

ABRAHAM LINCOLN UNIVERSITY

School of Law Catalog
January 2011-December 2011



Changing Tomorrows
One Student at a Time

3530 Wilshire Blvd • Suite 1430 • Los Angeles CA 90010
Toll Free 866.558.0999 • Local 213.252.5100 • Fax 213.252.5111 Email
admissions@alu.edu • www.alu.edu

3530 Wilshire Blvd Ste 1430
Los Angeles, CA 90010
www.alu.edu
(213) 252-5100

Abraham Lincoln University School of Law 2011 Catalog (LCat v6.5 1101)
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This catalog is neither a contract nor an offer to contract but merely
a general outline of the programs currently offered by the university.

To ensure students a progressive and challenging curriculum, Abraham Lincoln University
reserves the right to change graduation requirements and to revise or delete courses as
deemed necessary.

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1. Introduction

Message from the Dean of the School of Law

On behalf of Hyung J. Park, founder, Roy Winter, president and CEO, and all of the faculty and staff of Abraham Lincoln University School of Law, I would like to welcome you to your study of the law. We are devoted to helping you reach your goal of success in obtaining the Juris Doctor degree, and will guide you each step of the way toward your goal. This catalog provides you with a roadmap for your journey.

Our program is designed to prepare you both for the California Bar Exam and also for the practice of law. Many of our faculty members are practicing lawyers, giving you a real world view of the practice of law.

Our program is highly interactive. You can interact with your professors online during the lectures and chats to get all of your questions answered. Be sure to make the most of your learning, and take advantage of the access you have to your professors along the way.

My door is always open to you to address any concerns or issues you may have as you progress through our program toward your Juris Doctor degree.

Sincerely,



Carole J. Buckner
Dean, School of Law
Chief Academic Officer
Abraham Lincoln University

History

Back in 1996, a man had a dream. It had never been tried before. That man made his dream come true by starting California's first online law school. A school where people could complete their entire law school education online, never needing to attend a single class in person. A school where the flexibility of the Internet allowed students to take their classes when they want and where they want, from the convenience of their own home, their office, or even from a hotel room while traveling on the road.

That school is Abraham Lincoln University School of Law. The University provides a legal education for those desiring to take their complete program online, but it does not stop there. Interaction, where questions are answered and topics are explained through our online program are always available. Students and faculty communicate weekly through live chat rooms, allowing a free-flowing interchange and discussion. Moreover, students may call or email their professors whenever they have questions relating to the course, its materials, or their homework.

Students also can set up their own live online chat rooms to serve as small study groups. This is something Abraham Lincoln University School of Law has pioneered. As new technology develops, students can be sure that Abraham Lincoln University School of Law will always be at the cutting edge.

Founder Mr. Park, the Abraham Lincoln University administration, faculty and staff, appreciate our students. We go out of our way to make each and every student feel comfortable and at home among friends.

From the writing classes and the review classes, to the ability to communicate with professors when a question arises, we promise that we will all go the extra mile to make your time as a student at Abraham Lincoln University School of Law meaningful. Join us and become part of an outstanding team of students at Abraham Lincoln University.

Benefits of Abraham Lincoln University

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. Abraham Lincoln uses the same case books as most ABA law schools.
- **Technology.** The most significant difference is in our use of Internet technology to organize and concentrate the materials to increase the student's learning experience. Our curriculum can be accessed live online, live in our Los Angeles studio, as archived video, and as archived MP3 audio files. Students can listen, see, and review as many times as needed at their own schedule, anytime and anywhere in the world.
- **Online Attendance.** Since students learn through live interactive web casts, and in online chat rooms, physical attendance is not required.
- **Rolling Admissions.** Abraham Lincoln University has a rolling admissions schedule. Instead of delaying dreams for an entire year, students can start at one of three start times during the year.
- **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.** After graduating from Abraham Lincoln University, students will be fully qualified to sit for the California Bar Examination. After passing the bar, students will have the full and complete scope of practice in California equal to any other California lawyer. 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.
- **Educational Technology.** Abraham Lincoln University School of Law uses leading edge educational technology to teach a program that is similar to most traditional law schools. At ALU, students can become lawyers, while advancing in their present careers at a fraction of the cost of attendance at ABA schools.

University Mission, Objectives and Values

The mission of Abraham Lincoln University is to be a respected international provider of quality certificate, undergraduate and graduate degree programs primarily in law, arts and sciences, and business. The mission is achieved through online distance education curricula and student services that are designed to provide lifelong learning opportunities for adult students who may be underserved by traditional educational institutions.

ALU's objectives and values are a set of applied principles that are aligned with the University mission and include:

- Facilitating accessibility and affordability for a diverse, non-traditional, student body.
- Conducting academic and business operations in an open, collaborative and ethical manner.
- Incorporating quality into educational activities and support services that meet or exceed standards set by accrediting and regulatory bodies.
- Offering a dynamic, technology-based distance education environment to engage students in a rich, multi-media learning experience.
- Engaging in a constant process of continuous improvement through outcomes assessment to promote student mastery of program and course objectives.

Educational Objective

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 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 educational objectives are attained through a comprehensive four-year curriculum covering courses that are largely similar to the majority of American Bar Association approved law schools. However, the School of Law's curriculum is delivered through advanced educational technologies such as live streaming video and interactive chat rooms to make it available to working professionals and to increase its educational effectiveness.

University Staff

Hyung J. Park, MBA, CPA, J.D.
Founder and Chairman

Roy Winter, MBA
President and CEO

Carole J. Buckner, J.D.
Dean of School of Law,
Chief Academic Officer

Daryl Fisher-Ogden, MLIS, J.D., Ph.D.
Dean of Student Affairs

Jessica Park, J.D.
Director of Compliance

Darrin Blumfield, J.D.
Professor of Law

Jason Pesigan, MBA
Manager of Admissions

Catherine Maxwell
Senior Admissions Representative

Bet Malarkey, M.A.
Course Developer

Elizabeth Gomez, B.S.
Registrar

Jin Chung, B.A.
Student Services Coordinator

Della Maldonado
Administrative Assistant

Myeong H. Kim, M.S.
Manager of Technology

Harry Kim, M.S.
e-Learning Software Engineer

Daniel Y. Lee, M.S.
e-Learning Software Engineer

Sarah Hong, B.S.
Web Developer

Contact Us

Looking out from the 14th floor of the Wilshire Metroplex campus in Los Angeles, Abraham Lincoln University faculty and staff are greeted with a panoramic view of the Hollywood Hills. Prominently perched near the top of Mount Lee is the *Hollywood Sign*, a local landmark since 1923.

