



AMERICAN HERITAGE
UNIVERSITY
OF SOUTHERN CALIFORNIA

SCHOOL OF LAW



STUDENT HANDBOOK 2014 - 2015

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1. PRINCIPAL OFFICERS

Tony B.E. Ogiamien

President, School of Law Administrator

Ph.D., University of Essex, England, U.K.

J.D., Western State University, College of Law

B.S. Law, Western State University, College of Law

Certificate Human Rights, University of Strasbourg

Barrister-at-Law, Victoria Island, Nigeria

Jyotirmay "Jay" Deb

Vice President, Academic Affairs

Ph.D., Union Institute & University, OH

M. Tech., Jadavpur University, India

M.S., Western Michigan University, MI

M.B.A., Pepperdine University, CA

Denise C. Flanagan

Librarian

M.L.S., University of Southern California

B.A., University of California, Riverside

Johanan Yaisrael

Controller

M.B.A., Accounting

B.S., Business Administration (Accounting)

Diana Dzib

Registrar & Secretary to the Senate

J.D., Abraham Lincoln University School of Law

M.Ed., Education/Curriculum and Instruction,

University of Phoenix

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

SCHOOL OF LAW FACULTY

Edward R. Green

Dean, School of Law

J.D., Magna Cum Laude, Valedictorian, Simon Greenleaf University, School of Law founding Dean and Emeritus

Professor of Law, Abraham Lincoln University, School of Law.

Active member in good standing and legal educator for more than twenty years.

Michael P. Dowd

Professor

J.D., University of Houston

B.A., Cum Laude, California State University, Long Beach

Adjunct Professor, University of La Verne

Adjunct Professor, Abraham Lincoln University, Deputy District

Attorney, San Bernardino County District Attorney's Office

Patricia L. Ray

Professor

J.D., Duquesne University

LL.M., National University in Singapore

M.A., University of Pittsburgh

B.S., Carnegie Mellon University

Member of the California, New York and Pennsylvania Bar Associations

Member of the U.S. Patent and Trademark Office Bar and International Bar Association.

Chet Zaluga

Professor

J.D. Summa Cum Laude, Valedictorian, Abraham Lincoln University (2006)

M.B.A. Summa Cum Laude, Valedictorian, National University, Los Angeles, 1985

M.A. Systems Behavioral Science, Goddard College, Plainfield Vermont, 1977

B.A. Mathematics, University of Southern California, Los Angeles, 1975

Adjunct Professor, Abraham Lincoln University, 2007-2010

Reserve Deputy City Attorney, City of Los Angeles, 2009-2010

Active member in good standing, practicing in the area of criminal defense

Greg Yacoubian

Adjunct Faculty

J.D., Summa Cum Laude, Valedictorian, Abraham Lincoln University, School of Law, Licensed California practicing attorney.

ADMINISTRATIVE STAFF

Melvin Morrison, Director of Admissions & Students Affairs
B.B.A., American Heritage University of Southern California

Pat Ogamien, Director of Operations
B.A English, Cal State University, Fullerton, CA

Aitua Ogamien, MD/IT
B.S., Computer Information Systems,
M.B.A., Keller School of Graduate Mangement
 DeVry University, Pomona, California

Diana Dzib, Registrar
B.A., University of Southern California
M.Ed., University of Phoenix
J.D., Abraham Lincoln University School of Law





WELCOME MESSAGE FROM THE DEAN

Welcome!

Thank you for your interest in the educational programs offered by American Heritage University, School of Law. I congratulate you in pursuing a career in law and for taking advantage of the excellent Law Program we have to offer. I also extend a warm welcome to those who are new to the program.

Here at the School of Law, our main goal is responding to the needs of today's law professionals by offering quality, affordable, legal education. Our main objective is to prepare students for entry into the legal field.

This Catalog is designed to provide the valuable information regarding the objectives and requirements of the Law Program that is offered entirely on-line. It also introduces you to the "Distance Learning" expectations and policies as they relate to the delivery of instruction.

As a law student, there are many advantages. The on-line "Distance Learning" mode of instruction provides flexibility for students who are re-entering postsecondary training as they have postponed their education to work full-time. It also offers convenience so students can find time to finish a degree program. The main advantage of the Law School is the quality and expertise of the instructors, which enhances the students' educational experience.

I hope your transition into the program is pleasant as I have an open door policy if any questions may arise. As a prospective student, we invite you to join us and look forward to welcoming you.

