



Juris Doctor - Fall 2024

Published 8/16/2024

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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).

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Message from the President

Dear Student,

On behalf of our entire community, welcome to National University. At NU you will be part of the Navigator family – a connected, engaged, and inspired community of students from across the country and around the globe. From day one you will have the support of your fellow students, alumni, faculty, and staff, all here to help you soar toward your education and professional goals.



National University's holistic approach to student support, well-being, and success – called Whole Human Education™ – is about supporting the entire student. Our "5 Pillars of Support" form the core of this approach, providing financial, academic, emotional, career, and family assistance needed for you to succeed in higher education, while you also fill many other important roles in your workplace and family. We understand how to meet students where they are and help them get on a pathway to possibility. We are committed to helping our students change their lives, improve the future of their families, and positively impact their communities.

You have joined an institution that dedicated to its mission of providing hard-working students the best opportunities for quality education through next-generation learning and value-rich education. NU achieves this promise to our students by offering convenient 4- and 8-week courses, 1:1 graduate models, year-round enrollment, flexible online classes, and career-focused programs designed for working adults – taught by professors with real-world experience. Further, innovative data and technology, proactive advising, free tutoring, and many other support resources of the university will provide the scaffolding you may need as you build toward your future, whether that is a new skill, a promotion at work, a more fulfilling career, or simply a sense of personal accomplishment.

NU, one of the nation's largest private nonprofit universities, is home to six dynamic schools and colleges. We offer more than 190 online and on-campus programs from associates to doctoral degrees, and we serve more than 50,000 students each year across the United States and abroad. NU boasts a growing global network of over 240,000 alumni. With over 50 years of educational excellence, we are proud to share that 50 percent of our undergraduates are affiliated with the U.S. military. As one of the largest Minority Serving Institutions (MSI) in the U.S., more than two-thirds of NU's students are racially diverse, approximately 40 percent of our learners are first-generation college students, and 30 percent of our bachelor's degree completers are Latino students.

Again, welcome to the NU Navigator family. We will champion your success every step of the way, from your first course to your triumphant walk across the stage at commencement to your future success as an NU alumni member. Best wishes on your journey to future possibilities! #NUFam, #WingsUpNU

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Milliron". The signature is fluid and cursive, with a long horizontal line extending to the right.

Mark D. Milliron, Ph.D.

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

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 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 Senior Administration and Faculty section.

The JD program include a set of required courses and a set of elective 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.

The University utilizes its own proprietary Learning Management System (LMS), NCUOne, to provide an enriched online experience for students.

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

- California: 9388 Lightwave Avenue; San Diego, CA 92123 (Administrative/Legal Headquarters)

Accreditation & Academic Alignment

- The University is regionally accredited by the WASC Senior College and University Commission (WSCUC)
- The JD Program at 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 the JFK School of Law 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. For more information go see: <https://law.nu.edu/accreditation>

Institutional Learning Outcomes

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

Break/Holiday	Upcoming Closure Dates
New Years Day	Monday, January 1, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
Presidents Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Observed Monday, November 11, 2024
Thanksgiving	Thursday & Friday, November 28 & 29, 2024
Winter Break	Wednesday, December 25, 2024, through Tuesday, December 31, 2024

Commencement Calendar

The current commencement calendar and general information about the University's commencement process and ceremony schedule can be found at <https://www.nu.edu/national-university-2024-commencement/>.

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.

Senior Administration and Faculty

Senior Administration

National University System Administration

Dr. Mark Milliron

President and CEO, National University

Mr. Christopher Russo

EVP, Chief of Staff

Dr. Chris Graham

EVP, Workforce and Community Education (WCE)

Dr. Nancy Rohland-Heinrich

EVP, Community Engagement & Executive Director, National University Foundation

Mrs. Karen Whitney

EVP, Student Success Services & Administration, and CFO

Ms. Sandra Best

SVP, Chief Human Resources Officer

Mr. Pablo Fabian

SVP & Associate General Counsel

Ms. Carey Hilderbrand

EVP & Chief Marketing Officer

Dr. Tom Stewart

EVP & Executive Director, Cause Research Institute

National University Administration

Dr. John Cicero

Provost and Chief Academic Officer

Dr. James Billings

Vice Provost, Academic Affairs

Dr. Lisa Hutton

Dean, College of Law and Public Service

Dr. Alvin McLean

Dean, JFK School of Psychology and Social Sciences

Dr. Robert Lee

Dean, Sanford College of Education

Dr. Nicole Polen-Petit

Dean, School of Arts, Letters and Sciences

Dr. Eric Roe

Dean, College of Business, Engineering, and Technology

Dr. Wittney Jones

Dean, School of Health Professions

Meg O'Grady

Senior Vice President, Military Affairs

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Higher Education President, Retired

Michael McGill, Member

President, MMS Design Associates

Joanne Pastula, Member

Executive, Retired

Dan Pittard, Member

Chairman and CEO, Pittard Partners LLC

Hiep Quach, Member

Executive, Retired

JFK School of Law at National University

Thomas Clevinger, Member
Managing Partner, Cornerstone Growth Advisors

Carlos Rodriguez, Member
CEO, Rodriguez & Company

Jeanne Connelly, Member
President, Connelly Consulting

Lee Wills-Irvine, Member
US Chief Diversity Officer, ASML Group

Richard Chisholm, Treasurer
Executive, Retired

JFK School of Law Academic Administration & Faculty

Academic Administration & Full-Time Faculty

<p>Judith Mathers Maloney Associate Dean of Law <i>JD, St. John's University School of Law</i></p>	<p>Theresa Ennis Director of Assessment and Curriculum <i>Ph.D., Tennessee Tech University</i> <i>MA, Exercise and Science, Tennessee Tech University</i></p>
<p>Ryan Johnson Faculty/Professor of Law/Academic Program Director for Juris Doctor Program <i>JD, Arizona State University College of Law</i> <i>LLM, Loyola University Chicago School of Law</i> Legal Methods, Legal Research and Writing</p>	<p>Azin Abedin Director of Student and Bar Success JD, Golden Gate University School of Law</p>
<p>Nicole Mills Faculty/Professor of Law JD, cum laude, Cornell Law School Professional Responsibility, Remedies, Legal Methods, Alternative Dispute Resolution</p>	<p>Jamie Diermier Assistant Law Library MLIS, San Jose State University</p>
<p>Pamela Zimba Faculty/Professor of Law <i>JD, Ventura College of Law</i> <i>LLM, Golden Gate University</i> Civil Procedure and Skills, Elder Law Clinic, Advanced Legal Writing</p>	<p>Britt Jeppsen Internship Clinical Coordinator (part time)</p>

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 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 of a paper transcript is \$5.00 and the cost for an electronic transcript is \$7.00 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 Counseling

Academic and Finance Counselors, 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 Counselors 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 Counseling 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 Counseling 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.

Disability/ADA Services can be reached at: SAS@nu.edu. 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 National University Academic Success Center (ASC) provides innovative services and resources that set the example for providing world-class support to online students and faculty. The ASC team is devoted to providing an inclusive and trustworthy environment where students are empowered to develop the skills needed to be successful in their course of study. Live real-time support is available via chat and text message. You may email or submit questions to the Ask a Coach service 24 hours a day, 7 days a week. For more information, visit the Academic Success Center website.

Writing Support – Available seven (7) days a week

Writing Coaches provide support for all stages of the writing process (APA, Bluebook, paragraph development, synthesis, legal writing, and research writing) through interactive live individual and small group sessions and asynchronous recorded coaching sessions.

Contact Information:

- [ASC Chat](#) – Chat with a coach live.
- Text: 928-440-1325
- Email: asc@nu.edu

JFK School of Law at National University Academic 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
- [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. Please email 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.nu.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, official 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). 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 transcript and a letter of standing from their previous law school with their application to be considered.

Applicants for Non-Degree

Students currently in good standing at other accredited law schools may apply as non-degree students.

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. The Committee of Bar Examiners of The State Bar of California requirements note that if an applicant's undergraduate transcripts are unattainable or evaluation shows, they are NOT equivalent to a U.S. Bachelor's degree, and the applicant student can submit a transcript from a US master's degree, or doctorate degree, which shows completion of least 60 semester credits (or 90 quarter credits) or higher, an Undergrad Evaluation is not required.

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

Transcript Requests from Other Institutions

Official transcripts should be sent by the issuing institution directly to:

Office of the Registrar
National University
9388 Lightwave Avenue
San Diego, CA 92123

The Office of the Registrar will not accept transcripts "issued to student" as official documents unless they are in a sealed envelope from the issuing institution. Electronic transcripts sent directly from the issuing institution to records@nu.edu will be considered official. The Office of the Registrar will not accept electronic transcript links that are forwarded from the student. Electronic transcripts not received from the issuing institution will not be considered official.

Upon request, the University will process the initial request for all domestic transcripts (excluding test scores), for institutions that accept electronic Third Party Orders, including payment of associated transcript fees, on the student's behalf. If a transcript has not arrived within two weeks, it becomes the student's responsibility to ensure that the University receives the document(s). Students must provide documents that are outstanding to ensure receipt within the required time frame.

The University will not process requests for foreign transcripts/documents. Students who have attended institutions in foreign countries or who have a high school proficiency must acquire official transcripts/documents.

Transcripts from other institutions presented for admission or evaluation become a part of the student's academic file and may not be returned to the student or copied for distribution.

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.

Requirements to run Examsoft Software:

Please refer to the Examsoft requirements at: <https://examsoft.com/resources/examplify-minimum-system-requirements/>.

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 Dean's Office makes determinations about what credits will be accepted for transfer from other institutions, or will be applied from previous work at JFK. Such determinations are discretionary, and the Dean's Office is not required to accept credits for transfer. Determinations are made 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 National University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution is 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 National University to determine if your credits, degree 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 Counselor 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, does not meet basic academic requirements during provisional admissions periods, violates the Student Code of Conduct, fails to make satisfactory academic progress, fails to make payment in accordance with the terms of the student finance agreement, and/or fails 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 yearly California Bar Accreditation fee will be charged at the beginning of the Fall Term. This fee is a per student fee set by the California Bar to all students attending a JD program accredited by the Committee of Bar Examiners.
- A course materials fee of \$296 will be charged per course, with the exception of 1 credit courses or internship courses
- 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) and the yearly California Bar Accreditation 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, a yearly California Bar Accreditation Fee (and assumption of 3 year FT program) and 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

Degree Type	Base Per Course Tuition Rate
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 Counselor 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 Total Estimated Cost of Program section.	\$450.00
Yearly California Bar Accreditation Fee	\$TBD
Official Transcript - Paper Mailed Transcript	\$5.00
Official Transcript - Digital Transcript	\$7.00
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

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 Counselor (AFC) 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 <https://www.nu.edu/admissions/financial-aid-and-scholarships/>.

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 review of all available information on the University Web site at 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. The 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 your Academic & Finance Counselor. 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 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 Academic and Financial Counseling 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 Counselor 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 Student Code of Conduct 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 Counselor (AFC). Any registration changes (including withdrawal) must be done by speaking directly with your AFC.

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

Maryland Refund Policy

Students enrolled in online programs who reside in Maryland will receive the minimum tuition refunds in accordance with the Maryland Higher Education Commission requirements (specified in Title 13B.05.01.10 of the Code of Maryland Regulations).

- Except as provided in §B of this policy/regulation, an institution's refund policy shall conform to this regulation and the institution shall provide for refunds of tuition to Maryland students as provided in this regulation.
- If the University's refund policy is more beneficial to Maryland students, the institution will follow its refund policy and provide for refunds of tuition to Maryland students as provided in that policy.
- Minimum refund: The University will refund the applicable tuition refund to a Maryland student who drops, withdraws or is terminated after completing only a portion of a course/class:

Proportion of Total Course, Program, or Term 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

A refund due to a Maryland student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

- This refund policy is disclosed and acknowledged by students upon enrollment, and
- Documentation verifying student refunds in accordance with this policy is maintained.

Oregon Refund Policy

After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter, or nontraditional calendar. Refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law without specific Commission approval. OAR 583-030-0035 (18) (c).

Wisconsin Refund Policy

A student who withdraws or is dismissed after the cancellation period has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100*.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or are returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

*National University does not charge an application fee.

Student Aid

General Student Aid Eligibility

To be eligible for Federal Student Aid (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
- 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

- 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
- Within the FAFSA Application, provide consent and approval to have your federal tax information transferred directly into your 2024–25 Free Application for Federal Student Aid (FAFSA®) form, if you're applying for aid for July 1, 2024, to June 30, 2025

Student 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 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 Direct Loans

Federal Direct Unsubsidized Loan

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

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 Direct 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 a Direct 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 Direct loans that may be borrowed is \$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.

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

Annual Direct Loan Limits

Dependent Undergraduates	Subsidized	Unsubsidized	Maximum Subsidized & Unsubsidized
First Year 1-24 credits completed	\$3,500	\$2,000	\$5,500
Second Year 25-48 credits completed	\$4,500	\$2,000	\$6,500
Third Year 49-72 credits completed	\$5,500	\$2,000	\$7,500
Fourth Year and Beyond 73+ credits completed	\$5,500	\$2,000	\$7,500
Independent Undergraduates (and dependent undergraduates whose parents cannot borrow PLUS loan)			
First Year 1-24 credits completed	\$3,500	\$6,000	\$9,500
Second Year 25-48 credits completed	\$4,500	\$6,000	\$10,500
Third Year 49-72 credits completed	\$5,500	\$7,000	\$12,500
Fourth Year and Beyond 73+ credits completed	\$5,000	\$7,000	\$12,500
Graduate and Professional Students			
Each year until lifetime aggregate is met	\$0	\$20,500	\$20,500

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:

Employer Reimbursement

Any "employer reimbursement" or "tuition assistance" is included as part of the student's Other Financial Assistance (OFA) 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, 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. 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 www.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

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 Counselor. 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://studentaid.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 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 Academic and Financial Counseling team to determine eligibility.

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 fifteenth (15th) 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 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: <https://studentaid.gov>.

From the application data, the SFS department obtains the Student Aid Index (SAI) 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 Direct 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 30, 2024 may complete the 2023/2024 FAFSA. New students starting courses after June 30, 2024 must complete the 2024/2025 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 need to be verified depending on which verification group a student is placed in. See the [Verification](#) section of the Catalog for a list of the verification groups and corresponding information that must be verified.

Master Promissory Note (MPN)

In order to be eligible to receive a Direct 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 Direct 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 <https://studentaid.gov/entrance-counseling/> 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).

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 Academic and Financial Counseling 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 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 Direct loan, resulting in Unsubsidized Direct 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 Student Aid Index (SAI). If the SAI changes based on the documentation received, any Pell grant award will be based on the lower SAI. 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 cannot be located because their address is unknown and the applicant cannot obtain it
 - Spouse is residing in a country other than the United States and cannot be contacted by normal means
- 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.

V1 - 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

Graduate-level students who have V1 flags will not be required to provide tax/income information but will still need to provide a Statement of Educational Purpose.

V4 - Custom Verification Group

Students in this group must verify high school completion status and provide an identity/statement of educational purpose.

V5 - 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.

Groups V2, V3, and V6 are reserved for future use by the Department of Education.

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 SAI 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, or proof of non-citizen eligibility, 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 SAI 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 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

2024-2025 Cost of Attendance

Degree Level:	Juris Doctorate: Fall-Spring
Tuition Average:	\$12,240
Learning Management Fee (Charged once per program):	\$450
Books, Course Materials, and Equipment:	\$1,782
Dependent & Independent Off-Campus Housing & Utilities:*	\$19,216

Food** (without meal plan):	\$11,146
Transportation:	\$3,965
Miscellaneous Personal Expenses:	\$4,327
Loan Fees:	\$217
Total Cost of Attendance:	\$53,522

*On-Campus Housing & Utilities is not offered by National University

**Meal Plans for food are not offered by National University

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"> • Are limited in COA determination to tuition and fees, required books, and supplies • Are ineligible for Federal Student Aid (FSA) loans • If in a federal or state penal institution are ineligible for Pell grants • Students exiting incarceration, will have eligibility limitations related to their incarceration removed.
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.

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.

Other Financial Assistance

Other Financial Assistance (OFA) has replaced Estimated Financial Assistance (EFA). The OFA is used when factoring in other aid to determine the amount of a student's need and non-need based financial aid. This takes into consideration the estimated amount of assistance for a period of enrollment that a student will receive from Federal, State, institutional, or other sources, such as scholarships, grants, net earnings from need-based employment, or loans. The need-based formula includes the following terms ($COA - SAI - OFA = \text{Need}$) and the non-need-based formula includes the following ($COA - OFA = \text{Non-need eligibility}$). OFA does not include those amounts used to replace the Student Aid Index (SAI). However, if the sum of the amounts received that are being used to replace the SAI exceed the SAI, the excess amount must be treated as OFA.

Note: The University's institutional research awards are not OFA 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 OFA that was not considered in calculating the student's eligibility, and if the additional OFA 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 Loans

Direct Loans

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

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

Cost of attendance - estimated financial assistance = student's eligibility for Direct unsubsidized loan

Based on the student's grade level, they may borrow up to the annual maximum loan amounts available.

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 a Direct unsubsidized loan can be used to offset all or part of the SAI.

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.

The student may make changes to the awarded amounts by contacting the Student and Financial Services Team.

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 SAI 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

When there are unusual situations or circumstances that impact a student's federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgment on a case-by-case basis.

The FAFSA Simplification Act distinguishes between two different categories of professional judgment, Special Circumstances and Unusual Circumstances.

- Special Circumstances refers to the financial situations that justify an aid administrator adjusting data elements in the Cost of Attendance (COA) or Student Aid Index (SAI) calculation.
- Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (more commonly referred to as dependency override).

Students may have both a special circumstance and an unusual circumstance.

Beginning in the 2024–25 award year, a student who indicates unusual circumstances on the FAFSA form will be granted provisionally independent status and can complete the FAFSA form without providing parent information. A financial aid administrator is required to assess situations on a case-by-case basis and then make a final determination based on documentation that the student submits to the school. If a student is unable to provide documentation of their unusual circumstances, a financial aid administrator may perform their own assessment based on a documented interview with the student.

Professional Judgement Criteria and Process

Circumstances that May Justify a Professional Judgement

Institutions of higher education have the ability to assist students with unusual and special circumstances by adjusting their federal student aid eligibility to reflect their unique situation more accurately. These adjustments may include

updating the student's dependency status (this may also be known as dependency override) and the information the student must provide on their FAFSA form.

Professional Judgement requests will follow the process outlined below:

- Student requests a professional judgement for Unusual or Special circumstances.
- An advisor then explains to the student they will need to provide a statement explaining their request and outlining the Unusual or Special circumstance that warrants an adjustment to their COA or SAI.
 - Students should expect to provide supporting documentation to support their Unusual or Special circumstances.
- Once the student provides their statement and necessary documentation, the Professional Judgement request is submitted by an advisor for review.
- An Aid Administrator will then review the students statement and supporting documentation to determine if an adjustment is warranted.
 - If approved the students file will be updated to reflect that their Professional Judgement request was approved. The Professional Judgement request approval will need to indicate the unusual or special circumstance that warranted an adjustment.
 - If denied, the students file will still need to be updated to reflect their Professional Judgement request was denied and the reasoning for which the students request was denied.

Once a student has submitted their request and all required documentation, including their completed FAFSA form, the estimated timeline for a Professional Judgement review to be completed will vary on a case-by-case basis but will be reviewed by an aid administrator as soon as possible. It is important to note that extenuating circumstances may prolong the process, as aid administrators are sometimes faces with situations out of their control, such as but not limited to requiring additional documentation from the student or having to wait for a grade to post before they may complete their review process and reach a decision.

Documentation is critical throughout the Professional Judgement process. Schools must ensure that any supporting documentation they collect is adequate to substantiate the student's circumstances. Documentation may include (but is not limited to) the following:

- A documented interview between the student and the financial aid administrator;
- Submission of a court order or official federal or state documentation that the student or student's parents or legal guardians are incarcerated;
- A documented phone call or written statement, which confirms the unusual circumstances with:
 - A state, county or tribal welfare agency;
 - An independent living case worker who supports current and former foster youth with the transition to adulthood; or
 - A public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence.
- A documented phone call or written statement from an attorney, guardian ad litem, a court-appointed special advocate (or similar), or a representative of a TRIO or GEAR UP program which confirms the circumstances and the person's relationship to the student;
- A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year; or
- Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Unusual and Special 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.

Students with Unusual Circumstances are defined as:

- A student for whom a financial aid administrator makes a documented determination of independence by reason of unusual circumstances and in which the student is unable to contact a parent or where contact with parents poses a risk to such student, which includes circumstances of—
- Human trafficking, as described in the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.);
- Legally granted refugee or asylum status;
- Parental abandonment or estrangement; or
- Student or parental incarceration.

