



# **JFK School of Law at National University (Formerly JFK School of Law at NCU)**

## **Juris Doctor - Fall 2022**

**National University**

**Administrative/Legal Headquarters**

9388 Lightwave Avenue

San Diego, CA 92123

**p:** 888-327-2877 (toll-free) | **f:** 844-851-5889

Website: [www.ncu.edu](http://www.ncu.edu)

Prospective Students Contact: [admissions@ncu.edu](mailto:admissions@ncu.edu)

Current Students Contact: [information@ncu.edu](mailto:information@ncu.edu)

Published 11/16/2022

Updated 12/9/2022

## **DISCLAIMER**

The information this document contains was accurate when it was published and made available on the University's website. This catalog is neither a contract nor an offer to contract between the University and any person or party; thus, the University reserves the right to make additions, deletions, and modifications to curricula, course descriptions, degree requirements, academic policies, schedules, and academic calendars, and tuition and fees without notice. The University reserves the right to effect changes without notice or obligation.

As a prospective Juris Doctor student, you are encouraged to review this catalog prior to signing an enrollment agreement.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <https://www.bppe.ca.gov/>, (888) 370-7589 (phone), or (916) 263-1897 (fax).

*Copyright © 2022-2023 / All Rights Reserved*

# Table of Contents

JFK School of Law at National University (Formerly JFK School of Law at NCU) .....	1	Admissions .....	12
Juris Doctor - Fall 2022 .....	1	Application Information .....	13
DISCLAIMER .....	1	Applicants for Admission .....	13
About the University .....	5	Applicants for Standard Admission .....	13
Mission .....	5	Applicants for Admission with Special Status .....	13
Vision .....	5	Applicants for Admission with Advanced Standing .....	13
Values .....	5	Applicants Previously Dismissed from Law School .....	14
Distance Learning at the University .....	5	Applicants for Non-Degree .....	14
Facilities .....	3	International Applicants .....	14
Board of Trustees Members .....	3	Incomplete Application Files .....	15
Accreditation & Academic Alignment .....	3	Address for Submission of Transcripts .....	15
Institutional Learning Outcomes .....	4	Technical Requirements .....	15
Academic Sessions .....	5	Transfer Credit .....	16
University Breaks and Holiday Closures .....	5	Transferability of Credits and Credentials Earned at Our Institution .....	16
Commencement Calendar .....	6	Student's Right to Cancel .....	16
Welcome Letter from the Dean .....	6	Cancellation of Admission .....	17
JFK School of Law at National University .....	7	Readmission .....	17
Juris Doctor Program .....	7	Reapplication After Absence .....	17
Mission Statement .....	7	Reapplication After Denial of Admission .....	17
Programmatic Accreditation .....	8	Denied Admission .....	17
Student Support Services .....	8	Tuition & Fees .....	18
Enrollment Services .....	8	Tuition & Fees Disclaimer .....	18
Office of the Registrar .....	8	Program Costs .....	18
University Transcripts .....	9	Non-Degree Tuition Rates .....	18
Academic and Finance Advising .....	9	Miscellaneous Fees .....	19
Disability/ADA Services .....	10	Miscellaneous Fee Information: .....	19
E-mail Messages/Notices to Students .....	10	Financial Policies .....	20
Center for Teaching and Learning (CTL) .....	10	Method of Payment .....	20
Academic Success Center (ASC) .....	10	Statement of Financial Responsibility .....	20
JFK School of Law at National University Support Services .....	11	Meeting Financial Obligations .....	20
The Commons .....	11	Personal Responsibility .....	20
University Library .....	11	Forbearance and Deferral Options .....	21
Alumni Services and Benefits .....	12	Default of Financial Obligation .....	21
Juris Doctor Admissions Requirements .....	12	Waiver of Tuition/Fees .....	21
Non-Discrimination Policy .....	12	Refund Policy .....	22

Add/Drop Period.....	22	Direct and Indirect Costs.....	40
Calculating Refunds.....	22	Awarding/Packaging Financial Aid.....	42
Refund Processing Time.....	22	Packaging Overview.....	42
State-Specific Refund Policies.....	22	Professional Judgement.....	45
Alabama Refund Policy.....	22	Professional Judgement Criteria and Process.....	45
California and Washington D.C. Refund Policy.....	23	Disbursement Process.....	46
Georgia Refund Policy.....	24	Definition of Disbursement and Disbursement Methods.....	46
Iowa Refund Policy.....	24	Disbursement Eligibility.....	47
Kansas Refund Policy.....	25	Late Disbursements.....	47
Maryland Refund Policy.....	25	Additional Disbursement Information.....	48
Oregon Refund Policy.....	26	Return of Title IV Funds.....	48
Washington State Refund Policy.....	27	Order of Distribution.....	49
Wisconsin Refund Policy.....	27	Withdrawal Date.....	49
Student Aid.....	27	Date of Determination (DOD).....	49
General Student Aid Eligibility.....	27	Calculation for the Return of Title IV Funds.....	50
Financial Aid Programs and Assistance.....	28	Institutional Charges.....	50
Federal Pell Grant Program.....	28	Amount to be Returned.....	50
Federal Stafford Loans.....	29	Post-Withdrawal Disbursement.....	50
Federal Direct PLUS Loans.....	31	Academic & University Policies.....	51
Additional Assistance Options.....	31	Program, Course Start Date.....	51
Employer Reimbursement.....	32	Matriculation Policy.....	51
Tribal Funding.....	32	Advancement.....	52
Private Education Loan Information.....	32	Attendance Requirements.....	52
Scholarships.....	32	Educational Materials and Resources.....	52
University Payment Plan and Fees.....	32	Registration.....	52
Payment Plans and Fee Information.....	33	Changes in Registration.....	52
Post-Baccalaureate Certificate, Master's Degree, Post-Master's Certificate, and Doctoral Degree Payment Plans.....	33	Add/Drop Period.....	53
Pay-in-Full (Length of Program).....	33	Withdrawal Period.....	53
Pay-by-Course.....	33	Continuous Enrollment.....	53
University Payment Plan.....	33	Academic Leave of Absence for Term-Based Programs.....	53
Procedural Steps for the University Payment Plan:.....	33	Academic Leave of Absence Policy for Term-Based Programs.....	54
Other Important Details about University Payment Plans:.....	33	Required Documentation.....	54
Application and Forms.....	34	Access to University Resources During Leave.....	55
Forms.....	34	Return from Leave.....	55
Application Process.....	34	Military Leave of Absence.....	55
Student Budgets.....	40	Military Leave of Absence Criteria & Process.....	55
		Juris Doctor Enrollment Status.....	57
		Semester Unit (Credit).....	57

Maximum Unit Load .....	58	Official Withdrawal.....	73
Examination Policies and Procedures .....	58	Honors.....	74
Online Proctored Examinations .....	58	Dean's List.....	74
Identity Verification for Examinations .....	58	Graduation Requirements.....	74
Examination Scheduling Policy .....	58	Graduation with Honors .....	75
Grades & Academic Standards .....	58	Diploma Application and Degree Conferral .....	75
Academic Performance Grade Scale.....	59	Commencement Ceremony .....	75
Grading Guidelines .....	59	Ethical Standards & Practices .....	75
Grading Scale.....	59	Code of Conduct.....	75
JFK School of Law at National University Minimum		Procedure: Responding to Alleged Violations of Code of	
Grade Requirements .....	61	Conduct .....	76
Administrative Course Codes .....	62	Academic Integrity.....	78
Satisfactory/Unsatisfactory Grades.....	62	Scope of Policy.....	79
Repeating Courses .....	63	Re-using or Re-purposing Prior Work.....	79
Academic Standards Committee.....	63	Acceptable Use of Information Technology.....	79
A. Appointment .....	63	Scope.....	79
B. Committee Meetings .....	63	Fair Use of Copyrighted Material.....	81
C. Action by Majority.....	63	Student Rights & Responsibilities.....	82
D. Disqualification of Committee Members .....	63	Student Responsibilities .....	82
E. Personal Appearance by Student/Additional		Well-Being and Safety .....	82
Information .....	64	Americans with Disabilities Act (ADA).....	83
F. Submission of Petitions .....	64	Notice of Nondiscrimination and Section 504/ADA	
Academic Standards Policy .....	64	Coordinator .....	83
Academic Disqualification - Standards, Notice, and		ADA Regulations .....	83
Consequences .....	64	ADA Eligibility Definitions .....	83
A. Petition for Advancement on Probation .....	65	Obtaining Assistance.....	84
B. Rules Applicable to Petition for Advancement on		ADA/Section 504 Grievance Procedure.....	85
Probation.....	66	Title IX Notice of Nondiscrimination.....	88
Grade Change & Appeal Policy.....	67	Scope.....	88
Satisfactory Academic Progress (SAP) Standards .....	68	Policy & Procedure .....	89
SAP Component Definitions.....	69	Privacy Statement.....	90
Treatment of Courses and Credits.....	69	Student Educational Records.....	90
SAP Evaluation Schedule .....	70	FERPA Rights .....	90
SAP Evaluation Statuses.....	70	Procedure to Inspect and Retrieve Education Records ...	91
SAP Right to Appeal.....	71	Education Records.....	91
Time Limits for Degree Completion.....	71	Disclosure of Educational Records.....	91
Administrative Dismissal .....	73	Student Grievances.....	92
Program Change .....	73	Complaint Procedure.....	93
Program Discontinuation .....	73	Procedure: Filing a Grievance .....	93

JD Academic Program .....	94	Curriculum .....	97
Description of Program.....	94	Juris Doctor Academic Calendar .....	107
Admission Requirements .....	94	Course Descriptions .....	108
Degree Requirements.....	94	Course Codes .....	108
California State Bar Requirements.....	95	JFK School of Law at National University Administration & Faculty.....	123
Internship Program .....	96	Academic Administration & Full-Time Faculty.....	123
BarBri Bar Review Program.....	96	Name .....	123
Spring Admission Program.....	97	Qualifications .....	123

# About the University

## Mission

To deliver accessible world-class student experiences by providing quality programs and services that ensure student success through meaningful learning.

## Vision

Our vision is to be an inclusive and innovative university serving life-long learners who contribute to the positive transformation of society.

## Values

Our values are the guiding principles and fundamental beliefs that help us function as one team as we work toward achieving our common mission.

**Quality** - Academic quality is paramount to student success. To best achieve this value, we offer a highly supportive student experience that guides learners on their educational journey to the completion of a degree or certificate program.

**Innovation** - Contribution of new knowledge is central to the purpose of a modern university. Our valued commitment to innovating within higher education advances opportunities for our students, and all students, within higher education.

**Collaboration** - Partnering to meet the needs of students provides the most relevant and valued outcome. Whether with potential employers, community agencies, or partnering across disciplines within our own University, we are committed to working together toward student success.

**Diversity** - We are enriched by the extraordinarily diverse student body, faculty, and staff. Diversity of background, orientation, and thought are necessary and valued elements of a learned society. We proactively seek and support diversity within our entire enterprise.

**Access** - We believe that access to education is a fundamental right. Barriers to access can be finances, preparation, or simple logistics. We aspire to remove barriers to access as a means of creating social justice and a path toward a more productive life for our students.

## Distance Learning at the University

In the distance-learning environment, students and faculty interact via the *NCUOne* Learning Management System (LMS). The University uses a personalized teaching model wherein students and faculty interact asynchronously during a course to achieve learning outcomes. Faculty members function as instructors, facilitators, guides, consultants, and evaluators. A complete list of salaried faculty and their qualifications can be found in the Academic Administration & Faculty section.

All degree programs include a set of fundamental courses and a set of related specialization courses allowing the student to select coursework closely associated with their educational and career goals. Students complete a degree plan, guided by faculty and supported by traditional texts, technology, and electronic resources and databases. Where appropriate, students must satisfy general education and/or content area requirements. Elective courses are divided into specializations at the undergraduate level and specializations at the graduate level. Students choose from a carefully selected array of courses that support program objectives.

The University utilizes its own proprietary Learning Management System (LMS), *NCUOne*, to provide an enriched online experience for students. *NCUOne* is tailored to the University's unique one-to-one teaching model and graduate program focus.

## Facilities

As an online JD program, JFK School of Law at National University does not hold classes on a physical campus, nor does it have equipment other than its state-of-the-art computing and networking resources to meet the needs of students working at a distance. Prospective students are informed of the computer capacity requirements for successful access to all University systems and learning resources. However, the JFK School of Law at National University, does have physical buildings that house the Service Center and the Administrative/ Legal Headquarters.

### University Building Locations

- Arizona: 8667 E. Hartford Drive Suite #100; Scottsdale, AZ 85255 (Service Center)
- California: 9388 Lightwave Avenue; San Diego, CA 92123 (Administrative/Legal Headquarters)

## Board of Trustees Members

- Jeanne Connelly, President, Connelly Consulting
- E. Lee Rice, (Vice Chair); CEO and Medical Director, Lifewellness Institute
- Thomas Topuzes, (Secretary); President and CEO, Thomas Topuzes & Associates, LLC
- Richard Chisholm, (Treasurer); Executive, Retired
- Mark Milliron, (Ex Officio); President, National University
- Stacy Allison, Professional Speaker, Author
- Thomas Clevinger, Managing Partner, Cornerstone Growth Advisors
- Kim Folsom, Serial High Tech, Venture-Backed Entrepreneur
- Harold H. Greenberg, Executive, Retired
- Ruthann Heinrich, Executive, President, Nuance Wines
- Erlinda J. Martinez, Higher Education President, Retired
- Michael R. McGill; President, MMS Design Associates
- Joanne M. Pastula, Executive, Retired
- Dan Pittard, Chairman and CEO, Pittard Partners LLC
- Hiep Quach, Executive, Retired
- Carlos Rodriguez, CEO, Rodriguez & Company
- Lee Willis-Irvine, US Chief Diversity Officer, ASML Group

## Accreditation & Academic Alignment

- The University is regionally accredited by the WASC Senior College and University Commission (WSCUC)

- The University Master of Business Administration (MBA), Master of Human Resource Management (MHRM), Masters of Science in Accounting (MSA), Master of Science in Organizational Leadership (MSOL), Doctor of Business Administration (DBA), and Doctor of Philosophy in Business Administration (PhD-BA), and Doctor of Philosophy in Organizational Leadership (PhD-OL) programs in the School of Business are accredited by the Accreditation Council for Business Schools and Programs (ACBSP)
- The University offers the first primarily distance-based Master of Arts in Marriage and Family Therapy (MAMFT) program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- The University offers the first primarily distance-based Doctor of Philosophy in Marriage and Family Therapy (PhDMFT) program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- The PhDMFT and MAMFT programs are accredited by the International Family Therapy Association (IFTA) accrediting body, International Accreditation Commission for Systemic Therapy Education (IACSTE)
- The Society for Human Resource Management (SHRM) has recognized the University's Human Resources Management specialization for the MBA program as fully aligned with SHRM standards
- The University's Master of Social Work (MSW) program is fully accredited by the Council on Social Work Education (CSWE)
- The University's Master of Health Administration program has received candidacy status from the Commission on Accreditation of Healthcare Management Education (CAHME), the national organization that grants accreditation to graduate degree programs. The acceptance of the MHA program into CAHME Candidacy demonstrates the School of Health Sciences' commitment to continuous quality improvement through a focus on attaining CAHME accreditation.
- The Master of Science in Nursing (MSN) and the Doctor of Nursing Practice (DNP) degree programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org>).
- The JFK School of Law at National University is accredited by The Committee of Bar Examiners of the State Bar of California
- The Bachelor of Arts in Legal Studies and the Paralegal Certificate programs are approved by the American Bar Association
- The Association for Advancing Quality in Educator Preparation (AAQEP) has fully accredited 5 specializations under the Master of Arts in Teaching (MAT), 11 specializations under the Master of Education (MEd), the Master of Education in Educational Leadership (MEEDL), 11 specializations under the Educational Specialist (EdS), the Education Specialist in Educational Leadership (EdS-EDL), 11 specializations under the Education Doctorate (EdD), the Education Doctorate in Educational Leadership (EdD-EDL), 11 specializations under the Doctor of Philosophy in Education (PhD-ED), and the Doctor of Philosophy in Educational Leadership (PhD-EDL)
  - Accredited MAT Specializations: Curriculum and Teaching, E-Learning, English Language Learning, Reading Education, Special Education
  - Accredited MEd, EdS, EdD and PhD Specializations: Curriculum and Teaching, E-Learning, Early Childhood Education, English Language Learning, Instructional Leadership, Organizational Leadership, Reading Education, School Safety/Security, Social Emotional Learning, Special Education, Trauma-Informed Educational Practices

## Institutional Learning Outcomes

## Institutional Learning Outcomes

Students graduating from Northcentral University will be able to:

Oral Communication	Written Communication	Quantitative Reasoning	Critical Thinking	Informational Literacy	Research Skills
<b>Bachelor's</b> <i>Articulate</i> scholarly beliefs, opinions, and concepts across a wide range of contexts	<b>Bachelor's</b> <i>Provide</i> written scholarly beliefs, opinions, and concepts across a wide range of contexts	<b>Bachelor's</b> <i>Provide</i> interpretation, representation, calculation, application, and analysis of data and information in authentic contexts	<b>Bachelor's</b> <i>Analyze</i> own and others' assumptions and arguments	<b>Bachelor's</b> <i>Use</i> resources needed in order to support a decision or address a problem	<b>Bachelor's</b> <i>Demonstrate</i> research skills necessary to complete the culminating experience for the degree.
<b>Master's</b> <i>Verbally provide</i> scholarly beliefs, opinions, and concepts across a wide range of contexts	<b>Master's</b> <i>Relate</i> written scholarly beliefs, opinions, and concepts across a wide range of contexts	<b>Master's</b> <i>Analyze</i> interpretation, representation, calculation, application, and analysis of data and information in authentic contexts	<b>Master's</b> <i>Evaluate</i> own and others' assumptions and arguments	<b>Master's</b> <i>Determine</i> resources needed in order to support a decision or address a problem	<b>Master's</b> <i>Determine</i> research skills necessary to complete the culminating experience for degree
<b>Doctoral</b> <i>Verbally relate</i> scholarly beliefs, opinions, and concepts across a wide range of contexts	<b>Doctoral</b> <i>Interpret</i> written scholarly beliefs, opinions, and concepts across a wide range of contexts	<b>Doctoral</b> <i>Assess</i> interpretation, representation, calculation, application, and analysis of data and information in authentic contexts	<b>Doctoral</b> <i>Synthesize</i> own and others' assumptions and arguments	<b>Doctoral</b> <i>Integrate</i> resources needed in order to support a decision or address a problem	<b>Doctoral</b> <i>Integrate</i> requisite research skills necessary to complete the culminating experience for degree

## Academic Sessions

The academic year for the JFK School of Law at National University JD Program is divided into two 16-week semesters and one 10-week summer session:

Term	Dates
Fall Semester	Mid-August through mid-December
Spring Semester	Early January through mid-May
Summer Session	Late May through mid-August

Note: Part-time students in the JFK School of Law at National University generally complete their JD program in four years.

## University Breaks and Holiday Closures



The University offices are closed on the following holidays and students are notified through the University's messaging system of such closures:

<b>Break/Holiday</b>	<b>Upcoming Closure Dates</b>
New Year's Day	Saturday, January 1, 2022
Martin Luther King Jr. Day	Monday, January 17, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth Observed	Monday, June 20, 2022
Summer Break	Monday, July 4, 2022, through Sunday, July 10, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving	Thursday & Friday, November 24 & 25, 2022
Winter Break	Monday, December 26, 2022, through Sunday, January 1, 2023

## Commencement Calendar

The current commencement calendar and general information about the University's commencement process and ceremony schedule can be found at <http://www.ncu.edu/commencement>.

## Welcome Letter from the Dean

The JFK School of Law at National University is an exciting place to launch your future as a legal professional and engaged citizen. As you prepare to meet your professional goals and forge a successful and rewarding career as a practicing attorney, business executive, or community leader, you'll also be developing the critical thinking and analytical skills needed to address the policy issues and considerations of your community and of our time.

Every aspect of our program emphasizes hands-on and experiential learning. Dedicated students in our program will do more than learn the law—they will learn how to be lawyers. Our innovative curriculum combines substantive courses in law along with practical skills courses such as trial advocacy, legal research and writing, internships, and clinical programs. Our outstanding full-time core faculty are joined by impressive adjunct faculty, all of whom bring a wealth of practical experience and teaching ability to the classroom. Hailing from a wide range of backgrounds, the students at the University also enrich the learning environment and bring diversity to the student experience. Finally, our supportive alumni network may mentor and provide internships to train our students to become ethical and socially responsible advocates.

I invite you to explore the JFK School of Law at National University and welcome the opportunity to meet with you and introduce you to the engaged, passionate, and resource-rich learning community you will find here. You can be assured that your educational experience will be transformative, will unlock your potential, and will provide you the opportunity for great personal and professional success.



Lisa S. Hutton

Dean of the School of Law

# JFK School of Law at National University

## Juris Doctor Program

The JFK School of Law at National University offers an online program leading to the Juris Doctor (JD) degree. The program is designed to meet the individual needs of the student in the most supportive environment possible.

Students at the JFK School of Law at National University have a rich diversity of backgrounds and life experiences. Some are recently out of undergraduate studies while others are from professions and occupations. Our students range in age from their early 20s to their 60s.

The JFK School of Law at National University is committed to the highest quality of legal education. Students receive a thorough grounding in substantive law and in the practical skills necessary to become competent practitioners. No effort is stinted to develop the principles and proficiency in legal analysis, writing, research, and advocacy. In addition, we encourage all students to pursue internships and clinical programs in order to experience practical application of the substantive law and to develop valuable relationships with the legal community.

As part of the law school's mission statement, the JFK School of Law at National University advocates the participation of the lawyer in public service. Our clinical and internship programs introduce the student to the valuable work lawyers play in improving the lives of the disadvantaged. All students are required to complete a minimum of 60-hours of public interest legal work.

## Mission Statement

The mission of the JFK School of Law at National University is to provide a challenging and comprehensive legal education in a supportive learning environment to a nontraditional and diverse community of learners dedicated to the professional, ethical practice of law and the pursuit of social justice.

- Our academic program is intellectually challenging and personally demanding, requiring students to balance their community, employment, and family commitments with their educational goals.
- Our academic program provides students a balanced substantive and practical legal education, focused on building the skills and competencies necessary to gain admission to the practice of law and to meet the rigorous professional demands of law practice in a compassionate and thoughtful manner.
- Our academic program encourages student participation and collaboration, access, and mutual understanding, and employs a variety of teaching methods to promote a more productive learning environment.
- Our students come from varied educational, professional, and cultural backgrounds. Their life experiences contribute to the quality of the educational program and will enhance their ability as practitioners to respond to the human considerations and values at the heart of all legal issues.

- Our students and graduates have a strong interest in community service, in promoting social justice, and in participating in the legal process in creative and productive ways beyond traditional adversarial models.
- Our graduates are highly competent and responsible legal professionals who value their clients; who counsel them toward fair, just, and creative resolutions of their conflicts; and who are aware that the law should not be used as a tool to promote individual greed, unfair results, or abuse of the legal system.

## Programmatic Accreditation

The JFK School of Law at National University is accredited by The Committee of Bar Examiners of the State Bar of California. Accreditation by The Committee of Bar Examiners permits graduates from JFK School of Law at National University to take the California Bar Examination upon graduation and, when the graduate passes and complies with all other admission requirements, to practice law anywhere in California, in both State and federal courts.

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

The University makes no promise or guarantee that a student who completes the Juris Doctor degree will be licensed or admitted to practice law in California or any other State. Individual States have their own specific requirements for sitting for the bar exam including, but not limited to an individual's history and character to pass the Character review. Further, some states do not acknowledge State Bar of California approval as qualifying a student to take the Bar admission.

## Student Support Services

### Enrollment Services

Enrollment Services is comprised of the following teams:

**Admissions** - This area makes the initial contact with interested parties and prospective students to explain University programs and systems of delivery. Admissions Advisors assist prospects through the application process. Please contact [admissions@ncu.edu](mailto:admissions@ncu.edu) or 866-776-0331 for information.

**Enrollment** - This department provides final admissions support, collects required admissions documents prior to a student being accepted into the University, and has a primary goal of transitioning applicants into enrolled students. The Re-Entry Team is specifically geared towards the re-enrollment of past graduates and non-completers of the University. Please contact 1-888-628-6911.

**New Student Advisor** - The New Student Advisors supports student from the time that they enroll and through their first week of class ensuring that student have everything that they need to be successful such as orientation or and walk to class. The New Student Advising team ensures that students are prepared for class and help them become acclimated to being an student.

## Office of the Registrar

The Office of the Registrar is the official record-keeper of the University and is responsible for maintaining the accuracy and integrity of all academic records of current and former students. The Office provides for a variety of services to current and former students and external and internal constituencies. Responsibilities, assignments, and services include but are not limited to, reviewing, evaluating, and determining basis for admission; transfer credit evaluation and application; record maintenance; transcript processing; university withdrawal and dismissal; enrollment reporting; student record verifications; grade change processing; degree conferral, diploma processing, and guiding students through the publishing process of dissertations; policy management and catalog publication; and FERPA compliance. The official custodian of records at the University is the University Registrar. Additionally, the Office of the Registrar leadership serves as a member of various University Committees.

# University Transcripts

## Official Transcripts

An official transcript is a copy of the student's permanent academic record and is issued by the University Registrar. The transcript will include all courses completed and grades received while attending the University. Official transcripts can be ordered at any time, however, degree information will not be provided until the degree has been conferred. The transcript will be signed and dated by the registrar, and display the University seal.

Official transcripts can be ordered by visiting the [University's transcript ordering portal](#). The cost is \$12.50 for each transcript. If a student needs an official transcript expedited, there will be an additional cost to the student.

Official transcripts are printed on blue security paper and contain the University name, address, and telephone contact information, the school logo, and are signed by the University Registrar or designee. All official electronic transcripts are processed through a secure third-party transcript servicer.

NOTE: In the event of a school closure, the University will work with the Bureau for Private Post-Secondary Education (BPPE) of California to ensure that a custodian of records is established at the time of the school closure. The designated custodian of records will be responsible for permanently preserving and managing the University's student transcript records.

## Unofficial Transcripts

An unofficial transcript is an uncertified copy of a student's academic record and includes all courses completed and grades received while attending the University. The unofficial transcript record is available free of charge to all students and alumni in good standing with the University by requesting it from the student or alumni web page.

The unofficial transcript is a downloadable document that is unsigned and carries no school logo. The unofficial transcript will contain the University name, address, and telephone contact information, and will be marked as an unofficial transcript issued to the student. A transcript legend page approved by the University Registrar is available as an optional printed page. All information fields are password protected and non-changeable. The University takes all necessary security measures to protect and secure the address, transcript status, course grades, and legend information.

Unofficial transcripts will not be downloaded on a student or alumnus' behalf, nor will a paper copy be created and mailed to the students and/or alumni. Students and alumni must download their own unofficial transcript.

## Transcripts for Closed Schools

The University is the custodian of records for the schools and programs listed below. If you attended one of these schools and would like to request an official transcript, click on the school name to be redirected to the transcript ordering portal for that institution:

- [Patten University](#) (1978 - 2020)
- [Oakland Bible Institute](#) (1944 - 1978)
- [New College of California](#) (Law Programs)
- [John F. Kennedy University](#) (Law and Flexcourse Programs)

## Academic and Finance Advising

Academic and Finance Advisors, working in school-related teams, provide students with academic and financial support for their individual degree programs, and through frequent and scheduled contact with individual students, help support students as they matriculate through their program. Academic and Finance Advisors assist students with understanding policy and procedures that affect students' academic experience as well as providing support with regards to the students' financial account. Information about contacting Academic and Finance Advisors is found on each Course Registration Information (CRI) issued upon

registering a student in a course at the University. The contact information for Academic and Finance Advisors is listed on the right-hand side of *NCUOne*.

## Disability/ADA Services

In compliance with the Americans with Disabilities Act, the University assists qualified students with the opportunity to gain equal access to information and course contact through a process called academic accommodation. With the assistance of an academic accommodation (usually a time extension), a student who is otherwise qualified should be as successful as a student without a disability. For additional information, see the [Student Rights & Responsibilities](#) section.

## E-mail Messages/Notices to Students

The Dean's office and faculty send important notices and event information via e-mail to students at their university-issued University email address. You are expected to check your University email account regularly, to read all emails from the JFK School of Law at National University, the Dean's office or faculty and you will be deemed to have notice of the contents therein.

## Center for Teaching and Learning (CTL)

The Center for Teaching and Learning (CTL) at the University is dedicated to ensuring every student's academic success and providing faculty the necessary tools and resources to excel in teaching. The ultimate goal of the CTL is the creation of a culture of engagement.

Access the Center for Teaching and Learning from the *NCUOne* homepage. Students can find resources and support within the center to aid in ensuring academic success. Also, faculty can find tools and resources to assist in the teaching process.

## Academic Success Center (ASC)

The Academic Success Center (ASC) provides personalized, collaborative support to coach students through the process of learning and developing their identities as scholars and practitioners. The ASC is committed to providing an array of quality resources and services including legal writing assistance, and bar coaching assistance to support academic achievement. The ASC utilizes a holistic "tiers of service" approach to ensure each member within the University's diverse community receives assistance that is individualized and engaging.

### Tiers of Service

- Self-Directed Learning Resources – The ASC offers self-directed learning resources and tools available 24/7 on the Academic Success Center website and the Frequently Asked Questions section of the Ask a Coach page.
- Ask a Coach – ASC team members are available via ASC Chat and text during the hours posted on the website. Students can also submit a question to Ask a Coach when live assistance is not available.
- Scheduled Academic Coaching
  - Group Sessions
  - Individual Sessions
  - Recorded Sessions

The ASC access is provided from the Resource Centers menu located at the top of the *NCUOne* home page. Or you may visit <https://resources.nu.edu/academicsuccesscenter>.

Need help? There are several methods that you can use to contact us.

- ASC Chat
- Form: [Ask a Coach](#)
- Email: [askacoach@ncu.libanswers.com](mailto:askacoach@ncu.libanswers.com)
- SMS: 928-440-1325

# JFK School of Law at National University Support Services

The JFK School of Law at National University has its own Academic Support services, designed to offer strategic supplementary activities that will assist students in building the knowledge and skills they need to excel in law school. Such services include:

1. Teaching assistant sessions led by selected outstanding advanced students who lead discussions and exercises relating to the subject matter of the selected Bar courses.
2. Special programs held throughout the year for graduating students to give them a jump start on their Bar study.

Further, all students are provided access to the BarBri bar exam review program from the start of their studies.

## The Commons

The Commons is the internal virtual space for the University community – students, faculty, and team members – to meet, contribute, and share ideas and support outside of the program courses. The Commons gives you the opportunity to be directly connected to your University communities through *NCUOne*.

The Commons was created to provide University students, faculty, and team members with an opportunity to connect and engage, virtually.

The Commons allows you to:

- Follow various communities
- Virtually meet your faculty and students
- Share experiences and support
- Read what others are doing and thinking
- Receive school announcements
- Follow conversations about issues in your field
- Start a conversation on a topic of interest
- Receive email alerts when new activity occurs in the communities you belong in

## University Library

The University Library provides high-quality resources to support both the university curriculum and lifelong learning. The collection includes thousands of peer-reviewed journals, as well as newspapers, magazines, videos, e-books, dissertations, and more. The free Interlibrary Loan service allows users to request and electronically receive articles, book chapters, reports, or other resources when not available in full-text. The University alumni have continued access to a growing collection of journals and databases following graduation.

Library staff members are available to help students, faculty, and staff with using the Library and its resources. Live real-time support is available via chat, phone, and text message. You may also send an email or submit questions to the Ask a Librarian service 24 hours a day, 7 days a week and you will receive a timely and comprehensive response during the posted business hours. Finally, you may schedule one-on-one appointments with a reference librarian to discuss search strategies for your research assignment, thesis, or dissertation.

Self-help resources are available anytime on the [Learn the Library Guide](#). These include library guides, recorded workshops, tutorial videos, and Frequently Asked Questions. Quick Start Videos, including the Library Website Quick Tutorial and Search Like an Expert, are a great starting point for learning how to use the library resources. Additionally, Library staff members present live workshops focused on navigating the Library website, searching in the databases, using reference management tools,

and conducting scholarly research. All live workshops are published on the Library Events calendar. Join a live session to ask questions and engage with library staff members and fellow peers.

Library access is provided from the *NCUOne* home page. Simply click the Library link at the top of the screen. Or, you may visit <http://library.nu.edu/>.