The University campus address is just a few miles from Hollywood at:
3530 Wilshire Blvd., Suite 1430
Los Angeles, CA 90010

866.558.0999 Toll Free
213.252.5100 Local
213.252.5112 Fax
www.alu.edu
admissions@alu.edu

Campus Hours (Pacific Standard/Daylight Time)

- Monday through Thursday
- 10:00 A.M. to 7:00 P.M.
- Friday
- Closed
- Sunday
- 8:30AM to 2:30PM

Holiday Schedule - 2011

- | | |
|--------------------|------------------------|
| • New Year's Day | January 1 (Saturday) |
| • Memorial Day | May 30 (Monday) |
| • Independence Day | July 4 (Monday) |
| • Labor Day | September 5 (Monday) |
| • Thanksgiving Day | November 25 (Thursday) |
| • *Christmas Eve | December 24 (Saturday) |
| • Christmas Day | December 25 (Sunday) |
| • *New Year's Eve | December 31 (Saturday) |

* ALU is closed on Fridays and Sundays. During holidays that fall on business days, the administrative office will close at 2:00 P.M.

Online Classroom Student Access

To enable maximum student accessibility, the University online classroom, known as the Student Learning Center (SLC) 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 e-mail, chat and discussion board postings.

2. Accreditation, Regulation and Approvals

Distance Education and Training Council

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

The Accrediting Commission is a charter member of the Council for Higher Education Accreditation (CHEA), the leading non-governmental recognition for accrediting associations. The Commission's recognition by CHEA was renewed in 2001 for ten years. A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

Distance Education and Training Council
1601 18th Street, N.W.,
Washington, D.C. 20009
(202) 234-5100

Committee of Bar Examiners of the State Bar of California

Abraham Lincoln University 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. We award our graduates a degree of Juris Doctor (J.D.) under the CBE's authority.

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.

Defense Activity for Non-Traditional Education Support (DANTES)

AAU is a participating member in DANTES Catalog providing students with a listing of programs and courses and ensuring rapid turn around time for the enrollment process and transcript services. The university is approved for payment of educational Tuition Assistance (TA) benefits to active duty military and reservists through the Department of Defense Voluntary Education Program.

U.S. Department of Veterans Affairs (VA)

Abraham Lincoln University is approved by the U.S. Department of Veterans Affairs to certify enrollment into the Juris Doctor (J.D.) program for veterans who are eligible for VA Educational Assistance Benefits (G.I. Bill). Student eligibility for VA educational benefits through the G.I. Bill is determined by the Department of Veterans Affairs. To inquire about eligibility for G.I. Bill education benefits as a veteran or current service member, please call the VA at 888.442.4551 or visit <http://www.gibill.va.gov>.

3. Admissions Requirements and Processing

Educational Prerequisites

Students applying for admission to Abraham Lincoln University must satisfy the following requirements:

- A. California Bar Eligible Juris Doctor Applicants: Students applying for the Bar Eligible Juris Doctor are required to present an earned Bachelor's degree.
- B. All submitted academic credentials must be earned from a college or university accredited by an accrediting agency recognized by the United States Department of Education.
- C. 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

The application process requires the necessary information to determine student qualifications and potential to be a lawyer. All listed items and documents are required before an application can be submitted for review to the admissions committee. Applications missing any of the items listed below will not be considered. Since the J.D. degree program will qualify students for the California State Bar, it is important that the application be accurate and complete. Knowledgeable admissions counselors are available to assist students step by step in the application process.

Follow the steps below to apply:

1. Completed Application
e-signed, dated with a \$50 Application Fee
2. Complete Online Assessment Test
If you received an LSAT of 140 or above, upon verification, you may complete only the essay section assessment test.
3. Personal Statement between 300-500 words answering:
Why do you want to attend Law School?
What will you do when you receive your J.D. degree?
4. Professional Resume
5. Two Academic or Professional Letters of Recommendation
6. College Transcripts
Unofficial transcripts will be considered, however, official transcripts must be received within three weeks of acceptance.

Admission of Students from Foreign Countries

Abraham Lincoln University admits both domestic students and foreign students. No English language services are provided. I-20 services are not available because the University is a distance learning educational institution which does not require classroom attendance.

Applicants whose principal language is not English and have not earned a degree from an institution where English is the principal language of instruction must provide proof of proficiency in English by one of the following, or nationally recognized equivalent organizations, options:

1. Test of English as a Foreign Language (TOEFL) - a minimum score of 550 on the paper-based test or 80 on the iBT, or its equivalent for admittance into master's and first professional degree programs.
2. International English Language Testing System (IELTS) – a score of 6.5 which indicates a competent usage of English.
3. College or University Transcript – 30 or more semester hours of credit earned with a minimum 3.0 on a 4.0 scale (B) at an institution accredited by an agency or commission recognized by the U.S. Department of Education* and where the curriculum is primarily taught in English.
4. English Composition Course Transcript - 3 or more semester hours of credit earned with a minimum 3.0 on a 4.0 scale (B) at an institution accredited by an agency or commission recognized by the U.S. Department of Education* and where the curriculum is primarily taught in English.

* Or a recognized foreign commission that is listed in the International Handbook of Universities.

Transfer Students

In addition to the requirements listed previously for new students, students transferring from other law schools must also provide the following items:

1. Personal statement of approximately 1,000 words answering:
 - Why are you transferring?
 - What factors have changed since attending your previous law school?
 - Why do you want to complete your law degree at ALU?
 - How can ALU help you succeed in getting a legal education?
2. Bar Evaluation Attestation
 - You must submit your official law school transcripts to the State Bar of California Committee of Bar Examiners Office of Admissions for evaluation.

Coursework may be transferred from another law school if (1) it was taken within the 27-months preceding a student's enrollment in the University, and (2) was completed at a school registered or accredited with the Committee of Bar Examiners of the State of California. Transfer students are responsible for supplying the University with official transcripts of the previous law schools attended.

Students transferring from other law schools may be interviewed by the Dean to further assess their previous performance in their legal studies and potential success in our program.

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.

Acceptance into ALU

After review by the Admissions Committee and acceptance by the University, the student will be sent an acceptance package that includes the following:

1. Acceptance Letter
2. ALU Student ID
3. Westlaw e-Library card
4. ALU School and Course Calendar

State Bar Registration

Every law student who intends to be a general applicant for admission to practice law in California must register with the Committee of Bar Examiners of the State Bar of California.

The registration inquires into the applicant's age, addresses, general education and legal education. The registration form must be completed under penalty of perjury and may be accessed at www.calbar.ca.gov/admissions

At the left column Select "Registration"
 Select "Law Student Registration Form and Instructions"
 Select "Apply online"

Registration forms are also available directly from the Committee of Bar Examiners of the State Bar of California from their offices. Potential students with any questions may contact the Committee of Bar Examiners of the State Bar of California at:

The State Bar of California
 •180 Howard Street,
 San Francisco, CA 941 05-1639
 •1149 South Hill Street,
 Los Angeles, CA 90015-2299
 •Internet: <http://www.calbar.ca.gov>

Registration must be completed not later than 90 days after beginning the study of law.

