



CATALOG ADDENDUM

The updates listed in this addendum apply to the 2020 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.

Effective January 1, 2020, ALU School of Law no longer offers Veterans Affairs (VA) Educational Benefits. Therefore, the following sections have been removed from the catalog.

Affiliations and Memberships (pg. 17)

Veterans Affairs (GI Bill®) removed.

Application and Enrollment Process (pg. 19)

Reference to application for VA Education Benefits removed.

Academic Standing and Eligibility for Department of Veterans Affairs Benefits (pg. 29)

Section removed.

Academic Standing and Eligibility for Department of Veterans Affairs Benefits (pg. 45)

Section removed.

Student Location Policy (new policy on pg. 19)

For the purpose of determining 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.

Fees and Non-Tuition Charges (update to pg. 24)

Fees and Non-Tuition Charges

The fees and charges listed below are **non-refundable**. The Application Fee is waived for all military students applying to the JD program.

Table 1: Fees and Non-Tuition Charges

Application	\$50
Registration (one-time per program)	\$200



Academic, Technology and Library Resources Fee (per course)	*\$50
Late monthly payment charges	\$25
Returned Checks	\$20
Credit Card Chargeback and Credit/Debit Card Convenience Fee	3.5% of amount charged
ACH convenience fee	1% of amount charged
Transcript, Official / Unofficial	\$10
Duplicate Diploma	\$150
Graduation	\$300
Academic Exception Request/Petition *some exceptions require additional fees	\$20
Proficiency Exam Attempt #2	\$150
Proficiency Exam Attempt #3	\$175
Late Exam	\$175
Early Exam	\$20

Note: To comply with live mandatory proctored exam requirements, students may incur costs depending on what option that they select, but they are free to arrange for no-cost live proctoring options as well, as long as it meets ALU's proctoring arrangement requirements.

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 \$50 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 (update to pg. 25)

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 \$1800. 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 \$3,000 for two years of continuous second and third year studies. The best effort estimate of required books based on list prices for the fourth year of study (52 weeks of continuous study) is \$1,800. The best effort estimate for required books based on list prices for all four years of study in the JD program is \$6,600. 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.

Financial Aid
(Update to policy on pg. 26 – to be inserted after 4th bullet point)

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 will 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.**

REFUND POLICY (update to pg. 30-31)

Effective March 1, 2020

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 After:	
	Week 1	70%
	Week 2	40%

1-6 Weeks	Week 3	20%
	Week 4	0%
7-10 Weeks	Week 1	80%
	Week 2	60%
	Week 3	40%
	Week 4	20%
	Week 5	0%
11-16 Weeks	Week 1	80%
	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 his or her 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 @ \$288.57/unit)	\$ 10,100.00
Registration Fee (non-refundable)	\$ 200.00
Academic, Technology and Library Resources Fee (\$50 per course; refundable prior to the end of the first week of class)	\$ 250.00
TOTAL	\$10,550.00

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

Tuition (10 qtr. units x \$288.57 = \$2885.70 x 50%)	\$ 1442.86
Academic, Technology and Library Resource Fee	\$50.00
Registration Fee (non-refundable)	\$200.00
	\$1692.86



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

Tuition (\$2885.70 x 50%)	\$ 1442.86
Refund to student/financial aid program	\$ 1442.86

INSTITUTIONAL TUITION DISCOUNTS (update to pg. 33)

\$100 Credit Referral Policy

Existing or former ALU students who hold an existing balance at ALU are eligible to submit referrals.

Students complete the Referral Form found in eLearn with required information of the referred student. An Admissions advisor will reach out to the referred student. Referred students must successfully complete one semester or quarter of coursework. Once the referred student successfully completes the semester or quarter, a \$100 credit will be applied to the referring student's account in Populi to go toward their balance. Only one \$100 referral credit can be applied per year.

Year and Course Sequence – 4L (update to pg. 35)

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 LAW 752	Products Liability Litigation or Employment Law*	4	6
TOTAL UNITS		3	5
		5	2
PROGRAM TOTAL UNITS		140	20
			8

Note: JD students complete 30 hours of academic engagement and course preparation per quarter unit of credit.

*Law students will be able to take one of the following electives, scheduled to begin in August 2020: LU68 Products Liability Litigation or LAW752 Employment Law. Additionally, the following electives are available in late September 2020: LU61 First Amendment or LAW740 Immigration Law.



Graduation Requirements (update to pg. 38)

Effective July 14, 2020 for all active and enrolled law students.

Students enrolled in the JD program must complete academic requirements for at least 140 quarter units, pursuant to the California State Bar attendance and continuous study requirements and ALU policies, with a minimum cumulative average grade of 70 to indicate good academic standing in order to graduate. JD students must also be in good financial standing to graduate and participate in the graduation ceremony.

Overview of Proficiency Policy Update

Effective July 14, 2020 for all active and enrolled law students

JD students in their 1L year must pass every course with a 70 or above to receive full credit and be certified for the First-Year Law Students' Examination (FYLSX), as required by the State Bar of California.