Sincerely,

A handwritten signature in black ink, which appears to read "Edward R. Green". The signature is fluid and cursive.

Edward R. Green
Dean, School of Law

2. INTRODUCTION

MISSION STATEMENT

Our mission is to provide quality, affordable, legal education to qualified individuals, wherever located, using the most effective educational technology available. The primary objective is to educate and prepare students for the legal profession.

The faculty is made up of professors devoted to educating and guiding the students to learn. Scholarship is a part of this endeavor because it results in a richer and deeper learning experience for both professors and students. The School of Law is committed to treating each person as an individual and welcomes the diverse background and experiences of its students.

INTRODUCTION TO THE HANDBOOK

Law School students are required to comply with the rules and regulations of the Committee of Bar Examiners of the State Bar of California and with the rules, regulations, policies and procedures of the law school as contained in the current Law School Student Handbook, which could be amended as necessary. A committee to elaborate on policies in accordance with the functioning Student Handbook can be constituted by the administration or faculty at any time. Each student is solely responsible to read and understand the content of the handbook and also to comply with all applicable regulations of the Law School. The School of Law provides all students with this handbook as a handy reference to the basic rules, regulations and standards under which the Law School operates in its academic functions and student-related activities. The Student Handbook however, does not contain all of the operational standards and procedures of the law school. Additional policies or modified regulations may be adopted at any time by the law school in line with the existing Student Handbook.

HOURS OF OPERATION

Hours of Operation (Pacific Standard/Daylight Time)
Monday through Friday
9:00 A.M. to 5:00 P.M.

HOLIDAY SCHEDULE

2014 Holiday Schedule

January 1, 2014	New Year's Day
January 20, 2014	Martin Luther King Jr. Day
February 17, 2014	Presidents Day
May 26, 2014	Memorial Day
July 4, 2014	Independence Day
September 1, 2014	Labor Day
November 28-29, 2014	Thanksgiving Day
December 25-26, 2014	Christmas Holiday



3. OVERVIEW OF LAW DEGREE PROGRAMS

JURIS DOCTORATE PROGRAM

Juris Doctor (JD) Educational Objectives:

- Prepare students for the basic professional degree in law.
- Encourage students to develop analytical thinking, mental alertness, and effective communication skills.
- Provide a comprehensive understanding of the profession of law and the legal systems of the United States.
- Train students to become eligible to sit for the California Bar Examination to practice law in the State of California and in some of the Federal Courts.

Juris Doctorate Bar Eligibility

It is required that students seeking California Bar eligibility complete the First through Fourth Years of law courses. The program requires 864 study hours per year to be completed during a period of not less than 48 or more than 52 consecutive weeks of study. Once study is commenced for one part of the program, that year of the course must be completed within the 48 to 52 week's timeframe. It is the student's responsibility to ensure that California Bar eligibility is followed. Any student seeking to practice law as an attorney in California must complete a Degree Plan that complies with the course and time frame requirements of the California Committee of Examiners.

BACHELOR OF SCIENCE IN LAW

Bachelor of Science in Law (BSL) Educational Objectives:

- Develop skills in legal research in terms of writing and analysis.
- Train to perform and manage procedural and substantive legal tasks in an ethical manner.
- Prepare students for a career in Law, Criminal Justice or Insurance.
- Train students to understand the interrelationship between legal systems and society.

Bar Membership and Registration

The Juris Doctor (JD) Program is registered with the Committee of the Bar Examiners of the State of California.

JD Graduates in good standing who meet the requirements for licensure and admission to practice law in the California State Courts will then be eligible to practice in some of the United States Federal Courts as a California attorney. Law graduates desiring to practice in other jurisdictions may be eligible under reciprocity or admission by examination rules. These rules are unique to each state.

Admission to practice law in California is generally regulated

by Section 6060 of the Business and Professions Code of the State of California and by the Rules of the Committee of Bar Examiners.

It is the student's responsibility to comply with the requirements established by the Committee of Bar Examiners.

JD applicants seeking Bar Eligibility are advised to obtain and read the Rules Regulating Admission to Practice Law in California, which is available from:

The Committee of Bar Examiners

180 Howard Street
San Francisco, CA 94105
Telephone: (415) 538-2303
<http://www.calbar.ca.gov/admissions>.

The Bachelor of Science in Law (BSL) Program is separately licensed and governed by the California Bureau for Private Postsecondary Education (BPPE). If you have further questions that have not been answered you can contact the Bureau directly.