Other students will continue to qualify as independent on their FAFSA form and not required to provide parental information if they;

- Were an orphan at the age of 13 or older;
- Were a ward of the court;
- Are or were in foster care;
- Were an emancipated minor or in a legal guardianship as determined by a court in the student's state of legal residence; or
- Are an unaccompanied homeless youth or unaccompanied, at risk of homelessness, and self-supporting.

Special Circumstances refer to financial situations in which a Financial Aid Administrator or students may utilize Professional Judgement on a case-by-case basis to adjust specific components of a student's Cost of Attendance (COA) or the data that was used to calculate their Student Aid Index (SAI). Some examples of special circumstances that may be considered are:

- Change in employment status, income, or assets;
- Change in housing status (e.g., homelessness);
- Tuition expenses at an elementary or secondary school;
- Additional family members enrolled in college;
- Medical, dental, or nursing home expenses not covered by insurance;
- Child or dependent care expenses;
- Severe disability of the student or other member of the student's household; and
- Other changes or adjustments that impact the student's costs or ability to pay for college.

Limits on the use of Professional Judgment

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

Professional Judgment may also not be used to waive general student eligibility requirements or to avoid the intent of the law or regulations.

Processing Requests for Professional Judgment

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 SAI consistently for all federal student aid funds awarded to undergraduate students.

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

Dependency Override

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

Dependency Override Criteria & Process

Circumstances That May Justify a Dependency Override

Dependency Override is the process through which a student can appeal to have the dependency status as determined by the Free Application for Federal Student Aid (FAFSA) overridden due to unusual circumstances where the student is unable to contact a parent or where contact with parents poses a risk to such student.

Following are some examples of reasons for which a student may request a Dependency Override, but these are not the only reasons why it may be appropriate:

- Human trafficking, as described in the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.)
- Legally granted refugee or asylum status
- Student's voluntary or involuntary removal from the parents' home
- Parental abandonment or estrangement
- Student or parental incarceration

Limits on the use of Dependency Override

Dependency Override does not apply to situations in which parents refuse to financially contribute to the student's education, are unwilling to provide their information, or do not claim the student as an income tax dependent, or for a student who demonstrates total self-sufficiency. In addition, the fact that a student's parents live in another country does not qualify as an unusual circumstance.

Processing Requests for Dependency Override

Student requests for Dependency Override should be submitted to the Student and Financial Services Team.

Disbursement Process

Definition of Disbursement and Disbursement Methods

A disbursement may be defined as the application of any aid source to the student account, including, but not limited to, Title IV funding, Veteran's benefits, State Grants, Private Loans, and institutional grants and scholarships.

The disbursement policy allows for consistent application to student accounts that have scheduled and awarded funding. The policy outlines the process for funding when the student falls outside of the standard disbursement timeline.

Students who elect to use Title IV Funding will be subjected to eligibility reviews at multiple checkpoints in the funding period. These checkpoints are implemented to ensure proper adherence to the policy and regulation. Students must meet eligibility requirements in order to receive subsequent disbursements within an aid 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.

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

Academic Year Definitions:

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

Payment Period Definitions:

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

An academic year consists of two payment periods. Each payment period is equivalent to a semester.

Loan funds awarded for the academic year are equally awarded for each payment period.

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.

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 authorization. The University may not use current year FSA funds to satisfy more than \$200 in prior year charges, even with a student's 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 period, if a student has withdrawn after successfully completing the payment period, or if the student has graduated, the student may be eligible for a late disbursement. Late Disbursements will be reviewed and processed once the qualification criteria has been validated and a student acknowledgment has been collected, if applicable.

Student eligibility for a late disbursement is contingent on the following:

Direct Loans and PLUS/Grad PLUS Loans:

- The loan must have 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), completed prior academic year, met admission criteria, etc.).
- 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.

Additional Disbursement Information

Loan Disbursement Notification

Students are notified of the amount of Title IV loan funds they can expect to receive. The notification outlines the type of loan (such as Unsubsidized or PLUS), the disbursement date, and the amount. Students 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 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 payment period 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 payment period 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 payment period. 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 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 Loan
2. Subsidized Federal Direct 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:

- a student notifies the University of their intent to withdraw;
- the institution dismisses or administratively withdraws the student;
- the student ceases attending the institution; or
- the student transfers/changes to a substantially different program;

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 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;
- 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 to 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 payment period divided by the total calendar days scheduled in the payment period, excluding days when the student was on 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 payment period.

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 payment period.

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 payment period. This is the amount of Title IV aid that must be returned.
- B. The institutional charges for the payment period 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 payment period 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 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 are not required to 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.

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 Counselor 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 semester 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 complete 80% of the Verified Academic Engagement for each course for which they receive credit.

The California Committee of Bar Examiners has identified specific activities which qualify as Verified Academic Engagement activities. To ensure compliance with the requirements of the Committee of Bar Examiners, each week your professor will indicate which activities for that week constitute the required Verified Academic Engagement for that week. This information can be found in the News section of your classroom and/or in the "snapshot" that is included each week. If the information is in the weekly snapshot, the required Verified Academic Engagement activities will be identified by bold font and an asterisk.

- Completion of all identified activities during the week in which they are due is required in order to be considered "present" for the week.
- Failure to complete all of the required activities in a week will result in the student being marked "absent" for that week.
- 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.

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 should contact their Academic and Finance Counselor.

Registration

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

Additional signed permission forms are required to register for internships or Clinical Placements. Contact your Academic and Finance Counselor for additional information.

Orientation

Prior to beginning the JD program, students must complete a required orientation designed to set them up for success in the JD program. The orientation will cover basic skills necessary for optimal performance in the JD program and will help familiarize the student with the LMS and resources available to them.

Failure to complete the orientation prior the first class will result in the student being withdrawn from classes and placed on an LOA until the next start date.

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 Counselor 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, and the terms of probation set forth the required classes, the student must register for classes in accordance with their probation terms. An approved Probation Form must accompany the initial registration as well as for each change of registration. 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 Counselor. 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 Counselor 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 the JD Program

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 JD 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 JD 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 the JD Program

The Academic Leave of Absence policy for the JD program is applicable to all officially admitted and enrolled students in the JD program. 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 the JD program 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 the JD program 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 without a written, approved Dean's Office Exception to Policy
- The University has a reasonable expectation the student will return to school

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, JD 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 counselor (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 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 Counselor 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 Counselor 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 Counselors 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 Counselors 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 Counselor 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 required 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:

- a. participating in a synchronous class session;
- b. viewing and listening to recorded classes or lectures;
- c. participating in a live or recorded webinar offered by the law school;
- d. participating in any synchronous or asynchronous academic assignment in any class monitored by a faculty member;
- e. taking an examination, quiz or timed writing assignment;
- f. completing an interactive tutorial or computer-assisted instruction;
- g. conducting legal research assigned as part of the curriculum in any class; and
- h. 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
- i. 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.

Students must verify that they meet the minimum technical requirements for Examplify:

<https://examsoft.com/resources/examplify-minimum-system-requirements/>

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.

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 some 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) and may sometimes include MBE style questions as well. 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 they may not contact or respond to any other student or person during exams. The use of Artificial Intelligence to generate any answer- or any portion of an answer- in a final exam is strictly prohibited.

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.

Incomplete Grade

Incomplete grade requests are student-initiated requests to extend a course. Students may request a maximum of one incomplete grade extension per course when an unforeseen circumstance impacts their ability to complete a course by the scheduled course end date. To request an incomplete grade extension, students must submit the completed Incomplete Grade form in NCUOne to their faculty member prior to the course end date. Faculty will review the request, and it will be referred to the Dean’s Office with a recommendation. The Dean’s Office may approve requests at their discretion and should consider the eligibility requirements listed on the Incomplete Grade form when rendering a decision. Incomplete grade request decisions are final and cannot be appealed.

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>NOTE: Courses, where attendance was posted that received a "DR" course code, will have an asterisk next to them in the student portal.</p>
I (Incomplete)	An "I" grade is assigned when the Dean grants a student an incomplete grade extension. "I" grades are used for administrative purposes only and will be replaced with a final academic letter grade once the incomplete extension period ends.
NG (No Grade)	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.
R (Retaken)	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).
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)	"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.

Satisfactory/Unsatisfactory Grades

A mark of Satisfactory (S) grade is equivalent to acceptable undergraduate or graduate performance ("C" (73 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 and administration 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" or "ASC") is responsible for matters related to academic disqualification, probation, advancement in the JD program, requests for change of grade, 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 and/or the Associate Dean for the JFK School of Law, appointed by the Dean of the College of Law and Public Service at National University, who also appoints a Chair 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 law@nu.edu within the timelines listed below.

Academic Standards Policy

Academic standing will be assessed at the conclusion of each term.

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 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.

Additionally, the JFK School of Law at National University will disqualify any First Year Student in their first semester of study:

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 for tuition paid for that term.

If imposed (after consideration of any petitions for probation), academic disqualification is noted on a student's transcript in accordance with the Rules set forth by the Committee of Bar Examiners.

D. Leave of Absence

If a student's Petition for Advancement on Probation is granted by the ASC, a student shall not be granted a leave of absence while they are on probation unless there are extenuating circumstances, the student has petitioned the Dean's Office for an Exception to Policy and provided documentation to support the petition, and the petition is granted. In that case, the ASC will meet to revise the official terms of probation to include the LOA.

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 academically disqualified.

A. Petition for Advancement on Probation

1. Introduction

A student who has been notified of their impending disqualification 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 law@nu.edu 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. Failure to check University email is not considered good cause.

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) on the final exam;
- 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.
- c. Attend required meetings with Assistant Dean of Students and/or required meetings/work with the Academic Success Center or the Director of Student and Bar Success.

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 require schools to academically disqualify students advanced on probation "if they do not meet the law schools requirements for advancement in good standing and retention after no more than one year on probation." Committee of Bar Examiners, Accredited Law School Rules, Rule 4.160(A)(8)(c).

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 via email to law@nu.edu or to the chair directly.

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 15 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 a Juris Doctor students is 2.4.

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 [Time Limits for Degree Completion section](#) for the SAP Maximum Time to Completion breakdown.

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.

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 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.

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, the student will regain Good Standing status.

Academic Probation Two - A student is in an Academic Probation Two status only if they were placed on an Academic/Financial Aid Probation and fails to regain Good Standing status before the next evaluation point and has then decided to Appeal for a second academic probationary evaluation period based on special circumstances. See below for directions on the Appeal process. Students in an academic probation two status are not eligible for federal financial aid. If SAP is met by the next scheduled evaluation period, 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.

Financial Aid Probation with Plan - A school of law student is in Financial Aid Probation with Plan as an alternative to probation. They will be placed in this status only if they were unable to regain Good Standing status after financial aid warning have decided to appeal based on special circumstances, and circumstances beyond the students control dictate more than one term to regain good standing. If approved, the academic plan will be established and monitored by a school of law representative, and all terms must be met for the student to retain access to financial aid; students, who fail to meet the terms of the academic plan will lose eligibility to 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 not appeal the dismissal to return to the University. 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.

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

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 Counselor or saphelp@nu.edu to request a SAP appeal form. Completed SAP appeal forms, including supporting documentation, should be emailed to saphelp@nu.edu for the SAP Appeal Committee to review. The SAP Appeal Committee is 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 Student Code of Conduct 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

Program Type	Course Completion Rate	Minimum GPA	SAP Maximum Timeframe
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.

Program Type	Academic Maximum Time Frame
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
Juris Doctor (JD)	7 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 Counselor 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 Counselor, 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

Degrees and certificates are not awarded automatically upon completion of academic requirements. To be considered as a candidate for a degree or certificate, students must submit a diploma/graduation application via their student portal. Submitting a diploma/graduation application triggers a final degree audit. The audit process confirms that the student has met all academic and programmatic requirements.

A student's program completion date is dependent on the modality of the program. Students taking courses that are designed with classes of multiple students or groups (i.e., class-based students) the conferral date will be the third Sunday of the month. Students that take courses in the One- to- One model, the conferral date will be the end date of the last course in their program. These dates will be used as the student's degree conferral and diploma date.

If a doctoral student successfully defends their dissertation prior to the end date of the last dissertation course, the University will use the date the student defended their dissertation as the degree conferral and diploma date.

Class-Based Example: The end date of the last course is March 12th; The third Sunday of the month is March 19th. The degree conferral date and diploma date is March 19th.

One-to-One Example: The end date of the last course is March 19th; the doctoral student defends their dissertation on March 8th. The degree conferral date and diploma date is March 8th.

The student's legal name in the official record will be printed on their diploma. Students who attended using the One-to-One model 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/ Biographical Change e-form prior to submitting the diploma application. Contact the Office of the Registrar for additional assistance.

Diplomas are mailed four to six weeks following the degree conferral date. The University provides students with one complimentary copy of their diploma.

Additional graduation and commencement information can be found on the University website at <https://www.nu.edu/student-services/graduation/>.

Commencement Ceremony

Students who are eligible to participate in commencement ceremonies will need to complete the registration process within 45 days prior to the ceremony date.

Students may order regalia and announcements from the University's third-party vendors. The third-party vendor's website and contact information are published on <https://www.nu.edu/national-university-2024-commencement>.

Students who have not yet completed degree requirements are eligible to participate in commencement ceremonies when they meet the requirements outlined below.

- Associate degree students must be within 3 courses of program completion
- Bachelor degree students must be within 3 courses of program completion
- Master degree students must be within 3 courses of program completion
- Doctoral students must have passed their dissertation defense or completed their applied doctoral project 45 calendar days prior to the commencement ceremony.

- Juris Doctor students must be in their last term or within 12 semester credits of program completion 45 calendar days prior to the commencement ceremony event date.

Note: Students who attend commencement ceremonies prior to completing their degree requirements are not guaranteed degree conferral. Academic standards must be met in order for a degree to be awarded. Students may fail to meet these standards after attending commencement ceremonies.

Ethical Standards & Practices

Professionalism & Conduct Agreement

The JFK School of Law at National University is committed to each student's ethical and professional growth during law school and beyond. To assist Juris Doctor (JD) students in developing the skills and demeanor necessary for the profession, the JFK School of Law has developed standards to which each JD student must affirmatively adhere. The standards are intended to serve as preparation for the profession for JD students and to remove obstructions to the achievement of the JFK School of Law's educational goals.

Students will be required, separately, to sign the agreement illustrated below. It is published here for reference and convenience of access.

This formal agreement below sets forth the expectations required of JD student at the JFK School of Law at National University and supports the State Bar of California Professional Conduct expectations, and both National University and the College of Law and Public Service policies outlined in the University Catalog. This agreement is a reminder of the responsibilities you must understand and comply with to be successful in law school. Please read the entirety of this document carefully and become familiar with the requirements herein, as failure to do so can have detrimental consequences on your ability to continue your studies.

JFK School of Law Student Professionalism and Conduct Agreement

JD students are expected to maintain the highest ideals of academic, professional, and social conduct. Students are expected to respect the views and personal dignity of other members of the law school community. They are responsible for knowing and abiding by the rules and policies published in the JFK School of Law Catalog.

In addition, students are expected to know the standards to which they will be held when they become lawyers. The codes of professional responsibility published by each state's bar association describe these standards. Students should

consult these codes for guidance. The Ethical Standards and Practices at the JFK School of Law reflect the standards for professional conduct prescribed by The State Bar of California.

JFK School of Law Policies

The following is an agreement all JFK JD students will be expected to sign and abide by during their time at the JFK School of Law:

As a student of JFK School of Law, I understand that the practice of law is a noble profession that demands the highest standards of integrity, respect, and professionalism. In alignment with the California State Bar's rules for professionalism and the core values of this institution, I commit to upholding the following principles throughout my legal education and future career:

1. Integrity and Honesty

- I will act with honesty and integrity in all academic, professional, and personal interactions.
- I will not engage in any form of academic dishonesty, including plagiarism, cheating, or unethical use of generative AI.

2. Civility and Respect for Others

- I will treat my peers, faculty, staff, clients, and all members of the legal community with respect and courtesy.
- I will actively listen and consider diverse perspectives and experiences, fostering an inclusive environment.

3. Professional Conduct

- I will comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, and will conduct myself ethically and with integrity.
- I will demonstrate a professional appearance in the classroom, including attire, body language and attitude.
- I will respect scheduled time commitments and punctuality in the classroom abide by them in submission of coursework
- I will reflect on my own knowledge and level of subject matter and be open to constructive criticism
- I will willingly act upon feedback to improve my student learning
- I will recognize bias and work to avoid the negative impact of prejudice of any kind.

4. Orientation

- I will complete the online Orientation course in NU's learning management system prior to beginning my JD course of study.
- I understand that failure to complete the Orientation course will result in delaying my entry into the JD program until the next semester.

5. Confidentiality and Trust

- I will respect the confidentiality of sensitive information entrusted to me, adhering to ethical guidelines and legal obligations.
- I will build trust through reliability, dependability, and consistency in my words and actions.

6. Responsibility and Accountability

- I acknowledge that I am responsible for my own learning and that I will seek clarification or help when needed
- I will take responsibility for my actions and decisions, acknowledging mistakes and learning from them.
- I will seek to continuously improve my knowledge, skills, and professional conduct.

7. Collaboration and Teamwork

- I will demonstrate a positive, growth-mindset when working with others
- I will respectfully participate in professional learning community activities
- I will acknowledge the contributions of others
- I will exhibit support and fairness to all course participants and faculty

8. Commitment to Public Service

- I recognize the importance of public service as a fundamental aspect of the JFK School of Law mission.
- I will seek opportunities to contribute to the community and support those in need through participation in a public service internship

9. Communication

- I will check my NU email daily and respond to all emails in a timely manner
- I will communicate professionally with other students, peers, and NU faculty and staff using only professional written language regardless of platform (email, text)
- I will engage in professional and responsible use of social media and other digital platforms and tools
- I will use language that is appropriate for educational settings
- I will interact with others with professional decorum

Artificial Intelligence Policy

The JFK School of Law at National University (SOL) recognizes the potential of artificial intelligence (AI) and its impact on the practice of law and the legal field. The SOL encourages student experimentation with AI to discover the benefits that artificial intelligence may offer, including working with AI-powered technology tools to augment legal work. However, since AI has the ability to generate individualized, natural-language answers to questions, submitting AI responses as your own work is plagiarism.

The use of AI, therefore, is expressly prohibited within the SOL absent a clear statement from the professor granting permission. If AI use is permitted by the professor, it must be used ethically and responsibly. Students are cautioned to carefully evaluate the AI-generated response rather than to indiscriminately accept it as accurate or valid. Students are also advised to properly cite the use of AI in Bluebook format. The unauthorized use of AI shall be treated as plagiarism. Please refer to National University's Academic Integrity Policy for more information and the procedure if the either the Integrity or Artificial Intelligence policies are violated.

NU Policies

Familiarity with University Regulations

I acknowledge receipt of both the Juris Doctor Catalog and the National University Catalog and agree to abide by the policies, rules and regulations therein. Upon acceptance of the online enrollment agreement, constituting a virtual signature, students acknowledge that they are bound by the policies, rules and regulations of the University and the JD program contained in these catalogs. Lack of knowledge or familiarity with the information contained in these catalogs does not serve as an excuse for noncompliance or violations. The University provides assistance in the form of academic advising, but students are responsible for meeting the published requirements of their respective programs.

National University Student Email Address

Upon enrollment, all students will be issued an official National University student email address. National University's email services support the educational and administrative activities of the University and serve as a means of primary and official communication by and between users and the University. From this point forward, National University solely uses the official student email address to communicate important announcements to its students regarding financial aid, student accounts, advising, grades, student records and more. It is important that students access the official student email account.

Requesting Accommodations and Services

Students seeking accommodations and services due to a disability should contact Student Accessibility Services. A Student Accessibility Services Counselor will discuss potential accommodations and required documentation with the student. Students are encouraged to register with Student Accessibility Services and make accommodation requests as far in advance as possible; accommodations are not retroactive.

Students seeking to register with Student Accessibility Services are required to:

- self-identify to Student Accessibility Services
- submit an application
- provide documentation of a disability from the appropriate licensed professional
- participate in an interactive appointment with a Student Accessibility Services Counselor. Student Accessibility Services will provide a letter confirming eligibility for services and detailing approved curriculum accommodations to eligible students with disabilities following completion of the registration process. Electronic application forms and other materials related to the registration process can be found at www.nu.edu/sas.

