

ABRAHAM LINCOLN UNIVERSITY
Since 1996



School of Law Catalog

Juris Doctor Degree Program

January 2025 – December 2025

500 N. Brand Blvd, Suite 2000, Office 12, Glendale, CA 91203

213-252-5100 | www.alu.edu



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From the Founder

Founder's Welcome



On behalf of the faculty and staff, it is a pleasure to welcome you to Abraham Lincoln University (ALU). The university, which includes one of California's and the nation's pioneering online law schools, has been a prominent fixture in Los Angeles since 1996.

With the School of Law and Juris Doctor degree as the flagship, the university's expanded distance education programs focus on legal learning at many levels. Programs include certificate, diploma, associate, bachelor's and master's degrees in paralegal studies, legal studies, criminal justice, professional studies, and business administration.

While the undergraduate degree programs build an academic bridge for students who may not have the required bachelor's degree for entry into the law school, the Juris Doctor program provides a fully online educational path registered with the State Bar of California in the unaccredited distance learning category. This School of Law catalog provides you essential details about the online Juris Doctor degree.

As we work to fulfill the university's mission, we value providing students with the ease of online access to faculty and courses. This stems from ALU having a student-centered focus.

ALU's commitment to service is genuine. Please do not hesitate to contact me, our Dean of the School of Law or ALU admissions staff to learn more about ALU's Juris Doctor degree. We are here to guide and lend a helping hand.

Hyung J. Park, Attorney, CPA, MBA & JD
Chairman and Founder

About the University

In 1996, Hyung J. Park, a practicing attorney and CPA, had a vision. He believed that there could be a law school where students could take their entire curriculum online, utilizing the flexibility and the emerging power of the internet. That vision became reality when Abraham Lincoln University School of Law was founded as one of California's and the nation's pioneering online law schools.

ALU is focused on providing adult students with a flexible and affordable education. The university utilizes internet technology to deliver online course content and academic support to enhance the student's learning experience.

ALU courses can be accessed from a computer with internet access from anywhere in the world, so there are no barriers due to commute or travel. We offer the combination of scheduling convenience and technical expediency to complement job market-oriented academic programs and personalized student service and support.

The original vision of harnessing the effectiveness and convenience of distance education remains focused on adult students who strive to earn a college degree. Adding complementary undergraduate and graduate degree programs allow ALU to serve a wider student population. ALU will continue the law school tradition of academically rigorous courses and programs while, at the same time, providing individualized support at all degree levels in a true student-centered learning environment.



Mission, Vision, and Objectives

ALU's mission is to provide accessible, career-focused and lifelong learning opportunities to students at the undergraduate and graduate level. ALU aims to be a leader in online education for a global learning community.

ALU believes in providing students with the opportunity to achieve their educational and career-related goals to contribute to an ever-changing global community.

Institutional Objectives

- Conducting academic and business operations in an open, collaborative and ethical manner.
- Facilitating accessibility and affordability for a diverse and non-traditional student body.
- Incorporating quality into educational activities and support services that meet or exceed standards set by accrediting and regulatory bodies.
- Embedding a practitioner's perspective into the curriculum with a focus on skills, knowledge and abilities needed for entry or progression in occupations or fields of study.
- Offering a dynamic, technology-based distance education environment that expands access to postsecondary education and engages students in a rich, multimedia learning experience.
- Developing competence in communication, critical thinking, collaboration and information utilization to enhance opportunities for sustained career success.
- Providing clear learning outcomes, timely feedback and assessment to promote student course content mastery.
- Engaging in a constant process of continuous improvement through policy and course and program outcomes assessment to promote student mastery of program and course objectives, retention and graduation.

Institutional Learning Objectives

The Institutional Learning Objectives (ILOs) are those skills, values, ideas, and qualities that the University believes are important for all students. The curriculum is built on a series of measurable objectives designed to produce competent, life-long learners ready to contribute to the global community. These objectives are grouped into five categories including *Critical Thinking, Diversity, Accountability, Continuous Improvement, and Information Literacy*.

ILO's	Upon completion of a program in their field of study, graduates of Abraham Lincoln University will be able to:
ILO 1: Critical Thinking	Develop and apply critical thinking skills in the application of knowledge to real-world situations.
ILO 2: Diversity	Evaluate situations and use decision-making skills in order to work, serve and lead effectively in a diverse world.
ILO 3: Accountability	Develop and recognize appreciation for ethics and integrity.
ILO 4: Continuous Improvement	Exhibit development of core competencies in their fields of study.
ILO 5: Information Literacy	Demonstrate acquired information literacy skills and show competency in use of technology to achieve objectives.

School of Law Educational Objective and Program Learning Outcomes

The educational objective of the School of Law is to educate qualified individuals through advanced educational technology to gain a comprehensive command of the fundamental areas of law.

This objective is achieved through a learner-centered curriculum that is intended to produce the following program learning outcomes.

Graduates will have sufficient knowledge and skills to:

- Understand the theories and principles of law, their qualifications and limitations, and their relationships to each other.
- Effectively evaluate possible legal issues in personal and professional situations.
- Engage in legal analysis and problem solving.
- Develop effective preventative legal strategies.
- Communicate legal issues in a thorough, organized and persuasive manner.

The School of Law's program learning outcomes are attained through a curriculum covering courses that are largely aligned with topics that examinees are tested upon during the admissions into the practice of law in California. The School of Law's curriculum is delivered with live and archived streaming video and interactive chat rooms and discussion boards offering access and opportunity through technology to adult students studying online.

University Values

ALU's **L.E.A.D.** values shape how we work together to implement our vision with our students and each other.

Leadership

We seek to develop leadership by encouraging vision, inspiring continuous improvement, and recognizing how members of our community are making an impact in innovative and valuable ways.

Excellence

We commit ourselves to excellence in academics and public service, prioritizing our community's passion for excellence within our outcomes.

Accountability

We take ownership and hold ourselves accountable to initiatives and implementation of goals, demonstrating integrity in how we speak and act with others.

Diversity

We view diversity of thought and action as a strength that allows a community to transcend organizational and geographical boundaries and expect members of our community to treat people with respect and dignity.



Benefits of Abraham Lincoln University School of Law

Just as the internet has revolutionized much of our global social and business structures, it is transforming professional graduate education. Here are some aspects to compare Abraham Lincoln University School of Law with traditional campus-based models:

- **Curriculum.** One of the primary purposes of all law schools is to prepare students to pass the various state bar examinations. ALU uses similar case books from legal publishers that most ABA law schools use.
- **Educational Technology.** Abraham Lincoln University School of Law uses educational technology to deliver legal education. At ALU, students can become lawyers while advancing in their present careers, at a fraction of the cost of attendance at ABA law schools. ALU uses internet technologies to organize and concentrate the materials to increase the student's learning experience.
- **Online Attendance.** Students must engage and submit assignments online. Students can listen, view, and continue to review sessions at their own schedule, anytime and anywhere.
- **Low Cost.** Tuition is just one factor in calculating the total cost of attending law school.
 - Abraham Lincoln University is much more affordable than traditional law schools.
 - Abraham Lincoln University students can stay employed full-time and advance in their careers while attending law school.
- **Scope of Practice.** Upon passing the First-Year Law Students' Examination (FYLSE), California Bar Examination (CBX), the moral character evaluation, the Multistate Professional Responsibility Examination (MPRE) and not being in arrears on family support obligations, graduates become licensees of the State Bar of California and are eligible to practice in California. Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

Leadership, Mission and Standards

Abraham Lincoln University's programs and services are supported by a solid core of experts in the education field, as well as seasoned business professionals. These leaders lend their expertise to the University to enhance our value to students and the communities we serve.

Ownership

Jessica Park, JD

Board of Directors

Hyung Joo Park, Attorney, JD, MBA, CPA and Chairman and Founder
Soon Hee Park, Treasurer
Jessica Park, JD, Secretary
Leslie Gargiulo, PhD, Ex Officio Member

Advisory Council

Sharjeel Ahmad, Walgreens - Asset Protection
Bob Biswas, PhD, Biswas & Associates
Michael Bradley, JD, Larry Hill Corporation
Charles Celano, Tustin Police Department (retired)
Stephen Cohen, JD, Parcelle Law Group
Shane Conrad, Actionlink, LLC
Mary M. Hills, MA, Heimann Hills Group
Brian Kim, TurboAir, Inc
Jonathan Kramer, JD, Telecom Law Firm, P.C.
Udoka Nwanna, JD, Self-Employed
Donna Rekau, PhD, Real Estate Institute & Bookmark Education
Val Senatore, PhD, Community College of Spokane
Roxanne Wittkamp, EdD, Devry University

Executive Leadership Team

Leslie Gargiulo, PhD, Chief Executive Officer and President
Donald Gargiulo, Chief Operating Officer
Jessica Park, JD, Dean of School of Law and Vice-President
Bernadette Agaton, JD, Provost

University Staff

Office of Academic Affairs

Bernadette M. Agaton, JD, Provost
Scott Caron, JD, Lead Academic Coach
Lydia Liberio, JD & LLM, Dean of Academic Success
Kelli Malagon, Registrar and Director of Financial Aid

Student Services

Lidby Lopez, Director of Operations

Admissions

Jaye Heupel, Admissions Advisor

Technology

David Sykes, Information Technology Administrator

Hours of Operation

ALU's in person office hours are Monday and Wednesday, 9:00 AM to 2:00 PM Pacific Time, by appointment only.

Online administrative office hours are Monday through Friday 8:00 AM to 5:00 PM Pacific Time.

ALU's offices are closed Saturday and Sunday.

Online Classroom Student Access

To enable maximum student accessibility, the University online classroom, known as eLearn, is typically available 24 hours a day, seven (7) days a week, including holidays. Down time for maintenance and software updates is kept to a minimum. Due to the accessibility of online systems, faculty members are generally available to students continuously through email, chat and discussion board postings.

Contact Us

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Glendale, CA 91203

(213) 252-5100

www.alu.edu

info@alu.edu

Holiday Schedule – 2025

New Year's Day	Wednesday, January 1, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Veterans Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Christmas Day	Thursday, December 25

Accreditation & Approvals

Distance Education Accrediting Commission

Abraham Lincoln University is accredited by the Distance Education Accrediting Commission (www.deac.org). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

*Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100
info@deac.org*

Committee of Bar Examiners of the State Bar of California

The School of Law is registered with the Committee of Bar Examiners (CBE) of the State Bar of California as an unaccredited distance learning law school. ALU's authority to grant a Juris Doctor (JD) degree, which qualifies graduates to take the California Bar Examination and obtain admission to the practice of law in California, is through the Committee of Bar Examiners. ALU students must pass the First-Year Law Students' Examination (FYLSX) at the end of the first year of law school study. For additional information regarding the law school, including bar passage rates and the Business & Professions Code Section 6061.7(a) Information Report, please visit ALU's consumer information page accessible at www.alu.edu.

*The State Bar of California
845 S. Figueroa St.
Los Angeles, CA 90017
765-1000*

Go to www.calbar.ca.gov for full contact information.

U.S. Department of Education – Federal Student Financial Assistance (Title IV)

ALU has received certification from the U.S. Department of Education to participate in the William D. Ford Federal Direct Loan Program (subsidized and unsubsidized Stafford loans) and the Federal Pell Grant Program. ALU does not participate in the Federal Direct PLUS loan program (Parent PLUS or GRAD PLUS). *To see information regarding other University programs, please see the University catalog.*

The following approvals are current and maintained in the Financial Aid Office:

- Program Participation Agreement
- Eligibility and Certification Approval Report (ECAR)

Affiliations and Memberships

Turbo Air

Turbo Air Refrigeration Company's Founder and CEO, Brian Kim, has initiated a partnership with ALU creating the company's first ever tuition reimbursement program allowing Turbo Air employees to enroll in online courses at Abraham Lincoln University.

Council for Higher Education Accreditation (CHEA)

ALU is a recognized CHEA member institution. CHEA is comprised of an association of 3,000 degree-granting colleges and universities and serves as a national voice for voluntary accreditation and quality assurance to the U.S. Congress and U.S. Department of Education.

Military Spouse Friendly® School

ALU has been named as a Military Spouse Friendly® School. This designation represents only the post-secondary educational institutions that best support the common goals of military spouses. Criteria for this designation involve meeting or exceeding a standard level of commitment to providing programs, initiatives, and policies relevant to military spouses and their common challenges and obligations. The selection process takes into account the school's accreditation, graduation rates, student-to-faculty ratio, admissions requirements, academic support, flexible programs, and more.

Admissions Requirements and Processing

Educational Prerequisites for Regular Applicants

Students applying for admission to the JD program at Abraham Lincoln University must have a bachelor's degree or higher from a college or university accredited by an accrediting agency recognized by the United States Department of Education.

Degrees earned from institutions outside of the US must be presented with an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service approved by the State Bar of California. The ALU admissions office will provide a list of these services upon request.

Application and Enrollment Process

Applicants must answer questions on the application with accurate and comprehensive responses and submit all requested files. Applicants must provide complete answers to questions related to prior education (including any prior law school attendance). Questions relating to the State Bar of California's admissions to practice requirements are included in the application.

Applicants may contact admissions for assistance with questions about the application process.

Please review the [Document Submissions](#) section to expedite processing.

Steps to Apply for the JD Program

1. **Complete an application and pay an application fee.** All applicants must pay a non-refundable application fee of \$50.00 by credit card, debit card, or e-check for applications to be processed, except for U.S. active-duty military and veteran prospects and the spouses of U.S. active-duty military and veteran prospects who qualify for an application fee waiver. Credit and debit card payments will be charged an additional 3.5% convenience fee.
2. **Complete ALU's Assessment Test.**
3. **Write a personal statement** - Applicants must provide a 500-1000 word statement answering the following prompt: "Describe your personal and professional goals

and why you decided to pursue those goals by seeking a Juris Doctor degree. In addition, describe how you feel you will be successful in an online Juris Doctor program. You may include details regarding work history, academic background and personal history in this statement as relevant.” Be sure to demonstrate academic writing skills.

- a. Personal statements must be written solely by the applicant without the usage of artificial intelligence. Personal statements are checked for plagiarism and artificial intelligence usage.
4. **Provide a professional resume.**
5. **Provide official transcripts.** See **Official Transcript Submissions** for details about requirements for official transcripts from all applicants. Transfer students are subject to additional requirements covered in the [Transfer Students](#) section.
6. **Provide a current government-issued photo ID.**
7. **Additional documentation as applicable.**
 - a. **Admission of Applicants Previously Dismissed for Administrative Reasons:** Students previously administratively dismissed from ALU School of Law should contact the Admissions department prior to applying for admission to the JD program. Previously administratively dismissed students may need to provide additional supporting documentation.
 - b. **Criminal Conviction:** The application for admission to the JD program requires the disclosure of any prior criminal conviction other than a minor traffic violation. Students who disclose any prior criminal conviction other than a minor traffic violation must review and complete a Memorandum of Understanding (MOU) as a step for admission to ALU. See [Moral Character](#) section for additional information.
 - c. **Prior Suspension, Expulsion or Discipline From Another School:** The application for admission to the JD program requires the disclosure of any prior suspension, expulsion, or other form of discipline from another school. Students should provide additional documentation to contextualize prior suspension, expulsion, or discipline from another school.

Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant.

ALU reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.

Deferral of Enrollment Policy

An applicant who is accepted to the JD program may defer the start of their classes to the next scheduled start date. If the accepted applicant does not begin the JD program at the next scheduled start date, their acceptance is canceled and the accepted applicant will have to undergo the entire admissions process again, including payment of the application fee. A written explanation of the reasons for their failure to start classes and why they are ready to start classes at present will be required.

Compulsory Age Students or Students under the Age of 18

Any applicant who is not over the age of 18 is not accepted into the JD program at this time.

Applicants with International Degrees and Credentials

ALU encourages applications from students around the world. No English language services, however, are offered. No I-20 services are provided since ALU is a distance learning institution and requires no resident or physical classroom attendance.

Applicants who speak English as a second language or who have earned credits or degrees in a country other than the U.S. are required to provide additional documentation during the application and enrollment process.

Submitting Academic Documentation

International students must submit official transcripts as required by the [Official Transcripts Submissions](#) section of the catalog.

Foreign Transcript Evaluation: Transcripts for comparable university-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company that is approved by the California State Bar before they are submitted to ALU.

Verifying English Proficiency

International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or university are not required to submit TOEFL or IELTS scores. International applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following methods:

- Test of English as a Foreign Language (TOEFL) - a minimum score of 65 on the paper-based test (PBT) or 80 on the Internet Based Test (iBT), or its equivalent, for admittance into master's and first professional degree programs.
- International English Language Test (IELT) – a score of 6.5 which indicates a competent usage of English.
- Pearson Test of English Academic Score Report – 58
- Duolingo English Test – 105
- College Board Accuplacer ESL Exam Series (Comprehensive Score) – 350
- ESL Language Use – 86
- ESL Listening – 80
- ESL Reading – 85
- ESL Sentence Meaning – 90
- ESL Write Placer – 4
- Eiken English Proficiency Exam – Pre-1
- Common European Framework of Reference (CEFR) – B-2
- Appropriately accredited institution recognized by the U.S. Secretary of Education and/or the Council of Higher Educational Accreditation (CHEA) - 30 semester credit hours with an average grade of "B" or higher or accepted foreign equivalent listed in the International Handbook of Universities where the language of instruction was English.

*Transcripts not in English must be presented with an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service approved by the Committee of Bar Examiners of the State Bar of California.

Admission of Applicants Previously Dismissed for Academic Reasons

Applicants seeking admission or readmission following dismissal for academic reasons must take the Law School Admission Test, except those who have taken the test prior to their dismissal. The applicant must submit an official score report on the test to be retained in the applicant file prior to any law school decision to admit or readmit the applicant.

Applicants previously academically dismissed may be granted admission when there is an affirmative showing by the applicant that the applicant possesses capability to satisfactorily study law. Such a showing may be made:

1. At any time, if the applicant presents credible evidence that the prior academic dismissal 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 the applicant's normal level;
2. At any time, if the applicant passed the First-Year Law Students' Examination; or
3. After at least two (2) years have elapsed since the dismissal, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time they were previously dismissed for academic reasons.

Regardless from which school academically dismissed the applicant before, the decision to reinstate a previously academically dismissed student rests with a committee established by the school and the dean or admissions officer must sign and place in the applicant's file a statement of the reasons the committee gave for admitting the applicant.

Admission of Applicants Previously Dismissed for Administrative Reasons

Students previously administratively dismissed from ALU School of Law should contact the Admissions department prior to applying for admission to the JD program. Previously administratively dismissed students may need to provide additional supporting documentation.

