

STUDENT HANDBOOK

2009-2010



Trinity Law School

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This handbook and each subsequent handbook supersedes all previous handbooks, and the policies expressed in this handbook and each subsequent handbook will be controlling, regardless of any policies stated in any previous handbook received by the student upon his or her admission. This handbook and each subsequent handbook are supplemented by the rules and regulations stated in the TLS catalog and by appropriately posted bulletin board notices. Where conflicts exist between any of these sources, the rule, regulation or policy most recent in time will be controlling. **Note that the Faculty Senate and the Law Faculty Senate are references to the same committee.**

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TRINITY LAW SCHOOL STUDENT HANDBOOK

INTRODUCTION

Trinity Law School students must comply with the rules and regulations of the Committee of Bar Examiners of the State Bar of California (CBE) and with the policies, rules, regulations and procedures of the law school as contained in the current "Trinity Law School Student Handbook," as amended from time to time, and any additional requirements adopted by the administration or faculty of the law school. Each student is responsible to know and to comply with all applicable regulations of the law school, in letter and in spirit. The law school provides students with this handbook as a convenient reference to the basic rules, regulations and standards under which Trinity Law School operates in the ordinary course of its academic functions and student-related activities, but the Student Handbook does not contain all of the operational standards or procedures of the law school. The law school may adopt and publish additional or modified policies separate from this manual at any time.

Catalog

Students are subject to the residency, unit, grade, and course requirements of the current Trinity Law School catalog, as amended. When a catalog change increases residency, unit, grade or course requirements for graduation or to remain in good standing academically, students may elect to be governed by the catalog that was current at the time of their initial enrollment. The catalog is updated annually, or more frequently, and is subject to change without prior notice. Students who withdraw from the program of study and are later re-admitted will be subject to the requirements of the catalog and the Student Handbook that is current at the time of re-admission.

Generally, requests for appointments on academic matters such as counseling, tutoring, re-admission, transfer issues and scheduling advice should be directed to the registrar's office or a member of the full time faculty. Matters regarding academic progress, program and class scheduling, and graduation requirements should be directed to the attention of the registrar.

Financial assistance counseling is available through the business office.

Registration

Pre-registration generally occurs in December for the spring semester, in April for the summer sessions and in July for the fall semester. Final registration normally occurs during the week before the beginning of the semester. Specific dates are found on the academic calendar published by the registrar's office.

Add/Drop

To add or drop a class or to change a class schedule, a student must submit an ADD/DROP form, which can be accessed on the Trinity Law School website. Students may not add a course after the third class session. Failure to attend a class is not considered official withdrawal from the class and may result in a failing grade if an ADD/DROP form is not submitted and approved in a timely manner. The date the ADD/DROP form is received by the registrar's office is the date the student is considered to have withdrawn from or enrolled in a class. ADD/DROP forms submitted after the first week of classes are assessed a \$40.00 fee. Tuition refunds are based on the date the ADD/DROP form is received and approved.

Students are responsible for the completion of every course in which they are enrolled. If a student

officially drops a class during the first two weeks of instruction, it will not appear on the student's transcript. Drops made after the second week of instruction will appear on transcripts as "AW," indicating withdrawal from the course while doing acceptable work, or "UW," indicating withdrawal from the course while doing unacceptable work. A course designated as "AW" does not affect the student's grade point average. A course designated as "UW" does affect the student's grade point average. The last day to drop a class is the end of the twelfth week of classes. Specific dates may be found on the academic calendar published by the registrar's office. Drops during the final three weeks of instruction are not permitted, except under special circumstances, by student petition, with permission of the professor and approval of the dean.

Withdrawal from the Law Program

If a student wishes to withdraw from the law program or request a leave of absence, the student may do so by submitting an Add/Drop form online at the Trinity Law School website. Please see section *Withdrawal and Re-admission* for requirements and deadlines.

Academic Calendar and Course of Study

The law school follows an academic calendar that consists of two fifteen-week semesters, one in the fall and one in the spring. The regular full-time program requires three consecutive years of study consisting of 10-15 units each semester, typically four days or evenings per week, and must be completed within five years. The regular part-time program requires four consecutive years of study consisting of 8-10 units each semester, typically three days or evenings per week, and must be completed within five years.

Privacy and Confidentiality

The law school does not disclose to any outside person or entity any information about individual students, such as grades, grade point average, class schedule, address, telephone number or other private information, without the student's prior consent, unless required by law (including statutes, government regulations, court orders, the Committee of Bar Examiners), accrediting agencies or emergency circumstances.

Change of Address

Changes of student addresses and/or telephone numbers, both home and office, should be reported immediately in writing to the registrar's office.

Campus Facilities Access and Safety

The law school campus is open every day except Sunday. Because the campus is open, students should be alert for suspicious individuals having no legitimate business at the law school coming onto the campus. At all times of the day or night, students on campus should be alert and aware of their surroundings and exercise common sense and appropriate safety precautions.

Reservations of Rights

The law school reserves the right to refuse admission to any applicant on the recommendation of the Admissions Committee.

The law school reserves the right to disqualify, discontinue or exclude any student for non-academic reasons, either by action of the appropriate campus disciplinary committee or the dean. The dean retains jurisdiction over all matters pertinent to student certification to the Committee of Bar Examiners. These matters include, but are not limited to, violations of trust, delinquencies in financial obligations and issues relating to a student's reputation for honesty, trustworthiness, character, integrity and citizenship.

The law school reserves the right to disqualify or discontinue for academic reasons any student who does not maintain the required current and cumulative grade point averages or who does not remain in good academic standing.

FORMAL STUDENT COMPLAINT POLICY

Trinity Law School, as part of Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures listed in their respective student handbook. In the event that the complaint is not resolved, the student may choose to submit a formal complaint to one of the following offices: president of the university, provost, dean of the law school or the registrar of the California Regional Center. The complaint must be *dated, written and signed*.

Upon receipt of the formal complaint, the person to whom the complaint is addressed will initiate the *Student Complaint Tracking Form* which records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the North Central Association of Colleges and Schools evaluation team. A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

STANDARDS OF CONDUCT AND THE HONOR CODE

Standards of Conduct – Student Conduct in General

Students at Trinity Law School are held to high standards of integrity in all areas of life, including academic work and community relationships. Consistent with the school's commitment to the moral and ethical standards associated with historic Christianity, students also are expected to maintain appropriate personal standards and to utilize good judgment in matters pertaining to personal conduct. Possession and use of illegal drugs or alcoholic beverages are not permitted in the law school building or on the law school grounds. Students shall not engage in fraudulent, dishonest or unfair conduct. Academic dishonesty or plagiarism in connection with any application, examination, written work or other academic activity is a basis for immediate dismissal. Students are expected to treat faculty, administration, and fellow students with respect and courtesy. The law school does not tolerate sexual harassment or assault of any kind.

The Honor Code at Trinity Law School is intended to promote and protect an atmosphere of integrity and trust in the classroom, on campus, throughout the law program and in the conduct of daily life. It is also designed to promote a professional tone and to prepare students for the ethical practice of law.

The Honor Code of Trinity Law School specifically forbids unprofessional conduct; plagiarism; cheating; defamation and invasion of privacy; harassment; lying; disruption of the operations or activities of the law school, graduate school or university; violation of examination rules; "cut-throating" and violation of library rules; and failure to perform the responsibilities of a student in the law program. These violations are described in the following sections.

Violations of the Honor Code also include aiding or abetting any violation of the Honor Code or attempting to commit an act or omission in violation of the Honor Code.

1. UNPROFESSIONAL CONDUCT

Unprofessional conduct includes:

- ! Any act which is a *malum in se* crime in the jurisdiction in which the law school is located
- ! Conviction of any *malum in se* crime in any jurisdiction
- ! Acts or omissions evidencing significant moral turpitude
- ! Fraud, deceit, dishonesty or failure to disclose information when there is a legal duty to disclose
- ! Violations of the Code of Professional Ethics, for attorneys or for any other profession in which the student is engaged during enrollment in the law school
- ! Forgery

2. PLAGIARISM

Plagiarism gives the impression that the words or ideas in a writing originated with the purported author of the writing, when in reality they are taken from someone else's written or oral work.

A person plagiarizes by using someone else's words or ideas while failing to credit that person, whether the failure to credit is done intentionally or not. A writer plagiarizes even when the writing does credit the actual author but it uses the exact words of the actual author without indicating their use with quotation marks or block indentation. Plagiarism occurs "when you use words so close to those in your source that if your work were placed next to the source it would be

obvious that you could not have written what you did without the source at your elbow." (Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, *The Craft of Research* [Chicago: University of Chicago Press, 1995], 167).

Plagiarism takes many forms, but all consist of taking what belongs properly to someone else. In the words of the authors quoted above, it is "stealing" and, hence, a breach of ethics and academic integrity. The preceding definitions and descriptions will be used in the examples below to illustrate various forms of plagiarism.

Intentional Plagiarism of Words. Intentional plagiarism of words involves the absence of quotation marks or block quotation with proper reference to the source, as is the case in the following example in which the writer prefaces the plagiarized material with a few introductory words (italicized).

ORIGINAL SOURCE	PLAGIARISM
<p>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation.</p>	<p>I believe that one <i>plagiarizes</i> when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation (see further Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, <i>The Craft of Research</i> [Chicago: University of Chicago Press, 1995], 167).</p>
<p>You plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</p>	<p>Another example of plagiarism is the use of words that are so close to the source, that if one were to place one's writing next to the original, it would be obvious that it could not have been written without the source at your elbow (see further Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, <i>The Craft of Research</i> [Chicago: University of Chicago Press, 1995], 167). Comment: This example illustrates a freer reworking of the original, but it is plagiarism.</p>

Intentional Plagiarism of Ideas. Intentional plagiarism of ideas occurs by developing an idea that originated with someone else as part of a writer's argument without giving proper credit, even when a reference is made to the source, as is the case in the following example.

ORIGINAL SOURCE	PLAGIARISM
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<p>You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</p>	<p>The "elbow rule" is the norm by which you can check yourself against plagiarism. When you place your writing next to the original and the similarities are so great that it is impossible that you could have written it without the use of a source right in front of you.</p> <p>Comment: The author does not give credit to the source of his idea. It is apparent that he has "stolen" it from the</p>
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Intentional Plagiarism of Papers. Intentional plagiarism of papers includes purchasing or copying someone else's paper, article, abstract, thesis or other writing, including from the internet, and submitting it as if it were one's own work.

Indirect Plagiarism of Words. Indirect plagiarism of words involves merely rephrasing words used by someone else (periphrastic reuse of another person's words). Even when loosely reworded, it is plagiarism to offer the modified wording of the material in a manner that suggests that the material is your own, as is the case in the following example.

