



DRIVON
School of Law
HUMPHREYS UNIVERSITY

law.humphreys.edu

2022 - 2023

LAW CATALOG

Stockton Campus





DRIVON
School of Law
HUMPHREYS UNIVERSITY

2022 - 2023

LAW CATALOG

EFFECTIVE OCTOBER 1, 2022

Accredited by the State Bar of California and Western
Association of Schools & Colleges Senior College & University
Commission

180 Howard Street
San Francisco, CA 94105

985 Atlantic Ave., Suite 100
Alameda, CA 94501
(510) 748-9001

Stockton Campus
6650 Inglewood Avenue
Stockton, California 95207
(209) 478-0800

Modesto Campus
5172 Kiernan Court #D
Salida, California 95368
(209) 543-9411

Table of Contents



General Information.....	9
Philosophy.....	9
Mission Statement.....	9
History.....	9
Accreditation.....	10
Associations.....	10
Stockton Campus.....	11
Modesto Campus.....	12
Non-Discrimination Policy.....	12
Reservation of Rights.....	12
Mission Statement—Drivon School of Law.....	12
Juris Doctor.....	12
Practice in Other States Other than California.....	13
California State Bar Requirements.....	13
Admissions.....	15
Admission Requirements.....	15
Regular Applicants.....	15
Special Applicants.....	15
Transfer Students/Advanced Standing Applicants.....	16
Visiting Students.....	16
Law School Admissions Test (LSAT).....	16
Veteran Applicants.....	16
Student Services.....	19
Career Development Services.....	19
Student Activities.....	19
Publications.....	19
Disabled Students.....	19
Student Code of Conduct.....	19
Student Grievance Procedure.....	20
Grade Challenge.....	21
Sexual Misconduct.....	21
Substance Abuse Referral Program.....	21
Expenses.....	23
Tuition and Fees.....	23
Refund Policy.....	23
Scholarships.....	23
Financial Aid.....	25
Overview.....	25
Types of Available Financial Aid.....	26
Financial Aid Awards.....	27
Financial Aid Refunds.....	28
Book Vouchers.....	32
Financial Aid Satisfactory Academic Progress Policy.....	34

Academic Information and Policies	39
Honor System	39
Credit	39
Load Limit	39
Campus Designation	39
Classification of Students.....	39
Residency and Timeframe	39
Academic Calendar and Class Times.....	39
Attendance and Participation Policy	39
Grades.....	40
Return of Grades	40
Academic Probation.....	40
Satisfactory Academic Progress Policy (SAP Policy).....	41
Graduation Requirements Summary	42
Graduation Honors.....	42
Selection of Valedictorian and Salutatorian	42
Withdrawal from Courses	42
Census Date	43
Late Registration/Adding A Class	43
Repeating A Class.....	44
Prerequisites.....	44
Transcripts	44
Privacy Act/Student Records	44
Graduation and Commencement.....	44
Catalog Rights.....	45
Humphreys University Teach-Out Plans and Agreement Policy	45
Humphreys University Policy	45
Teach-Out Agreement.....	46
 Course of Study	 47
Course Descriptions	48
 Faculty.....	 53
Full-Time Faculty	53
Adjunct Faculty.....	53
 Administration Listing.....	 55
 Board of Trustees	 57

Academic Calendar

Stockton/Modesto campuses are closed weekends unless otherwise specified.

	Fall 2022 October 3 - December 16, 2022	Winter 2023 January 2 - March 17, 2023
Quarter Begins	Monday, October 3, 2022	Monday, January 2, 2023
Instruction Begins	Monday, October 3, 2022	Monday, January 2, 2023
Last Day to Enroll/Add	Friday, October 14, 2022	Friday, January 13, 2023
Withdraw with Partial Refund	Friday, November 11, 2022	Friday, February 10, 2023
Last Day to Withdraw	Friday, November 18, 2022	Friday, February 17, 2023
Final Exams	Week of December 12, 2022	Week of March 13, 2023
Quarter Ends	Friday, December 16, 2022	Friday, March 17, 2023
Quarter Recess—No Classes	December 17, 2022 – January 1, 2023	March 18 – April 2, 2023
Campus Closed	November 11, 24, 25; December 26	January 16; February 20, 2023
Holidays—Campus Closed	Veterans Day Friday, November 11, 2022	Martin Luther King, Jr. Day Monday, January 16, 2023
	Thanksgiving Thursday, Friday, November 24, 25, 2022	Presidents' Day Monday, February 20, 2023
	Christmas Observed Monday, December 26, 2022	
	Spring 2023 April 3, 2023 - June 16, 2023	Summer 2023 July 3, 2023 - September 15, 2023
Quarter Begins	Monday, April 3, 2023	Monday, July 3, 2023
Instruction Begins	Monday, April 3, 2023	Monday, July 3, 2023
Last Day to Enroll/Add	Friday, April 14, 2023	Friday, July 14, 2023
Withdraw with Partial Refund	Friday, May 12, 2023	Friday, August 11, 2023
Last Day to Withdraw	Friday, May 19, 2023	Friday, August 18, 2023
Final Exams	Week of June 12, 2023	Week of September 11, 2023
Quarter Ends	Friday, June 16, 2023	Friday, September 15, 2023
Commencement	Saturday, June 17, 2023	
Quarter Recess—No Classes	June 18 – July 2, 2023	September 16 – October 1, 2023
Campus Closed	April 7; May 29; June 19	July 4; September 4
Holidays—Campus Closed	Good Friday Friday, April 7, 2023	Independence Day Tuesday, July 4, 2023
	Memorial Day Monday, May 29, 2023	Labor Day Monday, September 4, 2023
	Juneteenth Monday, June 19, 2023	

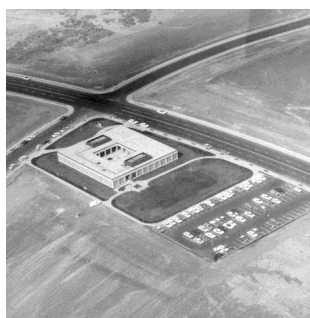
General Information



Philosophy

The purpose of Humphreys University is to provide effective instruction and related learning experiences to students. The University views itself primarily as a teaching institution. The founder of the University believed that any sound program must be concerned first with meeting the educational needs of the individual student and, second, with ensuring the program (for most students) contains elements of general and career or professional education. The University has maintained this simple philosophy throughout its long service to the community.

Humphreys University seeks to serve both general and career objectives. The University seeks ways to keep classes small, offer some instruction on an individualized basis, maintain a close relationship between faculty and students, provide a significant introduction to general education for students who seek specialized occupational objectives, and conversely, to provide an appreciation of career or professional goals for students who pursue general educational objectives.



Mission Statement

Humphreys University prepares students for meaningful careers and professions through a high-quality educational experience, strongly informed by the liberal arts, and directed to the specific and changing needs of students from diverse ethnic, cultural, economic, and educational backgrounds.

History

Humphreys University dates its founding in the fall term of 1896, when John R. Humphreys, Sr., assumed academic administration of the Stockton Business College, Normal School, and Telegraphic Institute. There are scattered records and some graduating class pictures in the files of the College dating back to 1875. The College has been in continuous service to the central San Joaquin Valley since that time, making it the first institution of higher education in the area. The philosophy and objectives of its founder have remained with the College, remaining a small, independent College dedicated to post-secondary education and serving the educational needs of its students and the community.

In 1937 the founder of the College died and his son, John R. Humphreys, Jr., who had assumed academic administration of the College in 1934, became the second President. The name of the College changed several times since its inception, becoming known as "Humphreys College" on July 25, 1947, when it was reorganized and incorporated as a nonprofit educational corporation under the California Education Code. Under this corporate charter and related bylaws, Humphreys College is held exclusively for educational purposes by a Board of Trustees whose membership consists of alumni, educators, distinguished citizens, and friends of the College.

In 1950 the Trustees established a non-accredited, four-year night law school. Shortly thereafter, a law school campus was established in Fresno, but this campus no longer exists under Humphreys College control. In 1973, the Trustees took the first steps toward accreditation of the law school by the Committee of Bar Examiners of the California State Bar. This accreditation was granted in August of 1983.