Civility

Civility is an expectation in all NU courses. Freedom of speech and expression are valued not only throughout society but also, and particularly, in the academic setting. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other and for the instructor. Rules of classroom behavior (which apply to all online, hybrid and ground/onsite courses) include but are not limited to the following: Conflicting opinions among members of a class are to be respected and responded to in a professional manner, side conversations or other distracting behaviors are not to be engaged in during lectures, class discussions, or presentations, and there are to be no objectively offensive comments, language, or gestures.

Code of Conduct

The National University (NU) community exists on the basis of shared values and principles. NU student community members are expected to uphold and abide by certain standards of conduct in which form the basis of the Student Code of Conduct. These standards are embodied within the below set of core values.

Core Values of Student Conduct at National University

- Integrity: National University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- Community: National University students build and enhance their community.
- Social Justice: National University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: National University students show positive regard for each other, for property and for the community.
- Responsibility: National University students are given and accept a high level of responsibility to self, to others and to the community.

National University students are solely responsible for having knowledge of information, policies and procedures outlined within the Student Code of Conduct policy. For more information, students are encouraged to review the Code in the Catalog and the Student Code of Conduct website for the most updated versions of all policies and procedures.

Student Progress Alert

When an instructor becomes aware that a student needs assistance to effectively demonstrate the appropriate knowledge, skills and/or dispositions within their program, a student Progress Alert will be initiated by their instructor. This is the first step in the student Assistance Process that is intended to be supportive, based upon the JD program's standards and individualized to the student. The Student Progress Alert is intended to alert the student to areas of performance that are in need of growth, support, or remediation.

When a Progress Alert is initiated, the student and Dean of Students for the College of Law and Public Service will meet to develop activities to improve areas requiring attention and identify methods of assessment.

Student Improvement Plan

In cases where a student has been unable to adequately address areas identified in a Progress Alert, the Dean of Students for COLPS will develop a formal Student Improvement Plan. The Plan will identify target areas for growth and prescribe specific activities and/or intervention strategies the student must successfully complete. A success team will meet with the student to review the Student Improvement Plan with the student to ensure that the information, intervention strategies and assessment measures are clear. A student's signed acknowledgment of agreement will be maintained by the School of Law.

Failure to Successfully Complete Student Improvement Plan

Failure to successfully complete a Student Improvement Plan, the Plan, and a detailed description of activities or areas not adequately met, will be forwarded by the appropriate team member with a recommendation to the Associate Dean of the School of Law with a courtesy copy to the Office of Student Services. Failure to successfully complete the Student Improvement Plan will result in dismissal from the JD program. The student will be notified by the Dean's office of the School of Law regarding the student's continuing status within the program and/or the College.

I understand the JFK School of Law policies, and agree to adhere to them during all Law School-related activities.

By my signature, I acknowledge and attest that I have read and understand the JFK School of Law Student Professionalism and Conduct Agreement and affirmatively agree to adhere to the policies and standards set forth therein during my attendance at law school. Failure to abide by this agreement could result in separation from the JFK School of Law.

Printed Name: _____

Signature: _____

Date: _____

NU Student Code of Conduct

Preface

National University (NU) is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Consistent with the University mission, rights and responsibilities are extended to all members of our University community.

Community exists on the basis of shared values and principles. NU student community members are expected to uphold and abide by certain standards of conduct which form the basis of the Student Code of Conduct. These standards are embodied within the below set of core values.

Core Values of Student Conduct at National University

- Integrity: National University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- Community: National University students build and enhance their community.
- Social Justice: National University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: National University students show positive regard for each other, for property and for the community.
- Responsibility: National University students are given and accept a high level of responsibility to self, to others, and to the community.

National University students are solely responsible for having knowledge of information, policies and procedures outlined within this policy. The Office of Student Conduct (OSC) reserves the right to change this code as deemed

necessary; posted changes are effective immediately. Students are encouraged to check online at <https://www.nu.edu/student-services/StudentConduct/> for the most current version of all policies and procedures.

Conflict Resolution Options

Whenever appropriate, community members should consider alternative dispute resolution in the following forms. Some important exceptions include offenses including sexual violence, physical threat/violence, or when there is a concern a physical threat may develop with continued contact between the parties.

- Involvement of a Supervisor or Academic Program Leadership
- University Ombuds Office at (858) 642-8368 or ombuds@nu.edu
- Consider switching communication methods (e.g., discussion via phone rather than email)

Section 1: Mission and Philosophy Statements

1.1 Mission Statement

The OSC seeks to enhance student learning and personal development by creating an educationally purposeful, ethical and caring community, while protecting the interests of the larger National University community. Through the fair, timely and consistent administration of the student conduct process, the OSC promotes student learning with the guiding principles of integrity, community, social justice, respect and responsibility.

1.2 Philosophy Statement

The NU community is committed to fostering an environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The OSC is entrusted to maintain balance between the interests of individual students and those of the University community. This community exists on the basis of shared values and principles, which all members are expected to uphold and abide by. Specific to students, these shared principles of behavior form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, community, social justice, respect and responsibility.

When members of the University community fail to exemplify these five values by engaging in violation of the standards below, it is the responsibility of all staff, faculty, students, and other community members to encourage behavior change. Specifically, the OSC establishes norms, documents, intervenes, and leads development and assertion of these standards. The student conduct process at National University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior in some way compromises the productivity of academic pursuits. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine the student should no longer share in the privilege of participating in this community.

Procedures and rights in student conduct procedures are conducted with fairness to all but are not held to the same protections of due process afforded by the courts during civil or criminal proceedings. Due process, as defined within these procedures, assures written notice and an Educational Conference (EC) with an objective decision-maker (only in the case of an investigation – not solely a complaint). No student will be found in violation of National University policy without showing it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of each violation and to the cumulative conduct history of the student.

Section 2: Policy Administration and Designations

2.1 Interpretation and Revision

OSC will develop procedural rules for the administration of conduct proceedings and/or appeals that are consistent with provisions of the Student Code of Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The OSC may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The OSC may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Student Code of Conduct will be referred to the OSC, whose interpretation is final. The Student Code of Conduct will be updated annually.

2.2 University as Convener

The University is the convener of every action under this Code. Within that action, there are several roles. The Respondent is the person who is alleged to have violated the Code. The party bringing the complaint is the Reporter, who may be a student, employee, visitor or guest. The Reporter may, if they so choose, be present and participate in the process as fully as the Respondent. There are Witnesses, who may offer information regarding the allegation. There is an Investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

2.3 Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers;
or
- Were known or should have been known to the membership or its officers.

Investigations for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

2.4 Amnesty

Amnesty means that current students can avoid informal and formal University disciplinary action and the creation of a formal disciplinary record under the circumstances described below. Records regarding the provision of amnesty are maintained. Abuse of amnesty requests can result in a decision by the OSC not to extend amnesty to the same person repeatedly.

2.4.1 For Victims

The University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2.4.2 For Those Who Offer Assistance

To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the OSC, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

2.4.3 For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Section 3: Jurisdiction

The Student Code of Conduct is published annually in the University General Catalog, and the policy is available on the National University Office of Student Conduct website. Hard copies are available by request from the OSC (osc@nu.edu). Students are responsible for having read and abiding by the provisions of the Student Code of Conduct.

The Student Code of Conduct and the student conduct process apply to the conduct of all students, both undergraduate and graduate, and all National University- affiliated student organizations. For the purposes of student conduct, National University considers an individual to be a student when an offer of admission has been extended, a student identification number has been issued, and thereafter, as long as the student is eligible to enroll in courses at the University. The Code also applies to guests of students, whose hosts may be held accountable for the misconduct of their guests. Visitors to, and guests of, National University may seek resolution of violations of the Student Code of Conduct committed against them by members of the National University student body.

National University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated; for any misconduct that occurred prior to the leave, withdrawal, or graduation. The University will retain jurisdiction even when misconduct is reported after the student has left, withdrawn, or graduated from the University. There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for National University officials to obtain information and witness statements, and to make determinations regarding alleged violations.

The Student Code of Conduct applies to behaviors that take place on a campus, online, at University sponsored events and may also apply off-campus when the OSC determines that the off-campus conduct affects National University constituents or its interests. National University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of National University.

The Student Code of Conduct may be applied to behavior conducted online, via email, social media and all other types of electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social

networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. However, most online speech by students not involving National University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as a threat that a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals.
- Speech posted online about National University or its community members that causes a significant on campus disruption.

Though anonymous complaints are permitted, doing so may limit National University's ability to investigate and respond to an allegation. Those who are aware of misconduct are encouraged to file a report as quickly as possible to the OSC. A responding student facing an alleged violation of the Student Code of Conduct is not permitted to withdraw from National University until all allegations are resolved. Official transcripts and/or diploma may be withheld until the allegations are resolved.

University-assigned student email addresses are the primary means of communication at National University as well as the OSC. In addition, students may be required to meet in-person, via phone, or through videoconferencing, when necessary. Students are responsible for keeping their contact information up to date and are responsible for all communications received to their means of contact as they are documented in official University records. Failure to check and/or respond to email or voicemail is NOT an acceptable excuse for failing to respond to an official communication.

Section 4: Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which National University has jurisdiction, the National University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

National University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until an EC can be held, typically within two (2) weeks. The EC may resolve the allegation or may help to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and National University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, National University will only delay its process until such time as it can conduct an internal investigation or obtain sufficient information independently or receive a report from law enforcement to proceed. This delay will be no longer than two (2) weeks from notice of the incident unless a longer delay is requested and substantiated in writing by the Reporter or Respondent, or to allow the criminal investigation to proceed before the National University process. Students accused of crimes may request to take a Leave of Absence (LOA) from National University until the criminal charges are resolved. In such situations, the National University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence;
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed; and

- This Leave of Absence will not prevent enrollment status from being reported as scheduled. Students receiving Financial Aid should contact the Financial Aid department to help determine impact of voluntary LOA.

Section 5: The Rules

5.1 Core Values and Behavioral Expectations

National University considers the behavior described in the following sub-sections as inappropriate for the NU community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or non-degree seeking. National University encourages community members to report all incidents that involve the following actions to the OSC. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in the student conduct process.

5.2 General Standards of Conduct for Online Students

Freedom of speech and expression is valued in the academic setting. Equally valued is the respect given to University computer systems and information technology. To that end, students will adhere to the following online standards of conduct:

- Access National University courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the University's computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
- Maintain an environment free of harassment, stalking, threats, abuse, name-calling, intimidation, cyber-bullying, use of offensive language, insults or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature, and the unwanted sexual advances or intimidations by email, or on discussion boards and postings in course shells.
- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in this Code of Conduct and all policies as described in the General Catalog.

5.2.1 Integrity

National University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

5.2.1.1 Academic Dishonesty

Academic dishonesty violations will be addressed by the instructor utilizing the guidance in the Faculty Handbook on Academic Integrity and Ethics. The instructor will subsequently report any violation that occurs at the University to the

OSC at the following link: www.nu.edu/reportit. The OSC is responsible for adjudication utilizing the rubric below and tracking of all academic integrity violations that occur at the University.

In the case of academic integrity violations, the student may be subject to both classroom/program as well as institutional sanctions. Classroom or program-specific sanctions will be issued at the discretion of the instructor of record/program leadership (e.g., penalized grade or program dismissal), whereas the OSC will assess the appropriateness of and enact educational and/or disciplinary sanctions. An incident or string of incidents will generally be considered a single violation up until the point a student receives notice of the violation; additional infractions occurring after that point will be considered separately for purposes of this rubric. General guidance on substantial issues of interpretation of the sanction rubric may be provided by the Academic Program Lead (APL) or the OSC.

Each incident the student is found responsible for will constitute one cumulative point toward Academic Dishonesty Sanctions listed below. Points are assigned per incident regardless of the number of violations. Also, an additional point may be accrued if the charges involve one or more of the following: senior project, thesis, surrogate, graduate course, altering grades, candidacy/qualifying exam, and/or program professional/clinical standards (credential/nursing/MAC). Sanction points are cumulative over the length of the student's tenure at National University.

Scope of Academic Dishonesty Policy

This 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)

Examples of Academic Dishonesty and Plagiarism

Below are examples of academic integrity infractions. This list is NOT all inclusive and students are considered responsible for maintaining integrity in their academic pursuits at all times.

- Referencing content from websites without citation or paraphrase (websites may be referenced for academic work but must be cited by the date referenced).
- Intentional close paraphrasing of the published or unpublished work of another author or authors without proper in-text attribution.
- Submitting as your own original work any paper, article, report, presentation, or book chapter written by another author or authors.
- Submitting as your own original work any assignment that includes content purchased from a commercial service or another person.

- Submitting a paper or other assignment previously written for another course (at National University or other institution) without explicit permission from the faculty of the current course.
- Submitting a paper or other assignment that contains any published materials that have been duplicated word-for-word without citation or proper attribution.
- Writing a paper (or any assignment) on behalf of another student.
- Providing and/or citing references that were not actually used in your work giving the impression that authentic research was conducted.
- Speaking in public (in the form of a speech, lecture or presentation) where any content in that presentation is misrepresented as your own original work or intellectual property.
- Unauthorized collaboration with others on homework assignments.
- Attempting to obtain access to test questions or advance copies of an exam in advance of the exam.
- Publishing or otherwise making available evaluation materials, essay prompts, or other protected documentation from University coursework or services.

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. NU 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. Research methods courses and dissertation research - Doctoral research is an ongoing process and these courses represent a continuing sequence where it is expected that students refine their prior work. Therefore, the submission of prior work is acceptable. Students must notify their professors that they are continuing their research from a prior course. This exception notwithstanding, refining prior work before submission to best reflect the student's current scholarly abilities and take advantage of prior faculty feedback is always prudent.
3. Comprehensive portfolios/prospectus - The comprehensive portfolio and prospectus are the student's opportunity to showcase and prove knowledge already attained. Therefore, the submission of prior work is acceptable. This exception notwithstanding, students must revise the prior work before submission as part of the portfolio to best reflect the student's current scholarly abilities and submit both the original and the revised versions.
4. When instructed to do so by the faculty or assignment instructions - re-submission of prior work or revised work is permitted.

Office of Student Conduct Points/Sanctions

Sanction points for academic dishonesty are as follows:

- 1 Point = Written Warning
- 2 Points = Educational Sanction (ex. paper on academic dishonesty/ethics)
- 3 Points = Educational and Disciplinary Sanctions (ex. paper and disciplinary probation and/or suspension)
- 4 Points = Separation Proceedings

5.2.1.2 Unauthorized Access

Unauthorized access to any University building (i.e., keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost University identification card or key.

5.2.1.3 Collusion

Action or inaction with another or others to violate the Student Code of Conduct, which includes but is not limited to:

- Students are subject to disciplinary action for knowingly acting in concert with others to violate University policies and/or regulations.
- Students are subject to disciplinary action for being aware of the existence of a violation of University policies and/or regulations and failing to take reasonable action to report the violations in a timely manner.
- Students are always responsible for the actions of their guests that are on campus visiting a member of the campus community.

5.2.1.4 Trust

Violations of positions of trust within the community and/or deliberately misleading University officials or agents who are attempting to gain information for University business.

5.2.1.5 Election Tampering

Tampering with the election of any National University-recognized student organization (minor election code violations are addressed by the Associate Director of NU Scholars Program).

5.2.1.6 Taking of Property

Intentional and unauthorized taking of National University property or the personal property of another, including goods, services and other valuables; attempting to take, sell or keep in one's possession, including but not exclusively, items of National University property or items belonging to students, faculty, staff, student groups, visitors or to others within the larger community whether on or off campus.

5.2.1.7 Stolen Property

Knowingly taking or maintaining possession of stolen property.

5.2.2 Community

National University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

5.2.2.1 Disruptive Behavior

Disruption of University operations, both physical and electronic operations, including non-adherence to and/or disregard for location-specific rules and behavioral expectations such as, but not limited to, the library, computer, science and/or simulation labs.

Disruptive behaviors are separated into two different categories: Minimum and Significant.

Minimum

Minor disruption of University operations which occur on/off campus or online will be addressed by the Professor, Academic Program Lead, Director or Manager of the University department where the behavior occurred, and documented for the department file.

Examples include, but are not limited to:

- Repeated and disruptive tardiness to class or appointments
- Eating and/or drinking (if not permitted)
- Electronic devices going off
- Email or phone harassment (1-3 separate instances within a short time frame)
- Performing a distracting repetitive act such as tapping feet or fingers, popping gum, or loud talking
- Disrespectful engagement online or in-person

Significant

Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on/off campus or online must be reported immediately and will be addressed by the OSC. Persistent Minimum-level behaviors can become Significant level concerns. When reporting persistent minimum level behaviors, that have risen to the significant level, please provide the OSC with adequate documentation regarding prior occurrences, including all attempts at addressing the behavior at the department level.

Examples include, but are not limited to:

- Persistent Minimum level behaviors (3+ separate instances)
- Invading one's personal space or blocking an entry or exit way
- Moving around the classroom in a threatening manner and/or without authorization (e.g., during a lecture)

- Aggressive confrontation of another person
- Explicit or implicit threats

5.2.2.2 Disorderly Assembly

Causing, inciting or participating in any disturbance that presents a clear and present danger to others, causes physical harm to others, or damage and/or destruction of property, which includes, but is not limited to, the following:

- 1.0 Assembling on campus for the purpose of disrupting classes, seminars, meetings, research projects, or activities of the University
- 1.1 Assembling on campus for the purpose of creating or attempting to create a riot, destroying property or creating a disorderly diversion that interferes with the normal operation of the University (i.e., water balloon or water gun fights, egging incidents, etc.)
- 1.2 Obstructing the freedom of movement of other persons to and from University facilities or materially interfering with the normal operation of the University.
- 1.3 Engaging in abuse of or unauthorized use of sound amplification equipment indoors or outdoors during class hours. (Any use of sound amplification equipment must be cleared in advance through the Center Director of the specific campus where the event will take place. For student organizations, this must first be cleared by the Office of Student Engagement and Leadership and then the Center Director.)

5.2.2.3 Unauthorized Entry

Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping open or unauthorized use of alarmed doors for entry into or exit from a University building.

5.2.2.4 Forgery/Fraud

Altering University documents, misrepresenting information, or knowingly providing false information.

5.2.2.5 Damage and Destruction

Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.

5.2.2.6 IT and Acceptable Use

Violations in this category would include, but are not limited to:

- 1.0 Unauthorized entry into a file to use, read or change the contents, or for any other purpose
- 1.1 Unauthorized transfer of a file
- 1.2 Unauthorized use of another individual's identification and password
- 1.3 Use of computing facilities to view or send indecent, obscene, threatening or abusive messages

- 1.4 Use of computer facilities that violate copyright laws including the unauthorized distribution of copyrighted material via file sharing
- 1.5 Inappropriate use of social media (including but not limited to Facebook, Instagram, Tic Tok, Twitter, Snapchat, Vine, blogs, etc.)
- 1.6 Use of computing facilities to interfere with the normal operation of the Office of Information Technology

5.2.2.7 Gambling

Gambling as prohibited by the laws of the State of California; (Gambling may include video games, dice, raffles, lotteries, sports pools, online betting activities, any other game of skill or chance played for money.)

5.2.2.8 Weapons

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or objects deemed dangerous such as arrows, axes, machetes, nun chucks, throwing stars, or non-folding knives with a blade of longer than 4 inches, mace or pepper spray, chemical weapons, darts, box cutters, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property.

5.2.2.9 Smoking or Tobacco

Smoking or tobacco sale or use in any area of National University facilities, vehicles, and outside stairways. Students who smoke are required to smoke outside and at a minimum of 25 feet away from a building. Smoking materials must be properly disposed of in appropriately designated receptacles.

5.2.2.10 Fire Safety

Violation of local, state, federal or campus fire policies including, but not limited to:

- 1.0 Intentionally or recklessly causing a fire which damages University or personal property or which causes injury
- 1.1 Failure to evacuate a National University-controlled building during a fire alarm
- 1.2 Improper use of National University fire safety equipment
- 1.3 Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on National University property. There is the possibility that such action may result in a local fine in addition to National University sanctions.

5.2.2.11 Ineligible Pledging or Association

Pledging or associating with a student organization without having met eligibility requirements established by National University.

5.2.2.12 Animals

Animals and pets, with the exception of service animals for persons with disabilities, are not permitted in any University facility. Students who have questions on whether their animal will be allowed on campus due to a disability are responsible to contact the Student Accessibility Services (SAS) team. (Please visit www.nu.edu/sas for more information).

5.2.2.13 Wheeled Devices

Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside National University buildings. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to National University property caused by these activities.