Textbooks

The textbook required for each of the courses throughout the four year period of study is presented in the syllabus of each course. The list of course textbooks includes the approximate price of each of the textbooks, and resources where students can go online and choose the most reasonable price to meet their course needs.

A current list of required textbooks and materials, including title, author, publisher, ISBN and best estimates of their fair market price, is located on the University website (www.alu.edu).

Students may purchase law books online through:
 www.westacademic.com
 www.legalbooksdistributing.com

Textbooks may also be purchased through:
 LA Law Books
 1324 W. Olympic Blvd.
 Los Angeles, CA 90015
 (213) 384-5009

4. Academic Affairs and Instruction

Online Distance Education Course Structure and Delivery

Abraham Lincoln University's goal is to provide accessibility and academic accountability to students through online, distance learning course and services delivery. The course structure and delivery format used by the University is designed to provide a quality educational experience to students through professional instructional design and innovative online technology. According to Committee of Bar Examiners guidelines, students must participate in eighty (80) percent of the regularly scheduled interactive classes in each course. Regular and punctual participation in interactive classes is required.

Students can attend law school classes in two modes, according to their convenience:

Live Online

By attending live online, students can interact with the professors and in-class colleagues in real-time. Students can ask questions, have discussions, and share ideas in real time, virtually.

Live In Studio

Students can attend live in our spacious new webcast studios in downtown Los Angeles. This provides students traditional direct interaction with the professor and their classmates. They can ask questions and share ideas with the online classmates as well.

Archived Streaming Video

A third mode available to those students who want to access lectures at any time is archived streaming video. Students' with challenging schedules may watch the archived streaming video when time permits at any time of the day or night. Students can view the full content of the courses and can repeat as often as needed to fully comprehend the information.

However, students remain responsible for meeting Committee of Bar Examiners guidelines. Students must participate in eighty (80) percent of the regularly scheduled interactive classes in each course. Regular and punctual participation in interactive classes is required.

Curriculum Starting Dates

First Year Curriculum Starting Dates

	Course	Dates
Fall	New Student Orientation	August 20 & 21, 2011
	LF100 A Contracts A	August 28 – November 12, 2011
Winter	New Student Orientation	January 7 & 8, 2012
	LF200 Criminal Law A	January 15- April 21, 2012
Spring	New Student Orientation	April 14 & 15, 2012
	LF100 Torts A and Professional Skills I	April 22 – June 23, 2012

Attendance Requirements

Students must participate in eighty (80) percent of the regularly scheduled interactive classes in each course. Regular and punctual participation in interactive classes is required.

After passing the First-Year Law Students' Examination and achieving satisfactory grades in the full program of courses, students will have earned their Juris Doctor degree. After these four years of study, the Committee of Bar Examiners will allow graduates to sit for the Bar Examination provided that their law studies were completed in accordance with the Rules Regulating Admission to Practice Law in California.

Because the Committee of Bar Examiners requires a 48-52 week school year, students who fall more than four weeks behind in their lessons will automatically be academically dismissed from the course. Because of the total hours per year requirement imposed by the Committee of Bar Examiners, a student who withdraws or is dropped from a course may be in jeopardy of losing credit for an entire year. Therefore, it is imperative that a student stays on the 52-week schedule.

Good Standing, Academic Probation and Dismissal

The following are the standards implemented by the school's Academic Standards Committee.

First Year Students

First year students must successfully complete all of their first year courses in order to advance to upper division courses. In addition, first year students must maintain a cumulative grade point average (GPA) of 70 or above to remain in academic good standing. All students with a cumulative GPA below 69 will be placed on academic probation. A student who is placed on academic probation, and who is unable to improve his or her cumulative GPA to 70 or above by the end of the following academic term (35 quarter units)

will be academically dismissed. Any student whose cumulative GPA falls below 60 at the end of his/her first year curriculum 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.

Upper Students

Upper level students must continue to maintain a yearly GPA of 70 or above to remain in academic good standing. All students with a cumulative GPA between 60 and 69 will be placed on academic probation. A student who is placed on academic probation, and who is unable to improve his or her cumulative GPA to 70 or above by the end of the following academic term (35 quarter units) will be academically dismissed. Any student whose yearly GPA falls below 60 and fails to raise the GPA to a minimum of 67 by the end of the following academic 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.

Transfer Students

Transfer students who enter Abraham Lincoln University in good standing, must maintain a 70 or above yearly GPA of classes attended at Abraham Lincoln University. Students with a yearly Abraham Lincoln University GPA between 60 and 69 will be placed on academic probation. A student who is placed on academic probation, and who is unable to improve his or her cumulative GPA to 70 or above by the end of the following academic term (35 quarter units) will be academically dismissed. Any student whose yearly GPA falls below 60 and fails to raise the GPA to a minimum of 67 by the end of the following academic 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.

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.

Homework Assignments

Homework is due on the dates in each course syllabus. It must be submitted using the "Homework Submit" function on the ALU learning center. Any other form of submission 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.

For multiple choice assignments or brief writing assignments that do not require substantial feedback, ALU will have a grading turnaround of seven (7) or fewer work days from the date the exam or other assessment was taken.

For essays that require more substantial feedback from faculty members about whether students properly identified and analyzed legal issues, the grading turnaround will be ten (10) or fewer work days from the date the exam or other assessment was taken.

For term papers and performance tests, due to the need for more extensive review and substantial feedback to be given to the student on his or her writing style and organization, the grading turnaround will be 21 or fewer work days from the date the exam or other assessment was taken.

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 term papers. California attorney-graders may assist the faculty members in evaluating each student's work. 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.

Grades are awarded by faculty using a combination of objective and subjective evaluations. These include student homework, examinations and papers. Instructors rate student achievement on content, accuracy, organization, promptness of submissions and overall quality.

Grades will be issued to students after the end of each course. All students will have course-work evaluated and reported by the faculty using the following grading scale.

Grading Scale

Abraham Lincoln University has established the following grading scale for writing. 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.

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

**Valid only for Pass/Fail Courses and not included in the calculation*

Requests for review of grades may not be made after four weeks after a grade is sent to a student. Such requests must be in writing, dated and signed, and submitted to the Dean of School of Law. The Academic Standards Committee shall vote on each such request.

Academic Support

Abraham Lincoln University provides academic support to all students through its Academic Success Program to ensure a consistent and integrated approach in the learning environment.

Abraham Lincoln University conducts workshops through its Orientation Program focusing on practical success strategies, and conducts additional Academic Success Program workshops periodically for student success. These Academic Success Program workshops are made available to all students. In addition, professors are available for additional consultation with students.

Workshop I-Time Management

- How to plan your individual study time.

Workshop II-Case Reading

- Strategies for reading cases effectively.

Workshop III – Study Groups at ALU

- Formation and benefits of participating in Study Groups.
- Typical group tasks.
- Use of ALU technologies for group meetings.

