



CATALOG ADDENDUM

The updates listed in this addendum apply to the 2023 School of Law Catalog. An addendum contains new and updated information, as well as corrections of errors in the original catalog. Unless otherwise noted, all changes are effective immediately.

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Admissions Requirements and Processing

Transfer Students (update to page 21)

Applicants transferring from other law schools must complete the [Steps to Apply for the J.D. 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 \$119.
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 J.D. 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” on page 42.)

The remainder of this section remains intact.

Tuition, Fees and Financing Options (update to page 24)

Law School Tuition per Academic Year

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

Payment Schedule and Requirements (update to page 29)

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/\$12,065:

- A down payment of \$2,400.
- Eleven (11) monthly payments of \$865.
- In the fourth year, a \$150 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.

Cancellation, Withdrawal and Refund Policy

Withdrawal (update to page 30)

A student who withdraws later than seven (7) days after midnight on 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 by providing a written notice to the Registrar via email, registrar@alu.edu, or by completing the withdrawal request form in eLearn.



Refund Policy (update to page 31)

EXAMPLE:

A J.D. 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

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 (update to policy on page 32)

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.

Unofficial Cancellation/Withdrawal (update to policy on page 33)

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 front 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 (update to policy on page 33)

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.

Academic Affairs and Instruction

Academic Information and Policies

Academic Standing (update to page 43)

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

Student Notification (update to page 45)

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. Any questions related to Title IV eligibility please contact finaid@alu.edu.

Federal Financial Aid Satisfactory Academic Progress Policy

Pace of Completion (update to page 46)

The J.D. 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.

Student Affairs Policy and Procedures

Withdrawal (update to page 65)

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.

Examination Date Changes (update to page 66)

Effective June 15, 2023



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 or a late exam up to two (2) days after the exam date.

To request an early or late final exam, the student must submit the Early/Late Exam Request 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 for early or late exams are only permitted in these circumstances:

- 1) Five Hour Time Zone Rule: Student will take test in a time zone that is more than five hours different from Abraham Lincoln University's time zone (Pacific Time). In this case, students may take the exam on what would be technically the next day according to Pacific Time Zone time.
- 2) Personal Emergency/Undue Hardship: When a student petitions for a late exam, student must submit a writing about emergency circumstances or circumstances that constitute undue hardship for student to take the exam at the appointed time. **Documentation (doctor's letter, etc.) must be provided at the time of petition.**

Examples of emergency circumstances or circumstances that constitute undue hardship for student to take the exam at the appointed time:

- Primary Caretaker Issue: A student may petition about circumstances affecting themselves or affecting a person for which they have primary caretaker responsibilities. There should be supporting writings from the student or documentation to show these primary caretaker responsibilities.
- Medical Reasons: Ongoing medical reasons fall into this category and require a doctor's letter.
- Family Death: Death in the family counts as a circumstance that is an undue hardship, if the death is recent and if the student submits an obituary or death certificate for the student's family member.
- Exam on ALU Holiday Exception: In the case where an exam time falls on an ALU holiday listed on the holiday schedule, but ALU chooses to set the exam time earlier so that students do not need to take an exam during the holiday, a student may elect to choose to take the exam on that ALU holiday at the original exam time without needing to pay a late exam fee.

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