Any student who receives a final course grade of 60 or above and below 70 in a 1L course is eligible to establish proficiency in the course by taking and passing ALU's 1L Proficiency Course.*

**A final course grade consists of a grade that is finalized in that course gradebook and where there is no pending regrade request at issue. Until September 2020, if students are ending their first year yet otherwise meet proficiency except for their very last course by receiving final course grades of 60 or above and below 70, those students will be able to receive a second attempt exam and a third attempt exam in relation to that course topic only under the procedures, timeframes and petition fee amounts of the prior Proficiency Policy; however, for their final attempt, students may take the 1L Proficiency Course, rather than re-take the course where they failed to meet proficiency or re-take their entire first year pursuant to the prior Proficiency Policy.*

The ALU 1L Proficiency Course is a 5-week course that consists of modules for each of the five 1L courses – Criminal Law, Torts A, Torts B, Contracts A, and Contracts B. Each module will include activities and assessments designed to improve mastery of the subject matter. If a student is required to establish proficiency in more than one course, they need to complete those topics within 1L Proficiency Course modules. Each module will culminate in an examination consisting of essays and multistate bar examination questions. A passing score of 70 is required to establish proficiency. Students enrolled in the 1L Proficiency Course have one attempt to obtain a passing score.

Students who fail to pass the 1L Proficiency Course will not be certified for the FYLSX. Final course grades in the 1L Proficiency Course are final and cannot be appealed.



PROCEDURES

Prior to registering for the proficiency course, students must enroll and pay applicable fees for the ALU 1L Proficiency Course. The course is offered 2 times a year prior to FYLSX administrations. [Further details about procedures will be posted later in 2020.]

Good Standing, Academic Probation and Dismissal

Effective August 1, 2020 for new law student enrollments; effective January 1, 2021 for all active and enrolled law students.

The following are the standards implemented by the school's Academic Standards Committee. Additionally, students on academic probation should review the **Academic Success Program Escalations** section of this catalog.

First-Year (1L) Students

First-year (1L) students must maintain a cumulative average grade of 70 or above to remain in good academic standing.

JD students in the 1L year must pass every course with a 70 or above (or establish proficiency pursuant to the Proficiency Policy) to receive full credit for the units studied in the 1L and for ALU to certify the student for the First-Year Law Students' Examination (FYLSX), as required

by the State Bar of California. Please see **Academic Requirements for First-Year Law Students' Examination (FYLSX)**.

All students with a cumulative average grade below 70 will be placed on academic probation. A student who is placed on academic probation, and who is unable to improve his or her cumulative average grade to 70 or above within 26 weeks in a given term after being placed on academic probation will be academically dismissed. Students who can establish proficiency in all first year courses, although having a cumulative average grade below 70 can be certified by the law school to sit for the FYLSX if they are within 26 weeks of their placement on academic probation status.

Upper Level Students

Please see **Academic Requirements for Continuing Into Second Year (2L) Coursework**.

Upper level students must maintain a cumulative average grade of 70 or above to remain in good academic standing.

All students with a cumulative average grade below 70 will be placed on academic probation. A student who is placed on academic probation, and who is unable to improve his or her cumulative average grade to 70 or above within 26 weeks in a given term after being placed on academic probation will be academically dismissed. Students who are academically dismissed



may petition for reinstatement based upon a clear showing of special circumstance and good cause.

Transfer Students

Transfer students who enter Abraham Lincoln University in good standing must maintain a cumulative average grade of 70 or above in law school classes at Abraham Lincoln University.

Students with a cumulative average grade below 70 in law school classes at Abraham Lincoln University will be placed on academic probation. A student who is placed on academic probation, and who is unable to improve his or her cumulative average grade to 70 or above within 26 weeks in a given term will be academically dismissed. Students who are academically dismissed may petition the faculty for reinstatement based upon a clear showing of special circumstance and good cause.

Technology Requirements (Updated pg. 56)

Technological Competency

- Ability to use email to correspond
- Ability to access, create, and save documents in MS Word or standard.rtf (rich text format)
- Ability to browse the Web

General

- A reliable broadband Internet 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 responsibility of the student 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:** 2GB or highest recommended for the operating system
- **Hard drive:** 1GB of available space or highest recommended for the operating system
- **Operating System:**
 - Windows 10 (64-bit)
 - 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:**
 - Google Chrome (v70.0 & above), Mozilla Firefox (v65.0 & above) and Edge (Chromium) (v79.0 & above)
 - *ALU Recommend using Google Chrome*
- **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)
 - Adobe Reader version 9, 11, or DC (free download is available on the Internet)
 - (Optional) Adobe Flash Player 13 or higher
- **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), Mozilla Firefox (v65.0 & above) and Edge (Chromium) (v79.0 & above)
 - *ALU Recommend using Google Chrome*
- **Screen resolution:** Must be 1920x1080 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)
 - Adobe Reader version 9, 11, or DC (free download is available on the Internet)
 - (Optional) Adobe Flash Player 13 or higher

Mac OS

- **CPU Processor:** 1.83 GHz Intel Core Duo or faster processor
- **RAM:** 2GB or highest recommended for the operating system
- **Operating System:**
 - macOS 10.13 High Sierra
 - macOS 10.14 Mojave
 - macOS 10.15 Catalina
 - The server version of Mac OS X is not supported
- **Hard drive:** 1GB of available space or highest recommended for the operating system
- **Browser:**
 - Google Chrome (v70.0 & above), Apple Safari (v12.0 & above), Mozilla Firefox (v65.0 & above), and Microsoft Edge (Chromium) (v79.0 & above)
 - *ALU Recommend using Google Chrome*



- **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)
 - Adobe Reader version 9, 11, or DC (free download is available on the Internet)
 - (Optional) Adobe Flash Player 13 or higher
- **ALU does not support iPad or iPhone devices**

Non-Discrimination Policy (Update to policy on pg. 65)

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 and Grievance Process Policy (New policy on pg. 65)

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: 100 W. Broadway, Suite 600, Glendale, CA 91210
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](#).

Course Descriptions (update to pg. 70)

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.

Quarter Units: 4