Workshop IV – ALU Procedures & Electronic Databases, Research & CALI

- How to navigate around the ALU learning center.
- ALU procedures on submitting paperwork and petitions.
- Electronic passwords.
- CALI homework assignments.
- Westlaw legal research capabilities.
- Use of TWEN.
- The ALU Honor Code.

Workshop V-Briefing Cases

- The importance of briefing cases.
- The components of a brief.
- Step by step introduction on how to properly brief a case.

Workshop VI – Strategies for Learning During Class

- Notetaking and interaction with your professor.
- Participation and engagement.
- Clarification.

Workshop VII – Strategies for Organizing Your Learning

- Outlining.
- Use of flashcards.
- Use of graphic organizers.

Workshop VIII – Memorization Techniques

- Use of outlines and flashcards.
- Use of mnemonics.
- Use of imagery.
- Practice exams as a memorization tool.

Workshop IX – Success Strategies for Professional Skills Courses

- How to write in proper legal form .
- Introduction to I-R-A-C.
- How diverse issues affect legal writing.
- The need for proper documentation in the legal field.

Workshop X – Preparing for and Taking Exams

- Overcoming exam-related stress.
- Practicing time management during exams.
- Memorization and automaticity.
- Exam writing techniques.
- Performing well on multiple choice exams.
- Performing well on essay exams.

Workshop XI-Student/ Alumni Insights

- Question and answer sessions with several current students/alumni about their experiences at ALU.

Academic Integrity

The faculty and the students of the Abraham Lincoln University School of Law have established an Honor Code (see **Appendix A: ALU Honor Code**) to reinforce the personal and academic integrity of our law students and prepare them for their professional and legal responsibilities as sworn officers of the court. Under Article I of the Abraham Lincoln University Honor Code, a law student shall not lie, cheat, steal, interfere with another student's academic pursuits, falsify or misuse academic records, or fail to report another student's breach of these rules. For further information regarding the Abraham Lincoln University Honor Code and responsibilities there under, please consult the appropriate section of the Student Handbook.

Cheating and plagiarism are inconsistent with the academic excellence the University expects and will be dealt with vigorously. Cheating includes, but is not limited to, looking at another's examination paper, using unauthorized notes during an exam, consulting notes or references during a closed exam. Plagiarism is the presentation or representation of another's work as one's own work, such as presenting ideas or words of a source without noting in the submission the source.

No credit will be given for homework that is not the original work product of the submitting student. Copying commercial case summaries and turning them in as the student's work will be considered to be plagiarism. Students will receive credit only for their own original work. Plagiarism may be grounds for dismissal from the University.

Individual instructors, in cases of questionable academic integrity, may fail a student for that examination, assignment or course. The instructor may refer the circumstance to the Academic Standards Committee for review and final action. The Dean of School of Law may fail a student in an exam, in a course, or expel a student for cheating or plagiarism.

First-Year Law Students' Examination (FYLX)

Students enrolled in the J.D. 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 Rule VIII of the Rules Regulating Admission to Practice Law in 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 will be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

For additional information check with the Committee of Bar Examiners of California First Year Law Students' Examination web site at:

<http://admissions.calbar.ca.gov/EXAMINATIONS/FirstYearLawStudentsExamination.aspx>

The examination covers the following subjects:

- Contracts
- Criminal Law
- Torts

Answers based upon legal theories and principles of general applicability are sufficient; detailed knowledge of California Law is not required.

Admission to Practice

The California State Bar was created by the state legislature in 1927 as a public corporation within the judicial branch of government. It serves as an arm of the California Supreme Court and all State Bar members are officers of the court. Membership in the State Bar of California gives attorneys the right and privilege of practicing law in this state.

Abraham Lincoln University School of Law is registered with the Committee of Bar Examiners of the State Bar of California as an unaccredited law school. We award our graduates a Juris Doctor degree under that authority.

The Juris Doctor degree program is completed over four years of coursework. Graduates of the Bar program are eligible to sit for the California Bar Examination. Upon passing the bar and the moral character evaluation, they become full members of the State Bar of California.

The method of instruction at this law school for the Juris Doctor degree program is principally by technological means including interactive classes. Students enrolled in the J.D. 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 of the Rules of the State Bar of California (Admissions Rules) 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 J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for 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.

University Faculty

Full-time Faculty

Carole J. Buckner
B.A, University of California, Berkeley
J.D, University of California, Hastings College of the Law
Dean of the School of Law
Chief Academic Officer of Abraham Lincoln University

Daryl Fisher-Ogden
B.A, University of California, Berkeley
J.D, University of California, Hastings College of the Law
MLIS San Jose State University
Ph.D in Historical Theology, University of Notre Dame
Dean of Student Affairs

Darrin Blumfield
B.A., Manhattan School of Music, New York, New York
J.D., District of Columbia School of Law, Washington, D.C.
Professor of Law

Adjunct Faculty

David Friedman
B.A., University of Michigan
J.D., Loyola Law School, Los Angeles
Adjunct Professor and Practicing Attorney

Dixon L.Gardner
B.A., Brigham Young University
M.B.A., New York University, Stern School of Business
J.D., Brigham Young University, J. Reuben Clark Law School.
C.P.A. and Tax Accountant
Adjunct Professor and Practicing Attorney

David Graubert
B.A., Adelphi University, New York
J.D., Stanford Law School, Stanford, CA
Adjunct Professor

Vincent S. Green
B.A., University of Michigan
M.F.A. University of Virginia
J.D., Washburn University Law School
Adjunct Professor and Practicing Attorney

Randall Harris

B.A., University of California, Los Angeles, CA

J.D., McGeorge School of Law, University of the Pacific

Los Angeles County Counsel, Principal Deputy County Counsel, Dependency Section Head

Paul R. Pfau

B.A., St. Mary's College, Moraga, California

J.D., Loyola Law School, Los Angeles, California

Deputy District Attorney, Los Angeles County

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 his or her 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' subject is encouraged. Controversial subject matter outside of each faculty member's area of expertise is strongly discouraged within courses.

5. Tuition, Fees and Financing Options

Abraham Lincoln enrolls students on a year-by-year basis for each year required to complete the program. The Juris Doctor (J.D.) program can be completed in 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 or an educational assistance program.

<u>Academic Year</u>	<u>Tuition per Academic Year</u>
First Year	\$7,500
Second Year	\$7,500
Third Year	\$7,500
Fourth Year	\$7,500

Fees and Non-Tuition Charges

In addition to tuition, the typical fees and charges are listed in the table below:

Table 1: Fees and Non-Tuition Charges

Application	\$50 Non-Refundable
Registration (One-time per Program)	\$100
External Academic Resources*	\$100 per Year
Official Transcript	\$10 per transcript
Unofficial Transcript	\$5 per transcript
Academic Petition Fees	<i>Listed in A through F</i>
A) <i>Leave of Absence</i>	\$10
B) <i>Reinstatement</i>	\$10
C) <i>Early Exam</i>	\$10
D) <i>Special Academic</i>	\$10
E) <i>Late Exam</i>	\$100
F) <i>Re-Grade Essay</i>	\$10/essay (up to 3 per year); \$50 after 3rd essay
Graduation	\$250
Duplicate Diploma	\$50
Returned Checks/Credit Card Charge Back	\$20
Late Monthly Payment Charges	\$20

Registration and External Academic Resources Fee

A one-time Registration Fee of \$100 for the full Juris Doctor degree program is charged at the time of enrollment into the first year of study. See the Cancellation, Withdrawal and Refund Policy below for details on the student's rights and obligations for this fee.