Transfer Students

Applicants transferring from other law schools must complete the [Steps to Apply for the JD Program](#), in addition to the steps below.

1. Law Study Evaluation – The transfer applicant must submit official law school transcripts to the State Bar of California's Office of Admissions and submit an Application for Evaluation of Law Study Completed and Contemplated. The cost of obtaining this evaluation from the State Bar is \$103.
2. All applicants who have been previously disqualified for academic reasons should review and submit documentation related to the section: [Admission of Applicants Previously Dismissed for Academic Reasons](#).

Regardless of other limitations mentioned below, transfer credit will not be granted in a situation where a student would not be able to complete the JD program within 84 months

of commencing the study of law at another law school.

Credit hours completed at other institutions and accepted as transfer credits toward a student's program of study at ALU School of Law are included in both attempted and completed credits hours when measuring pace of completion for determining "Academic Standing." See [Academic Information and Policies](#).

The law school may award transfer credit to an applicant, subject to the following limitations:

1. Transfer law students must complete a minimum of two complete academic years in ALU's Juris Doctor degree program and their prior law school credit must be from law schools accredited or registered with the American Bar Association or the Committee of Bar Examiners of the State Bar of California in common law jurisdictions.
2. No transfer credit may be granted unless the requirements of § 6060(h) of the California Business and Professions Code have been met, that is, unless the applicant has passed the First-Year Law Students' Examination or became exempt while attending an accredited law school. To be exempt from the examination, the student must have successfully completed the first year at the accredited law school and have been advanced to the second year by the same law school.
3. A law school is not required to grant, but ordinarily could grant transfer credit for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at the admitting law school. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. In some instances, such as illness, personal tragedy or military service, it may be appropriate to permit, under exception, transfer credit for studies completed more than twenty-seven (27) months prior to admission, but the dean must approve any exception and an explanation must be placed in the student's file.
4. For students who were dismissed for academic reasons at the prior law school, credit should be granted only for courses in which the applicant received a grade above passing. For students who were in good standing at the prior law school, credit may be granted for all passing grades. For all applicants who have passed the First-Year Law Students' Examination, credit may be allowed in Torts, Contracts, and Criminal Law, even if the grades at the prior law school were not above passing.
5. ALU School of Law may not grant credit for a course completed at the prior law school in excess of the number of units that ALU School of Law would award for a course with the same number of classroom or participatory hours.
6. ALU School of Law must also determine that the subject matter of, and the quality of the applicant's performance in, the courses for which transfer credit is allowed, were substantially the same as that for like courses and grades at ALU School of Law.
7. Transfer students are responsible for supplying the University with official transcripts of the previous law schools attended. Students should be timely with providing official transcripts with updated and accurate information about a student's overall standing. Students transferring from other law schools may be interviewed by the admissions committee or dean to assess their previous performance in their legal studies and potential success.

ALU School of Law has not entered into any transfer or articulation agreements with other law schools.

Notice Concerning Transferability of Units and Degrees Earned at ALU

The transferability of credits earned at ALU is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the diploma or degree earned at ALU is also at the complete discretion of the institution to which the student may seek to transfer. If the credits, diploma or degree that earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the course work at the institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which the student may seek to transfer after attending ALU to determine if earned credits, diploma or degree will transfer.

Rescinding Admission

ALU's expectation is that all students approved for admission uphold the University's intellectual, ethical, and professional standards. By accepting admission, students agree to abide by the policies, standards, and code of conduct set forth on the school's website and in the School of Law catalog.

ALU may rescind an offer of admission for, but not limited to, the following reasons:

1. An applicant is found to have omitted material information, or presented misleading or fraudulent information, during the application process, such as documents that are forged, altered, obtained inappropriately, materially incomplete or otherwise deceptive.*
2. An admitted student fails to uphold the standards outlined in the Student Code of Conduct Policy or Academic Integrity Policy.

**For those already enrolled when a fraudulent document is discovered, the misconduct is adjudicated using procedures specified in the Student Code of Conduct Policy or the Academic Integrity Policy and may result in rescission of admission, revocation of a financial aid award, and/or in permanent expulsion from ALU. Students whose admission is rescinded remain responsible for fulfilling financial obligations to any ALU institution; federal, state, and local governments; and private loan providers.*

The decision to rescind an offer of admission is final.

Starting First-Year Studies Over

Law students seeking to restart their first year of law study at ALU must initiate the "start-over" process through the access portal of the [State Bar of California website](#). Locate the "Start First-Year Law Studies Over Request" form and submit it following the instructions.

Once the student has received an email from the State Bar notifying them that the request

to start over has been approved, the student must forward the email notification to the registrar, registrar@alu.edu.

State Bar Registration

Every law student who intends to be a general applicant for admission to practice law in California must register with the State Bar of California within 90 days after beginning the study of law. The registration form must be completed online through the State Bar's official website, www.calbar.ca.gov, and requires payment of a corresponding registration fee.

Potential students with any questions may contact the State Bar of California directly, <https://www.calbar.ca.gov/Contact-Us>.

Tuition, Fees and Financing Options

Abraham Lincoln University enrolls students on a year-by-year basis for the four years required to complete the program. The Juris Doctor (JD) program can be completed in approximately four years when the student enrolls for 52 weeks (average) per year.

Schedule by Academic Year

Tuition is charged on a per year basis as shown below. All tuition and fees are payable in full at the time of enrollment unless a student chooses the installment payment option, applies for federal student loans, or qualifies for other educational assistance programs.

Law School Tuition per Academic Year

Each year of the Juris Doctor program is \$11,375 in tuition, totaling \$45,500 for four years.

Fees and Non-Tuition Charges

The fees and charges listed below are **non-refundable, except where otherwise indicated**. The Application Fee is waived for all military students and their spouses applying to the JD program.

Table 1: Fees and Non-Tuition Charges

Type	Refundable	Amount
Application	Non-Refundable	\$50
Registration (one-time per program)	Refundable if cancelled within 7 days after signing this Agreement / Non-Refundable > 7 day cancellation period	\$200
Academic, Technology and Library Resources Fee	Refundable only through the first week of the course.	\$60 per course
Academic Record Request	Non-Refundable	\$50
Late monthly payment charges	Non-Refundable	\$25
Returned check	Non-Refundable	\$20
Credit card chargeback and credit/debit card convenience fee	Non-Refundable	3.5% of amount charged

ACH convenience fee	Non-Refundable	1% of amount charged
Official transcript	Non-Refundable	\$10 per copy
Duplicate diploma	Non-Refundable	\$150
Graduation	Non-Refundable	\$350
Late Exam Request	Non-Refundable	\$195
Early Exam Request	Non-Refundable	\$75

Registration and Program-Related Resources Fees

A one-time per program non-refundable Registration Fee of \$200 for the full Juris Doctor degree program is charged at the time of enrollment into the first year of study.

An Academic, Technology and Library Resources Fee of \$60 is charged for each course to cover annual online access to ALU systems.

See the Cancellation, Withdrawal and Refund Policy below for details on the student's rights and obligations for these fees.

Textbooks and Study Materials

Tuition and fees do not include cost for books and study materials. Books and study materials for courses are the responsibility of the student. The textbooks and materials required or recommended for each of the courses throughout the period of study is presented in the syllabus of each course. A current list of required and recommended textbooks and materials, including title, author, publisher, ISBN list prices and best estimates of retail prices, is located on the website (www.alu.edu); however, students should purchase books based on the most recent version of a class syllabus, rather than using the textbook list, since faculty may choose to change texts during course development. Students need to purchase required texts, while recommended texts may be purchased depending on the student's own choice to have additional study aids.

The best effort estimate of required books based on list prices for the first year of study (52 weeks of continuous study) is \$800. At ALU, second and third years of study consist of 104 weeks of continuous study or two years of study combined, so the best effort estimate of required books based on list prices is \$3,500 for two years of continuous second and third year studies. The best effort estimate of required books based on list prices for required courses in the fourth year of study (52 weeks of continuous study) is \$2,490. The average cost of required materials for the fourth year electives is \$330. The best effort estimate for required books based on list prices for all four years of study in the JD program is \$7,120. List prices from publishers are used for these estimates, but students have the option to purchase, rent or obtain books or e-books, if available.

Students may purchase required books and some course materials from ALU's eCampus virtual bookstore, <https://alu.ecampus.com/>.

Failure to Fulfill Financial Obligations

Enrollment for a subsequent term may be denied to students who fail to fulfill their financial obligations. Students may be financially dismissed for failing to pay tuition, federal student

loans or other charges.

Financial Dismissal

Students who fail to pay tuition pursuant to the terms of the enrollment agreement, within 60 days, are subject to review and financial dismissal from the program.

Financial Dismissal Appeals

Students who have been Financially Dismissed may appeal the dismissal by submitting an official written appeal to Operations (operations@alu.edu) for review by the appropriate university administrator **three (3) calendar days from the date of notification of dismissal**. Students should contact the Operations/Student Billing Office for more information.

The written appeal must explain the verifiable mitigating circumstances that contributed to the dismissal, explain how the circumstances have been overcome, provide required documentation, and present a realistic plan to ensure the issue does not happen in the future.

Financial Aid

ALU helps students develop plans for financing their education through a combination of financial assistance programs (if eligible), family contributions, employer tuition reimbursement (when available) and ALU's payment options (**see Payment Schedule and Requirements**). The financial aid administrator works with students to determine eligibility for financial aid.

The first step in qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA®), which serves as an application for all federal – and most state – student aid programs. The FAFSA can be completed electronically by going to www.studentaid.gov and should be completed as early as possible each year. Be sure to include ALU's school code 042438 in the School Section of the FAFSA. Prompt completion assures consideration for maximum available financial aid. ***Please note: ALU is only approved for FAFSA for specific programs. Please speak with our Financial Aid Office for further details by contacting finaid@alu.edu.***

FAFSA information is used to determine the Student Aid Index (SAI), and eligibility for federal and state financial aid. After receipt of the FAFSA, the ALU Financial Aid Office will review the student's eligibility and request additional documents from the student as needed. Once eligibility is determined the ALU Financial Aid Office will send the student notification of their financial aid awards and terms and conditions.

Students must sign and return all financial aid documents.

Students who wish to borrow federal student loans must also complete a Master Promissory Note (MPN) and Entrance Counseling at www.studentaid.gov before federal student loans can be processed and disbursed. The disbursement of financial aid funds occurs after the start of the student's first semester at the midpoint of each academic year. An academic year is equivalent to two semesters for University programs and one year for the JD program. The specific timing of disbursements is dependent on the student's start date and progress in the program.

The following requirements must be met in order for awards to be disbursed:

- All paperwork required to process awards must be submitted.
- Students must be enrolled in class.
- Students must complete Loan Entrance Counseling and a Master Promissory Note.
- Students transferring to ALU must provide official transcripts for University verification.

Student Loan Disbursement

Please note that ALU will not disburse loan funds until all official transcripts have been received.

The Direct Loan program sends the funds to the University to be credited to the student's account. In most cases, the loan will be sent (disbursed) in two payment periods, one at the beginning of the academic year and the second at the midpoint, when half of the program weeks and units have been successfully completed.

All aid will be credited to the student's ALU account, in multiple disbursements, proportional to the number of credits scheduled in each payment period. Payment periods may be unequal in length (i.e. a student's schedule may include more credits in the first payment period and less credits in the second payment period). The Juris Doctor program is non-term which means Title IV aid will not be paid until the student has earned all of the credit hours in that payment period as well as the weeks in the payment period. When grades for the final course in the payment period have been released, which take four weeks from the last day of the course, and have been posted on the student's academic transcripts, the Financial Aid office will determine if the student has earned the credits (at least half of the total credits in the program) and is maintaining satisfactory academic progress (SAP) to receive payment. Any failed courses will delay payment until after successful completion of the next course. **If a student becomes ineligible to receive financial aid due to failed grade(s), failure to maintain satisfactory academic progress, or a change in enrollment status that affects the amount of the expected financial aid, the student will be responsible for any tuition incurred during the payment period.**

Students may not be eligible for federal financial aid for retaking courses. Students who plan to retake a previously passed course should contact the Registrar to register for the course and speak to our Financial Aid Office to determine if their financial aid will be affected prior to registering for the course. Reinstated and readmitted students may be considered for financial aid if they meet all eligibility requirements.

ALU complies with all applicable state and federal equal credit opportunity laws; however, ALU does not guarantee financial assistance or credit to any student. FAFSA® is a registered trademark of the U.S. Department of Education.

Federal Direct Loan Program

Federal Direct Loans are made directly from the U.S. Department of Education to students through the William D. Ford Federal Direct Loan Program. The two types of Direct Loans available at ALU are Subsidized Stafford Loans and Unsubsidized Stafford Loans. These loans offer a low, fixed interest rate with flexible repayment terms and **MUST** be paid back.

Direct Unsubsidized Loans (sometimes called Unsubsidized Stafford Loans) are federal

student loans borrowed through the Direct Loans program that offer graduate students a low, fixed interest rate and flexible repayment terms. Demonstrated financial need is not required to qualify. A credit check or cosigner is not required. Students are responsible for paying the interest during all periods. If one chooses not to pay the interest while in school, during grace periods and deferment/ forbearance periods, the interest will accrue and be capitalized (that is, the interest will accumulate and be added to the principal amount of the loan).

ALU does not participate in the Federal Direct PLUS loan program (Parent PLUS or GRAD PLUS).

Federal Financial Aid Verification Policy

In accordance with federal financial aid regulations, the student data entered on the Free Application for Federal Student Aid (FAFSA) may be selected to be verified.

Each award year the U.S. Department of Education randomly selects certain federal aid applicants for whom the institution must verify information based on certain data elements provided on his or her FAFSA.

Following federal guidelines, ALU is excluded from verifying a student's application into the *Juris Doctor* program because applicants in this first professional doctorate level program are *only* eligible to receive Unsubsidized Stafford loans which schools are not required to verify FAFSA information. However, if an otherwise excluded student is placed in Verification Tracking Groups V4 or V5, the Financial Aid office must complete certain requirements of the following:

V4 – Custom Verification Group. Students must verify high school completion status and identity/statement of education purpose in addition to receipt of SNAP benefits and payment of child support.

V5 – Aggregate Verification Group. Students must verify high school completion status and identity/statement of education purpose in addition to the items in the Standard Verification Group (refer to FSAHB).

Per federal requirements, if students are placed in V4 or V5 who are only eligible for unsubsidized student financial assistance AND admissions into a graduate level program requires the completion of at least two years of undergraduate coursework, ALU will only need to verify identity/statement of educational purpose and need not verify any of the other FAFSA information listed under the above Verification Tracking Group V4 or V5.

The student will be sent a verification form to explain that the student has been selected for verification and request the items needed to complete the process within 30 days. The verification form may be sent via email or mail. The Financial Aid office will follow up on the submission of verification documents.

The verification is completed when all requested documents are received from the student and there is no discrepant data found. The Financial Aid Administrator will report the Identity Verification Results on the FAA Access to CPS Online site.

If it is determined that the student provided fraudulent information or documentation for the completion of the verification process, the student will be subject to actions pursuant to the institution's disciplinary policy, up to and including termination/dismissal. In addition, the University may be obligated to notify the ED Office of Inspector General:

Payment Schedule and Requirements

The tuition payment schedule for each year of law study is as follows.

1L/\$11,875:

- A down payment of \$2,600 (which includes \$2,400 tuition and \$200 registration fee is due at the submission of the enrollment agreement.
- The balance of the tuition will be paid in ten (10) monthly payments of \$844 and one (1) final monthly payment of \$835.
- Monthly payment is due on the 1st day of each month following the first month of study via automated e-check or credit/ debit card.
- Credit/ debit card payments will be charged a 3.5% convenience fee.
- The annual percentage rate (APR) for interest is zero (0) percent.
- Students who fail to make payments may forfeit their ALU student rights.

2L and 3L/\$11,675:

- A down payment of \$2,400 (which is due at the submission of the enrollment agreement.)
- The balance of the tuition will be paid in ten (10) monthly payments of \$844 and one (1) final monthly payment of \$835.
- Monthly payment is due on the 1st day of each month following the first month of study via automated e-check or credit/ debit card. A late monthly payment fee of \$25 will be automatically applied after the 7th day of any month where there is an outstanding balance.
- Credit/ debit card payments will be charged a 3.5% convenience fee.
- The annual percentage rate (APR) for interest is zero (0) percent.
- Students who fail to make payments may forfeit their ALU student rights.

4L/\$12,265:

- A down payment of \$2,400.
- Eleven (11) monthly payments of \$865.
- In the fourth year, a \$350 Graduation fee will be due to ALU one month after the last monthly payment.
- Students are expected to comply with Abraham Lincoln University policies and regulations, including meeting academic and financial obligations to the University.

- Monthly payment is due on the 1st day of each month following the first month of study via automated e-check or credit/debit card. A late monthly payment fee of \$25 will be automatically applied after the 7th day of any month where there is an outstanding balance.
- Credit/debit cards will be charged a 3.5% convenience fee.
- The annual percentage rate (APR) for interest is zero (0) percent.
- Students who fail to make payments may forfeit their ALU student rights.

Students are expected to comply with Abraham Lincoln University policies and regulations, including meeting academic and financial obligations to the University. The University's administration determines actions to be taken when students fail to meet obligations to the University. Students are expected to conduct themselves as responsible adults and should at minimum be in communication with ALU staff when there is any substantial delay in fulfilling obligations.

Any monthly installment more than 30 days late will put a student's account in financial delinquency. Students have a grace period of 7 days at the beginning of each month before a late monthly payment fee of \$25 is charged.

Any monthly installment more than 60 days late may result in financial dismissal. Students who are financially dismissed can lose all credits related to their current academic year at ALU (please see **Continuous Study Rule Requirements** section). To cure a financial dismissal, students must bring their balance current and start on future start dates. Students will not be reinstated automatically once a dismissal has been cured.

Students who have been Financially Dismissed may appeal the dismissal by submitting an official written appeal to Operations (operations@alu.edu) for review by the appropriate university administrator **three (3) calendar days from the date of notification of dismissal**. Students should contact the Operations/Student Billing Office for more information. The written appeal must explain the verifiable mitigating circumstances that contributed to the dismissal, explain how the circumstances have been overcome, provide required documentation, and present a realistic plan to ensure the issue does not happen in the future.

The University's administration determines actions based on the severity of failure to meet obligations and taking prior records into account.

Students with past due accounts may not be certified to sit for State Bar of California examinations due to Graduation Requirements.

While every effort is made to maintain student costs at a reasonable level, the University reserves the right to modify annual tuition, tuition policies or fees and schedule.