Need help? Ask a Librarian:

- Call: 888-628-1569
- Text: 928-550-6552
- Email: [library@nu.edu](mailto:library@nu.edu)
- [Chat with Us](#)
- [Search Frequently Asked Questions](#)

## Alumni Services and Benefits

Students who were awarded a degree from the University are considered graduates or University alumni. The University alumni have continued access to a number of journals and databases in the University Library and IRB services. Other alumni benefits include:

- Alumni Communities including Social Media Alumni Groups, Alumni Association App, and the Commons
- Alumni Events including volunteer opportunities in your community
- Alumni Features, Highlights & Blog Opportunities
- Friends and Family Preferred Tuition Rate
- Student and Alumni Store

Many more benefits are in the works and coming in the near future related to help publishing and collaborating on research. Further details about the University Alumni program can be found at [www.ncu.edu/alumni](http://www.ncu.edu/alumni). Please email [alumni@ncu.edu](mailto:alumni@ncu.edu) for any further questions or ideas. The University does not offer job placement assistance and cannot guarantee job placement upon program/course completion or upon graduation.

## Juris Doctor Admissions Requirements

### Non-Discrimination Policy

The University does not permit discrimination or harassment on the basis of race, ancestry, national origin, religious creed, age, sex, gender, gender identity, gender expression, sexual orientation, color, physical or mental disability, marital status, military or veteran status, or medical condition, under any program or activity under its control. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University actively encourages applications from members of all groups that are under-represented in higher education.

## Admissions

Several times a year, the JFK School of Law at National University hosts Information Seminars and Open Houses for people who are considering going to law school. Topics covered include the demands of our academic program, admission requirements and procedures, and the specific features of our program. The dean, faculty, and staff host these events with a panel that often includes students and graduates who talk about their law school experiences. Please visit the University's website at [www.ncu.edu](http://www.ncu.edu) for the date of the next event.

Applicants are encouraged to apply before the deadlines to take advantage of a rolling admissions policy. As part of the commitment to make law school a feasible reality, admissions decisions for qualified students are made on an ongoing basis to give students as much time as possible before starting the program. All applications must be on file by the deadline in order to

ensure a timely admissions decision. This includes the completed application form, personal statement, transcripts, and any other supporting documentation. Law School Admission Test (LSAT) scores are requested by the JFK School of Law at National University from the Law School Admission Council.

Transcripts and other documents may also be accepted through the Credential Assembly Service (CAS). In rare cases, LSAT scores and transcripts may be accepted after the deadline.

## **Application Information**

Applications to the JFK School of Law at National University's Juris Doctor degree program (JD program) are reviewed by the Admissions Committee. The selection of applicants for admission to the JD program is based upon a combination of factors including, but not limited to, academic record, LSAT score, maturity, work experience, professional promise, personal statement, writing ability, special interests, and non-academic accomplishments. Admission decisions are made independent of the need for financial aid. All applicants must acknowledge that they have read and will abide by the policies outlined in the University's Enrollment Agreement.

## **Applicants for Admission**

To be eligible for admission to the JD program, all applicants (regardless of the category of admission they fall under with the exception of "Special Status") must have a completed application including official transcripts and personal statement and (1) a bachelor's degree from an accredited university; or (2) an associate of arts or science degree from an accredited university; or (3) a minimum of 60 undergraduate college-level credits completed with a "C" or better.

All letters of acceptance to the JD program by the Admissions Committee are conditional upon 1) review of official transcripts by the Office of the Registrar and 2) acceptance of sufficient undergraduate credits to satisfy this requirement.

## **Applicants for Standard Admission**

To be considered for standard admission to the Juris Doctor program, applicants must have (1) a bachelor's degree from an accredited university; or (2) an associate of arts or science degree from an accredited university; or (3) a minimum of 60 undergraduate college-level credits completed with a "C" or better, and a completed application including official transcripts and a personal statement.

It is not required, but it is recommended that potential students also submit a Resume and/or Letters of Recommendation and an official LSAT score.

All letters of acceptance to the JD program by the Admissions Committee are conditional upon 1) review of official transcripts by the Registrar's office and 2) acceptance of sufficient undergraduate credits to satisfy this requirement.

## **Applicants for Admission with Special Status**

Applicants who do not meet the above education criteria for admission with regular status may be considered for admission with special status. A special status student is one who, through life, work, and experience, has demonstrated a level of accomplishment and maturity required to succeed in law school. For special status students, it is required that applicants have an official LSAT score.

In addition to a completed application, including official transcripts, personal statement, and an official LSAT score, special status applicants must also (1) submit at least two letters of recommendation attesting to their apparent ability to study law and (2) achieve an LSAT score at or above the 50th percentile. After completion of the first year of law study, special status students must take and pass the First-Year Law Students' Examination administered by The Committee of Bar Examiners.

## **Applicants for Admission with Advanced Standing**



Applicants who have previously attended law school may apply for admission with advanced standing. Such applicants must fulfill the same application requirements as beginning students, stated above, and demonstrate that they are in good standing at the law school last attended through submission of an official letter from the school's dean or registrar and an official transcript. Applicants with prior law school experience at an unaccredited school will be considered for admission with advanced standing only if they have passed the First-Year Law Students' Examination.

The Academic Standards Committee will determine the amount of allowable transfer credit in accordance with the Rules and Guidelines set forth by the Committee of Bar Examiners of the State of California. Only academic courses completed within the previous 36 months prior to enrollment and in which a good-standing level grade was attained will be considered for transfer credit.

## **Applicants Previously Dismissed from Law School**

An applicant who is not in good standing at their prior law school for any reason must demonstrate that they possess the requisite ability to succeed at the study of law and that the prior academic disqualification was caused by extraordinary circumstances not likely to reoccur. The applicant must present credible evidence that the disqualification was not caused by the applicant's lack of capability to satisfactorily study law but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at their normal level. If more than two years have elapsed since disqualification, an enhanced potential to succeed in the study of law must be demonstrated.

Transfer credit will only be considered if the student was advanced to the second year in good standing at the prior law school, subject to the same restrictions stated in the above section for applicants with advanced standing.

Any applicant who was previously disqualified from another law school must submit an official LSAT score with their application to be considered.

## **Applicants for Non-Degree**

The following individuals may apply as non-degree students:

1. students currently in good standing at other accredited law schools,
2. graduates of accredited law schools, and
3. licensed attorneys. Some required and elective courses may be audited with the permission of the dean. Writing courses, Appellate Advocacy, Trial Advocacy, and some other courses may not be taken as non-degree.

Applicants for admission as non-degree students must submit the application and a letter or e-mail to the dean indicating the course(s) the applicant wishes to take and the applicant's qualifications for understanding the coursework and contributing to classroom discussion. Non-degree applicants may be required to submit additional documents to establish eligibility for admission. Non-degree applicants who are attending law school elsewhere must also submit a letter from the dean or registrar of their current law school verifying enrollment and good academic standing, stating which course(s) the applicant has the approval to take, and confirming that the current school will award credit if the student passes the course(s). Admission on such basis is at the discretion of the dean.

Documents may be required to establish eligibility to enroll.

## **International Applicants**

The JFK School of Law at National University admits international students who meet the requirements set by the University, The Committee of Bar Examiners of The State Bar of California, and the United States Citizenship and Immigration Services (USCIS).

The JFK School of Law at National University requires the following documents before such an admission decision will be made: enrollment application, Certification of Finances, official TOEFL report with a score of 80+, an in-depth autobiography,

and official transcripts sent directly from all institutions previously attended. Certified translated copies of transcripts are required if the original transcripts are not in English.

In addition, the Committee of Bar Examiners of the State Bar of California requires an evaluation of prior academic work by an approved credential evaluation service.

The USCIS requires that international students seeking F-1 non-immigrant status must show proof of adequate funds to meet the expenses of studying and living in the United States.

The Certification of Finances form is available from the Office of International Education.

The applicant may be requested to schedule an interview with a faculty member once all required documentation has been submitted.

## Incomplete Application Files

Incomplete application files are held for one year from the term of application. Applicants who did not complete the application process within one year of the term of the original application must reapply.

## Address for Submission of Transcripts

Transcripts should be sent to the Office of the Registrar electronically for processing at [transcript@ncu.edu](mailto:transcript@ncu.edu).

## Technical Requirements

The minimum technology requirements for the JD program are outlined below. In addition, students must also be able to navigate the internet. Students are responsible to check *NCUOne* and their University-issued student email accounts on a regular basis, including electronic communications sent via email and/or the *NCUOne* LMS messaging system, and to advise the University of any related problems.

Recommended hardware requirements:

- Intel P4 (minimum of 2 Ghz) or faster processor
- Minimum 2GB or greater is recommended
- Minimum 40 GB of free hard disk space, 50 GB or greater is recommended
- Minimum of 56 Kbps or faster modem, Broadband (high-speed at 144 Kbps or faster), DSL, Cable or better is recommended
- Color monitor, keyboard, mouse and access to a printer
- Web Camera, headset, and speakers (for required synchronous activities in LMS and proctored exams)

Recommended software applications for PC systems:

- Minimum of Microsoft Windows 10 is recommended
- Minimum of Microsoft Office 2010 or above is recommended
- IE 8, Firefox 3.6 or Safari 4.0
- Adobe Reader 10 or latest version and Adobe Flash Player 30
- High-quality antivirus software

Recommended software applications for MAC systems:

- MAC OS X is recommended
- Microsoft Office 2011 for MAC or above
- Firefox 3.6 or Safari 4.0
- Adobe Reader 10 or latest version and Adobe Flash Player 30

- High-quality antivirus software

## **Transfer Credit**

The Academic Standards Committee makes determinations about what credits will be accepted for transfer pursuant to the Rules and Guidelines of the Committee of Bar Examiners of the State Bar of California.

Students may be eligible to transfer a maximum of 54 credits completed at an ABA-accredited or California State Bar-accredited law school, and for courses in which the student received a grade in good standing at the awarding law school of C or better or the equivalent, except that for a student who has passed the First Year Law Student's Examination, credit may be given for Torts, Criminal Law and Contracts, even if the grade would be less than required for good standing

No credit may be awarded for work completed at a registered, unaccredited law school unless that student has passed the First Year Law Students' Examination, and no credit shall be awarded beyond the first year of study for that student and prior to passing the examination unless they passed the exam within three administrations of becoming eligible to take it.

Transfer credit will not be awarded for any courses taken more than 36 months prior to enrollment unless good cause is shown and documented; the student acknowledges their responsibility to keep their knowledge current to pursue licensure; and it is still possible for the student to complete their legal education within the 84 months required by the Committee of Bar Examiners of the State of California.

Students who are transferring to the JFK School of Law at National University may only receive credit for whole courses, in an amount not to exceed the credit granted by the awarding law school. Additionally credit may not be for numerically graded, required courses if the credits from the administering institution are not equivalent to the number of credits required for completion of the JD degree program. Further, if the student takes a required course for credit greater than that required by the JFK School of Law at National University, the student will receive transfer credit only for the number of units required by the JFK School of Law at National University (e.g., Trial Advocacy is a three-unit course at the JFK School of Law at National University; thus, a student may receive only three units of transfer credit, even if the Trial Advocacy course taken at the other institution is worth more than three units). Students may not apply the excess unit(s) to any other coursework, required or elective.

Grades earned in coursework taken at another institution will not be calculated in the student's JFK School of Law at National University cumulative grade point average.

When applying for the California Bar Examination, students should be aware that The Committee of Bar Examiners of The State Bar of California may require them to send official transcripts from all law schools attended. Therefore, official transcripts sent directly from any other law school might be necessary even though NU accepted the units for transfer.

## **Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at the University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the University to determine if your credits or degree, diploma, or certificate will transfer.

## **Student's Right to Cancel**

Students have the right to cancel the Enrollment Agreement and obtain a full refund of charges through attendance in Week 2 (day 14 of the first semester). Applicants who wish to cancel an enrollment agreement must contact their Academic and Finance Advisor before attending Week 3 (day 15 or beyond) of your first semester. Cancellation or Withdrawal will be effective on the date that the notice is received.

The University reserves the right to cancel or terminate the agreement if the applicant does not attend their first semester, meet basic academic requirements during provisional admissions periods, violate the Student Code of Conduct, fail to make satisfactory academic progress, fail to make payment in accordance with the terms of the student finance agreement, and/or fail to meet attendance requirements as outlined in this Catalog.

If students obtain loan(s) to pay for their educational program, they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund that is owed under the refund policy.

## **Cancellation of Admission**

Admission is canceled if the admitted applicant does not start courses within one-year of acceptance to the university. Applicants must re-apply after one year.

## **Readmission**

Students who leave the University must reapply before resuming their studies. Upon return, students must provide transcripts from all colleges attended during their absence from the JFK School of Law at National University and complete a readmission application. The University has established leave of absence policies to accommodate students who must leave their studies for a period of time; see the [Leave of Absence](#) policies in this catalog for details.

Students should note that after an absence of five years or more, their files may be destroyed. In that case, students must provide new copies of all transcripts, writing samples, portfolios, and meet any other admission requirement as prescribed for their program in addition to submitting a new application form and fees.

Readmission is not guaranteed and is at the discretion of a program. Readmitted students are under the catalog requirements of their program at the time of their readmission. A student is required to fulfill the current program requirements. Students applying for readmission are not eligible for a deferment of their readmission.

## **Reapplication After Absence**

Applicants who previously attended the JFK School of Law at National University and have been absent for any length of time without an approved leave of absence must formally reapply. They are subject to the application and admission policies and requirements in force at the time of reapplication.

All original documents submitted to the JFK School of Law at National University as part of the application process become the property of the University.

## **Reapplication After Denial of Admission**

Applicants who have been denied admission may reapply if an important component of their original application has changed, such as a new LSAT score or an additional college degree.

## **Denied Admission**

The JFK School of Law at National University may deny any applicant whose academic record indicates a lack of adequate preparation for university study or whose academic objectives are not congruent with those of the program to which the applicant applied. The School's decision is final, and appeals of the decision will not be considered. Due to the complexity of the admission and evaluation process, it is not possible to inform unsuccessful applicants of the reasons for the decision of the department.

# Tuition & Fees

## Tuition & Fees Disclaimer

The Catalog includes the tuition and fees in effect at the time of publication.

Payment method/details must be on record prior to course registration.

Students utilizing tuition assistance programs are responsible for timely payment of tuition and fees to the University and must recognize this may mean the student must pay the financial obligations to the University before receiving reimbursement from their tuition assistance source.

The University reserves the right to change tuition and fees, as it deems necessary. Prepayment of the entire tuition for a program of study does not exclude a student from changes to tuition and fees. Additionally, students and alumni should be aware that:

- All applicable tuition is charged and due at the time the student enters *NCUOne*
- A one-time only, per program Learning Management Fee of \$450 will be charged when a student vests in their first course
- A course materials fee will be charged per course; fees vary by program
- The course materials fee includes access to the student's electronic textbooks; some courses or students may be exempt from these charges
- Alumni needing a replacement copy of the University Diploma or Certificate are charged a replacement fee

## Program Costs

The cost of the program may vary depending on how many credits are transferred into the program at the University and other factors that may apply such as leveling courses, repeated courses, start date, etc. The information listed below provides an estimated total cost (by program length). Please contact an Enrollment Advisor for further details at 866-776-0331.

As an online university, the University uses the total program tuition cost (which includes the Course Materials Fee (per applicable program) plus the one-time per program Learning Management Fee) in its estimated cost of attendance calculation. Non-institutional grants and scholarships, University affiliation preferred tuition rates or any other forms of tuition reduction will affect the estimated cost of attendance calculation. The University does not include the room, board, transportation, childcare, or personal expenses in its calculation of the estimated cost of attendance.

Tuition is due and payable at the time of registration each term.

Degree Program	Total # of Credit-Hours Required	Cost Per Credit-Hour	Course Material Fee (CMF) Per Course*	Total Estimated Cost of Program**
Juris Doctor	82	\$690	\$296	\$66,502

\*The course materials fee is only applicable for courses over one credit.

\*\*Total Estimated Cost of Program may vary depending on how many credits are transferred into the program and other factors that may apply such as leveling courses, repeated courses, etc. Rates reflect today's credit requirements based on current course tuition rates and include the one-time learning management fee of \$450 and a course materials fee (CMF) that will be charged per course to cover all of the materials (text and other) for the course.

## Non-Degree Tuition Rates

(Refer to <http://www.ncu.edu/tuition-and-admissions/tuition>)

Degree Type	Base Per Course Tuition Rate
Non-Degree (Undergraduate)	\$1,383
Non-Degree (Graduate)	\$2,760

Total program costs reflected are calculated based on standard degree program credits exclusive of the program's potential evaluation track. The actual cost of program is determined on the program and track student enters, transfer credits if any and other unique student factors. For more information: please contact Admissions.

**NOTE:** Tuition rates may vary based on a variety of factors. Contact your Academic and Finance Advisor if you have questions about your tuition rate.

## Miscellaneous Fees

Description of Miscellaneous Fees	Fee Amounts
Learning Management Fee, one-time, per program as noted in <b>Total Estimated Cost of Program</b> section.	\$450.00
Duplicate Diploma Fee - Domestic/U.S.	\$50.00
Duplicate Diploma Fee - International	\$100.00
Diploma Order - 3-Day Rush - Domestic/U.S	\$125.00
Diploma Order - 3-Day Rush - International	\$175.00
Official Transcript Fee	\$12.50
Official Transcript Order - 3-Day Rush - Domestic/International	\$25.00
Certified Electronic Credential (Electronic Diploma)	\$15.00
Declined Credit Card Fee	\$25.00
Late Payment Fee	\$25.00
Returned Check Fee	\$25.00

## Miscellaneous Fee Information:

- **Official Transcript Fee** is charged for each official transcript requested
- **Returned Check Fee** is charged if a check is returned for non-sufficient funds
- **Credit Card Declined Fee** is charged if a charge to a credit card account is declined

- **Certified Electronic Credentials** are only available for University graduates who were conferred February 2021 and beyond. [Click here](#) for more information on Certified Electronic Credentials.

**NOTE:** All fees are non-refundable.

## Financial Policies

### Method of Payment

Students have access to a variety of financing options when attending the University and should consult with their Academic and Finance Advisor (AFA) for assistance in determining which options are appropriate for their circumstances. These financing options are described in the Financial Aid and Financial Information sections of this Catalog and include:

- Self-Pay
- Federal Student Aid Loans and Grants
- Private Loans
- Internal and External Scholarships
- Tribal Funding
- Employer Tuition Assistance
- Employer Vouchers
- University Payment Plans

Students may also find additional information about financing their education at <http://www.ncu.edu/northcentral-admissions/financing>.

### Statement of Financial Responsibility

Students are required to maintain current credit card and/or eChecking account information on file in their student records. Payment information, including the methods of payment listed in this Catalog, is used to secure payment for all current and future fees and tuition charges incurred by the student. Students also agree to the University's Attendance and Continuous Enrollment policy, which enrolls students into courses on a scheduled timeline. Students authorize the University to charge their account on record for all applicable fees and tuition charges for each subsequent course without further authorization.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### Meeting Financial Obligations

The University considers all financial obligations payable immediately unless otherwise stated. Upon completion of the degree program, any outstanding financial balance is due and payable immediately. The University may withhold certificates and diplomas and prohibit participation in the graduation ceremony and/or the conferring of a degree until all unpaid financial accounts have been satisfied.

### Personal Responsibility

It is the personal responsibility of each applicant and student to determine how to pay for their education.

The University expects applicants and students to actively search for the best funding option(s) available through a review of all available information on the University Web site at [www.nu.edu](http://www.nu.edu). The University, through its numerous partnerships, agreements with corporations, businesses, educational organizations, the U.S. military, and other agencies, offers tuition benefits to employees of those entities. University staff will assist students in clarifying eligibility for any funding option offered by the

University. It is the sole responsibility of the individual applying to the University to ensure and confirm their eligibility for any funding options prior to enrollment and first course request.

Students who become aware of a tuition benefit that reduces the student's financial liability after enrolling will need to notify the University by e-mail or in writing. Submit tuition benefit inquiries to the Financial Services Office at [financialaid@ncu.edu](mailto:financialaid@ncu.edu). After a review and approval of the written request, the University will adjust the student's tuition rate. The postmark date or e-mail receipt date of final supporting documentation shall be the effective date of the change.

The University does not accommodate requests from students for retroactive consideration.

## Forbearance and Deferment Options

The University is proud of its ability to provide accredited bachelor's, master's, and doctoral degree programs in an online environment at a highly competitive price. Students and prospective students seeking financial relief while continuing their education should contact Student and Financial Services team or their lenders to discuss forbearance or other deferment options.

Forbearance may be granted at the lender's discretion for a variety of other reasons. The terms and conditions of forbearance are determined by each individual lender and may vary from student to student based upon loan indebtedness, past payment history, or other factors deemed appropriate by the lender.

There are several deferment options including active military, public service, economic hardship, and others. These deferment options do not require school certification.

The University recommends that students and prospective students address their forbearance or deferment needs with their respective lender(s) to clarify the eligibility requirements for forbearance or deferment.

## Default of Financial Obligation

If the student's financial obligations are in default (defined as not paying a financial obligation within 30 days of the due date), the University may declare the entire balance due without further notice and require full payment immediately. Failure to pay the unpaid balance within 10 days may result in any or all of the following:

- Denial of registration, transcripts\*, diplomas, grades, and graduation
- Assignment of the account for collection
- Reporting the delinquent account status to a credit bureau
- Financial dismissal from the University

\* The University does not withhold academic transcripts for residents of California.

In the event an account is delinquent, the University as well as outside agencies working on its behalf have the right to communicate with the student via email and/or cell phone regarding an outstanding balance. When an account is turned over for collection, the student is obligated to pay the University's collection expenses. If a lawsuit or other action is filed, litigation falls under California state jurisdiction and the student agrees to pay the University's attorney's fees as fixed by the trial court. If any party appeals any part of the trial court's decision, the student promises to pay the University's attorney's fees for the appeal as fixed by the appellate court.

## Waiver of Tuition/Fees

In general, the University does not grant waivers of tuition or fees. However, in the rare instance that a waiver is considered, it must be recommended by the Provost or Senior Director of Student Services and pre-approved by Registrar or the Chief Financial Officer or designee.

If a student would like to request a waiver, a student must submit the request in writing, including the reason or justification. Contact your Academic and Finance Advisor for more information.



# Refund Policy

Students have the right to withdraw from a course or the University at any time. University team members who receive a request to withdraw from the University will process the request on behalf of the student, using the date they received the request as the Request Date. See [Academic & University Policies](#) for additional information regarding a withdrawal from the University.

Students may also be administratively withdrawn from the University for Non-Attendance, Non-Payment, lack of Satisfactory Academic Progress, or violation of the Code of Conduct or Academic Integrity policy. See the [Administrative Dismissal policy](#).

Dismissed or withdrawn students receiving Federal Financial Aid are subject to the return of Title IV funds.

If a refund for a non-Title IV payment is required, the amount will be returned to the same source from which the payment was made. For example, if the payment was made by credit card, the refund will go to the same credit card where possible. If the amount cannot be refunded to the original method of payment, a check will be sent to the student using their address of record.

For third party payments, refunds will be sent to the entity who made the payment.

## Add/Drop Period

A student may drop a course prior to midnight (PST) of the fourteenth (14th) calendar day of the session by contacting their Academic and Finance Advisor (AFA). Any registration changes (including withdrawal) must be done by speaking directly with your AFA.

To accurately count session days, note that the first day of a session— and not the actual day a student attends class—counts as day one. This refund policy applies to all courses. The University counts calendar days rather than business days for determining refunds. Therefore, if the first day of the session is a Monday, the student would need to drop prior to midnight (PST) of the Sunday, the fourteenth day of the session to receive at least a partial tuition credit.

## Calculating Refunds

In the event of course drop or withdrawal from the University, refunds are based on amounts already paid by the student and on when the course drop and/or University withdrawal are requested.

- If a student requests to withdraw from the University prior to course registration, pre-paid tuition for courses in which the student is not yet registered is refunded 100%
- If a student requests to drop a course more than 14 days from and including the course start date, it is considered a course withdrawal, and full tuition and Course Material Fees are charged
- If the date given in Course Registration Information as the last date to withdraw from a course without academic penalty has passed, the student will receive either a grade of "F" or No Credit (if the student has withdrawn from the class after 71% of the class is completed, or a grade of W (if the student withdraws after the last date of the drop period but before 71% of the class is completed)
- Students receiving Federal Financial Aid may be subject to the return of Title IV funds

## Refund Processing Time

Tuition refunds are provided within 30 days of the withdrawal request date or the date the course is dropped. The student will be notified if a balance is due to the University.

## State-Specific Refund Policies

### Alabama Refund Policy

The following refund policy applies to Alabama residents.

1. The student has the right to cancel the Enrollment Agreement within 3 days after entering into it. If the student has paid any fees or tuition to the University before cancelling, all monies paid will be refunded. Refunds of all prepaid tuition will also be refunded if the student cancels after the 3 days, but prior to starting the course.
2. A student who has not cancelled within 3 days of enrollment shall be entitled to a pro-rata refund of fees or tuition paid if the student withdraws before completing 60% or more of the course. Refunds shall be paid within 30 days after the date of withdrawal, and the student does not have to request a refund.
3. After completing 60% or more of the course, the student shall not be entitled to a refund.
4. Refunds shall be paid first to the student's financial aid sponsors and then to the student.
5. A full refund is due to students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

## California and Washington D.C. Refund Policy

The following refund policy applies to California and Washington D.C. residents.

Students who cease enrollment at the University, either through withdrawal or dismissal, will receive a pro-rata refund of tuition if the student has completed 60% or less of the period of attendance. For the purpose of calculating the student's refund, the student's withdrawal date is the last day of recorded attendance. The period of attendance is defined as the start date to the scheduled end date of any courses in progress at the time of withdrawal or dismissal. If a student is enrolled in more than one course concurrently at the time of withdrawal/dismissal, each course will be calculated independently. The schedule below shows the refund percentage by day of attendance. Credit balance on the account at the time of withdrawal will be processed within 45 days of the date of withdrawal.

If a student's tuition is paid either by a third party or by a scholarship or grant, any refund due will be issued directly to the third party or returned to the scholarship/grant program unless otherwise directed by the third party.

Refund Schedules per Course Duration (weeks) for Non-Term Programs							Refund Schedules per Term Duration (weeks) for the JFK School of Law at National University Programs					
	6		8		12		10		11		16	
Week #	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref
1	17%	100%	13%	100%	8%	100%	10%	100%	9%	100%	6%	100%
2	33%	67%	25%	75%	17%	83%	20%	100%	18%	100%	13%	100%
3	50%	50%	38%	63%	25%	75%	30%	70%	27%	73%	19%	81%
4	60%	40%	50%	50%	33%	67%	40%	60%	36%	64%	25%	75%
5	>60%	0%	60%	40%	42%	58%	50%	50%	45%	55%	31%	69%
6	100%	0%	>60%	0%	50%	50%	60%	40%	55%	45%	38%	62%
7	n/a	n/a	>60%	0%	58%	42%	>60%	0%	60%	40%	44%	56%
8	n/a	n/a	100%	0%	60%	40%	>60%	0%	>60%	0%	50%	50%

9	n/a	n/a	n/a	n/a	>60%	0%	>60%	0%	>60%	0%	56%	44%
10	n/a	n/a	n/a	n/a	>60%	0%	100%	0%	>60%	0%	60%	40%
11	n/a	n/a	n/a	n/a	>60%	0%	n/a	n/a	100%	0%	>60%	0%
12	n/a	n/a	n/a	n/a	100%	0%	n/a	n/a	n/a	n/a	>60%	0%
13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	>60%	0%
14	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	>60%	0%
15	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	>60%	0%
16	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	100%	0%

## Georgia Refund Policy

The following refund policy applies to Georgia residents.

This refund policy is for refunding unused portions of tuition and fee charges in the event a student withdraws from or fails to begin a course or program of study.

All monies paid by a prospective student are refunded if the student requests a refund within three business days after signing an enrollment agreement, or no enrollment agreement is signed and prior to classes beginning the student requests a refund within three business days after making a payment.

The University refunds any unused portion of its tuition and fees if a student withdraws before completing fifty percent of the course. Refunds are based on tuition and fees paid for the course, made in full to the student within forty-five (45) days of the withdrawal date, and determined based on the proration of tuition and fees and percentage of course completed at the withdrawal date, up until 50% of the course, per the following pro-rata schedule.

% of Course Completed	% Refunded
Up to 10%	100%
10.01% to 20%	90%
20.01% to 30%	80%
30.01% to 40%	70%
40.01% to 50%	60%
More than 50%	0%

## Iowa Refund Policy

The following refund policy applies to Iowa residents.

1. The student has the right to cancel the Enrollment Agreement within 3 days after entering into it. If the student has paid any fees or tuition to the University before cancelling, that will be refunded within 10 days.
2. A student who has not cancelled within 3 days of enrollment shall be entitled to a pro-rata refund of fees or tuition paid if they did not complete 60% of the course(s). An Iowa resident who withdraws from the University receives a tuition reduction equal to 90% of the tuition charged for the dropped course(s), multiplied by the pro-rata amount not attended through the 60% mark. For example:

Tuition Cost per course	# of weeks in course	# of total days in course	# of days for 60%	# of days completed	Re-Calculated Tuition if less than 60%	Days Remaining to 60%	% remaining to 60%	Minimum refund
\$2,063.00	8	56	34	10	\$1,856.70	24	70%	

1. Refunds shall be paid within 45 days after the date of withdrawal, and the student does not have to request a refund.
2. After completing 60% or more of the course, the student shall not be entitled to a refund.
3. Exception: An Iowa resident who withdraws from the University during a course(s) due to physical incapacity receives a reduction of tuition charges proportionate to the number of days in the course that the student did not complete. The University reserves the right to request documentation of physical incapacity. Course drop fees do not apply to Iowa resident students who withdraw from the University.
4. Refunds shall be paid first to the student's financial aid sponsors and then to the student.
5. A student's date of withdrawal is the last date the student participated in a course.

## Military Deployment

An Iowa resident who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty has the following options:

- i. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- ii. Make arrangements with the University for a course grade, or to complete coursework at a later date, for all or a portion of the courses in which the student was enrolled at the time of withdrawal. The student will be charged tuition and mandatory fees in full for any course(s) for which the University assigns a grade or that the student will complete at a later date. Any course(s) for which arrangements cannot be made for grades or incompletes is considered dropped and the University will fully refund tuition and mandatory fees for that course(s).

A student must provide a copy of military orders, a letter from their commanding officer, or other documentation to support the student's request. Students that elect to complete a course(s) at a later date should refer to the University's Military Leave of Absence policy.

## Kansas Refund Policy

The following refund policy applies to Kansas residents.

Students who complete 25% or less of a course and withdraw shall be eligible for a pro-rata refund. The completion percentage shall be based on the total number of calendar days in the course and the total number of calendar days completed. After a student has attended at least 25% of the course, tuition and fees shall not be refundable.

## Maryland Refund Policy

The following refund policy applies to Maryland residents.

The minimum refund that the University shall pay to a Maryland student who withdraws or is terminated after completing only a portion of a course is as follows:

Proportion of Total Course Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

## Oregon Refund Policy

The following refund policy applies to Oregon residents.

The minimum refund that the University shall pay to an Oregon student who withdraws or is terminated after completing only a portion of a course is as follows:

Refund Schedules per Course Duration (weeks) for Non-Term Programs							Refund Schedules per Term Duration (weeks) for the JFK School of Law at National University Programs					
	6		8		12		10		11		16	
Week #	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref	% Comp	% Ref
1	17%	100%	13%	100%	8%	100%	10%	100%	9%	100%	6%	100%
2	33%	75%	25%	75%	17%	83%	20%	100%	18%	100%	13%	100%
3	50%	50%	38%	63%	25%	75%	30%	70%	27%	75%	19%	81%
4	>50%	0%	50%	50%	33%	67%	40%	63%	36%	67%	25%	75%
5	>50%	0%	>50%	0%	42%	58%	50%	50%	45%	58%	31%	69%
6	100%	0%	>50%	0%	50%	50%	>50%	0%	55%	50%	38%	62%
7	n/a	n/a	>50%	0%	>50%	42%	>50%	0%	>50%	0%	44%	56%
8	n/a	n/a	100%	0%	>50%	40%	>50%	0%	>50%	0%	50%	50%
9	n/a	n/a	n/a	n/a	>50%	0%	>50%	0%	>50%	0%	>50%	0%

10	n/a	n/a	n/a	n/a	>50%	0%	100%	0%	>50%	0%	>50%	0%
11	n/a	n/a	n/a	n/a	>50%	0%	n/a	n/a	100%	0%	>50%	0%
12	n/a	n/a	n/a	n/a	100%	0%	n/a	n/a	n/a	n/a	>50%	0%
13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	>50%	0%
14	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	>50%	0%
15	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	>50%	0%
16	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	100%	0%

\* For 11-week courses, if a student passes the 50% point of the course which occurs on the 39th day of the course, they will be fully obligated to the course tuition.