In 1965 the Trustees provided funds for the construction of a new academic building in north Stockton, with the campus moving to its current location in 1966. In 1974 construction was started on the student center, the student housing complex, and recreational facilities.

In 1972 the College was accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.

Since June of 1992, the College has been accredited by the Western Association of Schools and Colleges Senior College and University Commission. Therefore, all certificates and degrees granted by the College (including the School of Law) are accredited.

In 1980 administration of the College was assumed by Robert G. Humphreys, grandson of the founder, upon the retirement of John R. Humphreys, Jr., thereby becoming the College's third President.

In 1987 Humphreys College began offering courses through Modesto Junior College, eventually establishing a campus in Modesto.

In 1991 the College purchased four buildings west of the Stockton campus student housing complex. Renovations of the buildings allowed the College to add new undergraduate and law libraries, classrooms, faculty offices, law school administrative offices, the Registrar's Office, study lounges, and conference room facilities.

The College again expanded its physical facilities in 2004 when it added two new buildings totaling approximately 24,000 square feet. The College's libraries were moved to a new library building which houses both the law and undergraduate libraries as well as administrative offices for the newly renamed Drivon School of Law. The classroom and office building added another eight classrooms to the College and includes 18 faculty offices, several administrative offices, and a student lounge. A large central courtyard provides an attractive location for students to sit and study outside and is used for commencement ceremonies. In 2010, the College began construction of another classroom building, providing an additional ten classrooms, and replacing the dorm facility, which was torn down to provide space. The additional space was necessitated by the significant growth in enrollment beginning in 2007 and bringing total enrollment in excess of 1,200 students.

In 2007, the College began offering instruction in the online modality. In 2017, the College received approval for its first fully online program in Court Reporting. In 2022, the University received approval to offer all programs via distance education in addition to on-campus.

Upon the retirement of Robert G. Humphreys in 2015, the

trustees of the College appointed Robert G. Humphreys Jr., great-grandson of the founder, as the College's fourth President.

In the fall of 2016, the Board of Trustees authorized the changing of the name of Humphreys College to Humphreys University. Both the Trustees and President Humphreys, along with the college community, concurred that the name change better reflected the current mission of the University and its goals for the future.

Throughout its long history, the College has provided quality instruction at the post-secondary level. In alignment with its mission to adapt to the changing needs of students from divergent social, economic, and educational backgrounds, Humphreys University has at various times increased enrollments of different types of students, such as transfer students, recent high school graduates, international students, working adults, and students from institutions which have unexpectedly closed. While kept current, the curriculum today is still clearly related to the curriculum as it was when the College was founded, focusing on both liberal arts and career preparation. The expansion of the College, in Stockton, Modesto, and online, shows the commitment Humphreys University has to the community and the growth of educational opportunities for all.

Accreditation

Humphreys University is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

The court reporting program is approved by the Court Reporters Board of California, and the Humphreys University Drivon School of Law is accredited by the Committee of Bar Examiners of the State Bar of California. The teacher credentialing program is approved by the California Commission on Teacher Credentialing. As required by the Commission, Humphreys University will notify the California Commission on Teacher Credentialing within 30 days if its regional accreditation status changes.

Associations

Humphreys University is a member of the Association of Independent California Colleges and Universities, the National Association of Independent Colleges and Universities, the College Board, and the American Council on Education.

Humphreys University also participates in a number of academic and professional organizations, including the American Association of Academic Deans, the California, Bay Area, and National Court Reporters Associations, the National Association of the Education of Young Children, the California Business Education Association, Professional Secretaries International, the California and National Association of Student Financial Aid Administrators, the National Association of College and University Business Officers, the Pacific Association of Collegiate Registrars and Admission Officers, Reporting Association of Public Schools, and the Western Association of College Admission Counselors.

Stockton Campus

Since its inception, Humphreys University has been a major community facility in Stockton and central California. Until 1924, it was the only institution of higher education in the area.

Most of Humphreys' students are from San Joaquin and the seven neighboring counties. Some students are from outside this valley and several foreign countries.

Stockton is a growing, vibrant city with a population of over 300,000. At the head of the great California Delta--a thousand miles of navigable waterways within a sixty-mile radius--Stockton provides the area with an international inland port and a variety of water activities. The ski slopes and lakes of the Sierra are only one to two hours to the east; San Francisco and the sunny beaches of Northern California are an hour and a half to the west; and the opportunity to study a major state legislature in operation at the state capitol, Sacramento, is only forty-five minutes to the north. One of the world's most productive agricultural valleys surrounds the city of Stockton.

The weather in Stockton is mild and dry, with temperatures ranging from thirty degrees in the winter to one hundred degrees in the summer. The people of Stockton are active and friendly, and there is an abundance of community facilities within walking distance of the University: theaters, shopping centers, restaurants, banks, parks, churches, hospitals, other colleges/universities, sports facilities, community centers, and public libraries.

Academic Facilities

Humphreys University is located in north Stockton, about five miles from downtown. The University moved to this eight-acre campus from downtown Stockton in 1966. The



campus is one block east of Pacific Avenue, a major thoroughfare in Stockton. Public transportation runs directly to the campus.

The main academic building houses several classrooms, computer labs, and administrative offices. The west campus is composed of four buildings, which house the Academy of Business, Law and Education (ABLE), a charter high school operated as a subsidiary non-profit corporation by Humphreys University. Both the main and west campuses have outdoor courtyard areas with ample space for students to study, eat lunch, or gather with friends. Recently, the physical plant was expanded by approximately 24,000 square feet, consisting of two new buildings constructed on vacant land on the campus. The library building houses the university library, a student lounge, and the administrative offices of Humphreys University Drivon School of Law. The classroom building includes eight classrooms, as well as 18 faculty offices and administrative offices. A central courtyard provides an attractive place for students to gather and socialize outside and is served by a wireless Internet network. In addition, another 15,000-square-foot facility was added in 2010 providing ten additional classrooms.

The University's library is a major learning center, not only

for students and faculty, but also for alumni and the community. Extended hours of operation provide a convenient and easily accessible community resource. A branch of the Stockton Public Library is directly across the street from the University with a large general collection which is available to all students.

The University library's open stacks and reading area provide easy access to reference and circulating collections. Requests for interlibrary loan of monographs and periodicals, state, federal, and international government publications may be made at the reference desk. Additionally, the library provides students access to several online databases and e-libraries, with access to numerous peer-reviewed journals, magazines, and newspaper articles.

Modesto Campus

The Humphreys University Modesto branch campus is located in north Modesto in Stanislaus County. Modesto is a thriving community with a population of over 200,000. Modesto offers many outlets for the dramatic arts through several local organizations including the symphony, ballet, opera, and cultural scenes. Technology is positioning Stanislaus County as a global center for agribusiness. Due to its central location in the state, Modesto has become a prime destination for tourism. With over 72 city parks, the area offers many recreational opportunities. The Modesto campus is located within walking distance of several shopping centers and restaurants.

Facilities include classrooms, computer laboratories, and faculty offices. School housing is not provided in Modesto. Rooms and apartments are readily available within walking distance of the campus and throughout the community.

Non-Discrimination Policy

Humphreys University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, handicap, marital status, or age in the administration of its educational programs, admission policies, and personnel matters, financial aid programs, and other such college-administered programs and activities.

Humphreys University welcomes to its student body, faculty, administration, staff, and persons from diverse backgrounds and believes that the educational process is thereby enriched. The University consciously strives to create a climate wherein all students, faculty, administrators, and staff gain an awareness that comes from

learning about and understanding the unique values and characteristics of cultures different from their own. For further notice of non-discrimination, visit U.S. Department of Education Office for Civil Rights, [here](#). The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carrie Castillon

Director of Administrative Services
6650 Inglewood Avenue
Stockton, CA 95207
209-478-0800
carrie.castillon@humphreys.edu

Reservation of Rights

In preparing this catalog, Humphreys University has made every effort to ensure the accuracy and completeness of the information contained herein. The University reserves the right to add, amend, or repeal any information contained herein upon publication of such addition, amendment, or repeal.