Bureau for Private Postsecondary Education (BPPE)

2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Toll-Free (888) 370.7589
Fax (916) 263.1897
www.bppe.ca.gov

Catalog

This Handbook is not a substitute for the general AHUSC Catalog as it pertains to unit, grade, and course requirements in effect when students enroll. Those who withdraw from any program and later request admission will be subject to the active general admission requirements of the catalog and the Student Handbook at the time of re-admission.

4. POLICIES AND PROCEDURES

State Bar Requirements for Admission to Practice Law

The State Bar of California regulates legal education in this state. It is each student's responsibility to comply fully with the Rules Regulating Admission to Practice Law in California. Students are strongly advised to obtain a copy of the rules from the Office of Admissions of the State Bar of California.

ADMISSIONS POLICY

Admissions into the law program is considered for all applicants who meet the minimum entrance requirements without regard to age, color, ethnic origin, race, sex, and religious affiliation.

ADMISSIONS PRE-LEGAL REQUIREMENTS

The two (2) categories of admissions are as follows:

- **Regular Student:** An applicant who has a bachelor's degree from an institution approved by the Committee of Bar Examiners of the State Bar of California. Applicants who do not have a bachelor's degree and have completed 60/90 units from a college /university approved by the Committee are also admissible.
- **Special Student:** An applicant whose pre-law studies do not satisfy the requirements of Guideline 5.32 (Regular Student Admission). When the College Level Equivalency Program (CLEP) examination requirements have been met, an applicant is admissible.

A college or university approved by the Committee shall be a college or university that has degree-granting authority from the state in which it resides.

The Law School Admission Test (LSAT) is not required for admission into the School of Law.

Registration

The School of Law maintains a continuous enrollment policy as a distance learning institution. Specific dates are found on the academic calendar published by the Registrar's office.



5. ACADEMIC RULES AND PRACTICES

Academic Standing

The School of Law has adopted academic standards that deal with the student in a fair and reasonable manner. Changes in the adopted academic standards will not be made without adequate prior notice to all affected students. Students must realize that good academic standing is necessary for advancement and graduation.

Attendance

The School of Law program requires a minimum of one-hundred and thirty-five (135) hours of live study during the academic year. Students must participate in eighty (80) % of the regularly scheduled interactive classes in each course. Each student is also provided with a custom Study Log that requires Eight Hundred and Sixty-Four (864) clock hours per year.

Good Standing

In order for a student to be in good standing, the student must maintain a cumulative C- average (1.67).

Probation

A student who fails to maintain a cumulative C- average will be placed on academic probation. The student will have until the end of the next year to raise their cumulative average to a C- (1.67).

Academic Dismissal

If the student fails to raise their cumulative average to the required C- average (1.67), the student will be academically dismissed.

Advancement

Students may advance into the next year courses as long as the student is either in good academic standing or is on probation as of the last class of the previous year. Students on academic probation will then be allowed the subsequent year to raise their cumulative average to a C (1.67), which will then place the student in good academic standing.

Graduation

For a student to graduate, a student must pass all of the required courses offered. In addition, the student must finish their studies with a cumulative grade point average of C- (1.67) or greater to receive the Juris Doctor (JD) Degree.

REGULATIONS IN TAKING ONLINE EXAMINATION

- Applicable laws and regulations as they apply to standard classrooms are also applicable in taking online tests.
- Access to the law library during the examination period will not be permitted unless instructed by the professor.
- Any student engaging in any other activity that indicates reliance on outside sources during a test violates the cheating prohibition.
- Use of telephones, handsets, IPADS, tablets, texting or other electronic devices other than authorized equipment during examinations are strictly prohibited. Any devices that is not required for the exam must be turned off.
- Unanswered questions will receive no credit.
- Students who fail to fully complete an examination will not be given extra time to complete the test.
- For any other question or additional information, please contact the Registrar.

CONTESTING GRADES

Disputing an assigned grade on examination or course once recorded, shall not be changed. But it could be changed after consultation with the professor of record and with the approval of the Senate. A grade may be changed by the professor with the approval of the Registrar in the instance of a calculation error.

A student who claims that a grade was the product of unfairness or a departure from established grading policy may request a review by the Senate. All such requests for any grade change must be made through a petition form. The Registrar's office must be notified immediately for any grade discrepancy. The Senate will review such requests and may seek input from the faculty member who graded the class when necessary.