## Washington State Refund Policy

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit <http://www.wsac.wa.gov/loan-advocacy> or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

## Wisconsin Refund Policy

The following refund policy applies to Wisconsin residents.

1. The student has the right to cancel the Enrollment Agreement within 3 days after entering into it. If the student has paid any fees or tuition to the University before cancelling, that will be refunded within 10 days.
2. A student who has not cancelled within 3 days of enrollment shall be entitled to a pro-rata refund of fees or tuition paid if the student withdraws before completing 60% or more of the course. Refunds shall be paid within 40 days after the date of withdrawal, and the student does not have to request a refund.
3. After completing 60% or more of the course, the student shall not be entitled to a refund.
4. Refunds shall be paid first to the student's financial aid sponsors and then to the student.
5. A student's date of withdrawal is the last date the student participated in a course.

## Student Aid

### General Student Aid Eligibility

To be eligible for FSA funds, a student must meet the criteria listed below. The University ensures that eligibility requirements are met before the awarding of aid occurs. A student must:

- Be enrolled as a regular student in an eligible program
- Not be enrolled simultaneously in elementary or secondary school
- Demonstrate financial need (for some FSA programs)
- Sign the certification statement on the Free Application for Federal Student AID (FAFSA) status that they:
  - Are not in default on a federal student loan and does not owe money on a federal student grant
  - Will use federal student aid only for educational purposes
- Show they are qualified to obtain a college education by one of the following:

- Having a high school diploma or a recognized equivalent such as a General Education Development (GED) certificate
- Completing a high school education in a homeschool setting approved under state law (or - if state law does not require a homeschooled student to obtain a completion credential - completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law)
- Enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives:
  - Passing an approved "ability-to-benefit" test
  - Completing six credit hours or equivalent coursework toward a degree or certificate
- Have a valid Social Security Number with the Social Security Administration
- Be a U.S. citizen or eligible noncitizen
- Be registered with Selective Service, if required
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt
- Be making satisfactory academic progress (SAP)
- Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while enrolled and receiving Title IV aid
- Have completed repayment of funds to either ED or the holder of a loan, as applicable, if the student has been convicted of, or pled guilty to, a crime involving fraud in obtaining Title IV aid

Students must complete the Free Application for Federal Student Aid (FAFSA) and have the results sent to the University. Once the results are received by the University, they are reviewed to ensure that the student meets all eligibility criteria. If a student is deemed ineligible due to one of the above issues, the Student and Financial Services team will inform the student of the issue so that the student can work towards a resolution.

If the student meets the eligibility criteria for federal financial aid and all the required documents have been received, they will be awarded financial aid funds.

Transfer coursework is used to establish grade level for loan eligibility. Credit evaluations from unofficial transcripts are accepted to determine loan eligibility.

## Financial Aid Programs and Assistance

The University participates in a variety of financial aid programs. Assistance may include scholarships, grants, and loans. Scholarships and grants are gift awards that do not need to be repaid. Loans are considered self-help awards, since repayment is required. The type and amounts of aid awarded depends upon the student's financial need and the cost of attendance.

The University participates in the following Federal Student Aid (FSA) programs:

### Federal Pell Grant Program

The Federal Pell Grant Program is an entitlement program for students pursuing their first undergraduate degree. Students must demonstrate financial need to qualify. Students who have already earned a bachelor's degree are not eligible for Federal Pell Grant funds.

The Federal Pell Grant Program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the federal government and is typically the foundation of an undergraduate student's aid package.

In order to determine eligibility for the Federal Pell Grant, the University must receive the results of the Free Application for Federal Student Aid (FAFSA) in the form of a valid Institutional Student Information Report (ISIR) from the Department of Education's Central Processing Service (CPS). The Federal Pell Grant Scheduled Award is based upon the official Expected Family Contribution (EFC) and the Federal Pell Grant Cost of Attendance (COA). Students cannot receive more than 100% of the Federal Pell Grant Scheduled Award within an award year, and a student's maximum duration of Pell Grant eligibility is six scheduled awards, as measured by the percentage of lifetime eligibility used (one scheduled award equals 100% lifetime eligibility used). A student is ineligible to receive further Pell Grant funds if they have reached or exceeded the 600% limit.

All Undergraduate students enrolled at the University are considered to be full-time students for purposes of calculating the Federal Pell Grant Scheduled Award.

The amount of Federal Pell Grant awarded is based upon the length of the payment periods to be funded and the EFC indicated on the student's valid SAR/ISIR.

The portion of the enrollment that is funded based upon a particular year's SAR/ISIR depends upon the student's payment periods that begin in that year. Payment periods are normally funded from the year in which they begin.

When a payment period falls into two award years (crosses over July 1st), it is called a "crossover payment period". The University will assign crossover payment periods to the award year that best meets the needs of its students and maximizes a student's eligibility over the two award years in which the crossover payment period occurs.

For an academic year, the student is awarded the full Federal Pell Grant Scheduled Award determined by the EFC and COA. When less than a full academic year is to be funded, the Scheduled Award is prorated appropriately.

Federal Pell Grant funds are generally scheduled for disbursement at the beginning of each course, module, or payment period, in conjunction with the achievement of Satisfactory Academic Progress. The funds scheduled represent, at maximum, funding for all credits that should be earned during the payment periods to be funded from the appropriate award year. Students enrolled in an undergraduate term-based program, e.g., Bachelor of Arts in Legal Studies, who are eligible for a Federal Pell Grant will have their Pell Grant award recalculated upon vesting in each course in each module to determine if the student has made changes in his/her schedule that results in a change in enrollment status or cost of attendance. Schedule changes that affect a student's Pell Grant award will result in an adjustment, increase or decrease, to the award. Adjustments will be made as soon as possible, but no later than seven days from the recalculation date. Students must post attendance and vest in each course of a module for the course to count towards the Pell enrollment status.

Federal Pell Grant funding is scheduled for all eligible students who submit a final and valid SAR/ISIR while enrolled and prior to the end of the award year.

Federal Direct Loan Program which includes:

## **Federal Stafford Loans**

### **Federal Direct Subsidized Stafford Loan**

The Federal Subsidized Stafford Loan Program provides low-interest, deferred-payment loans to undergraduate students who demonstrate financial need. These loans assist students with educational expenses.

The U.S. Department of Education subsidizes the interest on these loans while the students are enrolled in school at least half-time and during grace and deferment periods.

Students apply for the Federal Direct Subsidized Stafford loan by completing the Free Application for Federal Student Aid (FAFSA) and the Master Promissory Note (MPN). All first-time University borrowers must also complete entrance counseling prior to receiving loan funds. All students who have had Stafford loans disbursed while attending the University must complete exit counseling prior to graduation. Those borrowers who terminate attendance by means other than graduation or those who



were not able to attend exit counseling sessions will be contacted and informed of loan responsibilities in writing. All borrowers may also complete the required entrance and exit counseling on-line.

The total aggregate amount of Subsidized Stafford loans that an undergraduate student may borrow is \$23,000.

All degree programs at the University are at least an academic year in length.

## Federal Direct Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan Program provides low-interest, deferred-payment loans to undergraduate and graduate students regardless of financial need. These funds assist students with educational expenses.

Unlike the Subsidized Stafford loan program, the U.S. Department of Education does not subsidize the interest on these loans while the students are enrolled at least half-time and during grace and deferment periods.

Students apply for the Federal Unsubsidized Stafford loan by completing the FAFSA and the Master Promissory Note (MPN). All first-time University borrowers must complete entrance counseling prior to receiving funds. All students who had Stafford loan disbursed while attending the University must complete exit counseling prior to graduation. Those borrowers who terminate attendance by means other than graduation or those who were not able to attend exit counseling sessions will be contacted and informed of loan responsibilities in writing. All borrowers may also complete the required entrance and exit counseling on-line.

The total aggregate amount of Unsubsidized Stafford loans that may be borrowed is \$31,000 for dependent undergraduate borrowers (\$23,000 of which may be Subsidized Stafford loan funds), \$57,500 for independent undergraduate borrowers (\$23,000 of which may be Subsidized Stafford loan funds), and \$138,500 for graduate borrowers. Annual limits are noted in the chart below. The total amount of Subsidized and Unsubsidized loans may not exceed the maximum amounts.

Dependent students may receive an Unsubsidized Stafford loan if they do not have the financial need to qualify for a Subsidized Stafford loan. Dependent students may also qualify for an "additional Unsubsidized" Stafford loan if their parents are not eligible to receive a Federal PLUS loan.

All degree programs at the University are at least an academic year in length.

## Annual Stafford Loan Limits

Dependent Undergraduates	Base Subsidized & Unsubsidized	Additional Unsubsidized	Maximum Subsidized & Unsubsidized
First Year 1-24 credits completed	\$3500	\$2000	\$5500
Second Year 25-48 credits completed	\$4500	\$2000	\$6500
Third Year 49-72 credits completed	\$5500	\$2000	\$7500
Fourth Year and Beyond 73+ credits completed	\$5500	\$2000	\$7500

<b>Independent Undergraduates (and dependent undergraduates whose parents cannot borrow PLUS loan)</b>			
First Year 1-24 credits completed	\$3500	\$6000	\$9500
Second Year 25-48 credits completed	\$4500	\$6000	\$10500
Third Year 49-72 credits completed	\$5500	\$7000	\$12500
Fourth Year and Beyond 73+ credits completed	\$5000	\$7000	\$12500
<b>Graduate and Professional Students</b>			
Each year until lifetime aggregate is met	\$0	\$20500	\$20500

## Federal Direct PLUS Loans

### Federal Direct Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS loan provides non-subsidized low-interest-rate loans to the parents of dependent students regardless of need. These funds assist students with educational expenses.

The PLUS loan may be awarded up to the cost of attendance less any other aid awarded.

The parent borrower must meet the citizenship criteria and not be in default or owe a repayment on a Title IV loan or grant. The parent must also be able to meet the credit criteria established by the Federal Direct Loan Program. A credit check will be done for parents applying for a PLUS.

### Federal Direct PLUS Loan for Graduate and Professional Students (GradPLUS)

The GradPLUS provides a non-subsidized loan option to graduate and professional students. Students must also be able to meet the credit criteria established by the Federal Direct Loan Program, complete a GradPLUS Master Promissory Note (MPN) and complete GradPLUS entrance counseling. A credit check will be done for students applying for GradPLUS.

The Grad PLUS loan may be awarded up to the cost of attendance less any other aid awarded.

## Additional Assistance Options

Non-FSA assistance may be available to students. Click on the link below for additional information:

### Additional Assistance Options

# Employer Reimbursement

Any "employer reimbursement" or "tuition assistance" is included as part of the student's estimated financial assistance (EFA) for the purpose of determining need.

Employer reimbursement or tuition assistance is included based on the student's response on the University Financial Aid Application. The University assumes that an answer of "yes" without an explanation of terms means full tuition remission. Employer reimbursement or tuition assistance is used to cover tuition and fees only, unless otherwise noted by the student.

# Tribal Funding

The University participates in Title IV federal financial aid programs and in completing Tribal Funding Need Analysis Forms, follows the guidelines stated in Estimated Cost of Attendance (COA). As an online university, the University uses tuition costs only as its estimated cost of attendance calculation. Grants, scholarships, the University partnership discounts, or any other forms of tuition reduction will affect the estimated cost of attendance calculation.

# Private Education Loan Information

A private education loan is a non-Federal Student Aid (FSA) loan that is made to a borrower expressly for postsecondary education expenses, regardless of whether the loan is provided through the educational institution that the student attends or directly to the borrower from the private educational lender. In either case, borrowers should know that they may qualify for FSA loans or other assistance from FSA programs, and that the terms and conditions of a FSA loan may be more favorable than the provisions of private education loans. Accordingly, the University encourages students needing financial aid to pay for their education to complete the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for FSA. The University may certify a student's private education loan in situations where a student may not be immediately eligible for a FSA loan.

The University does not participate in a preferred lender arrangement with private education loan lenders, but those lenders that will make loans available to the University students or parents can be viewed on the FASTChoice website at <https://choice.fastproducts.org/FastChoice/home/3813300/1>. The University does not endorse these lenders. Borrowers can choose to use any private education loan lender that will make loans to the borrower for attendance at the University, but many private education loan lenders require a credit check. This means that lenders look at borrowers' financial history to determine if they can approve a loan, and if so, what terms they will offer the borrower.

# Scholarships

From time to time, the University offers grants or scholarships to provide students with extra financial support.

When a Grant or Scholarship opportunity becomes available, details regarding awards, deadlines, and submission requirements will be posted in the Commons on *NCUone*.

More information can be found by contacting Student Financial Services or visiting the grants and scholarships page of [NU.edu](http://NU.edu).

*NOTE: The Juris Doctor degree program is not eligible for VA benefits.*

# University Payment Plan and Fees

Description of University Payment Plans and Fees	Fee Amounts
Late Payment Fee	\$25.00

Returned Check Fee	\$25.00
Declined Credit Card Fee	\$25.00

## Payment Plans and Fee Information

- Students utilizing financial assistance programs are responsible for timely payment of tuition and fees
- Students must pay their financial obligations to the University before receiving reimbursement from their financial assistance source
- A Late Payment Fee is charged if a student fails to meet the terms and conditions of their payment plan
- A Returned Check Fee is charged when a student's payment by check does not clear their account
- A Declined Credit Card Fee is charged when a student payment by credit card is denied by the issuing credit card company

## Post-Baccalaureate Certificate, Master's Degree, Post-Master's Certificate, and Doctoral Degree Payment Plans

### Pay-in-Full (Length of Program)

Student may pre-pay the tuition for their entire degree program at the beginning of their program at the University.

### Pay-by-Course

Tuition is due at the time the student requests their course(s). The University reserves the right to change tuition rates, as it deems necessary.

## University Payment Plan

This monthly payment plan covers the direct University tuition costs for each course

- At the time of the student's Course Request, a payment plan is initiated by the student requiring monthly payments made directly to the University
- Students cannot register for a new course until all outstanding tuition and fees balances are paid in full
- The University reserves the right to change tuition rates as it deems necessary

## Procedural Steps for the University Payment Plan:

**Step One:** At the time attendance is confirmed in the course, the student submits the initial payment plan fee and schedules the subsequent monthly payments as required by the payment plan. The first payment and payment plan fee are processed on the eighth (8th) day of the course.

**Step Two:** The student's two remaining monthly payments will be processed in 28-day increments beginning 36 days from the start of the course.

## Other Important Details about University Payment Plans:

- The student's credit card on file is charged automatically each month until tuition and fees for the term are paid in full
- Fees: A \$25 fee will be charged for each month that a payment is not received on time
- If a credit card payment is declined or a check is returned due to insufficient funds, a \$25 Declined Credit Card or Returned Check Fee will be charged.
- If a student who has prepaid tuition withdraws or is dismissed from their program prior to graduating, any tuition reduction applied to such tuition prepayment is invalid
  - The student is charged the applicable tuition for all completed courses based on the full tuition rate in effect at the time each course began
  - The difference resulting from any tuition reduction and the amount charged at the full tuition rate in effect at the time each course began is deducted from the remaining credit balance prior to the refund payout

## Application and Forms

The financial aid process begins when a student indicates their interest in financial aid during the application process and discusses their intent with an Academic and Finance Advisor. Students may be eligible to receive Federal Student Aid (FSA) funds once they have completed the entire financial aid process.

### Forms

FSA forms, applications and/or instructions for applying are available on the FSA website at <https://studentloans.gov>. This site is a resource of information from the U.S. Department of Education about how to apply for and manage student loans. These forms and instructions include, but are not limited to:

- Free Application for Federal Student Aid (FAFSA) is a need analysis document published by the Department of Education
  - Students must complete the FAFSA and receive a valid federal output document in order to be eligible for Title IV funds
- Federal Direct Loan Master Promissory Note for Federal Direct Stafford Loans and/or PLUS or GradPLUS loans are required only of those students interested in borrowing through the William D. Ford Direct Loan Program
- Entrance Counseling is required for all first-time borrowers and first-time students at any post-secondary education institution

Students must complete these applications, forms, and processes electronically in order for the SFS Department to determine eligibility.

## Application Process

### FAFSA

Each applicant requesting federal financial aid must have a current and valid Institutional Student Information Report (ISIR) on file with the University and the U.S. Department of Education. The FAFSA must be completed on-line at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

From the application data, the SFS department obtains the Expected Family Contribution (EFC) and makes a preliminary determination of Federal Pell Grant eligibility. The application data is also used to determine the amount of a student's Federal Stafford Loan eligibility.

A FAFSA is required for each award year in which a student wishes to receive aid, but in some cases, an ISIR may be used for multiple award years. Students starting courses before June 21, 2022 may complete the 2021/2022 FAFSA. New students starting courses after June 21, 2022 must complete the 2022/2023 FAFSA.

### Verification

Students selected for Verification must complete a Verification Worksheet. In most cases, a completed Verification Worksheet is sufficient to complete Verification when students use the IRS Data Retrieval Tool available when completing the FAFSA online.

Additional information may be needed to be verified depending on which verification group a student is placed in.

## Master Promissory Note (MPN)

In order to be eligible to receive a Stafford loan, a student must sign an MPN. The MPN will be completed by the student on the MPN web site, which will include the Borrower's Rights and Responsibilities.

Under the multi-year feature of the MPN for Stafford loans, students are able to obtain additional loans without having to sign a new MPN for each academic year. However, a new MPN will be required at the University in the following situations:

- No disbursements were made on the MPN within 12 months of the date the borrower signed the MPN or
- Ten years have passed since the date the student signed the MPN; if a portion of the loan is made on or before the ten-year limit on the signature date, remaining disbursements of that loan can be made

The Financial Aid Office can refuse to certify a student's loan application on a case-by-case basis, if the reason is documented for its action and the office provides the reason to the student in writing.

## Entrance Counseling

Entrance counseling is required before students can receive a first Direct Loan as an undergraduate student, or a first Direct Graduate PLUS Loan as a graduate student. Student access entrance counseling by logging in to [www.StudentLoans.gov](http://www.StudentLoans.gov) using their FSA ID. Additional Loan counseling is required for students borrowing Graduate PLUS loans with endorsers or adverse credit history.

## Financial Aid History

Prior to disbursing FSA program funds, the University will check the financial aid history for a student who has received aid at another institution. This will be done by reviewing the financial aid history from the National Student Loan Data System (NSLDS).

For additional information regarding student aid, please visit the University Catalog at: <https://catalog.ncu.edu/>.

## Verification

Verification is the selective confirmation of certain student and parent-reported data (for dependent students). Applications are selected for verification either by the Central Processing System (CPS) or by the Student and Financial Services (S&FS) team. The Financial Aid Office verifies all applications selected by the CPS. Any Institutional Student Information Record (ISIR) may be selected for verification, even if the prior ISIR was not selected.

On a case-by-case basis, the SFS team may institutionally select an application for verification if there is a discrepancy or a condition that is unusual and warrants review.

To minimize award notification updates and post-award questions, the University packages and disburses funds only after completing any necessary verification. The verification process must be completed for selected applicants before any Title IV aid (excluding PLUS and Unsubsidized Stafford loans if those loans represent the only award) will be disbursed. A student will receive an updated award letter if, based on verification documentation, Title IV award amounts have changed.

Information that must be verified and the acceptable documentation for students selected for verification are determined annually and published before the start of an award year. In accordance with the new regulation, the University may verify different items from year to year.

# Student Notification of Verification

Applicants selected for verification will be notified via email notice of:

- The documentation needed to satisfy the verification requirements
- The student responsibilities with respect to the verification application information, including the deadlines for completing the process and the consequences of failing to complete the process
- The notification methods if the award letter changes as a result of verification and the time frame for such notification
- When the verification process is complete

The Financial Aid Office will provide a written verification notice to the student of the documents required to complete the process. The student must submit these documents to the Financial Aid Office in order to receive any Title IV aid for the award year.

Students cannot avoid the verification process by choosing to decline a Pell Grant or Subsidized Stafford loan, resulting in Unsubsidized Stafford funds only.

## Submission of Verification Documents

In most cases, a completed Verification Worksheet is sufficient to complete verification, when the student uses the IRS Data Retrieval Tool available when filling out the FAFSA online. As a practice, and unless the student is selected for the verification process, the Financial Aid Office does not request Form W-2 Wage and Tax Statements with tax transcripts. W-2 forms are only requested when determining a separation of income, making a professional judgment, when the student is a nontax filer, and/or resolving conflicting data.

In the event the student has a qualified IRA rollover the University will request a written statement from the tax filer indicating the amount of the distribution that was included in the IRA rollover.

A student must submit all verification documents by the earlier of 120 days after the last day of the student's enrollment or by the deadline published in the Federal Register (generally at the end of September following the end of the award year). Verification is considered complete when all requested documentation has been received, all errors have been corrected, and a valid ISIR is on file.

If required verification documentation is not submitted by the deadline, the student will not be eligible for any Title IV aid for the period of time the selected ISIR was used to determine eligibility.

Once a student is no longer enrolled, they may still submit verification documentation (using the deadline above) and receive a late disbursement if, during the time they were enrolled, the U.S. Department of Education had processed an ISIR with an official Expected Family Contribution (EFC). If the EFC changes based on the documentation received, any Pell grant award will be based on the higher EFC. As a reminder if the student is a Pell Grant recipient, certain Lifetime Eligibility Used (LEU) restrictions may apply.

## Verification Exclusions

Applicants who fall into the following categories are exempt from the verification requirements unless there is conflicting data present in the file. Use of verification exclusions will be documented in the applicant's record.

- Spouse Unavailable – applicant's data must still be verified according to other requirements
  - This exception is only for spousal data in which the:
    - Spouse is deceased or mentally incapacitated
    - Spouse is residing in a country other than the United States and cannot be contacted by normal means
    - Spouse cannot be located because their address is unknown and the applicant cannot obtain it

- Parents Unavailable – applicant's data must still be verified according to other requirements
  - This exception is only for parental data in which the:
    - Applicant's parents are deceased or mentally incapacitated
    - Parents are residing in a country other than the United States and cannot be contacted by normal means
    - Parents cannot be located because their address is unknown and applicant cannot obtain it
- Death of a student - if an interim disbursement has been made and the student dies before verification is completed, no further verification is required
  - No additional funds can be disbursed, including disbursement to any of the student's beneficiaries
- The University re-verifies students who may have completed the verification process for the same award year while attending another institution
  - An exception is made for undergraduate students who transfer from Rio Salado Community College
- The applicant is eligible to receive only unsubsidized student financial assistance
  - The University must still verify the student's identity and collect the statement of educational purpose for students selected for V4 and V5 verification
  - The University is not required to verify proof of high school completion status for students selected for V4 and V5 verification because its admission process requires an academic transcript that indicates the student completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- Not a Title IV Recipient – if a student will not be receiving federal student aid for reasons other than the failure to complete verification, verification is not required

If any of these exclusions apply, the appropriate documentation is maintained in the student's file.

## Verification Tracking Groups

Students who are selected for verification will be placed in one of the six following groups. The group determines which FAFSA information must be verified.

### Standard Verification Group

Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits, if indicated on the ISIR
- Child support paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR

Students who are not tax filers must verify the following:

- Income earned from work
- Number of household members
- Number in college
- SNAP benefits, if indicated on the ISIR
- Child support paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR



## **Child Support Paid Verification Group**

Students in this group must verify child support paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR.

## **Custom Verification Group**

Students in this group must verify high school completion status, provide an identity/statement of educational purpose, SNAP benefits if indicated on the ISIR, and child support paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR.

## **Aggregate Verification Group**

Students in this group must verify high school completion status and provide an identity/statement of educational purpose in addition to the items in the Standard Verification Group.

## **Household Resources Group**

Students in this group must verify, in addition to the items in the Standard Verification Group, the following if they are tax filers:

- Other Untaxed Income on the FAFSA:
  - Payments to tax-deferred pension and savings
  - Child support received
  - Housing, food and other living allowances paid to members of the military, clergy and others
  - Veterans non-education benefits
  - Other untaxed income
  - Money received or paid on the applicant's behalf

## **Verification Resolution**

### **Separation of Income**

To reflect a student's (or parents) financial situation properly when a change in family status occurs between the prior calendar tax year and the current time period, a Separation of Income form is required. This form enables the student (or parent) to assess the dollar amount of funds reported on the prior year tax return and/or FAFSA that are attributable to the student (parent).

This amount is then used in the EFC calculation, as it more accurately reflects the student's (or parents) financial situation.

### **Conflicting and Inaccurate Information**

If the results of the FAFSA indicate that further verification is needed, such as citizenship proof, proof of non-citizen eligibility, or proof of registration with Selective Service, additional documentation may be required. The Financial Aid Office is required to resolve conflicting data if there is a reason to believe that any information on an application used to calculate the EFC is inaccurate.

### **Filing a Tax Extension**

When a student files a tax extension, proof of the filed extension must be provided. This consists of the documentation the student received from the IRS when the extension was filed. Once the taxes have been filed, the student must provide a copy of

the tax transcript to the Financial Aid Office. No interim disbursements of financial aid will be made for students who are selected for verification while they are completing the verification process.

## Time Limits

- There is no time limit for evaluating information to determine if a conflict exists
- The University will resolve the conflict expeditiously
- The University will not disburse aid (or make additional disbursements of aid) until the conflict is resolved
- No further action is needed if
  - All aid for the period of enrollment has been disbursed
  - At the time of disbursement, there was no conflicting information
  - The student is no longer enrolled at the University and has not told the University they intend to re-enroll
- Post Withdrawal Disbursement: If aid remains to be disbursed, the University will resolve the conflict before making the late or post withdrawal disbursement

## Handling Conflicts in Taxable Income

- Determine if the applicant/spouse/parent(s) were required to file a tax return
- Determine if the student/parent filed using the correct filing status
  - For example, one individual filed as Married Filing Separately, but both claimed Head of Household
- Determine if interest and dividend income or capital gains are reported on the income tax return, but there are no assets are reported on the FAFSA
- Compare the verification worksheet and the tax transcript to the FAFSA/ISIR
  - Inconsistent information represents conflicting information
  - If the FAFSA or the ISIR disagrees with the income tax transcript, either the FAFSA/ISIR or the income tax return must be corrected
  - The Financial Aid Office can insist the family submit a corrected tax return and then submit to the University an IRS generated tax transcript
  - Aid will not be disbursed until the conflict is resolved
- Determine if a conflict exists regarding the relationship reported in the exemption section of the tax return and other information reported
- Verify Social Security Numbers reported by student and/or parents
- Verify marital status reported by student and/or parents
- Determine if a person was claimed as a tax exemption by more than one person
- Determine if the applicant reported a low income figure
- Determine if untaxed income needs to be resolved

## Resolution Documentation

The University is required to document the resolution regarding conflicting information, including what it determines the correct information to be. This may be confirmation that an earlier determination is correct.

Examples of documentation to support resolution of conflicting information include:

- A signed federal tax transcript
- A letter from the tax preparer or accountant that adequately explains the situation
- A letter from the IRS
- A signed statement from the student/spouse/parent(s)
- FAFSA/ISIR with information corrected by the student or

- An IRS generated letter to reflect the data from an amended tax return

## Referral of Fraud Cases

Suspicion of financial aid fraud should be reported to the Human Resources and Student & Financial Services leadership teams. The University refers for investigation to U.S. Department of Education's Office of Inspector General (OIG) any credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with the Title IV programs.

## Student Budgets

Student budgets are an important component in the financial aid process. Standard student budgets are used to award financial aid by reflecting the cost of attendance for the average student population at a modest, but adequate, standard of living. The Student and Financial Services Team approves special budget considerations for additional costs on a case-by-case basis as covered through a Professional Judgment decision.

## Direct and Indirect Costs

Students apply for financial assistance to help pay for costs related to receiving an education at the University. Some costs are direct charges such as tuition, books, and fees, while other costs are considered indirect costs such as housing, utilities, food, and other incidental personal expenses. Indirect costs are included in the student budget because they are costs a student must consider when determining the expense to attend the University. The student may apply for student financial assistance to help cover education-related expenses such as these.

## How Budgets are Derived and Updated

The University reviews student budgets each year to determine current and reasonable expenses to attend the University. The University has chosen to use CollegeBoard guidelines, based on data from the most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs, both produced by the U.S. Bureau of Labor Statistics. Because a standardized budget is used, students are not asked to provide receipts to prove expenses. The budget will not be increased unless unusual or exceptional circumstances exist and are approved through a Professional Judgment decision.

A student budget consists of anticipated charges. These charges include average tuition and fees based on degree level, average books and supplies, and an estimated amount for indirect costs. Indirect costs include items such as room and board, transportation, and miscellaneous personal expenses. The institution uses a standardized amount for indirect costs to determine financial aid eligibility.

There are times when students have additional educational expenses based on program requirements. The University will consider adjustments to cost of attendance in these situations, if requested by a student, on a case-by-case basis.

Costs in the budget include:

- Tuition and fees: The average tuition amount for the loan period is based upon degree level, mandatory fees including a one-time learning management fee, and estimated loan fees
- Books, supplies, transportation and miscellaneous personal expenses; these expenses are based on estimates from CollegeBoard
- Room and board: The standardized amount is based upon the student attending a distance education University; it includes the estimated cost for such things as rent, utilities and food

The Term-Based Budgets for 2021-2022 are:

	Number of Credits in the Term				
	<b>1-5 (LTHT)</b>	<b>6-8 (HT)</b>	<b>9-11 (TQT)</b>	<b>12+ (FT)</b>	<b>FT - 2 Terms</b>

Undergraduate/Certificate	\$10,057	\$11,296	\$12,535	\$13,773	\$27,547
Juris Doctor (Fall/Spring)	<b>1-4 (LTHT)</b>	<b>5-6 (HT)</b>	<b>7-8 (TQT)</b>	<b>9+ (FT)</b>	<b>FT - 2 Terms</b>
	\$9,637	\$12,060	\$14,482	\$16,904	\$33,808
Juris Doctor (Summer)	<b>1-2 (LTHT)</b>	<b>3-4 (HT)</b>	<b>5 (TQT)</b>	<b>6+ (FT)</b>	<b>FT - 3 Terms</b>
	\$5,684	\$7,360	\$8,050	\$8,740	\$42,548

The Term-Based Budgets for 2022-2023 are:

	Number of Credits in the Term				
Undergraduate/Certificate	<b>1-5 (LTHT)</b>	<b>6-8 (HT)</b>	<b>9-11 (TQT)</b>	<b>12+ (FT)</b>	<b>FT - 2 Terms</b>
	\$10,621	\$11,860	\$13,098	\$14,337	\$28,674
Juris Doctor (Fall/Spring)	<b>1-4 (LTHT)</b>	<b>5-6 (HT)</b>	<b>7-8 (TQT)</b>	<b>9+ (FT)</b>	<b>FT - 2 Terms</b>
	\$10,099	\$12,521	\$14,943	\$17,365	\$34,731
Juris Doctor (Summer)	<b>1-2 (LTHT)</b>	<b>3-4 (HT)</b>	<b>5 (TQT)</b>	<b>6+ (FT)</b>	<b>FT - 3 Terms</b>
	\$5,941	\$7,617	\$8,307	\$8,997	\$43,727

## Budget Restrictions

Certain student categories are restricted with regard to allowable budget components:

Student Category	Restriction(s)
Correspondence students	N/A - The University is an online education institution and does not offer correspondence courses
Incarcerated students	<ul style="list-style-type: none"> <li>• Are limited in COA determination to tuition and fees, required books, and supplies</li> <li>• Are ineligible for Federal Student Aid (FSA) loans</li> <li>• If in a federal or state penal institution are ineligible for Pell grants</li> </ul>
Less-than-half-time students	N/A - All students at the University are considered full-time.

Active Military Students and Students Receiving Military Tuition Assistance	Active Military students and students receiving military tuition assistance may have reduced budgets to allow for BAH payments and reduced tuition, when applicable.
Employee Voucher	Employees with approved vouchers are charged for tuition - therefore the student's budget may be adjusted to ensure the student does not exceed COA.
Students using Title IV funding concurrently at another institution.	The University will only award direct cost to student using Title IV funding at another institution.

## Budget Appeals

A written appeal can be submitted to the Student Financial Services Team if the student believes they have unusual expenses not reflected in the standard budget. The appeal letter must include a description of the unusual circumstances and in some cases, additional documentation may be required. The Student Financial Services Team will notify the student of the decision.