Cancellation, Withdrawal and Refund Policy

For students who reside in a state other than California where ALU is authorized to operate, or in a state where ALU has received an exemption, ALU will follow the refund policy stated below. If there is a conflict between ALU's policy and another state agency's refund policy, ALU will follow the policy that is more beneficial to the student.

Student's Right to Cancel

A student may cancel an Enrollment Agreement or withdraw from the University at any time. A student who intends to cancel or withdraw must notify the University in writing following the directions outlined in the School of Law catalog, Official and Unofficial Cancellation/Withdrawal Policies. Any money due to the student will be refunded within 30 days. The student has a right to a full (100%) refund of all monies paid if cancellation is within seven (7) calendar days after midnight of the date the Enrollment Agreement was signed.

Withdrawal

A student who withdraws later than seven (7) days after midnight of the day on which the enrollment agreement is signed will be subject to a one-time per program non-refundable Registration Fee of \$200, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program and receive a refund by providing a written notice to the Registrar via email, registrar@alu.edu, or by completing the withdrawal request form in eLearn. If a student completes an academic-related activity after submitting and/or confirming a withdrawal request, their withdrawal request is considered revoked.

Refund Policy

Notwithstanding non-refundable portion of tuition and fees, a refund of the remaining tuition will be based on the following table:

Length of Course	Refundable Tuition Due <u>After</u> :	
1-6 Weeks	Week 1	70%
	Week 2	40%
	Week 3	20%
	Week 4	0%
7-10 Weeks	Week 1	80%
	Week 2	60%
	Week 3	40%
	Week 4	20%
	Week 5	0%
	Week 1	80%

11-16 Weeks	Week 2	70%
	Week 3	60%
	Week 4	50%
	Week 5	40%
	Week 6	30%
	Week 7	20%
	Week 8	10%
	Week 9	0%

EXAMPLE:

A JD student is enrolled in their first course of the Academic Year for 10 quarter units (14 weeks) and withdraws after the 4th week of class. Refundable fees will be prorated as a portion of the standard 52-week academic year, as follows:

Tuition and Fee Charges:

Tuition and Fee Charges for the Academic Year:

Tuition (35 units @ \$325.00/unit)	\$ 11,375.00
Registration Fee (non-refundable)	\$ 200.00
Academic, Technology and Library Resources Fee	
(\$60 per course; refundable prior to the end of the first week of class)	\$ 300.00
	<hr/>
TOTAL	\$11,875.00

Upon withdrawal after the 4th week of the first course, the student will be charged:

Tuition (10 qtr. units x \$325.00 = \$3,250.00 x 50%)	\$ 1,625.00
Academic, Technology and Library Resource Fee	\$60.00
Registration Fee (non-refundable)	\$200.00

\$1,885.00

Refund calculation - refunded to student/federal financial aid programs:

Tuition (\$3,250.00 x 50%) \$ 1,625.00

Refund to student/financial aid program **\$ 1,625.00**

Official Cancellation / Withdrawal

A student may cancel or withdraw from a course or program by providing a written notice to the Registrar via email, registrar@alu.edu, or by completing the withdrawal form in eLearn. If a student verbally or via email conveys the cancellation by contacting ALU staff or faculty, ALU staff will take the date of the verbal/email notification of the student, advise the student to complete the withdrawal form, and initiate the process. The cancellation or withdrawal date for those students who do not officially cancel or withdraw will be recorded as the date ALU notifies the student of their cancellation or withdrawal. The date of determination (DOD) is no later than fourteen (14) days front the student's LDA. If a student completes an academic-related activity after submitting and/or confirming a withdrawal request, their withdrawal request is considered revoked.

Unofficial Cancellation / Withdrawal

An unofficial cancellation or withdrawal refers to a student who fails to submit an academic-related activity (ARA) for more than twenty-one (21) consecutive days without officially canceling or withdrawing from ALU. The cancellation or withdrawal date for those students who do not officially cancel or withdraw will be recorded as the date ALU notifies the student of their cancellation or withdrawal. The date of determination (DOD) is no later than fourteen (14) days from the student's LDA.

The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to title IV (R2T4) will be completed to determine if funds need to be returned to the government.

Return to Title IV (R2T4) Policy

For students receiving Federal Student Aid (FSA), federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education within 45 days from date of determination. The refund process uses a formula to determine the amount of FSA funds a student has earned as of their last day of attendance. The Return of Title IV (R2T4) policy is in addition to the institution's refund policy. Both calculations will be calculated when the student withdraws. If a student withdraws *after* completing 60% of the payment period, a student has earned 100% of the FSA funds they were scheduled to receive during the period. If a student withdraws *before*

completing 60% of the payment period, FSA funds must be recalculated using Federal Return of Title IV funds formula:

- A determination of the percentage of the payment period the student has completed, which is used to calculate the amount of Title IV financial aid the student has earned, will be based on the number of days the student completed up to the last date of academic attendance, divided by the total days in the payment period. Any break of 5 days or more is not counted as part of the days in the term.
- To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period as of the date you withdrew.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- When a student withdraws, stops attending, or is dismissed, the amount of Title IV assistance that the student has earned is determined on a prorated basis. Once a student has successfully completed 60 percent or more of the payment period, they have earned all the Title IV assistance for that payment period. If the student withdraws and did not receive all of the assistance that was earned, a post withdrawal disbursement may be due. If the student has completed less than 60 percent of the payment period, a return of unearned Title IV funds is required. ALU will return these unearned funds with 45 days of the date of determination (DOD) in the following order up to the net amount disbursed from each source:
 - Unsubsidized Federal Stafford Loans
 - Subsidized Federal Stafford Loans
 - Federal Pell Grants for the payment period for which a return of funds is required
 - Other assistance under this Title for which a return of funds is required

ALU verifies the fund source and unearned amount to return, if any, on Step 6 of the R2T4 worksheet.

If a student is due a post-withdrawal disbursement, the school will notify the student in writing within 30 days of the date of determination. The student is requested to notify the school as soon as possible if they would like the loan post-withdrawal disbursement. If no response is made from the student within 14 days of the date of the letter to the student, no loan PWD will be issued. ALU will disburse any Grants the student earned within 45 days. ALU will disburse any loan funds that the student requests within 180 days of the date of determination that they student withdrew. All post-withdrawal disbursements are applied to the student account first, before any resulting credit balance is handled.

- After the 60 percent point in the payment period, the student will have earned 100

percent of the federal financial aid funds already disbursed to them. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy and may result in the student owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to student withdrawal.

- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds (in some cases the student is also required to return a portion of the funds). Keep in mind that when unearned Title IV funds are returned, the school can collect this amount from the student. If the total amount of FSA funds the student earned is greater than the total amount disbursed, the student may be eligible to receive a Post-Withdrawal Disbursement (PWD) of FSA funds. The University will offer any loan amount to a PWD that is due within 180 days of the date that the University determined that the student withdrew. The University must get the student's permission before it can disburse PWD loan funds (written notification provided to the student). The student may choose to decline some or all of the PWD loan funds. No PWD will be made if the student does not respond within 14 days of the written notification date.
- Unearned Federal Student Aid (FSA) funds to be returned, per federal R2T4 regulations, will be made within 45 days of the date that the University determined that the student withdrew (Date of Determination). Since the University does not participate in any federal grant programs, the formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University only participates in the *Unsubsidized* Federal Stafford loan (effective July 1, 2012, only unsubsidized Federal Stafford loans are available to graduate students). As such, unearned FSA funds will be returned to the Unsubsidized Stafford loan program. The University will also calculate any refund that may be owed to the student pursuant to the institution's refund policy. If a refund is due, monies will be returned pursuant to institution and accreditation regulations. For the purpose of determining the *amount* of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining *when* the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. However, if a student notifies the University, in writing, that they are withdrawing, the University will use the date on the student's withdrawal letter, or the 14-day after their Last Day of Attendance (LDA), whichever is earlier, as the date of determination.

Here's an example:

A student attends an academic-related activity on 2/1/2020. The student fails to attend an academically-related activity for 14 consecutive calendar days, i.e., from 2/2/2020 – 2/15/20. The 14 days of absence will trigger a warning to the student that if they fail to attend classes on or before 2/22/2020, they will be terminated.

If the student fails to return, the following will occur:

- For the purposes of calculating the AMOUNT of refund due to the student, the University will use 2/1/2020 as his/her LAST DAY OF RECORDED ATTENDANCE (LDA).
- For the purposes of determining WHEN the refund is due to the student, the University will use 2/15/20 as their **DATE OF DETERMINATION** of withdrawal (the student is officially withdrawn from the University after 21 consecutive days of absence on 2/22/2020. The tuition funding source or the student will receive a refund (if applicable) no later than 45 days from the date of determination.

- The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to title IV (R2T4) will be completed to determine if funds need to be returned to the government. If a credit balance is created after the R2T4 is completed the credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4. If an R2T4 calculation is completed and it results in an amount to be returned that excess the school's portion, the student must repay a portion of the funds. 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.

Institutional Tuition Discounts

Law Enforcement Discount - Sworn U.S. law enforcement officers may be eligible for a \$1,000 discount for the first year of enrollment. Eligible students may extend their discount by maintaining a minimum cumulative average grade of 80 or above. For further information, contact admissions@alu.edu via email or call (213) 252-5100.

Academic Affairs and Instruction

Course Structure and Delivery

Abraham Lincoln University uses a format for course structure and delivery that is designed to provide a quality educational experience to students through professional instructional design and innovative online technology. Courses are structured and delivered in a way that promotes students to demonstrate academic accountability and responsibility for their individual learning.

Courses are designed to include 30 hours per quarter unit of credit with 10 hours focused on academic engagement and 20 hours focused on preparation for the course. Also, pursuant to Guideline for Unaccredited Law School Rules 5.3(C) and 5.9(C) for distance-learning law schools, ALU provides a program of instruction in which each student engages in at least 864 hours of preparation and study and at least 135 hours of interactive classes each year for four (4) years in compliance with [Continuous Study Rule Requirements](#).

Courses are delivered in the flipped classroom format so that students review course materials first prior to students viewing recorded videos, participating in live engagement sessions and submitting assignments that are related to prior-reviewed course materials.

Program Description

The JD degree program consists of 140 quarter units across four one-year academic terms of study, with each one-year academic term consisting of 35 quarter units. The JD program should be completed no later than 84 months after commencing study, including prior law school study at another law school for a transfer student. Students are responsible for pacing their studies to avoid exceeding maximum program length limits.

Also see [School of Law Educational Objective and Program Learning Outcomes](#).

The first year of law study (1L) consists of five courses covering three topics tested on the First-Year Law Students' Examination (FYLSX): torts, criminal law and contracts, with the last topic including articles 1 and 2 of the Uniform Commercial Code. After successfully completing the 1L courses, students prepare to take and pass the FYLSX.

The next phase of upper-level curriculum (2L and 3L academic terms) consists of ten courses that include major topics tested on the California Bar Examination. The 4L academic term includes required courses and electives that provide students advanced legal knowledge and opportunities to practice professional skills.

1L Curriculum Starting Dates

Class Start	Subject	Class Weeks	Quarter Units	Class Dates
New Student Orientation*				
Winter	LF200 Criminal Law*	14	10	Dec. 29, 2024- Apr. 5, 2025
New Student Orientation*				
Spring	LF300A Torts A*	9	6	Apr. 6, 2025- June 7, 2025
	LF300B Torts B	9	6	June 8, 2025 - Aug. 9, 2025
New Student Orientation*				
Fall	LF100A Contracts A*	11	7	Aug. 10, 2025 - Oct. 25, 2025
	LF100B Contracts B	9	6	Oct. 26, 2025 - Dec. 27, 2025

***Incoming students must attend NEW STUDENT ORIENTATION - dates are announced before each session.**

Years and Courses

The courses are listed in the table below.

1L Courses			
Course Code	Course Name	Qtr Units	Weeks
LF100A	Contracts A	7	11

LF100B	Contracts B	6	9
LF200	Criminal Law	10	14
LF300A	Torts A	6	9
LF300B	Torts B	6	9
TOTAL UNITS		35	52
2L and 3L Courses			
Course Code	Course Name	Qtr Units	Weeks
LU01	Real Property	8	12
LU02	Wills and Trusts*	8	12
LU03	Criminal Procedure	4	6
LU04	Business Associations	8	12
LU05	Remedies	7	10
TOTAL UNITS		35	52
Course Code	Course Name	Qtr Units	Weeks
LU06	Evidence	8	12
LU07	Civil Procedure	8	12
LU08	Professional Responsibility*	4	6
LU09	Constitutional Law	8	12
LU10	Community Property	7	10
TOTAL UNITS		35	52
4L Courses			
Course Code	Course Name	Qtr Units	Weeks
LU41	Advanced Legal Research & Writing*	4	6

LU60	Trial Techniques*	4	6
LU61 or LAW740	First Amendment or Immigration Law**	4	6
LU62	Advanced Business Associations	4	6
LU63	Contemporary Ethical Issues*	4	6
LU64	Future Interests and Mortgages	4	6
LU66	UCC Section 2, 3 and 9	3	5
LU67	Civil Litigation before Trial*	4	5
LU68 or LAW752	Products Liability Litigation or Employment Law**	4	6
TOTAL UNITS		35	52
	PROGRAM TOTAL UNITS	140	208

*These courses include competency training units, which offer practice of professional skills and coverage of professional responsibility and legal ethics.

**These law school course topics are available for elective periods during the fourth year.

Continuous Study Rule Requirements

The Committee of Bar Examiners requires that students accrue JD program units in continuous study increments of 24-26 consecutive weeks or 48-52 consecutive weeks.

Students whose JD program studies are interrupted in the middle or end of any continuous study increment lose credit for coursework completed within the continuous study increment affected by the interruption, such as credits earned since the start of their last annual academic term.

This loss of credit occurs regardless of the specific circumstances leading to the interruption, which could be (but is not limited to) the student failing to meet attendance requirements for academic credit, failing a course during an annual academic term, taking a leave of absence, withdrawing, or being dismissed from the program.

Loss of credit due to the continuous study rule requirement renders previously accrued credit in a given continuous study increment or annual academic term invalid for the purposes of progress towards graduation and any certification requirements for State Bar of California exams.

Student Course Load Policy

To receive full credit for a regular academic term, a law student must have been enrolled in and received credit for a course of study requiring not less than six hours and not more than 10 hours of verified academic engagement each week during that term. ALU may, for good cause, make an exception to this requirement and allow a student to enroll in less than six hours or more than 10 hours. In such a situation, the school will state its considerations in

making such a determination of good cause and save the memorandum into the student's file.

If in any academic term, a student was not enrolled in, or failed to receive full credit for a regular academic term, the student may receive only proportionate credit for study for that academic term. The proportion is the ratio of hours enrolled or credit received to the minimum specified.

Academic-Related Activities and Verified Academic Engagement Requirement

For successful studies and to comply with online education requirements, students must adhere to **both** the (1) Academic-Related Activities and (2) Verified Academic Engagement requirements.

(1) Academic-Related Activities

To determine if students are "attending" the University, students **must** actively participate in a weekly ALU academic-related activity (ARA). ARAs are used to determine a student's official last date of attendance as well as the effective date of active and withdrawn enrollment statuses. Online courses begin on a Sunday for the School of Law and end on a Saturday. Regardless of when assignments are due, students must submit weekly ARA submissions in each week of the course (the week beginning on Sunday and ending on Saturday). Weekly ARA submissions are due each week.

The following MEET ARA Requirements:

- Participation in Discussion Board(s)
- Submission of Homework Assignment(s)
- Submission of Quiz/Exam
- Surveys required in course

The following DO NOT MEET ARA Requirements:

- Attendance of live engagement sessions or coaching sessions
- Viewing of recorded live engagement sessions or recorded lectures
- Seeking and scheduling academic counseling or advisement at times that are not regularly scheduled and mandated for an academic course, whether the time is during faculty office hours or in scheduled calls or appointments with academic support or administrative staff advisement
- Completion of weekly study logs
- Completion of end of course evaluations

ALU's learning management system captures when students complete academic-related activities (ARAs). The data captured is used to monitor student's weekly participation.

Beginning a new academic term:

Students who do not complete ARAs within the first 7 days will be contacted by Student Services via email about their progress.

Students who do not complete ARAs within the first 14 days of their new academic term will be administratively dismissed and withdrawn from their classes.

After the start of a new academic term:

Students who do not complete ARAs within the first 7 days will be contacted by Student Services via email about their progress.

Students who have no academic-related activity for two consecutive weeks (14 days) and who are in jeopardy of not meeting Academic-Related Activities will receive a warning letter that outlines the requirements to meet ARA.

Students who fail to complete ARAs for 21 consecutive calendar days do not meet the ARA requirements and will be *administratively withdrawn* from the University. Students will receive notice of the administrative withdrawal and it will be recorded on the student's transcript as AW. This decision is final.

ARA Extensions

To request a weekly ARA extension during an academic course, students must submit an Extension Request form located at the relevant academic course site and must follow all instructions on the form for approval. The scope of a course's Extension Request form does not include course exams. For more information on requesting an alternate examination date, see [Examination Date Changes](#).

(2) Verified Academic Engagement Requirements

Law students must engage regularly and punctually in a course in order to be able to receive academic credit for that course through verified academic engagement. For the purpose of these requirements, the definitions for academic engagement are from the guidelines for law schools from the Committee of Bar Examiners. For the School of Law's distance learning law school, "verified academic engagement" includes instruction in a compliant Juris Doctor degree curriculum offered through student participation in a synchronous or asynchronous curriculum offered through distance-learning technology.

Students must engage in no less than 80% percent of academic engagement activities in the course in which they are enrolled as outlined in the course weekly schedule, or no academic credit can be awarded for that law school course. Failing to meet the verified academic engagement requirements can cause a student to lose credit for coursework completed within the continuous study increment affected by the interruption (whether those increments are 24-26 consecutive weeks or 48-52 consecutive weeks long). Loss of credit due to the continuous study rule requirement renders previously accrued credit in a given continuous study increment or year of study invalid for the purposes of progress towards graduation and any certification requirements for State Bar of California exams. ALU may make an exception for good cause to this requirement, but any such determination of good cause must be made only in limited circumstances with documentation in the student's file.

The following **MEET** Verified Academic Engagement Requirements:

- Participation in Discussion Board(s)
- Submission of Homework Assignment(s)
- Submission of Quiz/Exam
- Completion of surveys required as an academic assignment
- Attendance of online live engagement sessions or coaching sessions
- Viewing of recorded lectures or engagement sessions

The following **DO NOT MEET** Verified Academic Engagement Requirements:

- Seeking and scheduling academic counseling or advisement at times that are not regularly scheduled and mandated for an academic course, whether the time is during faculty office hours or in scheduled calls or appointments with academic support or administrative staff.
- Preparation for discussions, homework, and other academic-related activities
- Completion of Weekly Study Logs
- Completion of End of Course Evaluations

Live Mandatory Proctoring (LMP) Requirements

ALU law students must undergo live mandatory online proctoring for all final examinations.