Mission Statement- Drivon School of Law

The Drivon School of Law provides the opportunity for a legal education for students with varying backgrounds and experiences. The program is designed to instill in its students an understanding of law as well as analytical skills developed through a combination of scholastic and practical education.

Juris Doctor

The mission of Drivon School of Law is to offer a course of study intended to instill in its students an understanding of the law and develop in them analytical skills by a combination of scholastic and practical training. The School of Law recognizes its students to be potential shapers of law and social policy as well as practitioners of law.

Drivon School of Law offers a professional program for qualified students who desire a legal education. Students prepare primarily for the California State Bar Examination and the practice of law; however, some law students wish to secure a legal education to assist them in business, civic, and related pursuits.

The faculty of Drivon School of Law believes that the study of law should not be restricted to those students who can attend during the day. Therefore, the School of Law offers a

four-year evening program, allowing students to meet daytime commitments.

Drivon School of Law attracts as prospective students recent college graduates as well as those returning to college after several years. A majority of these students hold full-time jobs, many in non-law related areas. Local businesspeople, teachers, and civic employees frequently attend the School of Law in an effort to add a legal perspective to their jobs.

Drivon School of Law seeks as students only those persons who are willing to apply the necessary capabilities and diligence to complete the program of study successfully. Academic and professional success is directly affected by students' commitment to their studies.

Students at Drivon School of Law pursue their studies in the evening and become attorneys upon passing a moral character evaluation and the California Bar Examiners and Multistate Professional Responsibility Examinations administered by the Committee of Bar Examiners of the State Bar of California. The course of study prescribed by the School of Law complies with the Accredited Law School Rules and the Guidelines (<https://www.calbar.ca.gov/Admissions/Law-School-Regulation/Law-Schools>) administered the State Bar of California.

Prospective attorneys must learn the substantive law and how to use the skills of the profession. Therefore, the practical procedures encountered in the practice of law are also taught. The case method of instruction, with classroom presentations, is the primary means of instruction, with legal research and written exercises supplementing the learning process.

Practice in States Other than California

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be licensed to practice law in jurisdictions other than California. A student who intends to seek licensure to practice law outside of California at any time during their career should contact the admitting authority for information regarding its education and licensure requirements prior to enrolling at this law school.

California State Bar Requirements

Admission to the practice of law within the State of California is regulated by the State Bar of California through the Committee of Bar Examiners. Students who plan to seek admission to the practice of law are required to register with the State Bar of California within 90 days after beginning study at a law school. Registration forms are available online from the State Bar of California at

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

It is the individual student's responsibility to comply with the rules of the Committee of Bar Examiners. Failure to comply, in some instances, could have unfortunate consequences. A copy of Rules regulating Admission to Practice Law in California may be obtained from the Committee of Bar Examiners, State Bar of California, <https://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Rules/Rules-of-the-State-Bar/Title-4-Admissions-and-Educational-Standards>

For more information, visit the California Bar Examination Statistics at <https://www.calbar.ca.gov/admissions/law-school-regulation/exam-statistics> of the State Bar of California's website.

Admissions Requirements

Drivon School of Law acts on all applications for admission through its Admissions Committee, which consists of members of the law faculty and administration. No action is taken by the Committee until the application, application fee, and all required supporting documents have been received by School of Law

Applications are considered for the Summer, Fall, and Winter quarters. Drivon School of Law prefers to receive applications by June 1 for the upcoming Summer quarter, September 1 for the upcoming Fall quarter, and December 1 for the upcoming Winter quarter; however, applicants will be accepted past this deadline as long as space is available.

Regular Applicants

Regular Applicants are those applicants who either hold a Bachelor's degree from a regionally accredited college or university, or who have completed at least 60 semester or 90 quarter units creditable towards a Bachelor's degree, as determined by the registrar of the School of Law.

Applicants that meet the educational requirements stated above must submit the following:

- Completed online Law School Application on the Humphreys University Drivon School of Law website at www.humphreys.edu along with a non-refundable \$40 application fee.
- Two official transcripts of all previously attended regionally accredited college or university. Send transcripts directly to Law School registrar electronically from (National Student Clearinghouse or Parchment) to registrarlaw@humphreys.edu or by mail directly from the institution to:
Humphreys University Drivon School of Law
Attention: Registrar
6650 Inglewood Avenue
Stockton, CA 95207
- Official LSAT score.
- Letter of recommendation (optional).
- Personal Statement.

Regular Applicants who hold a Master's degree or the equivalent may apply without an LSAT score; however, such applicants must provide an LSAT score to the School of Law within the first academic year of study.

Special Applicants

A limited number of individuals, who have not completed at least 60 semester or 90 quarter units creditable towards a Bachelor's degree may apply for admission after satisfying the following educational requirements and may be admitted only in exceptional cases:

Attain a minimum score of 50 on exams administered by the College Level Examination Program (CLEP), in:

- Under Composition and Literature category, either
 - College Composition, or College Composition Modular.
- Two other examinations that can be selected from any of the following subjects:
 - Composition and Literature (Humanities examination only), Foreign Language, History and Social Science, Science and Mathematics, or Business.

Special Applicants must register to take the CLEP examinations directly with the College Board and request that score reports forwarded by the College Board to the registrar of the School of Law.

Special Applicants must submit the following:

- Completed online Law School Application on the Humphreys University Drivon School of Law website at www.humphreys.edu along with a non-refundable \$40 application fee.
- One official transcripts of all previously attended regionally accredited college or university. Send transcripts directly to Law School registrar electronically from (National Student Clearinghouse or Parchment) to registrarlaw@humphreys.edu or by mail directly from the institution to:
Humphreys University Drivon School of Law
Attention: Registrar
6650 Inglewood Avenue
Stockton, CA 95207
- Official LSAT score.
- Letter of recommendation (optional).
- Personal Statement.
- Official CLEP score reports (sent directly to the registrar of the School of Law by the College Level Examination Program).

Students who are admitted as Special Applicants will be required to take and pass the First Year Law Students

Examination (FYLSX) after the first year of law study.

Special Applicants may not continue enrollment or advance to the second year of law study until they pass the First Year Law Students Examination. The examination is given by the Committee of Bar Examiners of the State Bar of California.

Transfer Student/Advanced Standing Applicants

Transfer Student/Advanced Standing Applicants in good standing at a prior law school seeking transfer credit must provide a letter from the prior law school(s) stating the applicant was a student in good standing and eligible to continue law studies. Transfer Student/Advanced Standing Applicants previously disqualified from or without good standing at another law school may also be considered for admission to Drivon School of Law.

A Transfer Student/Advanced Standing applicant from a law school accredited by either the Committee of Bar Examiners of the State Bar of California or the American Bar Associations may be admitted with transfer credit for courses successfully completed at the prior school up to a maximum of 60 quarter units of transfer credit. Courses transferred for unit credit must be substantially equivalent to similar courses offered at Drivon School of Law. The determination of the transferability of courses for unit credit shall be determined by Drivon School of Law.

Transfer Student/Advanced Standing Applicants must submit the following:

- Completed online Law School Application on the Humphreys University Drivon School of Law website at www.humphreys.edu along with a non-refundable \$40 application fee.
- One official transcripts of all previously attended regionally accredited college or university. Send transcripts directly to Law School registrar electronically from (National Student Clearinghouse or Parchment) to registrarlaw@humphreys.edu or by mail directly from the institution to:
Humphreys University Drivon School of Law
Attention: Registrar
6650 Inglewood Avenue
Stockton, CA 95207
- One copy of official transcript from law school attended sent to Law School registrar by mail directly

from institution to:

Humphreys University Drivon School of Law
Attention: Registrar
6650 Inglewood Avenue
Stockton, CA 95207

- Official LSAT score.
- Letter of recommendation (optional).
- Personal Statement.
- Letter from the law school(s) previously attended stating the student is in good standing and eligible to return, if applicable.

(For students from non-accredited or registered law schools only) Official evidence of successful completion of the First Year Law Students Examination (FYLSX).

Visiting Students

Under certain circumstances, members of the State Bar of California, graduates of Drivon School of Law, or current students of accredited law schools may enroll in courses as non-degree visiting students without complying with admissions requirements set forth above. For more information, please contact the registrar of the School of Law.