## Awarding/Packaging Financial Aid

The University's institutional packaging philosophy ensures students are awarded aid from the Title IV student financial assistance programs in a consistent and equitable manner. Students are informed of the amount of Title IV aid for which they are eligible. A member from the Financial Aid Office will counsel the student regarding their rights and responsibilities. It is the student's decision to determine the amount of student loan debt they believe is appropriate for them to cover their education costs, which may include direct and indirect costs.

Federal financial aid awards are intended to meet the student's level of financial need. Financial aid recipients who qualify can expect to receive a Pell grant (a grant based on financial need) and scholarships first in order to reduce future loan indebtedness. The Pell grant program is available for students in an undergraduate program if the student meets all other eligibility criteria.

## Packaging Overview

The combination of Title IV student financial aid programs offered to a student is referred to as packaging. Students are packaged with federal aid after all required documentation has been received, including an ISIR. An ISIR is accepted for release of payment from Title IV federal student financial aid programs when any conflicting information is resolved, additional information requested by the U.S. Department of Education in the ISIR is provided, and/or when students have completed the verification process.

Title IV federal student financial aid is awarded based on an academic year. For graduate students, the academic year is at least 18 credits and at least 30 instructional weeks. For undergraduate students, the academic year is at least 24 credits and at least 30 instructional weeks.

## Estimated Financial Assistance

Estimated Financial Assistance (EFA) is the estimated amount of assistance for a period of enrollment that student (or Parent on behalf of a student) will receive from Federal, State, institutional, or other sources, such as scholarships, grants, net earnings from need-based employment, or loans. EFA does not include those amounts used to replace the expected family contribution (EFC). However, if the sum of the amounts received that are being used to replace the EFC exceed the EFC, the excess amount must be treated as EFA.

Note: The University's institutional research awards are not EFA because: the award is not considered a payment toward institutional charges or educational expenses included in the cost of attendance (COA); the award is not processed through a student's account or posted to a student's ledger; and the award is not contingent upon a student's enrollment at the University. Students are encouraged to seek assistance from outside resources. However, if, at any time during the award period, a student receives additional EFA that was not considered in calculating the student's eligibility, and if the additional EFA combined with the expected financial aid exceeds the student's need, the amount in excess of the student's need is considered an overaward.

The University's treatment of overawards in the Direct/Direct PLUS programs depends on whether the loans have been fully disbursed.

If the University discovers there's going to be an overaward before the Direct Loan funds are disbursed, the University will eliminate the overaward through the packaging process by canceling/reducing the Direct Loan, or by canceling/reducing aid over which the University has direct institutional control.

If the University discovers the overaward situation after the Direct Loan funds are disbursed, there is no Direct Loan overaward that needs to be addressed.

## Federal Grants and Loans

### Federal Pell Grants

All undergraduate students are eligible to apply for a Federal Pell Grant before any other source of Title IV aid. The University disburses a Pell Grant based upon an annual award for the academic year according to the student's academic pace.

The student's official Expected Family Contribution (EFC) from a valid Institutional Student Information Report (ISIR) is used in conjunction with the student's cost of attendance to determine the amount of the scheduled award.

There is a Lifetime Eligibility Used (LEU) limit for students eligible for a Pell Grant. If the sum of all Pell Grants received for multiple years equals or exceeds 600% of Pell eligibility for that award year, the student may no longer receive Pell Grant funding. Similarly, a student whose LEU is greater than 500% but less than 600% remains eligible for Pell but will not receive a full award the following year. The amount of Federal Pell Grant funds a student may receive over his lifetime is limited to the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100 percent, the six-year equivalent is 600 %.

Lifetime Eligibility Used (LEU):

The U.S. Department of Education keeps track of a student's LEU by adding together the percentages of the student's Pell Grant scheduled awards received for each award year. When a student is close to the LEU or exceeds the LEU, a comment code will be noted on the SAR.

For University undergraduate students, an academic year consists of a minimum of 24 credits and 30 instructional weeks. Within each academic year, there are two payment periods. The student's award for each payment period is calculated as follows:

Scheduled Award X	Credits in Payment Period
	Credits in the student's Borrower-Based Academic Year

When a payment period falls into two different award years, it is referred to as a crossover payment period. The student can be paid from either award year as long as he has a valid ISIR from that award year. If more than six months of a payment period fall within an award year, the payment should be made from that award year. The decision about which award year to use is usually based on the student's remaining eligibility in the earlier award year.

Eligibility for a Pell Grant award is determined using the following calculation:

Cost of attendance - EFC = student's financial need

### Stafford Loans

Students may receive subsidized and unsubsidized Stafford loans, depending on need and eligibility, to meet educational costs at the University.

Eligibility for a subsidized Stafford loan is based on need. Graduate students are not eligible for subsidized Stafford loans. A student's need is calculated as follows.

Cost of attendance - EFC - Pell award - estimated financial assistance = student's need

Eligibility for an unsubsidized Stafford loan is based on the cost of attendance. Eligibility is calculated as follows:

Cost of attendance - Pell award - estimated financial assistance - subsidized Stafford loan = student's eligibility for unsubsidized Stafford loan

Based on the student's grade level, they may borrow up to the annual maximum loan amounts available. If a student does not qualify for a subsidized Stafford loan, he may qualify to borrow an unsubsidized Stafford loan. For undergraduate programs greater than an academic year in length with a final period of enrollment shorter than an academic year, loan award amounts are prorated according to the following formula:

Annual loan limit X	Credits in Payment Period
	Credits in student's Borrower-Based Academic Year

A graduate student's academic year must be a minimum of 18 credits and 30 instructional weeks. Graduate loan awards are not prorated for less than an Award Year.

Note that an unsubsidized Stafford loan can be used to offset all or part of the EFC.

First-time borrower's eligibility for Direct Subsidized Stafford loans may not exceed 150% of the length of the borrower's educational program. Under certain circumstances, first-time borrowers who exceed the 150% limit lose the interest subsidy on their subsidized loans.

## Plus Loans

A parent of a dependent student may request up to the student's cost of attendance less any estimated financial assistance in the form of a PLUS loan.

A student or parent who owes a repayment on a Federal Student Aid award or is in default on a federal student loan is not eligible for additional federal student aid.

## Award Package Notification and Appeals

Students receive notice of their financial aid amounts via a financial aid offer. Students are also informed of their right to make changes and the process for requesting changes in the financial aid offer.

A student may request a change to the award by the later of the first day of the payment period or 14 days after the student is notified of the award. The student may make changes to the offered amounts by contacting the Student and Financial Services Team.

Students who wish to appeal an awarded amount may do so by contacting the Student and Financial Services Team. The student's request must meet the requirements for a Professional Judgment, and the student must follow the Professional Judgment process.

The University does not disburse the loan until the borrower is notified of the proposed loan package and the time given to respond, 14 days, has elapsed. The borrower only needs to take action if they want to decline the loan or make adjustments to the amount of the loan.

## Award Revisions

Once a financial aid offer has been issued to a student, an appeal or other circumstance may require a change to the original notification. The Student and Financial Services Team reviews a student's circumstances and, if appropriate, makes an adjustment to the award, and sends a revised financial aid offer as soon as possible. The revised award offer supersedes the original award notice, which is then no longer valid.

The Student and Financial Services Team routinely considers a revision in a student's aid package when any of the following occurs:

- There is conflicting information in the file
- There are changes resulting from verification
- An administrative error occurred

- There is a change to the student course schedule
- Additional funding has been identified

## **Overawards**

An overaward occurs when the student's disbursed financial aid (federal, institutional, and outside aid) and other resources exceed the cost of attendance for the award period. There are several possible reasons why overawards occur:

- The student has additional resources greater than those used to calculate the award
- The Financial Aid Office has inadvertently made an error

In addition, the student may have intentionally deceived or misrepresented information in order to obtain funds. If a determination is made that an overaward has occurred because of fraud, the Financial Aid Office will report the suspected fraud to the Office of Inspector General of the U.S. Department of Education. Before reducing an aid package because of an overaward, the Financial Aid Office attempts to eliminate the overaward by:

- Increasing the student's budget using allowable expenses, or
- Adjusting the EFC or
- Adjusting undisbursed funds for the current payment period (all undisbursed financial aid funds are adjusted in the case of an overaward)

If eliminating the over award is not possible, the Financial Aid Office reduces aid in the next payment period and requests that the student be billed for any remaining amount due.

## **Professional Judgement**

The Director of Student and Financial Services has the authority to exercise professional judgment based upon unusual and special circumstances on a case-by-case basis.

## **Professional Judgement Criteria and Process**

### **Circumstances that May Justify a Professional Judgement**

Professional judgment is an opportunity for the parent, student, or the University to account for exceptions in certain areas that might allow more financial aid eligibility. The goal of Professional Judgment is to consider whether current circumstances are hindering a student from receiving adequate financial assistance.

Following are some examples of reasons for which a student and/or parent may request a Professional Judgment, but these are not the only reasons why Professional Judgment may be appropriate:

- Job loss or income reduction
- Illness or death of a spouse
- Medical and dental expenses not covered by insurance
- Unusually high child/dependent care expenses
- Parents enrolled in college
- Elementary and secondary school tuition
- Early distribution from retirement plans
- Loss of benefit
- Roth IRA rollovers
- Male students who failed to register for Selective Service
- Dependency override

### **Limits on the Use of Professional Judgement**



Professional Judgment may not be used to modify the EFC formula tables used in the EFC calculation.

## Processing Requests for Professional Judgement

Student requests for Professional Judgment should be submitted to the Student and Financial Services Team.

All requests for the use of Professional Judgment are considered on a case-by-case basis and documented in detail in the student's file. If an adjustment is made, documentation includes the reason for the adjustment and how it relates to the special circumstances that have arisen.

Professional Judgment may be applied to adjust either the cost of attendance in the student budget or a data element in the ISIR. If the data element in the ISIR is adjusted, the University will use the resulting EFC consistently for all federal student aid funds awarded to undergraduate students.

An aid administrator's decision regarding adjustments is final and cannot be appealed.

## Disbursement Process

### Definition of Disbursement and Disbursement Methods

Federal student aid funds are considered disbursed when they are credited to a student's account.

Academic Year Definitions:

- Undergraduate Academic Year – 24 semester credits and at least 30 instructional weeks
- Graduate Academic Year – 18 semester credits and at least 30 instructional weeks

Payment Period Definitions:

- Undergraduate Payment Period – 12 semester credits and at least 15 instructional weeks
- Graduate Payment Period – 9 semester credits and at least 15 Instructional weeks

An academic year consists of two payment periods. Each payment period is half of the credits and half of the weeks within the academic year. Students must complete both the credits and the weeks in the payment period to be considered to have completed the payment period.

Loan funds awarded for the academic year are equally awarded for each payment period. Pell Grant funds are awarded for each payment period within the Award Year.

Students must be making Satisfactory Academic Progress and all required documents must have been submitted to the Financial Aid Office before any disbursement can be made. The University reserves the right to make multiple disbursements within each payment period to align with the timing of charges being assessed.

Tuition and fees are charged to the account after the seven-day drop/add period and for which they have demonstrated participation in the course. More than one course may be taken at the same time, and therefore charges are accrued simultaneously.

**Students must complete ½ of the semester credits AND ½ of the instructional weeks in the academic year before a subsequent payment period's disbursement of aid can be credited to their account.**

## Responsibility for Disbursement of Funds

Federal regulations require a clear and distinct separation of functions between the team authorizing FSA payments and the team disbursing FSA funds.

The Student and Financial Services Team ensures the accurate and appropriate awarding of aid. The Student and Financial Services Team also verifies the student's eligibility and enrollment status at the time of disbursement. The results of the review are then forwarded to the Accounting Team for funds to be either credited to the student's account or returned to the funding program.

The Accounting Team has the responsibility for disbursing and posting loan, grant, and scholarship funds to the appropriate student's account. The Accounting Team credits the student's account within three business days of receipt of the funds.

## Disbursement Eligibility

To be eligible for the first disbursement of financial aid, a student must:

- Complete Federal Direct Loan Entrance Counseling (this only applies to first time borrowers who are also first time students)
- Complete Federal Direct Loan Master Promissory Note(s)
- Agree to be responsible for charges and to begin participation in the first course of the payment period
- Not owe a previous balance to the University that exceeds \$200\*

\*The University may use a student's current year Federal Student Aid (FSA) funds to satisfy prior year tuition and fee charges of not more than \$200 without the student's or parent's authorization. The University may not use current year FSA funds to satisfy more than \$200 in prior year charges, even with a student or parent authorization. Prior year is defined as any award year or loan period prior to the current one.

## Late Disbursements

Generally, if funds are received after the end of the loan or Pell period, if a student has withdrawn after completing more than 60% of the academic year half, or if the student has graduated, the student may be eligible for a late disbursement. Student eligibility for a late disbursement is contingent on the following:

### Stafford Loans and Plus/Grad Plus Loans:

The loan must be originated on or before the end of the loan period or graduation date

The student must meet all other eligibility criteria (i.e., Satisfactory Academic Progress (SAP), started the loan period within 30 days, completed prior academic year, met admission criteria, and so on)

The disbursement must be made within 180 days after the date the student becomes ineligible

If there is a withdrawal date in the AY, the student may be eligible for a late disbursement if they have successfully completed the period for which the loan was intended

### Grants:

A valid ISIR for the award year has been received prior to the student's withdrawal date, or the Department of Education's ISIR deadline dates, whichever is earlier

The student has met all other eligibility criteria (i.e. SAP, completed prior academic year credits, met admission criteria, and so on)

The disbursement must be made by the Department of Education's payment deadlines for the given award year or within 45 days after the date the University determined that the student withdrew, whichever is earlier

If there is a withdrawal date in the AY and the student has completed more than 60% of the academic year half, the student may be eligible for a late disbursement

If there is no withdrawal date in the academic year or the student has graduated, the student may be paid retroactively for any completed payment periods subject to the above stated deadlines

## **Additional Disbursement Information**

### **Loan Disbursement Notification**

Students and parents (if applicable) are notified of the amount of Title IV loan funds they can expect to receive. The notification outlines the type of loan (such as Subsidized or Unsubsidized), the disbursement date, and the amount. Students and parents are notified in writing of the date and the amount of the disbursement no earlier than 30 days before or no later than 7 days after crediting the student's account. The notice explains the borrower's right to cancel all or a portion of the disbursement and the procedures for doing so.

### **Student/Parent Authorizations**

The University uses Federal Student Aid (FSA) funds to cover charges for tuition and fees. The University obtains authorization from a student (or parent borrower) to use FSA funds to pay for allowable educationally related charges other than tuition and fees.

The authorization from a student allows the University to carry out the activities for which authorization is provided for the entire period that the student is enrolled at the University. The student may cancel or modify the authorization at any time.

### **Credit Balances**

The University disburses funds within 14 days after the Federal Student Aid (FSA) credit balance occurs.

## **Return of Title IV Funds**

Title IV funds are awarded to a student under the assumption the student will attend the University during the entire period for which the assistance was awarded.

The University is required to determine whether any Title IV funds must be returned to the Federal Student Aid (FSA) programs when a student does not complete the period of enrollment in which the student is currently enrolled. For example, due to a student's withdrawal from the University, the University dismissing a student, not participating in a course for more than 28 consecutive days, or a student transferring to a substantially different program.

The percentage of earned and unearned portions of Title IV aid is calculated based upon the scheduled number of days in the period of enrollment and the date either in which the student withdrew from the University or when the student ceased participating in their course work for more than 28 consecutive days. For purposes of determining the percentage of Title IV aid earned, the date of withdrawal is determined to be the last date the student participated in a course. For students who have ceased participating in their course for more than 28 consecutive days, the University will record in the Return of Title IV calculation worksheet, as the date of determination, the 14th day after the last date the student participated in an academic-related activity.

As mandated by the U.S. Department of Education (ED), the Return of Title IV calculation determines what portion of Title IV funds, whether disbursed or could have been disbursed, that can be used to pay institutional and non-institutional charges.

For students subject to a Return of Title IV calculation, the calculation accounts for the initial charges that are assessed for the period of enrollment. Initial charges may only be adjusted by those changes the University makes prior to the student's withdrawal (for example, dropping a course unrelated to a withdrawal).

The following Title IV aid programs in which the University participates are covered in the Return of Title IV calculation and are referred to as the Title IV aid programs:

- Federal Pell Grant

- Federal Direct Stafford Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan (for parents of dependent students and graduate students)
- Iraq and Afghanistan Service Grant

If the calculation results in the return of funds, those funds will be returned first to the federal loan programs. If the remaining amount exceeds the amount of the loan disbursements, the remaining amount will be returned to the federal grant programs. The order, in which Title IV aid is returned, if required, is as follows:

## **Title IV Return Process**

### **Order of Distribution**

When the Return of Title IV calculation is complete, the University returns any unearned aid to the following sources, in the following order of distribution, up to the total net amount disbursed from each source:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grant

### **Withdrawal Date**

The University determines when a student ceases to attend the institution. Determination occurs when:

- the University determines when a student ceases to attend the institution. Determination occurs when:
- a student notifies the University of his intent to withdraw;
- the institution dismisses or administratively withdraws the student;
- the student ceases attending the institution;
- the student transfers/changes to a substantially different program; or
- a student fails to return from an approved Leave of Absence (LOA)

When a student fails to return from an approved LOA, the withdrawal date is the last date the student performed an academic-related activity.

### **Date of Determination (DOD)**

For all students who have ceased participating in their course for more than 28 consecutive days, or officially withdrawn from enrollment, the University will record in the Return to Title IV calculation worksheet, the 14th day after the last date the student participated in the course, or the date the student requested to withdraw, for the DOD. For students who do not return from their LOA and do not notify the University, the date of determination is the last date of the student's LOA. For students on an approved LOA who do provide notification of their intent to not return, the DOD is the date the student notified the University that they would not be returning. For all students subject to a return, federal funds will be returned within 45 days from the DOD.

When a student ceases attending the institution, the withdrawal date is the last date the student performed an academic-related activity. The date of determination is:

- the date the student notified the University of their intent to withdraw;
- the date the University dismissed or administratively withdraws the student;
- the end date of an approved LOA;
- 14 days after the student's last date of attendance

The withdrawal process begins on the date of determination.

From the date of determination, the University makes no further disbursements of Title IV aid and holds any credit balances due the student until the Return of Title IV calculation is completed. The University returns funds within 45 days of the date of determination. The exception to this rule is if the student or parent (dependent student) is eligible for a post withdrawal disbursement of funds earned but not disbursed.

## Calculation for the Return of Title IV Funds

The University performs all Return to Title IV calculations in a manner consistent with the rules and guidelines provided by ED.

**Percent of Aid Earned** - The percent of Title IV aid funds earned is based on the following formula:

Calendar days completed in the period of enrollment divided by the total calendar days scheduled in the period of enrollment, excluding days when the student was on an approved leave of absence or a regularly scheduled break of five or more consecutive days.

If the result (percentage of aid earned) is greater than 60 percent, then 100 percent of the Title IV aid funds disbursed, or that could have been disbursed, are considered earned, and funds need not be returned to the Title IV federal financial aid programs.

**Dollar Amount of Aid Earned** - If the Percent of Aid Earned is 60 percent or less, a return to the Title IV aid programs may be required and the University must determine the dollar amount of aid earned. The amount of Title IV aid funds earned is determined based on the following formula:

Percent of aid earned multiplied by the amount of aid disbursed and any aid that could have been disbursed during the period of enrollment.

## Institutional Charges

Institutional charges are used to determine the portion of unearned Title IV aid that the school is responsible for returning. Institutional charges do not affect the amount of Title IV aid a student earns when they withdraw as per Step Three of the calculation. The institutional charges in the calculation are the charges that were initially assessed, or would be assessed, to the student for courses started within the period of enrollment.

## Amount to be Returned

A comparison is performed to determine the amount of Title IV aid that must be returned to the federal aid programs. A comparison is made between two calculations and the lesser amount is the amount of unearned Title IV aid that must be returned to the federal student aid programs. These are the two calculations:

- A. The amount of Title IV aid earned is subtracted from the Title IV aid disbursed in the period of enrollment. This is the amount of Title IV aid that must be returned.
- B. The institutional charges for the period of enrollment are multiplied by the percentage of unearned Title IV aid calculated.

The University notifies the student via email regarding the funds that have been returned on their behalf. The Direct Loan Servicing Centers are informed of the student's date of withdrawal.

The amount of unearned Title IV funds the University must return when the student completes 60 percent or less of the period of enrollment is determined in the calculation. The amount of Title IV funds returned by the University reduces the student's outstanding Title IV student loan balance.

## Post-Withdrawal Disbursement

A post-withdrawal disbursement (PWD) may occur required when the Dollar Amount of Aid Earned is greater than the amount disbursed. The amount for the PWD is determined by this formula:

The Dollar Amount of Aid Earned – (minus) the total Title IV aid disbursed for the period of enrollment.

If the amount is greater than zero, a PWD can be made if all other requirements are met.

The University sends eligible students an offer letter for any amount of a PWD that is not credited to the student's account within 30 days of the DOD. The offer letter will include:

- Fund source and amount of Title IV aid funds that make up the PWD
- Fund source and amount of Title IV aid funds that have been credited to the student's account
- An explanation that the student or parent may accept or decline some or all of the PWD that is not credited to the student's account
- An explanation that informs the student or parent that no PWD will be made if the student or parent does not respond within 14 calendar days of the letter date
- Instructions that the student or parent must submit the response in writing directly to the Student and Financial Services (S&FS) team by either e-mail or fax.

Post-Withdrawal Grant funds are always processed and made available before loan funds. Grant Funds are disbursed directly to the student account within 45 days of the date of determination.

The University disburses loan funds within 180 calendar days of the DOD. The amount the student is eligible for is determined at the time of the return calculation, and the amount of the Post-Withdrawal Disbursement may be less than the full eligibility amount if the student or parent accepts less than the total amount.

The student, or parent to whom a PLUS loan has been made, must accept the loan PWD offer within 30 days of the date of the offer letter. However, if the student (or parent/borrower on a PLUS loan) returns an accepted offer letter after 14 calendar days but within 180 days of the date of determination, the S&FS team will disburse funds.

## **Academic & University Policies**

### **Program, Course Start Date**

The program start date is the start date of the first course in the student's program.

#### **Students enrolled in the JFK School of Law at National University programs**

Once a student is registered for a course in the Spring or Fall semester, the start date may not be moved. To start the course at a later time, the student must drop the course and re-register. Compliance with the Attendance policy is mandatory regardless of any courses dropped or added.

Students may contact their Academic and Finance Advisor for assistance in determining the latest date they may start a course without violating the Attendance policy.

Coursework may not be submitted until the course start date.

## **Matriculation Policy**

The Juris Doctor degree curriculum has been carefully constructed to ensure students meet the residency requirement of The Committee of Bar Examiners under the Rules Regulating Admission to Practice Law in California and the Rules Regulating the Accreditation of Law Schools in California. Accordingly, a student may not deviate from that curriculum without making a written request and obtaining the written permission of the Dean's office. Students are expected to complete the curriculum without interruption unless written approval for a leave of absence from the Dean's Office is obtained. Further, a student may not extend the time for degree completion beyond the 84th month following the first term of enrollment.

Deviation from this matriculation policy without the written approval of the Dean's office or Academic Standards Committee shall result in an academic sanction up to and including academic disqualification.

## Advancement

Students are expected to satisfy academic graduation requirements under the sequence and schedule of courses spelled out in the curriculum. Students must be in good academic standing (both under the requirements of the Academic Standards Committee and under SAP guidelines) and must receive credit in all required courses to be eligible to advance into the next year of study under the curriculum. Students who do not satisfy this requirement are subject to disqualification and must petition the Academic Standards Committee if they seek to avoid adverse academic action.

## Attendance Requirements

State Bar regulations require each law student at a California State Bar-accredited law school to attend a minimum of 80 percent of the meetings for each course for which they receive credit. Any student who has absences in more than 20 percent of required class meetings for any course in a single semester/ session may be administratively withdrawn from the course (see [Administrative Course Codes policies](#)) and will receive a grade of no credit or F for that class. If the student is withdrawn from a course required for good standing and advancement, the student may be academically disqualified and ineligible to continue studies.

Academic-Related Activities (ARAs) are used to determine a student's official last date of attendance in *NCUOne* and corresponding enrollment status at the University. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses. Academic-Related activities may include, but are not limited to:

- Uploading or completing an assignment (e.g., paper, project) in an online course
- Course-related online quizzes
- Accessing academically related online content within or related to an online course
- Participating in the Discussion Forum section of an online course (e.g., commenting on a discussion question posted by the faculty member, providing feedback to another student), provided that the discussion is related to the course content
- Attending a mandatory synchronous session of the course

NOTE: Academic-related activities must be posted to an online course no later than Sunday at 11:59 P.M. Arizona time each week.

## Educational Materials and Resources

Appropriate course materials, course syllabi, and course outlines are used for each course. Required course materials are indicated in the course syllabus by title, author, publisher, and ISBN. All course materials are provided to the students via the CMF.

The University partners with several online textbook suppliers. Students having difficulty finding required textbooks and course materials may contact their Academic and Finance Advisor or email [bookstore@ncu.edu](mailto:bookstore@ncu.edu) for assistance.

## Registration

Registration is completed with your Academic and Finance Advisor within the designated registration period.

Additional signed permission forms are required to register for Clinical Placements contact your Academic and Finance Advisor for additional information.

## Changes in Registration

Students are expected to register for classes - including internships - during the registration period before the first day of the term. Registration remains open to drop courses during the beginning two weeks of the term. Students should work with their Academic and Finance Advisor to make changes in registration.

Students are required to pay any additional tuition charges. Schedule changes resulting in a reduction of units will be credited according to the refund schedule described in the following sections. If the student is on academic probation, registration and schedule changes must be done by an Academic and Finance Advisor. An approved Probation Form must accompany the initial registration as well as for each change of registration. The Probation form is available from the JFK School of Law at National University. Phone permission is not acceptable for students on academic probation.

## **Add/Drop Period**

Students may add courses during the first 7 days of a term or may drop courses during the first 14 days of a term by contacting their Academic and Finance Advisor. Notifying an instructor or other office of intent to add or drop does not constitute an official drop. Fees are non-refundable beginning the first day of the term.

## **Withdrawal Period**

Beginning the fifteenth (15th) calendar day of the term. Course withdrawal requests that are submitted prior to the student attending 71% of the course will be issued a "W" grade.

Students who request a course withdrawal after attending 71% or more of a course will be issued a letter grade of F for numerically graded courses and a U (Unsatisfactory) in a Credit/No Credit course.

"W" grades appear on student transcripts and do not contribute to GPA calculation. Withdrawals cannot be processed if a grade has been entered. Notifying an instructor or other office of intent to withdraw does not constitute an official withdrawal. Withdrawing from a course does not relieve the deferred payment obligation. Students who withdraw are still responsible for the full amount of tuition for the course and all fees.

It is the student's responsibility to be certain that his/her withdrawal status is properly achieved. Contact your Academic and Finance Advisor for additional assistance.

## **Continuous Enrollment**

Matriculated students are expected to maintain regular (continuous) enrollment in their program. To maintain continuous enrollment, students must remain in compliance with the JD attendance policies.

## **Academic Leave of Absence for Term-Based Programs**

The University programs are designed to allow students to pursue their educational efforts full-time while managing other responsibilities. The University will consider granting an Academic Leave of Absence (LOA) for a term-based student who is experiencing hardships that make effective progress in their academic course of study unusually difficult. A leave of absence is defined as a temporary break from academic registration with a clear intent to return to the program of study.

Leaves are only available to students who are in good standing, have provided their official transcripts and have been officially admitted to the university, are currently in an active status, and have proceeded beyond the drop period in at least one course since beginning their program of study. Students in a term-based program on approved ALOA who receive Federal Financial Aid are considered withdrawn for financial aid purposes and a return of Title IV funds is required. Students may not receive Federal Financial Aid disbursements while on an ALOA.



Policy and procedure for students who require a leave of absence due to military deployment are given in the Military Leave of Absence policy

## Academic Leave of Absence Policy for Term-Based Programs

The Academic Leave of Absence policy for term-based programs is applicable to all officially admitted and enrolled students in term-based degree programs at the University. If a student is not actively enrolled in a program, the student is not eligible to apply for a leave of absence (LOA). Students provisionally admitted are not eligible for an LOA until the University receives official transcripts and the basis for admission is met. Students in term-based programs may be approved for a maximum of two consecutive semesters on an LOA in a 12-month period. Each LOA must be independently submitted each semester by the student and approved by the University.

Matriculated students are expected to maintain regular (continuous) enrollment in their program. Students who are unable to enroll for one or more terms must complete a Leave of Absence request to avoid falling out of compliance with continuous enrollment requirements. Failure to remain in continuous enrollment may result in administrative withdrawal from the university.

A leave of absence for term-based programs may be granted for up to two consecutive semesters within a 12-month period, including any term in which a student enrolled but withdrew from all courses.

Students must get prior, written approval from the Dean's office for any Leave of Absence and must provide the following information in their Leave of Absence request:

- The student provides evidence of an extenuating circumstance
- The student is in good standing (under both the Academic Standards Committee policies and the SAP guidelines) within the JD program; an LOA request will not be granted to any student on probation
- The University has a reasonable expectation the student will return to school

The Dean's office may confer with the Academic Standards Committee to impose any conditions upon return from the LOA (usually related to classes that must be taken).

When unforeseen circumstances prevent a student from submitting an LOA request for a subsequent LOA, the Dean's office may grant a requested LOA if the reason and decision has been documented by the University. The Dean's office must receive the official LOA request from the student before the end of the LOA, and the request must be approved in writing by the Dean's office and University. Unforeseen circumstances may include but are not limited to, medical and family emergencies, military, jury duty, business travel, inclement weather, and natural disasters.

During an LOA, term-based students are considered withdrawn for Title IV purposes and a Return to Title IV (R2T4) calculation is required for financial aid recipients. During an approved LOA there will be limited access to the *NCUOne* Learning Management System.

When a student requests an LOA start date in the future and is officially or administratively withdrawn from the University prior to the start date of the LOA, the LOA is null and void and the student will be considered withdrawn effective their last date of attendance.

NOTE: Time spent on an LOA counts toward program length and is included when determining if a student can complete their degree program within the maximum time limits.

## Required Documentation

An LOA is a temporary interruption in a student's program of study and may be approved if the Dean's office determines there are extraordinary circumstances and that there is a reasonable expectation the student will return. The University will not grant a student an LOA merely to delay the return of unearned Title IV funds or to avoid failing grades. Students must request the LOA,

by proactively providing the academic and finance advisor (on or before the start of the LOA) a request, including the reason for the LOA.

When unforeseen circumstances prevent a student from proactively providing a request on or before the start of the LOA, the Dean's Office may grant the LOA if it has documented the reason and decision. Unforeseen circumstances may include but are not limited to, medical and family emergencies, military, jury duty, business travel, University course unavailability, inclement weather, and natural disasters.

## **Access to University Resources During Leave**

Students on leave do not maintain access to faculty, the online courseroom, or the Academic Success Center coaching service. Access to other university resources such as the University Library may also be limited while a student is on leave.

## **Return from Leave**

Students returning from an LOA remain in the degree program and catalog version in which they were enrolled at the time the LOA was approved and are subject to any requirements or conditions placed upon their return when the LOA request was granted.

If a student does not return to the University by the end of an approved LOA, the student will be administratively withdrawn from their program. To avoid being administratively withdrawn, the student must attend and vest in a term upon their LOA return date. The return term will be scheduled at the time of the LOA request and approval. It is the responsibility of the student to work with their Academic and Finance Advisor to begin a term on or before the date specified as the date of return from leave. The student's withdrawal date is retroactive to the student's last day of attendance (LDA).

Military students exceeding 180 days will be Administratively Withdrawn from the University. Students can submit their military orders to qualify for compassionate re-entry see [Readmission](#) section for additional information on returning to the University.

## **Military Leave of Absence**

A student may request a Military Leave of Absence (MLOA) online or by contacting their Academic and Finance Advisor and submitting a copy of supporting documents. A copy of the student's military orders, a letter from their commanding officer, or other documentation will be required to support the request for military leave. The student may request any length for the leave, so long as it does not begin more than 30 days prior to the assignment date, and does not exceed more than 180 days beyond their last date of attendance. The Academic and Finance Advisors will ensure that the MLOA return date coincides with a valid course start date.

Students are eligible for re-entry if, during their leave, they performed or will perform voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, for a period of more than 30 consecutive days, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed five years.