ORIGINAL SOURCE	INDIRECT PLAGIARISM
<p>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</p>	<p>Plagiarism may be intentional or unintentional. Plagiarism is the use of the words or ideas of someone else, not giving credit to the author. Plagiarism even takes place when citing an author, while taking over his or her exact words without using quotation marks or block indentation. The test of plagiarism is that it would be obvious that you could not have written what you did without the source, when your work is placed next to the source (see further <i>The Craft of Research</i> [Chicago: University of Chicago Press, 1995], 167).</p> <p>Comment: This paragraph is a periphrastic reworking of the original source by changing the wording and by the lack of quotation marks and footnotes.</p>

While intentional plagiarism is a serious offense of the community standards, indirect plagiarism also is serious. It is an unacceptable form of research, and paraphrasing someone else's ideas without proper attribution constitutes plagiarism because it creates the impression that the material is original with the writer.

No student or writer can justify plagiarism, whether on the grounds that the writer comes from a cultural background that tolerates plagiarism, on the basis of inadequate preparation in writing papers or doing research, by rationalizing that the writer did not understand the true meaning of plagiarism or the seriousness of its violation of academic and professional ethics, or by asserting a lack of awareness of the standards of the academic community concerning plagiarism.

The foregoing section defining plagiarism is taken essentially verbatim from the Trinity Evangelical Divinity School and Trinity Graduate School Academic Handbook, with slight modifications and some additional language for purposes of clarification.

3. CHEATING

The community at Trinity Law School and Trinity International University is committed to integrity in all areas of life. Academic integrity is essential in the search for and promotion of truth. This pursuit of truth, while an important goal in itself, is integrally connected with other essential beliefs foundational to the law school and larger university community: (1) all individuals, being in the image of God, are to be respected for their intellectual contributions; (2) the development of God-given talents is a responsibility of every individual, and excellence brings glory to God; and (3) relationships within the Trinity community are to be nurtured in an environment of trust.

Any student who breaks the standards of academic integrity by cheating will be dealt with severely by the professor involved and will be reported to the dean. This may result in a failing grade for a paper, an examination or a course, expulsion from the law school or the university, or a revocation of a degree already granted by the law school or the university.

Cheating takes many forms. It is not the intent of this section to define all potential abuses. Students are encouraged to judge all academic work by the standard of Christian integrity, honesty and unwavering commitment to truth. The model of the Christian is Christ, whose blamelessness and perfect obedience provide a framework for our communal life: "Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life -- in order that I may boast on the day of Christ that I did not run or labor for nothing" (Phil. 2:12-16). A Christian lifestyle promotes what is right and good, as Paul continues, "whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things" (Phil. 4:8).

Cheating is a form of deception. Cheating has many expressions: copying even a single word from someone else's test paper; *unauthorized* use of previous examinations, books or materials on a test; having another person take an examination for a student; submission of someone else's work to fulfill a course requirement; or unauthorized use of a part or the whole of a work completed for one course in another course. Cheating includes reporting material as read that a student has not read.

The preceding discussion of cheating is taken from the Trinity Evangelical Divinity School and Trinity Graduate School Academic Handbook (2001-2002), with slight modifications and some additional language for purposes of clarification.

Cheating includes having someone else do research or other work on a student assignment.

Downloading a paper off the Internet or buying one from another source and then simply rewriting the text while incorporating some or all of the research is a form of cheating and plagiarism. Hiring a researcher to do substantial research in preparation for a research paper constitutes cheating. Having a friend or any other person review a take-home examination or examination answer (or an examination answer written in class) is cheating. Having a friend or another person proofread a research paper for spelling or grammatical mistakes does not constitute cheating, if the student makes the changes and corrections. The essential difference is that cheating involves having others do work the student is assigned to do or provide information or assistance that replaces work the student is required to do as the basis for the grading in a course, according to the type of assignment or work involved.

The Canons of Professional Ethics admonish members of the legal profession to "avoid the appearance of impropriety." This admonition is equally applicable to law students while they are taking examinations.

In order to avoid problems in this area, students must adhere to the following practices:

- ! Bluebooks and scratch paper will be furnished by the proctor. There is no need to bring scratch paper into the examination room.
- ! Use of a telephone, pager or other electrical device, other than an authorized computer, during examinations is prohibited. Any incoming call during an examination that is of a vital emergency nature will be relayed promptly to the student concerned.
- ! Students who are taking examinations may not use the library at any time during the examination period unless so instructed by the professor.
- ! Students who fail to turn in answers to all of the questions on an examination because they fail to realize that the examination contains more questions, or for any other reason, will be graded on the basis of the normal weight of the questions answered. No make-up opportunities will be allowed for the questions omitted. Unanswered questions will receive a grade of zero.
- ! Students arriving late to begin an examination will not be given extra time to complete the examination.
- ! Students who take their bluebooks home, who fail or forget to turn them in at the time of the examination, will not be permitted to turn them in later.
- ! Students are not permitted to write personal notes or comments on examination papers that may be construed as an attempt to influence the grading of the examination.

It is impossible and unnecessary to attempt to list all of the situations under which cheating may occur. The faculty and staff of the law school are committed to preventing cheating and to disciplining all those who commit, or attempt to commit, the offense.

4. DEFAMATION AND INVASION OF PRIVACY

For purposes of the Honor Code, the elements of defamation or an invasion of privacy violation include all of the following:

- a. Publication by any means, including, but not limited to, oral and written forms, of representations of fact concerning a professor, student, staff member, university or law school employee or any other member of the law school community or a person with ties to the law school community, such as a spouse of a student, staff or faculty member or other protected person;
- b. The information communicated is false or an invasion of the subject's reasonable expectation of privacy;
- c. The disseminator of the allegations has no reasonable basis to believe that the allegations are true

- or that the matter is not within the subject's reasonable expectation of privacy;
- d. The information is likely, in the mind of a reasonable person, to cause damage to the reputation of the subject person; and
- e. The subject of the information is offended or otherwise distressed by the dissemination of the information.

Any actions by students that constitute defamation or invasion of privacy under the laws of the United States and the state of California violate the Honor Code.

5. HARASSMENT

Harassment includes sexual harassment, assault, intentional infliction of emotional distress and stalking, as defined either by the laws of the United States, the state of California or the common law. Harassment also includes any actions, verbal attacks or personal demeanor directed at another person which is inconsistent with the ethical practice of law. Any reprisal or intimidation or attempt to commit any reprisal or intimidation against any person for making an accusation of an Honor Code violation or for reporting concerns or suspicions of possible or suspected violations of the Honor Code, constitutes harassment under the Honor Code and is an additional Honor Code violation.

6. LYING

Lying includes making any materially false statement or representation to a law school or university official, staff person or faculty member concerning any of the following:

- ! any matter relevant to the law school or university education of any person;
- ! any matter relevant to the right to practice law or the future licensing to practice law of any person;
- ! class attendance;
- ! Honor Code violations or accusations, including proceedings relevant to the investigation or adjudication of accusations of Honor Code violations.

For example, falsely charging another person with a violation of the Honor Code constitutes lying and violates the Honor Code. Providing false information on an application for law school, or an application for full- or part-time employment at the law school, or an application to take the bar examination all constitute lying.

7. DISRUPTION OF THE OPERATIONS OR ACTIVITIES OF THE LAW SCHOOL

The Honor Code violation of disruption includes, but is not limited to, the following:

- ! inappropriate noise at any location within the law school;
- ! acts or expressions of attitudes of insubordination toward law school staff or faculty members;
- ! insolence or disrespectful language or behavior toward law school staff or faculty members;
- ! insolence or disrespectful language or behavior toward another student, whether during class, anywhere on campus, or in the presence of other students, staff or faculty members;
- ! repeated or chronic unexcused failure to prepare for class;
- ! activities on campus inconsistent with a positive learning environment;
- ! deliberately or recklessly preventing others from attending class;
- ! vandalism against school property or the property of law school staff or faculty members, or students;

! actions which have or threaten to have a significant negative impact on the education of students and the work of the law school.

8. VIOLATION OF EXAMINATION RULES

Intentional or material violations of instructions concerning the administration of examinations or tests, or rules of conduct during examinations or tests, violate the Honor Code. See also the section on "Cheating."

9. "CUT-THROATING" AND VIOLATION OF LIBRARY RULES

"Cut-throating" refers to any practice designed to undermine the education or work of students or the faculty to gain personal advantage, or otherwise, including, but not limited to, destruction or hiding of library materials, the property of students or faculty, or disruption of electrical, computer or other technical or support services. Material violation of the rules and procedures of the law school library constitutes a violation of the Honor Code.

10. FAILURE TO PERFORM THE RESPONSIBILITIES OF A STUDENT IN THE LAW PROGRAM

The Honor Code violation of failure to perform the responsibilities of a student in the law program refers to any material failure to comply with the duties, responsibilities, policies, rules, regulations and procedures of the law school, including, but not limited to, those stated in the law school catalog and student handbook. Examples of violation of this standard include failure to attend the required 80% of the class sessions of law courses, failure to pay tuition or meet other financial obligations to the school, failure to meet graduation requirements within the terms and time periods required by the law school or specified required by the Committee of Bar Examiners and the California Bar Association. Failure to achieve and maintain a required grade point averages does not constitute an Honor Code violation in itself but is subject to separate rules and standards regarding academic standing and student retention.

Penalties for Honor Code Violations

Any violation of the Honor Code may be punished by any one or more of the following penalties:

1. reprimand, either written or oral;
2. suspension from the law school;
3. expulsion from the law school;
4. change of grades of courses, examinations or other work;
5. notation of offense and/or penalty on transcript;
6. any other reasonable sanction deemed appropriate by the responsible authority.

Accusations of Honor Code Violations

Accusations or concerns about possible violations of the Honor Code may be brought to the attention of the law school or the university by any person at any reasonable time, by making an oral or written statement to a faculty member, the dean, or the registrar of the California campus. Anyone making a formal accusation is required to do so in writing and to specify in detail the offense and the identity (or identifying description) of the alleged offender. Faculty, staff and students are required to report any

known violation of the Honor Code to the appropriate school officials. As stated in the section on harassment, any reprisal or intimidation or attempt to commit any reprisal or intimidation against any person for making an accusation of an Honor Code violation or for reporting concerns or suspicions of possible or suspected violations of the Honor Code, constitutes harassment under the Honor Code and is an additional Honor Code violation.

Interpersonal Disputes outside the Honor Code

The Honor Code is not intended to make the law school a venue for venting anger, jealousy, suspicion or other emotions or feelings aroused by interpersonal relationships on or off campus which are not conduct governed by the Honor Code. If a student has something against another student based on an act or omission which does not affect the school, other students, faculty, staff, administrators or the academic environment, the person offended is encouraged to follow the instructions of Matthew 18:15-17 to resolve personal issues and restore interpersonal relationships and not to attempt to treat an interpersonal conflict or offense as an Honor Code violation. If anyone believes that another person has acted in a way which may harm third persons, or the academic environment, or constitute sexual harassment, or subject anyone to danger, loss or injury, the use of an appropriate Honor Code report or accusation is encouraged.