An External Academic Resources Fee of \$100 is charged for each year of study. This fee covers annual online access to Westlaw (\$50) and Exam Soft (\$50). The fees are paid through the institution, but cover annual individual student access to these services and are not refundable after five days from the date of enrollment. Once these fees are paid and the students register, they will retain online access to these external services independent of their continued enrollment with the University.

Textbooks and Study Materials

Books and materials for courses are the responsibility of the student. The average cost of instruction materials per course is \$150. A current list of required textbooks and materials, including title, author, publisher, ISBN and best estimates of their fair market price, is located on the University website (www.alu.edu). This information is provided to allow students to gain a fuller understanding of their total financial obligation for the Juris Doctor degree program.

Payment Schedule and Requirements

The student agrees to pay based on the annual tuition payment schedule. The typical tuition payment schedule for first year students is shown below:

- A down payment of \$1,700.00 is due at the submission of this enrollment agreement.
- The balance of the tuition will be paid in approximately ten (10) monthly payments of \$545.00 and a last payment of \$550, depending upon total student charges.
- Payment is due on the 1st day of each month following the first month of study.
- The annual percentage rate (APR) for interest is zero (0) percent.
- Students who fail to make timely payments may forfeit their rights and privileges as students of Abraham Lincoln University.

For second year and third year students, a similar plan would include a down payment of \$1,700.00, ten (10) monthly payments of \$545.00 and a last payment of \$450.

A similar plan for fourth year students would include a down payment of \$1700.00, ten (10) monthly payments of \$545.00 and a last payment of \$700.

Candidates for graduation will receive a diploma or certificate when all school obligations have been paid in full. Transcripts will not be issued for students with outstanding past due accounts. Students with past due accounts may not be certified to sit for the First-Year Law Students' Examination (FYLTX) or the California Bar Examination (CBE).

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 schedules.

Cancellation, Withdrawal and Refund Policy

The University policy for cancellation, withdrawal and refund complies with prescribed standards established by the Accrediting Commission of the Distance Education and Training Council (DETC).

Student's Right to Cancel

A Student may cancel an enrollment or withdraw from the University at any time. A student who intends to cancel or withdraw must notify the University in writing as outlined below. Any money due the student will be refunded within 30 days.

The student has a right to a full (100%) refund of all money paid less the non-refundable fees, including the Registration and External Academic Resources fees, if cancellation is within five (5) calendar days after midnight of the date the Enrollment Agreement was signed.

A student who cancels or withdraws from the program later than five (5) days after midnight of the day on which the enrollment agreement is signed will be subject to a one-time per degree program non-refundable Registration Fee of \$100, plus the non-refundable External Academic Resource Fee of \$100.00 and any other outstanding charges listed in the Fee Schedule table in this section of the catalog.

The remaining tuition will be refunded based on the following table(s):

Length of Course	Refund due after:	
1-6 weeks	1 st week	70%
	2 nd week	40%
	3 rd week	20%
	4 th week	0%
7-10 weeks	1 st week	80%
	2 nd week	60%
	3 rd week	40%
	4 th week	20%
	5 th week	0%
11-16 weeks	1 st week	80%
	2 nd week	70%
	3 rd week	60%
	4 th week	50%
	5 th week	40%
	6 th week	30%
	7 th week	20%
	8 th week	10%
	9 th week	0%

A student may withdraw or cancel this agreement and receive a refund by providing a written notice to the Registrar at the University postal mailing address or via email to admissions@alu.edu.

6. Student Affairs Policies and Procedures

Leave of Absence and Withdrawal Policies

Students may apply for a Leave of Absence. The student 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 such leave is granted, the student should be aware that the student might not meet the California Bar requirements of continuous enrollment. 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 of the coursework completed during that year.

If a student fails to pass the FYLSX after three opportunities, that student shall be administratively dismissed. The student will not be allowed to enroll in any classes until the FYLSX is passed.

If a student wishes to withdraw, he or she must petition the Academic Standards Committee. Failure to do so may result in continued accrual of tuition charges. Once a petition for withdrawal is received and approved, the student will be given a "W" on any courses that he or she is currently taking and tuition will be pro-rated according to the University's cancellation, withdrawal and refund policy and terms of the enrollment agreement.

Course Incompletes

ALU will close down grade entry for students who do not complete the major assessments (term papers and/or final exams) in their courses two weeks after the end of classes. Students who have not completed the major assessments in that time frame will be given a "W" in that course in their transcripts, will lose credit for that course and must wait until the class is next offered again as a regularly scheduled class, or if the student's schedule allows, the student may be able to take the class on an independent study basis.

Examination Date Changes

Abraham Lincoln University permits students to take late exams, but students must submit a petition to the Academic Standards Committee, must pay a petition fee of \$10, must receive approval of his or her petition, and then must pay an additional \$90 in order to become eligible to sit for a late exam. The student must pay this fee even if he or she ultimately does not show up for the late exam.

Late exam fee waivers 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 (PST). In this case, students may take the exam on what would be technically the next day according to PST time. However, they will not be charged an additional \$90 fee.
- 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.**

- a. 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.
 - b. MEDICAL REASONS: Ongoing medical reasons fall into this category and require a doctor's letter.
 - c. FAMILY DEATH: Death in the family counts as a circumstance that is a undue hardship, if the death is recent and if the student submits an obituary or death certificate for a member of an immediate family member.
- 3) EXAM ON HOLIDAY EXCEPTION: In the case where an exam time falls on a holiday (Christmas, New Years, etc.), 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 an exam during that holiday at the original exam time without needing to pay a late exam fee.

Students must sign an Honor Code form and follow proper exam-taking procedures according to ALU's Honor Code.

Course Repeat Policy

If a student fails a course by receiving fewer than 60 points as the final grade, he/she must repeat the course and pay tuition for the repeated course. When a course is taken a second time, however, the original grade shall also remain on the transcript. The student is not automatically academically dismissed unless that student's yearly GPA falls below 60 or unless the student was on academic probation prior to the failed course and has failed to achieve a yearly GPA of 70 or higher.

Independent Study

Abraham Lincoln University utilizes a form of independent study for the School of Law Juris Doctor program. Students who require a specific class at a time that the class is not being taught live, or who have already taken the courses that are being taught live, and who need to take another course in order to engage in continuous study, are eligible for independent study.