## **Military Leave of Absence Criteria & Process**

### **Leave Duration**

By default, all students requesting a Military Leave of Absence are granted the longest possible leave without exceeding 180 days beyond their assignment end date. The Academic and Finance Advisors ensure that the MLOA return date coincides with a valid course start date, and contact students on Military Leave of Absence within 30 days after the end of their deployment to confirm or adjust the timing of their return as needed.

## Courses in Progress

Students going on military leave are given a WL grade for all in-progress courses. Such MLOA students are considered in Leave status.

Satisfactory Academic Progress is not negatively affected by a WL grade. In addition, time away while on an approved MLOA is not counted in the calculation of a student's maximum timeframe for their program if the student has been continuously enrolled and is in good standing.

A Student Records Specialist will document the students file and send an exit email that includes the following:

- Order expiration date
- Return date deadline
- Current catalog version
- Current tuition track
- Current program and specialization

## Return from Leave

Students who fail to return to their program within 180 days will be administratively withdrawn from their program. If the student wishes to return to the program after the deadline, they will be placed in the current program version and tuition will be charged at the current track.

Students that return within 60 days of the expiration of orders will be compassionately re-entered into their program.

Students returning outside of 60 days may submit updated orders that list the continuation.

### Students will be re-entered into:

- Same Program
- Catalog Version
  - The original degree plan will be updated to reflect any changes due to course retirement.
  - If a failed course is unable to be retaken due to retirement, a suitable substitution will be scheduled
- Tuition track
  - Students will be charged at the current tuition pricing for the track they were on when they left.

Students who do not vest into the 8th day of the returning course immediately following the date of return from leave will be administratively withdrawn from the University. It is the responsibility of the student to work with their Academic and Finance Advisor to begin a course on or before the date specified as the date of return from leave.

## Service Leave Types and Reasons

- Active Duty or Veteran support as needed (ex: medical or personal emergencies)
- Boot Camp
- Department of Defense (example: nurses in combat zones)
- Deployment (This may be in excess of one calendar year)
- National Guard
- PCS (Permanent Change of Station; transfer of permanent duty station)
- Reservist
- Restricted duty (Service members may serve in areas where access to online communication is restricted or unavailable)

- Separation from service
- Special missions
- TDY (Temporary duty assignment, which could be for military training, school or medical evaluation)
- Technical School
- Written Requests from Commanding Officer

## Juris Doctor Enrollment Status

For the purpose of financial aid and enrollment verification enrollment status is determined by the number of units per semester. \*Residency requirements under the CA State Bar Rules for Accredited Programs are different.

Status	Fall & Spring Term	Summer Term
Full-Time	9	6
Three-Quarter Time	7	5
Half-Time	5	3

## Semester Unit (Credit)

The JFK School of Law at National University awards credit earned based on semester credits. Most courses carry 3-semester credits.

Consistent with the Rules and Guidelines of the Committee of Bar Examiners of the State of California:

A "semester unit" includes at least 15 hours of verifiable academic engagement and a total of 45 hours of engagement.

Students in the JFK School of Law at National University may earn credit for verifiable academic engagement via the D2L Learning Management System including, but not limited to, any of the following:

- participating in a synchronous class session;
- viewing and listening to recorded classes or lectures;
- participating in a live or recorded webinar offered by the law school;
- participating in any synchronous or asynchronous academic assignment in any class monitored by a faculty member;
- taking an examination, quiz or timed writing assignment;
- completing an interactive tutorial or computer-assisted instruction;
- conducting legal research assigned as part of the curriculum in any class; and
- participating in any portion of an approved clinical or experiential class or activity offered through distance learning technology totaling no more than 12.5 percent of the hours required for graduation; and/or
- student participation in an experiential or clinical program where the student's participation is pre-approved, a faculty member reviews the student participation to ensure educational objectives are achieved, the amount of credit is commensurate with the time spent, and the total credit does not exceed 12.5 percent of the total hours required for graduation.

It is expected that a student taking a 3-credit course will need to spend approximately 135-144 hours on verifiable academic engagement and independent work/academic engagement including reading and study; research; faculty-student interaction; demonstration of defined learning outcomes through assignments, papers, and projects; examinations; outlining; case briefing; doing practice hypotheticals and any other work necessary to ensure meeting the learning objectives.

# Maximum Unit Load

Full-time JD students who wish to register for more than 12 units per semester must obtain prior written approval from the Dean's Office.

# Examination Policies and Procedures

## Online Proctored Examinations

A proctored exam is an exam that is supervised by a neutral person, a proctor, who validates and confirms the identity of the test taker and ensures the integrity of the test-taking environment. The JFK School of Law at National University uses an online, remote proctoring service called Examplify. Examplify connects to the student's computer while the exam is being administered. The proctored exam process is carefully monitored to ensure all policies and procedures are strictly followed.

Students must adhere to the standards outlined in the University's Academic Integrity and Student Code of Conduct policies while taking exams.

## Identity Verification for Examinations

All students must have a government-issued picture I.D. (e.g., driver's license, passport, military ID) to verify their identity prior to beginning a JFK School of Law at National University online examination. Students who do not provide the required photo I.D. will not be allowed to take an examination.

Students should use the Anonymous Grading Identification Number (AGIN) issued to them by the JFK School of Law at National University when taking law school examinations. If you do not know your AGIN number, please contact the Academic Operations Manager at the JFK School of Law at National University.

## Examination Scheduling Policy

Students are notified in advance of the exam schedules for their term and are expected to sit for all exams at the scheduled time. Exams will only be rescheduled under extraordinary circumstances (for example, religious beliefs that prohibit taking an exam at the scheduled time or unexpected, significant illness) and only with prior, written approval by the Dean's office.

Absent prior, written approval by the Dean's office to reschedule an exam, failure to sit for an exam at the scheduled time will result in a grade of F or no credit.

Students who encounter extraordinary circumstances that prohibit them from taking an exam at the required date and time and from obtaining prior, written approval for rescheduling by the Dean's office may submit an appeal to reschedule to the Dean's office if it meets the following criteria:

- The student is experiencing significant illness or injury, which hospitalizes or otherwise incapacitates the student;
- The student has had a death in the immediate family immediately preceding the examination date; or
- The student is experiencing a dire family emergency involving an immediate family member.
- All decisions rendered by the Academic Standards Committee are final and may not be appealed.

## Grades & Academic Standards

The JFK School of Law at National University is dedicated to providing students with educational opportunities and quality legal education. To maintain the integrity of its academic program and best serve its students, the JFK School of Law at National University will not continue to enroll any student who manifests a lack of ability to do satisfactory work and whose continuation in law school could generate false hopes or detrimentally affect the education of other students. Further, it is central to the mission of the JFK School of Law at National University to train well-qualified and ethical attorneys to serve the public.

Continuing the enrollment of students who likely will not have the ability to serve clients in such a manner is inconsistent with our mission.

## Academic Performance Grade Scale

Grades are based on the faculty member's academic judgment that the student has demonstrated a specified level of performance based on objective and subjective evaluations such as papers, presentations, assignments, examinations, projects, and discussions. Criteria for awarding grades for achievement may include, but are not limited to the following:

- Preparation of assignments, including accuracy, legibility, and promptness;
- Contribution to faculty member-student discussions;
- Demonstrated understanding of concepts on exams, papers, assignments, etc.;
- Application of skills and principles to new and real-life situations;
- Organization, presentation, and professionalism of written and oral reports;
- Originality and reasoning ability demonstrated in working through assignments; and

Grade points are assigned to academic performance grades as indicated and are used to calculate a Cumulative Grade Point Average (CGPA) for each student.

## Grading Guidelines

JFK School of Law at National University students earn a grade based on final examinations, assignments, and activities submitted throughout the duration of their courses.

## Grading Scale

### Credit/No Credit Grades

Elective courses and most skills-based courses use Credit/No Credit grading. Students will receive Credit for the course provided the student work is evaluated as the equivalent of a 73 or above (2.00 or "C"). Note that on your transcript, a grade of Credit will appear as an "S" and a grade of "No Credit" will appear as a "U". Important: earning No Credit (U) in a required course subjects a student to academic disqualification regardless of overall grade point average.

## Numerical Grades

Numerical grading is used in all required courses covering doctrine tested on the California Bar Exam and in other courses as designated.

The following chart shows letter grade and GPA equivalents for JFK School of Law at National University courses:

JFK School of Law at National University Scoring		
Numerical Points	Letter Grade Equivalent	GPA Equivalency
100-94	A	4.00
93-90	A-	3.66

89-87	B+	3.33
86-83	B	3.00
82-80	B-	2.66
79-77	C+	2.33
76-73	C	2.00
72-70	C-	1.66
69-67	D+	1.33
66-63	D	1.00
62 or below	F	0.00

**Final Course Grade for Numerically Graded Required Doctrine Courses:**

The final exam at the end of the course along with additional points (if eligible) from the assessment of weekly activities will serve as the final course grade.

During the class, instructors assign weekly grades based upon the course work for the week, as described more fully below. At the end of the course the instructor determines the average of those grades and submits a list of those points to the JFK School of Law at National University Academic Operations Manager.

Final exams are graded using a blind grading method. While grading the exam answers, the instructors will only see a student's Anonymous Grading Identification Number and will not know the name of the student whose exam they are grading. Once final exam grades are determined, they are sent to the JFK School of Law at National University Academic Operations Manager who will add the average weekly points earned by the student to any final exam grade of 73 or higher and that will determine the student's final grade. Any student who earns a 72 or below on their final exam will not have the average weekly points added to their exam score, and the exam score will then be the final grade in the class.

**Final Examinations in Numerically/Letter Graded Required Doctrine Courses:**

In numerically graded, required doctrine courses, final exams will ordinarily consist of one essay question per course credit (e.g., three essays for 3 credit courses; 2 essays for 2 credit courses). All exams will be scored on a numerical scale of 50-100, with a score of 62 or below being the equivalent of an "F" and the score of 73 equivalent to a 'just passing' grade of "C" or 2.00, as shown in the chart above.

In numerically, graded doctrine courses, final exams will be taken on Exemplify, an ExamSoft tool. Instructions regarding how to set up your ExamSoft account and take mock exams prior to the actual final exam will be shared during the term. Students may use outlines and personal notes and any scratch paper to outline their answers but may not copy and paste from any of these sources (including your personal outline or notes) into your exam answer. Students will NOT be able to access their computer to view electronic outlines, notes, or the text during the exams. Make sure any materials you would like to refer to during the exam are printed prior to exam time.

All students will be required to acknowledge an honor code which, if violated, may lead to dismissal from the University. Students must work 100% on their own during all final exams and may not contact or respond to any other student or person during exams.

### Weekly Online Activities in Numerically Graded Required Doctrine Courses:

Weekly online activities, such as assignments, exercises, discussion questions, quizzes and other submissions are designed to promote, reinforce, and enhance student learning which, in turn, is designed to improve student performance on examinations. Faculty will assess the submitted weekly online activities on a weekly basis and assign a weekly numerical score. Individual submissions need not be scored; it is the entire week's work that is assessed a specific score.

**Weekly course activities can earn a point value of 0, 2, or 4 which will be averaged and added to the final course grade provided the student earns at least a score of 73 on the final examination.** For example, a student who earns a 74 on the final examination and an average score of 4 for all the weekly online activities, will receive a final course grade of 78. Alternatively, a student who earns a 68 on the final examination is not eligible for additional points and will receive a final course grade of 68. At the end of the semester, faculty will calculate the number of additional points, if any, that may be awarded under these policies.

### Weekly Course Activity Grading Rubric:

4 points	2 points	0 points
Submitted required weekly work in a timely manner and demonstrated strong knowledge of material and significant effort.	Submitted all or substantially all required weekly work in a timely manner and demonstrated satisfactory knowledge and effort.	Did not submit a substantial amount of required weekly work or did not demonstrate adequate effort or knowledge of material.

**In numerically graded required doctrine courses for which students earn an academic letter grade, students will earn credit for the course if they earn a minimum of 63 points ("D") or above in the course, but all students must maintain a specific cumulative GPA or better to be considered in good academic standing. JFK School of Law at National University is in the process of raising the minimum cumulative GPA to be considered in good standing, therefore the specific cumulative GPA required to be considered in good academic standing is determined by the student's date of entry into the JFK School of Law at National University. Students who entered into the JFK School of Law at National University beginning in Fall 2022 and later must maintain a cumulative GPA of 2.4 or better to be considered in good academic standing. Students who entered into the JFK School of Law at National University prior to Fall 2022 must maintain a cumulative GPA of 2.0 or better**

## JFK School of Law at National University Minimum Grade Requirements

Course Credit	The minimum grades required to receive academic credit are (i) 63, for a numerically graded course; and (ii) 73, for a S/U course.
Good Academic Standing	The minimum cumulative grade point average ("GPA") required for advancement in good standing and qualification for the Juris Doctor degree is as follows: Students who entered into the JFK School of Law at National University beginning in Fall 2022 and later must maintain a cumulative GPA of 2.4 or better to be considered in good academic standing. Students who entered into the JFK School of Law at National University prior to Fall 2022 must maintain a cumulative GPA of 2.0 or better.



Definition of Academic Year	The academic year commences with the summer term and concludes with the last day of the spring term.
-----------------------------	--

## Administrative Course Codes

Administrative course codes do not contribute to GPA calculation.

Code	Explanation
DR (Dropped)	<p>The "DR" course code is assigned when a student cancels participation in a course during the first seven (7) days of a course session for non-term programs, and fourteen (14) days for term-based, and did not complete an academically related activity that met the University's attendance policy. Dropped courses only appear on the student's transcript when the student has posted attendance in a course prior to dropping the course on or before the seventh day.</p> <p>Students dropping a course are eligible for a full or partial refund in accordance with the University's refund policy.</p> <p><b>NOTE:</b> Courses, where attendance was posted that received a "DR" course code, will have an asterisk next to them in the student portal.</p>
NG (No Grade)	<p>The "NG" course code is authorized for use by the Office of the Provost or Registrar to address administrative errors or specific accommodations as approved by leadership. The "NG" course code remains permanently on the University records but does not appear on the student's transcripts.</p>
R (Retaken)	<p>An "R" grade is indicated on the transcript when the student repeats an undergraduate or graduate content course and the original grade awarded has been superseded by the later grade (see exceptions listed under Repeating Courses).</p>
W (Withdrawal)	<p>A "W" is assigned when a student cancels participation in a course during the course withdrawal period. Students who attend a course past the 7-day drop period or 14 day drop period for term-based School of Law programs are eligible to request a course withdrawal. Course withdrawal requests that are submitted prior to the student attending 71% of the course will be issued a "W" grade.</p> <p>Students who request a course withdrawal after attending 71% or more of a course will be issued a letter grade for the course that they are withdrawing from based on their academic performance in the course at the time of the course withdrawal.</p> <p>"W" grades appear on student transcripts and do not contribute to GPA calculation.</p>
WL (Withdrawal Military Leave)	<p>"WL" indicates that a student has taken a Leave of Absence due to Military Deployment before the course end date. Students returning from a Military Leave of Absence may continue in the course were left off without paying course tuition again. When completed, the "WL" will be replaced by the final academic performance grade.</p>

## Satisfactory/Unsatisfactory Grades

A mark of Satisfactory (S) grade is equivalent to acceptable undergraduate or graduate performance ("C" (72 points) or higher for law students). An Unsatisfactory (U) grade indicates that the course was not mastered. S and U grades are not included in

computing the grade-point average. S grades are, however, recorded as units completed and included as units satisfying degree requirements.

## **Repeating Courses**

Students are not permitted to repeat courses where credit has been earned unless required under the terms of probation approved by the Academic Standards Committee. In such cases both the original and repeat enrollments will be noted on the student's transcript; however only the credits and grade points earned for the higher passing grade are computed in the grade-point average. When both grades are equal or there is no basis to determine which is higher (as in the case, for example of a U and an F or an S and an A), the last occurrence will apply to the grade-point calculation.

## **Academic Standards Committee**

The Academic Standards Committee, composed of members of the law school faculty appointed by the Dean, develops and implements the JD program's academic standards. The committee has the authority to enforce academic standards, including probation and disqualification. It also may place conditions on continued enrollment, such as repetition of courses, participation in Academic Support activities, and counseling.

Minimum academic requirements (listed below) must be met for a student to remain in good academic standing. Failure to comply with these requirements will result in academic disqualification or placement on academic probation. These standards are in addition to and independent of any determination of good standing made for SAP purposes.

Because exceptions to policy are rarely granted, students are urged to do everything possible to maintain good academic standing. To avoid the risk of disqualification or other academic sanctions, students are encouraged to perform their academic responsibilities at the highest possible level.

### **A. Appointment**

The Academic Standards Committee ("Committee") is responsible for matters related to academic disqualification, probation, advancement in the full-time program, requests for change of grade, review of examination questions, and similar academic matters.

The Committee consists of no fewer than three and no more than six JFK School of Law at National University faculty members, appointed by the Dean of the JFK School of Law at National University, who also appoints a Chairperson from among the appointed members. The Dean serves as an ex officio, non-voting member of the Committee.

### **B. Committee Meetings**

The Committee meets as needed to conduct its business. Meetings are closed and conducted in private.

### **C. Action by Majority**

A majority of the Committee's voting members present at a meeting where a quorum is present (not including any member disqualified under these Regulations) must approve any final Committee decision. A majority of Committee members is required for quorum.

### **D. Disqualification of Committee Members**

No voting Committee member is disqualified from considering a petition solely because she or he is or has been the petitioning student's instructor, unless the student alleges, with adequate support, that the Committee member will not be able to act fairly on the student's petition. The Dean shall review any such allegation. If the Dean determines that the allegation may have merit, the member shall not participate in the Committee's consideration of or vote on the petition.

## **E. Personal Appearance by Student/Additional Information**

A petitioning student has no right to appear in person before the Committee. In exceptional circumstances, the Committee may request that a student meet with one or more members of the Committee or provide additional material or information.

## **F. Submission of Petitions**

To be effective, a petition filed, or other material submitted to the Committee, must be sent electronically to the Academic Operations Manager of the JFK School of Law at National University within the timelines listed below.

## **Academic Standards Policy**

Academic standing will be assessed at the conclusion of the Fall and Spring terms.

## **Academic Disqualification - Standards, Notice, and Consequences**

### **A. Academic Disqualification**

**The JFK School of Law at National University will disqualify any student:**

1. whose cumulative GPA is below their required minimum cumulative GPA (Students who entered into the JFK School of Law at National University beginning in Fall 2022 and later must maintain a cumulative GPA of 2.4 or better to be considered in good academic standing. Students who entered into the JFK School of Law at National University prior to Fall 2022 must maintain a cumulative GPA of 2.0 or better) at the end of any academic year.
2. Who does not receive credit in any course required under the applicable part-time or full-time curriculum for the student's current academic year. For the S/U or credit/no credit classes, that means failure to earn the equivalent of a 73 or above in the course resulting in a grade of U or no-credit. For a numerically graded class, that means failure to earn the equivalent of a 63 or above in the course resulting in a grade of F.
3. Who receives a grade of less than a "C" grade (73 points) in two or more required courses during each semester, regardless of overall grade point average.

**Additionally, the JFK School of Law at National University will disqualify any First Year Student:**

Who fails to earn a cumulative GPA in their first semester of study of at least a 1.33, or the equivalent of a D+.

### **B. Notice**

Within 10 business days after the posting of spring grades for all numerically graded courses, the JFK School of Law at National University shall send written, electronic notification of disqualification ("Disqualification Notice") to each student subject thereto under Section 3(A) above. The notice shall be sent to their University email address.

The Disqualification Notice shall: (i) state that the student is facing academic disqualification, and (ii) explain the basis for that determination, and (iii) explain the procedure for submitting a Petition for Advancement on Probation, set forth in Section 4 below.

The University email address assigned to each student shall be used as the official mailing address for all academic or administrative notices. The failure to monitor and check the official email address shall be deemed a waiver by the student of the right to actual notice under these Regulations.

## **C. Consequences of Academic Disqualification**

After notice of disqualification by the Academic Standards Committee, a student may enroll in and attend classes at the JFK School of Law at National University in the immediately following term only if: (a) the student has filed a timely Petition for Advancement on Probation, as described in Section 4 below, and (b) the Committee has granted the petition or has not acted upon it when that term begins. If the Committee subsequently denies the petition, the student will be withdrawn from classes and will receive a credit of tuition paid for that term.

## **D. Leave of Absence**

While on academic probation, a student shall not be granted a leave of absence. If a student does not fulfill the terms of probation for any reason, including but not limited to failure to meet the specific terms of probation, failure to raise their cumulative GPA or withdrawal from the program prior to the issuance of grades, the student will be disqualified.

# **A. Petition for Advancement on Probation**

## **1. Introduction**

A student who has been disqualified and who wishes to continue in the JFK School of Law at National University without interruption must file with the Committee a Petition for Advancement on Probation. A determination of probation is an exception to the JFK School of Law at National University's disqualification standards and is not granted lightly even if a student properly files a Petition for Advancement on Probation.

## **2. Timing**

To be timely, the petition must be sent electronically to the Academic Operations Manager for the JFK School of Law at National University no later than 5 p.m. on the 5th calendar day after the date of the Disqualification Notice's mailing. If the fifth day is a Saturday, Sunday, or other days on which the JFK School of Law at National University is closed, the time for mailing or delivery expires at 5 p.m. on the next day that the JFK School of Law at National University is open. The Committee may extend the time for filing the petition, in its sole discretion, on a showing of good cause, if the petitioning student requests an extension within the original 5-day period.

If a petition is not filed within the time period above, the academic disqualification will stand and no further notice will be required.

## **3. Standard**

A Petition for Advancement on Probation must: (a) explain the reasons for the student's unsatisfactory performance; (b) show that the unsatisfactory performance was the result of extraordinary circumstances not likely to recur, and (c) demonstrate that the student will be able to perform satisfactorily in the future. It must also be supported by documentation when appropriate. The

Committee may grant a Petition for Advancement on Probation if it addresses each of the matters in the foregoing clauses (a)-(c) and clearly shows that special circumstances and good cause support a departure from the JFK School of Law at National University's academic disqualification standard.

## **B. Rules Applicable to Petition for Advancement on Probation**

### **1. Consideration and Decision**

The Committee shall consider each timely petition at its next scheduled meeting unless the Chairperson or the Committee determines that more time is needed to review the petition's merits. The Committee shall inform the petitioning student of its decision in writing delivered electronically to the student's University email address. The Committee may grant a petition in full or conditionally; award relief other than that requested by the student; defer its decision and request the submission of additional documentation; or deny the petition. If the Committee defers its decision, the student's disqualification remains in effect until the Committee reaches a decision on the merits.

The Committee may deny any petition that fails to meet these Regulations' requirements, including its requirements as to timeliness and content.

Any decision by the Committee as to a Petition for Advancement on Probation is final. There is no right of appeal to the Committee. The Dean may request clarification or reconsideration of any decision by the Committee. A decision of the Committee cannot be modified or overturned by the Dean except upon a written finding by the Dean of an abuse of discretion.

### **2. Additional Factors**

In addition to other evidence, the Committee may consider the following factors in acting upon a petition:

- a. The student's entire scholastic record, including LSAT scores, First-Year Law Student's Examination results, undergraduate and graduate school transcripts, writing samples, prior performance at the JFK School of Law at National University, and records from any other law school attended.
- b. Previous academic disqualification from any institution of higher learning.
- c. Previous advancement on probation or compliance with a condition of readmission or probation at any institution of higher learning
- d. Any other material relevant to the petitioning student's academic ability.

### **3. Conditions**

The Committee may grant a Petition for Advancement on Probation subject to conditions. For example, the Committee may require that a petitioning student:

- a. Repeat any course previously taken at the JFK School of Law at National University in which the student's final grade was less than a "C" grade (73 points), and achieve a final grade of at least a "C" grade (73 points) (or higher as determined by the Committee) in the course;
- b. Satisfy any other condition designed to monitor or improve the student's likelihood for success at the study of law, including course-load or work-schedule adjustments.

Should the Committee grant the student's Petition for Advancement on Probation, the student who fails to comply with any condition of probation imposed by the Committee, unless otherwise expressly excused by the Committee in writing, is subject to immediate academic disqualification.

## 4. Probation

As required by the State Bar, students who advance to the next year on probation must regain good academic standing by the end of the next academic term, unless the Committee requires the student to attain good academic standing by an earlier date.

The JFK School of Law at National University is prohibited from continuing students on probation beyond one year. Specifically, the State Bar regulations state, "Students advanced to their next year of law study on probation must be academically disqualified if they do not meet the law school's requirements for advancement in good standing and retention at the end of that year." (7.3.A., State Bar Guidelines for Accredited Law School Rules).

## Grade Change & Appeal Policy

This policy sets forth the conditions under which grades, once properly submitted to the JFK School of Law at National University may be changed. It further governs the procedures by which Petitions for Grade Changes are submitted and evaluated.

The purpose of the Grade Change Policy is to provide students with an opportunity to dispute a final grade perceived to be inaccurate or even unfair while respecting the academic independence and responsibility of faculty. It also provides faculty the opportunity to request corrections to grades that were submitted as a result of clear mistakes or errors in the grading process. The JFK School of Law at National University recognizes that:

- The integrity of the grading process is paramount in maintaining the overall integrity and credibility of the JFK School of Law at National University. The accurate recording of grades and the meticulous maintenance of academic transcripts is a core function of the University.
- Once submitted or recorded, grades on transcripts or other official records may not be changed absent significant procedural safeguards;
- Every student has a right to receive a grade based upon a fair and unprejudiced evaluation derived from a method that is neither arbitrary nor capricious; and
- Faculty have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally, and to be protected from undue influence or inappropriate pressure in the assignment of grades.

## Scope

This policy does not allow challenges to an instructor's grading standard or methods provided they are found to be neither arbitrary nor prejudicial.

Complaints about unfair grades alleged to be motivated by discrimination or sexual harassment are to be addressed to the appropriate University office responsible for managing complaints related to such conduct.

## Definitions

- Arbitrariness. The grade awarded is not based reasonably on criteria related to course objectives, student learning outcomes, the grading rubric contained in the course syllabus, or other expected standards of judgment.
- Error. The instructor made a mistake in fact (clerical error) or calculation (mathematical error).
- Prejudice. The grade awarded is motivated by ill will, and is not indicative of the student's actual demonstrated academic performance.

## Grounds

Only clerical or mathematical errors, arbitrariness, or prejudice will be considered as legitimate grounds to approve a Petition for Grade Change.

It must be shown that any error or irregularity in the grading process would have made a significant difference in the grade awarded.

While a student has a right to expect fairness in the grading process, it must be recognized that varied standards, individual approaches, and discretion in grading are valid. This policy does not provide recourse for the reassessment or re-evaluation of final grades, individual assignments, or projects absent specific findings of error, mistake, or prejudice. Grades are assigned within the context of the performance of an entire class, the applicable grading curve, if present, and other factors.

All grade changes may be approved only upon the recommendation and approval of the Academic Standards Committee following the procedure below. This ensures that no individual faculty member or administrator has the authority to approve a change to a submitted or recorded grade. This procedural step is necessary given the importance of maintaining the integrity of the grading process, the academic freedom of faculty, and the need to protect any individual faculty member or administrator from undue pressure or influence.

## Procedure

Students or faculty may petition for a change of grade. Faculty who discover an error or mistake in their recorded grades may submit a Petition for Grade Change directly to the Academic Standards Committee.

Students who feel that they have received an erroneous grade may discuss the matter first with the faculty member to see if there is agreement on the existence of an error or mistake in the grading process that would result in a petition for a grade change made directly by the faculty member.

A student is not required, however, to communicate directly with the faculty member if concerns exist regarding the anonymity of the grading process or any possible conflict with the faculty member.

A student may submit a petition for grade change directly to the Committee and may request that the faculty member not be advised of the identity of the student (other than examination number). This may occur whether or not the student chose to consult with the faculty member or if the faculty member.

All petitions for a grade change must be submitted within 30 days after the grade was first recorded with the Office of the Registrar or the student was notified of the grade by the JFK School of Law at National University.

- The Academic Standards Committee shall review and decide the petition within 30 days of the original submission. Although the Academic Standards Committee may confer with faculty or with the petitioner if needed, no hearings are required.
- The Academic Standards Committee shall report its decision in writing and will notify the student and the Office of the Registrar if a change has been approved.
- The decision of the Academic Standards Committee cannot be overturned by the Dean except upon a clear showing of abuse of discretion in its decision-making.

## Satisfactory Academic Progress (SAP) Standards

Satisfactory Academic Progress (SAP) is the standard by which the University measures students' progress toward completion of a degree or certificate program. The JFK School of Law at National University JD program also has an Academic Standards Committee that reviews a student's academic standing specifically within the JD program and is separate and independent of the SAP standards utilized by the University. Within the JD program, a student must be in good standing under both SAP guidelines and the standards of the Academic Standards Committee to proceed into their next term.

The three components of SAP are Grade Point Average (GPA), Course Completion Rate (pace), and Maximum Timeframe. If at any time, a student is not meeting the minimum requirements for SAP, they will receive an email notification in *NCUOne* as well as an email to the address on file. However, it is ultimately the student's responsibility to know these requirements, and failure to receive notification does not nullify the SAP status.

## SAP Component Definitions

**Program Grade Point Average (GPA)** - A Cumulative Program GPA is calculated using only grades earned at the university for the student's current program of study. The minimum GPA requirement for undergraduate and Juris Doctor students is 2.0.

**Course Completion Rate (Pace)** - Students must earn a passing grade in two-thirds or no less than 66.66% of the course credit hours attempted toward completion of their program of study. The Course Completion Rate is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted. All courses count as attempted except for drops and withdrawals for Military Leave of Absence ("WL" grade). Only courses for which the student receives a passing grade count as completed.

**SAP Maximum Timeframe** -The SAP Maximum Timeframe to complete a program cannot exceed 150% of the published length of the student's active program and is measured in credit hours. For example, if an undergraduate program consists of 120 credit hours, the student must successfully complete the program after attempting no more than 180 credit hours. See the table below.

Maximum Timeframe resets for SAP only if there has been a substantial change in degree program. Refer to the substantial change definition in the [Re-entry](#) policy for more information. A SAP Appeal will need to be filed for all program extensions when it has been determined that a student cannot complete their program within the allowed attempted credit limits per their individual program requirements and will need more time to complete their degree program.

Pursuant to the Rules for Accredited Schools of the Committee of Bar Examiners of the State Bar of California, all students must complete the JD Degree no earlier than thirty (30) months and no later than eighty-four (84) months after a student has commenced law study at this school, or a law school from which transfer credit was accepted.

## Treatment of Courses and Credits

**Course Repetitions** - Only the most recent grade for a repeated course is counted in the Program GPA. All attempted courses are counted toward the Course Completion Rate and the SAP Maximum Timeframe for program completion.

**Dropped Courses** - Courses dropped before the end of the drop period are not included in SAP calculations. Courses from which the student withdraws due to an approved Military Leave of Absence or for which an "NG" (No Grade) is granted are treated as dropped courses and are also excluded from SAP calculations.

**Applied/Migrated Credits Within the University** - All credits earned at the University that are accepted into the student's current program of study are considered as both attempted and completed credits for calculation of the Course Completion Rate, are counted toward the SAP Maximum Timeframe, and are included in Program GPA calculations.

If a comparison of the original program and the program the student is entering results in the determination of a substantial change by the Office of the Registrar, the student is considered to be starting a new program. In this case, SAP will restart. See the Re-entry policy for further information.

**Transfer Credits From Another Institution** - All accepted transfer credits from an outside institution transferred into the student's current program of study are considered both attempted and completed credits for purposes of calculating the Course Completion Rate. Graduate transferred credits are not included in SAP Maximum Timeframe or Program GPA calculations. Undergraduate transfer credits are included in SAP Maximum Timeframe but not in Program GPA calculations.

**Course Withdrawals** - All courses from which a student withdraws after the end of the drop period and before 71% of the class is completed receive a "W" on the student's transcript. These courses are considered attempted credits for calculation of the Course Completion Rate and are counted toward the SAP Maximum Timeframe.



Withdraw from a class after 71% of the class is completed results in a grade of no credit or an F. These courses are considered attempted credits for calculation of the Course Completion Rate and are counted toward the SAP Maximum Timeframe. A grade of F will also be considered when calculating cumulative GPA.

**Changing Programs** - Students are only permitted to make a substantial program or degree change once per degree level in their tenure with the University. If a comparison of the original program and the program the student is entering results in the determination of a substantial change by the Office of the Registrar, SAP will restart. The substantial change definition remains the same for both re-entry and continuing students who wish to change programs. Refer to the substantial change section in the re-entry policy for more details.