Investigation of Honor Code Allegations

The person who receives an accusation of violation of the Honor Code, or a report of concerns or suspicions of possible or suspected violations of the Honor Code, shall communicate this promptly to the dean of the law school, or, if the report or accusation directly concerns the alleged conduct of the dean, then to a member of the Law Faculty Senate. The dean and the Law Faculty Senate have the discretion to decline to take any action on the accusation if they believe in good faith that the alleged violation of the Honor Code is nonexistent, unprovable by evidence beyond a reasonable doubt, or *de minimus*. The dean and the Law Faculty Senate, acting independently or in concert, have discretion either to investigate the accusation themselves or to appoint someone to investigate the matter and to report the results of the investigation. The investigation is to be pursued in an impartial manner, presuming neither the guilt nor innocence of the parties involved.

Notification of Honor Code Proceedings

If the identity of a person who is alleged to have violated the Honor Code is known, the existence of an allegation of a violation of the Honor Code and the nature of the accusation shall be made known to the alleged offender by the dean, the Law Faculty Senate or an appointed representative within a reasonable, brief time. The question of when notification should occur should take into consideration any reasonable, known risk of danger to the accuser or others which may be created by notice to the alleged offender. The dean or Law Faculty Senate has the discretion to notify appropriate law enforcement authorities of the alleged acts or omissions.

Honor Code Procedures

Before sanctions are imposed for Honor Code violations, persons accused or suspected of violation of the Honor Code are entitled to notice of the allegations, a reasonable opportunity to gather information in their defense, an election of the forum for the Honor Code proceedings and adjudication of the accusations within the guidelines provided in this Student Handbook and the rules and procedures adopted by the Law Faculty Senate, and an opportunity to present evidence in their defense to the appropriate adjudicating person or body.

A person accused of an Honor Code violation may respond by (1) admitting the violation, (2) denying the violation or (3) admitting the violation and offering an explanation, justification or excuse. The accused person must elect to have the alleged Honor Code violation adjudicated by (1) the dean of the law school, (2) the registrar of the California campus or (3) the Law Faculty Senate. If an admission of guilt is made by the accused party, the matter is submitted to the elected adjudicating person or body for a recommended decision regarding the proper sanction, including forgiveness and reconciliation when appropriate.

If the accused party admits the charge but wishes to present an excuse or justification, this election, and the substance of the excuse or justification must be presented to the adjudicating person or body in writing, who then will determine whether an actual violation of the Honor Code has occurred and what sanction, if any, is appropriate.

If the accused party denies the alleged Honor Code violation, the matter shall proceed to adjudication. All of the required elections must be made in writing. The elections made by the accused party then are to be communicated in writing to the dean of the law school.

The accused party must elect how to plead and elect the adjudicating person or body within 7 days of notification of the charges. In the absence of a timely election, the accused party will be deemed to plead "Not guilty," and the accusation will be adjudicated by the Law Faculty Senate.

Adjudication

Adjudication of Honor Code violations can be conducted by the dean of the law school, the registrar or the Law Faculty Senate, depending on the election of the accused party. Unless the accused party makes a formal request to have the adjudication conducted as an oral hearing, and unless that request is granted by the adjudicating person or body, the evidence for the adjudication shall be presented in writing or orally at the discretion of the adjudicating person or body. The adjudicating person or body shall consider the report of the investigation of the charge.

If the accused elects to have the same person or body which conducted the investigation adjudicate the matter, this shall not constitute a conflict of interests or a bar to the adjudication proceeding. In that case, the adjudicating person or body shall take notice of its own investigation and take into account the information gathered in the investigation in making a decision. The accused party shall be provided with a summary of the basic information and evidence supporting the allegations and shall be given an opportunity to refute those allegations, either orally or in writing, in accord with the procedures described herein. The adjudicating person or body must come to a decision as to whether or not the accused party has committed a violation of the Honor Code and, if so, what sanction, if any, is appropriate and shall notify the accused party of that finding. The notice must be in writing and contain a statement of the findings of fact and conclusions. The adjudicating person or body may determine when the sanction should go into effect. If no determination is made, it will be presumed by those having responsibility for carrying out the sanction to carry out the sanction as soon as they receive notice from the adjudicating body.

Procedural Safeguards in Honor Code Proceedings

An accused party shall not be required to testify in an Honor Code proceeding.

An accused party is not permitted to be represented by an attorney in an Honor Code proceeding.

The adjudicating person or body has the responsibility to determine the weight given to any evidence in an Honor Code proceeding.

The adjudicating person or body must find that the accused person is guilty of the alleged Honor Code violation by clear and convincing evidence.

With respect to reporting Honor Code violations to the State Bar of California, the law school shall abide by the rules and regulations of the State Bar.

The Law Faculty Senate, in its discretion, may review any finding or decision adjudicating an Honor Code accusation and may elect (1) to reverse the decision or the sanction, (2) to let the decision and sanction stand without further action, (3) to affirm the decision and the sanction, (4) to re-adjudicate the accusation, either on the record or *de novo*, or (5) to affirm the decision and modify the sanction.

An accused party may seek review of the finding of the adjudicatory person or body by submitting a petition to the dean of the law school to hear the matter as an appeal, if the matter was adjudicated by the executive director. If the matter was adjudicated by the registrar or the dean of the law school, the accused party may petition to the Law Faculty Senate to have the matter heard as an appeal. The executive director has no appellate jurisdiction. The party to whom the petition for appeal was made has the discretion to deny the petition and not to allow an appeal. If an appeal is allowed, the matter may be presented either on the record or *de novo*, in the discretion of the person or body hearing the appeal. *De novo* review shall be in writing unless otherwise ordered by the person or body hearing the appeal. The appeal shall consist of a review of the written evidence and argument provided to the prior adjudicating body. If no written record or recording of the prior adjudication is kept, the appellate person or body may interview the adjudicating person or body to determine the nature of the evidence and argument presented at the original hearing. The person or body hearing an appeal must make a decision and notify the accused and the appropriate members of the university staff, administration and faculty of the decision on the appeal as soon as reasonably possible, taking into consideration the schedules and responsibilities of all of the people concerned with the proceeding, but in all cases within ninety (90) days of the submission of the appeal. The reviewing person or body may reconsider the questions of guilt or innocence and the appropriate sanctions if the finding of a violation is affirmed.

GENERAL RULES OF LAW SCHOOL CAMPUS

Student violation of the following rules may constitute "disruption of operations" under the Honor Code, under appropriate circumstances.

Break Periods

Normally, there will be one 10-minute break in a two-hour class session; two 10-minute breaks or the equivalent during a three-hour class; and three 10-minute breaks or the equivalent during a four-hour class. Students should avoid loud talking or other noise during break periods, to minimize disruption to other classes in progress.

Eating and Drinking

Eating is not permitted in any classroom or in the library. Students may have drinks in sealed, spill-proof containers in the classrooms or library.

School Property

Marking or defacing the building, furnishings or other school property is prohibited. Offenders are subject to administrative dismissal.

Tape Recorders

Tape recorders or other recording devices are strictly prohibited in all law school classes without permission of the instructor. Students with documented disabilities may be allowed to tape record classes upon recommendation by the dean.

Canned Briefs

Case briefing is an essential part of law study. Commercially published "canned briefs" are strongly discouraged.

Dress and Appearance

While the law school has no particular dress code, proper clothing, good hygiene and a respectful demeanor are required. For safety reasons, shoes must be worn at all times. Certain types of clothing or absence of adequate clothing may constitute a "disruption of operations" violation under the Honor Code.

Weapons

No weapons may be brought onto the law school campus, whether carried in briefcases, bags or on the person of students or visitors. Possession of a weapon on the law school premises may subject the student to disciplinary action, including suspension or dismissal from the law school.

Smoking & Alcoholic Beverages

Smoking is not allowed at any time inside the buildings of the law school campus or in areas that result in the intake of smoke into the interior of the buildings. Alcoholic beverages shall not be served or consumed on the law school campus nor provided at law school events.

Children on Campus

The following areas of the law school are adult-only locations: the law library, and classrooms while classes are in session. Children must be accompanied by an adult at all times while on the campus.

Use of the Law School Address Prohibited

Students must not use the address or telephone number of the law school for personal business and communication. Mail received at the law school addressed to or intended for a student will be returned to the sender or destroyed.

Personal Use of Law School Facilities

Students are not permitted to use law school facilities or equipment for personal purposes, except equipment and facilities specifically designated for student use. This restriction applies to rooms, offices, computers, telephones, typewriters, photocopiers, facsimile machines, and other locations and equipment. Use of law school facilities or equipment for personal purposes may be grounds for disciplinary action.

Law School Property

No law school property may be removed from the campus without express written permission of a responsible school official. Unauthorized removal of law school property from the campus may subject a student to criminal prosecution or civil liability.

Default on Payment of Tuition and Fees

Students with outstanding balances at the law school will not be eligible to register for the following semester, to receive grades or diplomas, to receive a transcript or to cause a transcript to be sent, to receive placement services, to graduate, to be certified as a graduate to the Committee of Bar Examiners or to use other administrative services.

Anti-Discrimination and Sexual Harassment Policies

The law school is committed to a policy of operating free of sexual harassment and unlawful discrimination based on race, color, national origin, religious creed, disability, ancestry, medical condition, marital status, citizenship status, military status, sex, age, or any other protected status under local, state or federal law, subject to the principles of the United States Constitution and the Constitution of the state of California. See the sections of this handbook pertaining to the anti-discrimination, sexual harassment and sexual assault policies of the law school.

Failure to Obey Reasonable Instructions

A student who is caught in violation of these rules or the Honor Code must obey reasonable requests of faculty, staff or security personnel to cease and desist, or to leave the campus for a specified period of time not to exceed the calendar day in question, except as otherwise provided by law.

ACADEMIC RULES AND PRACTICES

Grading

Student examination answers and course grades are determined individually based upon the intrinsic quality of each student's work evaluated relative to the course requirements and evidence of the student's comprehension of the areas of law studied in each course. The law school does not employ a mandatory grading curve that creates failing or passing grades based on a student's standing in the class. Grades applicable to law school courses, examinations and papers are determined according to the criteria presented in this section.

Grading on Examinations and Papers

The law school uses a 100-point grading scale (effective in the fall 2003). A grade of "70" or better on an examination indicates a judgment that the examination answer demonstrates the ability of a student to achieve a passing grade on a question of comparable complexity on a similar topic on the California Bar examination. A passing examination answer demonstrates:

1. Ability to analyze the facts of a question and to distinguish between material and immaterial facts.
2. Ability to discern the points of law or fact upon which the question turns.
3. Ability to apply the relevant principles of law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion.

Student papers submitted in law courses are graded according to similar criteria.