The criteria for the courses are:

1. Students are assigned to a law professor who will facilitate the class.
2. Required course start and end dates are established, and student receives a syllabus.
3. The class is taught from the textbook(s) and/or recorded/archived study materials that are used when the course is taught in its normal cycle.
4. Archived lectures, if available from previous live classes, are viewed or downloaded in video and/or audio MP3 formats by the student.
5. The student shall meet with the professor on a weekly basis.
6. Assessments are required on the terms established in the syllabus for the class to measure satisfactory academic progress.
7. Regular and interactive participation and study is required.
8. Students shall document their study by regularly completing the study log.
9. Interaction between the student and faculty member is conducted during the class on a regular basis for the duration of the course.
10. A written examination is given, or substantial oral or written work is required.
11. A final grade is issued for the course based on the terms set forth in the syllabus.

Auditing an ALU Law Degree (J.D.) Course

1. Eligible Participants
 - ALU Students – active status.
 - ALU Students – leave of absence.
 - ALU Students – former; no longer enrolled.
 - ALU Graduates.
2. Eligible Courses
 - Eligible participants may audit any ALU course that is designated as an auditable course.
3. Student Records
 - A student record for students auditing courses will be created and maintained by ALU to verify that the required academic criteria are met.
4. Tuition and Fees for Auditing
 - Tuition is 50% of the course cost.
 - Course tuition to be determined based upon the number of units in the course (e.g., LF100A Contracts A; $\$7500 / 35 \text{ QU} = \$214.29 \text{ per QU} \times 7 \text{ QUs} = \$1,500.03 \times .50 = \$750.02$)
 - Fees are \$50.00 for registration; \$100.00 for External Academic Resources, if needed for the audited class.

Online Resources and Content Partners

All students are given access to CALI and Westlaw to augment their courses and conduct legal research. These are two of the most comprehensive and up to date legal resources available anywhere. Learning with these tools also enables students to become adept with the legal Internet tools that are needed in professional practice.



CALI is a U.S. 501 (c)(3) non-profit consortium of 170 law schools that researches and develops computer-mediated legal instruction and supports institutions and individuals using technology and distance learning in legal education. CALI was incorporated in 1982 and welcomes membership from law schools, paralegal programs, law firms and individuals wishing to learn more about the law.



Westlaw is the predominant online legal research provider. Westlaw® is an online legal research service providing quick, easy access to West's vast law library collection of statutes, case law materials, public records and other legal resources, as well as current news articles and business information. All students receive a Westlaw account which they can access from the Internet.

Technology Requirements

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, in particular as third-party vendors discontinue support for older versions of a product.

Minimum Hardware and Operating System

- Intel Pentium or Celeron, or AMD Sempron 1.6 GHz or faster
- 1 GB RAM or more
- Windows 2000, XP or Vista
- Sound card, microphone and speakers

Software

- Internet Explorer 6.0 or higher or Firefox 2.0.0.3 or higher
- Adobe Flash Player 10.0 or higher
- MS Word 97 or higher or a word processor that can create files with the following extensions: .doc (MS Word 97 through MS Word 2003), .docx (MS Word 2007), or a standard .rtf (rich text format)
- Adobe Reader 7.0 or higher (downloaded from the Internet)

Internet Connection

- A reliable broadband Internet connection, either cable or DSL of at least 1000 Kbps 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 Law School are not blocked and that the mailbox is not too full to receive messages.

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

7. Students Rights and Responsibilities

Maintenance and Confidentiality of Student Records

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent record.

Abraham Lincoln University's policy regarding confidentiality 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 his or her professional responsibility.
- 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.

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 within the Student Handbook.

Student Formal Grievance Procedures

The School of Law grievance policy addresses issues requiring resolution and to promote honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators and faculty of ALU.

Step 1.

If a grievance has not been satisfactorily resolved by informal procedures, the student may file written grievance with the Dean of School of Law within 60 days of the act or event which is the subject of the grievance. Within five working days of receiving the grievance, the Dean shall conduct any necessary investigation and meet with the student 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.

Step 2.

If a grievance has not been satisfactorily resolved at step 1, the student 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 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.

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.

Non-Discrimination Policy

Abraham Lincoln University does not discriminate on the basis of race, color, national origin, sex/gender, disability or Vietnam-era veteran 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, and the American's with Disabilities Act of 1990.

Americans with Disabilities Act

Abraham Lincoln University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, as well as state and local requirements concerning students with disabilities. Abraham Lincoln University grants reasonable accommodations to qualified students with disabilities. Reasonable accommodations are granted if the request:

- Is based on documented individual needs
- Does not compromise essential requirements of a course or a program
- Does not impose a financial administrative burden on ALU beyond what is deemed reasonable and customary

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.

8. The Juris Doctor Program

Program Description

The Juris Doctor (J.D.) degree is a rigorous and rewarding graduate level program. The J.D. degree consists of 140 quarter units and is completed in approximately four years. Each one-year academic term consists of 35 quarter units (8.7 units per quarter). The four-year semester equivalent is 93 total semester units (11.6 units per semester).

It is designed to educate qualified students using advanced technology to gain admission to the California State Bar and become effective and responsible attorneys. This is achieved through a learner-centered curriculum focused on producing specific learning outcomes in our graduates.

The first year consists of six courses covering material tested on the First-Year Law Students' Examination (FYLSE); torts, criminal law and contracts, which includes articles 1 and 2 of the Uniform Commercial Code, and Professional Skills I covering legal reasoning, analysis, and writing. After these courses and the FYLSE, the upper level curriculum consists of ten courses generally covering fundamental areas of law required to gain admission to the California State Bar. Through this program of study students will gain an understanding of the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other. The assignments are designed to enable students to demonstrate knowledge of the legal systems and principles proficiently by engaging in legal analysis, reasoning, and problem solving. The fourth year includes a variety of courses designed to equip students to be a practicing attorney.

Through online discussions, writing assignments and practical skills-based assignments, students will learn to communicate in a thorough, organized and persuasive manner. Throughout this program students will learn to effectively use informational technologies and strategies to store, retrieve, and analyze information and to undertake factual and legal research. In this program, students will continually practice independent self-assessment in order to recognize professional strengths and weaknesses and to develop strategies to continually improve professional competence.

Year and Course Sequence

The four year program and course sequence is listed in the table below.