Online proctoring is facilitated through Honorlock, an online proctoring service. While students are not required to schedule an appointment to take their final exams with Honorlock, JD students enrolled in 1L courses are required to commence their exams between the hours of 8:00 AM to 3:30 PM Pacific time on the day of the exam.

See [Examination Date Changes](#) for information regarding submitting a request to take an exam on an alternate date.

Study Log Requirements

Pursuant to Guideline for Unaccredited Law School Rules 5.3(C), ALU must keep accurate records of students' time spent in study and preparation. Students are required to submit accurate records of hours of study and preparation by completing the weekly study logs in course sites within the ALU learning management system. All student submissions are subject to the ALU's Academic Integrity Policy.

Graduation Requirements

In order to graduate, students must abide by ALU's academic policies and the State Bar of California's requirements for earning a JD degree from a distance-learning law school, which includes at least 864 hours of preparation and study and at least 135 hours of interactive classes each year for four (4) years in compliance with [Continuous Study Rule Requirements](#). Students must successfully pass all required coursework listed under the catalog's program description and years and courses section, which includes a minimum of 9 quarter units of competency training and two required elective courses, for a total of at least 140 quarter units or their equivalent. Students must earn a minimum cumulative average grade (CAG) of 73 upon graduation and be in good academic standing. To be eligible to participate in any graduation ceremony, students must be in good financial standing.

Honors at Graduation

ALU awards the following honors at graduation based on the student's cumulative course average grade.

Summa Cum Laude: CAG of 88.00 and above

Magna Cum Laude: CAG of 84.75 - 87.99
Cum Laude: CAG of 83.00 – 84.74

Delta Epsilon Tau Honors Society

Abraham Lincoln University has joined the Delta Epsilon Tau (DET) Honor Society to help recognize the extraordinarily high academic achievements and leadership of our outstanding students.

Our Alpha of California Chapter brings honor and earned recognition to those individuals who have worked diligently to acquire new knowledge and skills from an accredited distance learning institution.

Criteria to be invited and recognized for the Delta Epsilon Tau Honor Society:

1. Candidates must have the equivalent of a 3.00 GPA for the School of Law (*Juris Doctor*) at the time of graduation.
2. Active participation in ALU activities.
3. Demonstrated leadership and commitment to distance education and learning.

Students will be invited to apply after degree conferral.

Academic Requirements for Continuing Into Second Year (2L) Coursework

A student may not continue in the JD program to the 2L year without passing the FYLSX unless the student's ALU first year cumulative average grade exceeds 77 and permission to continue is granted by the Academic Standards Committee.

In order to report active enrollments accurately, ALU must designate students who successfully complete the 1L year but do not immediately continue into the 2L year as Inactive between Academic Years (inactive status equivalent to a "drop" status). Therefore, students who have completed the 1L year but do not immediately continue into the 2L year are no longer active in progressing through the program, *regardless* of taking any non-academic work at ALU. In some cases, a student could be placed on a Leave of Absence (LOA) upon completion of the 1L year if the student can be expected to start the 2L year within six (6) months. Depending on the last date of attendance in the 1L year, students who have borrowed federal student loans must complete Exit Counseling requirements and will enter repayment six months from their last date of attendance.

Although the student's status is changed to Inactive between Academic Years, ALU is expecting the student to return promptly to start the 2L year upon passing the FYLSX. Students must petition for reinstatement with the University before becoming eligible to resume law school studies.

Academic Information and Policies

Academic Standing

Academic Standing policies apply to all JD students, including those not receiving federal financial aid under the Title IV HEA programs, regardless of enrollment status.

Cumulative Average Grade (CAG)

Cumulative Average Grade (CAG) is computed for each student at the end of each course or upon withdrawal from the program and any student who falls below the established minimum cumulative average grade requirements will not be in good academic standing and placed on academic probation.

The cumulative average grade uses only those grades earned at ALU for the JD program.

Transfer credit does not impact the student's CAG.

- All 1L (first-year) students must have a **cumulative average grade (CAG) of 70** to be in **good academic standing**.
- 2L, 3L and 4L students must have a **cumulative average grade (CAG) of 73** to be in **good academic standing**.

Students must be in good academic standing to graduate from the JD program.

Academic Probation

If a student's cumulative average grade (CAG) falls below the appropriate minimum required to remain in good academic standing, and the student has ***completed at least six (6) quarter credits in the JD program***, the student will be placed on academic probation.

When a student is placed on academic probation, it is noted on the student's transcript and is not removable. If a student on academic probation has good academic standing after the next course is completed, the student will be removed from academic probation. If a student does not have good academic standing after the subsequent course, the student will remain on academic probation. Students who do not have good academic standing will continue in the program on academic probation and must achieve good academic standing or above by the end of their third academic course after being placed on academic probation or be academically dismissed.

Students on academic probation are required to participate in the Academic Success Program (ASP), where academic support staff works with students to see improvement in attendance, assignments or exams. Failure to participate in the Academic Success Program, which can include but is not limited to failure to attend scheduled ASP appointments, failure to submit ASP assignments, or failure to engage with academic support staff, may become a basis of escalated academic dismissal.

Removal from Academic Probation

A student will be removed from academic probation when their 1L CAG equals or exceeds 70 or their upper level CAG equals or exceeds 73.

Academic Dismissal

Students are academically dismissed under the following circumstances:

1. The student fails to earn a 1L CAG of 70 or higher or an upper level CAG of 73 or higher when grades are released for the student's third academic course after being placed on academic probation.

2. The student fails to participate in the Academic Success Program and fails to show incremental improvement in grades during an academic probation period, resulting in escalated academic dismissal.
3. A student fails any two consecutive academic courses at any time after the start date upon enrolling into the program.
4. A student fails more than two non-consecutive academic courses within one JD academic term after the start date upon enrolling into the program.

Students who are academically dismissed can submit an appeal as covered in the [Academic and Other Appeals](#) section.

Administrative Dismissal

Students are administratively dismissed under the following circumstances:

1. The student fails the first course in the program of study.*
2. The student violates any policy governing student documentation or other responsibilities, or any provision of the enrollment agreement, and it is determined that the violation warrants dismissal from the University or the program of study.
3. The student was allowed to continue to the 2L year but receives a grade of F in any course prior to passing FYLSX.
4. The student fails to meet other Satisfactory Academic Progress Standards, such as Maximum Timeframe and Pace of Completion.*

*Students who are successful on appeal will be placed on academic probation if they are permitted to continue with or restart the program.

Students who are administratively dismissed can submit an appeal as outlined in the [Academic and Other Appeals](#) section.

Administrative Withdrawal

A student may be administratively withdrawn if the student's attendance is insufficient to meet the Academic-Related Activities (ARA) and Verified Academic Engagement Requirements policy applicable to the program of study.

Administrative Disqualification

A student shall be administratively disqualified if a student fails to attempt and/or pass the FYLSX within the first three (3) administrations of becoming eligible for the FYLSX.

Academic Progress Evaluation

Cumulative Average Grade (CAG) is computed for each student at the end of each course or upon withdrawal from the program and any student who falls below the established minimum cumulative average grade will not be in good academic standing.

Academic and Other Appeals

Academic Dismissal Appeals

Students who have been academically dismissed may appeal the academic dismissal by submitting an Academic Dismissal Appeal Form for review by the Academic Standards

Committee **three (3) calendar days from the date of notification of dismissal**. Students should contact the Registrar's Office, registrar@alu.edu, for details about appeals.

Academic dismissal appeals must explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome, provide required documentation, and present a realistic plan for meeting requirements to return to good academic standing. Appeals without supporting documentation are denied.

Students who are granted an appeal will be placed on Academic Probation where appropriate and will have their financial aid eligibility reinstated based on the appeal (see: [Satisfactory Academic Progress](#)). The University will review the student's progress at the end of their next academic course, as is required of a student on probation status, to determine if the student is meeting the requirements of academic policy.

Students whose academic dismissal appeals are denied may appeal to the Chief Academic Officer within 24 hours of the denied appeal. The Chief Academic Officer's decisions are final and cannot be appealed.

Administrative Dismissal Appeals

Students who have been administratively dismissed may appeal the dismissal by submitting an official written appeal to the Registrar for review by the appropriate academic administrator **three (3) calendar days from the date of notification of dismissal**. Students should contact the Registrar's Office, registrar@alu.edu, for more information.

Administrative dismissal appeals must explain the verifiable mitigating circumstances that contributed to the dismissal, explain how the circumstances have been overcome, provide required documentation, and present a realistic plan for meeting requirements to ensure the issue does not happen in the future. *NOTE: Any violation of policy or code of conduct will result in other requirements. See [Student Code of Conduct Policy](#) and [Academic Integrity Policy](#) for further information.

Student Notification

Students are notified by the Registrar via ALU student email if they are no longer in good academic standing or their academic standing has changed. Any academic discipline is noted on the student record and transcript. Students can send questions related to their academic standing to registrar@alu.edu.

The Financial Aid Office will notify students at any point during their enrollment if their eligibility to receive federal financial aid is impacted. Students can send any questions related to Title IV eligibility to finaid@alu.edu.

Academic Support

For each student's academic success, ALU provides academic support through the Academic Success Program, led by the Dean of Academic Success, and interactions with coaches and professors. Students on academic probation are **required** to participate in activities provided through the Academic Success Program as part of their plan to improve their academic performance. Student can send questions about the Academic Success Program to academics@alu.edu.

Federal Financial Aid Satisfactory Academic Progress Policy

Enrollment Status and Definition of an Academic Year

Your enrollment status can impact financial aid eligibility. JD students are enrolled and charge on a per year basis. A student's academic year is based on a completed payment period (generally, at least 17.5 credit hours, 26 weeks). As a result of the evaluation, a student is assigned a Federal SAP status.

Satisfactory Academic Progress (SAP)

Federal regulations require institutions to establish a reasonable Satisfactory Academic Progress (SAP) policy for determining whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. The SAP policy applies to all students including those not receiving federal financial aid under the Title IV HEA programs. Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid (see: **Academic Eligibility for Financial Aid**). SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed course or upon withdrawal and at the end of a payment period in the student's academic program. Students that fail to meet SAP and are academically dismissed can file an appeal to be reviewed by the Academic Standards Committee.

To demonstrate Satisfactory Academic Progress in their academic program, students must meet ALU's established standards of academic progress in the program's academic policy.

Cumulative Average Grade (CAG)

Students must meet ALU's established Satisfactory Academic Progress requirements (see **Academic Standing - Cumulative Average Grade** sections).

Maximum Time

Students are expected to complete their program in four academic terms. The maximum time a student should take to complete the JD program is ***no later than 84 months after commencing law study***. This time includes prior law University study at another law University for a transfer student. A student will be administratively dismissed if the Registrar determines that it is ultimately impossible for them to complete all program requirements within the maximum time frame.

Pace of Completion

The JD program has a published standard credit load for completion. Pace of completion is evaluated for all periods of attendance at the University, including periods the student did not receive federal financial aid.

The quantitative measure for the pace of completion is calculated using the following formula: Cumulative number of credit hours the student successfully completed divided by cumulative number of credit hours the student attempted. At the end of each course, the student's pace of completion is evaluated.

Credit hours completed at other institutions and accepted as transfer credits toward a

student's program of study at ALU School of Law are included in both attempted and completed credits hours when measuring pace of completion.

Courses from which the student withdraws are counted as attempted credit hours when calculating the quantitative measurement or program pace. A student must ultimately pass at least 67 percent of attempted credit hours. A student will be administratively dismissed if the Registrar determines that they are not maintaining Pace of Completion toward the program.

Satisfactory Academic Progress Appeals

Academic Dismissal Scenarios

Students who have been academically dismissed for failing to meet Satisfactory Academic Progress (SAP) may appeal the dismissal by submitting an Academic Dismissal Appeal Form for review by the Academic Standards Committee **three (3) calendar days from the date of notification of dismissal**. Students should contact the Registrar's Office for more information.

Appeals must explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome, provide required documentation, and present a realistic plan for meeting requirements to return to good standing. Appeals without supporting documentation are denied.

A student may remain enrolled while the appeal is reviewed by the Academic Standards Committee. A student whose appeal is subsequently denied by the Academic Standards Committee, may escalate the appeal to the appropriate academic administrator within one (1) day of the denial. Any escalated appeal decisions made by the appropriate academic administrator are final and cannot be appealed further.

A student continuing in a course or courses while the appeal is processed and whose appeal is subsequently denied may not continue and is academically dismissed from class or classes. A student not currently enrolled whose appeal is approved may enroll, provided the registration deadline has not passed, and is subject to the conditions outlined in their approved appeal. Students on Academic Probation who fail to meet the conditions outlined in their approved appeal will be academically dismissed and the student must request readmission through standard admission procedures as well as submit an appeal.

Students who are granted an appeal will be placed on Academic Probation where appropriate and will have their financial aid eligibility reinstated based on the appeal. The University can disburse federal financial aid funds to students on Academic Probation status for one probationary payment period, provided all other eligibility requirements are met. Students must meet the University's SAP standards to maintain federal financial aid eligibility. If the University determines, based on the appeal, that the student will require more than one payment period to meet progress standards, the University will place the student on probation and develop an academic plan for the student. The University will review the student's progress at the end of their next academic course, as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid if the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Students whose academic appeals are denied may appeal to the Chief Academic Officer within 24 hours of the denied appeal. The Chief Academic Officer's decision to deny appeals are final and cannot be appealed.

Administrative Dismissal Scenarios

Students who have been Administratively Dismissed may appeal the dismissal by submitting an official written appeal to the Registrar (registrar@alu.edu) for review by the appropriate academic administrator **three (3) calendar days from the date of notification of dismissal**. Students should contact the Registrar's Office for more information.

The written appeal must explain the verifiable mitigating circumstances that contributed to the dismissal, explain how the circumstances have been overcome, provide required documentation, and present a realistic plan for meeting requirements to ensure the issue does not happen in the future.

Academic Eligibility for Financial Aid

To remain eligible for federal financial aid, students are required to maintain satisfactory academic progress toward completion of their program. The University evaluates students' progress in the JD program based on a completed payment period (generally, at least 17.5 credit hours and 26 weeks). As a result of the evaluation, a student's financial aid eligibility will be identified and will be communicated to the student.

Financial Aid Warning

If a student is placed on academic probation, they will also be given a financial aid warning. A student will have one payment period (one academic term) to regain good academic standing by meeting all satisfactory academic progress standards or will lose academic eligibility for federal funding.

The University can disburse federal financial aid funds to students on Financial Aid Warning status for one payment period (academic term).

Financial Aid Probation

Students who are academically dismissed and granted an appeal will be placed on Financial Aid Probation status and will have their financial aid eligibility reinstated based on the appeal. The University can disburse federal financial aid funds to students on Financial Aid Probation status for one probationary payment period, provided all other eligibility requirements are met.

The student must meet the University's SAP standards to maintain federal financial aid eligibility. If the University determines, based on the appeal, that the student will require more than one payment period to meet progress standards, the University will place the student on probation and develop an academic plan for the student. The University will review the student's progress at the end of one payment period, as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Regaining Title IV Eligibility

A student who is not making SAP regains eligibility only when the student complies with the University's SAP requirements. Therefore, if a student loses eligibility for federal financial aid because of not meeting SAP requirements, the student must pay for the ineligible payment period using non-federal financial aid funds. If the student meets all SAP criteria after the ineligible payment period, the student's academic year will start at the beginning of the eligible payment period following the period of ineligibility. If the ineligible payment period is the second payment period of an academic year/loan period already established, any federal financial aid awarded for the second payment period will be canceled and, if necessary, returned to the funding source.

Financial Aid Services

Prior to enrolling at Abraham Lincoln University, students are encouraged to explore all options available for financing their education including employer or military tuition assistance or reimbursement, veterans' benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the University's Financial Aid Office to help students understand their options.

If students receive loans to pay for their course of instruction, it is the student's responsibility to repay the full amount of the loan, plus interest, less the amount of any funds returned to the source. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Students may be eligible for third-party funding sources from outside agencies and are encouraged to seek out such funding and familiarize themselves with the policies of such agencies. Although the University will assist in completing the necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by federal, state, or institutional funding. Students are encouraged to take advantage of federal Title IV funding before applying to alternative loan programs. Students and, when applicable, their parents have the right and ability to choose any lender they wish, and the University does not require that any loans be obtained from any specific lender or source.

Abraham Lincoln University is approved for the following loans and programs:

- Loans (available to all students, subject to eligibility requirements)
- Unsubsidized Federal Stafford Loan
- Division of Vocational Rehabilitation

Disbursement Requirements

Disbursement of financial aid is a process in which fund sources (grants, scholarships,

loans, etc.) are posted to the student's account. Federal aid is split into payments over the course of an academic year and/or final period of study, as indicated on the funding offer. As this process takes place, students may see changes to their anticipated aid and balance. After the student has begun posting attendance in the term, timing of disbursements is contingent upon meeting all financial aid eligibility requirements and confirmation of attendance and enrollment status.

The following outlines the disbursement process and requirements:

Please note that ALU will not disburse loan funds until all official transcripts have been received.

Processing financial aid will begin the second week after courses begin after all students have completed an academic-related activity and as eligibility requirements are met.

The School of Law does not have an add/drop period. If a student wants to withdraw, they must follow the [Student's Right to Cancel](#) procedure. The student has a right to a full 100% refund of all monies paid if cancellation is within seven (7) calendar days after midnight of the date the Enrollment Agreement is signed.

A student who withdraws later than seven (7) days after midnight of the day on which the enrollment agreement is signed will be subject to a one-time per program non-refundable Registration Fee of \$200, as well as prorated amounts of refundable fees, as appropriate.

Students who do not attend all registered courses may have their financial aid reduced or cancelled due to not meeting the minimum required hours for eligibility.

Students must be enrolled at least half-time in courses that count toward their program to receive federal student loans. *Be sure to contact the Financial Aid Office before drop a course to understand the financial aid impact.*

Military and Veteran Student Assistance

Abraham Lincoln University School of Law (ALU) will provide the following assistance to military and veteran students who are deployed or otherwise involved in special operations with limited or no internet access, upon receipt of written request from the student with supporting documentation:

- Grant written requests for extensions as needed for students to complete assignments, to the extent such extensions permit compliance with California State Bar regulations applicable to ALU.
- Receive homework assignments via mail (if internet access isn't available) and assist students with submission of assignments for grading.
- Receive the weekly student study log via mail (if internet access isn't available) and assist students with submission of the weekly study log.