REPETITION OF COURSES

In the event a student does not receive a final grade of 60 or above, the student had effectively failed the class and will not receive credit. The student must repeat the course and pay the full tuition fee. Upon successful completion of the repeated course, the student's transcript will contain both the original and the repeated course grade. Both grades will be reflected in the student's overall GPA.

AUDITING A COURSE

Permission to audit a course conveys the privilege of listening and observing the class but does not include handing in course assignment, taking part in class discussion, or receiving evaluations. An auditor does not receive university credit for the course, nor is the course recorded on a transcript. Attached is the chart of the offered courses.

GRADING POLICIES AND PROCEDURES

The Law School faculty have the final authority for assigning grades with the exception that grades are found to be a result of arbitrary or capricious grading, which may be subject to further review by the Grade Committee, subject to appellate review by the Dean. If a student believes and is able to offer clear and competent evidence that capricious or unprofessional grading has taken place, a grade challenge may be submitted in writing to the Dean. If the Dean finds cause, the petition will be submitted to the Grade Committee for determination.

Faculty members have a professional responsibility to submit their grades according to the deadlines established by the Registrar. Incidences of delinquency will be reported to the Academic Dean.

Final Grades are based on a combination of the following assignments/exams. Each item is weighed accordingly and tabulated to produce a final grade.

Typical Format Example:

- Case Briefs: 5%
- Mid-Term Exam: 35%
- Final Exam: 60%

Total: 100%

GRADING SCALE

Letter Grade	Percentage Points	GPA
A+	Outstanding 100 – 97	4.33
A	96.9 – 93	4.00
A-	92.9 – 90	3.67
B+	Above Average 89.9 – 87	3.33
B	86.9 – 83	3.00
B-	82.9 – 80	2.67
C+	Average 79.9 – 77	2.33
C	76.9 – 73	2.00
C-	72.9 – 70	1.67
D+	Below Average 69.9 – 67	1.33
D	66.9 – 63	1.00
D-	62.9 – 60	0.67
F	Fail Below 60	0.00

GRADING POLICY

AHU uses a grading system that ensures accuracy, validity, reliability, and consistency in the evaluation of student performance. The evaluation of student examinations and assignments are performed by the course instructor and/or designated grader(s). The evaluation process will include a submission of examinations and assignments to the grading committee prior to implementation. All graders will be selected on a basis of previous grading experience, knowledge of the tested subject and commitment to ensure each student receives accurate and consistent evaluation. All graders will be licensed attorneys. All graders for a particular assignment or examination will undergo a calibration session with the course instructor. During the calibration session, the grader will be informed by the course instructor as to the depth and breadth of the answers expected from the students. All graders will have sample answers and point allocation guides. The course instructor will work with the grader(s) until the grader(s) are sufficiently prepared to accurately, reliably and consistently evaluate the students' assignment and/or examination. If multiple graders are used, the course instructor must be satisfied that the grade will be consistent among the various graders. The Dean and/or other instructors may participate, as needed, in the preparation of material and the calibration session. The Dean will encourage instructors and graders to participate in an actual calibration session for the GBX.

GRADE REVIEW

The process for a review of grades is for the student to petition the Grade Review Committee, within thirty (30) calendar days of the publication of the grades, and present credible evidence in support of such a claim that a course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake. The petition process is at no cost to the student and submission of petitions is permitted on-line.

STUDENT RESPONSIBILITY

The ultimate responsibility of completing the requirements to graduate within the parameters set by the university rests with the student. The focus of active self-learning is to encourage the student to apply text-based knowledge to solve practical problems and to use faculty members as a resource to facilitate the learning process. In this manner, the student demonstrates mastery of the course material and its personal relevance by completing assignments AND examinations.

PROCTORED EXAMS

The School of Law strives to be a leading online institution. Accordingly, all attempts to administer exams that are not web-based are discouraged. However, upon a successful showing of necessity, the Dean will make reasonable accommodations to administer proctored exams. It will be contingent upon the student to find a suitable proctor (preferably a judge or govern-

ment official) and to arrange for the timely delivery and return of the exam in question.

GRADE REVIEW PROCEDURES

Law Faculty members have the final authority for assigning grades with the exception that grades found to be a result of arbitrary or capricious grading may be subject to further review by the Grade Committee, subject to appellate review by the Dean. If a student believes and is able to offer clear and competent evidence that capricious or unprofessional grading has taken place, a grade challenge may be submitted in writing to the Dean. If the Dean finds cause, the petition will be submitted to the Grade Committee for determination.