Law School Admission Test (LSAT)

Applicants must have their LSAT results made available to Drivon School of Law through the Law School Admission Council (LSAC). Additional information, including testing dates and registration procedures, may be obtained by directly contacting LSAC at www.lsac.org.

Veteran Applicants

Humphreys University is approved for the training of veterans. Veteran's benefits may also be available to survivors (spouse) and dependents, under certain circumstances. Full information can be obtained from the Veterans Administration, or the V.A. Certifying Official located at the Registrar's office on the Stockton campus. The toll-free number for the Department of Veterans Affairs Education Call Center, located in Muskogee, OK, is 1-888-442-4551. Education Case Managers are available from 7:00 AM to 7:00 PM (CST), Monday to Friday. Eligibility for education benefits is determined solely by the Department of Veterans Affairs (VA). Essential information is available on the VA Website:

www.benefits.va.gov.

The University will conduct an evaluation of previous education and training, grant appropriate credit, shorten the duration of the program, and notify the Veterans Administration and student accordingly.

The U.S. Department of Veterans Affairs pays GI Bill® benefits for students in pursuit of one educational degree at a time. Only courses that satisfy the minimum requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file. When a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example cannot be certified.

Veterans in the graduate programs who are placed on academic probation will have their VA certification for education benefits interrupted if they are dismissed at the end of the probationary period.

Certification for VA benefits will not start again until their probationary status has been cancelled and students are restored to good standing.

Standard of Progress per CFR 21.4253

- a. The grading system is defined under the heading of "Grades" in this catalog.
- b. The minimum grade or grade point average considered satisfactory is under Satisfactory Academic Progress in this catalog.
- c. Probation is defined under Academic Probation in this catalog.
- d. Students not achieving satisfactory progress are subject to dismissal, as described in Academic Dismissal in this catalog.

Attendance Policy

The University does not enforce a uniform rule as to the number of absences permitted. Refer to Attendance Policy in this catalog.

Career Development Services

Career development services are available free of charge to all graduating students and alumni. Students may seek assistance with resumes and cover letter preparation, job search skills, and interview techniques. Assistance is available by appointment only.

Student Activities

While first attention is paid to studies, ample opportunity is afforded to the student for recreation and outside activity. School-affiliated organizations provide opportunities for social development, practice in leadership, recreational activities, and career networking.

Each academic department sponsors student-centered activities during the academic year, such as guest speakers, alumni panel presentations, and professional development opportunities. Therefore, students should consult their academic advisors for additional information about these worthwhile events.

Publications

The University maintains its website at www.humphreys.edu. The site provides links to University departments and their programs and services. A pictorial history of the University and other galleries provide an insider's view of the University and its culture. The website also is the portal to Drivon School of Law's blended and virtual course offerings.

Disabled Students

Humphreys University welcomes students with disabilities and encourages any student with special needs to discuss them with an admission counselor.

The University has the following available for disabled students:

1. Academic and special needs counseling
2. Reserved parking spaces
3. Access ramps to campus buildings
4. Restroom facilities

Humphreys University is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities and promoting the full

participation of all qualified students in all aspects of campus life. It is the policy of the University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden to the University or fundamental alteration to the program in question. The University reserves the right to not make accommodations or provide auxiliary services if it constitutes an undue burden or requires a fundamental alteration to the program in question.

All students are expected to meet the academic standards as developed by the faculty. It is only through a student's voluntary disclosure of a documented disability or injury and a request for accommodation that the Drivon School of Law can support the student's needs. A student who wishes to request an accommodation or modification must do so by completing the Request for Accommodation Form on the University web site (search for Accommodation Request). The dean (or designee) of the Law School will contact the student and request appropriate documentation, which will not be shared with others. The dean (or designee) will communicate with the student to convey which, if any, accommodations or modifications would be most effective to help the student achieve academic success.

The dean (or designee) may request additional documentation if what is provided is incomplete or if there are questions or inconsistencies with the student's current impairment status and a requested accommodation. Appropriate medical documentation must include a written evaluation from a physician, psychologist, or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing; establishes the current need for accommodation; clearly identifies the diagnosed disability or disabilities; describes the functional limitations resulting from the disability or disabilities; describes the specific accommodation requested; and is typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization.

Student Code of Conduct

To provide an environment that is conducive to learning and maintains an atmosphere that fosters academic and personal growth, the University will not tolerate disruptive behavior that negatively affects the educational setting. All students are expected to conduct themselves in an

acceptable manner in the classroom, on campus or online, and at school-related activities.

Unacceptable behavior that may be cited as a violation of the student code of conduct includes, but is not limited to, the following:

1. Dishonesty, including—but not limited to—cheating, plagiarism, or knowingly furnishing false information to University instructors/officials;
2. Disrupting, obstructing, or interfering with instructional functions and/or related activities;
3. Physical abuse, threat, or assault of any person in class or school-sponsored activities;
4. Disorderly conduct or lewd, indecent, obscene behavior and/or expression;
5. Failure to comply with directions of University instructors/officials acting in the performance of their duties;
6. Possession or use of alcoholic beverages, illicit drugs or narcotics, explosives, guns, hazardous material, or any other weapon.
7. Sexual misconduct, including, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking.

Student code of conduct violations may be documented in an incident report that will be reviewed by the Dean of Law, or Director of Administrative Services in cases of alleged sexual misconduct and are cause for sanctions including suspension or dismissal. Violations of the student code of conduct are based on a preponderance of the evidence standard; however, the University may impose any sanction that it finds to be fair and proportionate to the violation.

Student Grievance Procedure

The University provides an orderly procedure whereby any student who has a complaint or grievance may pursue satisfactory resolution of the particular problem or charge. Issues which may be the subject of a grievance proceeding may include, but are not necessarily limited to the following:

Grievance

1. Alleged physical or verbal mistreatment by a member of the faculty, administration, staff, or another student

2. Grade challenge
3. Alleged sexual, gender, racial, or ethnic harassment

Complaint

Not all situations rise to the level of a grievance. Students who wish to file a complaint may do so by completing a Suggestion/Complaint Form and submitting it to the appropriate dean, as indicated on the form. At the discretion of the Dean, a complaint may or may not trigger the hearing and appeal process described below.

In the case that a student wishes to appeal a grade, the Grade Challenge policy below should be used.

In the case of alleged sexual misconduct, see the Institutional Recourse by Victim of Sexual Assault section of this catalog.

In any other case, the following procedure is to be followed:

1. Students are encouraged to seek a solution first by contacting the instructor, administrator, staff member or fellow student involved.
2. In the absence of a solution, or if this is not feasible for reason of privacy, safety, security, or personal welfare, a dean should be consulted. The dean will hear the grievance and attempt to present a solution agreeable to both parties. This will be accomplished within five business days of hearing of the problem. If a dean is the subject of the complaint, the problem should be presented to another dean.
3. If the grievance remains unresolved after five days, the problem must be presented in writing to the appropriate dean by completing a Suggestion/Complaint form. Final resolution will rest with a committee consisting of a faculty member, the dean, and a member of the administrative staff appointed by the dean. The committee will render its decision within five business days of the receipt by the dean of the written complaint.
4. If the decision of this committee is not acceptable to both the student and the accused, the student has the right to request a hearing as follows:
 - a. The student must request a hearing in writing. This request is to be made to the dean.
 - b. The same committee as in #3 will hear the challenge unless there is an obvious conflict of interest. In the event of a conflict of interest, or if the student wishes to replace any or all of the committee

members, a new committee member or members will be selected by the dean to serve on the hearing committee. In this case, the time frame mentioned in #3 above will be extended to ten business days.