Ungraded courses, courses offered on a "credit/no credit" or "pass/no pass" basis, are evaluated by the faculty using a minimum competence standard. Students must earn the equivalent of a "70" in order to receive credit for or pass the course.

An examination or course grade, once recorded, shall not thereafter be changed except after consultation with the relevant professor and with the approval of the Law Faculty Senate. A grade is recorded when the signed grade sheet is turned in to the registrar's office. However, a grade may be changed by the professor with the approval of the dean in the instance of a calculation error.

Appealing a Grade

A student who claims that a grade was the product of unfairness or a departure from established grading policy, and who presents credible factual support for the claim, may have such claim reviewed by the Law Faculty Senate. All requests for a grade change must be made using a student petition form and must be filed within 20 days of the date grade reports are mailed by the registrar's office. The Law Faculty Senate will review such requests and may seek input from the faculty member who graded the class.

Specific Course Requirements

Specific course requirements, and the effects those requirements have on grading, are the responsibility of each individual faculty member, subject to appropriate supervision by the dean and the Law Faculty Senate. Specific requirements and grading criteria for each course will be presented by the professor in the syllabus or during the course, usually on the first day of class. In the syllabus for each course and by other class notices, each professor will state what elements of student activities and performance in the

class will be considered in the determination of the final grades, for example: (1) the final examination; (2) mid-term and other examinations; (3) class attendance; (4) class performance, including preparation and recitation; (5) evaluation of papers or other performance measures; (6) any other consideration that might affect the grade in any course.

Transfer Credit

The maximum age of units that will be considered for transfer credit is normally 27 months and the maximum number of units normally transferred is 42 semester units. A unit of credit is considered to consist of 15 classroom hours. One classroom hour is defined as 50 minutes of lecture. Transfer credit is normally granted only for courses taken at an ABA approved or CBE accredited law school. Transfer credit is evaluated on a case-by-case basis. Classes are individually considered for transfer and only classes with grades at the prior school's good standing level (normally a C or better) may be accepted for transfer credit subject to similarity to Trinity Law School course contents.

Pass/High Pass/Fail for Non-required Courses

Elective courses will be graded on a high pass, pass, or fail basis. Elective courses are defined as those courses not required for graduation (excluding Law Review, Moot Court, and internship credit, which will continue to be graded on a credit/no credit basis).

The grades on student transcripts will be reflected as follows for elective courses:

HP – High Pass. This reflects a level of work that indicates excellent or superior performance and no less than full achievement of all the course objectives. These units apply toward graduation requirements but are not calculated in the grade point average.

P – Pass. This reflects a level of work that is acceptable to above-average performance, competent and satisfactory achievement of the primary course objectives. These units apply toward graduation requirements but are not calculated in the grade point average.

NP – Fail. This reflects a level of work that shows inadequate performance with omissions and errors in attempted achievement of the primary course objectives. These units are calculated as units attempted but do not apply toward graduation requirements and are not used in the calculation of grade point averages.

Grades

Grades awarded in law school courses are intended to reflect the following standards:

- | | |
|--------|--|
| 90-100 | Exceptionally superior performance, unusually high achievement, exceeding the course objectives |
| 80-89 | Excellent performance, full achievement of all of the course objectives with a high quality of work |
| 70-79 | Acceptable to above-average performance, competent and satisfactory achievement of the primary course objectives |
| 68-69 | Below-average performance, partial achievement of the primary course objectives, demonstrating an incomplete or faulty understanding of the material covered in the course |
| 60-67 | Inadequate performance, omissions and errors in attempted achievement of the primary course objectives |
| 50-59 | Unacceptable performance, failure of minimal achievement of the primary course objectives |

The cumulative grade point average to maintain good standing is 70. Grades in law school courses which were calculated on the letter (A-F) scale and grade point averages which were calculated on the former 4.0 cumulative grade point average scale have been converted to the 100-point scale in the student records and transcripts of the law school.

The following grades and notations also are used in the law school:

CR/NC -- Credit/No Credit: Applies to certain courses of a practical nature, such as courses focusing on lawyering skills and internships.

CR -- Credit: Represents the successful completion of a course offered on a credit/no credit basis. These units apply toward graduation requirements but are not calculated in the grade point average.

NC -- No Credit: Represents the failure to complete successfully a course offered on a credit/no credit basis. These units are calculated as units attempted but do not apply toward graduation requirements and are not used in the calculation of grade point averages.

AU -- Audit: Indicates registration for a class on an audit basis, which normally indicates regular attendance in class and participation in discussion. Students who audit courses are not enrolled for credit. No grade is assigned, and grade points and units are not awarded for courses audited.

N -- Represents course work in progress.

AW -- Authorized Withdrawal: Indicates withdrawal from a course while doing acceptable work. These units do not apply toward graduation requirements and are not calculated in the grade point average. Students who withdraw from a class prior to the third class meeting (or prior to attending more than 20 percent of a modular class) are not considered matriculated for the class and no notation of AW is made on the transcript.

UW -- Indicates withdrawal from a course while not doing unacceptable work or failure to withdraw from a course in a timely manner. These units do not apply toward graduation requirements but are calculated in the grade point average.

I -- Incomplete. A grade of Incomplete is used to signify that a student has been given written permission from the instructor and approval by the dean to complete requirements for a class beyond the semester in which the course was to be completed.

About Incompletes

Except in a case of unforeseeable emergency, to be granted the privilege of receiving a grade of "incomplete" a student must petition to do so no later than two weeks prior to the end of the semester in which the course is to be completed. Petitions must be approved by the course instructor and the dean. If such permission is not timely requested by a student, instructors shall submit grades based upon the student's work submitted to date. A grade of "incomplete" will automatically become a failing grade of "50" if the student fails to complete the course requirements within the time permitted in the petition. The professor shall have discretion to dictate what actions must be taken to complete the course subject to the oversight or approval of the dean and the Law Faculty Senate.

A professor may reserve the right to put a cap on the highest grade that can be granted in a course in

which a student initially received an incomplete. For example, the highest grade that could be received to replace an incomplete might be a 75. Incompletes are not intended to provide students with extra time to finish work merely because the student is having difficulty in the class or wants more time to study or prepare. Incompletes may be granted only for genuine emergencies or unforeseeable hardships. The Law Faculty Senate can decide to impose a deadline for completion of the incomplete.

Should a student request and receive an incomplete and it is granted, the student's academic standing with regard to probation and dismissal will be determined without reference to the incomplete. If the incomplete is not completed and the student is academically disqualified, the incomplete grade ("I") automatically becomes an authorized withdrawal ("AW") grade. If the student transfers or withdraws completely from law school, the incomplete grade ("I") automatically becomes an authorized withdrawal ("AW") grade.

Repeating Courses

Repeating Required Courses. A student on probation or in good standing receiving a failing grade or "UW" in any required course must retake that course at the earliest opportunity and achieve a passing grade. Both grades will be reflected on the student's transcript, but only the second, passing grade will be used for purposes of satisfying the requirements of academic probation and in computing the student's cumulative grade point average. If the second grade is also a failing grade, both grades will be included in computing the cumulative grade point average.

Repeating Non-required Courses. A student on probation or in good standing receiving a failing grade or "UW" in any non-required course may allow that grade to stand, but the student will not receive credit for such a course, the course and grade will be reflected on the student's transcript, and the grade will be included in computing the student's current and cumulative grade point averages.

Repeating Passed Courses. A student on probation or in good standing may petition the dean to approve repeating a course in which the student received a passing grade ("60" or higher). A student will not be permitted to repeat a course in which the student received a grade of 70 or higher. Both grades will be reflected on the student's transcript, but only the second, passing grade will be used for purposes of satisfying the requirements of academic probation and in computing the student's cumulative grade point average. If the second grade is also a failing grade, both grades will be included in computing the cumulative grade point average.

For graduation and to remain in good standing, students must meet the residency requirements of the *Rules Regulating Admission to the Practice of Law* and the unit and course requirements of the law school.

Academic Advancement, Probation and Dismissal

Once admitted, students must earn a 70 cumulative grade point average in order to graduate from Trinity. If a student's cumulative grade point average is less than 70, the student will be placed on academic probation for the following semester. Any student failing to earn a cumulative grade point average of 70 after the following semester (a semester is defined as the fall, spring or entire summer) will be dismissed as academically disqualified. A student placed on probation during the spring semester will be considered to be on probation during the following fall semester if no summer classes are taken. However, a probationary student who earns a cumulative grade point average of 70 after the summer sessions will be removed from probation before the fall semester begins. An academic dismissal is noted on the student transcript; probation is not noted on the transcript.

Law students who go on academic probation at any time during their career at Trinity Law School will be required to take one or more additional writing courses as a condition for graduation. This may include the non-credit legal writing lab, Advanced Legal Writing, or Advanced Legal Synthesis. The specific course will be determined by the dean's office based upon the student's position in his/her law school career, and the student's specific weaknesses and strengths. If the student fails to meet this requirement, it will be considered a negative factor in the consideration of any petition for re-admission following dismissal. Students on probation may not enroll in any internships or independent studies during the extent of their probation.

As a remedial measure, all students with GPAs below 75 shall take Advanced Legal Writing or Advanced Legal Synthesis prior to graduation.

Students admitted as special students (as defined in the catalog) must take and pass the First-Year Law Student's Examination in order to be officially advanced to the second year of study. In accordance with Rule VIII of the Rules Regulating Admission to Practice Law in California, credit is not received until the applicant has passed the examination. Special students at Trinity Law School are not allowed to accumulate more than 40 units if the exam is not passed.

Students who enter their last year on academic probation and whose *semester GPA or cumulative GPA* falls below 70 will be academically dismissed. These students may petition the Law Faculty Senate for review.

After a student has earned approximately 60 units of credit, a graduation check will be performed by the registrar's office. Students who may not qualify to graduate because of a low grade point average will be notified.

Students who enter their last semester in good standing, who will earn 90 units (85 units before fall '07) at the end of their final semester but whose *semester and cumulative GPA* are both below a 70 at the end of their final semester, do *not* qualify for graduation. Such students may petition for an additional semester in order to raise their GPA.

Students who enter their last semester on probation, who will earn 90 units (85 units before fall '07) at the end of their final semester but whose *semester and cumulative GPA* are both below 70 at the end of their final semester, do *not* qualify for graduation and are subject to academic dismissal.

Requirements for Graduation

The degree of Juris Doctor is conferred upon students who have met the admissions requirements for the degree and who have satisfactorily completed the prescribed program of law study. The program requires 90 units (85 units before fall '07) or the equivalent of study. An average grade of 70 or better must be maintained in all work for the degree.

A candidate for the JD degree must complete his or her studies no earlier than 32 months and no later than 84 months after the student has commenced law study at Trinity Law School, or a school from which the law school has transferred credit. In order to take longer than 60 months to complete the JD degree, a student must petition the Law Faculty Senate for additional time to complete the JD degree and have that petition granted.