In determining cause, the School of Law has adopted *Guidelines for Unaccredited Law School Rules 2.9 Fairness in Academic Standards and Student Assessment. (H) Grade Review Procedures.*

“A student who claims that an examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake, and presents credible evidence in support of such claim, may have the claim considered by the Grade Review Committee. A law school must establish written procedures for processing requests for the review of grades by the Grades Review Committee. Grade review procedures need not require a hearing.”



6. MODE OF LEARNING PLATFORMS

The Law Degree Program is entirely online and it utilizes mediums such as MegaMeeting for live lectures or chat sessions and Populi for student management and communication as means of communication between student and instructor. For administrative purposes, the School of Law utilizes the Populi College Management System. Virtually all activity at the Law School can be accessed through the Student Learning Center. Students are informed in advance of registration, and the amount of time to be spent in online instruction. All instruction is done online for the Law Program. Each course is a minimum 8 weeks in length. Lectures are delivered synchronously. There is a prescribed completion schedule for the activities in each course. Support materials are provided to students by instructors and are uploaded within the Student Center specific to each course and class session. These materials may include course syllabus and other printed documents required for the course. Interaction within assigned groups and with the instructor is through electronic bulletin board and e-mail systems. Online courses are taught using a variety of Internet-based tools. These tools include various methods of asynchronous communication. Asynchronous communication tools are those that students can access 24 hours 7 days a week and may include:

- Posting of Course Materials: (text, graphics, video and audio files) on a course page allows a student to access reading materials, assignment criteria, instructions and links to supplemental resources, etc.
- File Exchange: Allows a student using e-mail attachments, digital drop boxes, or file-transfer-protocols to exchange files between class participants.
- E-Mail: Allows digital communication between class participants and students and instructors..
- Discussion Boards and/or Listserv: Allows multiple-person discussions (either posted to a web site or via e-mail) to occur within the class.
- Other: i.e. newsgroups (large discussion boards outside of class participation).

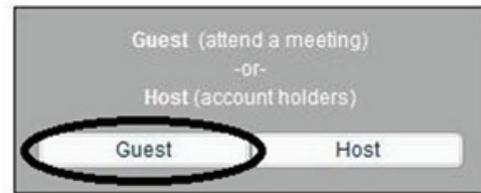
Communication tools are those that involve student/faculty throughout the term and may include:

- Online, Face-to-Face, Teleconferencing
- Online, Face-to-Face, Chats and Study Groups
- Student Management System
- Emails
- Telephone Consultation

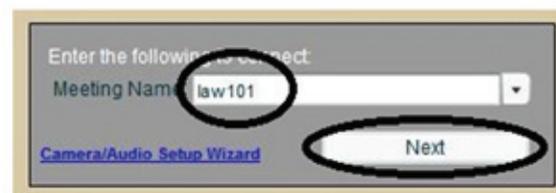
LIVE LECTURE INSTRUCTIONS

Go to www.amhertiageuniv.megameeting.com

If you are a student, you will login as "Guest" and enter your full name: (First & Last Name)



Enter the name of the class that you are attending



Enter live lecture Password: then click [Next]

COMPUTER EQUIPMENT

No school-owned computer equipment, software or internet service will be accessible to the student. The student is responsible, at his or her expense, for obtaining access to the above specified computer hardware and software, and Internet access. This includes, without limitation, a computer and the associated accessories and peripheral equipment (i.e., monitor, keyboard, printer, web camera, software and an Internet service provider). Many computers (especially laptops) come with built-in cameras which eliminate the need to purchase a separate web camera.

COMPUTER SOFTWARE REQUIREMENTS

The student must have access to a computer (and the associated accessories and peripheral equipment), software and Internet service that satisfy the following specifications:

Minimum Computer Requirements:

For real-time, face-to face, voice-to-voice classes and other material:

- Windows, Apple or Linux, Internet browser
- 1 GHz processor or greater; 256 MB or more of RAM
- Webcam and headset with a microphone are recommended.
- Acrobat Reader 9.0 for reading "pdf" formatted handouts, syllabus, assignments, etc. (available at no cost at www.adobe.com). The Latest Adobe Flash Player, Adobe and

Acrobat Reader.

- For class work and homework assignments: Any program capable of creating text documents (Windows: Word, Works, WordPad, Notepad, OpenOffice. OpenOffice is available at no cost at www.openoffice.org).