First Year 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	5	9
LF300B	Torts B	5	9
LF400	Professional Skills I	2	18
TOTAL UNITS		35	52
Upper Level 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	Corporations	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
Fourth Year Courses			
Course Code	Course Name	Qtr Units	Weeks
LU41	Advanced Writing	4	6
LU60	Trial Techniques	4	6
LU61	First Amendment	4	6
LU62	Agency and Partnership	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	Products Liability Litigation	4	6
TOTAL UNITS		35	52
PROGRAM TOTAL UNITS		140	208

Program Objectives and Student Learning Outcomes for the Juris Doctor Curriculum

A. Knowledge and Comprehension

- Demonstrate knowledge and understanding of the pertinent principles, concepts and theories of law, including parameters qualifications and limitations, interdisciplinary boundaries and in relation to the legal community at large
- Recognize and apply the correct controlling statutory or case law to a given legal situation
- Apply basic principles of legal reasoning and logic to a given legal situation
- Recognize the underlying value of academic study to the actual practice of law
- Demonstrate an understanding of the potential impact and practical implications within both the legal community and upon society in general related to the practice of law
- Demonstrate an understanding of the ethical, social and moral implications and responsibilities related to the practice of law
- Demonstrate an understanding of the applications of legal knowledge to the individual student's life outside the actual practice of law
- Demonstrate an understanding of the importance and value of legal study as an academic pursuit and its possible applications to alternative Juris Doctor related programs as well as the legal support industry

B. Analysis and Application

- Identify and analyze the applicable facts at issue, distinguishing primary from secondary or immaterial facts, and applying the relevant rules of law to the facts upon which the resolution of the issues turns
- Apply generalized legal principles to complex and simple, complete and incomplete as well as clear and ambiguous fact patterns with accuracy, acuity and insight
- Abstract legal principles from cases and apply them to other fact situations, often related to actual and important current issues, and reason to sound conclusions of law based on theory and practicality of solution
- Demonstrate proficiency in legal methods of research, including identifying relevant and timely case law, at a level of proficiency sufficient for use in an internship or externship position
- Demonstrate an understanding of legal reasoning and logic as the basis for all legal analysis and its practical application to classic legal analysis
- Demonstrate and apply legal reasoning and logic in the form of actual case analysis, synthesis and statutory analysis; thereafter applying classic techniques of briefing judicial opinions
- Understanding the various forms and structures of legal analysis and their communicative impact on the prospective reader
- Analyze primary and secondary legal materials and deduce how rules from those materials apply to a given legal situation
- Select, organize and interpret facts and apply the law to potential problems and situations within each legal subject area
- Offer instruction and assign individual and group projects designed to simulate actual law office and courtroom conditions

C. Planning and Communication

- Access and use online and other legal resources to research and identify relevant cases, statutes and codes to accurately support or refute a legal position in the context of each legal subject area
- Communicate various legal positions and issues, possibly in the alternative in the appropriate written format and in a thorough, organized and legally accepted, cognizable manner
- Apply problem solving skills to generate primary and alternative solutions and develop clear, legally recognized strategies related to the eventual disposition of the issues in controversy
- Demonstrate legal writing and analysis skills including fluent and precise command of legal terminology and a well- structured and persuasive argument
- Demonstrate an appreciation for the nature and functions of various legal documents while developing a practical writing style appropriate for the task at hand
- Demonstrate an understanding of and the difference between neutral, legal and persuasive argument styles and their applicability to the legal profession

9. 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 first year, five courses each for years two and three, and nine courses in the fourth year. There are five elective courses.

LE03 Family Law

This course will examine the formation of family relationships, consider the legal attributes of parent-child and husband-wife relationships and examine the dissolution of families through the process of divorce. The student is expected to demonstrate his/her 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

LE10 Environmental Law

The course will examine the law relating to Environmental Law. Included will be an overview of basic themes, administrative law, disclosure statutes, roadblocks to creation and enforcement, the Clean Air Act, market strategies and front-end strategies. Students will gain an understanding of the broad legal requirements and the policies behind those requirements.

Quarter Units: 4

LF100A Contracts A

Students will study both the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract.

Quarter Units: 7

LF100B Contracts B

Students will study both the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract.

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.

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. Students will also examine the law relating to causes of action for ordinary and professional negligence, 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 examine tort defenses of privilege, mistake, self -defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.

Quarter Units: 6

LF300B Torts B

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. Students will also examine the law relating to causes of action for ordinary and professional negligence, 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 examine tort defenses of privilege, mistake, self -defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.

Quarter Units: 6

LF400 Professional Skills I

This class will introduce students to the fundamental professional skills of 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. The course will also offer instruction and practice in formatting, drafting, and editing common types of documents utilized by attorneys in the practice of law.

Quarter Units: 2

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 student's 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.

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 US 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 Corporations

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 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. For the most part, this course will procedurally be indistinguishable from other law school courses. We will study case law and statutes that comprise the substantive area of law that regulates a segment of our society. However, this course will differ from

the others in one important way. The focus of this course will not be on the application of legal principles encountered by future clients (unless they happen to be lawyers), but on the application of the substantive law on you as attorneys.

A continuing theme of the course will be the diversity of sources of legal principles relevant to professional responsibility as well as the relationship among the various sources. We will make use of the American Bar Association's Model Rules of Professional Conduct (the "Model Rules"). The Model Rules is a very important source of guidance for our conduct as 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, our conduct is also governed by, among others, tort, criminal, agency and constitutional law. Therefore, this course will study the Restatement of the Law Governing Lawyers (the "Restatement").

We will also study the American Bar Association's Model Code of Professional Responsibility (the "Model Code"). Although the Model Rules replaced the Model Code, the Model Code remains dominant, or at least a useful source in certain situations. 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.

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.

Quarter Units: 7

LU41 Advanced Writing

This course is an advanced practical workshop designed to sharpen students' legal writing skills at every stage of the litigation process. Students will initially be required to conduct research for and write office memoranda, points and authorities, bench memoranda, client letters, attorney communications, discovery responses and trial briefs. Additional instruction and emphasis will be placed on persuasive writing skills as they relate to the appellate process. Students will engage in clinical studies by emulating 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 also utilize sample client 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.

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.

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 Agency and Partnership

This course is a survey of the law of various unincorporated business associations. Its purpose is to acquaint students with the fundamental legal elements of these business relationships and entities. This course will focus on the laws of agency, partnership and LLCs, including formation, termination, fiduciary responsibilities and raising capital concern. Finally, this course will examine some of the types of commercial practices and economic policies that have shaped this area of business entities 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 General Bar Examination.
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

LU 67 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.

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 US State and Federal court rulings, including the US 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

Appendix A: ALU Honor Code

ALU Honor Code

Preamble

The faculty and the students of the Abraham Lincoln University School of Law establish this Honor Code to reinforce the personal integrity of our law students and prepare them for their professional and legal responsibilities as sworn officers of the court.

Article I - The Honor Code

A law student shall not lie, cheat, steal, interfere with another student's academic pursuits, falsify or misuse academic records, or fail to report another student's breach of these rules.

Article II - Violations

The conduct specified in the following six paragraphs is a violation of the Honor Code only if (1) the conduct is intentional, and (2) it relates to any work intended to result in or lead to completion of work for academic credit from the School of Law, while using the placement resources and facilities, or on or in connection with an application for admission to the School.