- c. The student may bring witnesses who are able to attest to the charges on the student's behalf.
 - d. The student may present evidence relevant to the charge.
 - e. The student may be accompanied by a support person throughout the hearing. The support person may be a fellow student, faculty member or member of the administrative staff. The support person may not be an attorney or family member. The support person does not have the right to speak during the hearing.
 - f. If both parties agree, the accused will be present and will have the opportunity to respond and present a defense to the charges. If both parties do not agree, then the accused will have opportunity to present a defense privately.
 - g. The committee will render a decision within five working days of the hearing. The decision of the hearing committee will be final.
5. If a student believes that their complaint continues to warrant further consideration after exhausting the steps of this grievance process, he/she may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

(916) 431-6924

(916) 263-1897 (Fax)

<http://www.bppe.ca.gov>

Grade Challenge

If a student believes her/his course grade was calculated in error or was awarded with disregard to graded assignments, the student may pursue the following steps to challenge the course grade. Although the student is encouraged to initiate the process as soon as the grade is received, the student must begin the grade challenge process, described below, within one academic quarter or twelve weeks after the completion of the course:

1. The student should contact the instructor and ask for an

explanation of how the grade was determined.

2. If the student is not satisfied with the instructor's explanation, the student should communicate in writing to challenge the grade. The written document should be sent to the Dean of Law and should clearly specify in what way or ways the course grade is presumed to be in error. This written request may be sent by email. If, on the other hand, the instructor agrees the grade was awarded in error, the instructor should email a change of grade to the Law Registrar's Office.
3. Once in possession of the student's request for the challenge, the Dean of Law should contact the instructor and request a detailed accounting, in writing, of how the student's grade was determined. The Dean of Law should also have the syllabus for the course.
4. Once in possession of the documentation, the Dean of Law should review the documents to see if there is clear evidence suggesting the grade should be changed. If so, the Dean of Law should pursue a grade change through the instructor. If there is no clear evidence suggesting a grade change, the Dean of Law should communicate in writing to the student that there appears to be no clear evidence suggesting the need for a change in grade. As a part of this communication, the Dean of Law should inform the student that she/he may request in writing through the Dean of Law a review of the challenge by a committee.
5. The Dean of Law will appoint a chair and two faculty members to review the documentation and to make a recommendation as to the challenge. The committee will report, in writing, its recommendation to the Dean of Law. The committee will also forward all documents to the Dean of Law.
6. Unless there is clear reason to reject the committee's recommendation, the Dean of Law will accept it and communicate it to the student and instructor.

Sexual Misconduct

The University's sexual misconduct and sexual harassment policy can be found on the University's website at www.humphreys.edu.

Substance Abuse Referral Program

Humphreys University is devoted to providing effective instruction and related learning experiences and to supporting the intellectual, cultural, and economic life of the community. We believe that it is in the best interest of

the faculty, staff, students, and the community to enforce a policy of discouraging and prohibiting the use and abuse of controlled substances on the campus and maintaining a drug-free workplace and learning environment.

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance on its property. As a condition of employment in the case of employees, or enrollment in the case of students, it is required to abide by the University policy concerning a drug-free workplace and learning environment. Employees and students are required to notify the University of any criminal drug statute conviction for a violation occurring on the campus no longer than five (5) days after such conviction, as required by the Drug-Free Workplace Act of 1988, 34 CFR Par 87, Subpart F, and the Drug-Free Schools and Campuses Act, 34 CFR Part 86.

Students and employees found in violation of this policy are subject to various sanctions including dismissal from the University. Copies of the substance abuse program and policy are distributed annually to all students and employees. Anyone who has not yet received a copy can obtain one from the Registrar's Office.

Any student in need of counseling is encouraged to contact the Director of Administrative Services. All contacts are held in strict confidence. No student or employee should fear negative academic, economic, or other ramifications arising out of seeking assistance.



Tuition and Fees

A detailed "Schedule of Tuition and Fees" can be obtained from the Admission Office or the Student Services Department. The "Schedule of Tuition and Fees" is also available at the University's website. All tuition and fees are due and payable in advance each quarter.

Refund Policy

Refunds of tuition will be made in accordance with the schedule below. The amount of the refund will be computed as of the date of withdrawal. The date of withdrawal for the purpose of computing any tuition refund will be the date the Change of Schedule Request is received by the Registrar's Office. A holiday falling within the first six weeks of the quarter does not extend the refund period.

On or before Friday of the first week of scheduled classes
..... 100%

After Friday of the first week of scheduled classes but on or before Friday of the second week..... 90%

After the Friday of the second week of scheduled classes but on or before the Friday of the third week..... 50%

After Friday of the third week of scheduled classes but on or before Friday of the sixth week..... 25%

No refunds will be made after the beginning of the seventh (7th) week of classes. Date of enrollment or when the class first meets has no effect on refund period. Refunds are calculated from the 1st day of the quarter. Seminars and workshops for which no units or grade is awarded are not eligible for any refund.

Scholarships

Wallace F. Caldwell Academic Scholarship

This scholarship is awarded annually to the third year student who has attained the highest cumulative grade point average during the first two years of study at Drivon School of Law.

Overview

Financial aid is available to those who would not otherwise be able to pursue a college education due to financial constraints. The total cost of attending Humphreys University includes tuition and fees, room and board, books and supplies, personal expenses, and transportation.

The Free Application for Federal Student Aid (FAFSA) is the all-purpose application to apply for Federal Student Aid available to U.S. citizens and eligible non-citizens.

Complete the FAFSA

Who May Complete the FAFSA?

U.S. citizens and eligible non-citizens who wish to be considered for financial aid may complete the [FAFSA](#). Completing and submitting the FAFSA form is free and easier than ever, and it gives students access to the largest source of financial aid to pay for college.

Apply

Complete the 2022/23 FAFSA to attend anytime throughout the 2022/23 year (July 1, 2022, through June 30, 2023). The 2022/23 FAFSA will collect 2020 income and tax information and was launched on October 1, 2021. One of the biggest considerations that sets undergraduate and graduate students apart is whether they are considered dependent or independent from their parents. Most of the time, graduate students file as independent students, meaning they are not usually required to provide parent information. Another significant distinction at the graduate level is that students are not eligible for subsidized loans. Students pursuing graduate and professional degrees can only apply for unsubsidized loans, which means interest accrues from the time the loan is disbursed and while the loan is in repayment.

Basic Eligibility Requirements

Students must meet certain requirements to qualify for federal student aid (grants, work-study, and loans):

- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen of the United States; and
- have a valid Social Security number (except for students from the Republic of the Marshall Islands,

Federated States of Micronesia, or the Republic of Palau); and

- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program; and
- be enrolled at least half-time to be eligible for Direct Loan Program funds; and
- have a high school diploma, or a recognized equivalent such as a General Educational Development (GED) certificate or have completed home schooling; and
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA[®]) form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- maintain Academic and Financial Aid Satisfactory Academic Progress (SAP).

Apply for Scholarships

Students should apply for scholarships as a way to decrease student loan debt. The best advice students can follow when searching the web for scholarships is to allow themselves plenty of time. Many sites will ask for detailed questions to match students up with potential scholarships. It takes a bit of searching and exploration. [FastWeb](#) is a national scholarship search service. It is FREE! Over 600,000 scholarships are in their database. It is simple to use, and students receive notifications when new scholarships become available.

Complete your Financial Aid Requirements

Students who have met all financial aid eligibility requirements (validated FAFSA, provided all documents to satisfy verification, cleared conflicting information, and C-codes for eligibility issues) will receive a Financial Aid Offer Notification via email. Students will be given access to the [Financial Aid Portal](#), which provides information throughout the financial aid process, including a detailed list of all required documents as well as accepted and offered financial aid. Other requirements, such as completing a Master Promissory Note, Entrance Counseling, and Exit Counseling in the event of a total withdrawal, will also be displayed in the Financial Aid Portal.

Cost of Attendance

Humphreys University calculates student costs of attendance using data from the California Student Aid Commission (Student Expense Budget). A student's Cost of Attendance (COA) is an estimated figure used to determine financial aid eligibility. It includes tuition as well as average amounts for standard expenses such as books, supplies, room, board, and other living expenses for three quarters of study. A student's actual expenses may be different, and only tuition is paid directly to the university.

The Student Expense Budget takes into consideration the following items:

- Tuition and fees
- Books and supplies
- Room and board
- Transportation
- Personal and miscellaneous expenses
- Child/Dependent care if applicable – Reasonable expenses with adequate documentation must be provided by the student, depending upon age and number of children.
- Loan fees – For student borrowers, actual or average loan origination and insurance fees apply.