Minimum Internet Service Provider (ISP) Requirements

- 1.5 mbps download speed and 512 kbps upload speed (hardwired or “N” speed wireless preferred). Cable or DSL only—no dial-up.

COMPUTER DISCLAIMER

Neither the Law School nor the school’s online service provider is responsible for lost files, (i.e. data, homework assignments, email, computer generated graphics) events or conditions either natural or man-made occurring externally to the immediate university environment or as a result of externally provided actions. Computer projects are loaded on the student’s personal computer. A student’s computer homework and project are created and originate on student’s personal computer. Students are responsible for maintaining current and viable backup of all of their own work on their computer backup devices. Students are further responsible for ensuring all assignments are delivered to the school in a timely manner as directed regardless of whether their computer, email, or Internet is functioning properly.

The school strongly recommends and urges all faculty and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software for their particular computer and operating system.



7. STUDENT SERVICES

INDIVIDUAL ASSISTANCE

Students are advised and individually guided through courses with the direct assistance from their professor or the Dean. The student will then progress upwardly in a steady, organized manner. This enables the educational set objectives to be achieved in the most feasible timeframe.

The faculty and staff of the university are available to assist students in achieving their educational objectives. The University is especially sensitive to the special needs of adult students returning to college after a long absence from the classroom.

STUDENT RESOURCES

Learning resources provided through the university enables its students and faculty to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Faculty/Student communications.

LAW LIBRARY ACCESS

The School of Law utilizes West Law for their students. West Law provides exclusive access to leading primary law publications such as the United States Codes Annotated (USCA), the National Reporter System, and the industry's only annotated CFR. West Law provides all the same titles found in Law Libraries across the United States, online, and all in one place. West Law has the complete American Law Reports (ALR), one of the leading research and case-finding tools. West Law also includes top jurisdictional and practice area analytical resources such as Wright and Miller's Federal Practice and Procedure, Ste Jurisprudence titles, Williston on Contracts, and more. West Law bar-admitted reference attorneys offer world-class service and can help you find what you need. Each student will receive a West Law identification card. The student will be issued a unique West Law password to access their West Law online account. Means of access is through the West Law website (<http://web2.westlaw.com>). Students may access West Law from any computer with an internet connection. The accessible material includes 95% of all West law content- no public records content. Students have time-restricted access to West Law. Student access is blocked between 10:00 am-3:00 pm Pacific Time on weekdays, but there are no time restrictions on weekends.

NON-DISCRIMINATION POLICY

The Law School does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices in compliance with title VI of the Civil Rights Act of 1964 (pertaining to race, color, or national origin); Title IX of the Educational Amendments of 1972 (pertaining to sex); Section

504 of the Rehabilitation Act of 1973 (pertaining to age).

PRIVACY AND CONFIDENTIALITY

The Law School does not disclose to any outside person or entity any information about individual students such as social security number, grades, grade point average, class schedule, race, sex, religion and national origin, without student's prior consent, unless required by law (including statutes, government regulations, court orders, the Committee of Bar Examiners), accrediting agencies or emergency. The school may release directory information, which includes: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Students may request in writing that all or part of his or her directory information be withheld. Students have the right to inspect and review their educational records and request the records be corrected if they feel the records are incorrect.

REPRODUCTION OF COPYRIGHTED MATERIAL

Generally, the photocopying of printed materials without consent of the copyright owner is an infringement of the owner's rights. However, making a single copy for the purposes of research, and making a classroom set of a brief text or single illustration, are deemed fair use and should not require permission.

STUDENT'S RIGHTS AND GRIEVANCE PROCEDURES

In accordance with the Federal Compliance Policy, the School of Law keeps permanent record of all formal student complaints. Students who have a complaint should follow the procedures listed in this handbook.

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Vice President of Academic Affairs, must be received from the student within 48 hours after the incident or within a reasonable time thereafter. The Vice President will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, a grievance committee hearing will be set within 24 hours after the receipt of the report. Such committee will include the vice president and instructor and/or appropriate staff member. In addition, all persons involved with the incident must be present at the time of the hearing. The committee will meet immediately, in the absence of those involved, to review the evidence and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must, within 24 hours

of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within 30 days from the receipt date of the Incident Report. Unresolved complaints may be directed to the registrar for further action.