If a student maintains a cumulative average of 80 or better in all work carried after entering the law

school, the degree shall be awarded with honors as indicated below:

- 80 – 84.99 *cum laude*
- 85 – 89.99 *magna cum laude*
- 90 - 100 *summa cum laude*

In the case of transfer students, graduation honors shall be calculated on the basis of all law school units taken at all institutions. In no such case, however, will the honors designation exceed that which would be granted on the basis of Trinity units alone.

Extracurricular Graduation Requirements

In addition to completing the required curriculum, in order to graduate and receive a JD from Trinity Law School and be certified for the California State Bar, a degree candidate must provide proof of registration for and attendance at a substantive California bar review course approved by the dean's office after review of the course materials or information concerning the course. In addition, the JD candidate must successfully and in good faith complete all lab requirements and academic support program requirements applicable to that student. This includes matters such as the first-year legal writing lab for Track 2 students, and completion of the practice essay exams under the Bar/Bri academic support program used by the school during the current academic year.

Inspection and Photocopying of Examinations

Examination questions and answers for examinations, other than multiple-choice and similar tests, are available by filling out and submitting an exam request form available on the current students' page of the law school website after the posting of final grades. Examinations may not be removed from the premises or photocopied. To review an examination with the professor, please notify the registrar's office no less than two days prior to your appointment and the examination will be available for the professor to pick up.

Anonymity

In order to preserve anonymity in examination grading, every student is assigned an examination number. If a student loses their number, the last five digits of their Social Security number can be used. The examination number is to be used on every examination or paper in lieu of the student's name. Students are responsible to maintain the confidentiality of their assigned numbers. New confidential examination numbers are issued once a year. If a student believes their number has been compromised, they may obtain a new number by submitting a signed, written request to the Registrar's Office. In the event that there is not time to obtain a new number, the student may use the last five digits of the social security number in place of the examination number.

Examination Procedures for Students

No eating, drinking, or smoking is permitted in a classroom at any time including during examinations.

The students may have on the desks and in their immediate possession only pens, pencils, highlighters and erasers.

Multi-state packets must be returned to proctors.

If a student becomes ill and must leave the examination room, his/her bluebooks will be collected and the student must go to the registrar's office to petition for a make-up or incomplete. Any student, even though ill, who finishes the examination and turns in the bluebooks or other answer forms cannot request subsequently that the grades for those bluebooks not count as the final examination grades.

If a student is observed looking at or copying from another student's paper, his/her bluebooks will be given to the dean for action and, where appropriate, the matter will be referred to the Law Faculty Senate.

If a student continues to write after time has been called by the proctor, his/her bluebooks will be given to the dean for disciplinary action, which may include the student receiving a failing grade.

Students must remain in their seats until all bluebooks and other answer forms are collected by the proctors.

Students must be seated and prepared to begin the examination at the posted start time for the examination.

Students handwriting their exams and those using laptops will be together in the assigned classroom.

Make-up Examinations

Make-up examinations are not normally permitted. This includes any change of the examination to a date or time other than what is listed in the published examination schedule.

Failure to take an examination at the regularly scheduled date and time will result in a failing grade for the course.

The only exception to this policy is an emergency situation involving circumstances beyond the student's control. It is the student's responsibility to provide acceptable documentation to support their written petition to the dean prior to the time of the examination. Any petition that is incomplete, untimely, or does not provide sufficient supporting documentation will be denied without recourse.

Laptop Computer Examinations

Students may take their mid-terms and final exams on a laptop computer. Students may use an IBM-compatible or a MAC / Apple laptop .IBM-compatible laptops must be running Windows 98 or newer. Please see Examssoft.com for required specifications for MAC or Apple laptops.

In order to take your exams on a laptop, you MUST: 1) have SofTest installed & registered on your laptop; and 2) have the necessary exam file downloaded onto your computer before the exam is scheduled to start. All necessary software can be downloaded from www.examssoft.com/trinitylaw. If you fail to meet these requirements, you will have to handwrite the exam.

In order to have exams start on time, laptop instructions will start approximately 15 minutes before exam time. If you arrive late and wish to take your exam on a laptop, you will have to start up the software without instruction and no additional time will be given.

Failure to upload your answer file at the end of an exam may result in a failing grade.

Each student is responsible for the performance of his/her own computer and for knowing how to properly use the examination software.

Prescribed Course of Law Study

The State Bar of California regulates legal education in this state. It is each student's responsibility to comply fully with the *Rules Regulating Admission to Practice Law in California*. Students are strongly advised to obtain a copy of the rules from the Office of Admission of the State Bar of California.

Withdrawal and Re-admission

1. Voluntary Withdrawal from School

Students in good standing may withdraw from school or request a leave of absence for up to one calendar year (from the beginning of the semester) without prejudice, by submitting an online Add/Drop form any time prior to the 12th week of the semester.

Any request to withdraw after the 12th week must be accompanied by a written petition to the dean who will notify the petitioner as to the final determination of such request.

Any student who withdraws will receive automatic failing grades for all examinations and course grades if the school is not notified of the intent to withdraw prior to the 12th week, if the request to withdraw after the 12th week of the semester without prejudice is denied, or if the student does not take the final examination.

Tuition credit or refunds of tuition upon withdrawal will be granted only in accordance with the refund policy.

Students who find they must withdraw because of financial difficulties are urged to seek counsel before taking action to ensure that they have considered all the financial assistance programs available to law school students.

2. Re-admission

A student who withdraws during the first year of law study shall be treated as a new admission and the petition for re-admission will be referred to the admissions office.

A student who has completed the first year of law study (and received grades for those courses) and who was out of school no more than twelve months from the beginning of the semester shall petition the admissions office for re-admission.

A student who has been out of school more than twelve months from the beginning of the semester and less than 24 months and/or has taken "withdrawals" for longer than one calendar year must submit a written petition for re-admission to the Law Faculty Senate.

A student who has been out of school for more than 24 months must submit written petition for re-admission to the admissions office and may be required to complete a new application.

NOTE: As a condition to his/her re-admission, a student who has taken a leave of absence for longer than one calendar year may be required to repeat courses taken prior to his/her withdrawal.

Professional Responsibility Examination

All applicants for admission to practice law in California are required to pass the Multi-state Professional Responsibility Examination (MPRE) administered by the National Conference of Bar Examiners. (See Rules XI and XII, *Rules Regulating Admission to Practice Law in California*). To have your MPRE score accepted by the Committee of Bar Examiners of the State Bar of California (CBE), you must have completed one year of law study prior to taking the MPRE.

Admission to Practice Law Outside of California

The law school is accredited by the Committee of Bar Examiners of the State Bar of California. Law school students are qualified immediately upon graduation to take the bar examination in California.

Most states require graduation from a law school which is either approved by the American Bar Association or approved or accredited by the state's Supreme Court or examining committee as a prerequisite to taking the bar examination in that state. Study at, or graduation from, this law school may not qualify a student to take the bar examination in other states or satisfy the requirements to practice law in other states. Therefore, if a student intends to seek admission to practice law in a state other than California, the student should contact the admitting authority in that state for information regarding the legal education requirements for admission to practice law in that state. To obtain a copy of the *American Bar Association's Comprehensive Guide to Admission to the Practice of Law*, students may write to the ABA Service Center, American Bar Association, 750 N. Lake Shore Drive, Chicago, IL 60611 or visit ncbex.org.

Records

Trinity Law School retains all documents received in the admissions process for at least two years for students who do not enroll. For students who do enroll, documents are retained for at least five years beyond the date last attended. Records of students' academic performance while at the law school are retained permanently.

Release of Transcripts

Transcripts of courses completed at Trinity Law School may be obtained by going to the Trinity Law School website on the "Current Student" page. Grades normally are available approximately five weeks after the completion of a semester or session. Transcripts will not be released without the student placing an order on line. The fees for transcripts depend on the number of transcripts, and the method and time of delivery requested. Transcripts will not be released if the student is delinquent in financial obligations to the school.

Academic Advisement

Final responsibility for meeting degree requirements for graduation rests with each student. Academic advisement is provided through the dean's office or through a designated faculty advisor. Specific information regarding degree requirements and course offerings is found in the law school catalog. The course schedule listing times and locations of courses is published by the registrar's office each semester. Advisement sheets listing all degree requirements are available in the registrar's office. Graduation checks may be requested from the registrar's office.

Emergencies Affecting Coursework

Requests for extensions for completion of course requirements are directed to the dean's office by filing a Student Petition Form (available in the resource area outside the registrar's office). Such requests are considered only in cases of serious illness or other unforeseeable emergencies and are authorized on a case-by-case basis.

Law School Student Petition Form

The student petition form has been devised as a convenient medium of communication between the student and administration. This form is available at the records office. It should be filled out completely and forwarded to the Registrar's office.

Inspection of Student Records

Students who wish to view their official records at the law school may submit written petitions to the registrar's office requesting an appointment to review their records

NOTE: The policy and procedures of the law school for inspection of student records are in full compliance with the Family Educational Rights and Privacy Act of 1974 (as amended).

Non-classroom credit

A maximum of 8 units of non-classroom credit may be earned toward the 90 semester credits required for graduation. Non-classroom credits may be earned for Law Review, internships, independent study, or Moot Court. Of these 8 units, a maximum of 6 units may be from internships. There is a 4-unit maximum for Law Review or Moot Court and a 6-unit maximum for independent study. Students cannot take more than 3 units of internship in any given semester, excluding the summer terms. Students are not allowed to obtain internship credit for a paid position or for doing work under a close relative.

If students take more than 40% of their units in a given semester as non-classroom units, they will not receive the maximum weeks of residency for that semester.

ATTENDANCE/PREPAREDNESS

Attendance

Students must attend at least 80% of the regularly scheduled class hours in each course in order to receive credit for the course. On rare occasions in emergency circumstances, students may arrange to make up classroom hours with permission of the professor. If a student is dropped from a course due to improper attendance, the student will be required to repeat the course at its next offering in order to meet graduation requirements. Students are required to come to class prepared to actively participate as each course may require.

1. Absence - In accordance with CBE rules and statutory requirements, absence from classes is never considered to be excused; a student is either "present" or "absent". A student who is not present for a significant period of time during a class session shall be deemed "absent" for the entire class session. The class instructor has sole discretion to determine what constitutes "a significant period of time." This discretion includes deeming multiple partial absences as one or more entire absences.
2. Class Sign-In Sheets - Attendance in class is recorded in several ways, e.g., through an instructor's coded entries on a seating chart for that day's class, by each student personally signing a sign-in sheet for that day's class, etc. Where a class sign-in sheet is used, failure to sign the sheet may result in the student being marked absent; school records will not be changed to accommodate a student who attended a class but neglected to sign in.