5.2.3 Social Justice

National University students recognize that respecting the dignity every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

5.2.3.1 Discrimination

Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status), that is sufficiently severe in that it limits or denies the ability to participate in or benefit from the University's educational programs or activities. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.3.2 Unwelcome Harassment

Any unwelcome conduct in-person or online, on the basis of an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status). Any unwelcome conduct should be reported to a campus official, who will act to remedy and/or resolve reported incidents on behalf of the parties involved and the community. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

1.0 Hostile Environment

Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive or persistent, and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University educational or employment program or activities. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.3.3 Retaliatory Discrimination or Harassment

Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code. To be considered retaliation, a causal connection is required between a materially adverse action and the act of:

- 1.0 Reporting an allegation; or
- 1.1 Participating in support of an investigation.

A materially adverse action is one that would dissuade a reasonable person from reporting an allegation of a policy violation under this Code. A determination of whether an action is materially adverse is made on a case-by-case basis. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.3.4 Bystanding

Students are expected to "reasonably" respond to assist other students in need.

- 1.0 Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law
- 1.1 Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members

5.2.3.5 Abuse of Conduct Process

Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity conferences, including, but not limited to:

- 1.0 Falsification, distortion, or misrepresentation of information
- 1.1 Failure to provide, destroying or concealing information during an investigation of an alleged policy violation
- 1.2 Attempting to discourage an individual's proper participation in, or use of, the campus conduct system
- 1.3 Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding
- 1.4 Failure to comply with the sanction(s) imposed by the campus conduct system
- 1.5 Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system

5.2.4 Respect

National University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

5.2.4.1 Harm to Persons

Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

5.2.4.2 Threatening Behaviors

Students should not be engaged in any behavior that seeks to threaten or intimidate others, thereby disrupting the ability to maintain a positive environment conducive to learning.

- 1.0 Threat

Written or verbal conduct that causes a reasonable expectation of injury to the physical health, mental health, or safety of any person or damage to any property.

- 1.1 Intimidation

Intimidation defined as implied threats or acts that cause a reasonable fear of emotional, mental or physical harm in another.

5.2.4.3 Bullying and Cyberbullying

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.

5.2.4.4 Hazing

Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage or failing to report those acts may also violate this policy. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.4.5 Intimate Partner/ Relationship Violence

Violence or abuse by a person in an intimate relationship with another. (Please see National University's Equal Opportunity, Harassment and Nondiscrimination Policy for more information).

5.2.4.6 Stalking

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear. This would include persistent contact via electronic mediums (Facebook, Instagram, Email, Text Message, etc.). (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.4.7 Sexual Misconduct

Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.4.8 Public Exposure

Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts. (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

5.2.5 Responsibility

National University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

5.2.5.1 Alcohol

Use, possession or distribution of alcoholic beverages or paraphernalia while on University property.

5.2.5.2 Illegal Drugs

Use, possession or distribution of illegal drugs or other controlled substances or drug paraphernalia while on University property.

5.2.5.3 Prescription Medications

Abuse, misuse, sale or distribution of prescription or over-the-counter medications while on University property.

5.2.5.4 Failure to Comply

Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/ or failure to identify oneself to these persons when requested to do so.

5.2.5.5 Financial Responsibilities

Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

5.2.5.6 Arrest

Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the OSC within seventy-two (72) hours of release.

5.2.5.7 Other Policies

Violating other published University policies, regulations or rules. Students are subject to the specific policies in the academic handbook of the program in which they are enrolled. Students registered in courses that involve clinical rotations, student teaching or internships are also subject to the specific policies of those allied third-party sites.

5.2.5.8 Health and Safety

Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).

5.2.5.9 Violations of Law

Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.

Section 6: Overview of the Conduct Process

This overview gives a general idea of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University rules.

6.1 Notice of Alleged Violation

Any member of the University community, visitor or guest may allege a policy violation(s) by a student for misconduct under this Code by filling out the form found at this link (www.nu.edu/reportit) with all pertinent details.

Notice may also be given to the OSC (or designee), the Title IX Coordinator, or any member of the Equity Grievance Process (EGP) Team, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the incident occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

In Title IX related issues, the "administrator" is any "mandated reporter" as defined under the Equal Opportunity, Harassment and Non-Discrimination policy.

6.2 STEP 1: Initial Inquiry Leading to Warning Letter or Notice of Investigation (NOI)

The University conducts a prompt initial inquiry into the nature of the incident or notice, the evidence available, and the parties involved. The initial inquiry may lead to one of the following:

- A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Student Code of Conduct (e.g., for reasons such as mistaken identity or allegations of behavior that falls outside the Code); or
- A determination that there is sufficient evidence to issue student a Warning Letter, describing the problematic behavior in violation of the Student Code of Conduct and requesting specific behavior change; (a Warning Letter and the resulting requests do not carry sanctions and are therefore not eligible for appeal); or
- A determination that there is sufficient evidence to conduct a more comprehensive investigation, usually through the use of an EC. A formal notice of investigation will be issued to the responding party.

6.3 STEP 2: Educational Conference (EC)

When an EC is held, the possible outcomes include:

A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate.

A decision on the allegation, also known as a resolution to an allegation. If necessary, additional investigation and/or ECs may be held prior to closing the investigation and recommending sanction(s). If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If/when the CO conducting the EC determines that it is more likely than not that the responding student is in violation, the CO will close the investigation and recommend final sanction(s) to the OSC.

6.4 STEP 3: Review and Finalize Sanction(s)

If the student is found in violation(s), sanction(s) will be recommended by the CO to the OSC (based on precedent, prior violations of a similar nature that may indicate pattern, etc.), who will review and finalize the sanctions, subject to the University appeals process by any party to the complaint.

6.5 Conduct Sanctions

One or more of following sanctions may be imposed upon any student found responsible for any single violation of the Student Code of Conduct:

- 1.0 Warning

An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in any other violations while the student is enrolled at the University.

- 1.1 Restitution

Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

- 1.2 Community/University Service Requirements

For a student or organization to complete a specific supervised community or University service.

- 1.3 Loss of Privileges

The student will be denied specified privileges for a designated period of time.

- 1.4 Confiscation of Prohibited Property

Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the OSC and/or Campus Security.

- 1.5 Behavioral Requirement

This includes required activities including, but not limited to, seeking academic counseling or substance abuse counseling, writing a letter of apology, etc.

- 1.6 Educational Program

Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a

specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

- 1.7 University Probation

The student is placed on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

- 1.8 Eligibility Restriction

The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the OSC and terms of this conduct sanction may include, but are not limited to, the following:

a. Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or

b. Ineligibility to represent the University to anyone outside the University community in any way including: participating in a study tour or study abroad program, attending conferences, or representing the University at an official function, event or competition as a competitor, manager or student coach, etc.

- 1.9 Records, Enrollment, and/or Graduation Hold

A hold may be placed on the student's ability to re-enroll and/ or obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to release of records, re-enrollment, or graduation/degree conferral.

- 1.10 University Suspension

Separation from the University for a specified minimum period, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted in the Decision Letter at the time of suspension. During the suspension period, the student is banned from all university property, functions, events, activities, online classes and/or NU Commons Facebook activity without prior written approval from the OSC (or designee). This sanction may be enforced with a trespass action as necessary.

- 1.11 University Expulsion

Permanent separation from the University. The student is banned from all University property and the student's presence at any University-sponsored activity or event (including alumni events) is prohibited. This action may be enforced with a trespass action as necessary.

- 1.12 Revocation of Degree

In the event of serious misconduct committed while still enrolled but reported after the responding student has graduated, National University may invoke student conduct procedures and should the former student be found responsible, the University may revoke that student's degree.

- 1.13 Other Sanctions

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the OSC or designee. The following sanctions may be imposed upon groups or organizations found to have violated the Student

- Code of Conduct:

- One or more of the sanctions listed above; and/or
- Deactivation, de-recognition, loss of all privileges (including status as a University-registered group/organization), for a specified period.

6.6 Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent

students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

6.7 Notification of Outcomes

The outcome of a conduct proceeding is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, National University will inform the alleged victim in writing of the final results of a conduct proceeding and/or an appeal panel regardless of whether the University concludes that a violation was committed. Such release of information may only include the responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the incident, in addition to the finding and sanction(s).

In cases where National University determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the University may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

- Arson
- Assault offenses (includes stalking)
- Burglary
- Criminal Homicide—manslaughter by negligence
- Criminal Homicide—murder and non-negligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses
- Non-forcible sex offenses

6.8 Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the CO (or designee). Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University.

Section 7: The Appeal Review Process

Any party may request an appeal of the decision of the OSC by filing a Petition for Appeal, available at: www.nu.edu/student-services/student-conduct/. All appeals of conduct decisions must be submitted within 5 business days of the original outcome, barring exigent circumstances. Any exceptions are made at the discretion of the OSC. If a party is granted an appeal, the party is granted only one appeal, based on the outline "Grounds for Appeal Requests" provided below. All sanctions imposed by the original decision-maker(s) remain in effect, and all parties will be

informed (usually within five business days) of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

7.1 Grounds for Appeal Requests

Appeals requests are limited to the following grounds:

- A procedural error occurred that significantly impacted the outcome of the investigation (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially outside the precedent set by National University for the same type of offense and/or the cumulative conduct record of the responding student.

7.2 Appeal Process

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the OSC, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood that the appeal would result in a reversal of the finding and/ or substantial modification of the sanctions.

Failure to provide information during or participate in an investigation or an EC, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the EC.

The Director of Student Affairs will consult with the original decision maker. The OSC will share the appeal by one party with the other party(ies) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the Reporter, who may wish to file a response, or request an appeal on the same grounds or different grounds).

In the case of timely and relevant appeals, the OSC will send a response to the appeal requestor(s), explaining whether the request(s) will be granted or denied, and the rationale. On reconsideration, the party assigned to hear the appeal may affirm or change the findings and/or sanctions of the original investigation in accordance with the granted appeal grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All appeal decisions are to be made within fifteen (15) business days of submission and are final.

Section 8: Disciplinary Records

All conduct records are maintained by the University indefinitely from the time of their creation and in line with University records policy and procedures established by the Office of the Registrar.

Pregnancy and Parenting Policy

National University is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment

policies, and health insurance coverage. National University hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (ED) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the ED, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by National University the same way as someone who has a temporary disability and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Student Accessibility Services. To the extent possible, National University will take reasonable steps to ensure that pregnant students who take a leave of absence return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator or designee has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information to anyone, unless there is a legitimate need to know. Administrative responsibility for these accommodations lies with the Title IX Coordinator or designee, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and National University's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator or designee, will assist with plan development and implementation as needed.

Scope of Policy

This policy applies to all aspects of National University's program, including, but not limited to, admissions, educational programs and activities, extracurricular activities, and student leave policies. Reporting Any member of the National University community may report a violation of this policy via the following link: reportit@nu.edu or they may file a report with any supervisor, manager, or any of the below listed Title IX Coordinators. All employees at National University are considered "Mandated Reporters" and are required to promptly forward such reports to the Office of Diversity, Equity and Inclusion via the above link to the online reporting form. The Title IX Coordinator and Equity Resolution Process (EGP) Officers are responsible for overseeing reports of discrimination involving pregnant and parenting students.

<p>Title IX Coordinator Heather Tyrrell Institutional Equity Officer 11255 N. Torrey Pines Road La Jolla, CA 92037</p>

(858) 642-8087 Email: htyrrell@nu.edu
EGP Officer Michelle Vandenberg Senior HRBP; Human Resources 11355 N. Torrey Pines Rd. La Jolla, CA 92037 (619) 372-0712 Email: mvandenberg@nu.edu
EGP Officer Sara Kelly, Ed.D. Professor; School of Arts Letters and Sciences (619) 573-0384 Email: skelly@nu.edu
EGP Officer Durrel K. Parker, Ph.D. Director, Adjunct Academy Center for Teacher and Learning 11355 N. Torrey Pines Rd. La Jolla, CA 92037 (858) 642-8078 Email: dparker2@nu.edu
EGP Officer J.B. Robinson, Ph.D. Associate Director, Accessibility & Wellness Student Services (858) 226-1369 Email: jrobinson2@nu.edu

Complaints may also be filed with the U.S. Department of Education's Office for Civil Rights at:

Office for Civil Rights (OCR) U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012 TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <https://www.ed.gov/ocr>
Complaints may be filed online, using the form available, at www.ed.gov/ocr/complaintintro.html

Definitions

Caretaking: caring for and providing for the needs of a child.

Medical Necessity: a determination made by a health care provider (of the NU community member's choosing) that a certain course of action is in the patient's best health interests.

Parenting: the raising of a child by the child's parents in the reasonably immediate post-partum period.

Pregnancy and Pregnancy-Related Conditions: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.

Pregnancy Discrimination: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.

Pregnant/Birth-Parent: refers to the NU community member who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

Reasonable Accommodations: (for the purposes of this policy) changes in the academic or typical operations that enables pregnant students of the NU community or those with pregnancy-related conditions to continue to pursue their studies and enjoy equal benefits of National University

Reasonable Accommodation of Student Affected by Pregnancy, Childbirth, or Related Conditions

1. National University and its faculty, staff, and other employees will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions.
2. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
3. National University students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study, research and may seek assistance from the Office of Diversity, Equity & Inclusion.
4. No artificial deadlines or time limitations will be imposed on requests for accommodations, but National University is limited in its ability to impact or implement accommodations retroactively.

Reasonable accommodations may include, but are not limited to:

1. Providing accommodations requested by a pregnant student to protect the health and safety of the individual and/or the pregnancy (such as allowing the individual to maintain a safe distance from hazardous substances);
2. Making modifications to the physical environment (such as accessible seating);
3. Providing mobility support;
4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy related absences;
5. Offering remote learning options;
6. Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department, or division);
7. Granting leave per National University's Leave of Absence Policy or implementing incomplete grades for classes that will be resumed at a future date.

Breastfeeding individuals must be allowed reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. *Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

Modified Academic Responsibilities Policy for Parenting Students

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period up to two (2) quarters during the first six (6)

months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.

2. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration with the Title IX Coordinator or designee, the student's academic advisor, and the appropriate academic department(s).
3. Students seeking a period of modified academic responsibilities may consult with their academic advisor, who will in turn contact the Title IX Coordinator or they may contact the Office of Diversity, Equity & Inclusion directly. The Title IX Coordinator or designee, will coordinate accommodation-related efforts with the advisors unless the students specifically requests that their advisors be excluded. Students are provided with a letter that details out approved accommodations and students are encouraged to work with their advisors and/or faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the Title IX Coordinator or designee. If, for any reason, caretaking/parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert the Title IX Coordinator or designee, as soon as possible, who will help facilitate needed accommodations and modifications.
4. In timed degree, certification or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension of up to twelve (12) months to prepare for and take preliminary and qualifying examinations, and an extension of up to twelve (12) months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by National University. Longer extensions may be granted in extenuating circumstances.
5. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
6. While receiving academic modifications, students will remain registered and retain educational benefits accordingly.

Leave of Absence – Academic

1. As long as students can maintain appropriate academic progress, faculty, staff, or other National University employees will not require them to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
2. Pursuant to Title IX, the University treats pregnancy and related conditions as justification for a leave of absence for as long a period of time as is deemed medically necessary by a student's physician. Enrolled students may elect to take a leave of absence because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
3. Students taking a leave of absence under this policy will provide notice of the intent to take leave 30 calendar days prior to the initiation of leave, or as soon as practicable. In unforeseen circumstances, in which the situation prevents the student from doing so, the student may request a retroactive leave of absence under this policy.
4. Intermittent leave may be taken with the advance approval of the Title IX Coordinator or designee, and students' academic department(s), when medically necessary.
5. Students who elect to take leave under this policy may register under an [inactive/"on leave" etc. status] to continue their eligibility for certain benefits.

6. To the extent possible, National University will take reasonable steps to ensure that upon return from leave, students will be reinstated to their program of study, in the same status as when the leave began.

Employee – Leave of Absence

1. If an employee is requesting a Leave of Absence, they must contact National University's Benefits Department at benefits@nu.edu or (858) 642-8199

Student-employee Leave of Absence

1. If a student, who is also an employee is requesting a Leave of Absence, they must first contact National University's Benefits Department at benefits@nu.edu or (858) 642-8199, who will in turn collaborate with the Title IX Coordinator regarding approved accommodations.

Retaliation and Harassment

1. Harassment of any member of National University community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.
2. Faculty, staff, and other National University employees are prohibited from interfering with any member of the National University community's right to take leave, seek reasonable accommodation, or otherwise exercise their rights under this policy.
3. Faculty, staff, and other National University employees are prohibited from retaliating against any member of National University for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because a member of National University requests leave or accommodation, file a complaint, or otherwise exercise their rights under this policy (Please see [National University's Equal Opportunity, Harassment and Nondiscrimination Policy](#) for more information).

Dissemination of the Policy and Training

A copy of this policy will be published in the General Catalog and posted on the National University, Title IX website. All new members of the National University community will be made aware of this policy and the location of this policy during the enrollment and/or new hire process. All students and employees will be provided with a copy annually. The Office of Diversity, Equity and Inclusion will make additional educational materials available to all members of the National University community to promote compliance with this policy and familiarity with its procedures.

Institutional Statement on Artificial Intelligence (AI) Use

The National University Catalog specifies that students are responsible for the integrity of the work they submit and must give credit for any information that is not either the result of original research or common knowledge. NU students are permitted to utilize available tools to learn and apply the material in their courses and prepare for exams, assignments, and papers unless otherwise directed in individual courses, programs, or schools. Tools include those associated with generative artificial intelligence (AI).

Students who submit AI-generated work as their own are committing plagiarism. Failure to submit original work, cite sources according to disciplinary standards (e.g., APA, MLA, Chicago, Bluebook), and confirm the validity of the content represents academic dishonesty and is subject to the Student Code of Conduct.

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 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 Counselor.

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 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 cntrl+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 web 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

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 substantially 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, 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.

Students with Disabilities

It is the policy of National University, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal and state disability nondiscrimination laws, that no student shall, based on their disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under, any University program or activity.

National University is committed to providing students with disabilities an equal opportunity to access the benefits, rights, and privileges of University services, programs, and activities in the most integrated setting appropriate to the students' needs.

National University is committed to providing reasonable accommodations to students with disabilities to ensure all students have an equal opportunity to benefit from and access programs and services. "Reasonable accommodation" means a reasonable modification or adjustment that enables qualified students with disabilities equal access to programs and services.

Under the law, "reasonable accommodation" may include, but is not limited to, removal of barriers to access of the physical facilities or programs, "academic adjustments" such as modification of academic requirements, policies, and procedures, and "auxiliary aids" such as texts in alternate media, interpreters, readers, and other similar services and actions.

Student Accessibility Services 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
- Fundamental alterations to courses and programs that can have an impact on the essential academic requirements.

Student Accessibility Services Office

Student Accessibility Services (SAS) at National University, through collaboration with the campus and the community, is committed to empowering students with disabilities and providing equal access to higher education through the provision of academic support services, technology, and advocacy to promote student persistence and graduation. SAS provides disability consultation, coordination of support services, and accommodations for all eligible students with disabilities.

Services

SAS provides a variety of services designed to assist the National University community, including students, faculty, and staff. SAS offers services that allow students with disabilities to participate fully in all facets of the learning experience.

- Students with disabilities are equipped with tools to promote self-advocacy, independence, learning, and goal attainment.
- Faculty and staff are provided resources and guidance to assist with the creation of accessible on-site and online learning experiences that foster engagement and interaction with all students.

Requesting Accommodations and Services

National University can modify academic requirements as necessary to ensure that such requirements do not discriminate or prohibit the participation of qualified applicants or students with a disability if the modification does not fundamentally impact the course or program in which the student is participating. Fundamental alterations can include but are not limited to, changes to curriculum and program revisions that impact accreditation or University requirements. Modifications may include changes in the length of time permitted for the completion of the degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. In course examinations or other procedures for evaluating a student's academic achievement, National University shall provide methods for evaluating the achievement of students with disabilities that impair sensory, manual, or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills, except where such skills are the factors that the test purports to measure.

The University will take necessary steps to ensure that no qualified disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids. Auxiliary aids may include texts in alternate format, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. Accommodations that would fundamentally alter the nature of the program, cause undue hardship on the University or jeopardize the health or safety of others cannot be provided. Reasonable accommodations must specifically address the functional limitations of the student's specific disability.

Registration

Students seeking accommodations and services due to a disability should contact SAS. A SAS Counselor will discuss potential accommodations and required documentation with the student. Students are encouraged to register with SAS and make accommodation requests as far in advance as possible; accommodations are not retroactive.

Students seeking to register with SAS are required to:

1. self-identify to SAS,
2. submit an application,
3. provide documentation of a disability from the appropriate licensed professional,
4. participate in an interactive appointment with a SAS Counselor.

SAS will provide a letter confirming eligibility for services and detailing approved curriculum accommodations to eligible students with disabilities following the completion of the registration process. Information related to the registration process can be found at www.nu.edu/sas.