Authentication of Student Work

The School of Law employs the Populi System to administer its exams, requiring a unique password to gain access. All students are required to adhere to the Honor Code when submitting their work. If a student is found to be in violation of the Honor Code, it is grounds for immediate dismissal.

Standards of Conduct and Honor Code

Law Students are typically held to a very high academic standards and integrity in all areas of life, including in the community where they reside. In accordance with the school's commitment to the values, moral and ethical standards of the Board of Directors, students are also expected to maintain appropriate personal standards and to utilize good judgment in all matters pertaining to personal conduct. Any violations of the Standards of Conduct and the Honor Code as stipulated including aiding or abetting any violation or attempting to commit an act or omission in violation of the Standards of Conduct and the Honor Code; violations of the Standards of Conduct and Honor Code are subject to discipline, including dismissal from the Law School.

List of Standards of Conduct and Honor Code Violations

Unprofessional Conduct Include:

Stealing
Embezzlement
Plagiarism
Cheating
Lying
Use of Profane Language and Four Letter words
Defamation and Invasion of Privacy
Falsification of Academic or Financial Records

Change of Address

It is the responsibility of the student to notify the Registrar's office of any change of student's address, email address, and telephone number. This must be updated within five days of the change. The school relies on accurate contact information from students in order to inform them of important information, including notices of class cancellations and deadlines that must be met. Notices and all other announcements from the school will only be sent to the contact information on record.

Procedures for Disciplinary Cases

Cases requiring discipline typically involve cheating, false statements applications, inappropriate behavior and similar departures

from generally accepted standards of integrity. In such cases the Senate may impose sanctions including reprimand and suspension. In the most severe cases, the Senate may recommend to the faculty sanctions of expulsion or dismissal.

In many instances it is believed that minor disciplinary infractions can be dealt with on an informal basis. Accordingly, the Dean may investigate the incident before the undertaking of any formal disciplinary procedures. All proceedings will be kept confidential subject to such exemptions as required under state and federal law.

CANCELLATION AND WITHDRAWAL

Student's Right to Cancel

A Student may cancel an enrollment agreement or withdraw from the Law School at any time. A student who intends to cancel or withdraw must notify the Registrar in writing following the directions outlined in the Law School Catalog.

TUITION REFUND POLICY

The student has a right to a full (100%) refund of all monies paid, if a student withdraws or cancels WITHIN 5 DAYS after midnight (Pacific Time) of date the Enrollment Agreement was signed. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable monies.

The School of Law follows a strict refund policy. Example: a student pays \$4,000 tuition plus a \$100 Registration Fee, \$50 West Law Membership fee and \$100 Student Technology Fee, for a total payment of \$4,250 for the 48 week program. If the student then decides to withdraw after 12 weeks, then the student would be entitled to a refund calculated in the following manner: 48 (total weeks of the program) - 12 (weeks of tuition used) = 36 (weeks of tuition that was paid but not used); $36 / 48 = .75$ or 75% (the percentage of the unused tuition to the full tuition); $\$4,000$ (cost of tuition only, the Registration Fee, West Law Membership and Student Technology Fee are nonrefundable fees) $\times .75 = \$3,000.00$; $\$3,000.00$ would be the amount refunded to the student.

The period of given instruction is counted on a weekly basis, regardless of the actual day that a particular course begins. Each week starts every Sunday at 12:00 am and ends on Saturday at 11:59 pm (Pacific Time). If notice is received after a particular week starts, then, that week is counted as a week of given instruction. If the school cancels a course, the school will make a full refund of all charges and fees unless the class is more than 50% complete. The student may withdraw or cancel the signed agreement by providing notice to the Registrar either email or by U.S.P.S., Certified Mail, addressed to: American Heritage University, School of Law, 255 North D Street, Ste. 401, San Bernardino, CA 92401. All such notices will be effective on the date received. All refunds will be paid within thirty (30) days of

cancellation or withdrawal and the student will receive a clear explanation of the method of calculation within thirty (30) days of cancellation or withdrawal.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools licensed by the Bureau for Private Postsecondary Education (BPPE). Please see School of Law Catalog for details.