By signing such attendance sheets, each student certifies that he/she has in fact attended the particular class meeting, that he/she has not affixed the "signature" of any other student enrolled in that class, and that he/she has otherwise complied with the attendance rules. Any action inconsistent with such certification may subject the student to disciplinary action according to the Honor Code.

Late Arrivals and Early Departures from Class

Late arrivals and early departures from classes by students are deemed partial absences. Each instance of a late arrival to a class which has begun or an early departure from a class which is still in session is marked as one-third of an absence, subject to the discretion of the professor in approved and emergency circumstances.

Consequences of Excessive Absences

1. Violation of CBE Rules

Students must be in residence for a total of 1200 hours. If excessive absences cause a student to fall short of this requirement, the student's application to sit for the California Bar Examination may be denied by the CBE.

2. Violation of the law school Attendance Policy

Any student who incurs a number of absences which is deemed excessive for a course will be subject to sanctions imposed by the course instructor. Such sanctions may include a recommendation to the dean that the student be withdrawn from the course, in which case the student will be notified that he/she has been *automatically withdrawn* from the particular class. The student may promptly file a

petition with the dean's office for reinstatement in the class based upon a showing that the absences were caused by serious medical or similar problems.

In order to be reinstated, the student must receive the permission of the instructor involved and must make satisfactory arrangements with the instructor to make up missed work.

Preparedness

It is the policy of the faculty that each student must be prepared at each class meeting to brief assigned cases and to participate meaningfully in class discussions.

The class instructor has the authority to impose sanctions against any student who exhibits a pattern of unpreparedness in class. These sanctions include a deduction from such student's course grade and, where the situation is aggravated, referral to the dean for withdrawal of the student from the course.

LIBRARY AND INFORMATION CENTER

Hours

The library is open Monday through Saturday. Hours are posted and subject to change. The library is closed on all school holidays.

Circulation

All case reporters, codes, formbooks, loose-leaf practice guides, legal encyclopedias, multi-volume treatises, reference and research materials, and any book without a call number does NOT circulate. Book checkout instructions are posted at the library front desk. All other items may circulate for two weeks with no renewals without prior permission. All items must be returned at the end of the semester in which they were checked out.

Reference Assistance

Library aides are available to provide students with guidance in legal research techniques as well as reference assistance. The library aides are able to help with the location of items, basic legal reference assistance and provide general information about the library and its holdings. They will not, however, answer class assignments.

Library Policies

All students must adhere to the following library policies:

1. All library users must RE-SHELVE their books to allow other students access to the same books. If you have any questions as to where a book should be re-shelved, please ask a staff member first. Anyone caught damaging, removing loose-leaf pages, hiding or removing books from the library will be subject to disciplinary action.
2. There is NO eating in the library. Beverages may only be consumed from containers with spill-proof lids.
3. Writing, underlining, marking or leaving paper clips or post-it notes in library materials is strictly prohibited. Loud talking and boisterous conduct is not permitted in the library. Patrons are required to wear shirts and shoes in the library. Student access to library staff areas is prohibited.

Lost Library Materials- Student Obligation To Pay For Non-Returned Items

All Trinity International University students will be assessed the replacement cost, as defined below, for all library materials they have checked-out and not returned after a seven (7) day grace period from the date the item was due or the end of each semester, whichever comes first. Such materials will therefore be declared lost and the business office will be notified to assess the following fees per each item:

If an item is still available from the publisher, the student will be assessed the regular cost of that item.

If an item is not available from the publisher and is deemed therefore to be out-of-print, the student will be assessed the following standard fees per volume:

- a. Paperback Law books: \$50.00
- b. Hardback Law books: \$150.00
- c. All other academic paperbacks: \$35.00
- d. All other non-academic paperbacks: \$20.00
- e. All other academic hardback books: \$75.00

In addition to the aforesaid costs for each and every item deemed lost, the student will be assessed a \$20 charge to cover the cost of replacement and processing the book.

Computer Lab

The computer lab is exclusively for use of the Trinity community (students, faculty, staff and persons with special permission of the dean).

Users of the computer lab may not visit websites whose content would be contrary to the mission of Trinity Law School.

Trinity has Wireless Internet access throughout the building. The system uses the standard 'b' and 'g' protocols.

Westlaw Access

All Alumni have access to the online Westlaw legal database through a dedicated terminal in the Library, next to the Library Catalog computers.

Honor Code Violation

Violation of the library rules is an Honor Code violation.

ORDERING BOOKS AND CURRICULUM

When students register online, they will receive an automated booklist listing the required and recommended books. Supplemental material will not need to be purchased but will be available for free with their course syllabi on TWEN.

When students register online those with financial aid will be given the option of requesting an advance of \$500 in the form of a pre-paid debit card. These cards will be available within 24 hours of registration which will equip our students to rapidly order and receive materials. With access to funding and access to their required texts, students have the tools to take advantage of the used book market, local law bookstores, and online vendors that will save 40%-70%.

FINANCIAL MATTERS

Fees

JD Tuition/Unit	\$ 725.00
Audit Fee per Course	\$ 325.00
ASB Fee/semester	\$ 50.00
Add/Drop Fee	\$ 40.00
Application Fee	\$ 35.00
Tuition Deposit	\$ 100.00
Late Registration Fee	\$ 100.00
Return Check Fee	\$ 15.00
Graduation Fee	\$ 95.00
ExamFee/semester	\$ 35.00

Student Accounts

Every student at Trinity will have an account maintained by the business office. Students may pay their tuition costs in full at registration, or apply for a federal Stafford Loan prior to the fall semester starting, or by a Deferred Payment Plan (contingent upon approval from the business office). Each student will receive a monthly statement reflecting their ending balance.

Students have the freedom to increase their account balance by adding courses, charging items to their account via the bookstore or the ASB. A one-percent deferment charge will be assessed to the total outstanding balance each month on the student's account as of the 20th day of each month.

Health Insurance

At present, Trinity International University offers medical coverage for students through FIRST AGENCY. All international students on J and F visas are required to have medical insurance at all times for themselves and their dependents living with them. For current rates and applications please visit <http://www.tiu.edu/tiu/studentaccounting/insurance>.

Trinity Refund Policy: Dropping Courses, Fall & Spring Semesters

Before changing from full-time to part-time status, you should contact the Financial Aid Office as this may have a significant impact on the amount of aid received. All institutional aid requires a minimum of 6 units.

Students who drop courses will be refunded tuition and fees according to the following refund schedule:

- Through the 2nd week of classes 100%
- After the 2nd week of classes 0%

Modular & Short-term courses must be dropped by the first day of class in order to receive a refund.

Trinity Refund Policy: Official Withdrawal, Fall & Spring Semesters

Students withdrawing for any given semester must complete an online add/drop form and designate that they are withdrawing from the program. Withdrawing from the program after the first day of class will subject to prorated charges.

Tuition and institutional fees will be refunded according to the following schedule:

- Through 2nd week of classes 100%
- Through 3rd week of classes 80%
- Through 4th week of classes 70%
- Through 6th week of classes 60%
- Through 8th week of classes 50%
- Through 9th week of classes 40%
- After 9th week of classes 0%

Return of Federal Funds

A student who withdraws from the program or drops below six units and who has received a federal Stafford Loan will be subject to the Federal Return of Title IV Aid calculation.

The Federal Return of Title IV Aid calculation stipulates the following:

For withdrawal on or before the first day of classes, 100% of the federal Stafford Loan funds must be returned to the lender.

For withdrawal during the semester but prior to the 60% point of the semester, the financial aid office will determine the percentage of the semester completed by the student. That percentage of the federal Stafford Loan is considered “earned.” Trinity may retain as much of the “earned” loan funds as necessary to cover the student’s account balance. Any additional “earned” loan funds, beyond the institutional costs, may be retained by the student for living expenses. The “unearned” portion of the federal Stafford Loan funds must be returned to the lender.

For withdrawal after the 60% point of the semester, 100% of the federal Stafford Loan funds are considered “earned” and nothing must be returned to the lender. In this case, no return of Title IV Aid calculation is required.

Please be aware that when a student withdraws, *two* calculations are made. *First*, eligibility for an institutional refund is determined. See the refund policy. *Second*, if the student has received a federal Stafford Loan, a Return of Title IV Funds is calculated. Therefore, even though the first calculation may determine that the student is not eligible for an institutional refund, the second calculation may determine that federal Stafford Loan funds must be returned to the lender.

When a Return of Title IV Funds is calculated, the “unearned” portion of the aid must be returned to the lender. The student’s “unearned” funds will be returned to the lender on a check drawn from the student’s Trinity account. This return of funds will reduce the amount the student owes on the loan. This charge may cause a balance due on the student’s Trinity account which will be subject to all policies regarding student accounts including monthly finance charges.

Veterans Training

Trinity Law School courses are approved for the training of veterans. Students who intend to apply for these benefits should contact the registrar's office for further information.

Standards of Progress (CFR Sec. 21.4253 (d) (4))

A veteran or eligible person who remains on probation for grade point deficiency beyond one year will have his/her veteran's educational benefits discontinued. There will be no further certifications of benefits until the student's cumulative academic standing reflects improvement sufficient to remove the student from probation. A student may be allowed to continue to pursue his/her educational goal when they remain on academic probation beyond one year. Such students, however, cannot be certified for benefits until they are removed from probation. The conditions for reentrance after dismissal for unsatisfactory academic progress are also subject to the above standards of progress for veteran students.

Trinity Law School's refund policy is subject only to the rules of the Veteran's Administration for those students who are receiving veteran's benefits. A veteran who withdraws or is discontinued from completing the course will receive a pro rata refund of the unused portion of tuition. An established registration fee in an amount not to exceed \$10.00 is not subject to proration. Registration fees in excess of \$10.00 and other fees will be subject to proration.

POLICIES AND PROCEDURES GOVERNING STUDENT ORGANIZATIONS

GUIDELINES FOR STUDENT ORGANIZATIONS

Trinity Law School Mission Statement

Trinity Law School affirms that laws are based on transcendent moral principles that are absolute and universal. We acknowledge that God the Creator reveals Himself in His moral law. We affirm that Holy Scripture is relevant today and that the inalienable rights to life, liberty, and property are all a divine endowment.

The mission of Trinity Law School is to influence our culture for Christ. Trinity Law School exist to serve Christ by championing a biblical view of human law and government through our students, graduates, faculty, and staff.

All student organizations must comply with the following procedure:

How to Establish a Student Organization

1. Obtain an Application for Student Organizations.
2. Develop a constitution which states the purpose and the structure of the organization.
3. Complete a list of all proposed members of the student organization.
4. The completed application, constitution, and proposed membership list must be submitted to the dean, or his/her designee, for review.
5. The submitted information will be sent to the Law Faculty Senate, and the Policies and Procedures Committee for review, and approval or disapproval.
6. The application will be approved or disapproved on the basis of whether the purpose of the organization reflects a commitment to, and consistency with, the mission of Trinity Law School.
7. The meaning, interpretation, and application of these rules shall be determined by the Law Faculty Senate in accord with biblical principles.

