineligible to receive any refund.”

**For review, a copy of the settlement and release agreement follows.**

Note:

The law school provided a copy of the release template, which has been redacted.



## GLENDALE UNIVERSITY COLLEGE OF LAW

March 17, 2023

**Dear Second-Year Students,**

**This letter contains critical information. Please carefully read this letter.**

### **I. Winter Quarter Grades, Etc.**

Winter quarter grades, exam questions, exam answers and class grade sheets are posted to Populi and GUCL's SharePoint portal.

### **II. Requesting Official Transcripts/Letters of Standing**

For requests to be filled with the greatest efficiency, please understand the instructions below before submitting any transcript request forms. Mistakes in submissions will slow fulfillment.

Transcripts will be accompanied by a letter of standing and an explanation of GUCL's grading system.

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Requests will be mailed as soon as possible and no later than ten (10) business days.

### Transcript Costs

For second-year students GUCL is providing at no cost five (5) official transcripts for any use, and one (1) official transcript for the CBE, and one (1) unofficial transcript for the student.

Second-year students who complete the second year will need a final official transcript. A student who completes the second year, after spring quarter grades post, will again be provided at no cost five (5) official transcripts for any use, and one (1) official transcript for the CBE, and one (1) unofficial transcript for the student. Submit these requests upon completion of the spring.

GUCL is a custodian of records and will continue to be such. Transcript requests should focus on an immediate need. Official transcripts and letters of standing will remain available.

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