Disability Documentation

Disability documentation must be signed by a licensed physician, psychologist, audiologist, speech pathologist, physical therapist, occupational therapist, or other professional healthcare provider. Documentation should indicate the student's current level of functioning with respect to the major life activity impacted by the disability. The diagnostic report should include, where appropriate, recommendations for specific accommodations and explain why the accommodation is recommended. In some situations, the University may request additional documentation. The cost of obtaining professional documentation of a disability is the student's responsibility. Additional information regarding documentation is located at www.nu.edu/sas.

Accommodation Determination

SAS will consider all materials, consult with relevant faculty when necessary and afford qualifying individuals with appropriate accommodations. The student may provide additional input from an appropriate professional at the student's expense if the student or SAS deems such input necessary to determine eligibility for services or the appropriateness of a specific accommodation requested.

Once a student is approved to receive accommodation(s), a SAS Counselor will provide an accommodation letter to the student. It is the student's responsibility to present this letter to his/her instructor in a timely fashion, preferably within the first three days of the term/course, to allow sufficient time to arrange any prescribed accommodation(s). A student may or may not elect to use the accommodation(s). Students are encouraged to speak with their professor regarding their accommodations and to review which accommodations they plan to use.

Students requesting and approved for on-site testing accommodations near an established Testing Center are required to complete a Testing Accommodations Orientation at least two weeks prior to their first exam request for in-course exams. For on-site tests, students are also required to complete an On-site Test Accommodation Request Form. Completed forms are due to SAS at least five business days prior to the exam or quiz date to allow sufficient time for the arrangement of test accommodations, including but not limited to extended test time, distraction-reduced setting, etc. In addition, students are required to read and follow the Test Accommodation Policies and Guidelines. The Testing Accommodations Orientation documents, the On-site Test Accommodation Request Form, and the Test Accommodation Policies and Guidelines are located at www.nu.edu/sas in the section entitled Accessibility Forms and Guides.

Providing advanced notice: students needing captioning and/or interpreting must request these services using the appropriate request forms located at www.nu.edu/sas. Faculty and staff are encouraged to communicate with deaf and

hard-of-hearing students using electronic mail or web-based chat. If the student uses text telephone (TT) or video phone, use the California Relay Services by dialing 1-800-735-2922 (English), or 1-800-855-3000 (Spanish).

Faculty who receive a request from a student for a curriculum accommodation due to a reported disability should request an accommodation letter from the student. If the student informs the instructor that they do not have such a letter or are not registered with SAS, the faculty member should direct the student to SAS, providing them with the contact information. In addition, the instructor should contact SAS to discuss any questions or seek additional guidance. Any disability-related information that a student gives to the faculty member is to be used only for making the curriculum accessible for the student and may not be disclosed to any parties without written consent from the student. Instructors are not authorized to deny a student an approved accommodation unilaterally. Instructors who disagree with a particular accommodation prescribed for a student and included on the official accommodation letter should contact SAS for immediate consultation and discussion.

If a student would like to request additional accommodations, additional documentation and an additional interactive appointment may be requested.

Modality

National University (NU) offers classes in two possible instructional modalities: a one-to-one model and a class-based model. In a one-to-one model course, each student is assigned to a professor who will work individually with that student throughout the course. Courses generally begin each Monday. In a class-based model, multiple students are assigned to start the course simultaneously with one professor, often involving discussion boards or other student-to-student interactions. These courses begin monthly at the designated time of the course calendar.

As a unified department, a standardized accommodation approach will be adopted for all new students. Students who were previously enrolled in a one-to-one model through NCU will be offered the opportunity to remain in their one-to-one model through their program completion or merge into a class-based model, with the understanding that once they move, they will not be able to switch between modalities after that selection. Students offered the option to remain in their one-to-one model or change to a class-based model will understand that their accommodations will reflect the model in which they are enrolled.

Students who choose to remain in a one-to-one model will be offered an opportunity to revise their accommodations or maintain their current approvals. If the standardized approach negatively affects their academic progress, they will be granted a one-time offering to return to their NCU legacy accommodations. Once selected, one-to-one students understand that their accommodations will remain as is until they complete their program or transfer to a class-based model. Students who transfer to a class-based model understand that there is a possibility of a change in accommodations to reflect the change in course modality. Accommodation approval will remain an individualized process dependent on the student's diagnosis and documentation. Students who transfer to a class-based model will meet with a SAS Accommodation Counselor to review their accommodations and discuss any changes that may be necessary.

All inquiries regarding accommodations for either modality should be directed to SAS at sas@nu.edu.

Denial or Insufficiency of Accommodation

If a student is denied an accommodation or believes that the accommodation approved is insufficient, the student may appeal to the ADA/504 Coordinator, who will render a decision within seven days of receipt of the appeal or before the start date of the next course, depending on which occurs first. The decision of the ADA/504 Coordinator is final.

Problems in Receiving Approved Accommodations

If a student believes they are not receiving an accommodation specified in their letter, they should immediately contact SAS for assistance at sas@nu.edu.

Confidentiality

SAS is committed to ensuring all information and communication about a student's disability is maintained as confidential as required and/or permitted by local, state, and federal laws and regulations. To that end, the following guidelines govern the use and disclosure of information shared with the SAS office staff.

1. This information is protected by the Family Educational Rights and Privacy Act (FERPA). All records received and kept by SAS are considered educational records. All documentation is kept in secure electronic files, and immediate access is limited to the SAS staff and managers.
2. Personally identifiable information will not be disclosed to persons outside the University without the expressed written permission of the student, except in accordance with local, state, and federal laws or pursuant to a court order or subpoena.
3. Personally identifiable information will be shared with other University employees, faculty, and other officials only when the requestor maintains a legitimate educational interest. In such a case, the SAS staff will disclose only information pertinent to the request and in the student's best interest.
4. If a student wishes to have information about their disability shared with others outside of the institution, the student must provide written authorization to SAS at sas@nu.edu to release the information.
5. A student has the right to review their own SAS file with reasonable notification. Any student wishing to review their records should contact SAS at sas@nu.edu.

Student Accessibility Services

Phone: 858.521.3967

Email: sas@nu.edu

Web: <http://www.nu.edu/sas>

Students Who Believe They Have Been Subject to Discrimination Based on their Disability

National University students and employees (including the SAS office staff) abide by the Equal Opportunity, Harassment and Nondiscrimination Policy, as found on the NU website and in the General Catalog.

It is our sincere hope that no member of our community experiences discrimination, harassment, misconduct, or violence based on their actual or perceived membership in a protected category. If that has occurred, please know that any person may file an informational report (whether or not the person reporting is alleged to have experienced the conduct). A report may be made at any time (including during non-business hours) by choosing the appropriate reporting form at this link: www.nu.edu/reportit, or in person, by mail, by telephone, by video, or by email, using the contact information listed below for the Title IX Coordinator/ADA 504 Coordinator.

ADA/504 Coordinator

Douglas Sheppard, ADA/504 Coordinator
9388 Lightwave Ave.

San Diego, CA 92123 | Telephone: (858) 309-3538
Office Email: adacoord@nu.edu | Email: dsheppard2@nu.edu

Title IX Coordinator

Heather Tyrrell, Director, Institutional Equity

Office of Institutional Equity
9388 Lightwave Ave.
San Diego, CA 92123
Telephone: (858) 640-8087
Office Email: oie@nu.edu
Email: htyrrell@nu.edu

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.

Who to Contact

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of University policy should contact the following:

TITLE IX COORDINATOR

Heather Tyrell

Office Location: Remote Employee

Mailing Address: 9388 Lightwave Avenue, San Diego, CA 92123

Telephone: (858) 642-8087 Email: htyrell@nu.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, cyber stalking, 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 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.

Student Consumer Information

Federal Student Consumer Information Requirements

National University (NU) consumer information provides a suite of important University information, disclosures, policies and procedures. Per the Higher Education Opportunity Act, this information is intended to provide an assortment of pertinent and helpful information to prospective students, current students, their families, support persons, and other interested parties. This consumer information includes resources to academic policies, financial aid resources, general institutional information, health, safety & security items, student services, admissions expectations, and a variety of other areas. NU's consumer information is also available on the University's website at: <https://www.nu.edu/consumer-info/>.

Notice to Enrolled Students

National University (NU) Student and Financial Services team annually emails each enrolled student a Notice of Availability of financial assistance and institutional and consumer information, including FSA Penalties for Drug Law Violations, links to the University's graduation and completion rates and retention rates reported to IPEDS, campus security reports, and student rights under FERPA. Information will also be linked in new student Enrollment Agreements so all students are provided with the information in the Enrollment process. Students who have any questions or would like to meet with one of the University's dedicated financial aid advisors may reach out at financialaid@nu.edu or 1-800-NAT-UNIV, ext. 8500.

Financial Aid Information

Financial Aid Programs Available at National University

National University (NU) offers eligible students access to Federal and State loan and grant programs.

Federal Student Aid (FSA) Grants

Federal Pell Grant

This grant program helps students with tuition costs. This program assists students who are working toward a first bachelor's degree.

- Award Range for 2023-2024 Award Year: \$740 to \$7,395
- Applications: FAFSA

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 Student Aid Index (SAI) and the Federal Pell Grant Cost of Attendance (COA). SAI has replaced the Expected Family Contribution (EFC) as a formal evaluation of a student's estimated financial resources to contribute toward their postsecondary education for a specific award year. Pell grant award will be based on family size, adjusted gross income (AGI), and poverty guidelines. Students who qualify for the maximum Pell Grant award will have a SAI between negative \$1,500 and \$0. 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 NU 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 SAI 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 SAI 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, 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.

Federal Student Aid (FSA) Loans

Direct Subsidized Loan

This loan program assists undergraduate students with educational expenses. Interest doesn't accrue while you are attending and enrolled in at least a half-time status. The interest rate and origination fees are fixed. More information about specific interest and origination rates can be found at <https://studentaid.gov/understand-aid/types/loans/interest-rates>. Repayment is not required while you are attending school and maintain at least half-time enrollment. Students are allowed a six-month grace period when they cease attendance of attend less than half-time. More information about loan repayment can be found at <https://studentaid.gov/manage-loans/repayment>.

Direct Subsidized Loan Amount: For each academic year, a student may borrow:

- Up to \$3,500 as a first-year undergraduate
- Up to \$4,500 as a second-year undergraduate

- Up to \$5,500 as a third-, fourth-, or fifth-year undergraduate

Date funding begins is based on each student's individual program of study.

Direct Unsubsidized Loan

This program is available to undergraduate, graduate and professional students to assist with educational expenses. Interest accrues while you are attending. More information about specific interest and origination rates can be found at <https://studentaid.gov/understand-aid/types/loans/interest-rates>. Repayment is not required while you are attending school and maintain at least half-time enrollment. Students are allowed a six month grace period when they cease attendance or attend less than half-time. More information about loan repayment can be found at <https://studentaid.gov/manage-loans/repayment>.

- Up to \$9,500 as a first-year undergraduate
- Up to \$10,500 as a second-year undergraduate
- Up to \$12,500 as a third-, fourth-, or fifth-year undergraduate
- Up to \$12,500 as a fifth-year undergraduate credential student
- Up to \$20,500 as a graduate student
- Up to \$33,000 as a graduate student in certain health professions

Dependent student's Direct Unsubsidized Loan amount eligibility may vary.

Aggregate Loan Limits

- Dependent Undergraduate: \$31,000 (\$23,000 maximum subsidized)
- Independent Undergraduate: \$57,500 (\$23,000 maximum subsidized)
- Graduate: \$138,500 (\$65,500 in subsidized)
- Graduate in certain health professions: \$224,000 (\$65,500 in subsidized)

Note: The graduate loan limit includes any Direct Loans borrowed as an undergraduate. Students may view their borrowed loan amounts via NSLDS. A link to the NSLDS website is available via the University's consumer information or directly at: <https://www.nu.edu/administrations/financial-aid-and-scholarships/financial-aid-programs/>.

Direct PLUS Loans

Direct PLUS Loans are available to parents of dependent undergraduate students and graduate or professional students to assist with educational expenses not covered with other financial aid. PLUS loans aren't based on need and require a credit check.

Federal Direct Loan Interest Rates and Fees

Interest rates and origination fees vary depending on when your aid is disbursed. Specific rates and fees are available on the FSA website. A link to the FSA website is available via the University's consumer information page or directly at: <https://www.nu.edu/admissions/financial-aid-and-scholarships/financial-aid-programs/>.

Institutional Information

Net Price Calculator (NPC)

National University (NU) provides prospective students with a calculator designed to give them an early indication of how much and what types of financial aid they may qualify for if they were attending school full-time in the academic year indicated. The goal is to provide students with a clear picture of options and opportunities so they may make more informed decisions about their college choices. A link to the College Board's NPC is available on the University's consumer information page at <https://www.nu.edu/consumer-info/>.

Cohort Default Rates (CDR)

National University (NU) provides prospective students with the University's annual FSA loan default rate to give them an indication of how many students who borrowed FSA loan funds from the University are not paying back their FSA loans. The goal is to provide students with an indicator regarding the percentage of students who do not repay their loans after graduating or withdrawing from the University. A link to NU's current and prior two year's default rates is available on the University's consumer information page at: <https://www.nu.edu/consumer-info/>.

Tuition and Fees

National University (NU) provides prospective students with a straightforward, easy to understand tuition and fee structure that includes a cost per course tuition rate and minimal additional fees. NU attempts to keep book costs and other miscellaneous program fees to a minimum. Upon enrollment, each student is informed of any additional fees that are not included in the cost per course tuition rates. National University (NU) tuition and fee costs for all of its programs are available on the University's consumer information page at: <https://www.nu.edu/consumer-info/>.

Completion or Graduation Rate

National University (NU) annually prepares its graduation rates and makes these rates available to enrolled and prospective students via its consumer information page at: <https://www.nu.edu/consumer-info/>.

National University reports disaggregated graduation rates by gender, major racial and ethnic subgroups (as defined by IPEDS).

The "Student Right to Know" or IPEDS graduation rate tracks the progress of students who began their studies as full-time, first-time degree or certificate-seeking students to see if they complete a degree or other award such as certificate within 150% of "normal time" for completing the program in which they are enrolled. NU does not disaggregate SRTK graduation by recipients of Federal Student Financial Aid recipients as the number is too small (30 students at last reporting) to disclose or report and protect student privacy. Not all students are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

Student Right to Know graduation and retention rates can be found on the NCES website at: <https://nces.ed.gov/collegenavigator/?q=national+university&s=all&pg=2&id=119605#retgrad>.

NU graduation rates for all students can be found on the NU graduation rate dashboard on the student achievement website at: <https://studentachievement.nu.edu/institutional-data.html>.

Graduate diversity is also available as a Graduate Report as part of the Student Demographics dashboard.

NU graduation rates for all students can be found on the NU graduation rate dashboard on the student achievement website at: <https://studentachievement.nu.edu/institutional-data.html>.

NU does not calculate job placement rates and thus does not provide the following consumer information: Job Placement Rates, Placement in Employment, and Types of Graduate and Professional Education in which the Institution's Graduates enroll.

Annual Security Report

National University (NU) recognizes that crime prevention is the responsibility of each person working at, attending school at, or visiting a University facility. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior. The University is, therefore, committed to providing a safe environment for learning and working.

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or on property owned or controlled by National University, and on public property within, or immediately adjacent to and accessible from the campus. The report also include institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention and the reporting of crimes, sexual assault, and other matters.

NU's current and past annual security reports are available on the University's consumer information website at: <https://nu.edu.our-university/annual-safety-and-security-report/>. The annual report is released in January of each year by the Legal/Regulatory department. A paper copy will be provided upon request.

Timely Warnings and Emergency Notifications

National University (NU) recognizes that crime prevention is the responsibility of the University and each person working at, attending school at, or visiting a University facility. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior.

The University's Emergency Operations information line is 1(844)-AlertNU or 1(844) 253-7868. This recorded information line is updated in the event of a campus emergency.

Reporting Health and Safety Concerns

Students, faculty, staff, and guests should immediately report health and safety concerns to campus or security personnel. If a campus security officer cannot be reached, request to speak with the center director or another staff member since they will be able to assist in reaching the security officer. The Campus Safety and Security team may be reached directly via their main line (858) 642-8892, mobile line (619) 405-4208, or email safety@nu.edu.

For concerns that are not an immediate health or safety concern, visit www.nu.edu/reportit to connect with the appropriate department.

Emergency Procedures

University team members are advised to program the following numbers in their mobile phones in the event of an emergency and should note that campus phone will require "9" to be entered to reach an outside line. Incidents occurring on any campus can be reported to the Director of Security for immediate assistance.

- Office Phone: (858) 642-8191
- Mobile Phone: (619) 405-4208
- Safety & Security Office: (858) 642-8892

All work-related injuries or illnesses must be reported to Human Resources within 24 hours:

- Office Phone: (858) 642-8191
- Email: benefits@nu.edu

If an incident is in progress and someone is unable to call but has access to email, a message will need to be sent instead to incidents@nu.edu. This notifies Human Resources, Information Technology, Regional Operations and Safety & Security. All Security Officers are equipped with a cell phone. Please contact your Center Director for your officer's number.

Active Shooter

If an active shooter is in the vicinity: RUN.HIDE.FIGHT

- Remain calm. Survey your surroundings for a safe escape route.
- RUN. Relocate to a safe location.
- If there is an escape path, attempt to evacuate to a safe location.
- Leave your belongings behind. Staying out of harm's way is your top priority.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe. Report location of injured and if possible, description of the assailant.
- Hide. If evacuation is not possible, find a place to hide.
- Loco and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects, out of the assailant's view.
- Remain very quiet.
- Prepare to evade or defend.
- Fight. As a last resort, and ONLY if your life is in danger.
- Attempt to incapacitate the intruder.
- Act with physical aggression.
- Improvise weapons
- Commit to your actions

When Law Enforcement Arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.

- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- Wait for further instructions. Do not drive away unless instructed to do so.

Building Evacuation

- When an alarm sounds or an emergency is communicated, evacuate the building IMMEDIATELY.
- Pull the fire alarm if you discover a fire.
- Do not lose your life over your possessions. If time allows, take your keys and cell phone.
- CLOSE but do not lock doors as you leave.
- Look for the nearest doorway marked EXIT and/or proceed to the nearest safe stairway and exit the building quickly.
- Do not use elevators.
- Be certain all persons in the area are evacuated, if possible.
- Help those who need special assistance.
- Report immediately to the designated assembly area for a head count. Report anyone missing or injured.
- Wait for instructions from emergency personnel. Do not leave until told to do so.

Earthquake

Before:

- Decide where you can take cover when tremors start.
- Clear the area underneath your desk of boxes or other items.
- Store your Grab-in-Go bag underneath your desk or table.
- Secure bookshelves or partitions to walls.
- Keep overhead bins locked.
- Prepare a kit for home. (3 day supply of food & water, First Aid kit, blankets, flashlights, radio, and batteries).
- Store a pair of shoes and flashlight in a bag and tie it to your bedpost.
- Establish an out-of-state contact.
- Join your local Community Emergency Response Team (CERT)

During:

- Resist the urge to panic and flee. Remain calm.
- Protect yourself from falling or flying objects.
- Get under or beside something that is sturdier than you.
- Stay away from large windows, shelving systems, or tall room partitions.
- DROP onto your hands and knees and take cover underneath a desk, table, or stairwell; or beside an interior wall or sofa.
- Do not stand in doorways. Doors can swing violently, resulting in smashed or broken fingers.
- COVER the back of your head and clasp your hands behind your neck. Bend over to protect your vital organs.
- If you are in a wheelchair, set your parking brake, lean forward and cover your neck with your hands and arms, or other items.
- Close your eyes and mouth to protect against dust and debris.
- HOLD ON to desk or table legs so that you can remain covered; or on to a sofa leg. Be prepared to move with your shelter.
- Remain sheltered until shaking stops.
- Prepare for aftershocks, power outages, sounding alarms, activated fire sprinklers, and noise from broken glass, creaking walls, or falling objects.
- If you are inside, stay inside.

If you are outside:

- Resist the urge or running towards a building
- DROP,COVER and HOLD ON
- Drop down to your hands and knees
- Cover your head with your arms, clasping your hands behind your neck.
- Bend over to cover your vital organs and hold on
- If you can move safely, relocate to an open area away from overhead power lines, building facades, or windows.

If you are at a desk or table located near a window:

- Get underneath the desk or table and pull in a chair as close as you can to protect yourself from flying glass.

If you are driving:

- Gradually decrease speed and pull over to the side of the road.
- Do not stop under overpasses or bridges.

- Set you parking break.
- Turn on the radio and listen to emergency alerts.
- If a power line falls on your car, call 911 and remain inside your vehicle. Do not touch windows, doors, or any metal surfaces.