## SAP Evaluation Schedule

**Undergraduate Programs** – Students enrolled in undergraduate programs are evaluated for SAP after every 12 credit hours attempted in their programs.

**Graduate Programs** – Students enrolled in graduate programs are evaluated for SAP after every 9 credit hours attempted in their programs.

**Term-Based Programs (JFK School of Law at National University)** – Students enrolled in term-based programs are evaluated for SAP after each term in their program.

## SAP Evaluation Statuses

**Good Standing** – A student is in good standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on an Academic/Financial Aid Warning or Academic Probation/Financial Aid Probationary period.

**Academic/Financial Aid Warning** – A student is in an Academic/Financial Aid Warning status when they are not maintaining Good Standing pursuant to the terms of this policy at the time of any SAP evaluation. Financial aid may be received while in this status. If SAP is regained by the next scheduled SAP evaluation period, the student is returned to Good Standing status.

**Academic Probation** – A student is in an Academic Probation status when they did not regain Good Standing after being placed on an Academic/Financial Aid Warning. If the student wishes to maintain their financial aid, they will need to submit an Appeal. See below for directions on the Appeal process. If SAP is met by the next scheduled evaluation period and the Academic Plan was successfully followed, the student will regain Good Standing status.

**Financial Aid Probation** – A student is in Financial Aid Probation status only if they were first placed on Academic Probation and then decided to Appeal to reinstate federal financial aid. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will also remain eligible for federal financial aid.

**Extended Probation** – Special circumstances may permit a student to continue on Extended Probation and possibly receive federal financial aid for an additional evaluation period. A student is in Extended Probation status only if they were placed on Academic or Financial Aid Probation and fails to regain Good Standing status before the next evaluation point and has then decided to Appeal based on special circumstances. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will remain eligible for federal financial aid.

**SAP (Academic) Dismissal** – This status indicates a student was in a probationary SAP period and did not regain good standing by the next SAP evaluation. Students may appeal the dismissal to return to the University. Students who receive approval to return from academic dismissal are subject to the Re-entry policies and procedures. If ever it is determined that it is mathematically impossible for the student to regain good standing within the current program, the student may consider a different program. A student is allowed one substantial program change per degree-level without the submission of a SAP appeal.

*\*To protect the integrity of the University, a student may also be Administratively Withdrawn. Refer to the Code of Conduct policy for further details.*

\*\* For students using educational benefits from the U.S. Department of Veterans' Affairs (VA), upon reaching SAP Dismissal status, unsatisfactory progress will be reported to VA and educational benefits will be discontinued. Benefits may be resumed if the student reenrolls in the same program.

## SAP Right to Appeal

Occasionally, a student's academic progress may be delayed by circumstances beyond their control. A student may appeal:

- For federal financial aid to continue after the student has been placed on Academic Probation, or
- For an extension when it has been determined that a student cannot complete their program within the allowed attempted credit limits per their individual program requirements and will need more time to complete their degree program, or
- To get permission to make a substantial change of program if they have already made a substantial change once, or
- To return to the University and their program of study after being Academically Dismissed. All SAP Academic Dismissal Appeals must be submitted within 10 calendar days of the dismissal notification.

Students must be able to regain good standing status by the next SAP evaluation point. Appeals by students who cannot mathematically attain good standing by the next evaluation point will not be considered.

Students able to regain good standing status who wish to appeal for any of the above reasons should email their Academic and Finance Advisor or [saphelp@ncu.edu](mailto:saphelp@ncu.edu) to request a SAP appeal form. Completed SAP appeal forms, including supporting documentation, should be emailed to [saphelp@ncu.edu](mailto:saphelp@ncu.edu) for the SAP Appeal Committee to review. The SAP Appeal Committee comprised of various University leaders who meet on a periodic basis to review student appeals. Committee appeal decisions are made within 15 business days of receipt and are final. Students may not submit a second appeal for the same situation without new information documenting any extenuating circumstances not previously disclosed.

For consideration, students should provide the following:

- An explanation and/or document that they have suffered from extenuating circumstances such as death of a relative, injury, disability, illness or other special circumstances;
- Specific information in the Appeal regarding why they failed to meet SAP;
- An explanation as to what has changed in the student's situation that will allow them to achieve SAP by the next evaluation.

NOTE: Please refer to the [Code of Conduct](#), [Academic Integrity](#), and [Attendance](#) and [Continuous Enrollment](#) policies information on administrative dismissals due to violation of academic and University policy.

## Time Limits for Degree Completion

All students at the University are held to two standards regarding time to degree completion: Satisfactory Academic Progress and Academic Maximum Time Frame. Students in the JD program are also subject to the requirement of the Committee of Bar Examiners of the State Bar of California that all students complete their JD program no later than 84 months after beginning the program.

Satisfactory Academic Progress (SAP) is a standard by which the University measures students' progress toward completion of a degree or certificate program. The three components of SAP are Grade Point Average (GPA), Course Completion Rate (pace), and SAP Maximum Time Frame. For Academic Maximum Time Frame, the University sets the deadline in calendar years from the first date of attendance in the degree program. SAP Maximum Time Frame rules will supersede Academic Maximum Time Frame when it comes to financial aid eligibility.

## SAP Maximum Time to Completion

<b>Program Type</b>	<b>Course Completion Rate</b>	<b>Minimum GPA</b>	<b>SAP Maximum Timeframe</b>
Bachelor's Degrees- 120 credit hours	No less than 66.66% of total course credit hours attempted	2.0	180 attempted credit hours
Post-Baccalaureate Certificate -12 credit hours	No less than 66.66% of total course credit hours attempted	3.0	18 attempted credit hours
Paralegal Certificate	No less than 66.66% of total course credit hours attempted	2.0	46.6 attempted credit hours
Juris Doctor Degree - 82 credit hours	No less than 66.66% of total course credit hours attempted	2.0	123 attempted credit hours
Master's Degrees - 30 credit hours	No less than 66.66% of total course credit hours attempted	3.0	45 attempted credit hours
Master's Degrees - 36 credit hours	No less than 66.66% of total course credit hours attempted	3.0	54 attempted credit hours
Post-Master's Certificate -18 credit hours	No less than 66.66% of total course credit hours attempted	3.0	27 attempted credit hours
Education Specialist (EdS) -33 credit hours	No less than 66.66% of total course credit hours attempted	3.0	49.5 attempted credit hours
Doctoral - 54 credits hours	No less than 66.66% of total course credit hours attempted	3.0	81 attempted credit hours
Doctoral - 60 credit hours	No less than 66.66% of total course credit hours attempted	3.0	90 attempted credit hours

## **Academic Maximum Time to Completion**

The University requires all students to complete all degree or certificate program requirements within specific time limits as outlined in the Catalog to be eligible for graduation. Students who do not complete their degree or certificate program within the required time limits may be academically dismissed from the University. The program completion guidelines outline the maximum time frames allotted to students and do not supersede the obligation to maintain satisfactory academic progress through the student's program of study. Program completion deadlines are calculated based on the first date of attendance in the student's program. In extenuating circumstances, with accompanying documentation, Deans may approve an extension to the academic maximum time frame. Approved extensions may not exceed the requirements to maintain satisfactory academic progress.

Students in the JD program are also subject to the requirement of the Committee of Bar Examiners of the State Bar of California that all students complete their JD program no later than 84 months after beginning the program.

<b>Program Type</b>	<b>Academic Maximum Time Frame</b>
---------------------	------------------------------------

Bachelor's Degrees	180 attempted credit hours
Paralegal Certificate	2 years
Master's Degrees - 36 credit hours or less	5 years
Master's Degrees - More than 36 credit hours	6 years
Post-Baccalaureate and Post-Master's Certificates	2 years
Education Specialist Degree (EdS)	5 years
Doctoral Degrees - 60 credits hours or less	7 years
Doctoral Degrees - More than 60 credit hours	8 years

## Administrative Dismissal

Subject to proper notice, the right to a hearing, and the right of appeal, the JFK School of Law at National University reserves the right to dismiss administratively any student from the program who: (1) unilaterally withdraws from the program without administrative approval from the JFK School of Law at National University or University; (2) breaches a curriculum contract, condition of admission, or other agreement with the JFK School of Law at National University or University that constitutes a condition of enrollment in the program; or (3) fails to abide by JFK School of Law at National University or University policies, rules, or regulations governing admission, attendance, registration, financial aid, or student conduct.

## Program Change

Students must contact their Academic and Finance Advisor for assistance in changing their degree programs. Student and Financial Services are required to evaluate the impact on federal financial aid eligibility when a student requests to change degree programs after federal financial aid has been disbursed. In some cases, a program change will result in a return of federal aid per the withdrawal from the initial program and the immediate re-packaging of federal aid that will apply towards the new program.

Changes of school, degree level, specialization, and changes from a professional doctorate to a doctorate of philosophy or vice versa, require Dean's approval.

Upon receiving Dean approval, students must complete a new application and enrollment agreement for the new degree program. The student's new application and Dean's approval are then submitted to the Office of the Registrar and the program specific admissions committee, if any, for evaluation and admissions approval in accordance with University policy. Once approved, the Office of the Registrar updates the student's degree plan and program of study.

## Program Discontinuation

If the University decides to discontinue an academic program, all students that remain continuously enrolled are afforded the opportunity to complete their program.

## Official Withdrawal

Students have the right to withdraw from the University at any time. University team members who receive a student request to withdraw from the University will submit the request to the Office of the Registrar for processing on behalf of the student using

the date they received the student's request as the Request Date. If students are enrolled in a course at the time of withdrawal, the Office of the Registrar will use applicable Grading Policies & Procedures to determine the final grade of the withdrawn course.

See the [Refund Policy](#) for applicable financial policies.

## Honors

### Dean's List

For Fall and Spring semesters, after grades are posted the JFK School of Law at National University publishes a Dean's List based on students' grade point averages for that semester. A student must have earned a GPA of 3.0 or above during the semester to be considered for the Dean's List.

## Graduation Requirements

Students must submit a Diploma Application through *NCUOne*, which triggers a final degree audit. The audit process confirms that the student has met all academic and programmatic requirements and is financially clear. The Diploma Application final degree audit is reviewed and completed by the Academic and Finance Advisor, the School of the degree program to be conferred, Student and Financial Services, and the Office of the Registrar.

Upon successful completion of the final degree audit, the student is degree-conferred and the diploma order is submitted to the University's third-party diploma vendor for processing.

A student's program completion date is the end date of the last course in their program. This date will be used as the student's degree conferral and diploma date.

AWARD	UNITS	RESIDENCY	DEGREE REQUIREMENTS
Juris Doctor (JD)	Successful completion of 82 units of study in accordance with the prescribed curriculum and in compliance with the residency requirement of the Committee of Bar Examiners of the State Bar of California including a minimum of 62 units of numerically graded coursework. Successful completion of all required courses.	The residency requirement is 28 credits completed in the program while enrolled at the University.	<p>A cumulative grade point average as follows: Students who entered into the JFK School of Law at National University beginning in Fall 2022 and later must maintain a cumulative GPA of 2.4 or better to be considered in good academic standing. Students who entered into the JFK School of Law at National University prior to Fall 2022 must maintain a cumulative GPA of 2.0 or better.</p> <p>All official documents must be on file for the basis for admission from a regionally or nationally accredited academic institution as well as official transcripts on file for all transfer credit hours accepted by the University.</p> <p>Students must ensure all financial obligations to the University have been satisfied.</p>

## Graduation with Honors

Juris Doctor students who have completed their degree requirements, have completed at least 39 of the 62 required numerically graded units in residence at the JFK School of Law at National University, and have taken no more than 17 terms (including summers) to complete their degree requirements are eligible for graduation with honors as follows:

Honor	Minimum GPA
Summa Cum Laude	3.66 +
Magna Cum Laude	3.33 - 3.65
Cum Laude	3.00 - 3.32

Academic honors will be posted on the students' transcript and diploma.

## Diploma Application and Degree Conferral

The student's name in the official record will be printed on their diploma. Students may type out how they want their name to appear on the diploma in the diploma application, however; only minor deviations from the name will be allowed (e.g., omission or inclusion of middle name or suffix, abbreviated or nickname). If a student wants a different name than what is on record, they must complete a change of information request prior to submitting the diploma application. Contact the Office of the Registrar at [graduation@ncu.edu](mailto:graduation@ncu.edu) for additional assistance.

Students receive one free diploma and diploma cover upon completion of the degree conferral audit and approval process. Students may order duplicate copies of their diploma. See [Miscellaneous Fees](#) for duplicate fee information.

## Commencement Ceremony

The current commencement ceremony calendar and general information about the University graduation process and ceremony schedule can be found at <http://ncu.edu/commencement>.

Students may order their regalia from the University's third-party regalia vendor. The third-party vendor's website and contact information is published on [www.ncu.edu](http://www.ncu.edu).

## Ethical Standards & Practices

### Code of Conduct

The University has established the following Code of Conduct for all current or former students and alumni. As a member of the University Community, each student is expected to understand the terms and conditions set forth in this Policy, comply with the standards, and conduct themselves in a professional and respectful manner. (See the Employee Handbook and Faculty Handbook for the Code of Conduct applicable to staff and faculty.)

The University is committed to maintaining an inclusive community with exceptional ethical standards of professional and academic conduct. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

Community members of the University are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the following seven categories:

- Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials
- Harassment, stalking, humiliation, name-calling, the use of insulting or offensive language, cyber-bullying, threatening communications, abuse and intimidation
- Conduct, in speech, written communication or behavior, that is disrespectful or unprofessional or racist, sexist, ageist, or that is otherwise prejudicial against a particular community or social group
- Failure to follow community guidelines for University-sponsored events (i.e., commencement ceremony, dissertation boot camps, etc.) or University run social media engagement platforms (i.e., The Commons, Alumni Association app, etc.) to include any social media posts that are contrary to university values and lead to disruption in the University Community.
- Disruption or obstruction of the normal operations of the University; including unauthorized use of any of the University's facilities, informational or material properties, and resources
- Conduct, in speech, written communication or behavior, that is disorderly, lewd, lascivious, indecent, sexually abusive, or otherwise inappropriate, or that constitutes a breach of the peace; including violation of the University's policy that prohibits bringing alcohol, recreational drugs, or firearms onto University property or any location during a University-sponsored event
- Failure to cooperate during a University investigation

All members of the University community who become aware of violations of the Code of Conduct have a responsibility to report them to the appropriate authority.

For violations of an academic nature, the appropriate authority is the relevant Dean or Provost.

For violations that are administrative in nature, the appropriate authority is the relevant director of the functional area that oversees the administrative functions.

For violations that involve monies or are financial in nature, the appropriate authority is the Director of Financial Aid Oversight and Vice President of Student Operations.

For minor violations of an interpersonal nature, the appropriate authority is the relevant Director, Vice President, or member of the President's Cabinet.

For violations, including any instance of intimidation or sexual harassment, the violation must be reported to the University President and/or the Vice President of Human Resources.

A member of the University community who is the victim of a sexual assault should immediately notify law enforcement by dialing 911. A team member of the University who, in the course of their job responsibilities, suspects the sexual or physical abuse of a child must immediately report the incident to the law enforcement by dialing 911. If an incident of sexual assault occurs at a University location, it must be immediately reported to Human Resources.

Faculty and team members involved in the purported Code of Conduct violation(s) have a responsibility to report such incidents to the appropriate Dean by submitting a completed Suspected Code of Conduct Violation form.

The Dean will review the charges presented thus the ownership of the investigation (including supporting documentation) should fall on the reporting party.

NOTE: this policy does not regulate any group or individual posting on their own social media unless their conduct/communication is directed toward or has a direct and negative effect on members of the University Community.

## Procedure: Responding to Alleged Violations of Code of Conduct

Responsibility	Action
----------------	--------

<b>University Community Member (i.e., students, staff, faculty)</b>	<ul style="list-style-type: none"> <li>When an alleged violation occurs, complete the Suspected Code of Conduct form and forward it to the Dean of the appropriate School.</li> </ul>	
<b>Dean</b>	<ul style="list-style-type: none"> <li>Review the Suspected Code of Conduct Violation Form and supporting documentation. Within 5 days of receiving Investigation Report and materials, authorize one of the following subsequent courses of actions as appropriate.</li> </ul>	
	<b>IF:</b>	<b>THEN:</b>
	<ul style="list-style-type: none"> <li>The issue is not substantiated</li> </ul>	<ul style="list-style-type: none"> <li>Take no action</li> </ul>
	<ul style="list-style-type: none"> <li>The issue proved substantiated but does not warrant a formal charge (the University has an official Warning Letter)</li> </ul>	<ul style="list-style-type: none"> <li>Send a Warning Letter to alert the offender that continued or similar behavior in the future may result in a formal charge of violation of the Code</li> </ul>
<ul style="list-style-type: none"> <li>The issue is proved substantiated and warrants a formal charge due to the seriousness and/or repeat violations (the University has an official Charging Letter)</li> </ul>	<ul style="list-style-type: none"> <li>Send a Charging Letter to inform the offender of the charge</li> <li>Send communication in hard copy, by Compass Message or University email, and by personal email if available</li> <li>Provide the policy, details of the offense, and rebuttal directions</li> <li>Substantiated conduct violations at University-sponsored events (i.e., commencement ceremony, dissertation boot camps, etc.) or University run social media engagement platforms (i.e., The Commons, Alumni Association app, etc.) may result in removal of access and/or ability to participate</li> <li>Respond to the reporting party to confirm the concerns are being addressed (to remain compliant with FERPA, the University does not release the specific actions taken)</li> </ul>	
<b>Student</b>	<ul style="list-style-type: none"> <li>If you choose to respond to the Charging Letter, you must do so within 10 days of the date of the Charging Letter: <ul style="list-style-type: none"> <li>Response must be in writing to the Dean</li> <li>Response should include details regarding your position on the charge(s) as specified in the letter</li> <li>If the individual would like to address the Student Code of Conduct Committee, that desire must be stated in writing along with a contact telephone number</li> <li>The individual will have the 10 minutes before the Committee meets to state their position verbally (Note: the time is not</li> </ul> </li> </ul>	



	intended for open discussion but the individual should be prepared to answer questions posed by the Committee in clarifying the events.) <ul style="list-style-type: none"> <li>○ Once completed, the call will be terminated and the Committee will discuss</li> </ul>			
<b>Code of Conduct Committee</b>	<ul style="list-style-type: none"> <li>• Evaluate relevant documentation and render a final decision in writing, including the appropriate sanction(s)</li> </ul>			
<b>Dean</b>	<ul style="list-style-type: none"> <li>• Write a letter to the individual informing them of the outcome and have it delivered in hard copy, by Compass Message or University email, and by personal email if available</li> </ul>			
	<ul style="list-style-type: none"> <li>• Place a copy of the notification letter in the student record and send copies to the Office of the Registrar</li> </ul>			
	<ul style="list-style-type: none"> <li>• Notify the appropriate area(s) to ensure the Committee's decision is enforced</li> </ul> <p><b>DECISION IS FINAL:</b> All Committee decisions are final and there are no additional appeal provisions</p>			
	<table border="1"> <tr> <td><i>IF Committee determines:</i></td> <td><b>THEN:</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Expulsion is the appropriate sanction for the behavior</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Automatically escalate the recommendation for a second review to Executive Team or Provost</li> </ul> </td> </tr> </table>	<i>IF Committee determines:</i>	<b>THEN:</b>	<ul style="list-style-type: none"> <li>• Expulsion is the appropriate sanction for the behavior</li> </ul>
<i>IF Committee determines:</i>	<b>THEN:</b>			
<ul style="list-style-type: none"> <li>• Expulsion is the appropriate sanction for the behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Automatically escalate the recommendation for a second review to Executive Team or Provost</li> </ul>			

## Academic Integrity

The University is committed to supporting students and faculty in understanding and applying standards of academic integrity by:

- Using an industry-recognized text-matching service to screen student assignments
- Publishing policy standards in the Catalog
- Providing materials about Academic Integrity in *NCUOne*
- Providing additional tools through the ASC on APA standards

The University considers it a serious violation of academic integrity to – intentionally or unintentionally – present the thoughts or ideas of another as your own. The key to academic integrity originates in the writer's choices on how to divide their voice from the voices of others. Plagiarism includes but is not limited to the following:

- Copying entire documents and presenting them as your own
- Cutting and pasting from the work of others without properly citing the source
- Stringing together quotes and /or ideas of others without connecting their work to your own original work
- Asserting ideas without acknowledging their sources or reproducing verbatim work written by others without properly citing your sources
- Accidental appropriation of the work of others due to a lack of understanding of documentation conventions
- Purchasing work from others and submitting it as your own

To monitor for potential plagiarism, the University submits student assignments through the institution's third-party text matching service. For dissertation courses, the final dissertation proposal and dissertation manuscript must be submitted through the text matching service.

Faculty may submit additional coursework to the text matching service as needed or instructed by the School Dean or designee.

**NOTE:** The University's response to academic integrity violations may range from requiring a student to re-write a paper to administrative dismissal from the University.

## Scope of Policy

The Academic Integrity policy applies to all course assignments submitted by a student to an instructor, including but not limited to the following:

- Discussion postings
- Exams
- Signature assignments
- Course papers
- Comprehensive portfolio/prospectus
- Written assignments using outside source information
- Dissertation documents (dissertation chapters, concept papers, proposals, and final reports)

## Re-using or Re-purposing Prior Work

All student work must be original and written specifically for the course in which it was assigned. Presenting one's previously used work as an original work in subsequent assignments is plagiarism and is inconsistent with honesty and truthfulness in scholarship. Submitting the same coursework to multiple courses also violates Academic Integrity unless the resubmitted work is substantially changed and cited as previous work. University faculty and students should discuss the expectations of each activity at the beginning of the class. There should be a clear understanding between the faculty member and student regarding the use of prior work in the class. The faculty member must indicate if the student's response must be an original work or if the student may use prior work in their response to a new activity.

## Exceptions

1. **Previously attempted course** - A student may submit prior work for the same course when re-taking a course that was previously attempted. Students must notify their faculty that they previously attempted the course and are re-using prior work. This exception notwithstanding, refining prior work before submission to best reflect the student's current scholarly abilities and achieve the best chance for a passing grade on the re-take is always prudent.
2. **When instructed to do so by the faculty or assignment instructions** - re-submission of prior work or revised work is permitted.

## Acceptable Use of Information Technology

Through *NCUOne*, the University provides students with access to course rooms, messaging system, Library, and other academic resources. The University also provides computer, network, Internet, Intranet, and email access for team members and faculty for the performance of their job functions. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the institution's network. This policy explains how information technology (IT) resources are to be used and specifies what actions are prohibited. No policy can cover every situation, and all users are expected to use common sense when using institutional resources. Questions on what constitutes acceptable use should be directed to the user's team leader, instructor, or Academic and Finance Advisor.

When utilizing University IT resources, all institutional policies are in effect at all times. Any student, team member, or faculty member who abuses the privilege of the University facilitated access to student or faculty *NCUOne*, e-mail, or the Internet may be denied access to and, if appropriate, be subject to disciplinary action, up to and including termination or dismissal from the University.

## Scope

The scope of this policy includes any and all use of institutional IT resources, including but not limited to, the student and faculty *NCUOne*, computer systems, phones, email, the network, network resources, and University Internet and Intranet connections.

The University recognizes that use of e-mail and the Internet make communication more efficient and effective. However, Internet service and e-mail are valuable, costly resources and their purpose is to facilitate University business. Irresponsible use reduces their availability for critical business operations, compromises security and network integrity, and leaves the University open to potentially damaging litigation. All use of the University IT resources must be in support of business, education, and research consistent with the purposes of the University. This policy discusses acceptable usage for computers, e-mail, and the Internet.

## Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting JFK's commitment to honest, ethical, and non-discriminatory practices. In furtherance of these goals and to ensure the security of institutional, faculty, and student information, the following restrictions and prohibitions apply:

- Never share your logon ID and/or password with any other person. No internal department or team member including IT and HR, should ask for a user's logon ID credentials (username / password)
- Do not reveal university network or system access passwords to others, including family, friends, or other members of the household when working from home or remote locations
- Do not access a computer account that belongs to another team member, faculty member, student or department
- Use only your assigned logon ID and password; you are responsible for all activity under your logon ID
- Report any known or suspected compromise of your logon ID to the Information Technology Department
- Anytime team members leave their desks/work area, they shall lock their desktop/PCs (in windows ctrl+alt+delete and press enter)
- Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited
- Attempting to monitor, read, copy, change, delete or tamper with another user's electronic communications, email, files or software is prohibited
- Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited
- Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is prohibited
- Any use that violates federal, state, or local law or regulation is expressly prohibited
- Knowing or reckless interfering with the normal operation of computers, peripherals or networks is prohibited
- Deliberately wasting computer resources, including bandwidth, disk space, and printer paper, or running or installing games or other unauthorized software on institutional computers is prohibited
- Using the institution network to gain unauthorized access to any computer system is prohibited
- Downloading university information, especially confidential information, onto any external hard drive, disk, or other storage device is prohibited, unless specifically for work purposes
- Performing any of the following is prohibited: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques when not part of user's job function
- Any use of the school web sites for product advertisement, except those endorsed by the University, is prohibited
- Any use of the school eb sites for political lobbying is prohibited
- All communications accessible via the school web sites, such as the Bulletin Board, Discussion Forums and any other communication tools, will reflect professionalism, respect for others and appropriate language

## Password Standards

## Password Standards

Students must have valid login and password credentials to access *NCUOne*. Passwords for student accounts must be a minimum length of eight (8) characters and meet three of the following conditions:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphanumeric characters: ~!@#%&\*\_-+=~\()\{\}[];:'"<>.,?/

NOTE: For greater security, passwords should not be based on personal information (e.g., names of family, birthdates, etc.) or complete words or phrases in any language, slang, dialect, or jargon.

Passwords expire every 90 days and cannot be reused for 365 days (one year) from the date of expiration. Students with expired passwords will not be granted access to *NCUOne* until they have successfully reset their password. Instructions for updating account passwords are available through the *NCUOne* login/password reset feature.

## Copyright Infringement

All users should be aware that federal copyright laws, regardless of whether a copyright notice appears on the work, may protect any information, software, or graphics on the Internet. Licensing agreements may control redistribution of information from the University's Internet-related systems or from the Internet. Duplication or transmission of such material may not be undertaken without express authorization from the University's Information Technology management.

University computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without permission of the copyright owner (this list is not meant to be exhaustive, as copyright law applies to a wide variety of works):

- Copying and sharing images, music, movies, or other copyrighted material using Peer-to-Peer (P2P) file sharing or unlicensed CD's and DVD's
- Posting or plagiarizing copyrighted material
- Downloading copyrighted files which the user has not already legally procured

## Violations and Penalties under Federal Law

Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

## Institutional Sanctions for Copyright Infringement

Students are expected to conduct themselves professionally and refrain from acts of misconduct set forth in the Student Code of Conduct. Suspected acts of misconduct or violations related to copyright infringement and P2P file sharing should be reported to the appropriate authority for review. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

## Fair Use of Copyrighted Material

The University Library is committed to compliance with intellectual property law and the preservation of the rights of copyright owners and users of copyrighted materials. The Library strives to inform all its constituencies of the rights and responsibilities under the fair use provisions of the Copyright Act (17 U.S.C. Section 107).

- Fair use applies to the digital environment without regard to the medium of the original work
- Fair use does not supersede licensed resources unless the terms of controlling agreements specifically defer to U.S. Copyright Act 17 U.S.C. Section 107
- Fair use depends on a case-by-case examination of facts surrounding each case, and the four factors identified in U.S. Copyright Act 17 U.S.C. Section 107:

1. The purpose or character of the use; including whether such use is of a commercial nature or for nonprofit educational purposes
2. The nature of the copyrighted work used
3. The amount and substantiality of the work being used
4. The effect of the use on the market for or value of the original work

The Library works to comply with the Fair Use Guidelines and the U.S. Copyright Law (Title 17, U.S. Code) regarding photocopied materials. The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The University reserves the right to refuse to accept a copying order if, in its judgment, the fulfillment of the order would involve violation of copyright law.

Students should refer to the Acceptable Use of Information Technology Policy for additional policies and procedures related to copyright infringement – including Peer-to-Peer (P2P) file-sharing – institutional sanctions for student misconduct, and violations and penalties for copyright infringement under federal law.

# Student Rights & Responsibilities

## Student Responsibilities

It is the student's responsibility to be familiar with the information presented in the Catalog, and to know and observe all regulations and procedures relating to the program they are pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of the regulations and procedures included in the Catalog. Responsibility for following all policies and meeting all requirements and deadlines for degree programs rests with the student.

Admission Requirements from the current online catalog, in effect at the time of a student's enrollment, are the official sources and permanent references governing the terms of a student's enrollment. Students who fall out of continual enrollment may be subject to administrative withdrawal from the University. Students who re-enter after dismissal or withdrawal may be subject to re-entering the most current program version at the time of their re-entry. For additional information, please refer to the Denied Admissions policy.

## Well-Being and Safety

The University is committed to providing students with an environment free of discrimination or harassment. Please see the University's [Code of Conduct](#) for additional information. In addition, community resources exist to provide students with information and support relating to personal well-being and safety, such as:

- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 646-HOPE
- U.S. Department of Justice National Sex Offender Public Registry <http://www.nsopr.gov>
- Substance Abuse or Mental Health Treatment National Helpline (800) 662-HELP (4357)
- National Aids Hotline: (800) 448-0440
- National Suicide Prevention Lifeline: (800) 273-8255
- Behavioral Health Treatment Services Locator <http://findtreatment.samhsa.gov/>
- Rape, Abuse & Incest National Network <http://www.rainn.org/get-information>
- National Center for Victims of Crime <http://www.victimsofcrime.org/>
- Addiction and Domestic Violence Recovery Center <http://www.recovery.org/addiction/domestic-violence>
- Internet Safety Guide for Women <https://www.vpnmentor.com/blog/the-empowering-internet-safety-guide-for-women/>

Further, when requested by a victim, the University will facilitate changes in a victim's transportation and working situations, in addition to academic and living situations, as reasonable and appropriate.

# Americans with Disabilities Act (ADA)

The University takes seriously its obligations to provide disability services to qualified individuals as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and 2008.

## Notice of Nondiscrimination and Section 504/ADA Coordinator

The University does not discriminate based on disability in violation of 34 C.F.R. Section 504 and does not discriminate in admission or access to, or treatment or employment in, its program or activity. The University has a designated Disability Services Team to handle inquiries regarding non-discrimination policies and accommodations. Students who are in need of accommodations are encouraged to contact the University's Disabilities Services Team at [disabilitiesservices@ncu.edu](mailto:disabilitiesservices@ncu.edu). Team members must notify the Director of Compensation, Benefits, and ADA on the Human Resources Team of any requests for accommodations at [humanresources@ncu.edu](mailto:humanresources@ncu.edu). If there is a concern of discrimination regarding disability, team members must contact their assigned HR Liaison.

## ADA Regulations

The intent of the Americans with Disabilities Acts (ADA) is to mitigate potential classroom barriers related to an eligible disability so that the student has the opportunity to successfully achieve their academic goals. Students who are determined to meet eligibility definitions for accommodations are still expected to meet all academic and University performance standards and adhere to policies and Student Code of Conduct protocols as are expected of students without disabilities.

## ADA Eligibility Definitions

The U.S. Department of Justice defines an individual with an eligible disability to be a person who:

- Has a physical, learning and/or mental impairment that substantially limits one or more major life functions (such as performing manual tasks, walking, seeing, hearing, speaking, breathing or learning)
- Has a documented record of a physical, mental, or learning impairment
- Is regarded as having a substantially limiting physical, learning, and/or mental impairment. The documented impairment may be permanent, recurring or temporary (less than six months in duration)
- Is "otherwise qualified" to perform the required course work with the assistance of academic accommodations which are determined on a case-by-case basis

For more information, please visit [www.ADA.gov](http://www.ADA.gov).

Examples of common ADA accommodations include (but are not limited to):

- Speech-to-text software
- Extended time for assignments and/or quizzes/tests
- Alternative format textbooks
- Closed-captioning or transcripts of online videos

The Disability Services Office cannot authorize the following:

- Extended breaks between courses or leaves of absence
- Special funding, discounts or waivers for course fees
- Vocational rehabilitation funding or scholarships
- Additional time to complete a program
- Waivers of the University policies, including admissions, academics or financial

The University will not grant an accommodation if the accommodation alters the academic standards of the program or would result in undue hardship to the University or threaten the health and safety of the student with a disability or other persons.