- a) **Lying.** Lying is deliberate misrepresentation of a fact, or deliberate omission of facts making an otherwise true statement a misrepresentation.
- b) **Cheating.** Cheating is giving or receiving unpermitted aid in any course or assignment. Law students should assume that no aid is permitted, from other persons or materials of any kind, unless specifically authorized by the professor. Cheating specifically includes plagiarism.
- c) **Stealing.** Stealing is taking without permission any property belonging to another in order to obtain an academic advantage.
- d) **Interference with academic pursuits.** Interference with academic pursuits is any conduct which makes it difficult or impossible for other law students to perform academic work. It must be done with the intention of hindering other students' academic success.
- e) **Falsification or misuse of academic records.** An "academic record" is any paper or electronic version, official or unofficial, of the student's academic record, transcripts, application documents, admission credentials, and academic record transaction documents. "Falsification or misuse" is unauthorized access, use, disclosure, or alteration.

- f) **Failure to report a breach of the Honor Code.** Failure to report a breach of the Honor Code is (1) failure to report, pursuant to Article IV(A), actual knowledge that another student has committed a violation of the Honor Code or (2) failure to appear and testify truthfully as a witness in any Informal Hearing conducted under Article IV(C).
- g) **Exception for good faith reporting of alleged offenses.** The good faith reporting of an Honor Code violation, whether or not the alleged violator is later charged or convicted with any offense under the Honor Code, may not itself be punished as a violation of the Honor Code.

Article III - Administration

The faculty of ALU School of Law shall be responsible for implementing the Honor Code. An Honor Council shall be responsible for administering the Honor Code in accordance with its purpose, scope and procedures.

A. Honor Council Composition

1. **Faculty Members** - The Dean shall appoint two faculty members to the Honor Council. Faculty members shall serve a two-year term on the Honor Council on a staggered basis, and are eligible for re-appointment. If a faculty Honor Council member is unable to complete his or her two-year term, the Dean shall appoint a replacement to serve until the end of the term.
2. **Honor Council Chair** - The Dean shall serve as Chair. It shall be the duty of the Chair to preside at all meetings of the Council, to receive all complaints and allegations of violations of the Honor Code, to address the first-year class concerning the existence and importance of the Honor Code and its procedures, and to perform all duties required by the office.

B. Student Agreement

Upon entering ALU School of Law, each law student shall be required to sign the following statement:

I, [Student's Name], have read the Abraham Lincoln University School of Law Honor Code, understand it, and agree to abide by its provisions.

Article IV – Procedures

A. Report of Suspected Violations

A law student or faculty member having actual knowledge that a law student has committed a violation of the Honor Code shall report such knowledge by a signed written complaint filed with the Chair of the Honor Council. 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 Chair by filing a signed written complaint. The complaint should include a brief account of the facts describing the incident and shall be submitted no later than 30 days after the complainant becomes aware of the incident.

B. Preliminary Determination

Upon receipt of a complaint, the Chair shall determine whether the complaint alleges a violation within Article II of the Honor Code. The Chair shall inform the complainant in writing of this decision and the rationale for it. If the Chair believes the reported act falls within Article II of the Honor Code, he or she shall inform the accused person (the

"Respondent") of the complaint and furnish him or her with a copy of the Honor Code. If the Chair does not believe that the reported act falls within Article II of the Honor Code, no further action shall be taken and all copies of the complaint in the possession of the Chair shall be destroyed. A determination by the Chair that the complaint fails to state a violation within Article II of the Honor Code does not preclude a contrary conclusion upon a subsequent complaint based on new evidence.

C. Informal Hearing

Within a reasonable time after a complaint alleges a violation within Article II of the Honor Code, the Chair shall convene an Informal Hearing with the Honor Council.

1. **Honor Council**

The Honor Council shall consist of the Dean and two faculty members.

2. **Notice to Respondent**

The Chair shall inform the Respondent of the time and place of the Informal Hearing.

3. **Procedures**

The proceeding shall be conducted informally. Only the Honor Council, the Respondent and his or her legal representative, if any, and, while they are testifying, any necessary witnesses may be present at the hearing. All matters discussed at the hearing are to be held confidential by those present. The Informal Hearing shall be recorded on audio or video tape by the Chair, and only the Chair and the Respondent and his or her legal representative, if any, shall have access to the tape recording without appropriate legal process. The Chair shall be responsible for the security of all records of the hearing, including taped records and any transcripts thereof, and shall make a proper disposition of them when they are no longer needed. The Honor Council may question the complainant, the Respondent, and any other witnesses present. The Respondent shall have the opportunity to present evidence and to question witnesses. The formal rules of evidence shall not apply.

4. **Decision**

At the conclusion of the Informal Hearing, the Honor Council shall deliberate on the issue of guilt and, if guilt is found, the appropriate penalty. In deciding the question of guilt, the preponderance of the evidence standard shall be applied by the Honor Council. A decision by a vote of at least three Honor Council members on the issue of guilt and/or on the appropriate penalty shall be considered a recommendation to the President and shall be overridden by the President only if he or she considers the recommendation to be clearly erroneous based on the evidence adduced at the Informal Hearing. If the Honor Council splits evenly on the issue of guilt or the appropriate penalty, the Chair shall decide the question(s) based on his or her own view of the preponderance of the evidence adduced at the Informal Hearing.

5. **Penalties**

In determining the penalty to be recommended and applied, the Honor Council shall include in their consideration the seriousness of the violation, the degree of willfulness and premeditation, and the truthfulness of the Respondent throughout the Informal Hearing. If the penalty is suspension, a student may be suspended for a reasonable amount of time, which may include the time required for treatment or rehabilitation. Possible penalties for each of the categories of Honor Code violations may include: **a failing grade in the course, a written reprimand, the loss of privileges, and suspension or expulsion.**

D. Final Action

At the conclusion of the Informal Hearing, the Honor Council shall reach a determination on the issue of guilt and, if guilt is found, on the appropriate penalty. Within a one week, the Chair shall inform the Respondent, and the complainant. If the penalty imposed includes suspension or expulsion, the matter shall be forwarded to the President for further action. Upon final determination of the issue of guilt and the appropriate penalty a record shall be filed in the confidential student file. Such record shall include the violation charged, the finding of the Honor Council (including any finding that the Respondent is not guilty of the charge), and the penalty imposed. In addition, the Honor Council may include such additional information as it determines is necessary.

E. Appeals

A Respondent found guilty of a violation of the Honor Code may appeal the finding of guilt and/or the penalty imposed by filing a written notice of appeal to the President within 10 working days of receiving notice of the Honor Council's determination in the matter. The student will have the right of class participation and attendance during the consideration of any appeal by the President.

F. Confidentiality

In all matters arising under this Honor Code, faculty members and students are expected to show due consideration for legitimate concerns regarding confidentiality. Faculty members and students must to refrain from disclosing the identities of students who have alleged, reported, or been charged with violations of the Honor Code. Disclosure of the identity of such a student should only be made with the student's consent, in response to legal process, in seeking advice from legal counsel, or when necessary to further the policies underlying this Honor Code.