If written request is granted, military and veteran students must provide evidence of attendance and engagement with coursework in a timely fashion as instructed by ALU staff, in order for ALU staff to track attendance and engagement accurately.

Notice Concerning Transferability of Units and Degrees Earned at ALU

The transferability of credits you earn at ALU is at the complete discretion of an institution

to which you may seek to transfer. Acceptance of the diploma or degree you earn at ALU is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, diploma or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 ALU to determine if your credits, diploma or degree will transfer.

Submission of Assignments

Submission of weekly assignments is due on the dates in each weekly schedule. Students must submit assignments at the course site's assignment submission icons, unless otherwise instructed in the course syllabus or weekly schedule. Any other form of submission, such as emailing attachments to the professor or to ALU staff will not be accepted.

Grading Timelines

Faculty and staff recognize the value of grading and returning assessments to students in a timely manner. Based upon the length and type of assessment being graded, and the degree of review and feedback required, the following tiered grading turnaround times have been set.

Tiered Grading

Discussion Boards	All Levels	3 days
Weekly Homework Assignments	All Levels	5 days
Midterm Exam*	1L Courses	14 days
	2L/3L/4L Courses	14 days
Final Exam*	1L Courses	21 days
	2L/3L/4L Courses	14 days
Oral Presentations		
Briefs/Memoranda		
Performance Exams	2L/3L/4L Courses	21 days

*These exams usually have one of the following formats: one 1-hour essay and 15 multiple choice questions for a midterm exam; two 1-hour essays and 30 multiple choice questions for a final exam). Where a final exam is an oral presentation, a legal writing or legal research project such as a brief or memorandum, or performance exam, the timeline for Oral Presentations, Briefs/Memoranda and Performance Exams shall apply.

Grading Policy

All grading at Abraham Lincoln University is accomplished by the faculty members using a combination of objective multiple-choice questions and subjective evaluation of essays and other forms of coursework. The final grade in a course is based on the student's homework, examinations and papers. Faculty members rate student achievement on content, accuracy, legibility, presentation, analysis and overall quality. Blind grading procedures apply to essay assessments included in midterms or final examinations.

Grades will be issued to students after the end of each course. All students will have coursework evaluated and reported by the faculty using the **Grading Scale**.

ALU's measure of academic standing uses a cumulative average grade (CAG), which is derived from the sum of numerical scores received from each course divided by the number of courses taken. While a traditional cumulative grade point average is also calculated, dividing the product of the attempted number of credits multiplied by the earned grade points by the total attempted credits, only the CAG is used for purposes of academic standing.

A cumulative GPA and letter grades remain on the transcript since ALU recognizes that other institutions of higher education view these indices as traditional measures of academic standing.

Grading Scale

Abraham Lincoln University has established the following grading scale. Faculty members comply with this scale and its equivalents. These grades may be assigned on individual assignments within a course or as the final course grade.

Points		Grade
90-100	<i>outstanding</i>	A
80-89	<i>above average</i>	B
70-79	<i>average</i>	C
60-69	<i>below average</i>	D
<60	<i>Fail</i>	F

**Courses on a non-matriculation basis may appear to have P for Pass and F for Fail on the law school transcript, but the Pass/Fail grading would not be for the earning of any academic credit for the JD program.*

Course Repeat/Duplicate Credit Policy

If a student fails a required course by receiving below 60 as the final course grade, they must repeat the course and pay tuition for the repeated course. When a required course is taken a second time with a new course grade, for example, due to not meeting continuous study rule requirements, the original grade shall also remain on the transcript, but will not be included in the calculation of the cumulative average grade.

If a student fails an elective course, they must retake the same course or another available elective course that is a better fit for their study plan and schedule.

Since duplicate credit for repetition of the same or substantially the same course, whether at ALU or another law school, is not awarded under any circumstances, retaking a course will not impact the total credits earned in the JD program. However, the grade earned in the repeated course will impact disqualification, probation, advancement, and graduation accordingly.

Students who earn a passing grade in a course cannot repeat that course for the purpose of earning a better grade and/or increasing their cumulative average grade.

Requests to Review Answer Key for Multiple Choice Questions

Examinations once grades are released include an online copy of students' attempted answers and whether attempted answers were correct, earned points, or had available feedback.

For multiple choice questions or similar types of questions only, and within two (2) weeks after final grades are released, students may make a written request to the Registrar's Office, registrar@alu.edu, for an opportunity to compare attempted answers to an answer key; if approved, the student must abide by guidelines outlined by the Registrar's Office for the opportunity but cannot copy the key. Students who are found to copy the answer key are in violation of ALU's Academic Integrity Policy. Answer keys for essays are NOT included in this request policy.

Academic Grade Appeal

If a student believes that an examination or final course grade is based on a clerical or calculation error, unfairness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, they may file an Academic Grade Appeal. The appeal must indicate the basis for review, from among those listed above, and must offer evidence to support the claim. If there is no evidence provided to support the appeal, the appeal will be automatically denied, and no re-submission will be allowed.

To ensure prompt resolution of the student's concern, the appeal process has deadlines for each stage. If the student does not file the Academic Exception Request form and related required paperwork within two (2) weeks after final grades are released, the student cannot appeal. All deadlines for the process must be met; otherwise, the period when the appeal is available ends, and the student has no further recourse. Prior to submitting the Academic Grade Appeal, students must follow the following steps below:

Step 1: The student will discuss the concern in dispute with their course faculty member (instructor) prior to the submission of the appeal.

Step 2: If the concern is not resolved with the course faculty member, and the student wishes to pursue the concern, the student may submit a comprehensive, written summary of the facts and data from the student's point of view to the Academic Standards Committee. The Dean, as a member of the Academic Standards Committee, will work to resolve concerns with the course faculty member.

The course faculty member will review the appeal and submit a written response to the Dean and the Academic Standards Committee regarding the student's concern within five (5) business days. The Dean will review the response and offer recommendations to the Academic Standards Committee, which will render a decision and advise the student within seven (7) business days of the receipt of faculty's written response.

Step 3: If the student chooses to pursue the concern further, the student shall notify the Academic Standards Committee within five (5) business days of receipt of the decision that the student wishes to have the matter reviewed by the Chief Academic Officer. The Academic Standards Committee will contact the Chief Academic Officer and will forward all documentation. The Chief Academic Officer will review the matter within five (5) business

days of receipt of the appeal to resolve the concern. The Chief Academic Officer's decisions are final and cannot be appealed.

If the Academic Standards Committee grants a student's Academic Exception Request, the Committee will assign the regrading of the assessment to a professor other than the professor who originally graded the assessment. The assessment will be regraded, and the resulting grade can go up or down. The student will be notified via email of the results of the regrading. The student's grade will reflect the regraded score only, and the student will not be able to elect to keep the original grade.

Student Services and Activities

- Delta Theta Phi - ALU's law students after meeting minimum cumulative average grade thresholds are given the opportunity to join Delta Theta Phi, one of the oldest law fraternities in the United States, dating back over 100 years. The Park Senate was created in early 2017. Through membership in Delta Theta Phi, students can participate in the Adelpia Law Review, which publishes articles dealing with new legal topics, controversial topics, and complex legal issues.
- Academic Success Program – Students admitted or placed on academic probation must participate in the Academic Success Program. All students are welcome to receive additional academic support and a course site with academic support resources is available to all students.
- Students on Track for Academic Readiness (STAR) – Students starting on the law school are provided academic support from the beginning of their first year in law school through the STAR program which provides coaching sessions for new students.
- Student Center – All active students access an online administrative center with guidance and forms for students to use.
- Student Identification Card - Student ID cards are available by downloading from the student information system, Populi.
- Part-time student access to the online Westlaw Law Library, including staff support, 24/7 attorney reference desk, and Westlaw account manager.

Academic Support and Advising

The School of Law uses a team of professionals who support each student's progress through the degree. Each student has direct access to faculty and is assisted by ALU staff, including key staff from Student Services and the Office of Academic Affairs from admission to graduation. The School of Law provides academic support to all students to ensure a consistent and integrated approach in the learning environment.

The Academic Success Program is focused on supporting students' academic improvement and success with law study skills. All students can avail themselves to Academic Success Program materials from new student orientation and at academic support-focused pages in eLearn.

Academic Integrity Policy

Abraham Lincoln University expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence.

ALU reserves the right to suspend or permanently expel students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. The academic standards at Abraham Lincoln University are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

Violation of Academic Integrity

Violations of academic integrity occur when students intentionally gain unfair advantages over other students in any aspect of coursework or in connection to an application for admission or student records for the JD program.

A. Copying

Examples of copying include, but are not limited to:

- Any act of copying information from another student or alumni (of any institution) by any means without instructor permission to obtain an advantage for oneself.
- Any act of using and submitting responses generated by artificial intelligence by any means without instructor permission to obtain an advantage for oneself.
- Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published works, graphics, images, software, etc.

B. Plagiarism

Examples of plagiarism include:

- A submitted paper or other written assignment that contains an identical copy of another's work (as described under Copying) without proper acknowledgment.
- The paraphrasing of others' work which contains specific information or ideas and which is not properly acknowledged.
- A submitted paper or other graded work that contains responses generated by artificial intelligence without proper acknowledgment.
- Two or more submitted quizzes, written assignments, examinations or oral presentations, etc., that contain a resemblance beyond the bounds of reasonable coincidence.
- A submitted quiz, written assignment, examination, or oral presentation that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.
- Computer piracy, which includes any act of copyright infringement (prohibited by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, or technical descriptions of any software code, whether copyrighted or not.

C. Collaboration

The following are examples of collaboration violations:

- Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, quizzes, written work in discussions, homework, papers or examinations, or oral presentations.
- The actions of any individual representing to be another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student.
- Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions.

D. Improper Alteration of Records

A "record" is any version, official or unofficial, of the student's records including transcripts, application documents, admission credentials, and academic record transaction documents. The following are examples of improper alterations of records:

- Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is altered or forged for the purpose of misrepresenting the signature of the professor or their authorized agent.
- Any act which alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
- Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Unauthorized Aids

Unauthorized aids may include, but are not limited to the following examples: calculators, notes, books, electronic recording devices, photocopied materials, files stored on a hard drive, or "flash drive," cell phones, the Internet, PDAs, etc. For closed-book exams, no aid is permitted from other persons or materials of any kind, unless specifically authorized by the professor.

F. Obtaining or Stealing Proprietary Material

Proprietary material includes but is not limited to the following examples: examinations; problem solutions; copyrighted or patented materials; materials obtained through computer piracy; or any other material regulated by federal, state, or local law where unauthorized use is not permitted.

G. Offering of Money or Other Incentives

The following are examples of offering money or other incentives:

- Offering money, items of value, or acts or services to a professor, student, or any other person to gain academic advantage for one's self or another.
- Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying.

Lying is deliberate misrepresentation of a fact, or deliberate omission of facts making an otherwise true statement a misrepresentation.

Students must not deliberately mispresent or omit facts regarding their capacity to be in the program. Students have a continuing obligation to promptly notify ALU staff whenever information provided by the student on the application that went towards a student's capacity to be in the program has changed or there is new information relevant to the law school application, particularly with regards to study at another law school. Additionally, students must promptly report to ALU staff any information or events that occur during their time as an ALU law student that may significantly impact their moral character determination (including, but not limited to, criminal convictions or civil convictions connected to fraud). False or misleading information, even resulting from omission, can be considered a violation of personal and academic integrity.

At the student record level, active students have an ongoing obligation to promptly notify ALU staff when information provided by the student on an application that went towards consideration of a student's capacity to be in the program has changed or when there is new information related to the law school application questions post-admissions. Additionally, students must promptly report to ALU staff any events during their time as a law student that may materially impact their future moral character determination with the State Bar of California Office of Admissions (including, but not limited to, convictions, criminal or civil, that include fraud). False or misleading information being given to ALU staff, even due to omission, can be considered lying.

I. Other Violations

The following are examples of other types of violations:

- Failure to report any violation of academic integrity as outlined in this policy, or failure to appear and/or testify truthfully as a witness in any academic integrity hearing.
- Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized.
- Entering online discussion threads under false pretenses or not complying with professor or Abraham Lincoln University authorship rules.
- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.
- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, the contents of a test.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
- Inappropriately accessing, or attempting to access, students' academic records.

Procedures

Complaint

Any member of the University community may report a violation of standards as described in this policy. Any violation should be reported as soon as the violation is observed or immediately after the event has taken place.

A law student or faculty member having actual knowledge that a law student has committed a violation of academic integrity shall report such knowledge by providing a signed written complaint filed with ALU's Conduct Administrator. In addition, any student or other person who believes there has been a violation of the Code may bring the alleged violation to the attention of the ALU's Conduct Administrator by filing a signed written complaint. The complaint should include an account of the facts describing the incident and shall be submitted **no later than 30 days after the complainant becomes aware of the incident.**

Exception for Good Faith Reporting of Alleged Offenses.

The good faith reporting of an academic integrity policy violation, whether or not the alleged violator is later charged or convicted with any offense under the policy, may not itself be punished as a violation of the policy or any student code of conduct.

Procedures Specific to Concerns About Work Generated by Artificial Intelligence

A faculty member should first notify the student in advance of the concern, using the screenshots from three different AI checkers since this can help a student understand the basis of the concern and contest as necessary offering their own evidence. The Conduct Administrator once the complaint is received checks for prior violations. The Conduct Administrator can advise the student and professor to meet, discuss the situation, and update the Conduct Administrator of the outcome. Sanctions, if applicable, are applied in accordance with ALU policy.

Responsibilities of the Conduct Administrator

Upon receiving a report of a violation, ALU's Conduct Administrator will review the report in order to determine whether it includes an alleged violation of academic integrity, and will notify in writing the student who allegedly violated the Academic Integrity Policy, including a description of the specific alleged violation and a request to discuss the incident with the student.

Academic Integrity Hearing Process

After discussion of the incident with the Conduct Administrator, the student can request a hearing about the alleged violation by providing a written notice to the Conduct Administrator or designee within **three (3) calendar days** of receipt of the written notification.

Once notice is received, the Conduct Administrator or designee will convene a Hearing Panel consisting of impartial faculty, staff and administrators, and will work with the student to set a time and date for the hearing. Once time and date are finalized, the Conduct Administrator will then notify the student in writing of the hearing date. If the student indicates in writing that the student can attend the hearing but does not appear at the hearing with no advance notice of absence, the Hearing Panel will proceed with the hearing as scheduled without the student's input.

If a good faith effort has been made to work with the student to set a time and date for the hearing but the student fails to be responsive or cooperative, the Conduct Administrator

may document the failure of the student to be responsive and cooperative and based on that documentation, proceed as if the student did not request a hearing.

Hearing Procedures

The student has the right to be assisted by any advisor they choose and is to bear expenses, if any, for that assistance. Although the advisor can be an attorney, this hearing is for an administrative action of the University, *not* a legal proceeding. The student is responsible to present at the hearing, and advisors are *not* permitted to speak or to participate directly in any part of the process.

- The student and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Conduct Administrator/designee.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Conduct Administrator/designee.
- All procedural questions are subject to the final decision of the Conduct Administrator/designee.
- After the hearing, the Hearing Panel determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, what sanctions are appropriate. The Hearing Panel's determination is made on the basis of whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.
- The student will be notified regarding the decision made by the Hearing Panel, including statements of facts and sanctions, if any. If the Hearing Panel determines that there are to be no sanctions, no indication of the incident is placed in the student's permanent academic record.
- If the Hearing Panel determines that sanctions are to be imposed, the decision is provided to the student, in writing, the violation is recorded in the student's permanent academic record, and the sanctions are imposed.

Academic Integrity Decision Process If Student Does Not Request Hearing

If a student does not request a hearing within three (3) calendar days of receipt of the notification by the Conduct Administrator, the Conduct Administrator or designee will review the incident and consider whether a panel of impartial faculty and administrators is necessary to issue a decision including statements of facts and sanctions, if any.

If a panel is convened, the panel determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, what sanctions are appropriate. The panel's determination is made on the basis of whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.

If a panel is not convened, the Conduct Administrator decides the matter and determination is made on the basis of whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.

If the Conduct Administrator or panel determines that there are to be no sanctions, no indication of the incident is placed in the student's permanent academic record. If the Conduct Administrator determines that sanctions are to be imposed, the decision is noted on the Academic Integrity Incident Report form including statement of facts and sanctions, the violation is recorded in the student's permanent academic record, and the sanctions are imposed.

Appeal of Academic Integrity Decision

A student can appeal an Academic Integrity decision or imposed sanctions based on one of the criteria listed below by providing a detailed written request to the Chief Academic Officer **within five calendar days** of the decision.

The criteria for appeal of an Academic Integrity decision are limited to the following:

- To determine whether the original hearing or decision process was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity Policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy had occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing or decision process, because such evidence and/or facts were not known at the time of the original hearing

The decision on the appeal is final.

Sanctions

The type of sanction imposed may vary depending upon the seriousness of the violation(s). For example, such as with the scenarios involving artificial intelligence, sanctions may need to be determined after the outcome of discussion with multiple parties about reports from multiple AI checkers. In such cases, sanctions to be imposed can include but are not limited to sanctions in the Academic Integrity Policy and the Code of Conduct Policy. ALU reserves the right to immediately impose the most severe sanction if circumstances merit.

The following is a list of standard sanctions for students under the Academic Integrity policy:

First Recorded Offense

Mandatory

Students are assigned a grade penalty proportionate to the evidence of how they benefited unfairly from a violation and the students' grade in the course is adjusted accordingly.

****If the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of the grade penalty and can result in a failing grade for the course, even though the assignment has been voided for the rest of the class.**

Discretionary

Students are assigned a grade of zero for the exam, quiz, threaded discussion, homework, or other work in which the violation of academic integrity occurred, and the students' grade in the course is adjusted accordingly.

****If the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the**

course will be based on inclusion of a grade of zero and can result in a failing grade for the course, even though the assignment has been voided for the rest of the class.

Another discretionary sanction is that the student receive a failing grade for the course, etc., in which the first offense occurred and are precluded from withdrawing from the course.

Second Recorded Offense

Mandatory

Students are assigned a grade of zero for the exam, quiz, threaded discussion, homework, or other work in which the violation of academic integrity occurred, and the students' grade in the course is adjusted accordingly.

****If the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of a grade of zero and can result in a failing grade for the course, even though the assignment has been voided for the rest of the class.**

Discretionary

Students receive a failing grade for the course, etc., in which the second offense occurred and are precluded from withdrawing from the course. Students' records of violations of academic integrity are carried forward, and violations are cumulative in the student's records, even if the student is dismissed or withdraws and returns.