Requirements of Registered Student Organizations

An organization which receives approval by Trinity Law School shall be deemed a registered student organization. All registered student organizations must meet and maintain the following requirements:

1. All members of a registered student organization must be enrolled students of Trinity Law School. Officers may not be on academic probation.
2. Alumni and faculty members of Trinity Law School may be honorary members, but cannot hold office in a registered student organization.

3. Every registered student organization must enlist a faculty advisor who must be familiar with the organization's constitution, review the minutes of each meeting, and be present for at least one organization meeting per semester.
4. On or before Tuesday of the second week of the fall and spring semesters, all registered student organizations must submit an up-to-date Application for Student Organizations and a list of all members. If the dean or his/her designee has not received such information by the required date, it will be presumed that the registered student organization has been terminated.
5. Registered student organizations must agree that regardless of whether their group activities are on or off of the campus, they are subject to the policies, principles, and regulations governing Trinity Law School.
6. Failure of a registered student organization to conform its conduct to the policies, principles, and regulations governing Trinity Law School, or any action of the organization which detracts from the mission of the school, may lead to a formal revocation of the organization's status as a registered student organization.

Advantages of Being a Registered Student Organization

1. Only those organizations registered with Trinity Law School will have the official recognition of the school.
2. The ability to use the name of the law school in the identification of the organization, and in the sponsorship of activities and events, is limited to registered student organizations.

Other Student Organizations.

Students enrolled at Trinity Law School who participate in groups which do not meet the requirements concerning the formation and operation of registered student organizations, will not have the official recognition of the school or be eligible for any of the advantages discussed above concerning registered student organizations.

However, because of the desire to meet the needs of Trinity Law School students, the dean or his/her designee shall have the discretion to grant non-registered student groups and organizations the right to hold meetings or conduct social functions on campus. Approval must be obtained prior to the occurrence of each such event. Such activities are subject to the policies, principles, and regulations governing Trinity Law School. Furthermore, Trinity Law School reserves the right to deny such permission to any non-registered organization or group whose purpose, objectives, or proposed activities conflict with the mission and purpose of the school.

Suggested Format for Constitution

Name of the organization

PREAMBLE

The mission of the organization

Article I Statement of purpose and objectives.

Article II Requirements for membership and means of selection of members: who can be a member, methods of admitting new members, methods of dropping members, what constitutes a good standing.
Article III Officers: titles, responsibilities, term of office, whether selected or appointed, duties, rules for election, procedure for recall.

Article IV Advisor: how chosen and the length of the advisor's term.

Article V Dues and Fees (if relevant): amount and when they are paid, to whom all dues are paid.

Article VI Meetings: frequency, procedures for calling special meetings, quorums.

Article VII Committees: names, term of office quorums, frequency of meetings.

Law Review

The Trinity Law Review is an annual publication. Participation on the student staff provides outstanding practical experience in the skills of legal research, writing and editing. Additionally, membership is considered an asset in future employment.

The staff selection is composed of students who were invited to join after achieving a certain grade level indicative of superior academic performance or demonstrating proficiency in writing and normally having a cumulative GPA of 78 or above. To be considered on either basis, a student must have completed at least twenty units of study.

Associated Student Body (ASB)

All registered students are members of the Associated Student Body and must pay student fees for the ASB. The ASB is governed by a cabinet of officers elected by the students in annual elections held in the spring semester of each year. The elected cabinet of the ASB serves the student body by sponsoring student organizations, hosting social and educational functions during the year, and representing students in matters affecting the school administration. Students are welcome to attend the regular meetings of the cabinet and are encouraged to participate on the various committees that are established by the ASB. Students may contact the cabinet members through the cabinet's mailbox in the student lounge.

Opportunities for Input

In order to ensure that every member of the law school community is afforded an opportunity to contribute comments and suggestions regarding school policies and procedures, student suggestions and grievances may be made by filing student petitions which are available in the information racks outside the records office. Petitions should be directed to the dean's office.

STATE BAR

Law Student Registration with the Committee of Bar Examiners

All students seeking admission to practice law in California must register with the Committee of Bar Examiners within 90 days from the commencement of their law studies. Registration must be completed through the State Bar of California website (www.calbar.ca.gov).

Petitions to the Committee of Bar Examiners

All petitions filed with the Committee of Bar Examiners must be verified. Accordingly, students are requested either to appear before a notary public to have a petition sworn to, or in the alternative, to attach a declaration under penalty of perjury in the following form:

“I declare under penalty of perjury that the foregoing petition is true and correct to the best of my knowledge and belief. Executed on this __ day of ____, 20__, at __(city)__, __(state)__.

Signature

CAMPUS SAFETY

Safety Policy Statement

It is the policy of Trinity Law School that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of the school's administration to provide safe and healthy conditions and to establish and insist upon safe practices at all times by employees and students. The prevention of accidents is an objective affecting all levels of the organization and its activities. It is the duty of each employee and student to accept and follow established safety regulations and procedures.

Injury Reporting

Employees and students are expected to assist the administration in accident prevention activities. Unsafe conditions must be reported. Students and employees who need help should be assisted. Everyone is responsible for the housekeeping that reduces the potential for injury. Any injury that occurs on the school premises, even a slight cut or strain, must be reported to the administration as soon as possible. In no circumstances, except an emergency, should an employee or student leave the premises without reporting an injury that occurred.

Incident Reporting

The police department has the primary jurisdiction and responsibility to investigate crimes and provide police services at the law school campus. It is important that all crimes occurring on campus be immediately reported to the police department to ensure that appropriate action can be taken. The law school endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Crimes occurring on the law school campus can be reported in person, or by dialing (9) 911 from any telephone on campus. All the telephones (school, private and public telephones) located on campus are tied into the 911 emergency system.

Non-emergency calls for assistance can be reported by dialing the operator. Upon reporting a crime occurrence, traffic accident, injury accident or other incident, the proper response will be quickly determined and the appropriate action initiated. Calls for fire and medical emergencies should be directed to the police department dispatcher by dialing (9) 911. If there is a fire and a telephone is unavailable, activate one of the fire alarms located throughout the campus. Members of the law school community are encouraged to report immediately any suspicious activity to the operator. Crimes can be averted by the prompt reporting of suspicious activity. The reporting of physical hazards is encouraged in order that they may be corrected to avoid personal injury.

ANTI-DISCRIMINATION POLICY

Purpose and Policy

The policy and procedures hereunder have been developed by the administration and faculty of the law school. The basic purpose described herein is to resolve problems in a fair and equitable manner respecting the rights of all parties.

The law school shall maintain equality of opportunity in legal education in admission and retention of students without discrimination or segregation on grounds of race, color, religion, national origin, sex, age, marital status, disability, medical condition, citizenship status and military service status, except insofar as such action is protected by the Constitution of the State of California.

This policy of nondiscrimination applies to the governing body of the university, administrators, faculty, students and staff of the law school. The intent of the policy is to create an educational atmosphere that reflects the core values of the institution, spirit of the law as well as the tolerance essential to the creation of an open learning environment.

Grievance Procedures

Grounds. A law school student may allege discrimination based on any one or more of the following: race, color, religion, national origin, sex, age, marital status, disability, medical condition, citizenship status or military service status.

The areas of compliance include faculty, clinical education, admissions, financial assistance, records, placement, personnel, and other appropriate areas where discrimination may occur.

Procedure

There are two methods of resolving matters involving charges of discrimination: (1) informal and (2) formal.

For the informal process, any faculty or staff member may receive a discrimination complaint and participate in the mediation process at the request of the complainant. No record of informal complaint(s) will be made in either student or employee complainant files.

For the formal process, the Law Faculty Senate must be notified by an aggrieved party in writing within 180 days of the alleged discriminatory act. The complainant is urged to file a complaint soon after the alleged discriminatory act to facilitate the gathering and preservation of testimony from witnesses and/or other relevant evidence. Anonymous requests will not be processed. The following steps will be followed for all formal complaints:

The Law Faculty Senate shall appoint a member of the faculty to serve as a mediator. It shall be the mediator's responsibility to process the complaint and attempt to resolve the issue in a fair and equitable manner.

The hearing shall be promptly held, no later than thirty days after the filing of the complaint.

The person against whom the formal complaint is filed shall have notice within five calendar days of its filing and shall have no less than ten-calendar day's notice of the hearing date, time and location.

The person against whom the formal complaint is filed shall have the right to cross-examine any witnesses called and to present witnesses on his/her own behalf.

The complainant shall have the right to be present throughout the hearing, and to present his/her evidence, including questioning witnesses called on behalf of the person against whom the complaint is filed.

The findings of any hearing and the remedy therefore, if any, shall be reported in writing. Copies of the mediator's report will be sent to the complainant, the person against whom the formal complaint is filed, the Law Faculty Senate and the dean within five working days.

The dean or other appropriate official shall be responsible for implementing the findings.

The proceedings will be documented in accordance with the law school policy.

If a student has a discrimination complaint against a member of the Law Faculty Senate or the dean of the law school, he/she may file a formal complaint with the university executive vice president.

SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY

Harassment of Others Strictly Prohibited

Verbal, physical, visual, and sexual harassment of students or employees of Trinity Law School is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If while at the facilities or on the grounds of Trinity Law School, you or one of your fellow students have been the victim of harassment as defined in the Honor Code, follow the steps outlined above. Appropriate sanctions will be imposed against anyone who is found to have, in fact, sexually harassed a student or employee. Steps will be taken to prevent and discourage further harassment.

Reporting Procedure for Sexual Harassment

If the perpetrator is a student, follow the procedures outlined in the Honor Code.

If the perpetrator is an employee or faculty member of Trinity, follow the same procedure as outlined in the anti-discrimination policy.

If the perpetrator is not in the above category, notify security and/or the police if necessary.

Sexual Assault

Under state law, Trinity Law School is required to provide certain information concerning sexual assault. The following information and procedures apply only to students, faculty and staff who are victims of, or witnesses to, sexual assault or other crimes committed at or upon the grounds or facilities of Trinity Law School. Any sexual assault must be reported to the police and emergency services authorities immediately. Telephone 911 (or 9-911 with an on-campus phone) using any available telephone. Give the authorities the following information: (i) your name; (ii) your telephone number (i.e.) the telephone number at which authorities can reach you at a later time; (iii) the building name and address (2200 North Grand Ave., Santa Ana, CA 92705), and any other specific location information; (iv) describe the situation clearly and accurately; and; (v) do not hang up the telephone. Let the person you are talking to end the conversation. The emergency service authorities may need additional information or assistance.