## Student's Responsibilities

- Timely notification is a requirement of all requests and must be made by the student directly to Disability Services as soon as possible
  - The Disability Services Office must receive the completed medical documentation and eligible students will receive reasonable accommodations
  - Accommodations will not be made retroactively
- Accommodated students are expected to make academic progress as measured by successful and timely completion of academic work in accordance with University policies
- The student is required to maintain contact with his faculty, Academic and Finance Advisor, and Disability Services during the period of the academic accommodation
- The student must speak with Disability Services Office before each course to ensure the appropriate accommodation is communicated with faculty and Academic and Finance Advisors as needed
- The student must abide by all University policies while accommodated, regardless of impairment
  - This includes admissions, attendance, and financial responsibilities
- Students must provide updated and/or clarifying disabilities documentation as requested by the ADA Program Coordinator

## Obtaining Assistance

Students enrolled in a course at the University should complete the process to request an ADA accommodation well in advance of the anticipated need for services and accommodations. From the time a student submits their documentation, it can take up to two weeks for an accommodation to be implemented.

- Students are asked to notify the Disability Services Office prior to enrollment in a course to allow time to collect the required documentation to establish an educational plan with a reasonable accommodation
- Students having a temporary or sudden disability are asked to notify Disability Services Office at the on-set of the disability or as close to the onset as possible
- Academic accommodations are not retroactive but rather are implemented once the student is determined to be eligible based on stated documentation and communication requirements

The Disability Services Office can be reached at [disabilityservices@ncu.edu](mailto:disabilityservices@ncu.edu) (not case sensitive).

## Granting Accommodations

The accommodation process is an interactive process between the student, the Disability Services Office and the School. After an appropriate accommodation is determined through dialogue and the review of the supporting documentation, the student will receive an ADA Accommodations Contract to review and agree to the ADA accommodation. Once the student agrees, the student's faculty member and academic advisor will be notified regarding the accommodation(s) that is approved for the student and how the accommodation(s) will be implemented.

## Confidentiality

In accordance with privacy laws including FERPA and HIPPA regulations, only University team members with a legitimate need to know will have access to the details of an ADA file. Once a student is deemed eligible and has agreed to the negotiated accommodation, the ADA Program Coordinator will communicate the accommodation to the faculty and University team members as appropriate.

- Student services team members will not engage students about a disability
  - If a student self-discloses a disability, the team member will acknowledge it and refer the student to the ADA coordinator
  - Team members are not positioned to support requests for or determine eligibility of an ADA disclosure
- Only team members who have a legitimate need to know the details of an ADA file including the disability and associated accommodation(s) will be given such information
- Students will be referred to Disability Services Office upon disclosing a disability or asking for information regarding ADA accommodations and services
- Documentation regarding the disability and requested accommodation will be accepted by Disability Services Office only
- Non-ADA team members will not make any entries about a student's disability in the University's student systems
  - Referrals of students can be denoted in the journal as "Referred to [Name of ADA Program Coordinator]"

## ADA/Section 504 Grievance Procedure

The University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the University, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Nicole Vanegas, the Title IX Coordinator, has been designated as the University's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in the University's resolution process, please contact [disabilityservices@ncu.edu](mailto:disabilityservices@ncu.edu).

### **a. Students with Disabilities**

The University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the University.

All accommodations are made on an individualized basis and must be supported by sufficient documentation. A student requesting any accommodation should first contact the ADA/504 Coordinator, who coordinates services for students with disabilities with the Student Disability Manager to review documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s) in accordance with the University's applicable policies.

### **b. Employees with Disabilities**

Pursuant to the ADA, the University will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to the University.

An employee with a disability is responsible for submitting a request for an accommodation to the Director of Compensations, Benefits, and ADA and providing necessary documentation. The Director of Compensations, Benefits, and ADA or designee will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability



and what reasonable accommodations could enable the employee to perform those duties in accordance with the University's applicable policies.

The University has both informal and formal mechanisms for students and employees to resolve concerns about disability discrimination, denial of access to services, accommodations required by law, or an auxiliary aid they believe they should have received ("disability-related issues"). Any person who believes they have been subjected to discrimination based on a disability may file a grievance under this procedure. It is against the law to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

## **Informal Process**

If a student or employee has concerns about a disability-related issue, the student or employee should, but is not required to, in general, first discuss the matter with the ADA/504 Coordinator, or with the individual(s) most directly responsible, such as the faculty or Team member, who has decided regarding the student or employee's disability-related issue. If the student or employee chooses to speak first with the individual(s) most directly responsible, but the discussion does not yield an outcome acceptable to the student or employee, or if the circumstances of the complaint are such that it would be inappropriate for the student or employee to contact the individual responsible, the student or employee should, but is not required to, consult with the University's ADA/504 Coordinator, who will attempt to facilitate a resolution.

If the ADA/504 Coordinator is not successful in achieving a satisfactory resolution, generally within ten working days from the date of the student or employee raised the disability-related issue, the ADA/504 Coordinator will inform the student or employee of their efforts, and his or her right to file a formal grievance.

The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, the individual may ask to implement the formal process at any time during the informal resolution or instead of the formal resolution.

ADA/504 Coordinator

Nicole Vanegas

Office/Location: Remote employee

Address: 9388 Lightwave Avenue, San Diego, CA 92123

Email: [nvanegas@ncu.edu](mailto:nvanegas@ncu.edu)

Phone: (928) 457-0298

## **Formal Grievance**

Should a student or employee feel they have not been treated in a fair or professional manner regarding access and accommodations or feels they have been discriminated against based on disability, they are encouraged to follow the formal grievance procedures outlined below.

A formal grievance must be filed within 21 working days of the date of the Informal decision, if applicable, or within 30 calendar days of the occurrence of the disability-related issue.

The grievance must be in writing and include the following:

The grievant's name, address, email address and phone number

A full description of the situation

A description of the efforts, if any, which have been made to resolve the issue informally

A statement of the requested remedy, e.g. requested accommodation or remedy to address the alleged discrimination

If the grievance involves confidential medical information, the ADA/504 Coordinator will maintain the confidentiality of that information and will not release that information without the individual's permission, except as allowed by law.

The ADA/504 Coordinator will review the grievance for timeliness and appropriateness under this grievance procedure and notify the grievant if the grievance has been accepted.

The ADA/504 Coordinator either commences an investigation or will select a trained investigator who will promptly initiate an investigation. The investigator will be an individual who is trained on disability or civil rights issues. In undertaking the investigation, the ADA/504 Coordinator or investigator may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the investigator believes to have relevant information, including but not limited to faculty, staff, students, and visitors to the University. All parties will have an opportunity to provide the investigator with information or evidence that the party believes is relevant to his or her grievance. All parties involved will receive a fair and equitable process and be treated with care and respect. The investigator will respect the privacy of all parties.

The investigation will be completed within thirty calendar days of the filing of the written complaint.

## Findings and Notification

Within five working days of the completion of the investigation, the investigator will recommend appropriate actions to be taken. The investigator will provide a summation of the evidence that supports the recommendations, and the grievant will be advised in writing of the outcome of the investigation.

## Appeal

Within five calendar days of receiving the determination from the ADA/504 Coordinator, the grievant or the party against whom the grievance is directed, may appeal the determination. To appeal, the party must file a written request for review with the ADA/504 Coordinator. Appeals are based on the following grounds:

To consider new evidence unavailable during the original investigation, that could substantially impact the original findings. A summary of the new evidence and its potential impact must be included in the request for appeal; or

The grievance procedure was not followed which significantly impacted the outcome.

If the ADA/504 Coordinator finds the decision establishes standing for appeal consideration, the appeal will be sent for review to the Appeal Board.

The Section ADA/504 Coordinator will provide the person appealing with a copy of both the appeal and written decision within five calendar days of the filing of the appeal. The appeal decision will be final.

The University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex. The University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR).  
<https://www2.ed.gov/about/offices/list/ocr/contactus2.html>

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights.

EEOC Field Office in San Diego

555 West Beech Street, Suite 504

San Diego, CA 92101

United States

Phone: 1-800-669-4000

How to file complaint: <https://www.eeoc.gov/field-office/sandiego/charge>

OCR District/Field Office for California

California

Office for Civil Rights,

San Francisco Office

U.S. Department of Education

50 United Nations Plaza

San Francisco, CA 94102

Telephone: (415) 486-5555

Facsimile: (415) 486-5570

Email: [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)

How to file complaint: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Assistant Secretary for Civil Rights

Office for Civil Rights, National Headquarters

U.S. Department of Education

Lyndon Baines Johnson Dept. of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

The University will complete its investigation and make findings on a complaint filed at the University, even if a complaint has also been filed with the Office for Civil Rights.

## **Title IX Notice of Nondiscrimination**

### **Scope**

The scope of this policy applies to all staff, faculty, third-parties conducting business on behalf of the University, and all students. The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence.

The University adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex. As a University of federal financial assistance for education activities, the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

The University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by the University's policy.

Any member of the community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the University community on the basis of sex is in violation of the Title IX Policy.

## Policy & Procedure

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by electronic email or by voicemail.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or Deputy Title IX Coordinator.

## Who to Contact

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of the University policy should contact the following:

### Title IX Coordinator

Nicole Vanegas, Regulatory Affairs

Office Location: Remote Employee

Mailing Address: 9388 Lightwave Avenue, San Diego, CA 92123

Telephone: (928) 457-0298 Email: [nvanegas@ncu.edu](mailto:nvanegas@ncu.edu)

## University Code of Conduct Related to Harassment

The University does not condone harassment or abusive behavior. Harassment, physical abuse, threatening comments, or intimidation of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any member of the University community or any other person or persons. Such conduct includes, but is not limited to stalking, cyberstalking, harassment, and retaliation as a result of complaints or alleged misconduct.

## Report It

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). A complaint may be filed with the Title IX Coordinator by phone, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the University investigate the allegations.

**If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.**

## **Investigations**

The University's Title IX Coordinator maintains oversight for review and investigation of complaints of this nature. All investigations will adhere to practices set forth by Federal Guidelines.

## **Protection Against Retaliation**

The University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## **Privacy Statement**

The University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## **Student Educational Records**

The University maintains student educational records, provides students access to their records, and keeps information contained in those records confidential as required by FERPA. The Act covers anyone who has enrolled at the University, including:

- Active students currently enrolled in a program
- Former students and alumni
- Administrative team members, full-time faculty members, and part-time faculty members

When operating web sites, the University must take special measures to ensure the confidentiality of the information is protected. A privacy statement appears on the websites that explain what information the University may collect through our websites, why the University collects such information, how the information is protected, and the choices stakeholders have about how the University uses the information.

The University has the obligation to safeguard this information and to ensure the stakeholders are protected.

The University is required to keep Enrollment, Financial Aid and Disciplinary documents for up to five years and Transcript documentation indefinitely.

## **FERPA Rights**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information the University may disclose to third parties without receiving prior written consent from the student via a FERPA release form, an authorized signature on another document or a lawfully issued subpoena or judicial order.

The University Registrar's office maintains student educational records, provides students access to their records, and keeps information contained in those records confidential as required by the Family Educational Rights to Privacy Act (FERPA). The Act covers anyone who is or has enrolled at the University.

## **Procedure to Inspect and Retrieve Education Records**

Under FERPA, students have the right to inspect and review their education records. A student who wishes to inspect and review their records should submit a written request to the University Registrar. Students have the option to inspect their records at the University's Scottsdale, Arizona location and must present photo identification before access to educational records is allowed. A designated University official must be present when a student wishes to review their records at the Scottsdale, Arizona location.

For students who cannot reasonably travel to the University's Scottsdale, Arizona location, copies of records from a student's file can be made available; the student must fill out and submit the 'Request for Educational Records' form.

All records requests will be responded to within 14 days from the date of receipt of the request. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time, but in no case more than 45 calendar days after the request was made.

The cost of obtaining copies, whether paper or electronic, is \$1.25 per page, payable in advance.

## **Education Records**

Education records are defined as official records that are directly related to a student and maintained by the University Registrar.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to them personally.

## **Request to Correct Education Records**

Students have the right to request an amendment of their education records if student believes their record may be inaccurate, misleading or in violation of their rights of privacy. The request for amendment must be made in writing and include a notarized signature. The request must be mailed to the attention of the Office of the Registrar and must identify the part(s) of the education records to be amended and specifying the reasons why the student believes the information is inaccurate or misleading.

The Office of the Registrar shall notify the student of the decision regarding their request for an amendment to their record within 15 business days of the receipt of the request. If the Office of the Registrar denies the student request to correct education records, the student has the right to request an appeal. All appeal requests must be submitted to the Office of the Provost and must be postmarked or emailed within 15 business days after the initial denial was sent. Any requests for appeal that are sent after the 15 business day deadline has passed will be denied, and the matter shall be deemed closed.

Once the Office of the Provost receives the student's appeal request they will render a written decision to the student within 15 business days of the receipt of the request. The Office of the Provost's decision is final and is not subject to further appeal.

## **Disclosure of Educational Records**

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- State and Federal Regulatory Agencies
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student

- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies or crises
- State and local authorities, within a juvenile justice system, pursuant to specific State law

The University has designated certain types of information as "Directory Information," which may be disclosed without a student's consent.

## Directory Information

The University designates the following information as directory information. (Directory information is personally identifiable information that may be disclosed without the student's consent):

- Student's name
- Home address
- State or Country of residence
- Email address
- Program(s) of study
- Dates of attendance
- Course Schedules
- Dates of admission
- Degrees, certificates and awards granted
- Award dates for degrees or certificates
- Enrollment status (i.e., enrolled/active, future enrolled student, reentry, leave of absence, withdrawn)
- Undergraduate year (Freshman, Sophomore, Junior, Senior) \*
- Honors or awards received
- Participation in activities officially recognized by the University

## Non-Directory Information

Non-directory information is considered any information that is not listed as directory information. This information may not be released without the prior written consent of the current or former applicant or student.

The University will annually notify students of their rights under FERPA. Students may request nondisclosure of student directory information via a FERPA hold form, in writing, to the Office of the Registrar, National University, 8667 E Hartford Drive, Suite 100, Scottsdale, AZ 85255. Failure to request nondisclosure of directory information may result in disclosure of one or more of the above-designated categories of directory information.

\*Undergraduate Year - For federal reporting purposes, the year of progress in an undergraduate program is designated according to the total number of semester credits earned towards their bachelor's degree, including units accepted in transfer (partial semester credits are rounded down):

- Freshman 0-24 semester credits
- Sophomore 25-48 semester credits
- Junior 49-72 semester credits
- Senior 73 or more semester credits

## Student Grievances

In the event that a student has a complaint or dispute with the University regarding the University's application of policies and procedures, its decisions, or judgments, the student has a right to seek a satisfactory resolution through the formal avenues of a grievance.

# Complaint Procedure

Students are encouraged to attempt to resolve all issues with their Academic and Finance Advisor and/or Faculty member. This procedure supports timeliness, quality, accountability, and ensures that the appropriate institutional levels are involved and resolve matters in an efficient and effective manner. Additionally, it allows those closest to the problem the ability extend the highest levels of support services.

Academic and Finance Advisors will coordinate and collaborate with required team members, department, and/or Schools in pursuit of a student's required response. This ensures that the process is in accordance with policy and reviewed by the necessary parties required to properly address the issue at the appropriate institutional level.

## Expected Escalation Levels for Resolution

1. First level - Academic and Finance Advisor/ Faculty
2. Second level - Team Lead and/or Associate Director of Student and Financial Services
3. Third level - Sr. Director of Student and Financial Services/ Dean or designee
4. Fourth level - VP Student and Financial Services/ Office of the Provost (depending on the nature of the issue)
5. Fifth level - Grievance

NOTE: Dissertation Students are required to work through problems and concerns with their Committee Chair. If a student is unable to resolve an issue with the Chair regarding dissertation protocols, then the student may use these resolution methods.

## Grievance

A grievance is a formal complaint that has not been resolved at other levels within the University. Resolution is viewed as being afforded due diligence and has been evaluated in accordance with ethics, academic integrity, policies, regulations, and laws. A grievance is not another channel of escalation in the case a decision was not made in the student's favor.

NOTE: Appeals of final grades must use the appeal process defined in "Appealing a Final Grade" in the University Catalog. Review carefully the directives on appeals, as often the decisions of Deans in these matters are not grievable. Other Appeals include but are not limited to SAP, academic dismissal, administrative dismissal, and re-admission. Students should refer to the catalog for details on advancing these types of appeals.

## Grievance Evaluation

Formal grievances are reviewed by the Provost and are considered final. Students can file a grievance through their Academic and Finance Advisor if all other steps noted above have been attempted without appropriate resolution.

NOTE: Students may not grieve the stated or published policy of the University.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint.

The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, through their website <https://www.bppe.ca.gov/>, by phone at 916-431-6959 or by fax at 916-263-1897.

## Procedure: Filing a Grievance

Responsibility	Action
Student	<ol style="list-style-type: none"><li>1. Create a written document outlining your concerns and evidence to support your assertion. Submit this documentation to your advisor who will review and share as appropriate based on a review of each unique situation. Documentation should include:<ul style="list-style-type: none"><li>• The complaint;</li></ul></li></ol>



	<ul style="list-style-type: none"> <li>• Other methods of resolution that have been used unsuccessfully to resolve this issue;</li> <li>• Description of events leading to the grievance;</li> <li>• Remedy or resolution being requested.</li> </ul> <p>Students are expected to allow for the due diligence of review and investigation to occur prior to submission of a follow-up or attempted escalation of the same problem.</p>
<b>Office of the Provost/ Office of the Registrar</b>	2. A. If the issue requires an impartial review to determine possible solutions above and beyond the resources provided through other departments, the concern will be forwarded to <a href="mailto:Provost@ncu.edu">Provost@ncu.edu</a> to determine if additional parties at the functional level should participate in the review and resolution.
	2. B. If it is determined that further escalation is appropriate, they will assign an investigator and conduct an investigation.
	3. Contact the student to determine understanding of the matter and to attempt informal closure. If that is not possible, continue the investigation.
	4. Share results of the investigation with the Provost for review and judgment if required.
	5. Communicate the outcome to the individual within 20 days (including weekends) * via email or share the decision in a telephone call. (Note: If execution of proper due diligence requires more than 20 days, the University will maintain regular contact with the student to ensure they are aware of the status of the investigation.)
	6. Provide copies of the communication to the University departments as appropriate. Decisions made at this level are final and cannot be grieved or appealed.

## JD Academic Program

### Description of Program

The JFK School of Law at National University seeks to graduate well-rounded attorneys who are prepared to pass the California Bar Examination and to practice law competently and ethically. The law school curriculum and support activities are designed to produce qualified and compassionate attorneys who have a commitment to the highest quality of representation for their clients.

Courses include all of the subjects tested on the California Bar Examination and a variety of electives and practical skills-training classes for today's practice of law.

### Admission Requirements

For information on Admissions Requirements please see the Juris Doctor Admissions Requirements section.

### Degree Requirements

The University awards the Juris Doctor degree to students who fulfill the following requirements:

- Successful completion of 82 units of study in accordance with the prescribed curriculum
- Successful completion of all required courses
- The maximum amount of credit for internships and independent studies allowed in the 82 credit-hour JD program is 8 credit hours. This credit maximum of 10% of the total hours required for graduation is set by the Committee of Bar Examiners of the State Bar of California
- Completion of at least 50 credit-hours of the degree requirements through enrollment in courses at the JFK School of Law at National University

- Achievement of a cumulative grade point average of 2.4 (if the student entered in Fall 2022 or later) or 2.0 (if the student entered prior to Fall 2022) or higher and fulfillment of all conditions imposed by the Academic Standards Committee
- Completion of degree requirements in no more than 16 academic terms, including summer sessions, unless an extension is otherwise approved by the Academic Standards Committee
- Submission of diploma application when credit complete and academic program requirements have been met
- Satisfaction of all financial obligations to the University
- No Incompletes on the transcript; and
- Are not on academic probation

## California State Bar Requirements

### Registration as a Law Student

Rule V, Section 1 of the Rules Regulating Admission to Practice Law in California states that all law students must register with the State Bar no later than 90 days after beginning their law studies. Registration is a prerequisite to taking the California Bar Examination. Forms are available from the State Bar website at [www.admissions.calbar.ca.gov](http://www.admissions.calbar.ca.gov). Each student is responsible for obtaining the form and submitting it to the State Bar by the deadline.

### First-Year Law Students' Examination (FYLSX): Special Status Students

In accordance with state law and rules of The Committee of Bar Examiners of the State Bar of California, "special" status students are those admitted with less than 60 qualifying semester units of undergraduate work. A student admitted with special status is required to take and pass the First-Year Law Students' Examination after completion of the first year of study (after completion of Torts, Contracts, and Criminal Law) to be eligible to advance into their second year of law school. Special Status students who do not pass the FYLSX following their first year of study will be academically disqualified from the JFK School of Law at National University and are unable to progress to the second year of law school.

Applications for the FYLSX are accepted only through the online application process available at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions).

A Special Status student who passes the FYLSX on their second or subsequent effort may apply for readmission to the JFK School of Law at National University. If the student is readmitted, they may receive credit only for the first-year courses successfully completed.

### Multistate Professional Responsibility Exam (MPRE)

In addition to passing the Bar Exam and obtaining a favorable Determination of Moral Character, all persons applying for a license to practice law in California must also take and pass the MPRE, which is given by the National Conference of Bar Examiners multiple times a year. Information about and registration for the MPRE can be found at <https://www.ncbex.org/exams/mpre>.

### California Bar Examination

Two separate application forms are required in conjunction with the Bar Examination: (1) Application to take the California Bar Examination and (2) Application for Determination of Moral Character. Applications are accepted only through the online application process available at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions).

The student is responsible for submitting the application to the State Bar by the established deadlines.

### State Bar of California Rules

The State Bar of California rules also mandate attendance policies and other areas of enrollment and academic progress. The rules are available through The Committee of Bar Examiners of The State Bar of California, 180 Howard Street, San Francisco, CA 94105, 415.538.2303, or at [www.calbar.ca.gov](http://www.calbar.ca.gov).

## Residency Requirements

Students are responsible for complying with the residency requirement of the Rules Regulating Admission to Practice Law in California. These rules establish the minimum number of units and weeks in residence of law school study necessary for eligibility to take the California Bar Examination.

In addition to satisfying the residency requirement set by The Committee of Bar Examiners for eligibility to sit for the California Bar Examination, students admitted to the JFK School of Law at National University are required to complete a minimum of 25 credit hours of the degree requirements in residence at the University.

Students who move from part-time to full-time, or the reverse, need to ensure that their schedules of classes will satisfy this residency requirement.

## Internship Requirement

All JFK School of Law at National University students are required to complete 60 hours (one unit) of pre-approved legal internship work. Satisfactory completion of this work in a public interest placement or credit in either the JFK School of Law at National University Housing Advocacy Clinic or Elder Law Clinic will also satisfy the Juris Doctor Service Learning Program requirement.

## Internship Program

Students are encouraged to participate in internship opportunities in off-campus placements, including non-profits, government offices, and private firms. The internships are supervised by attorneys.

Students work one-on-one with the attorney, assisting them and gaining valuable expertise in a given field. Students are required to complete a minimum of one unit in a public interest internship or clinical program. No more than eight units of off-campus internship can be applied to the degree.

## Internship Program and Clinic Requirements

Students placed in an internship allowing for Certified Student status may also complete The State Bar of California's application for such certification. The application is available by download at [www.admissions.calbar.ca.gov](http://www.admissions.calbar.ca.gov). Please be sure to carefully read the materials included with the application packet, including the Rules Governing the Practical Training of Law Students. Note that, at a minimum, Certified Student status requires:

- Good academic standing
- Completion of one full year of at least 270 classroom hours of law study, in good academic standing, at an accredited law school
- Current enrollment in or completion of Civil Procedure and Skills and Evidence; and
- Supervision by a presently active member of The State Bar of California who has been admitted and is in good standing for at least five years when supervision commences

The JFK School of Law at National University may impose, at its election and with or without notice, such additional eligibility requirements as are reasonable under the circumstances or as required by The State Bar of California.

## BarBri Bar Review Program

The JFK School of Law at National University has teamed with BarBri, one of the nation's preeminent bar examination companies, to offer its students a uniquely customized bar study program. Beginning in their first year of law school, all registered law students receive a full California Bar Examination study program included with their tuition and university fees.

First and second-year law students are offered customized study aids and tools to assist them in their law school courses. Students in their final year of law school will take 2 courses (5 units) of early bar examination preparation – Extended Bar Review A and B. Upon completion of both courses, students are seamlessly transitioned into the full two-month BarBri Intensive Bar Review Program. Upon completion of the Early Start Paced Program, students are seamlessly transitioned into the full two-month BarBri Intensive Bar Review

These are completely customized and unique bar study programs designed to increase the overall success rate of JFK School of Law at National University students on the California Bar Examination.

## Spring Admission Program

The JFK School of Law at National University recognizes that some applicants are ready to begin their law studies well before the traditional Fall Semester admission period. For such applicants, we have created our Mid-Year Admissions Program designed to get them started with their studies in the Spring Semester. Once their initial Spring and Summer sessions are complete, students in the Mid-Year Admissions Program join other first-year students entering the following Fall Semester and continue their studies as one cohort with minor adjustments.

## Curriculum

The JFK School of Law at National University offers both full-time and part-time programs.

The three and four-year curriculum plans for the Juris Doctor degree consist of a carefully sequenced schedule of 82 units.

Please refer to your Academic and Finance Advisor for additional policies regarding curriculum planning and matriculation requirements.

## Deviations from Standard Curriculum

Any student who deviates from the standard curriculum, whether with or without approval, cannot be guaranteed a specific graduation date, nor can s/he be assured of compliance with the residency requirement of The Committee of Bar Examiners of the State Bar of California for eligibility to take the California Bar Examination. Deviation from the standard curriculum without prior written permission from the Dean's office may result in administrative withdrawal from non-conforming courses.

## Full-Time, Fall Entry

<b>FIRST YEAR COURSES</b> [4]	<b>Course Title</b>	<b>Units</b>
<b>Fall Semester</b>		
LAW-112A	Torts A	3
LAW-115A	Contracts A	3
LAW-117A	Legal Methods A	3
LAW-120	Criminal Law	3
<b>Spring Semester</b>		
LAW-112B	Torts B	3
LAW-115B	Contracts B	3

LAW-117B	Legal Methods B	3
LAW-318	Criminal Procedure	3
<b>Summer Semester</b>		
LAW-127	Legal Research and Writing	2
LAW-500F	MBE Strategies and Review 1L	1
	Electives	Varies
<b>SECOND YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-212A	Real Property A	3
LAW-214A	Civil Procedures and Skills A	3
LAW-216A	Evidence A	3
LAW-418	Professional Responsibility	2
	Electives	Varies
<b>Spring Semester</b>		
LAW-212B	Real Property B	3
LAW-214B	Civil Procedure and Skills B	3
LAW-216B	Evidence B	2
LAW-313	Community Property	2
	Electives	Varies
<b>Summer Semester</b>		
LAW-310	Trial Advocacy	3
LAW-502F	MBE Strategies and Review 3L	1
<b>THIRD YEAR COURSES</b>		

Fall Semester		
LAW-315	Wills and Trusts	3
LAW-320A	Constitutional Law A	3
LAW-425	Business Associations	3
LAW-798A	Ext. Bar Review A	3
	Electives	Varies
Spring Semester		
<b>FIRST YEAR COURSES</b> (4)	<b>Course Title</b>	<b>Units</b>
LAW-320B	Constitutional Law B	
LAW-420	Remedies	3
LAW-428	Advanced Legal Writing	3 <sup>1</sup>
LAW-117A	Legal Methods A	
LAW-798B	Ext. Bar Review B	3 <sup>2</sup>
LAW-120	Criminal Law	
	Electives	Varies
LAW-850	Internship*	1
<b>Semester Units (Excluding Elective Units)</b>	<b>Electives</b>	<b>74 Units</b>
<b>Elective Units</b>		<b>8 Units</b>
<b>Fall Semester</b>		
<b>TOTAL UNITS (Including Elective Units &amp; Hours):</b>		<b>82 Units</b>
LAW-112A	Torts A	3
LAW-115A	Contracts A	3
LAW-117B	Legal Methods B	3
LAW-214A	Civil Procedures and Skills A	3
Spring Semester		
LAW-112B	Torts B	3
LAW-115B	Contracts B	3
LAW-214B	Civil Procedure and Skills B	3

\*Internship to fulfill service learning requirement can be taken anytime after completion of first year of studies.

## Full-Time, Spring Entry

LAW-318	Criminal Procedure	3
<b>Summer Semester</b>		
LAW-127	Legal Research and Writing	2
LAW-500F	MBE Strategies and Review 1L	1
	Electives	Varies
<b>SECOND YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-212A	Real Property A	3
LAW-216A	Evidence A	3
LAW-320A	Constitutional Law A	3
	Electives	Varies
<b>Spring Semester</b>		
LAW-212B	Real Property B	3
LAW-216B	Evidence B	2
LAW-320B	Constitutional Law B	3
	Electives	Varies
<b>Summer Semester</b>		
LAW-310	Trial Advocacy	3
LAW-501F	MBE Strategies and Review 2L	1
	Electives	Varies
<b>THIRD YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-315	Wills and Trusts	3

LAW-418	Professional Responsibility	2
LAW-425	Business Associations	3
LAW-798A	Ext. Bar Review A	3
<b>Spring Semester</b>		
LAW-313	Community Property	2
LAW-420	Remedies	3
LAW-428	Advanced Legal Writing	1
LAW-798B	Ext. Bar Review B	2
LAW-850	Internship*	1
<b>Semester Units (Excluding Elective Units)</b>		<b>74 Units</b>
<b>Elective Units</b>		<b>8 Units</b>
<b>TOTAL UNITS (Including Elective Units &amp; Hours):</b>		<b>82 Units</b>

\* Internship to fulfill service learning requirement can be taken anytime after completion of first year of

studies.

These are year-long, non-severable courses. Students must enroll in the same sections each semester and must complete all of the required units to receive academic credit in each course.

1. Students who deviate from the curriculum without prior written permission may be administratively withdrawn from classes, cannot be guaranteed a specific graduation date, cannot be guaranteed financial aid eligibility, and cannot be assured compliance with the residency requirement of The Committee of Bar Examiners of The State Bar of California necessary to sit for the California Bar Examination.
2. Numerically graded courses calculated into grade point average.
3. Satisfactory/Unsatisfactory courses not calculated into grade point average.
4. Special Status students must take and pass the First-Year Law Students' Examination (FYLSX) following completion of all first-year courses. Students required to take the FYLSX are not eligible to enroll in their second year of studies until they pass the FYLSX within the first three administrations of that exam for which the student is eligible.

## Part-Time, Fall Entry

<b>FIRST YEAR COURSES</b> <sup>[4]</sup>	<b>Course Title</b>	<b>Units</b>
<b>Fall Semester</b>		
LAW-112A	Torts A	3



LAW-115A	Contracts A	3
LAW-117A	Legal Methods A	3
<b>Spring Semester</b>		
LAW-112B	Torts B	3
LAW-115B	Contracts B	3
LAW-117B	Legal Methods B	3
<b>Summer Semester</b>		
LAW-127	Legal Research and Writing	2
LAW-500P	MBE Strategies and Review 1L	1
	Electives	Varies
<b>SECOND YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-120	Criminal Law	3
LAW-214A	Civil Procedure and Skills A	3
LAW-216A	Evidence A	3
	Electives	Varies
<b>Spring Semester</b>		
LAW-214B	Civil Procedure and Skills B	3
LAW-216B	Evidence B	2
LAW-318	Criminal Procedure	3
	Electives	Varies
<b>Summer Semester</b>		
LAW-310	Trial Advocacy	3

LAW-501P	MBE Strategies and Review 2L	1
	Electives	Varies
<b>THIRD YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-212A	Real Property A	3
LAW-315	Wills and Trusts	3
LAW-320A	Constitutional Law A	3
	Electives	Varies
<b>Spring Semester</b>		
LAW-212B	Real Property B	3
LAW-313	Community Property	2
LAW-320B	Constitutional Law B	3
	Electives	Varies
<b>Summer Semester</b>		
LAW-502P	MBE Strategies and Review 3L	1
	Electives	Varies
<b>FOURTH YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-418	Professional Responsibility	2
LAW-425	Business Associations	3
LAW-798A	Ext. Bar Review A	3
	Electives	
<b>Spring</b>		

LAW-420	Remedies	3
LAW-428	Advanced Legal Writing	1
LAW-798B	Ext. Bar Review B	2
	Electives	Varies
LAW-850	Internship*	1
<b>Semester Units (Excluding Elective Units)</b>		<b>75 Units</b>
<b>Elective Units</b>		<b>7 Units</b>
<b>TOTAL UNITS (Including Elective Units &amp; Hours):</b>		<b>82 Units</b>

\* Internship to fulfill service learning requirement can be taken anytime after completion of first year of studies.