If you are in a stadium/theater/auditorium/classroom

- DROP to your hands and knees, in between the seats.
- COVER your neck with your hands and arms. Bend over to cover your vital organs.
- HOLD ON to a chair leg with one hand, while protecting your head and neck with your other arm.
- Close your eyes and mouth to protect against dust and debris.

If you are sitting in a restroom stall.

- Bend towards you knees.
- Cover your head with your arms to protect yourself from falling objects.
- Close your eyes and mouth to protect against dust and debris.

If at the grocery store:

- Resist the instinct to run.
- DROP, COVER, and HOLD ON.

After:

- Retrieve your dust mask from your GRAB-n-GO bag and use it to cover your nose and mouth.
- Check your surroundings before leaving your shelter or bed.
- Be careful of any debris such as broken glass.
- Do not attempt to evacuate unless absolutely necessary.
- If evacuating, take all essential items (jacket, purse/wallet, cell phone, car and house keys, laptop, etc.) and your Grab-n-Go bag.
- Survey your immediate area for trapped or injured persons and ruptured utilities.
- Provide care for injured and resolve any issues such as chemical spills or other hazards.
- Be prepared for aftershocks by relocating to a safe area and not running.
- If possible, notify your out-of-state contact.

Campus Crime Log

National University (NU) provides a Campus Safety and Security team and maintains a crime log for all campuses. This log is available on its consumer information website at:
<https://nupublicresources.blob.core.window.net/campussecurity/nu-crime-log.pdf>.

Other General Disclosures

Consumer Protection Policies

Privacy Policy

National University (NU) is committed to protecting the privacy of students, faculty, team members and all other stakeholders. NU values its users' privacy and has created a Privacy Policy (Policy) to assist in the understanding of how it collects and uses personal information from those who visit its website or make use of its online facilities and services, and what it will and will not do with the information it collects. The NU policy has been designed and created to assure those affiliated with NU of its commitment and realization of its obligation not only to meet, but to exceed, most existing privacy standards. This Policy does not govern the collection and use of information by companies that NU does not control, nor by individuals not employed or managed by NU. This policy is designed to provide the following:

- What personally identifiable information is collected through its website;
- Why NU collects personally identifiable information and the legal basis for such collection;
- How NU uses the collected information and with whom it may be shared;
- What choices are available regarding the use of data; and
- The security procedures in place to protect the misuse of information.

FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, all National University student records are confidential. Generally, information pertaining to a student record is not to be released to a third party without written or authorized electronic consent via a FERPA release form, judicial order or lawfully issued subpoena.

FERPA Rights

FERPA sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information NU 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.

NU Registrar's office maintains student educational records, provides students access to their records, and keeps information contained in those records confidential as required by FERPA.

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 San Diego, California 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 San Diego, California location.

For students who cannot reasonably travel to the University's San Diego, California 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, 9388 Lightwave Ave. San Diego, CA 92123. 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 Educational Records

NU maintains student educational records, provides students access to their records, and keeps information contained in those records confidential as required by FERPA. FERPA covers anyone who is or 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 websites, NU must take special measures to ensure the confidentiality of the information is protected. A privacy statement appears on the websites that explains what information NU may collect through our websites, why NU collects such information, how the information is protected, and the choices stakeholders have about how NU uses the information.

The University safeguards this information and to ensure the stakeholders are protected.

The University maintains Enrollment, Financial Aid, and Disciplinary documents for up to five years and Transcript documentation indefinitely.

Vaccination Requirements

National University does not require students to provide proof of vaccination status as most student-related interactions are remote.

Students who are completing in-person clinicals, internships, or student teaching are subject to the external facility's vaccination requirements.

Copyright Infringement and Fair Use

NU is committed to adhering to the provisions of the United States Copyright Law, including peer-to-peer (P2P) file sharing. To learn more about our related policies and procedures, please see the [Acceptable Use of Technology](#) and [Fair Use of Copyrighted Material](#) policies.

Student Code of Conduct

NU has a Code of Conduct that supports the University mission to provide access to higher education opportunities that help students become valuable contributors to their communities and within their professions. Each student is expected to understand the terms and conditions set forth in the Student Code of Conduct and conduct themselves with academic honesty and personal integrity.

Student Grievance Process

In the event that a student has a complaint or a 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.

NU encourages students to attempt to resolve all issues internally with their Academic and Finance Counselor and or Faculty members. This procedure support 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 to extend the highest levels of support services.

Academic and Finance Counselors 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

- First level- Academic and Finance Counselor/Faculty
- Second level- Team Lead and or Associate Director of Student Financial Services
- Third level- Sr. Director of Student and Financial Services/Dean or designee
- Fourth level- VP Operations- Student and Financial Services/Office of the Provost (Depending on the nature of the issue)
- 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.

Grievance Evaluation

Formal grievances are reviewed by the Provost and are considered final. Students can file a grievance through their Academic and Finance Counselor if all other steps noted above have been attempted without appropriate resolution.

NOTE: Students may not grieve the stated or published policy of NU.

Procedure: Filing a Grievance

Responsibility	Action
Student	<ol style="list-style-type: none"> 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"> • The complaint; • Other methods of resolution that have been used unsuccessfully to resolve this issue; • Description of events leading to the grievance; • Remedy or resolution being requested. <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>
Office of the Provost/ Office of the Registrar	<ol style="list-style-type: none"> 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 Provost@nu.edu 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.

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.

Drug and Alcohol Abuse Prevention Information

National University's (NU) drug and alcohol abuse prevention program and policy is designed to present students and team members of the University with official notification of the applicable policies and penalties related to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Students and team members of the University are required to be aware of and abide by the standards and provisions outlined in this policy statement. NU will distribute this policy to students and team members on an annual basis.

The use, consumption, sale, purchase, possession, manufacture, or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on University property or while engaged in University activities is prohibited. All students and team members are subject to this policy and to applicable federal, state and local laws related to this matter. Any violation of this policy may result in disciplinary actions as set forth in the applicable sections of this policy. NU recognizes that students and team members may, in accordance with the federal, state, and local laws, choose to use alcohol on their own time. Additionally, the University retains the right to grant limited exceptions to this policy only for the moderate consumption of alcohol during University- sponsored events or meals at which the University deems such moderate consumption to be acceptable.

Students and team members should be aware that there are criminal penalties- under federal, state, and local law- that make it illegal to use, manufacture, sell or possess controlled substances. Students must also be aware that there are federal financial aid penalties for drug-related convictions- received prior to and/or while receiving aid- that can affect student eligibility to receive federal financial aid. For additional information regarding financial aid and the implications of drug-related convictions, please visit the Office of the US Department of Education's Federal Student Aid website.

NU urges individuals with substance abuse problems to seek assistance and support. Students are encouraged to seek help through available national and community resources and hotlines, including, but not limited to, the following examples:

National Council on Alcoholism and Drug Dependence, Inc. (NCAD)

Telephone: 1-800-NCA-CALL (622-2255)

Substance Abuse and Mental Health Services Administration (SAMHSA)

Telephone: 1-800-662-HELP (4357)

Website: <http://www.samhsa.gov/>

Treatment Finder: <https://findtreatment.samhsa.gov/>

National Institute on Alcohol Abuse and Alcoholism (NIAA)

Telephone: 1-800-662-HELP (4357)

Website: <http://www.niaaa.nih.gov>

Treatment Finder: <http://www.niaaa.nih.gov/alcohol-health/support-treatment>

National Institute on Drug Abuse (NIDA)

Telephone: 1-800-662-HELP (4357)

Website: <http://www.drugabuse.gov/>

Alcoholics Anonymous (AA)

Telephone: see local telephone directories

Website: <http://www.aa.org/AI-Anon>

Telephone: 1-888-425-2666

National Cocaine Hotline

Telephone: 1-800-COCAINE (262-2463)

Addiction Group

Telephone: (855) 217-2693

Website: <https://www.addictiongroup.org>

Treatment Information: <https://www.addictiongroup.org/treatment/>

Team members are eligible to participate in the University's Employee Assistance Program at no additional cost. Team members are encouraged to contact Human Resources with additional questions.

There are serious physical and psychological health implications associated with the use and or abuse of drugs and alcohol that vary based on the frequency, extent, and intensity of consumption. When consumed in excess, drugs and alcohol can also lead to overdose or death. Drug use can cause changes in the brain that result in memory and cognition problems or lead to more severe consequences such as seizures, stroke, and possible brain damage. Alcohol use can impair brain function and motor skills; excessive use can increase the risk of certain cancers, stroke, and liver disease. Drug and alcohol use while pregnant may result in a number of health complications for the fetus such as premature birth, miscarriage, and low birth weight. For more information on the use of drugs and or alcohol and its effects on the brain and body, visit the National Council on Alcoholism and Drug Dependence.

Students and team members found participating in the use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs, drug paraphernalia, and or alcohol while on University property or while engaged in University activities shall be subject to disciplinary sanctions on a case by case basis. Students are expected to conduct themselves professionally and refrain from acts of misconduct set forth in the Student Code of Conduct published in NU's Catalog. Suspected acts of misconduct or violations of this policy should be reported to the appropriate authority for review and submission of the Suspected Code of Conduct Violation form. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University. Team members are expected to observe high standards of ethical, moral, and legal business conduct as outlined in the Code of Conduct and Ethics and Standards of Professional Conduct published in the Team Member Handbook. Violation of these standards of conduct or this policy may result in corrective action, up to and including termination of employment. Suspected violations should be reported to a member of leadership or the Human Resources office.

New employees will receive a copy of this policy during the New Employee Orientation process, and all other employees will receive their annual notice of the policy during the annual Compliance Training process as implemented by Human Resources.

New students will receive a link to the policy on their Enrollment Agreements, with all other students receiving their annual notice no later than August 31.

Voter Registration Information

National University (NU) provides voter registration information for its students on its consumer information website at: <https://www.nu.edu/consumer-info/>.

The National Mail Voter Registration Form can be used by U.S. citizens to register to vote, update registration information due to a change of name, make a change of address, or to register with a political party. The national form also contains voter registration rules and regulations for each state and territory. In order to use this form for state registration purposes, the citizen must follow the state- specific instructions listed for their state. After completing the form, it must be signed and sent to the state or local election office for processing.

For more information about registering to vote, contact a state-specific election office. To register to vote by following your state-specific instructions and using the National Mail Voter Registration form, go to <https://www.eac.gov/voters/national-mail-voter-registration-form>.

Consumer Information Review Process

Topic	Team Responsible	Annual Review Due Date	Remediation Due Date	Annual Notice Required?	Method of Notice
Annual Notices to Enrolled Students [^]	Student & Financial Services	June 30	July 31	Yes	Email
Financial Aid Info [^]	Student & Financial Services	June 30	July 31	Yes	Website
Institutional Info [^]	Academic Affairs	June 30	July 31	Yes	Website
Completion/Grad Rates [^]	Data Operations	July 31	August 31	Yes	Website
Annual Security Report [*]	Legal/Regulatory	January 31	February 28	Yes	Website
General Disclosures [^]	Academic Affairs	June 30	July 31	Yes	Email
State-Required Consumer Information [^]	Academic Affairs	June 30	July 31	No	Website
Accrediting Agency Information [^]	Academic Affairs	June 30	July 31	Yes	Website
Title IV Loan Counseling [~]	Student & Financial Services	June 30	July 31	No	Email

^{*}Students will be notified no later than February 28 by the Legal/Regulatory team that the annual Security Report is available on the National University website, with paper copies available upon request.

[^]An annual notice with links to all required annual disclosures will be sent out no later than August 31 by the Student & Financial Services team.

[~]Counseling information will be provided to each student on a case-by-case basis.

Entrance Counseling will be communicated to new financial aid- receiving students by the Academic & Financial Advisor team, as needed, in the packaging process.

Exit Counseling will be communicated by the Processing team either during the R2T4 process if a student withdraws, or within 30 days of the student completing their degree program.

State-Required Consumer Information

State Authorization of Distance Education

National University (NU) researches and monitors state authorization requirements in each state and continues to make good faith efforts to secure the appropriate authorization and/or licensure to offer online programs in each state for student enrollment. NU may have programs that are unauthorized in various states and is therefore unable to offer those programs to students residing in states.

States have varying rules, requirements and regulations that govern online (distance) education offered by out-of-state postsecondary institutions. These rules require higher education institutions that offer distance education to state residents to either register, obtain licensure or certification approval, a letter of exemption, or other certification from the relevant state agencies. For states in which NU lacks a physical presence, which may be defined differently by state, the University is not required to obtain authorization. Many of these regulations also apply to field experience (e.g., internships, practicums, clinicals, etc.) in the state.

State Relocation Notice

Students who relocate while enrolled may be unable to complete their studies if they are moving to a country or state where the University is not currently authorized to offer that particular program. Prospective students should contact their Admission Advisor to discuss how relocation could alter their eligibility, while current student should contact their Academic Advisor if they are considering relocating during their course of study.

Since the University must be authorized/approved to offer programs in each state, there may be consequences for applicants and students who relocate to a state or country where the institution does not meet state requirements or has yet to be approved. There are also program limitations even in states where the university is authorized/approved; for states with an authorized/approved status, applicants/students may not be able to apply, continue, or change to a particular program, as not all programs may be approved by a state licensing authority. In these cases, these programs cannot be offered to students residing in that state.

Professional Licensure/Certification

Some programs offered at National University may not provide all the educational requirements necessary for professional licensure or certification in a student's state or country. Prospective and current students should review the University's Licensure Disclosures for more information related to these programs. Individuals considering an online program that leads to a professional license/certification should be aware that requirements for professional licensure can vary drastically by state, and these requirements can change frequently and often without notice. While a program may originally meet the educational requirements for licensure, changes in requirements could impact the program's ability to meet any new educational requirements.

Students considering an online program that leads to professional license in a state are highly encouraged to contact the appropriate licensing agency and organization(s) in that state to seek information and additional guidance before beginning the program; and students should also continually monitor changes throughout the program as licensure requirements may change over time. Many licensure boards require more than successful degree completion to obtain a license, such as completion on an examination(s), test(s), background check(s), internships/practicum hours, and other requirements determined by the respective state board. It is the responsibility of the student completing the licensure program to check with the respective state licensing board(s) for the most recent information, rules and requirements. National University is not responsible and cannot be held liable if the student is unable to qualify for licensure or certification in any jurisdiction or cannot obtain a practicum/internship location.

State-Regulated Refund Policies for Online/Distance Learning

Tuition refunds for students enrolled in online programs who reside in certain states will be issued in accordance with the policies required by the laws and regulations of those states. However, if the University's standard refund policy is more beneficial to those students, the University will follow its standard Refund Policy. State-specific refund policies are listed below and online at <https://online.flippingbook.com/view/814609/48>.

Student Consumer Information

The National University Consumer information page at <https://www.nu.edu/consumer-info/> provides links to a suite of important National University information, disclosures, policies and procedures. Per the Higher Education Opportunity Act, this information is intended to provide an assortment of pertinent and helpful information to prospective students, current students, their families, support persons, and other interested parties. This information webpage includes resources and links to academic policies, financial aid resources, general institutional information, health, safety & security items, student services, admission expectations, and a variety of other areas. See <https://www.nu.edu/consumer-info/>.

National University is currently registered, licensed, authorized, have a letter of exemption or lack of physical presence in the following states:

Contact Information for State Higher Education Regulatory Agencies

Alabama Commission on Higher Education (ACHE)

100 North Union Street
Montgomery, AL 36104
Phone: 334.242.1998
Website: www.ache.edu

Alabama Community College System (ACCS)

P.O. Box 302130
Montgomery, AL 36130
Phone: 334.293.4500
Website: www.accs.edu

Alabama Student Grievance Information: <https://www.accs.edu/about-accs/private-school-licensure/complaints/>

Alabama Student Grievance Form: <https://psl.asc.edu/External/Complaints.aspx>

Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, AK 99811-0505
Phone: 800.441.2962
Website: <https://acpe.alaska.gov/>

Alaska Student Grievance Information: <https://acpe.alaska.gov/ConsumerProtection>

Arizona State Board for Private Postsecondary Education

1740 W. Adams Street, #3008
Phoenix, AZ 85007
Phone: 602.542.5709
Website: www.azppse.gov

Arizona Disclosure: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

Arizona Student Grievance Information: <https://ppse.az.gov/resources/student-complaint>

Arizona Student Grievance Form: <https://ppse.az.gov/sites/default/files/2022-09/Student%20Complaint%20Form%20%281%29.pdf>

Arkansas Higher Education Coordinating Board

423 Main Street, Suite 400

Little Rock, AR 72201

Phone: 501.371.2000

Website: www.adhe.edu

Arkansas Disclosure: Arkansas Higher Education Coordinating Board Certification does not constitute endorsement of any institution or degree program. Such certification merely indicates that certain criteria have been met under the rules and regulations of institutional ad program certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Arkansas Student Grievance Information: <https://adhe.edu/resources/students>

Arkansas Student Grievance Form: <https://sbpce.wufoo.com/forms/form-8040-complaint-form/>

California Bureau for Private Postsecondary Education

Mailing Address:

P.O. Box 98018

West Sacramento, CA 95798-0818

Phone: 916.431.6959

Website: www.bppe.ca.gov

Physical Address:

2535 Capital Oaks Drive, Suite 400

Sacramento, CA 95833

California Student Grievance Information: <https://www.bppe.ca.gov/enforcement/complaint.shtml>

California Student Grievance Form: https://www.bppe.ca.gov/forms_pubs/complaint.pdf

Colorado Department of Higher Education

1600 Broadway, Suite 2200

Denver, CO 80202

Phone: 303.862.3001

Website: <https://highered.colorado.gov>

Colorado Student Grievance Information: <https://highered.colorado.gov/students/how-do-i/file-a-student-complaint>

Colorado Student Grievance Form: <https://highered.colorado.gov/Academics/Complaints/FileComplaint.aspx>

Connecticut Office of Higher Education

450 Columbus Boulevard, Suite 707

Hartford, CT 06103

Phone: 860.947.1824

Email: Emily.Bjornberg@ct.gov

Connecticut Student Grievance Information: <https://portal.ct.gov/DCP/Complaint-Center/Consumers---Complaint-Center>

Connecticut Student Grievance Form: https://portal.ct.gov/-/media/DCP/Complaint-Center/Complaint_Form-pdf.pdf

Delaware Department of Education

35 Commerce Way, Suite 1

Dover, DE 19904

Phone: 302.857.3313

Website: <https://education.delaware.gov/>

Delaware Student Grievance Form:

<https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/158/PBTS%20Complaint%20Form.pdf>

District of Columbia Higher Education Licensure Commission (HELIC)

Office of the State Superintendent of Education

1050 First Street, NE, 5th Floor

Washington, DC 20002

Phone: 202.727.6436

Website: www.helc.osse.dc.gov

District of Columbia Disclaimer: National University has an account for student indemnification in the manner of surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

District of Columbia Student Grievance Information: <https://helc.osse.dc.gov/topic/helcadmin/community-stakeholders/public-complaints>

District of Columbia Student Grievance Form:

<https://helc.osse.dc.gov/HELCAAdmin/HELCAAdmin/media/0kmobb5o/helc-complaint-form-english.docx>

Florida Department of Education

Commission for Independent Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Phone: 850.245.3212

Website: www.fldoe.org

Florida Student Grievance Information: <https://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.stml>

Florida Student Grievance Form: <https://web01.fldoe.org/IGComplaintSSO/ComplaintForm.aspx>

Georgia Nonpublic Postsecondary Education Commission

2082 E Exchange Place, Suite 220

Tucker, GA 30084-4113

Phone: 770.414.3300

Website: <https://gnpec.georgia.gov/>

Georgia Student Grievance Information: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Georgia Student Grievance Form: <https://gnpec.georgia.gov/complaint-forms>

Hawaii Post-Secondary Education Authorization Program Department of Commerce and Consumer Affairs

335 Merchant Street, Rm. 310

Honolulu, Hawaii 96813

Phone: 808.586.7327

Website: www.cca.hawaii.gov/

Hawaii Student Grievance Information: <https://cca.hawaii.gov/hpeap/student-complaint-process/>

Hawaii Student Grievance Form: <https://cca.hawaii.gov/hpeap/files/2013/08/Student-Complaint-Form.pdf>

Idaho State Board of Education

650 W. State Street, 3rd Floor

Boise, ID 83720-0037

Phone: 208.334.2270

Website: www.boardofed.idaho.gov

Idaho Student Grievance Information: <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/>

Idaho Student Grievance Form: <https://boardofed.idaho.gov/wp-content/uploads/2020/07/Student-Complaint-Form-7-2020.docx>

Illinois Board of Higher Education

1 North Old State Capital Plaza, Suite 333

Springfield, IL 62701-1377

Phone: 217.782.2551

Website: www.ibhe.org

Illinois Student Grievance Information: <https://complaints.ibhe.org/>

Illinois Student Grievance Form: <https://complaints.ibhe.org/register.aspx>

Indiana Commission on Higher Education

101 W. Washington Street, Suite 300

Indianapolis, IN 46204-4206

Phone: 317.464.4400

Website: www.in.gov/che

Indiana Student Grievance Information: <https://www.in.gov/che/student-complaints/>

Indiana Student Grievance Form: https://www.in.gov/che/files/161116_ICHE_StudentComplaintForm.pdf

Iowa College Student Aid Commission

475 SW 5th Street, Suite D

Des Moines, IA 50319

Phone: 877.272.4456 option 4

Website: <https://iowacollegeaid.gov/>

Iowa Student Grievance Information: <https://iowacollegeaid.gov/StudentComplaintForm>

Iowa Student Grievance Form: https://iowacollegeaid.co1.qualtrics.com/jfe/form/SV_9Br0hqNMto1FIiT

Kansas Board of Regents

1000 S.W. Jackson Street, Suite 520

Topeka, KS 66612-1368

Phone: 785.430.4240

Website: www.kansasregents.org

Kansas Disclosure: National University is authorized to operate in Kansas with Certificate of Approval from the Kansas Board of Regents.