Trinity Law School policy is one of encouraging the immediate reporting of all crimes, including sexual assault, to the administration office and to proper law enforcement authorities, by victims and witnesses. Immediate reporting enhances the likelihood of apprehension and prosecution of the perpetrators, and assists in the improvement of preventative measures for the future. Trinity Law School also respects the privacy concerns of victims and attaches a high priority to dealing with those concerns in a sensitive and positive manner.

Reporting

In cases of emergency or other situations, where immediate contact with the authorities or other means of assistance may aid the victim of a sexual assault or other crime, mitigate the effects of such crime, result in apprehension of the perpetrator, or otherwise serve to protect the life or property of any person, Trinity

Law School, students, faculty, or employees and other persons may report a crime with or without the victims consent. In all other cases, victims of a sexual assault or other crime may, but are not required to report the crime to Trinity Law School or to the proper law enforcement authorities. Any report to Trinity Law School must be made in writing. If required by law, or upon the victim's written request, Trinity Law School will report a sexual assault or other crime, and furnish a copy of any written report to the proper authorities.

Assistance to Victims

Because of its relatively small size, Trinity Law School does not provide direct assistance in the way of treatment, counseling and the like to victims of sexual assault.

Notification to Victim of Disciplinary Action

If the alleged perpetrator of a sexual assault or other crime is a student at Trinity Law School, the victim will be kept informed of the initiation and results of any disciplinary action taken by Trinity Law School, so far as reasonably possible without violating the legal rights of the alleged perpetrator. Except for the reporting to proper authorities or other sources of assistance, in the circumstances described above, or except as otherwise consented to by the victim, Trinity Law School staff will not discuss any aspect of the victim's case with any person except to the extent reasonably necessary, in the discretion of Trinity Law School, for the conduct of business and affairs of Trinity Law School.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is the policy of the law school to provide reasonable accommodations for students with disabilities, including learning-disabled students and those with health impairments, as well as those with other disabilities. Students are encouraged to discuss special needs with the dean as early as possible. Appropriate modifications and accommodations will be determined on a case-by-case basis by the dean and the Law Faculty Senate in accordance with the State Bar of California's policies and procedures.

Students are encouraged to apply to the State Bar of California regarding their disability early. You may apply for special accommodations to take the Bar examination up to a year ahead of time. Materials for applying are available from the State Bar of California.

It is acceptable for a law school to require documentation of disabilities when the disabled individual puts the disability in issue. Completion of materials required by the State Bar of California is mandatory. When medical/physical disabilities are at issue, a physician's statement will usually be sufficient, so long as that statement describes both the disability and the limitations that the disability poses for the student. For students with learning disabilities, the following is considered reasonable for required documentation.

It must be prepared by a professional qualified to diagnose a learning disability, including but not limited to, a licensed physician, learning disability specialist, or psychologist.

It must include the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results. If the disability requires additional time for taking examinations, it must state the specific amount of time needed.

It must reflect the individual's present achievement level, be as comprehensive as possible, and be dated no more than three years prior to the student's request for service, unless extenuating circumstances justify reliance on older documentation; and adequately measure cognitive abilities (using Wechsler Adult Intelligence Scale Revised or equivalent) and academic achievement skills (using Woodcock Johnson Part II, Wide Range Achievement Test, Nelson Danny or equivalent). The achievement test should sample reading, math and writing.

It must include test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, memory and processing skills. The diagnosis should conform to federal and state guidelines.

EMERGENCY PROCEDURES

Fire Evacuation Procedures

Know your escape routes in case of fire. Escape routes are posted.

Do not in any way impede the work of the firemen. Traffic lanes and sidewalks should be kept free for the fire-fighting equipment. Do not use the elevator to evacuate.

For emergencies (e.g., an unplanned fire alarm goes off, or there is a fire within the building):

The administration or campus security will contact all pertinent agencies. If they are unavailable, call (9) 911 from the nearest telephone; no coin is required. All students, faculty and staff should make a note of the location of each fire alarm and fire extinguisher.

Once the alarm has sounded, all students, faculty and staff should proceed as per fire drill instructions. As persons assemble in the parking lot, they should stay together as a group.

In the event of major injuries, first aid is of primary importance and must be attended to immediately. A first aid and disaster kit is located on both floors of the campus building.

If the fire alarm rings during an examination, proctors will inform you of special procedures to follow.

Earthquake Emergency Procedures

Do not run outside. By going outside a student can be seriously injured by falling debris. The safest place in the event of an earthquake is under a desk or table.

Damage and injury from an earthquake usually occurs due to panic, falling objects and broken glass. Some steps to follow:

Before an earthquake hits, be prepared. You should have an emergency "3-day survival" pack in the trunk of your car or carried with you at all times.

When an earthquake hits:

In a classroom, the instructor is in charge and everyone should immediately get under his/her desk or table until the shaking stops.

In the library, the best place to be is under a library table. Stay away from bookshelves and windows.

In an office, get under a desk or a table, but if not possible, "duck and cover." Be sure to stay away from windows, bookshelves and file cabinets.

During an examination, stop and get under the desk or table. When the shaking has stopped, the proctors will inform you of special procedures to follow.

Don't attempt to use the elevators. In the event of a power failure you could become trapped.

Drink only bottled water because of possible contamination to waterlines.

Don't wait until the shaking increases to take action. It may be too late.

At the first sign of an earthquake, you should take the appropriate action outlined above.

After the earthquake:

Be aware that there will be aftershocks. If a major earthquake occurs, you can expect aftershocks every few minutes, every few hours, every few days, etc.

Do not immediately run outside or into the hallway. Because of strong aftershocks, the building may take a while to settle down. Take a survey of the area you are in: (1) Are you hurt? (2) Is anyone else hurt? (3) Is there a fire or gas leak? (4) Is there a life-threatening situation?

The only reason to leave the building would be in case of a gas leak, fire, or any other life-threatening situation. Otherwise, you will be safer staying inside until a designated official tells you to evacuate. The response team will take a survey of the library and classrooms to check for structural damage before classes can resume.

If it is necessary to evacuate, please follow the procedures outlined in the fire evacuation plan outlined above.

There is no reason to panic if you are prepared. Being prepared means knowing what to do in the event of an earthquake and having an earthquake kit at home and in your car. Earthquake kits are not expensive to put together. Items to put in your earthquake kit include: bottled water and food (canned goods) for at least three (3) days, non-electric can opener, blanket, batteries, flashlight, portable radio, matches, trash bags, knife, and a first-aid kit. You should rotate your water and canned goods every few months and also check the batteries from time to time.

Some other items you may want to consider including: Sturdy walking shoes, socks, clothing, underwear, necessary toiletries and medications, toilet paper, handy-wipes, dried food, a rope, a brush, a pillow, a sleeping bag, tools, a pack of cards, a book, money in small bills, toys for small children and any other items of comfort.

If we have a major earthquake, we may not be allowed to return home for approximately three (3) days. A countywide curfew due to chemical spills/leaks may occur and people caught driving or walking will be arrested. Make sure your family knows what to do and is well provided for if you cannot be there with them. Because local phone lines may not be operative, (but long distance lines should be operational), make a plan with your family to call a friend or relative outside the area to establish a communication link. We believe this building to be safe, but we cannot be completely certain. Please consider putting your earthquake kits together today.

APPENDIX 1- Suggested Course of Study

2009-2010 ACADEMIC YEAR

**FULL-TIME STUDENTS
Three-year schedule, 90 Units***

YEAR ONE:

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Contracts I	3	Contracts II	3
Torts I	3	Torts II	3
Property I	3	Property II	3
Legal Research & Writing I	3	Legal Research & Writing II	3
Logic and Advocacy	3	Criminal Law	3
TOTAL:	15	TOTAL:	15

YEAR TWO:

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Civil Procedure I	3	Civil Procedure II	3
Constitutional Law I	3	Constitutional Law II	3
Evidence	4	Business Organizations	3
Jurisprudence 1	3	Jurisprudence 2 (Seminar)	3
Elective	2	Legal Institutions and Values	3
TOTAL:	15	TOTAL:	15

YEAR THREE:

FIFTH SEMESTER	UNITS	SIXTH SEMESTER	UNITS
Criminal Procedure	3	Wills, Trusts, and Estates	4
Ethics and the Profession	2	Remedies	3
Professional Responsibility	1	Electives	8
Community Property	2		
Electives	7		
TOTAL:	15	TOTAL:	15

***The 90 unit requirement applies only to students enrolling for the first time as of Fall 2007 and following.** Approval is required to take more than 15 units in a semester. Approval is obtained by filling out a petition, with your reasons for wishing to take more than 15 units, and submitting it to the Registrar's office. The petition will then be submitted to the dean and/or the Faculty Law Senate, along with your academic record, for approval.

PART-TIME STUDENTS
Four-year schedule, 90 Units*

YEAR ONE:

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Contracts I	3	Contracts II	3
Torts I	3	Torts II	3
Logic and Advocacy	3	Legal Institutions & Values	3
TOTAL:	9	TOTAL:	9

SUMMER SESSION	UNITS
Legal research and Writing I	3
Legal Research and writing II	3
TOTAL	6

YEAR TWO:

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
Civil Procedure I	3	Civil Procedure II	3
Property I	3	Property II	3
Criminal Law	3	Criminal Procedure	3
TOTAL:	9	TOTAL:	9

SUMMER SESSION	UNITS
Electives	4-5

YEAR THREE:

FIFTH SEMESTER	UNITS	SIXTH SEMESTER	UNITS
Constitutional Law I	3	Constitutional Law II	3
Business Organizations	3	Evidence	4
Jurisprudence 1	3	Jurisprudence 2 (Seminar)	3
TOTAL:	9	TOTAL:	10

SUMMER SESSION	UNITS
Electives	4-5

YEAR FOUR:

SEVENTH SEMESTER	UNITS	EIGHTH SEMESTER	UNITS
Remedies	3	Professional Responsibility	1
Wills, Trusts, and Estates	4	Ethics and the Profession	2
Electives	3-4	Community Property	2
		Electives	4-5
TOTAL:	10-11	TOTAL:	9-10

Appendix 2- Accreditation and Memberships

Trinity International University and its schools hold accreditation and memberships in the following:

Accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools

30 N. LaSalle, Suite 2400
Chicago, IL 60602
Phone: 312.263.0456 800.621.7440
Email: info@ncacihe.org

Member of

The Christian College Consortium
Council for Higher Education Accreditation
The Council for Christian Colleges and Universities
The Midwest Association of Graduate Schools

Approved by the Illinois State Board of Teacher Certification for elementary and secondary education programs toward an Illinois Teaching Certificate (Trinity College)

Accredited by the Association of Theological Schools (Trinity Evangelical Divinity School)

10 Summit Park Drive
Pittsburg, PA 15275
Phone: 412.788.6505
Email: ats@ats.edu

Full member of the California State Bar (Trinity Law School)

The Committee of Bar Examiners of the State Bar of California
555 Franklin Street
San Francisco, CA 94102