SCHEDULE OF COURSE

FIRST YEAR					
FULL-YEAR CLASSES	LAW 100	INTRODUCTION TO LAW	2 WEEKS	1 SEMESTER UNIT	40 HOURS OF STUDY
	LAW 101	CONTRACTS	14 WEEKS	7 SEMESTER UNITS	40 HOURS OF STUDY
	LAW 102	TORTS	14 WEEKS	7 SEMESTER UNITS	280 HOURS OF STUDY
	LAW 103	CRIMINAL LAW	12 WEEKS	6 SEMESTER UNITS	240 HOURS OF STUDY
	LAW 104	LEGAL RESEARCH & WRITING	4 WEEKS	2 SEMESTER UNITS	80 HOURS OF STUDY
	LAW 105	FIRST – YEAR REVIEW	6 WEEKS	3 SEMESTER UNITS	120 HOURS OF STUDY
TOTALS			52 WEEKS	26 SEMESTER UNITS	1040 HOURS OF STUDY
SECOND YEAR					
FALL SEMESTER	LAW 221	CIVIL PROCEDURE	18 WEEKS	9 SEMESTER UNITS	360 HOURS OF STUDY
SPRING SEMESTER	LAW 222	REAL PROPERTY	18 WEEKS	9 SEMESTER UNITS	360 HOURS OF STUDY
SUMMER SEMESTER	LAW 223	REMEDIES	8 WEEKS	4 SEMESTER UNITS	160 HOURS OF STUDY
SUMMER SEMESTER	LAW 224	CRIMINAL PROCEDURE	8 WEEKS	4 SEMESTER UNITS	160 HOURS OF STUDY
TOTALS			52 WEEKS	26 SEMESTER UNITS	1040 HOURS OF STUDY
THIRD YEAR					
FALL SEMESTER	LAW 231	EVIDENCE	18 WEEKS	9 SEMESTER UNIT	360 HOURS OF STUDY
SPRING SEMESTER	LAW 232	CONSTITUTIONAL LAW	18 WEEKS	9 SEMESTER UNIT	360 HOURS OF STUDY
SUMMER SEMESTER	LAW 233	CORPORATIONS	8 WEEKS	4 SEMESTER UNIT	160 HOURS OF STUDY
SUMMER SEMESTER	LAW 234	AGENCY & PARTNERSHIP	8 WEEKS	4 SEMESTER UNIT	160 HOURS OF STUDY
TOTALS			52 WEEKS	26 SEMESTER UNITS	1040 HOURS OF STUDY
FOURTH YEAR					
FALL SEMESTER	LAW 401	COMMUNITY PROPERTY	10 WEEKS	5 SEMESTER UNITS	200 HOURS OF STUDY
FALL SEMESTER	LAW 402	CA CIVIL PROCEDURE	8 WEEKS	4 SEMESTER UNITS	160 HOURS OF STUDY
SPRING SEMESTER	LAW 403	WILLS, TRUSTS & SUCCESSION	18 WEEKS	9 SEMESTER UNITS	360 HOURS OF STUDY
SUMMER SEMESTER	LAW 404	PROFESSIONAL RESPONSIBILITY	8 WEEKS	4 SEMESTER UNITS	160 HOURS OF STUDY
SUMMER SEMESTER	LAW 405	ADVANCED LEGAL RESEARCH & WRITING	8 WEEKS	4 SEMESTER UNITS	160 HOURS OF STUDY
TOTALS			208 WEEKS	104 SEMESTER UNITS	4080 HOURS OF STUDY
FOURTH-YEAR ELECTIVE COURSES					
SUMMER SEMESTER	LAW 407	FAMILY LAW	6 WEEKS	3 SEMESTER UNITS	120 HOURS OF STUDY
SUMMER SEMESTER	LAW 409	IMMIGRATION LAW	6 WEEKS	3 SEMESTER UNITS	120 HOURS OF STUDY
TOTALS			12 WEEKS	6 SEMESTER UNITS	240 HOURS OF STUDY

THE SCHOOL OF LAW DISCLOSURES

The School of Law may not satisfy the requirements of other jurisdictions for the practice of law. Therefore, applicants should contact the jurisdiction of their choice to determine eligibility. The method of instruction at this Law School for the Juris Doctor (JD) degree program is principally by technological means including interactive classes.

Students enrolled in the JD degree program 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 must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's JD degree program, but will receive credit for only one year of legal study.

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

Disclaimer: Please Note

The information contained in this catalog is correct at the time of going to press. It may not be construed as an agreement between American Heritage University School of Law (AHUSOL) and any intending students or other parties. Similarly, the Law School may not be held responsible for any errors of a typographical nature, although all reasonable steps have been taken to correct such errors. The Law School reserves the rights to make amendments or modifications or change any information contained in this Handbook without notice and without compensation whatsoever.

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