## Part-Time, Spring Entry

<b>FIRST YEAR COURSES</b> <sup>[4]</sup>	<b>Course Title</b>	<b>Units</b>
<b>Spring Semester</b>		
LAW-117A	Legal Methods A	3
LAW-120	Criminal Law	3
	Electives	Varies
<b>Summer Semester</b>		
	Electives	Varies
<b>Fall Semester</b>		
LAW-112A	Torts A	3
LAW-115A	Contracts A	3
LAW-117B	Legal Methods B	3
<b>Spring Semester</b>		
LAW-112B	Torts B	3

LAW-115B	Contracts B	3
LAW-318	Criminal Procedure	3
<b>Summer Semester</b>		
LAW-127	Legal Research and Writing	2
LAW-500F	MBE Strategies and Review 1L	1
	Electives	Varies
<b>SECOND YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-212A	Real Property A	3
LAW-214A	Civil Procedure and Skills A	3
LAW-216A	Evidence A	3
	Electives	Varies
<b>Spring Semester</b>		
LAW-212B	Real Property B	3
LAW-214B	Civil Procedure and Skills B	3
LAW-216B	Evidence B	2
<b>Summer Semester</b>		
LAW-310	Trial Advocacy	3
LAW-502F	MBE Strategies and Review 3L	1
	Electives	Varies
<b>THIRD YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-315	Wills and Trusts	3

LAW-320A	Constitutional Law A	3
LAW-425	Business Associations	3
	Electives	Varies
<b>Spring Semester</b>		
LAW-313	Community Property	2
LAW-320B	Constitutional Law B	3
LAW-420	Remedies	3
LAW-798B	Ext. Bar Review B	2
<b>Summer Semester</b>		
LAW-502P or LAW-501F	MBE Strategies and Review 3L or MBE Strategies and Review 2L	1
	Electives	Varies
<b>FOURTH YEAR COURSES</b>		
<b>Fall Semester</b>		
LAW-418	Professional Responsibility	2
LAW-428	Advanced Legal Writing	1
LAW-798A	Ext. Bar Review A	3
LAW-850	Internship *	1
<b>Semester Units (Excluding Elective Units)</b>		<b>75 Units</b>
<b>Elective Units</b>		<b>7 Units</b>
<b>TOTAL UNITS (Including Elective Units &amp; Hours):</b>		<b>82 Units</b>

\* Internship to fulfill service learning requirement can be taken anytime after completion of first year of studies.

\*\*These are year-long, non-severable courses. Students must enroll in the same sections each semester and must complete all of the required units to receive academic credit in each course.

1. Students who deviate from the curriculum without prior written permission may be administratively withdrawn from classes, cannot be guaranteed a specific graduation date, cannot be guaranteed financial aid eligibility, and cannot be

assured compliance with the residency requirement of The Committee of Bar Examiners of The State Bar of California necessary to sit for the California Bar Examination.

2. Numerically graded courses calculated into grade point average.
3. Satisfactory/Unsatisfactory courses not calculated into grade point average.
4. Special Status students must take and pass the First-Year Law Students' Examination (FYLSX) following completion of all first-year courses. Students required to take the FYLSX are not eligible to enroll in their second year of studies until they pass the FYLSX within the first three administrations of that exam for which the student is eligible.

## Juris Doctor Academic Calendar

### FALL 2022 (August 15 – December 4)

- Registration opens July 8 – August 15
- FA 1L orientation (FA starts) - August 13 – 14
- Courses start - August 15
- Law Reading week - November 21 – 25
- Law Exams – November 28 – December 2
- Courses end - December 4
- Grades due - December 11

### SPRING 2023 (January 9 – May 7)

- Registration opens - December 9 – January 9
- Spring 1L orientation (SP starts) - January 7 – 8
- Courses start - January 9
- Break Week - March 26 - April 1
- Law Reading week - April 24 – April 28
- Law Exams - May 1 - May 5
- Courses end - May 7
- Grades due - May 14
- Commencement – [www.ncu.edu/commencement](http://www.ncu.edu/commencement)

### Summer 2023 (May 15 – July 30)

- Registration opens April 17 - May 15
- Instruction starts May 15
- University Break Week: July 3 - July 7
- Instruction ends July 30
- Grades due August 6

### Fall 2023 (August 14 – December 3)

- Registration opens July 7 – August 13

- FA 1L orientation (FA starts) - August 5-6
- Courses start - August 14
- Law Reading week - November 20 – 26
- Law Exams – November 27 – December 3
- Courses end - December 3
- Grades due - December 10

#### **Spring 2024 (January 8 – May 5)**

- Registration opens - December 11 – January 7
- Spring 1L orientation (SP starts) - January 6-7
- Courses start - January 8
- Break Week: tbd
- Law Reading week - April 22 – April 26
- Law Exams - April 29 – May 3
- Courses end - May 5
- Grades due – May 12
- Commencement – [www.ncu.edu/commencement](http://www.ncu.edu/commencement)

## **Course Descriptions**

### **Course Codes**

Course codes include a course prefix and number. The course prefix identifies the content area of a course and the number identifies the course-level.

### **JD Required Courses - Courses will be assigned a letter grade (based on a numerically graded final exam and weekly points, if eligible)**

#### **LAW-112A - Torts A**

**Semester Credits: 3 Weeks: 16**

Tort law covers that area of civil law that provides legal remedies for personal injuries and property damage caused by others. Tort law virtually always involves money. Beneath the demand for money is often a desire for respect, mutual recognition, or vindication. Tort cases often involve struggles between profits and safety. Too often, tort cases turn injury and loss into commodified products marketed in the legal system. Tort law says a lot about how society treats each other, how we expect to be treated, who recovers, and who does not. It does not treat all of us the same.

#### **LAW-112B - Torts B**

**Semester Credits: 3 Weeks: 16**

Prerequisites: Law-112A

Tort law covers that area of civil law that provides legal remedies for personal injuries and property damage caused by others. Tort law virtually always involves money. Beneath the demand for money is often a desire for respect, mutual recognition, or vindication. Tort cases often involve struggles between profits and safety. Too often, tort cases turn injury and loss into commodified products marketed in the legal system. Tort law says a lot about how society treats each other, how we expect to be treated, who recovers, and who does not. It does not treat all of us the same.

## **LAW-115A - Contracts A**

**Semester Credits: 3 Weeks: 16**

This course provides an overview of the means by which individuals become subject to contractual obligations; the ways in which contractual terms are interpreted; the methods by which these obligations are satisfied, modified, or revoked; the rights and obligations of non-contracting parties; and the remedies for failure to fulfill contractual duties.

## **LAW-115B - Contracts B**

**Semester Credits: 3 Weeks: 16**

Prerequisites: Law-115A

This course provides an overview of the means by which individuals become subject to contractual obligations; the ways in which contractual terms are interpreted; the methods by which these obligations are satisfied, modified, or revoked; the rights and obligations of non-contracting parties; and the remedies for failure to fulfill contractual duties.

## **LAW-120 - Criminal Law**

**Semester Credits: 3 Weeks: 16**

The philosophy of criminal responsibility, the laws defining crimes and establishing punishment, and the negation of criminal responsibility by reason of general and special defenses comprise the majority of topics discussed in this course. Particular areas, such as the defenses of mistake, insanity, and intoxication, and the impact of legal doctrine on the actual administration of criminal justice, are also explored.

## **LAW-212A - Real Property A**

**Semester Credits: 3 Weeks: 16**

This course covers the traditional scope of property law including land possession, estate interests, landlord and tenant law, concurrent ownership rights and liabilities, and regulatory takings. The course also places special emphasis on modern developments in real property facing today's practitioner in the areas of conveyance, land use, and finance.

## **LAW-212B - Real Property B**

**Semester Credits: 3 Weeks: 16**

Prerequisites: Law-212A

This course covers the traditional scope of property law including land possession, estate interests, landlord and tenant law, concurrent ownership rights and liabilities, and regulatory takings. The course also places special emphasis on modern developments in real property facing today's practitioner in the areas of conveyance, land use, and finance.

## **LAW-214A - Civil Procedure and Skills A**

**Semester Credits: 3 Weeks: 16**

Civil Procedure and Skills is the study of the rules of courts. Unlike other substantive courses, Civil Procedure and Skills is not the examination of rights, injuries, and available remedies. Instead, Civil Procedure and Skills is the framework upon which those



rights are brought before the tribunal and how to collect on remedies awarded for injury. Topics include jurisdiction, venue, service of process, pleading, discovery, multiparty litigation, pretrial motions, trial, judgments, and appellate procedure. The course covers both federal and California civil procedure.

## **LAW-214B - Civil Procedure and Skills B**

**Semester Credits: 3 Weeks: 16**

Prerequisites: Law-214A

Civil Procedure and Skills is the study of the rules of courts. Unlike other substantive courses, Civil Procedure and Skills is not the examination of rights, injuries, and available remedies. Instead, Civil Procedure and Skills is the framework upon which those rights are brought before the tribunal and how to collect on remedies awarded for injury. Topics include jurisdiction, venue, service of process, pleading, discovery, multiparty litigation, pretrial motions, trial, judgments, and appellate procedure. The course covers both federal and California civil procedure.

## **LAW-216A - Evidence A**

**Semester Credits: 3 Weeks: 16**

Within the context of the California Evidence Code and the Federal Rules of Evidence, students analyze the nature of judicial proof and consider the theory and application of the rules regulating the admission and exclusion of testimonial and documentary proof.

## **LAW-216B - Evidence B**

**Semester Credits: 2 Weeks: 16**

Prerequisites: Law-216A

Within the context of the California Evidence Code and the Federal Rules of Evidence, students analyze the nature of judicial proof and consider the theory and application of the rules regulating the admission and exclusion of testimonial and documentary proof.

## **LAW-310 - Trial Advocacy**

**Semester Credits: 3 Weeks: 10**

This course engages students in practical exercises designed to develop students' familiarity with trial procedures, including pretrial motions, jury selection, opening statements, presentation of documentary and testimonial evidence, and closing arguments. During these exercises, students are required to employ the rules of evidence, both California and federal, necessary to successfully bring and defend pretrial motions, to raise and respond to objections at trial, and to conduct other stages of the trial. (Students who have completed one of the clinical programs (Housing Advocacy, Elder Law Clinic, or Children, Families & the Law Internship), or who have completed a significant off-campus internship placement with demonstrated experience in litigation and/or appellate practice, may seek a waiver of EITHER Trial Advocacy or Appellate Advocacy. If approved, the waiver relieves the student of the requirement that credit be earned in the waived course. Waiver of a course does NOT confer unit credit.)

## **LAW-313 - Community Property**

**Semester Credits: 2 Weeks: 16**

This course examines the California community property system, including general principles of classifying marital property, management and control of community property, liability of marital property for debts and torts of the spouses, and division of community property on dissolution or death.

## **LAW-315 - Wills and Trusts**

**Semester Credits: 3 Weeks: 16**

This course examines the law of intestate succession; the drafting, execution, revocation, and revival of wills; the nature of trusts; selected aspects of the law of future interests; and the creation of durable powers of attorney and other vehicles for establishing family rights and protections.

## **LAW-318 - Criminal Procedure**

**Semester Credits: 3 Weeks: 16**

An in-depth examination and discussion of the development of federal criminal procedure and the evolution of constitutional case law are utilized and applied to landmark cases. This course focuses primarily on the Fourth, Fifth, Sixth, and Fourteenth Amendments and the attendant rights of and limitations upon the individual defendant, law enforcement, the prosecutor, and the criminal defense attorney.

## **LAW-320A - Constitutional Law A**

**Semester Credits: 3 Weeks: 16**

This course reviews the constitutional system of the United States, including the role of the judiciary; division of powers between the states and the federal government; powers of the president and Congress; limitations on the powers of government for the protection of life, liberty, and property; federal and state citizenship; and the constitutional protection of individual rights.

## **LAW-320B - Constitutional Law B**

**Semester Credits: 3 Weeks: 16**

This course reviews the constitutional system of the United States, including the role of the judiciary; division of powers between the states and the federal government; powers of the president and Congress; limitations on the powers of government for the protection of life, liberty, and property; federal and state citizenship; and the constitutional protection of individual rights.

## **LAW-418 - Professional Responsibility**

**Semester Credits: 2 Weeks: 10**

This course explores the modern challenges to fulfilling the attorney's professional responsibility and the far more profound dilemmas facing a responsible attorney seeking to practice ethically and to adhere to the highest professional values in the 21st century. Topics include organization and regulation of the legal profession; canons of ethics; disciplinary measures; the lawyer's responsibility to clients, the community, and the profession; and the obligation of judges to remain impartial and independent.

## **LAW-420 - Remedies**

**Semester Credits: 3 Weeks: 16**

This course identifies and distinguishes the types of recovery available to a plaintiff for both legal and equitable relief, including the study of the viability of monetary damages, specific performance, injunctive relief, and other recovery in tort, contract, real property, and constitutional law.

## **LAW-425 - Business Associations**

**Semester Credits: 3 Weeks: 16**

In addition to covering the basic principles governing sole proprietorships, partnerships, and corporations, this course reviews the law of agency, state corporation laws, and federal and state securities laws that regulate public and closed corporations. The

course also examines the processes and systems that provide for the issuance of shares, corporate structure and governance, the liability of corporate managers, and restrictions on dividends and distributions.

### **LAW-798A - Extended Bar Review**

**Semester Credits: 3 Weeks: 16**

This course is designed to jumpstart students' bar exam preparation by developing their substantive knowledge and sharpening their critical bar exam success skills. Specifically, students will receive in-depth review of highly tested topics in Contracts, Evidence, Torts and Real Property. Students will then put that knowledge to use working through practice MBE and essay questions. Students will learn how to develop a strong but flexible framework to resolve bar exam problems, sharpen their reading comprehension, issue identification, rule mastery, critical thinking, and legal analysis skills.

### **LAW-798B - Extended Bar Review**

**Semester Credits: 2 Weeks: 16**

This course is designed to jumpstart students' bar exam preparation by developing their substantive knowledge and sharpening their critical bar exam success skills. Specifically, students will receive in-depth review of highly tested topics in Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure. Students will then put that knowledge to use working through practice MBE and essay questions. Students will learn how to develop a strong but flexible framework to resolve bar exam problems, sharpen their reading comprehension, issue identification, rule mastery, critical thinking, and legal analysis skills.

## **JD Required Courses - Courses will be assigned a S/U grade**

### **LAW-117A - Legal Methods A**

**Semester Credits: 3 Weeks: 16**

The primary focus of Legal Methods and Examination Skills is to introduce the structure of legal rhetoric. This is accomplished in the context of planning and writing answers to hypothetical law school examination questions. Students are also introduced to a system for organizing and synthesizing the material of substantive courses and to the resources of the Law Library, particularly those materials useful during the first year.

### **LAW-117B - Legal Methods B**

**Semester Credits: 3 Weeks: 16**

Legal Methods B builds upon the skills learned in Legal Methods A. This course focuses primarily on objective writing—including the drafting of objective, internal office memoranda. The students will draft two closed universe, predictive memos. Students continue learning how to structure legal documents, how to explain and support a legal analysis, and how to edit their writing for clarity and conciseness. Students are also introduced to the concept of proper legal citation.

### **LAW-127 - Legal Research and Writing**

**Semester Credits: 2 Weeks: 10**

Legal Research and Writing builds on the skills learned in Legal Methods A & B. Students conduct research using print and electronic sources, find the law applicable to hypothetical problems, write a persuasive motion analyzing the rights and obligations of a client, and advocate for the client through oral argument.

### **LAW-428 - Advanced Legal Writing**

**Semester Credits: 1 Weeks: 10**

Advanced Legal Writing focuses on a variety of advanced legal writing topics, including drafting solutions to client problems and refining skills in issue identification and written analysis.

**LAW-500F - MBE Strategies and Review 1L****Semester Credits: 1 Weeks: 10**

This is a 10-week (1-Unit) summer course designed to introduce you to MBE-style questions in the areas of Torts, Contracts, Criminal Law and Criminal Procedure. This course is created for the following students: (1) Students who started law school in the fall and are full-time (the course should be taken in the summer immediately following your first-year of law school); and (2) Students who started law school in the spring and are either full-time or part-time (the course should be taken in the summer following your first full year of law school).

**LAW-500P - MBE Strategies and Review 1L****Semester Credits: 1 Weeks: 10**

This is a 10-week (1-Unit) summer course designed to introduce you to MBE-style questions in the areas of Torts and Contracts. This course is created for the following students: (1) Students who are part-time and started in the fall; this course is taken in the summer immediately following your first year of law school.

**LAW-501F - MBE Strategies and Review 2L****Semester Credits: 1 Weeks: 10**

This is a 10-week (1-Unit) summer course designed to introduce you to MBE-style questions in the areas of Civil Procedure, Evidence, Constitutional Law, and Real Property. This course is created for the following students: (1) Students who started law school in the fall and are fulltime (the course should be taken in the summer immediately following your second-year of law school); and (2) Students who started law school in the spring and are full-time (the course should be taken in the summer following your second full year of law school i.e. their third summer).

**LAW-501P - MBE Strategies and Review 2L****Semester Credits: 1 Weeks: 10**

This is a 10-week (1-Unit) summer course designed to introduce you to MBE-style questions in the areas of Civil Procedure, Evidence, Criminal Law and Criminal Procedure. This course is created for the following students: (1) Part-time Fall Start students in the summer following their second year of law school.

**LAW-502F - MBE Strategies and Review 3L****Semester Credits: 1 Weeks: 10**

This is a 10-week (1-Unit) summer course designed to introduce you to MBE-style questions in the areas of Civil Procedure, Real Property, and Evidence. This course is created for the following students: (1) Part-time spring start students in the summer following their third full year of law school.

**LAW-502P - MBE Strategies and Review 3L****Semester Credits: 1 Weeks: 10**

This is a 10-week (1-Unit) summer course designed to introduce you to MBE-style questions in the areas of Constitutional Law and Real Property, as well as a review of Torts and Contracts. This course is created for the following students: (1) Students who started law school in the fall and are part-time; and (2) Students who started law school in the spring and are part-time.

## **LAW-798C – Extended Bar Review**

**Semester Credits: 2 Weeks: 20**

The Helix program is geared toward working individuals, with a schedule that extends for 20 weeks instead of 10 weeks, allowing students to better balance their work and family obligations with their preparation for the bar. The Helix program is based on learning theory and offers an alternative approach to bar preparation that may be more accessible and successful for the working student.

## **LAW-850 - Public Interest Internship**

**Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community.

All law students are required to participate in at least one unit of public interest or public service internship prior to graduation and additional participation beyond that minimal requirement via LAW-852 Internship elective course(s) is encouraged. This one unit required course may also be satisfied via one of our remote clinical opportunities.

## **JD Electives - Courses will be assigned a S/U grade**

### **LAW-410 - Law and Motion**

**Semester Credits: 2 Weeks: 10**

Prerequisites: Law 214A/B: Civil Procedure and Skills

This course introduces students to pre-trial law and motion basics, including the various motions, along with supporting documents, used in practice at the trial court level. Students will review pleadings and other case documents and learn to identify and evaluate potential motions and prepare moving and opposition papers. Students are ultimately paired into opposing parties and will exchange papers, and present brief oral arguments before a "law and motion judge."

### **LAW-412 - Contract Drafting**

**Semester Credits: 2 Weeks: 10**

This course focuses on understanding, drafting, and editing several types of business contracts, beginning with the basic components of a contract: the introductory provisions (preamble, recitals, statement of consideration), the action sections (typically, reciprocal promises), representations and warranties, covenants, conditions, "endgame" (termination) provisions, and certain general provisions (also known as "boilerplate"). Students will study how to set up a signature line, depending on whether the party to the contract is a human or non-human entity. In homework and classroom exercises, students practice drafting and editing the components and learn how to combine them to create a complete contract. Students will also study contract-formatting options and learn to identify and avoid legalese and ambiguity. In the final few sessions, students will draft various complete contracts, including purchase, employment, license, and settlement agreements.

### **LAW-416 - Moot Court**

**Semester Credits: 2 Weeks: 10**

Prerequisites: Law 214A/B: Civil Procedure and Skills

Moot Court provides students an opportunity to learn and develop appellate advocacy skills while representing the College of Law at a selected statewide or national moot court competition. Students are presented with the competition case problem and required to develop an appellate brief for one side of the case generally, but oral arguments for both sides of the case usually. Students enrolling in Moot Court must participate in and complete a selected competition to receive credit for the course. These

competitions may take place in the spring. No partial credit will be given for students who fail to participate in a competition. (Students must have instructor's permission to register for this course.)

### **LAW-540 - Education Law**

**Semester Credits: 2 Weeks: 10**

The first half of the class looks at the Constitutional and statutory protections that govern the education system. Students will explore the intersection of Constitutional Law and the educational system, focusing on students' rights under the first, fourth, fifth, and fourteenth amendments including privacy rights, rights to speech, religion, and assembly, search and seizure rights, due process rights, and equal protection rights. These constitutional rights form the basis of important statutory protections such as rights under FERPA and Title IX that will also be explored in the class. Special Education law will be explored in detail in the second half of the class. Centered around the concept of FAPE ("Free and Appropriate Public Education") this half of the class will focus in on the statutory protections and adversarial process particular to special education law.

### **LAW-550 - Health Care Law**

**Semester Credits: 2 Weeks: 10**

Health law covers an enormous area in our legal system. It includes both individual health care law, which most of us frequently experience, and public health systems that focus on populations of people. Hospital care, physician and clinical services, home health care, public and private health insurance and pharmaceutical products are categories included in national health care expenditures. In contrast, public health law includes control of epidemic diseases, food sanitation, water safety, and regulation of tobacco and alcohol. Government initiative aimed at protecting the public may infringe on individual liberty. In this course, we will be discussing and addressing key considerations and controversies in both health care and public health.

### **LAW-551 - Mental Health Law**

**Semester Credits: 2 Weeks: 10**

Mental Health Law covers three complex and interrelated areas, and like most areas of law, include science, politics, regulation, individual liberty, and the application of concepts associated with those areas. The delivery of mental health services, the regulation of mental health professions, and the relationship between society and people with specific and general mental disorders, all intersect to various degrees with the legal system. Understanding these complex relationships and how these issues are understood within the courts, legislatures, and mental health professions is best characterized as tense and often includes competing and layered interests, some of which are conflicted. In this course, we will be discussing and addressing key considerations and controversies across those concepts.

### **LAW-590E - Secured Transactions**

**Semester Credits: 2 Weeks: 10**

This course combines both contract and property law to explore the law of lending and borrowing money when collateral is used to secure that loan and focuses specifically on Article 9 of the Uniform Commercial Code. Basic concepts such as the creation and perfection of a security interest, priority of security interest and enforcement of security interests are covered.

### **LAW-591 - Scientific Evidence**

**Semester Credits: 2 Weeks: 10**

This two-credit course will offer an introduction to scientific evidence and expert testimony in the court room. It will address legal principles governing admissibility and how to effectively proffer as well as challenge scientific evidence. In doing so, the course will cover principles related to scientific reliability and survey various underlying forensic disciplines. The course will address applicable ethical considerations, and work on written and oral advocacy skills as well. Evidence is a helpful prerequisite.

### **LAW-592 - Intellectual Property**

**Semester Credits: 2 Weeks: 16**

The Intellectual Property class is a survey course of the principal types of intellectual property—trade secrets, patents, copyrights, and trademarks—as set forth in federal and state statutes and further defined by case law. The course also covers two legal concepts related to intellectual property, namely the right of publicity and the law of domain names.

**LAW-597 - Opening a Law Office****Semester Credits: 2 Weeks: 10**

This course will provide a practical guide to starting and operating a successful law office through the formation of class "law firms" of 2 to 4 students per firm. Students will learn both the business and the legal aspects of starting their own firm including accounting, marketing, taxes and organizational systems. The class will explore basic corporate forms such as partnerships, legal formations, taxes, basic accounting, and banking and will give students the opportunity to work with and gain proficiency with CLIO, a common law firm software. Additionally, the course will explore the attorney's ethical obligations and how they interact with the business of starting a law firm.

**LAW-610 - Alternative Dispute Resolution****Semester Credits: 2 Weeks: 10**

This course covers approaches other than traditional litigation that are available for the resolution of disputes. Topics include mediation, arbitration, private judging, ombudspersons, mini-trials, negotiation and settlement, and community justice programs. The course emphasizes the practical skills of dispute resolution and the ethical issues facing lawyers who engage in these alternative approaches.

**LAW-614 - Bankruptcy Law****Semester Credits: 2 Weeks: 10**

This class explores the relief available to debtors under Chapters 7, 11, and 13 of the Bankruptcy Code; remedies and strategies for creditors in bankruptcy cases and proceedings; and the role and powers of bankruptcy trustees and committees. The course also covers pre-bankruptcy strategies for debtors, creditors, and parties to litigation.

**LAW-621 - Civil Rights Law****Semester Credits: 2 Weeks: 10**

Prerequisites: Law 320A/B: Constitutional Law A/B

This course analyzes the manner in which the law has been used to deny rights and opportunities to individuals because of their race, gender, sexual orientation, or disability, along with approaches on how the law can be used to combat these forms of discrimination. Emphasis is on state and federal civil rights laws as they apply to such issues as voting, education, housing, employment, and delivery of social services.

**LAW-628 - Housing Advocacy Clinic****Semester Credits: 3 Weeks: 16**

The Housing Advocacy Clinic allows students to take on the responsibility of all aspects of legal cases under the close supervision of the clinic director. Students staff an advice and counseling hotline, provide direct representation to clients at risk of losing their housing, and attend weekly seminars and conferences to develop strong lawyering skills and to discuss the political ramifications of their work.[Registration for Law 628 is only by permission of the clinical program director.]

**LAW-638 - Employment Law**

**Semester Credits: 2 Weeks: 10**

Prerequisites: Law 214A/B: Civil Procedure and Skills

This course introduces students to the legal status of employees, from hiring through termination. Students examine federal and state laws, regulations and cases on employee safety, health benefits, workers' compensation, and anti-discrimination.

**LAW-639 - Environmental Law****Semester Credits: 2 Weeks: 10**

Prerequisites: Law 212A/B: Real Property A/B

This course will focus on the following: the impact of pollution upon water, soil, air, and food supply sources; the benefits and burdens of environmental protection; environmental civil rights policy concerns; the role of race and poverty in environmental decision-making; discrimination in environmental protection; and the environmental justice movement. The course also covers sustainability concepts, including energy conservation and natural resources management, with the goal of developing a personal and professional environmental ethic discussed in the international context.

**LAW-640 - Victim's Rights****Semester Credits: 2 Weeks: 10**

This will explore the historical development of the victims' rights movement and crime victim law. Marsy's Law in California will provide the framework for practical problem solving, developing victim advocacy skills and application of the victim's constitutional rights. The course will provide discussion about current trends, pending legislation and legal advocacy for victims of violent crime including sexual assault, domestic violence, homicide and human trafficking in the legal system and in the community.

**LAW-641 - Family Law****Semester Credits: 2 Weeks: 10**

This course is an introduction to the law of domestic relations, including antenuptial agreements, dissolution, support, marital property, and custody issues, with a particular focus on resolving domestic disputes through alternatives to the traditional litigation model. Other topics examined include the lawyer's role in dissolution, cohabitation agreements, reproductive rights, and the parent-child relationship.

**LAW-643 - Tax Law For General Practitioners****Semester Credits: 2 Weeks: 10**

This class will provide a general introduction to the principles of tax law that general practitioners should be familiar with, including federal and state general tax law, employment tax law and tax principles a practitioner must understand relative to settlements and court awards.

**LAW-645 - Domestic Violence****Semester Credits: 2 Weeks: 10**

This class will learn what constitutes domestic violence in the court system, explore the dynamics of domestic violence, and gain insight into the barriers faced by survivors. Students will explore the interplay between domestic violence and both civil and criminal court proceedings and will learn techniques for effective representation and advocacy of survivors.

**LAW-652 - Immigration Law**



**Semester Credits: 2 Weeks: 10**

This course is an introduction to the law, policies, and procedures regulating the entry of aliens into the United States. Students examine the various avenues and strategies available under existing law to foreign nationals who seek temporary or permanent residence. To this end, students familiarize themselves with the federal agencies and processes which regulate the dispensation of immigration benefits in a variety of broad contexts, including family- and employment- based immigration, issues of inadmissibility and deportability, protection for aliens fleeing persecution, and citizenship and naturalization. The course also addresses issues of border security, undocumented alien workers, and employer sanctions within the overall context of legislative reform efforts and attendant constitutional concerns in the post-9/11 environment.

**LAW-680 - The Trial of Socrates****Semester Credits: 3 Weeks: 12**

A critical exploration of the philosophical, political, legal, and spiritual issues that arise from the life and thought of Socrates as dramatized by Plato in his account of the trial and death of Socrates, and by others from the past and from the present who reflect upon the eternal themes of justice, individual conscience and civil disobedience, freedom of expression, and the existence of an immortal soul. The course will examine ancient and contemporary perspectives on legal issues such as the death penalty, due process, the jury system, and the role of lawyers and advocacy. A travel/study component with visits to ancient sites in Greece may also be offered.

**LAW-851 - Public Interest Internship****Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community.

All law students are required to participate in at least one unit of public interest or public service internship prior to graduation and additional participation beyond that minimal requirement via LAW-852 Internship elective course(s) is encouraged. This one unit required course may also be satisfied via one of our remote clinical opportunities.

**LAW-852 - General Internship****Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-852A - General Internship****Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-852B - General Internship****Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-852C - General Internship**

**Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-852D - General Internship**

**Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-852E - General Internship**

**Semester Credits: 1 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-853 - General Internship**

**Semester Credits: 2 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-853A - General Internship**

**Semester Credits: 2 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-853B - General Internship**

**Semester Credits: 2 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-854 - General Internship**

**Semester Credits: 3 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-854A - General Internship**

**Semester Credits: 3 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-855 - General Internship**

**Semester Credits: 4 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-856 - General Internship**

**Semester Credits: 5 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-857 - General Internship**

**Semester Credits: 6 Weeks: 16**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

**LAW-858 - General Internship**

**Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

**LAW-858A - General Internship**

**Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

**LAW-858B - General Internship**

**Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-858C - General Internship**

**Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-858D - General Internship**

**Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-858E - General Internship**

**Semester Credits: 1 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-859 - General Internship**

**Semester Credits: 2 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-859A - General Internship**

**Semester Credits: 2 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-859B - General Internship**

**Semester Credits: 2 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-860 - General Internship**

**Semester Credits: 3 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-860A - General Internship**

**Semester Credits: 3 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-861 - General Internship**

**Semester Credits: 4 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-862 - General Internship**

**Semester Credits: 5 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

### **LAW-863 - General Internship**

**Semester Credits: 6 Weeks: 10**

The purpose of the Internship Program is to help you acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community. This is an elective course. Students will sign up for the course based upon the number of units they plan to take. Note each internship credit requires 60 hours of work.

\* Course only offered during the Summer Session.

# JFK School of Law at National University Administration & Faculty

## Academic Administration & Full-Time Faculty

Name	Qualifications
Mills, Nicole, Interim Dean/Faculty	<b>JD, cum laude, 1996, Cornell Law School</b> <b>Professional Responsibility, Remedies, Legal Methods, Alternative Dispute Resolution</b>
Mathers Maloney, Judith, Director of Curriculum	<i>JD, St. John's University</i>
Johnson, Ryan, Faculty	<i>JD, 2004, Arizona State University College of Law</i> <i>LLM, 2020, Loyola University Chicago School of Law</i> Legal Methods, Legal Research and Writing
Kanios, Chris Gus, Faculty	<i>JD, 1980, New College of California</i> Torts, The Legal Profession, Trial of Socrates
Zimba, Pamela, Faculty/Academic Program Director for Juris Doctor Program	<i>JD, 1986, Ventura College of Law</i> <i>LLM, 2004, Golden Gate University</i> Civil Procedure and Skills, Elder Law Clinic, Advanced Legal Writing
Khachiyants, Jessica, Director of Assessment	<i>JD, 2013, Texas Tech University,</i> <i>MLS, 2015, University of North Texas</i>
Rice, Kimberly, Bar Coach (part time)	<i>MA, 2007, Regis University,</i> <i>JD, 2013, California Western School of Law</i>
Diermier, Jamie L., Assistant Law Library	<i>MLIS, 2015, San Jose State University</i>
Hall, Sherrill, Academic Operations Manager	
Jeppsen, Britt, Internship Clinical Coordinator (part time)	