Another discretionary sanction is that the students is suspended for up to one year or permanently dismissed from the JD program for disciplinary expulsion. The student would be precluded from withdrawing from the course(s) or the JD program in order to avoid suspension or dismissal.

Third Recorded Offense

Mandatory

Students receive a failing grade for the course, etc., in which the second offense occurred and are precluded from withdrawing from the course. Students' records of violations of academic integrity are carried forward, and violations are cumulative in the student's records, even if the student is dismissed or withdraws and returns.

Discretionary

Students are suspended for up to one year or permanently dismissed from the JD program for disciplinary expulsion. Such students are precluded from withdrawing from the course(s) or the JD program in order to avoid suspension or dismissal.

Academic Freedom

Abraham Lincoln University adheres to the following principles of academic freedom. As a higher education institution, ALU holds the pursuit of education in highest regard and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification.

Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. It is reasonable that

the teaching and learning environments will be open to diverse opinions and voices and that the same course content can be presented in multiple ways in order to achieve the same outcome goals. Teaching and learning styles may differ and it is not unexpected that differences in styles, opinions, and approaches may occur.

Toward these ends and in respect for diversity, the following guidelines should be followed:

1. Abraham Lincoln University recognizes that each faculty member will express individual opinions and philosophies freely without censorship. Concurrently, it is important that faculty members realize their responsibility to this University to make their students understand that their expression does not represent the opinions of Abraham Lincoln University.
2. The thorough discussion of topics from diverse perspectives within the faculty members' subjects is encouraged. Controversial subject matter outside of each faculty member's area of expertise is strongly discouraged within courses.

First-Year Law Students' Examination (FYLSX)

The First-Year Law Students' Examination is an examination that law students in ALU's JD program are required to take, pursuant to Business and Professions Code §6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(l) of the Rules of the State Bar of California.

The FYLSX includes coverage of the topics: contracts, criminal law, and torts. The State Bar of California updates available information about the FYLSX at its official website at this URL:

<http://www.calbar.ca.gov/Admissions/Examinations/First-Year-Law-Students-Examination>.

For disclosures about the First-Year Law Students' Examination, see [Guideline for Unaccredited Law School Rules 2.3\(D\) Required Disclosures](#).

Guideline for Unaccredited Law School Rules 2.3(D) Required Disclosures

To ensure that prospective students of, applicants to, and students of a law school's JD degree program are fully informed about requirements and possible limitations associated with attending and graduating from an unaccredited law school, Abraham Lincoln University School of Law is disclosing the following statements below:

The method of instruction at this law school for the Juris Doctor (JD) degree program is principally by technological means including interactive classes.

Students enrolled in the JD degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(l) of the Rules of the State Bar of California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of

the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's JD program, but will receive credit for only one year of legal study.

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

Admission to Practice

Abraham Lincoln University (ALU) School of Law is registered with the Committee of Bar Examiners of the State Bar of California as an unaccredited distance learning law school. ALU has authority to award its graduates Juris Doctor degrees due to its registration status and graduates are eligible to sit for the California Bar Examination (CBX).

Upon passing the CBX, receiving a passing score on the Multistate Professional Responsibility Exam (MPRE), receiving a positive moral character determination, and not being in arrears on family support obligations, graduates can become licensees of the State Bar of California. The latest details about admission to practice requirements for the State Bar of California is available at its official website at this URL:

<http://www.calbar.ca.gov/Admissions/Requirements>.

Moral Character

Individuals seeking licensure to practice law in California must go through a background check and receive a positive moral character determination. While the application for admission to the JD program requires the disclosure of any prior criminal conviction other than a minor traffic violation and any prior suspension, expulsion, or other form of discipline from another school, ALU also requires its students to promptly notify ALU staff of any information or event that occurs during their time as an ALU law student that may impact their moral character determination. Additional information regarding the moral character requirement is available on the official website of the State Bar of California,

<http://www.calbar.ca.gov/Admissions/Moral-Character>.

Please review the "Lying" section in ALU's Academic Integrity policy, which covers important ways that students must show academic integrity. Students must avoid lying in the application for the JD program and must timely update ALU staff if information provided by the student on an application has changed or when there is new information related to the law school application questions post-admissions. Students also must promptly report to ALU staff any events during their time as a law student that may materially impact their future moral character determination with the State Bar of California Office of Admissions (including, but not limited to, convictions, criminal or civil, that include fraud). False or misleading information being given to ALU staff, even due to omission, can be considered lying.

Student Affairs Policies and Procedures

Official Method of Contact and Location

The official form of communication to students is through the ALU email and when mailing through the student's address that is on file in the student information system.

To determine a student's location, ALU will use the mailing address provided by the student at the time of enrollment and listed in the student information system, Populi. It is the student's responsibility to notify ALU with any change of location and provide their new address by contacting the Registrar, registrar@alu.edu. This policy applies to all ALU students.

The U.S. Department of Education requires that any university offering online or distance programs to citizens in a state where it is not physically located to meet those other states' requirements to legally offer postsecondary, online education to their residents. The regulations for authorization vary from state to state. Visit ALU's website for a complete list of states where we are authorized to offer our online programs.

Students must keep contact information current with Abraham Lincoln University School of Law. Students may update their contact information by submitting a Change of Address form, located on the Student Center page of eLearn. If the student subsequently moves to a new state, to avoid any interruptions in enrollment status, the student is responsible for double-checking that ALU's program is approved in the new state. Rules and regulations vary by state and could change at any time which could affect a student's enrollment.

Document Request Policy

To obtain student records such as billing statements, diplomas, and transcripts, students should electronically submit the Document Request form in the eLearn Student Center. A fee applies for some requests.

Leave of Absence

The purpose of this leave of absence (LOA) policy is to provide students with an opportunity to petition for a LOA between compliant periods of continuous study as defined by the Committee of Bar Examiners of the State Bar of California (CBE). ALU students must accrue JD program units through continuous study in increments of 48-52 consecutive weeks in the first year and, thereafter, in increments of 24-26 consecutive weeks or 48-52 consecutive weeks for any upper level year (the availability of 24-26 consecutive week periods of continuous study depends on when the ALU student starts his or her year of study and available ALU course schedules). CBE rules prohibit taking a LOA that would disrupt the continuous study rule, and as a result, ALU at times designate students to be on Inactive between Academic Years status instead (equivalent to "drop" status; see [Academic Requirements for Continuing Into Second Year Coursework](#)). Students whose law school studies are interrupted in the middle of any 24-26 week or 48-52 week period may be in jeopardy of losing credit for some or all of the coursework completed during that given year of study.

Students can only be placed on LOA in cases where a student can expect to resume studies within six (6) months with there being no CBE continuous study rule issue triggered. Then, a LOA period allows students to remain active during the period between the end of

one continuous study period and the next available start date. ALU's leave of absence policy (LOA) is applicable to all actively enrolled Juris Doctor (JD) students. Students may be approved for multiple LOAs in a 12-month period if no CBE continuous study rule issue is triggered; however, the total of all approved LOAs may not exceed 180 calendar days in the 12-month period. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients. Upon the student's return from the leave of absence, he or she continues to earn the Federal Student Aid previously awarded for the period.

Required Documentation

A LOA may be approved if ALU determines there is a reasonable expectation the student will return. Students must follow ALU's LOA Policy when requesting a LOA, by providing a written, signed and dated request, on or before the start date of the LOA, including the reason for the LOA and expected return date to the Registrar's Office. The leave of absence becomes final only when the University provides written notice to the student of acceptance of the leave of absence and provides a return date for the student. Students must settle all accounts before a Leave of Absence becomes effective.

The student is responsible for tuition for classes offered before the Leave of Absence becomes effective. If unforeseen circumstances prevent a student from providing a request to ALU on or before the start of the LOA, ALU may grant the LOA if the University has documented the reason and decision. ALU must collect the signed LOA petition from the student at a later date and provide it to the Registrar's Office within a reasonable amount of time from the student's last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, and natural disasters.

A LOA will NOT be approved if a student requests the LOA after 21 consecutive days of nonattendance and/or the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status.

Verbal Approvals

To ensure students who are receiving federal financial aid are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals, if an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:

- Are serving on active duty during a war or other military operation, or national emergency;
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

ALU will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing. For additional information, students should contact the Financial Aid Office.

Length

In determining the length of the LOA, the LOA start date is the first day of the LOA, and the LOA end date is the day before the start date of the course the student is returning to at the University. The first day of the student's initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance. The course start date will cease the LOA day count; however, the University's academic system of record will use an active enrollment status effective date as determined by the date the student posts an academic-related activity in the course the student returns to at the University. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e., course start date). A new LOA request form will be required for any additional LOAs.

Extending an LOA

A student may request an LOA extension as long as the request is made before the scheduled end date and does not exceed the maximum 180 day policy. Students must follow ALU's LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date, a written, signed, and dated request, including the reason for the LOA extension and expected return date to the Registrar's Office.

The extension becomes final only when the University provides written notice to the student of acceptance of the leave of absence extension and provides a return date for the student.

Disbursements During an LOA

While a student is on an approved LOA, the University will not make a disbursement of the proceeds of a Direct Loan to a student. Moreover, the University will not assess the student any additional institutional charges and the student is not eligible for any additional federal student aid while on an approved LOA. Federal financial aid funds that are part of a credit balance created before a student began a LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

Failure to Return

If a student is granted a leave of absence and is a Title IV loan recipient and fails to return to school, the student's Title IV loan repayment terms may be affected. The school must report a change in enrollment status to NSLDS - one possible consequence of not returning from a leave of absence is that a student's grace period for a Title IV program loan might be exhausted. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. In the event a student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 45 days of the date the student was scheduled to return.

If the student reenters, after withdrawing from the University, the previously approved LOA days will count toward the student's LOA maximum of 180 days in a 12-month period.

Withdrawal

A student will receive a course grade of “W” (withdrawal) if the student withdraws from the course prior to the elapse of 60% of the course by submitting a written withdrawal request. Any course with a “W” shall not affect cumulative average grade, however, withdrawals are counted as attempted credit hours when calculating the quantitative measurement or program pace.

After the elapse of 60% of the course, students withdrawing from the course shall receive the actual grade earned in the course. If such withdrawal is granted, the student should be aware that the student might not meet the California Bar requirements of continuous enrollment (please see Continuous Study Rule Requirements section). The Committee of Bar Examiners requires a 48-52 continuous study period each year. A student who leaves in the middle of an academic year may be in jeopardy of losing credit for some or all the coursework completed during that year.

Incomplete

Law students are not eligible for an incomplete grade due to the continuous study rule.

Examination Date Changes

As the final examination is typically scheduled on the final day of the course, the expectation is that students avoid scheduling travel or making personal commitments that interfere with the scheduled law school examination. However, if a student is unable to take the final exam on the last day of the course, this policy allows students to take an early exam up to three (3) days prior to the exam date (with payment of a \$75 early exam fee) or a late exam up to two (2) days after the exam date (with payment of a \$195 late exam fee).

To request an early or late final exam, the student must submit the Early/Late Exam Petition, located in eLearn, with documentation that supports the reason(s) for the request. The deadline to submit the petition is one week prior to the course end date. The documentation must be attached to the Early/Late Exam Petition. Petitions submitted without supporting documentation will be denied.

If the petition is granted, the student must pay the corresponding petition fee within 24 hours of receiving notification of the approved early/late exam petition.

Fees associated with the early or late exam petition are not refundable if the student does not show up for the exam.

Late exams petitions will not be granted in any course that is the final course of a student's annual academic term.

Exam fee waivers must be requested by students when submitting the Early/Late Exam Request Petition. See Early/Late Exam Petition for additional information on fee waivers.

Students must follow proper exam-taking procedures according to ALU's Academic Integrity Policy.

Course Repeat Policy

If a student fails a course by receiving below 60 as the final course grade, they must repeat the course and pay tuition for the repeated course. When a course is taken a second time with a new course grade (typically due to a CBE continuous study rule issue), the original grade shall also remain on the transcript.

Auditing an ALU Law Degree (JD) Course

Auditing is distinct from independent study. Access for auditors is **only limited to previously recorded class sessions and course site materials, not live class sessions**; no grading is included for an audited course. Auditing for designated courses is based on availability. Auditing requests must be submitted and approved prior to any audit run. An audit grade is given on student records when a student audits a course; no academic grade nor credit will be awarded. Auditors must pay audit tuition and are not eligible for any state bar examination certifications based on their completion of auditing.

Eligible auditors are either ALU students on active, inactive or drop status or ALU graduates. ALU students can only audit designated courses where the students have earned a passing grade. Regardless of status, students or graduates must be in good financial standing with the University before submitting any audit request to the University.

Tuition and Fees for Auditing

- Auditing tuition shall be the same as the regular tuition with one exception: students, who took the same course and completed the course with 70 or above, may audit the same course with 50% of the regular tuition.
- For students taking a course at 50% tuition, course tuition is determined based upon the number of units in the course.
- Audit tuition must be paid fully before start of audit run.
- Federal financial aid is not available for the purpose of auditing.

Online Resources and Content Partners

All students are given access to Westlaw to augment their courses and conduct legal research. This is one of the most comprehensive and up to date legal resources available anywhere. Westlaw provides students with the resources to become adept at using legal internet tools needed in professional practice.

In some courses, depending on professor-required resources, students may also obtain other resources or online accounts with BarBri, a national provider of bar review resources, which contain law school mastery packages. BarBri law school mastery packages include BarBri subject matter outlines, BarBri videos, practice multiple choice questions, and essay approaches.



Westlaw® is an external online legal research service provider that gives faculty and students access to a vast law library collection of statutes, case law materials, public

records and other legal resources, as well as current news articles and business information. Westlaw's Keycite feature is included with online access. All law students receive registration keys within the first 3-6 weeks of their first year course that they can access as they are on active status within the program. Westlaw accounts are for educational use only and students may access according to parameters included in the Westlaw section of the eLearn Student Center manual.

Technology Requirements

Because technology changes rapidly in certain fields, students should note that PCs used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

The computer equipment utilized to access our online program must meet the minimum requirements below. Note that the minimum computer and software requirements may evolve during a student's course of studies, as third-party vendors discontinue support for older versions of a product. Also, we do not support tablets or phones (Android, iOS) at this time. Students enrolled in University undergraduate and graduate degree programs will commonly use Microsoft Word, Excel, and Power Point for most assignments.

Technological Competency

- Ability to use email to correspond
- Ability to access, create, and save documents in Microsoft Word or standard.rtf (rich text format)
- Ability to access, use, and upload PDF documents using appropriate software (free software here: <https://get.adobe.com/reader/>)
- Ability to copy and paste
- Ability to access and utilize the internet via web browser (<https://www.google.com/chrome/>)

General

- A reliable broadband s connection, either cable or DSL of at least **3 Mbps download speed (constant)** for adequate audio-video quality
- An email address that will accept all emails, including attachments, from the domain name **alu.edu**
- Note: Students are presumed to receive the messages sent to designated email addresses. It is the student's responsibility to ensure that messages from ALU are not blocked and that the mailbox is not too full to receive messages.

Minimum Requirements

Windows

- **CPU Processor:** 1.86Ghz Intel Core 2 Duo or faster processor (or equivalent)
- **RAM:** 8GB or highest recommended for the operating system
- **Hard drive:** 1GB of available space or highest recommended for the operating system
- **Operating System:**
 - Windows 11
 - Only genuine, U.S.-English versions of Windows Operating Systems are supported
 - Alternate versions of Windows 10, such as Windows 10 (32-bit), Windows RT, and Windows 10 S, are NOT supported.
- **Browser:**
 - Latest version of Google Chrome
 - *ALU requires Google Chrome for the eLearn website. Prohibited browsers for Surface Pro are, but not limited to: Chromium, Edge, Firefox, Opera, and anything else not listed here.*
- **Screen resolution:** Must be 1024x768 or higher
- **Media:** Web camera, microphone, and speakers
- **Account Permission:** Administrator-level account permissions are required
 - **Software:**
 - A word processor that can create files with any of the following extensions: .doc (MS Word 2003), .docx (MS Word 2007 or higher), or a standard .rtf (rich text format)
 - Latest version of Adobe Reader
 - Latest version of Adobe Connect
- **ALU does not support Mobile Phone or Tablet devices other than Surface Pro as detailed below.**

Surface Pro

- **Surface Pro, Surface Books, and Surface Laptops are supported** (Non-Pro Surface devices are NOT supported).
- **Must be running a supported Operating System** (See Windows Requirements).
- **Input Device:**
 - External Keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired before launching the exam.
- **Hard Drive:** Minimum of 1GB available space.
- **Browser:**
 - Google Chrome (v70.0 & above)
 - *ALU requires Google Chrome for the eLearn website. Prohibited browsers for Surface Pro are, but not limited to: Chromium, Edge, Firefox, Opera, and anything else not listed here.*
- **Screen resolution:** Must be 1920×1080 or higher
- **Media:** Web camera, microphone, and speakers
- **Account Permission:** Administrator-level account permissions are required
- **Software:**

- A word processor that can create files with any of the following extensions: .doc (MS Word 2003), .docx (MS Word 2007 or higher), or a standard .rtf (rich text format)
- Latest version of Adobe Reader
- Latest version of Adobe Connect

Mac OS

- **CPU Processor:** 1.83 GHz Intel Core Duo or faster processor
- **RAM:** 8GB or highest recommended for the operating system
- **Operating System:**
 - macOS 10.15 Catalina
 - macOS Ventura
 - The server version of Mac OS X is not supported
- **Hard drive:** 1GB of available space or highest recommended for the operating system
- **Browser:**
 - Latest version of Google Chrome
 - *ALU requires Google Chrome for the eLearn website. Prohibited browsers for Surface Pro are, but not limited to: Chromium, Edge, Firefox, Opera, and anything else not listed here.*
- **Screen resolution:** Must be 1024x768 or higher
- **Media:** Web camera, microphone, and speakers
- **Account Permission:** Administrator-level account permissions are required
- **Software:**
 - A word processor that can create files with any of the following extensions: .doc (MS Word 2003), .docx (MS Word 2007 or higher), or a standard .rtf (rich text format)
 - Latest version of Adobe Reader
 - Latest version of Adobe Connect
- **ALU does not support iPad or iPhone devices**

Platforms Not Supported

This section describes the devices not supported by ALU. This list may change at any time and is not final.

- iPhone and iPad devices
- Chromebook (manufacturer varies)
- Android phones and tablets
- Linux-based systems (e.g. Ubuntu, CentOS, Debian)
 - Window phones run Android and are not supported.
- Any device(s) and/or browsers not listed are not supported.

Document Submissions (non-coursework)

To expedite document processing, applicants and students must submit application and service requests in easy-to-access and legible formats such as PDF.