2022-2023 Estimated Graduate

Cost of Attendance (COA)

The cost of attendance (COA) shown below is an estimate based on a 9-month full-time academic year; tuition is charged based on the number of credits the student enrolls in. See the Humphrey University website for the [Schedule of Tuition and Fees](#).

Cost of Attendance	With Parents	Off-Campus
Tuition & Fees	\$15,525	\$15,525
Books & Supplies	\$1,152	\$1,152
Room & Board	\$9,360	\$17,784
Personal & Miscellaneous	\$3,348	\$3,924
Transportation	\$1,026	\$936
Total	\$30,411	\$39,321

Types of Available Financial Aid

Federal Direct Unsubsidized Loans: Law students are automatically considered for [Federal Direct Unsubsidized Loans](#). Eligible students can borrow up to \$20,500 per year, or the cost of attendance minus other financial aid, and up to \$138,500 during their career as a graduate student. No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study. Federal Direct Subsidized Loans are not available for graduate students. Interest accrues beginning at disbursement until paid in full. The interest rate is fixed for the life of the loan and borrowers can choose to pay the interest or allow the interest to accrue and capitalize. Repayment will begin 6 months after graduation, withdrawal, or ceasing to be enrolled at least half-time.

Students must enroll at least half-time to be eligible for Unsubsidized Loans (6 credits per quarter).

Direct Graduate PLUS Loan: Law students who need to borrow more than maximum Direct Unsubsidized annual loan limit may apply for a [Graduate Plus Loan](#). Eligibility is not based on financial need. A credit check is required and borrowers who have an adverse credit history may obtain an endorser (cosigner) or appeal if denied. The maximum Graduate PLUS loan amount awarded is the cost of attendance (determined by the school) minus any other financial assistance awarded. The interest rate is fixed for the life of the loan and borrowers can choose to pay the interest or allow the interest to accrue and capitalize.

Like the Unsubsidized Loan, students must enroll at least half-time (6 credits per quarter) to be eligible for disbursement.

Borrow Wisely

Because a loan is a legal obligation, it is critical to borrow only what is necessary and to thoroughly research the loan's terms and conditions. Loan Direct Borrowers must understand that once a federal student loan is accepted, the loan must be repaid with interest and origination fees. If the borrower does not pay the interest while in school, during grace periods, during deferment or forbearance periods, and grace periods, the interest will accrue (accumulate) and be capitalized (that is, the interest will be added to the principal amount of your loan). These are factors that will impact the amount required to repay.

Direct Loans also include loan fees, which are deducted

proportionately from each loan disbursement. This means that the funds disbursed are less than the amount borrowed. The student is responsible for repaying the entire amount borrowed, not just the amount received. For current interest rate and origination fee information, go to [federal student aid rates](#).

Review [Financial Aid for Graduate or Professional Students](#) for details about federal student aid eligibility, types of aid available, and the key points to consider when accepting a student loan.

Federal Work Study (FWS) provides federal funds for student employment which is supplemented by funds from Humphreys University. Students must demonstrate financial need and must be enrolled at least half-time to be eligible for [FWS](#). Wages are earned hourly and paid directly to the student bi-weekly. FWS employment may be used as a means of helping to finance a student's education. Interested applicants should contact the Student Services Department for a Federal Work-Study Application.

Federal Direct Loan Awarding

Annual Loan Limit and Aggregate Loan Limit

All students admitted to the Humphreys University Drivon School of Law are evaluated to ensure they meet the federal definition of a graduate/professional student. The maximum amount a graduate/professional student can borrow under the federal Direct Unsubsidized Loan program for law school is \$20,500 an academic year, with a maximum lifetime limit of \$138,500 (includes undergraduate funds borrowed).

Students who have not earned a bachelor's degree and do not meet the federal definition of a graduate/professional student will be awarded direct loans at the undergraduate annual loan limit scale. More information is available upon request from the [Student Services Department](#).

Award packages are based on our estimated cost of attendance and on the assumption that the student will be full-time.

Awarding Process for New Students

Financial aid eligibility will be determined for all new students who have completed their FAFSA and have applied to the Humphreys University Drivon School of

Law. Thereafter, the student will be sent an email with instructions on how to create a [Financial Aid Portal](#) account. Throughout the financial aid awarding process, the Financial Aid Portal will provide access to financial aid information, including a detailed list of all accepted and offered financial aid. The Financial Aid Portal platform enables students to examine, submit, and edit information about their financial aid application in a secure environment. Humphreys University will send a Financial Aid Offer Notification email to students who have met all eligibility requirements.

Awarding Process for Current Students

Financial aid is awarded in accordance with the student's academic year. The priority deadline for the 2022/23 (July 1, 2022 – June 30, 2023) award year was March 2, 2022. The student must submit the FAFSA annually, and award renewal is contingent on the student maintaining satisfactory academic progress.

If the Department of Education selects a student for verification or if additional information is required, the student will be notified via email to their Humphreys University email account. Current students who have satisfied all financial aid eligibility requirements (validated FAFSA, provided all documents to satisfy verification, cleared conflicting information, and eligibility issues C-codes) will be emailed a Financial Aid Offer Notification. The student's Financial Aid Portal provides access to information throughout the entire financial aid process, including a detailed list of all accepted and offered financial aid.

Although the student may initially choose to accept all awards, changes can be requested. For example, if a student decides to borrow and accepts a student loan, the student can reduce or cancel the loan amount by updating the award status in their Financial Aid Portal. However, declining one form of financial aid, such as loans, will not increase other types of financial aid to compensate. Students must accept their awards through their Financial Aid Portal as notification of acceptance or denial of awards. They must follow all award-acceptance instructions.

Financial Aid Awards

Financial Aid awards are subject to adjustment, recalculation, proration, cancellation, and immediate repayment even if they have already been disbursed for

the following reasons:

- Errors found or made during the application, verification, awarding, auditing, or processing of the student's application,
- Changes made to the FAFSA at any time that result in the verification of the application data,
- Conflicting information related to the determination of a student's financial aid eligibility,
- Failure to submit any requested documentation after federal aid has been offered or disbursed,
- The addition or adjustment of scholarships, waivers, outside financial assistance, and living allowances, etc., at any time during the award year,
- Changes in enrollment from full-time to part-time,
- Academic progress including low GPA, excessive credits, dropping, failing, or repeating classes,
- Complete withdrawals,
- Changes in tuition costs, due to complete withdrawals, schedule changes, etc.,
- Changes in a student's admission status,
- Changes made to financial aid amounts at other schools from which the student received financial aid in the past,
- Notifications from the United States Department of Education about Federal Pell and student loan limits, default, overpayment, change or loss of eligibility, etc.,
- Changes in federal and state laws, regulations, or funding appropriations.

If immediate repayment of any financial aid that has been adjusted for any of the reasons listed above is required, students are notified in writing.

Financial Aid Disbursements

Humphreys University disburses Federal Direct Loans in two quarterly installments. Disbursement occurs when financial aid funds are applied to a student's account. After financial aid eligibility requirements are met, funds will be disbursed. Students who receive Federal Direct Loan funds will receive Disbursement Notifications via HU-email. The notification includes:

- The anticipated date and amount of your disbursement(s); and
- Your right to cancel all or part of the loan or

disbursement; and

- The procedures and time by which you (or your parents) must notify the school that you wish to cancel the loan or disbursement.

A Disbursement Notification does not mean that a student's account has a credit balance.

Financial Aid Refunds

Typically, a credit balance of financial aid occurs when the second installment of financial aid is disbursed to a student's account. Financial aid disbursements that exceed the amount due to the University will be processed as a financial aid refund check to the student. Within 14 days of the credit balance, a refund check will be issued. Checks are mailed to the student's primary address as listed in [Populi](#).

Need to update your mailing address? Complete the [Request for Change in Records](#) online form.

Financial aid Refund Check Schedule

Academic Division	1st Disbursement	2nd Disbursement
Law Students	Week 1	Week 7

Financial Aid Census Date

The financial aid census date has been set by the University as Friday of the sixth week a quarter. The census date is the date when a quarter's enrollment becomes official for financial aid purposes. Financial Aid awards are re-calculated to reflect a student's enrollment status through Friday of week six of a quarter. The Academic Census date and the Financial Aid Census date are not the same.