Kansas Disclosure: The University catalog outlines the process for filing and resolution of student complaints. If the student grievance cannot be resolved after exhausting the University's grievance procedure, Kansas residents may file a complaint with the Kansas Board of Regents. The Board's address is 1000 S.W. Jackson, Ste. 520, Topeka, KS 66612

Kansas Student Grievance Information:

https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Kentucky Council on Postsecondary Education

100 Airport Road

Third Floor

Frankfort, KY 40601

Phone: 502.573.1555

Website: www.cpe.ky.gov

Kentucky Student Grievance Information: http://cpe.ky.gov/campuses/consumer_complaint.html

Kentucky Student Grievance Form: <http://cpe.ky.gov/campuses/complaintform>

Louisiana Board of Regents

Mailing Address:

P.O. Box 3677

Baton Rouge, LA 70821-2677

Physical Address:

1201 N 3rd Street, Suite 6

Baton Rouge, LA 70802

Phone: 225.342.4253

Website: www.regents.la.gov

Louisiana Disclosure: National University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credits, nor signify that programs are certifiable by any professional agency or organization.

Louisiana Student Grievance Information: <https://www.laregents.edu/regents-resources/#studentparent>

Maine Department of Education

23 State House Station

Augusta, ME 04333

Phone: 207.624.6616

Website: www.maine.gov/doe/home

Maine Student Grievance Form: <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/sara-complaint-form.pdf>

Maryland Higher Education Commission (MHEC)

6 N. Liberty St., 10th Floor

Baltimore MD 21201

Phone: 410.767.3301

Website: www.mhec.state.md.us

Maryland Disclosure: National University is registered with the Maryland Higher Education Commission (MHEC). If a prospective or current student is not satisfied with the outcome of the institution's internal complaint resolution process, the complaint may then be brought to the MHEC or Maryland's Office of the Attorney General.

Maryland Student Grievance Information:

https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

Maryland Student Grievance Form:

https://mhec.maryland.gov/institutions_training/Documents/PCS%20Student%20Complaint_20220103.pdf

Maryland Office of the Attorney General Student Grievance Information:

<https://www.marylandattorneygeneral.gov/Pages/CPD/Complaint.aspx>

Massachusetts Department of Higher Education

One Ashburton Place, Room 1401

Boston, MA 02108

Phone: 617.994.6950

Website: <https://www.mass.edu/home.asp>

Massachusetts Student Grievance Form: <https://www.mass.edu/forstufam/complaints/complaintform.asp>

Michigan Department of Licensing and Regulatory Affairs

611 W. Ottawa

P.O. Box 30726

Lansing, MI 48907

Phone: 517.355.9700

Website: www.michigan.gov/lara

Michigan Student Grievance Information: <https://www.michigan.gov/lara/bureau-list/cscl/complaints>

Michigan Student Grievance Form: [https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-](https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-Secondary_Complaint_Instructions_FINAL_032020_685912_7-(34).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d)

[Secondary_Complaint_Instructions_FINAL_032020_685912_7-\(34\).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d](https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/WD_PROGRAMS_SERVICES/PSS/Post-Secondary_Complaint_Instructions_FINAL_032020_685912_7-(34).pdf?rev=d9354bf5247548a6bd9751a8aa4e178d)

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Phone: 651.642.0567

Website: www.ohe.state.mn.us

Minnesota Disclosure: National University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits Earned at the institution may not transfer to all other institutions.

Minnesota Disclosure: Minnesota residents interested in enrolling in the Bachelor of Science in Criminal Justice program should make note that the state of Minnesota licenses police officers and there are specific educational requirements. In addition, additional training (a skills-based course) is also required before being eligible for licensure as a police officer in the state of Minnesota.

Minnesota Disclosure: ILR 260 is not recognized as an English or communication class in Minnesota. Minnesota residents must be required to complete the other English or Communications classes to satisfy the Minnesota Degree Standards.

Minnesota Student Grievance Information: <https://www.ohe.state.mn.us/mPg.cfm?pageID=1078>

Minnesota Student Grievance Form: <https://www.ohe.state.mn.us/pdf/ComplaintForm.pdf>

Mississippi Commission on College Accreditation

3825 Ridgewood Road
Jackson, MS 39211-6453
Phone: 601.432.6372

Website: <http://www.mississippi.edu/>

Mississippi Student Grievance Information: http://www.mississippi.edu/mcca/student_complaint_process.asp

Mississippi Student Grievance Form: <http://www.mississippi.edu/mcca/downloads/mccastudentcomplaintform.pdf>

Missouri Department of Higher Education & Workforce Development

P.O. Box 1469
Jefferson City, MO 65101
Phone: 573.751.2361

Website: <http://www.dhewd.mo.gov/>

Missouri Student Grievance Information: <https://ago.mo.gov/civil-division/consumer/consumer-complaints>

Missouri Student Grievance Form: <https://ago.mo.gov/app/consumercomplaint>

Montana Board of Regents

2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201
Phone: 406.444.6570

Website: <http://www.mus.edu/board>

Montana Student Grievance Information: <https://mus.edu/MUS-Statement-of-Complaint-Process.html>

Montana Student Grievance Form: <https://dojmt.gov/consumer/consumer-complaints/>

Nebraska Coordinating Commission for Postsecondary Education

P.O. Box 9500
Lincoln, NE 68509-5005
Phone: 402.471.2847

Website: <http://www.ccpe.nebraska.gov/>

Nebraska Student Grievance Information: <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Student Grievance Form: https://www.education.ne.gov/wp-content/uploads/2017/07/PPCS_Complaint-form.pdf

Nevada Commission on Postsecondary Education Commission

2800 E. St. Louis
Las Vegas, NV 89104

Phone: 702.486.7330

Website: <http://www.cpe.nv.gov>

Nevada Disclosure: National University has an account for student indemnification in the manner of a surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

Nevada Student Grievance Information: https://cpe.nv.gov/Students/Students_Home/

Nevada Student Grievance Form:

<https://cpe.nv.gov/uploadedFiles/cpenvgov/content/Students/Complaint%20Form%20Initial%202021.pdf>

New Hampshire Department of Education

25 Hall Street

Concord, NH 03301-3860

Phone: 603.271.3494

Website: <https://www.education.nh.gov/who-we-are/higher-education-commission>

New Hampshire Student Grievance Form: <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>

New Jersey Commission on Higher Education

20 W. State Street

P.O. Box 542

Trenton, NJ 08625

Phone: 609.292.7225

Website: <https://www.state.nj.us/highereducation/>

New Jersey Student Grievance Information:

<https://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

New Jersey Student Grievance Form:

<https://www.state.nj.us/highereducation/documents/pdf/OSHEComplaintForm.pdf>

New Mexico Higher Education Department

2044 Galisteo Street, # 4

Santa Fe, NM 87505

Phone: 505.476.8400

Website: <https://hed.nm.gov/>

New Mexico Disclosure: If the student grievance cannot be resolved after exhausting the Institution's grievance procedure, New Mexico residents may file a complaint with the New Mexico Higher Education Department. The Department's address is: 2048 Galisteo Street, Santa Fe, NM 87505-2100, Telephone: (505) 476-8400

New Mexico Student Grievance Information: <https://ppsd.smapply.io/>

New Mexico Student Grievance Form:

<https://ppsd.smapply.io/protected/resource/eyJ0ZnJlIjogOTg0NzgxODUsICJ2cSI6IDE2ODUxMH0/>

New York Office of College and University Evaluation

89 Washing Avenue

Albany, NY 12234

Phone: 518.486.3633

Website: <http://www.nysed.gov/college-university-evaluation>

New York Student Grievance Information: <http://www.nysed.gov/college-university-evaluation/complaints>

The University of North Carolina System Board of Governors

223 S. West Street, Suite 1800

Raleigh, NC 27603

Phone: 919.962.4558

Website: <http://www.northcarolina.edu/offices-and-services/academic-affairs/licensure-department>

North Carolina Student Grievance Information: <https://www.northcarolina.edu/post-secondary-education-complaints/>

North Carolina Student Grievance Form: <https://studentcomplaints.northcarolina.edu/form>

North Dakota University System

10th Floor, State Capitol

600 E. Boulevard Ave. Dept. 215

Bismarck, ND 58505-0230

Phone: 701.328.2960

Website: <http://www.ndus.edu>

North Dakota Student Grievance Information: <https://ndus.edu/state-authorization-sara/>

Ohio Board of Regent

25 South Front Street

Columbus, OH 43215

Phone: 614.466.6000

Website: <http://www.ohiohighered.org>

Ohio Student Grievance Information: <https://highered.ohio.gov/students/current-college-students/student-complaints/student-complaints>

Ohio Student Grievance Form: <https://highered.ohio.gov/students/current-college-students/student-complaints/submit-complaint>

Oklahoma State Regents for Higher Education

655 Research Parkway, Suite 200

Oklahoma City, OK 73104

Phone: 405.225.9100

Website: <http://www.okhighered.org>

Oklahoma Student Grievance Form: <https://www.okhighered.org/resources/Student-Complaint-Form/>

Oregon Higher Education Coordinating Commission

3225 25th Street SE

Salem, OR 97302

Phone: 503.373.0003

Website: <http://www.oregon.gov/highered/institutions-programs/private/Pages/office-degree-authorization.aspx>

Oregon Disclosure: Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission at the below address or by sending an email to complaints@hecc.oregon.gov.

Oregon Student Grievance Information: <https://www.oregon.gov/highered/about/Pages/complaints.aspx>

Pennsylvania Department of Higher Education

333 Market Street
Harrisburg, PA 17126
Phone: 717.783.6788

Website: <http://www.education.pa.gov/Pages/default.aspx>

Pennsylvania Student Grievance Information: [https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-\(SARA\).aspx](https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/State-Authorization-Reciprocity-Agreement-(SARA).aspx)

Pennsylvania Student Grievance Form: <https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Private%20Licensed%20Schools/Student%20Complaint%20Form.pdf>

Puerto Rico State Higher Education Agency

Council on Education of Puerto Rico
P.O. Box 19900
Ave. Ponce de Leon 268
Edificio Hato Rey Center Piso 15
Hato Rey, PR 00918
Phone: 787.641.2121

Website: <http://www.ce.pr.gov>

Puerto Rico Student Grievance Information: <https://studentprivacy.ed.gov/file-a-complaint>

Rhode Island Board of Governors for Higher Education

560 Jefferson Boulevard, Suite 100
Warwick, RI 02886
Phone: 401.736.1100

Website: <https://www.riopc.edu/>

Rhode Island Student Grievance Information: <https://riopc.edu/policies/student-complaint-procedures/>

South Carolina Commission on Higher Education

1122 Lady Street, Suite 300
Columbia, SC 29201
Phone: 803.737.3476

Website: <http://www.che.sc.gov>

South Carolina Student Grievance Information: <https://www.che.sc.gov/students-families-and-military/student-resources>

South Carolina Student Grievance Form:

https://www.che.sc.gov/sites/che/files/Documents/Licensing%20updates/Complaint_Procedures_and_Form.pdf

South Dakota Board of Regents

306 E. Capitol Avenue, Suite 200
Pierre, SD 57501
Phone: 605.773.3455

Website: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>

South Dakota Student Grievance Information: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Pages/default.aspx>

South Dakota Student Grievance Form: <https://www.sdbor.edu/administrative-offices/academics/SD-SARA/Documents/Complaint%20Form%20-%20SD-SARA.pdf>

Tennessee Higher Education Commission

312 Rosa Parks Ave, 9th Floor

Nashville, TN 37243

Phone: 615.741.5293

Website: <http://www.tn.gov/thec.html>

Tennessee Disclosure: Any authorizations must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Tennessee Residents: Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville TN 37243-0830, (615)741-5293

Tennessee Student Grievance Information: <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>

Tennessee Student Grievance Form:

https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/links-and-forms/Complaint%20Form.pdf

Texas Higher Education Coordinating Board

Mailing Address:

P.O. Box 12788

Austin TX 78711

Phone: 512.427.6223

Website: <https://www.highered.texas.gov/>

Delivery Address:

1801 N. Congress Avenue, Suite 12.200

Austin TX 78711

Texas Disclosure: National University has permission to operate in the state of Texas and has been regionally accredited by the WASC Senior College and University Commission since 1977. The Texas State Board of Accountancy's new regulation precludes National University graduates from being qualified applicants for the CPA exam in Texas.

Texas Student Grievance Information: <https://www.highered.texas.gov/student-complaints/>

Texas Student Grievance Form: <https://www.txhigheredaccountability.org/CfratInquiry/Home/Create>

Texas Workforce Commission Career Schools and Colleges

101 East 15th Street

Austin, TX 78778-001

Phone: 512.463.2222

Website: www.twc.texas.gov

Texas Disclosure: Exemption status means National University is not approved or regulated by the Texas Workforce Commission. This means the Texas Workforce Commission has not approved the curriculum, classrooms, teachers, or any other matters related to National University. On-site visits will not be conducted at National University.

Furthermore, the exemption status does not constitute approval, accreditation, or licensure of any courses under Texas law.

Texas Workforce Commission Student Grievance Form: <https://www.twc.texas.gov/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>

Utah Division of Consumer Protection

160 East 300 South, Second Floor
Salt Lake City, UT 84114
Phone: 801.530.6601
Website: <http://www.consumerprotection.utah.gov>

Utah Student Grievance Information: <http://www.consumerprotection.utah.gov/complaints.html?f=c>

Vermont Agency of Education

Secretary Daniel M. French
1 National Life Drive, Davis 5
Montpelier, VT 05620-2501
Phone: 802.828.1130

Vermont Student Grievance Information: <https://education.vermont.gov/documents/postsecondary-program-complaint-resolution>

Virginia State Council of Higher Education for Virginia

101 N. 14th St., 10th Floor
James Monroe Building
Richmond, VA 23219-3659
Phone: 804.225.2600
Website: <http://www.schev.edu>

Virginia Student Grievance Information: <https://www.schev.edu/students/resources/student-complaints>

Virginia Student Grievance Form: <https://www.surveymonkey.com/r/StudentComplaintForm>

Washington Student Achievement Council

917 Lakeridge Way, SW
Olympia, WA 98504-3430
Phone: 360.753.7800
Website: www.wsac.wa.gov

Washington Disclosure: "National University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes National University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council or the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympic, WA 98504-3430 or by email at degree authorization@wsac.wa.gov."

Washington Disclosure: "The transferability of credits earned at National University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of student at National University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at National University to satisfy an admission requirement of another institution is at the discretion of the receiving

institution. Accreditation does not guarantee credentials or credits earned at National University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned".

Washington Disclosure: "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 www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov."

Washington Student Grievance Information: <https://wsac.wa.gov/student-complaints>

Washington Student Grievance Form: <https://www.studentcomplaints.wa.gov/hc/en-us>

West Virginia Higher Education Policy Commission

1018 Kanawha Blvd. East, Suite 700

Charleston, WV 25301-2800

Phone: 304.558.2101

Website: <http://www.wvhepc.edu>

West Virginia Student Grievance Form: <https://www.wvhepc.edu/wp-content/uploads/2021/10/Student-Complaint-Process.pdf>

Wisconsin Educational Approval Board

Mailing Address:

P.O. Box 8696

4822 Madison Yards Way

Madison, WI 53705-8366

Website: www.dsps.wi.gov/pages/programs/educationalapproval/default.aspx

Wisconsin Disclosure: Students must submit an enrollment agreement before beginning classes at National University. The agreement includes topic pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other matters of enrollment. Contact an enrollment advisor for further information. The student may cancel enrollment during a 3-business-day period by delivering or mailing a signed written notice to the school at the address set forth in the notice of cancellation privilege. Saturdays, Sundays and holidays are not business days. The school shall, within 10 business days after receiving notice of cancellation from the student, make any refund owing as a result of the cancellation and arrange for a termination of the student's obligation to pay any sum. This cancellation privilege does not apply to any program for which the total cost is less than \$150 and which is offered in less than 6 class days, provided that the program is not one of a sequence.

Wisconsin Student Grievance Information:

<https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>

Wisconsin Student Grievance Form: <https://dsps.wi.gov/Documents/EAComplaintForm3.01.doc>

Wyoming Department of Education

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002-0050

Phone: 307.777.7690

Website: <http://www.education.wyoming.gov>

Wyoming Student Grievance Form: <https://form.jotform.com/212505034743043>

WASC Senior College and University Commission (WSCUC)

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

Phone: 510.748.9001

Email: wascsr@wascsenior.org

Registering a Complaint with National University's Accrediting Organization Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC):

Students may file a complaint with the University's institutional accrediting body by contacting the Western Association of Schools and Colleges (WASC) Senior College and University Commission at wascsr@wascsenior.org. Any student desiring to file a complaint must satisfy specific criteria as published in the official Complaint and Third-Party Comment Policy and must submit the required Complaint Form. The policy and form are available for download on the WASC Document List.

Complaints

Each institution of higher education is required to provide all prospective and current students with the contact information for the state agency, or agencies that handle complaints against postsecondary education institutions offering online (distance) learning within that state.

If a prospective or current student has a complaint, we encourage you to resolve them informally or formally through Student Services before submitting a complaint to an external entity. Please contact our Student Concierge Service at 1-866-NU-ACCESS (1-866-682-2237) or email scs@nu.edu with any concerns or questions. Should a student wish to file a complaint in their home state, they should select the state contact per above.

Accrediting Agency Consumer Information

National University (NU) shares with students that accreditation is a process of institutional peer review performed by objective, not-for-profit external agencies and that the goal of accreditation is to ensure institutions of higher education meet acceptable levels of quality. These agencies evaluate colleges, universities and educational programs for continuous quality. In other words, accreditation is a higher education seal of approval for schools, employers, and most importantly, for students. Students who earn a degree at a regionally accredited institution can be confident that the quality of education, and commitment of an institution to maintain and improve quality, meets the standards of the accrediting body.

Since 1977, NU has been accredited by the WASC Senior College and University Commission (WSCUC). The commission accredits institutions rather than individual programs. Therefore, in addition to assessing the academic quality and educational effectiveness of institutions, the Commission emphasizes institutional structures, processes, and resources. The accreditation process is aimed at:

- Assuring the Community of Quality
- Developing and Applying Standards
- Promoting a Culture of Evidence
- Promoting Engagement
- Developing Adaptive Systems

- Promoting the Exchange of Ideas

Title IV Loan Counseling

National University (NU) ensures all undergraduate student loan borrowers who have not received a prior FSA loan disbursement and all graduate PLUS loan borrowers who have not received a prior FSA graduate PLUS loan disbursement receives entrance counseling prior to their first disbursement.

Entrance Counseling

National University (NU) identifies first-time borrowers and notifies those students via email regarding the entrance counseling requirements and directs them to the Department of Education's online tool at www.studentaid.gov. NU will not disburse FSA loan funds prior to verifying the student's entrance counseling is complete.

Exit Counseling

National University (NU) identifies students who have withdrawn, enrolled and failed to return, or graduated from their program of student and notifies those students, via email within 30 days after they complete their program or the date they were determined to have left their program, regarding the exit counseling requirement and directs them to the Department of Education's online tool at www.studentaid.gov.

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.
- 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;
- 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. 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.

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.

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.

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

Required Public Interest Internship

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 clinic will also satisfy the Juris Doctor Service Learning Program requirement.