Image files (.GIF, .JPEG, .TIFF) of student documents must not be submitted.

All pages of each item being submitted must be combined into a single file. For example, a five (5) page document should be uploaded as one (1) PDF file. ([Adobe Merge PDFs](#) from Adobe Online Service can be used to merge multiple PDF files into one document.)

Student forms must be completed in full and signed and dated, wherever indicated. Incomplete or unsigned forms will be returned to the student.

For document submission from smart phones, the following are useful apps for signing and merging pages:

For Android:

- *Microsoft Lens for Android*
- *Adobe Scan for Android*
- *Genius Scan for Android*

For iPhone/iPad

- *Microsoft Lens for iPhone/iPad*
- *Adobe Scan for iPhone/iPad*
- *Genius Scan for iPhone/iPad*

The following steps are detailed instructions for usage on a laptop or desktop computer:

1. Open the document needed for submission to save as a .pdf.
2. Click the *File* tab.
3. Click *Save As* (choosing *Save As* keeps the original version and saves an additional copy in another file format).
4. In the *File Name* box, enter a name for the file if the name has not already been entered.
5. Click the drop-down arrow in the *Save as Type* box and click *PDF (*.pdf)*. If PDF does not appear as an option in the menu, ensure the free Adobe Reader software is installed on the computer.
6. To open the file in the selected format after saving, select *the Open file after publishing* check box.
7. Click *Options* box for other available options.
8. Click *Save*.

Official Transcript Submissions

Admissions

ALU requires official transcripts evidencing an earned bachelor's degree from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university from its applicants and students.

In addition, pursuant to State Bar of California Guidelines, beyond providing official transcripts evidencing an earned bachelor's degree, applicants must also submit official

transcripts from *all* colleges or universities attended. Applicants must list all prior schools attended in their application.

Degrees earned from institutions outside of the US must be presented with an official translation for degree and course-by-course equivalency, indicating a degree comparable to instruction in the United States, provided by a credential evaluation service approved by the Committee of Bar Examiners of the State Bar of California. The ALU admissions office will provide a list of these services upon request.

Official, sealed transcripts must be sent directly to Abraham Lincoln University's Registrar's Office by the granting institution(s).

*Abraham Lincoln University Registrar
500 N. Brand Blvd, Suite 2000, Office 12
Glendale, CA 91203, U.S.A.
or
Via email at registrar@alu.edu*

Newly Enrolled Students

All official transcripts must be submitted to ALU's Registrar within **30 days** of the start of the session. **Students who fail to meet this requirement will be administratively dismissed by the 45th day.**

Students Rights and Responsibilities

Maintenance and Confidentiality of Student Privacy and Records

Abraham Lincoln University's policy regarding confidentiality and student privacy is in keeping with the Family Educational Rights and Privacy Act (FERPA) which affords students certain rights with respect to their education records, a summary of which follows:

- The right to inspect and review the student's education records within 45 days of the day Abraham Lincoln University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill any professional responsibilities.
- As allowed within FERPA guidelines, Abraham Lincoln University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S Department of Education concerning alleged failure by Abraham Lincoln University to comply with the requirements of

FERPA.

At its discretion, Abraham Lincoln University may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

“Directory Information” at ALU includes:

- Student's name
- Address
- Telephone number
- Date of birth
- Any honors and awards
- Dates of attendance
- Number of units attempted and completed
- Graduation date
- Degree conferred/sought

FERPA additionally allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- 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; and
- State and local authorities, pursuant to specific State law.

To protect student privacy, student's directory information is released only upon approval of the Registrar. Students may withhold directory information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students may access their rights to the Maintenance and Confidentiality of their Student Records as outlined under FERPA.

Student Identity Verification

Based on the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and in compliance with DEAC standards, ALU has processes in place which establishes that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. ALU meets this requirement by providing a secure login and password to enrolled students, administering live mandatory proctored examinations at regular points and also keeps student identity documents in student file

for verification of identity purposes.

Student Code of Conduct Policy

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. ALU has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University's academic community. As a member of the University's academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct.

As members of ALU, students have responsibilities and duties commensurate with their rights and privileges. In this policy, ALU provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the ALU's mission. Any student who is found to have violated the student code of conduct policy is subject to disciplinary sanctions up to and including suspension or dismissal, as further described below.

Violations of Student Code of Conduct Policy

The following is a list of behaviors that violate ALU's Student Code of Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual.
7. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
8. Harassment or bullying by any means of any individual, including coercion and personal abuse.
9. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
10. Any form of unwanted sexual attention or unwanted sexual contact.
11. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
12. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, or other school activities).
13. Unauthorized entry into, or use of, school facilities.
14. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
15. Dishonesty, including but not limited to lying, cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials. Dishonesty is a violation of the Academic Integrity policy, but once dishonesty is combined with other behaviors that are violations, the Code of Conduct Policy is the optimal policy

- to address multiple violations.
16. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student deemed to be lewd, indecent, or obscene as determined by school officials.
 17. Extortion.
 18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
 19. Breach of peace on school property or at any school-sponsored or supervised program.
 20. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited
 21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
 22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
 23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
 24. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
 25. Failure to identify oneself when on school property.
 26. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
 27. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of ALU and/or its reputation.
 28. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
 - a. The theft or abuse of a computer, email, internet, or Intranet resources
 - b. Unauthorized entry into a file to use, read, or change the contents of or for any other purpose.
 - c. Unauthorized transfer of a file
 - d. Unauthorized downloading of copyrighted materials in violation of the law
 - e. Unauthorized use of another individual's identification and/or password
 - f. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - g. Use of computing facilities to send obscene or abusive messages
 - h. Use of computing facilities to interfere with normal operation of the school's computing system
 29. Abuse of the ALU disciplinary system, including but not limited to:
 - a. Failure to obey the summons of a disciplinary body or school official.
 - b. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
 - c. Disruption or interference with the orderly conduct of a disciplinary proceeding
 - d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding

- f. Failure to comply with the sanction(s) imposed under the student conduct policy
- g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system
- h. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

Disciplinary Procedures Complaint

- Any member of ALU (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of ALU policies. The complaint shall be prepared in writing and directed to the Dean or designee. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Dean or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
- Unless otherwise provided by law, ALU generally will not disclose the name of the person making the complaint to the accused student ("student") unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable period of time after the complaint is received, which may be determined by the timeline of alleged violations, the Dean or designee will notify the student of the complaint and the alleged violation of the student code of conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean or designee to discuss the complaint and alleged violation and will render and communicate the decision to the student.
- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean or designee may make a determination of violations of ALU policies on the basis of the information available and impose sanctions for such violations. This decision shall be communicated to the student.
- The Dean or designee's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). Within a reasonable time after the student has been notified of the charge(s), ALU will set a time for a hearing.
2. Hearings shall be conducted by the Dean or their designee (herein referred to as the "hearing officer") and may also include faculty, staff, and students according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the Dean or their designee.
 - c. In hearings involving more than one student, the hearing officer, in their discretion, may permit the hearing concerning each student to be

- conducted separately.
- d. The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
 - e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at their discretion.
 - f. All procedural questions are subject to the final decision of the hearing officer.
 - g. After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating.
 - h. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer's determination will also address whether dismissal from ALU is an appropriate sanction for the offense(s).
 - i. The hearing officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU.
 - j. The hearing officer shall provide the student with a copy of the determination including information regarding the student's right of appeal therefrom.

Interim Suspension

ALU may immediately remove or suspend a student from school without applying or exhausting these procedures when, in ALU's sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of ALU or a member of ALU. During the interim suspension, students shall be denied access to the school (including classes) and/or all other school activities or privileges for which the student might otherwise be eligible.

Student Involvement in Conduct Proceedings

At the discretion of the Dean or their designee, students of ALU may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the University, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the ALU community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. ALU will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

ALU reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of ALU faculty and/or staff that a serious risk to the health, safety, and welfare of students and/or the school community exists. Personal property and belongings include but are not limited to backpacks, portfolios, clothing, and vehicles brought onto property leased, owned, or controlled by the school.

Sanctions

ALU may impose sanctions for violations of the student code of conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ALU reserves the right to immediately impose the most severe sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

- **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
- **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean or their designee defines the terms of probation.
- **Suspension:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his or her suspension.
- **Expulsion:** The student will be expelled from ALU immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school at any time or for any reason.
- **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. Restitution may take the form of monetary or material replacement.
- **Discretionary sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to ALU policies and procedures.

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).
- The student must write a letter of appeal in the student's own words, addressed to the Dean of the School of Law or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to ALU policies and procedures. It must be delivered within seven calendar days following the student's receipt of the decision.
- The Dean or their designee will appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision.
- The student making the appeal will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Dean or their designee with its recommendation following its review of the appeal. The Dean or their designee will

render a written decision on the appeal within thirty (30) calendar days from receipt of the appeal. The decision will be final.

Student Formal Grievance Procedures

The School of Law grievance policy addresses issues requiring resolution and promotes honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators and faculty of ALU. A grievance may involve a complaint that includes administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, or library services.

ALU will review all grievances in a timely, fair, and equitable manner. If the complaint concerns a faculty member or administrator, ALU will consult with the faculty member regarding the complaint.

ALU notifies students and other interested parties regarding how to make complaints to state agencies and accrediting agencies by providing contact information in the **Accreditation and Regulation** section of the JD catalog.

Step 1.

If a grievance has not been satisfactorily resolved by informal procedures, the student or interested party may file written grievance with the Dean of the School of Law within 60 days of the act or event which is the subject of the grievance, by submitting the Formal Grievance Petition, available on the eLearn Student Center. Within five working days of receiving the grievance, the Dean shall conduct any necessary investigation and meet or call with the student or interested party in an effort to resolve the grievance. The Dean shall present all concerned parties with a written answer to the grievance within ten working days after the meeting or calls.

Step 2.

If a grievance has not been satisfactorily resolved at step 1, the student or interested party may file the written grievance with the Academic Standards Committee within ten working days of receiving the answer at step 1. All information presented at step 1 shall be included with the grievance, and the Dean shall submit to the Academic Standards Committee a report describing attempts to resolve the grievance at step 1. Within ten working days of receiving the grievance, the Academic Standards Committee shall conduct any necessary investigation and meet with the student or interested party in an effort to resolve the grievance. The Academic Standards Committee shall present all concerned parties with a written answer to the grievance within ten working days after the meeting.

Step 3.

If a grievance has not been satisfactorily resolved at step 2, the student may file a written appeal to the President of Abraham Lincoln University within five working days of receiving the answer at step 2. All information presented at steps 1 and 2 shall be included with the appeal, and the Academic Standards Committee shall submit to the President a report describing attempts to resolve the grievance at step 2. Should the Dean (Step 1) and President (Step 3) be the same person, this Step will be reviewed by the same person. Any new information or supporting documentation added to the grievance petition is recommended. The President shall make a decision within 30 days of the written appeal and shall mail the decision to all concerned parties. The President's decision shall be final.

Students or members of the public may also file complaints with the following entities:

Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100

California State Bar
180 Howard St.
San Francisco, CA 94105
(415) 538-2000

Non-Discrimination Policy

Consistent with all applicable laws, Abraham Lincoln University does not discriminate on the basis of age, race, color, national origin, sex, gender identity, sexual orientation, disability, veteran status, religion, or marital status in its educational programs, activities, or employment practices. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

Title IX: Non-Discrimination Policy and Grievance Process Policy

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Abraham Lincoln University affirms it:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex.

ALU's Title IX Coordinator is identified below and may be contacted with questions about this Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the university's educational programs or activities in compliance with Title IX.

Title IX Coordinator: Bernadette Agaton, JD
Address: 500 N. Brand Blvd, Suite 2000, Office 12, Glendale, CA 91203
Tel.: (213) 252-5100, extension 208
Email: titleixcoordinator@alu.edu
Web: www.alu.edu

To view the full ALU Title IX Non-Discrimination and Grievance Process Policy, click [here](#).

Americans with Disabilities Act

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, Abraham Lincoln University acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. ALU makes every effort to provide reasonable accommodations for students who qualify under ADA.

Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability. For purposes of educational access at ALU, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs.

Reasonable requests for accommodation must be based upon documentation that meets Abraham Lincoln University's published criteria and does not create "undue hardship". Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the university's size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals.

Requesting Disability Accommodations

In order to request disability accommodations, students must inform Abraham Lincoln University that they have a qualified disability. No accommodations may be made before the school has been notified of a disability through the submission of proper documentation. Documentation must be provided at least 30 days in advance of any accommodation requests. The responsibility for ensuring that this documentation is submitted on time is solely the student's.

For pre-existing conditions, applicants are advised to submit accommodation requests during the admission process, prior to enrolling into any course or program. Existing students are advised to submit accommodation requests before completing required coursework. Completed coursework that precedes an accommodation request may not be resubmitted. This includes all required assessments and course events listed in each syllabus, assigned by the faculty member or other ALU employee.

Required Disability Accommodation Documentation

Documentation differs depending upon the type of disability. To be sure that the accommodation request will be fully considered, please include all of the following:

- Detailed clinical/medical diagnosis of the disability including learning, mental and physical restrictions and limitations.
- Names, dates, and results of all diagnostic tests, including professional evaluation of the results.
- Description of student limitations in activities related to the ability to enroll and complete the academic requirements of ALU courses and programs.
- Specific accommodation recommendations related to ALU academic activities and

- to the diagnosis.
- Disability evaluator's professional credentials, licenses and experience related to the applicant's specific accommodation request.
- For applicants or students for the School of Law Juris Doctor program, additional documentation is required:
 - Information on Law School Accommodations from the California State Bar
 - Complete and submit the Qualified Professional Certification Form, which can be found on the website of the State Bar of California.

Additional guidance for documenting specific disabilities may be found on the College Board website at the following link: <http://professionals.collegeboard.com/testing/ssd/application/disabilities>. If the link is inactive, go to the website student home page at <http://student.collegeboard.org/>. Use the search function to locate "documenting specific disabilities."

Documentation Time Limits

Disability accommodation documentation time limits vary based upon the disability:

- Three years for a learning disability for applicants/students under 21 years of age. For applicants/students over the age of 21, documentation older than three years is acceptable if clinical testing was completed after the age of 18.
- Six-months for a qualified mental disability.

Documentation in regards to physical disabilities may vary. For permanent conditions, any documentation meeting the ALU criteria will be considered regardless of the date of the documentation.

- One-year for temporary physical disability

Appeal of Denied or Modified Accommodation Requests

Applicants and students may appeal denied accommodation requests. The appeal must be in writing and submitted within 15 days of the accommodation denial or modification. ALU does not retaliate against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or litigation under the ADA.

For more information regarding ALU's compliance with the Americans with Disabilities Act, please contact accommodations@alu.edu via email or call (213) 252-5100.

Students may send their documented accommodation request to Student Services at Abraham Lincoln University in a number of ways:

- Email with attachments to: accommodations@alu.edu
- Mail or ship through a carrier with document tracking capability to:
Abraham Lincoln University
500 N. Brand Blvd, Suite 2000, Office 12
Glendale, CA 91203

Drug Abuse Prevention Policy

Abraham Lincoln University School of Law, as part of Abraham Lincoln University, is committed to promoting a drug-free learning environment. The University has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students.

Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees. Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution.

Standards of Conduct

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of the University's academic community. The University community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on University property. If an individual is apprehended for violating any alcohol- or other drug-related law while at a University location or activity, the University will fully support and cooperate with federal and state law enforcement agencies. The University enforces a "zero tolerance" policy regarding underage drinking.

Institutional Sanctions

Any member of the University community found possessing or selling illegal drugs on University property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the University.
- In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- Penalties may include required participation in and completion of appropriate rehabilitation programs.
- The University has adopted a zero-tolerance policy regarding alcohol and drug violations.

Legal Sanctions (Federal, State, and Local)

There are numerous legal sanctions under local, state, and federal laws which can be used to punish violators. Penalties range from suspensions, revocation, denial of a driver's license, and/or 20-50 years' imprisonment at hard labor without benefit or parole. Property may be seized. Community services may be mandated. For more information about federal penalties and sanctions visit the Department of Justice Federal Trafficking website at <http://www.dea.gov/druginfo/ftp3.shtml>. Federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health care, disability, and veteran benefits. In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigations, and the U.S. Coast Guard.

Federal Financial Aid Penalties for Drug Violations

According to the Higher Education Act (HEA), if a student is convicted of a drug-related felony or misdemeanor that took place while her or she was receiving federal student aid, the student will become ineligible to receive further aid during a period of enrollment for which he or she was receiving federal student aid. If the student was convicted of both possessing and selling illegal drugs during a period for which the student was receiving

federal student aid, and the periods of ineligibility are different, then the student will be ineligible for the longer period. If the conviction was reversed, set aside, or removed from the student's record, or if the conviction occurred while the student was a juvenile (unless s/he was tried as an adult) it will not affect student's eligibility. If students lose their financial aid eligibility, the University will notify them of their status in writing including how to regain eligibility.

Health Risks Associated with Use and Abuse

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons affecting the body and its processes, the mind and nervous system, and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body, as well as, one's self. People tend to lose their sense of responsibility, control, and coordination. Restlessness, irritability, anxiety, paranoia, depressions, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, serious damage to vital organs or even death can result from overuse or abuse of alcohol and drugs.

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at:

- **The U.S. Drug Enforcement Administration**
<http://www.dea.gov/druginfo/factsheets.shtml>
- **Substance Abuse and Mental Health Services Administration**

Drug and Alcohol Counseling/Treatment Availability

The following resources are available for assisting students and employees with possible problems of alcohol or drug abuse:

- Alcoholics Anonymous Support Group: <http://www.aa.org/?Media=PlayFlash>
- National Institute on Alcohol Abuse and Alcoholism: <http://www.niaaa.nih.gov/>
- National Council on Alcoholism and Drug Dependence: <https://www.ncadd.org/>
- Mayo Clinic-Alcohol Use Disorder: <http://www.mayoclinic.org/diseases-conditions/alcohol-use-disorder/basics/definition/con-20020866?reDate=05042016>
- The National Institute on Drug Abuse Hotline- information and referral line that directs callers to treatment centers in the local community, (800) 662-HELP or visit <https://findtreatment.samhsa.gov/>
- The National Institute on Drug Abuse (NIDA)- ensures the effective translation, implementation, and dissemination of scientific research findings to improve the prevention and treatment of substance use disorders and enhance public awareness of addiction as a brain disorder. Visit <https://www.drugabuse.gov/>

Placement Services

The University does not offer placement services.

Housing

Abraham Lincoln University is a distance learning educational institution which does not require any classroom attendance. We do not provide housing accommodations, nor do we assist in locating housing.