Financial Aid Counseling

Entrance Counseling

Students who have not previously received a Federal Direct Loan must complete entrance loan counseling and a Federal Direct Loan Master Promissory Note. The U.S. Department of Education requires students receiving a direct loan to complete loan entrance and exit counseling. Entrance counseling assists students in understanding their loan rights and responsibilities of their loans before

incurring student loan debt. This counseling is mandatory, and it covers:

- The importance of repayment
- The consequences of default
- The use of the Master Promissory Note
- Provides sample monthly repayment plans and amounts

Humphreys University cannot make the first disbursement of a Federal Direct Student Loan until entrance counseling is completed. To complete Entrance Counseling for Federal Direct Loans, students must log on to complete counseling and click on the link to [Complete Entrance Counseling](#). Students will be prompted to enter their FSA ID and password as identifying information. Entrance Counseling is completed in the form of an online session.

Exit Counseling

Student loan exit counseling is a required informational session that all federal student loan borrowers must complete before leaving school. Students are required to go complete exit counseling when any of the following occurs:

- Graduate
- Drop out of school (even if the student plans to return or transfer to another school)
- Drop below half time

The purpose of exit counseling is to ensure borrowers understand their options before repayment begins. It guides borrowers through the different types of federal loans and repayment plans, gives tips for avoiding default and provides general advice for financial planning as a college graduate. Typically, it takes around 20 to 30 minutes from start to finish.

To complete Exit Counseling for Federal Direct Loans, students must log on to [Federal Student Aid](#) (FSA) website by logging in to their FSA account. During the session, students will be asked to provide their expected permanent address, the phone number of two family members and the name and address of the student's expected employer (if known). Students who plan to re-enroll at Humphreys University or another post-secondary institution should contact their loan servicer. Students may need to complete an in-school deferment request to postpone repayment. Students should continue to make monthly payments until their deferment request is approved.

Exit Counseling helps students to understand their rights and responsibilities as federal student loan borrowers and provides useful tips and repayment information to help students manage their loans. Students must repay their student loans, even if they do not graduate or are dissatisfied with their academic program. Exit Counseling includes:

Student Loan Basics

- Provides the overall amount borrowed - students find out exactly how much they owe.
- National Student Loan Database System - (NSLDS) provides details of each loan borrowed, including the loan servicer contact information.
- Important terms to know - A refresher on definitions for terms like interest accrual, capitalized interest, master promissory note and acceleration.

Loan Repayment Options

- Review repayment plans – Budgets and expected income are examined to find the best possible repayment plan.
- Learn how to save - Students are taught how taking small steps like making interest-only repayments during deferment or forbearance could help you save in the long run. Plus, find out what repayment incentives students might be eligible for and other tips for reducing the cost of student loans.
- Find out how to make repayments – provides basic information on what a loan servicer is, how to get in contact with the loan servicer and how to change repayment plans.

Information About the Importance of Repayment

- Tips on how to stay current on student loan payments - The FSA recommends finishing your program, making payments on time, and contacting the loan servicer whenever payments cannot be made.
- Learn about deferment and forbearances.
- Learn about loan forgiveness, cancellation, and discharge programs.
- Learn about the negative consequences of student loan default.

Borrower Rights & Responsibilities

The borrower has the right to receive the following information before leaving school:

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s)
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment
- If the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default
- An explanation of available options for consolidating or refinancing the student's loan
- A statement that the student can repay his/her loan without penalty at any time

The borrower has a responsibility to do the following.

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note
- Make payments on the student loan even if the student does not receive a bill or repayment notice
- If the student applies for a deferment or forbearance, he/she must continue to make payments until notification that the request has been granted
- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution
- Receive entrance counseling before being given the first loan disbursement, and to receive exit counseling before leaving school

Dropping Some, But Not All Classes

Dropping or withdrawing from some courses while remaining enrolled in others has different financial aid consequences than dropping or withdrawing from all courses. In general, if a student drops some courses while remaining enrolled at least half-time, financial aid awards will be adjusted proportionally based on the revised enrollment status. Tuition costs are not used to determine

financial aid awards.

- If the student drops below half-time enrollment before their financial aid has been applied to the student's account, most financial aid will be cancelled.
- A student who drops some courses after financial aid has been disbursed to his or her student account, but who remains enrolled in at least one course will have financial aid re-calculated proportionally to the reduction of credits if the courses are dropped within the financial aid census period (week 1 through week 6 of any quarter).
- Reduction of aid will always be required for students whose enrollment status changes due to classes not attended.
- Courses dropped within the seventh week of the quarter have no effect on financial aid disbursed for the current quarter. Awards will remain as disbursed.
- The student is responsible for all unpaid charges caused by financial re-calculations and will not be allowed to register for subsequent quarters or receive financial aid until all fees are satisfied.
- Furthermore, per federal regulations, Financial Aid Satisfactory Progress must be monitored annually. Dropping from some or all courses may cause unsatisfactory academic progress. All enrolled credits as of Friday of the second week of classes are counted as attempted credits. Credits dropped after the quarter's add/drop period will be counted as unsuccessful attempts. Students who fail to make satisfactory academic progress may lose financial aid eligibility. Financial aid can be reinstated by filing a Satisfactory Academic Progress Appeal or by completing the coursework required to correct academic deficiencies at the student's own expense.

Do not submit a change of schedule or withdraw before speaking with your Student Account Specialist.

Return of Federal Title IV Funds

Complete Withdrawal

Circumstances may require a student to submit a complete withdrawal from the University. According to federal rules, financial aid is awarded under the assumption that a student will attend the entire period for which federal funds are disbursed. In all cases, approved financial aid must be re-

calculated. If disbursed financial aid must be returned, the student's account will be charged for the balance created by the returned aid. Students with an outstanding balance will not be approved to register for the coming quarters. Before withdrawing or ceasing attendance resulting in an official withdrawal, a student should research the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Official withdrawal is always the responsibility of the student and questions or concerns regarding withdrawal should be addressed to their Academic Advisor, Student Services Department, and Registrar's Office. Complete withdrawals may adversely impact satisfactory academic progress.

The date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution's attendance records. After 14 calendar days, the institution is expected to have determined whether the student intends to return to classes or to withdraw. If a student is eventually determined as a withdrawal, the end of the 14-day period begins the timeframe for completing a Return of Title IV Funds calculation. If the student provides official withdrawal notification of his or her withdrawal prior to the date that the institution normally would determine that the student withdrew, the date of determination is the date of the student's notification. An institution must return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 45 days after it determines or should have determined that the student withdrew. In addition, if a student is due a post-withdrawal disbursement, then the date of the institution's determination must allow for the institution to meet the 30-day post-withdrawal disbursement notification requirement. This requirement has no impact on a student's withdrawal date. A student's withdrawal date at an institution that is required to take attendance is always the last date of attendance as determined by the institution from its attendance records.

- **Complete Withdrawal:** Official withdrawal from Humphreys University by the student. The current withdrawal policy can be found in current General University Catalog under "[Withdrawal from Courses](#)".
- **Student fails to begin attendance:** If a student receives financial aid, but never begins attending classes, all

disbursed funds will be returned to the respective federal programs.

- **No Passing Grades:** Federal financial aid regulations require that any student who began attendance but failed to earn a passing grade in at least one course in the quarter who did not officially withdraw shall be considered an unofficial withdrawal. Within 30 days of the final date of final exams of each quarter, Humphreys University's Student Services will receive notification of students who have no passing grades and will deem those students to have unofficially withdrawn. A Return of Title IV calculation will be performed for students determined to have unofficially withdrawn, using the last date of attendance of the quarter as the withdrawal date. The school will be required to return any "unearned" federal assistance within 45 days after determining the student earned no passing grade, resulting in a charge to the student account.