Elective Internships

In addition to the one credit required Public Interest internship, students are encouraged to participate in internship opportunities in off-campus placements, including non-profits, government offices, and private firms as elective credits toward graduation. 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 (including the required public interest 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. 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 Counselor 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

The below schedule is illustrative of a typical student schedule; it may not reflect the actual assigned schedule.

FIRST YEAR COURSES ^[4]	Course Title	Units
Fall Semester		
LAW-112A	Torts A	3
LAW-115A	Contracts A	3
LAW-117A	Legal Methods A	3
LAW-120	Criminal Law	3
Spring Semester		
LAW-112B	Torts B	3
LAW-115B	Contracts B	3
LAW-117B	Legal Methods B	3
LAW-318	Criminal Procedure	3
Summer Semester		
LAW-127	Legal Research and Writing	2
LAW-500F	MBE Strategies and Review 1L	1

	Electives	Varies
SECOND YEAR COURSES		
Fall Semester		
LAW-212A	Real Property A	3
LAW-214A	Civil Procedures and Skills A	3
LAW-216A	Evidence A	3
LAW-713	Professional Responsibility	3
	Electives	Varies
Spring Semester		
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
Summer Semester		
LAW-310	Trial Advocacy	3
LAW-502F	MBE Strategies and Review 3L	1
THIRD YEAR COURSES		
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
LAW-410	Law and Motion	2
Spring Semester		

LAW-320B	Constitutional Law B	3
LAW-420	Remedies	3
LAW-428	Advanced Legal Writing	1
LAW-798B	Ext. Bar Review B	2
	Electives	Varies
LAW-850	Internship*	1
Semester Units (Excluding Elective Units)		78 Units
Elective Units		4 Units
TOTAL UNITS (Including Elective Units & Hours):		82 Units

Note:

*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.

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.

Numerically graded courses calculated into grade point average.

Satisfactory/Unsatisfactory courses not calculated into grade point average.

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.

Full-Time, Spring Entry

The below schedule is illustrative of a typical student schedule; it may not reflect the actual assigned schedule.

FIRST YEAR COURSES ^[4]	Course Title	Units
Spring Semester		
LAW-117A	Legal Methods A	3
LAW-120	Criminal Law	3
	Electives	Varies
Summer Semester		
	Electives	Varies
Fall Semester		
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

LAW-318	Criminal Procedure	3
Summer Semester		
LAW-127	Legal Research and Writing	2
LAW-500F	MBE Strategies and Review 1L	1
	Electives	Varies
SECOND YEAR COURSES		
Fall Semester		
LAW-212A	Real Property A	3
LAW-216A	Evidence A	3
LAW-320A	Constitutional Law A	3
LAW-410	Law and Motion	2
Spring Semester		
LAW-212B	Real Property B	3
LAW-216B	Evidence B	2
LAW-320B	Constitutional Law B	3
	Electives	Varies
Summer Semester		
LAW-310	Trial Advocacy	3
LAW-501F	MBE Strategies and Review 2L	1
	Electives	Varies
THIRD YEAR COURSES		
Fall Semester		
LAW-315	Wills and Trusts	3
LAW-713	Professional Responsibility	3
LAW-425	Business Associations	3

LAW-798A	Ext. Bar Review A	3
Spring Semester		
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
Semester Units (Excluding Elective Units)		78 Units
Elective Units		4 Units
TOTAL UNITS (Including Elective Units & Hours):		82 Units

Note:

* Internship to fulfill service learning requirement can be taken anytime after completion of first year of studies.

Part-Time, Fall Entry

The below schedule is illustrative of a typical student schedule; it may not reflect the actual assigned schedule.

FIRST YEAR COURSES [4]	Course Title	Units
Fall Semester		
LAW-112A	Torts A	3
LAW-115A	Contracts A	3
LAW-117A	Legal Methods A	3
Spring Semester		
LAW-112B	Torts B	3
LAW-115B	Contracts B	3
LAW-117B	Legal Methods B	3
Summer Semester		

LAW-127	Legal Research and Writing	2
LAW-500P	MBE Strategies and Review 1L	1
	Electives	Varies
SECOND YEAR COURSES		
Fall Semester		
LAW-120	Criminal Law	3
LAW-214A	Civil Procedure and Skills A	3
LAW-216A	Evidence A	3
	Electives	Varies
Spring Semester		
LAW-214B	Civil Procedure and Skills B	3
LAW-216B	Evidence B	2
LAW-318	Criminal Procedure	3
	Electives	Varies
Summer Semester		
LAW-310	Trial Advocacy	3
LAW-501P	MBE Strategies and Review 2L	1
	Electives	Varies
THIRD YEAR COURSES		
Fall Semester		
LAW-212A	Real Property A	3
LAW-315	Wills and Trusts	3
LAW-320A	Constitutional Law A	3
LAW-410	Law and Motion	2
Spring Semester		

LAW-212B	Real Property B	3
LAW-313	Community Property	2
LAW-320B	Constitutional Law B	3
	Electives	Varies
Summer Semester		
LAW-502P	MBE Strategies and Review 3L	1
	Electives	Varies
FOURTH YEAR COURSES		
Fall Semester		
LAW-713	Professional Responsibility	3
LAW-425	Business Associations	3
LAW-798A	Ext. Bar Review A	3
	Electives	
Spring		
LAW-420	Remedies	3
LAW-428	Advanced Legal Writing	1
LAW-798B	Ext. Bar Review B	2
	Electives	Varies
LAW-850	Internship*	1
Semester Units (Excluding Elective Units)		79 Units
Elective Units		3 Units
TOTAL UNITS (Including Elective Units & Hours):		82 Units

Note:

*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, Spring Entry

The below schedule is illustrative of a typical student schedule; it may not reflect the actual assigned schedule.

FIRST YEAR COURSES ^[4]	Course Title	Units
Spring Semester		
LAW-117A	Legal Methods A	3
LAW-120	Criminal Law	3
	Electives	Varies
Summer Semester		
	Electives	Varies
Fall Semester		
LAW-112A	Torts A	3
LAW-115A	Contracts A	3
LAW-117B	Legal Methods B	3
Spring Semester		
LAW-112B	Torts B	3
LAW-115B	Contracts B	3
LAW-318	Criminal Procedure	3
Summer Semester		

LAW-127	Legal Research and Writing	2
LAW-500F	MBE Strategies and Review 1L	1
	Electives	Varies
SECOND YEAR COURSES		
Fall Semester		
LAW-212A	Real Property A	3
LAW-214A	Civil Procedure and Skills A	3
LAW-216A	Evidence A	3
	Electives	Varies
Spring Semester		
LAW-212B	Real Property B	3
LAW-214B	Civil Procedure and Skills B	3
LAW-216B	Evidence B	2
Summer Semester		
LAW-310	Trial Advocacy	3
LAW-502F	MBE Strategies and Review 3L	1
	Electives	Varies
THIRD YEAR COURSES		
Fall Semester		
LAW-315	Wills and Trusts	3
LAW-320A	Constitutional Law A	3
LAW-425	Business Associations	3
LAW-410	Law and Motion	2
Spring Semester		
LAW-313	Community Property	2

LAW-320B	Constitutional Law B	3
LAW-420	Remedies	3
LAW-798B	Ext. Bar Review B	2
Summer Semester		
LAW-502P or LAW-501F	MBE Strategies and Review 3L or MBE Strategies and Review 2L	1
	Electives	Varies
FOURTH YEAR COURSES		
Fall Semester		
LAW-713	Professional Responsibility	3
LAW-428	Advanced Legal Writing	1
LAW-798A	Ext. Bar Review A	3
LAW-850	Internship *	1
Semester Units (Excluding Elective Units)		79 Units
Elective Units		3 Units
TOTAL UNITS (Including Elective Units & Hours):		82 Units

Note:

* Internship to fulfill service learning requirement can be taken anytime after completion of first year of studies.

Juris Doctor Academic Calendar

Academic Year 2025



FY25 Academic Calendar

JD Law

SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Term Start Dates	
Fall	August 19, 2024
Spring	January 6, 2025
Summer	May 19, 2025

SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Registration Period	
Fall	7/22/2024-8/23/2024
Spring	12/9/2024-1/10/2025
Summer	4/21/2025-5/23/2025

SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar Key	
	Course Start Dates
	NU Closed
	No Classes
	Exam Week

*No classes will be held when NU is closed.

NU Observed Holiday's	
Jul. 4	Fourth of July
Sep. 2	Labor Day
Nov. 11	Veterans Day
Nov. 28-29	Thanksgiving Day/Day After
Dec. 25	Christmas Day
Jan. 1	New Year's Day
Jan. 20	Martin Luther King Day
Feb. 17	President's Day
May 26	Memorial Day
Jun. 19	Juneteenth

Academic Year 2026



FY26 Academic Calendar

JD Law

SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Term Start Dates	
Fall	August 18, 2025
Spring	January 5, 2026
Summer	May 18, 2026

SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Registration Period	
Fall	7/21/2025-8/15/2025
Spring	12/8/2025-1/2/2026
Summer	4/20/2026-5/16/2026

SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar Key	
	Course Start Dates
	NU Closed
	No Classes
	Exam Week

*No classes will be held when NU is closed.

NU Observed Holiday's	
Jul. 4	Fourth of July
Sept. 1	Labor Day
Nov. 11	Veterans Day
Nov. 27-28	Thanksgiving Day/Day After
Dec. 25	Christmas Day
Jan. 1	New Year's Day
Jan. 19	Martin Luther King Day
Feb. 16	President's Day
May 25	Memorial Day
Jun. 19	Juneteenth

Academic Year 2027



FY27 Academic Calendar JD Law

JUL '26						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUG '26						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEP '26						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Term Start Dates	
Fall	August 17, 2026
Spring	January 4, 2027
Summer	May 17, 2027

Registration Period	
Fall	7/20/2026 - 8/14/2026
Spring	12/7/2026 - 1/01/2027
Summer	4/19/2027 - 5/14/2027

OCT '26						
SU	M	T	W	TH	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOV '26						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DEC '26						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Calendar Key	
Green	Course Start Dates
Blue	NU Closed
Orange	No Classes
Yellow	Exam Week

***No classes will be held when NU is closed.**

JAN '27						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEB '27						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MAR '27						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APR '27						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '27						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUN '27						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NU Observed Holiday's	
Jul. 3	Fourth of July
Sep. 7	Labor Day
Nov. 11	Veterans Day
Nov. 26-27	Thanksgiving Day/Day After
Dec. 25	Christmas Day
Jan. 1	New Year's Day
Jan. 18	Martin Luther King Day
Feb. 15	Presidential's Day
May 31	Memorial Day
Jun. 18	Juneteenth

Additional Academic Calendar Information

All dates are subject to change

Fall 2024 (August 19 - December 8)

- Registration Opens: July 22
- Orientations
 - Fall Starts - August 5
 - 2L - August 6
 - 3L/4L - August 6
- Courses Start: August 19
- Law Reading Week: November 25 - December 1
- Final Exam Week: December 2 - December 8
- Courses End: December 8
- Grades Due: December 15
- Holidays & Breaks - no school:

- September 2 - Labor Day
- November 11 - Veterans Day
- November 28 & 29 - Thanksgiving Break

Spring 2025 (January 6 - May 4)

- Registration Opens: December 9
- Orientation (Spring starts): December 18
- Courses Start: January 6
- Law Reading Week: April 21 - April 27
- Final Exam Week: April 28 - May 4
- Courses End: May 4
- Grades Due: May 11
- Commencement
- Holidays & Breaks - no school:
 - January 20 - Martin Luther King Jr Day
 - March 31 - April 4 - NU Spring Break

Summer 2025 (May 19 - August 3)

- Registration Opens: April 21
- Courses Start: May 19
- Courses End: August 3
- Holidays & Breaks - no school:
 - May 26 - Memorial Day
 - June 19 - Juneteenth
 - June 30 - July 4 - NU Summer Break

Fall 2025 (August 18 - December 7)

- Registration Opens: July 21
- Orientations:
 - Fall Starts: August 4
 - 2L: August 6

- 3L/4L: August 6
- Courses Start: August 18
- Law Reading Week: November 24- November 30
- Final Exam Week: December 1- December 7
- Courses End: December 7
- Grades Due: December 14
- Holidays & Breaks - no school:
 - September 1 - Labor Day
 - November 11 - Veterans Day
 - November 27 & 28 - Thanksgiving Break

Spring 2026 (January 5 - May 3)

- Registration Opens: December 8
- Orientation (Spring Starts): December 18
- Courses Start: January 5
- Law Reading Week: April 20 - April 26
- Final Exam Week: April 27- May 3
- Courses End: May 3
- Grades Due: May 10
- Commencement
- Holidays & Breaks - no school:
 - January 19 - Martin Luther King Jr. Day
 - March 30 - April 3 - NU Spring Break

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 seeks to determine who should bear the loss of such harms. Although seeking compensation for injury or loss is central to tort actions, beneath the demand for money is often a desire for acknowledgement of responsibility, validation or vindication. Further, tort cases often involve struggles between profits and safety. Did the pursuit of profits or convenience hamper efforts to implement safe practices? Too often, tort cases turn injury and loss into commodified products marketed in the legal system. What is fair compensation for particular injuries and harms? 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-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-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 is a study of the basic concepts of real property, the laws associated with land use, ownership, and control, including: landlord and tenant rights, both private and governmental restrictions on land use, takings, estates in land, conveyancing of interests in land, co ownership, and recording. The course will also examine the historical and political underpinnings of property law as it developed from the middle ages through modern times.

LAW-212B - Real Property B

Semester Credits: 3 Weeks: 16

Prerequisites: Law-212A

This course is a study of the basic concepts of real property, the laws associated with land use, ownership, and control, including: landlord and tenant rights, both private and governmental restrictions on land use, takings, estates in land, conveyancing of interests in land, co ownership, and recording. The course will also examine the historical and political underpinnings of property law as it developed from the middle ages through modern times.

LAW-214A - Civil Procedure and Skills A

Semester Credits: 3 Weeks: 16

Civil Procedure is the study of rules of litigation and the complex strategies proceeding and or during the litigation process. Unlike other substantive courses, Civil Procedure is not the examination of rights, injuries, and remedies or damages. Instead, Civil Procedure is the examination of justice and how we define this objective from a procedural perspective. It is also "insider's law" concerned with the framework upon which these rights are brought before a tribunal and how to collect damages awarded for injuries. These are issues not easily understood by none-lawyers.

This in-depth, 2-semester course covers the procedural rules through which substantive civil rights and duties are enforced in the courts. Topics include but are not limited to personal jurisdiction, subject matter jurisdiction, long arm statutes, venue, removal, Erie Doctrine, pretrial motions, pleadings, discovery, case management, discovery motions,

summary judgement motions. trial, joinder, supplemental jurisdiction, the appellate process, res judicata and collateral estoppel.

LAW-214B - Civil Procedure and Skills B

Semester Credits: 3 Weeks: 16

Prerequisites: Law-214A

Civil Procedure is the study of rules of litigation and the complex strategies proceeding and or during the litigation process. Unlike other substantive courses, Civil Procedure is not the examination of rights, injuries, and remedies or damages. Instead, Civil Procedure is the examination of justice and how we define this objective from a procedural perspective. It is also "insider's law" concerned with the framework upon which these rights are brought before a tribunal and how to collect damages awarded for injuries. These are issues not easily understood by none-lawyers.

This in-depth, 2-semester course covers the procedural rules through which substantive civil rights and duties are enforced in the courts. Topics include but are not limited to personal jurisdiction, subject matter jurisdiction, long arm statutes, venue, removal, Erie Doctrine, pretrial motions, pleadings, discovery, case management, discovery motions, summary judgement motions. trial, joinder, supplemental jurisdiction, the appellate process, res judicata and collateral estoppel.

LAW-216A - Evidence A

Semester Credits: 3 Weeks: 16

The law of evidence is the system of rules and standards by which the admission of proof at the trial of a case is regulated. One of the most important of these "specific areas" is the law of evidence. To that end, students will discuss both California and Federal Evidence Rules in order to gain both a theoretical and practical understanding of what is required for a civil or criminal trial.

LAW-216B - Evidence B

Semester Credits: 2 Weeks: 16

Prerequisites: Law-216A

The law of evidence is the system of rules and standards by which the admission of proof at the trial of a case is regulated. One of the most important of these "specific areas" is the law of evidence. To that end, students will discuss both California and Federal Evidence Rules in order to gain both a theoretical and practical understanding of what is required for a civil or criminal trial.

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

The course in Wills and Trusts covers the basics of redistributing a person's assets at death. Students will discover the various mechanisms for effectuating pre-and post-mortem transfers of wealth, including wills, trusts, and non-probate transfers. We will explore how California's law of intestate succession affects those who do not plan for the inevitable. The course will go over selected aspects of the law and discuss how other laws (such as torts, contracts, real property, and community property) can affect inheritance rights. Finally, we will discuss various methods of establishing family rights and protections, both before and after death.

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-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-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-428 - Advanced Legal Writing**Semester Credits: 1 Weeks: 10**

Advanced Legal Writing (ALW) is a course that is typically taken in the last semester prior to graduation. In ALW, students respond to Performance Tests (PT) in which they perform tasks that have been presented in past administrations of the California Bar Examination. This course is set-up to assist students in gaining the skills required to master drafting an answer to a Legal Memorandum, a Memorandum of Points and Authorities, and an Opinion Letter. Over the course of the semester you will work on 2 Legal Memorandums, 2 Memorandums of Points and Authorities, and 1 Opinion Letter.

LAW-713 - Professional Responsibility**Semester Credits: 3 Weeks: 16**

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-798A - Extended Bar Review A**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 B**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-127 - Legal Research and Writing**Semester Credits: 2 Weeks: 10**

Legal Research and Writing builds on the skills learned in Legal Methods and Examination Skills. Students conduct library and online research, find the law applicable to hypothetical problems, and write memoranda analyzing the rights and obligations of the "clients."

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-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-412 - Contract Drafting

Semester Credits: 2 Weeks: 10

The focus of this course will be on the basic building blocks that are common to most contracts: the types of clauses and the specific language that make up the most common agreements. There will be small assignments along the way, including two writing exercises, with a final assignment to draft a simple contract from start to finish. In addition to the specific skills of reviewing, drafting, and negotiating contracts, this course provides hands on practice with some of the fundamentals of being a good lawyer—including organized thinking, clear writing, risk assessment, client management, and business judgment.

LAW-416 - Moot Court

Semester Credits: 2 Weeks: 10

Prerequisites: Law 214A/B: Civil Procedure and Skills

Moot Court is a two-unit course that provides an opportunity for students to experience the exciting world of advocacy as a law student. During the semester long course, students will compete against other law school teams in a brief writing and oral argument competition. The Moot Court team that prepares the best brief and the best overall competitive arguments wins! As part of a moot court competition, students will travel to a live competition or participate in a zoom competition with their team where judges will award teams with "Best Brief," "Best Oral Arguer," and "Best Overall" awards. All students in the course will have the opportunity to contribute to the team brief and receive two-units towards graduation. If selected, students may be invited to be on the oral argument team to represent the school at the oral argument competition, and these students will receive an additional unit towards graduation for a total of three units. It is a very rewarding and challenging course that allows students to put everything that they have learned in law school together

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-597 - Opening a Law Office

Semester Credits: 2 Weeks: 10

The goal of this course is to provide a step-by-step guide to starting and operating a successful law office. Students will learn what they need to do to make money! Good lawyers must be good business persons. One cannot survive without the other. Many of the practices included in the course have nothing to do with the law; rather they have everything to do with accounting, marketing and organizational systems. Some of the topics will include: partnerships, legal formations, taxes, basic accounting, and banking.

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-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-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: 1 Weeks: 10

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-681 - The Trial of Socrates: Travel

Semester Credits: 1 Weeks: 1

Students will travel to Greece to study the famous trial of Socrates as a window to Ancient Athenian society, its legal system, and the emergence of one of the earliest known democracies. Themes of justice, freedom of thought, and the profound impact of Socratic inquiry will be explored as they walk in the footsteps of the ancients. Field trips, excursions, community dinners and receptions, and special activities will then be held over the time spent in Greece. Online coursework in LAW 680: The Trial of Socrates will precede the travel component.

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.

LAW-865 - AI & the Law

Semester Credits: 2 Weeks: 10

Artificial intelligence is changing the world, the workplace, and the practice of law. Attorneys increasingly rely on AI-based tools to scan and review documents, find helpful case law, and draft pleadings and other documents. But lawyers must be careful to understand both the capabilities and limitations of artificial intelligence. The justice system will have to consider legal issues about whether and when AI-based evidence will be admissible, who should bear the burden of showing it is reliable, and how it can be challenged. This course will explore these and other issues as we examine how AI works and how lawyers and the legal system can use it as a tool and deal with it as potential evidence.