Course Descriptions

The course descriptions below include all courses offered through Abraham Lincoln University. This includes the program courses and electives. There are five courses in the 1L year, five courses each for the 2L and 3L years, and nine courses in the 4L year. Students take two electives in the 4L year during the two periods when electives are offered.

LF100A Contracts A

This course will survey both the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. Students will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses to formations and enforcement, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contract interpretation, modification, and introduction to selected remedies.

Every first-year course contains a skills component that orients the students to the fundamental professional skills necessary to the practice of law. The class is designed to develop basic analytic ability and written communication skills, which are necessary for success as a practicing attorney. To that end, the class will offer instruction in analyzing and synthesizing law from different sources using reasoning strategies commonly used by lawyers.

Quarter Units: 7

LF100B Contracts B

This course expands beyond formation issues as to common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. Students will learn the rules governing breach of contract and defenses to performance. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and additional remedies for breach of contract.

Every first-year course contains a skills component that orients the students to the fundamental professional skills necessary to the practice of law. The class is designed to develop basic analytic ability and written communication skills, which are necessary for success as a practicing attorney. To that end, the class will offer instruction in analyzing and synthesizing law from different sources using reasoning strategies commonly used by lawyers.

Quarter Units: 6

LF200 Criminal Law

Students will examine the common law and the modern criminal justice systems including their theory of punishment, classification of crimes, criminal causation and elements of various crimes. Students will study the criminal culpability rules applicable to perpetrators such as principals, accessories & accomplices. Students will learn the elements of various crimes committed against persons such as homicide, assault, battery, rape and mayhem. They will also study property crimes such as larceny, embezzlement, false pretenses, receiving stolen property, robbery, burglary & arson. Further, students will examine inchoate crimes of attempt, solicitation and conspiracy, and will also learn many affirmative

defenses including mistake, self-defense, consent, insanity, duress, necessity, and entrapment.

Every first-year course contains a skills component that orients the students to the fundamental professional skills necessary to the practice of law. The class is designed to develop basic analytic ability and written communication skills, which are necessary for success as a practicing attorney. To that end, the class will offer instruction in analyzing and synthesizing law from different sources using reasoning strategies commonly used by lawyers.

Quarter Units: 10

LF300A Torts A

This course is a survey of civil causes of action for which an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including intentional torts to person and property such as assault, battery, false imprisonment, trespass and infliction of emotional distress. Finally, students will examine tort defenses of mistake, self-defense, consent, immunity, contributory and comparative negligence and assumption of the risk.

Every first-year course contains a skills component that orients the students to the fundamental professional skills necessary to the practice of law. The class is designed to develop basic analytic ability and written communication skills, which are necessary for success as a practicing attorney. To that end, the class will offer instruction in analyzing and synthesizing law from different sources using reasoning strategies commonly used by lawyers.

Quarter Units: 6

LF300B Torts B

This expands on the civil causes of action for which an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including wrongful death, products liability, and dignitary torts such as invasion of privacy, defamation, constitutional torts and nuisance. They will also examine strict liability causes of action such as pet ownership and products liability. Finally, students will review defenses of self-defense, consent, necessity, contributory and comparative negligence and assumption of the risk, and initially examine privilege, mistake, and immunity defenses.

Every first-year course contains a skills component that orients the students to the fundamental professional skills necessary to the practice of law. The class is designed to develop basic analytic ability and written communication skills, which are necessary for success as a practicing attorney. To that end, the class will offer instruction in analyzing and synthesizing law from different sources using reasoning strategies commonly used by lawyers.

Quarter Units: 6

LU01 Real Property

This course will examine common and statutory law with emphasis in the following areas of real property: Types of ownership; possessory and alienable rights and interests in freehold and non-freehold estates; future interests, land covenants, equitable servitudes and easements. Students will focus their studies in the area of the laws related to recordation; use and transfer of property interests, and landlord/tenant law. Students will research, analyze and apply these principles in the following ways: Integration of content into the

practical application of law. The result and applications of these principles will allow students to make substantive and procedural arguments for positive and contrary positions of one's prospective clients.

These verbal and intellectual demonstrations will be based on the statutory and common law, in order to act in the role of representative for any party to a property transaction. Property law will also include the historical development of American law and provide students the opportunity to understand the relationship between legislation property law and public policy.

Quarter Units: 8

LU02 Wills and Trusts

This course will examine common and statutory and case law in the areas of Wills and Trusts. Specific instruction will be given in areas involving intestacy, capacity, formalities and legal constructions of both wills and trusts and how these theories of law impact modern day testamentary transfers of wealth.

Students will research, analyze and apply these principles in the following ways: Integration of content into the practical application of law. The result and applications of these principles will allow students to make substantive and procedural arguments for positive and contrary positions of one's prospective clients.

These verbal and intellectual demonstrations will be based on the statutory and common law, in order to act in the role of representative for a client pertaining to matters involving wills, trusts, and testamentary documents in general. Wills and Trusts will also include the historical development of American law and provide students the opportunity to understand the relationship between legislation, probate law and public policy.

A quarter unit of Wills and Trusts will further develop practical professional lawyering skills, focusing on legal writing, legal research and basic citation forms as established by the Bluebook, citation of constitutions, statutes, cases, books and periodicals, journals and law review articles, and web resources. The skills unit provides practical instruction in legal research, including research involving treatises, statutes, Restatements, uniform codes and laws, federal regulation, rules, digests, state and federal cases, and practice guides commonly used in state and federal court. The course also orients students on conducting research using physical publications and electronic based legal research using Westlaw, including use of the Key Cite features to update legal authority.

This course contains 1 quarter unit of competency training.

Quarter Units: 8

LU03 Criminal Procedure

This course will provide students with instruction related to the procedures required by the Criminal Justice system, both within and independent of the courts, from initial suspicion of a crime to post-conviction. Students will study the rights of the accused in criminal matters by examining applicable provisions of the Bill of Rights.

The Fourth, Fifth, and Sixth Amendment safeguards of the U.S. Constitution are emphasized with the goal being a basic understanding of the laws governing searches and seizures, confessions, double jeopardy, the right to counsel, jury trials, speedy trials, pleas, exclusionary rules and the appellate rights of an accused to enforce constitutional guarantees.

This class will also include the historical development of American law and provide students the opportunity to understand the relationship between legislation, criminal law and public policy.

Quarter Units: 4

LU04 Business Associations

This course covers the structure and characteristics of modern business associations including publicly-held companies and closely-held ventures; the creation and organization of corporations; the distribution of corporate power between management and shareholders with emphasis on fiduciary duties of directors, officers and controlling shareholders, and the effects of federal law on corporations, particularly Rule 10b-5, Section 16(b) and the Sarbanes-Oxley Act of 2002.

In addition, this course also attempts to develop skills in statutory construction, analysis and application of these principles. The result of the application of these principles will allow students to make substantive and procedural arguments for positive and contrary positions of one's prospective clients. This class will also include the historical development of the corporation in America and provide students the opportunity to understand the relationship between the rise of the corporate structure and its effect upon modern society.

Quarter Units: 8

LU05 Remedies

Students will receive instruction in legal and equitable tort and contract remedies generally available to civil litigants. Students will learn how to allege, measure and define the scope of potential monetary damage awards, including restitution, unjust enrichment as well as legal fees, constructive trusts and apportionments. Students will also explore coercive, action driven remedies such as injunctions, specific performance, contempt, and declaratory relief.

In addition, this course also attempts to develop skills in statutory construction, analysis and application of remedial legal principles. The result of the application of these principles will allow students to make substantive and procedural arguments for positive and contrary positions of one's prospective clients.

Quarter Units: 7

LU06 Evidence

This course teaches the standards of admissibility of evidence in judicial proceedings placing special emphasis on the Federal Rules of Evidence and common law. Among other things, the course will cover relevancy, hearsay, policy-based exclusionary rules, legal privileges, expert and lay witness testimony, opinion testimony, impeachment, authentication, character, habit evidence and presumptions.

Quarter Units: 8

LU07 Civil Procedure

This course provides an introduction to the civil adjudicative process. Over the course of the semester, students will become familiar with the sources of civil procedure in federal and state law and study the rules and processes by which civil matters proceed through the legal system. Students will also study doctrines relating to judicial power and the resolution of civil disputes.

Students will also receive instruction related to understanding the difference between, and the interplay of procedural rules and substantive law; including lessons in personal

and subject matter jurisdiction, pleadings, dispositive motions, discovery, and general trial procedures.

The objectives of this course are to teach the substantive law of the subject matter in a comprehensive manner allowing students to consider ethical and professional questions related to the subject matter, and to integrate the subject matter with the analytical and practical skills necessary to the resolution of civil disputes.

Quarter Units: 8

LU08 Professional Responsibility

This course covers the body of legal and ethical rules governing the practice of law in the United States. While students study case law and statutes that comprise the substantive area of law that regulates a segment of society like other law school courses, the applications from this course differ in one important way – in how the laws will directly apply to attorneys specifically. Students will study a diverse range of sources covering legal principles relevant to professional responsibility as well as the relationship among the various sources. The American Bar Association’s Model Rules of Professional Conduct (the “Model Rules”) is an important source of guidance for attorneys and serves as a basis for the codes of professional responsibility in a majority of jurisdictions. In addition to each jurisdiction’s code of ethics, the conduct of attorneys is governed by, among others, tort, criminal, agency and constitutional law, so students will study the Restatement of the Law Governing Lawyers (the “Restatement”). Students will also study the American Bar Association’s Model Code of Professional Responsibility (the “Model Code”). California incorporates portions of both in the California Rules of Professional Conduct and the California Business and Professions Code.

This course will be helpful in preparation for the Multistate Professional Responsibility Examination (the “MPRE”) as well as the California General Bar Examination. This course contains 4 quarter units of competency training.

Quarter Units: 4

LU09 Constitutional Law

This course will study the United States Constitution, the three branches of government, limitations and scope of government power, judicial review, the role of the United States Supreme Court and the Bill of Rights. It will also examine the constitutional distribution of power between the federal and state governments as well as personal liberties under the Due Process Clauses with special focus on fundamental rights, equal protection, freedom of assembly, freedom of the press, freedom of religion and freedom of speech.

Quarter Units: 8

LU10 Community Property

Students will examine the law relating to California community and separate property, the division of marital assets upon divorce and death of a spouse, marital agreements, business assets, commingling of funds, property improvements, spousal liability for community and separate debts, education expenses, spousal rights to pension and disability income, lawsuit settlements, life insurance proceeds, and management and transfer of community property assets.

A quarter unit of Community Property will further develop practical professional lawyering skills, focusing on legal writing, legal drafting and basic citation. The focus of the skills

unit is on transactional document drafting in the context of community property.
Quarter Units: 7

LU41 Advanced Legal Research & Writing

This course is an advanced practical workshop designed to sharpen students' legal writing skills at every stage of the litigation process. Students will be required to conduct research for and write legal office memoranda, a client letter, and an appellate brief. Additional instruction and emphasis will be placed on persuasive writing skills as they relate to the appellate process. Students will emulate associate, research or private attorneys by responding to letters, task memos or legal documents, ostensibly from attorneys, clients, judges or special interest groups. Students will utilize sample court files, court documents and law libraries as their tools to gather and analyze facts, research and cite law, apply legal ethics, develop legal tactics and render legal advice in their answers. Students will review performance examination exercises and complete a timed performance exam test that requires students to respond to a request by a fictitious senior partner's instructions based on a File containing facts and Library containing relevant legal doctrine.

This course contains 4 quarter units of competency training.
Quarter Units: 4

LU60 Trial Techniques

This course offers extensive instruction in both analytical and practical applications of the criminal justice system as it relates to the actual trial process. In addition to historical and constitutional procedural considerations, the class will follow a criminal trial through jury selection to the verdict phase of the modern criminal justice system. Students will also receive instruction in courtroom conduct and decorum as it relates to attorneys, including hypothetical situations and ethical considerations. Additional issues such as presentation and evidentiary procedures will be explored and clinical assignments based on the production of documents will be administered.

At conclusion of the class, the successful student will acquire enough knowledge and experience in order to, at a minimum, assist in trial preparation including participating in discussions regarding trial procedures and document production.

This course contains 4 quarter units of competency training.
Quarter Units: 4

LU61 First Amendment

This course will cover the various facets of the First Amendment by initially examining the historical and philosophical roots which led to the necessity of written restrictions upon the Federal government in the areas of freedom of speech, press, religion, assembly and association. In particular the course will involve in-depth discussions regarding prior restraints, the free exercise and establishment clauses, and how the due process and equal protection clauses further influence the U.S. Supreme Court's rulings in this area. Students will then analyze Supreme Court decisions and through practical application apply the Court's rulings to contemporary issues including symbolic speech, public displays of religious symbols and political campaign contributions.

Lastly, the course will delve into larger public policy concerns such as censorship, the separation of church and state, alternative religious beliefs and the power of the states to curb these rights in the interest of providing for the safety and welfare of its citizenry.

Quarter Units: 4

LU62 Advanced Business Associations

This course stems from prior discussion of business associations in the LU04 Business Associations course and explores the law of business associations at a more advanced level through the lens of closely held organizations, covering laws of agency, partnership and LLCs. Included topics for review are formation and termination of these business association entities and the fiduciary duties and responsibilities of directors and officers. Finally, this course will examine some of the types of commercial practices and economic policies that have shaped this area of law.

Quarter Units: 4

LU63 Contemporary Ethical Issues

This course will offer instruction regarding substantive black letter law and concomitant practical applications of legal and ethical considerations governing the professional responsibilities of the legal profession and its relation to the general practice of law.

Students will be required to study and understand the moral and legal implications behind the California Rules of Professional Conduct, the California Business and Professions Code and the American Bar Association's Model Rules of Professional Conduct (the "Model Rules.") The course will also offer students an opportunity to apply various rules and regulations to actual examples of attorney misconduct to illustrate the ethical pitfalls inherent in the modern practice of law and to offer substantive direction as to avoid violations that could result in malpractice and disciplinary action.

Additionally, this course will be helpful in preparation for the Multistate Professional Responsibility Examination (the "MPRE") as well as the California Bar Examination. This course contains 4 quarter units of competency training.

Quarter Units: 4

LU64 Future Interests and Mortgages

This course considers the legal issues concerning future interests as they relate to changes in real estate and finance, while at the same time giving thorough instruction in the basic concepts of mortgage and conveyances. Upon completion of this course, students will be able to represent clients in matters regarding real estate and probate as they involve devises, bequests and secured interests with banks and lenders. Students will gain valuable knowledge as it relates to contemporary issues involving liabilities inherent in inheritance, real estate transactions and modern financing.

Quarter Units: 4

LU66 UCC Sections 2, 3 and 9

This course is an advanced writing and practical workshop in legal matters related to the Uniform Commercial Code (UCC), Articles 2, 3, and 9. Students will receive in-depth instruction in basic rules of sales and transactions involving goods between merchants. Instruction will include basic concepts of interpretation regarding contract formation, performance, delivery, breach and damages as those terms are defined under the UCC. Students will also receive instruction in the legal theories behind the UCC, and how commonly accepted business principles influenced these rules regarding merchants and the sales of goods and its importance to the general welfare of our overall economy.

Quarter Units: 3

LU67 Civil Litigation Before Trial

This course will focus on California Civil Litigation. Students will receive instruction concerning state rules of civil procedure, including statutory and decisional laws related to personal and subject matter jurisdiction, venue, counterclaims, cross-complaints, claim consolidation, joining parties, motion practice, claim and issue preclusion, summary judgment and dismissals. Students will be expected to analyze written hypothetical facts in both areas of law, distill the law from the facts, and individually write essays in a logical, well-reasoned, lawyer-like manner.

This course contains 4 quarter units of competency training.

Quarter Units: 4

LU68 Products Liability Litigation

This course will cover the various facets of Products Liability Litigation by initially examining the historical and philosophical roots which, in the absence of express contractual obligations, led to the necessity of judicially enforceable restrictions upon designers, manufacturers and resellers in the areas of products liability litigation. In particular the course will involve in-depth discussions regarding U.S. State and Federal court rulings, including the U.S. Supreme Court, as well as statutory interpretation, in this area of tort law.

Students will then analyze various court decisions and statutes, and through practical application apply the various court rulings and legal standards to contemporary issues including warranty, manufacturing, design and labeling defects.

Lastly, the course will delve into larger public policy concerns such as Consumer Safety Acts, the role of trial lawyers as related to consumer protection issues, and general discussion regarding the future of tort reform.

Quarter Units: 4

LAW720 International Business Law

Business today is truly international. This International Business Law course provides a comprehensive look at critical issues and functions in the global legal environment. It provides business and law students an overview of the overall structure of the legal environment in which international business operates today; nation-to-nation relations, multinational enterprises, dispute settlement across national borders, and rules for global trade in goods and services. This course focuses on global legal issues in intellectual property, foreign investment, money and banking, sales, transportation, and financing. It emphasizes the diversity and similarity of how firms are currently regulated and governed around the world. Students complete an original term paper based on original research.

Quarter Units: 4

LAW740 Immigration Law

This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional's mastery of immigration law.

Quarter Units: 4

LAW799 Graduate Capstone

The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that

will result in professional growth and benefit the organization.

Quarter Units: 4

Offered in conjunction with the Legal Studies department in special cases related to study plans for transfer students.

LAW752 Employment Law

Employment law is a big business concern and is a field that is dynamic and constantly changing the parameters of selection, discrimination, privacy and termination in employment. This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation. Students are engaged to solve human resources dilemmas with regard to employment law as well to respond with critical thinking to questions brought about by real-world cases.

This course contains 1.5 quarter units of competency training.

Quarter Units: 4

LAW753 Family Law

This course will examine the formation of family relationships, consider the legal attributes of parent-child and spouse-to-spouse relationships and examine the dissolution of families through the process of divorce. The student is expected to demonstrate the ability to recognize a court's reasoning and rationale, to identify the issue presented to the court, to discern material facts and immaterial facts, and to ascertain the points of law and fact upon which the case turns. The student's briefs should demonstrate the student's knowledge and understanding of the pertinent principles and theories of, domestic adjudication, community property and family law in general.

Quarter Units: 4

Offered in conjunction with the Legal Studies department in special cases related to study plans for transfer students.

LAW756 Communications Law

This course examines the federal, state, and local laws that most directly affect mass communication in the United States. What is communicated, how it is communicated, to whom it is communicated, when and where it is communicated and the effects of that communication all may raise important legal concerns for people throughout the communications industry. This course presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings. Students complete an original term paper based on original research.

Quarter Units: 4

Offered in conjunction with the Legal Studies department in special cases related to study plans for transfer students.

JD Faculty

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JD, Whittier Law School

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