Return of Title IV Calculation

Unless the student completes 60% of the term in which federal aid was disbursed, a return will be required for all, or part of the financial aid disbursed in the term. This applies to students who officially (including medical) or unofficially withdraw. Humphreys University is required to re-calculate earned and unearned portions of Title IV funds if the student:

1. Completely withdraws, or
2. Stops attending before completing the quarter.

The Return of Title IV calculation is a federal formula used to determine the portion of Federal grants and loans a student is entitled to receive by comparing the total number of days in the given quarter to the number of days completed before the student withdrew, up to the end of the 60% point of the quarter. Return of Title IV funds is no longer required after that point. However, if a student withdraws prior to the 60% point, the student may owe part of his/her financial aid if the Return of Title IV calculation determines any unearned aid. The unearned repayment calculation is performed utilizing the federal government's repayment worksheet: "Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program" found [here](#).

For example:

If a student completes 30% of the quarter, he/she has earned 30% of the aid originally received/scheduled to receive. This means that 70% of the aid received/scheduled to receive is unearned and must be returned to the appropriate grant and/or loan programs. If a student does not receive all the aid earned, the student may be due a post-withdrawal disbursement. Humphreys University may automatically apply all or a portion of a student's post-withdrawal disbursement to outstanding charges for tuition and fees. If a student withdraws from Humphreys University after 60% of completing the quarter, he or she has earned all (100%) aid received. A complete withdrawal, on the other end, could have a negative effect on Satisfactory Academic Progress.

Who returns the unearned federal student aid funds:

Humphreys University will return any unearned portion of the Title IV funds to the appropriate federal grant and/or loan programs. Students will be notified of the amount of returned funds through email.

Order of return of Title IV funds

If a return is due, Humphreys University will satisfy its institutional responsibility by repaying unearned aid funds received during the quarter, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans (graduate)

Treatment of Title IV Credit Balances when a Student Withdraws

Title IV credit balances are issued to students within the 14-day delivery time frame. When a student withdraws with a Title IV credit balance, Humphreys University will perform a Return of Title IV calculation to determine, among other things, whether aid returns that affect the credit balance will be required. As a result, the existing 14-day payment requirement is suspended to determine the final Title IV credit balance. Authorization to hold a Title IV credit balance for the credit balance that existed prior to the complete withdrawal is not required (beyond the original 14-day deadline) while it determines the final amount of the credit balance.

A new 14-day delivery deadline is triggered once the Return of Title IV calculation is completed. The new 14-day deadline begins on the date the school performs the return calculation, not the date the school performs any calculations required by its institutional tuition refund policy. To determine the correct Title IV credit balance, the school must consider both the Return of Title IV calculation results and any applicable tuition refund policy. Any remaining Title IV credit balance due to the student after the Return of Title calculation will be issued via paper check within 14 days of the credit balance occurring.

Special Information – Consequences of a Complete Withdrawal

- Humphreys University's tuition refund policy is separate from the federal requirement to repay unearned aid. The amount that must be returned to federal aid programs is unaffected by whether a student receives a tuition refund.
- Students who do not follow the official withdrawal process and are identified as unofficial withdrawals will not be issued a tuition refund.
- If a student fails to pay Humphreys University funds owed to the university as a result of the university returning unearned federal funds, the student's record will be placed on Financial Lock, preventing future registration.
- When there is an unpaid balance due to the University, no diploma will be issued, nor will any notation of degree conferral be posted on unofficial/official transcripts.
- Withdrawing from classes may have a negative impact on a student's satisfactory academic progress. When a student drops a course, the credit is recorded as attempted and calculated against earned credit.

Book Vouchers

Humphreys University has developed a book voucher program to assist students who are eligible for financial aid with the purchase of books and supplies. Book vouchers allow students to charge their student account for the costs of required books and basic supplies for registered courses. Students with expected excess financial aid, usually from a combination of grants and or loans funds, may be eligible for a book voucher. These funds are not additional financial aid granted to students solely for the purpose of purchasing books. Not all students are eligible for a book voucher.

An authorized amount will be determined based on the student's financial aid eligibility, credits enrolled, and tuition charge at the time the student submits a book voucher request. The requested amount and authorized amount may differ. The authorized amount is the amount the student can use to purchase required books, basic supplies, and tools for registered courses.

If the student chooses to utilize a book voucher to obtain books and supplies, the Department of Education has indicated that the institution does not need to obtain written authorization to credit the student's account with Title IV funds for books and supplies. The student may opt out of the above process implemented by Humphreys University by not requesting a book voucher.

A book voucher is funded through a student's financial aid package. The student's account will only be charged for the costs of the books charged, reducing the amount of any financial aid refund that the student may receive for the quarter.

Book Voucher Request Time Frame

The book voucher period runs from finals week to the Friday of the second week of the following quarter. For example, if a book voucher is required for the fall quarter, it may be requested beginning with the summer quarter's finals week and ending on Friday of the second week of the fall quarter. Book vouchers are only valid for purchases made on our eCampus Virtual Bookstore.

Book Voucher Eligibility

A student must meet the following requirements to be eligible for a book voucher:

1. After tuition costs are deducted from his/her financial aid package, have excess financial aid awarded and accepted to cover the book voucher request.
2. Maintain Satisfactory Academic Progress.
3. Have already registered for classes at least half time (6 credits) for the upcoming term.
4. Have no overdue balance on his/her account or have been approved for an exception to register with an outstanding balance.

How to Request a Book Voucher

1. Submit a Book Voucher Request Form to the Student Services Department for the amount needed to purchase all required books and supplies. The Book Vouchers Request Form is available on the Humphreys University website and in the Student Services Department.
2. Student Services will review the student's account and approve or deny the request.
3. An e-mail notification will be sent to the student's Humphreys University e-mail account indicating the date on which the book voucher will be available.

Using the Book Voucher

By using a book voucher, the student is authorizing Humphreys University to deduct all book charges from any amount of financial aid refund due to him/her. Financial Aid awards will be reduced because of these charges. The student is responsible for paying all book purchase charges not covered by financial aid credit at the time of purchase. This credit is for educational expenses associated only with classes in which the student is currently enrolled. Only the books required according to the student's class schedule will be sold. Students are not permitted to purchase books for other students. Misuse of financial aid credit is in violation of federal regulations.

1. Authorized book vouchers will be available to eligible students beginning finals' week of every quarter.
2. If a student's financial aid eligibility changes or his/her awards require re-calculation due to a change in credits, the student is responsible for the balance created on his/her student account from this book voucher.
3. If a student does not receive his/her financial aid or withdraws prior to receiving his/her financial aid, all outstanding charges including the books charged will be his/her responsibility.

New Term, New Request

Book vouchers are granted on a term-by-term basis. The student must request a separate book voucher for each term. It is best to request a voucher before the term starts.

Financial Aid Satisfactory Academic Progress Policy

Financial Aid and Loss of Financial Aid

Eligibility

According to federal and state laws and regulations, Humphreys University students receiving federal financial aid are required to meet Financial Aid Satisfactory Academic Progress (FA-SAP). Humphreys University's Academic SAP policy is not altered or superseded by this policy. A student's academic standing and financial aid eligibility may differ. It is possible to make satisfactory academic progress while failing to meet financial aid satisfactory academic standards. If the student is suspended for academic reasons, he/she is automatically ineligible for financial aid. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Direct Stafford Loan Program – Unsubsidized loan only
- Federal Work Study Program (subject to employment availability)
- Institutional Awards
- Other Scholarships

Financial Aid Satisfactory Academic Progress

Students enrolled in the Humphreys University Drivon School of Law who meet the three requirements listed below are making FA-SAP and are eligible for federal financial aid:

- Cumulative GPA –
 - Maintain a cumulative grade point average (CGPA) of 70 or better (qualitative progress).
- PACE (program completion progression)
 - Satisfactorily complete enough credit hours to have a pace of completion of (2/3) (66.67%) or higher. Withdrawals (W), incompletes (INC), and grades of 59 or less are not considered satisfactory completions (quantitative progress). (See Chart A for example)
- Maximum Timeframe –
 - Graduate within the maximum timeframe (150% of the required credit hours. All satisfactory course completions, withdrawals, repeats, and failed courses at Humphreys University, and

credit hours transferred from other institutions, count towards the 150% measure, regardless of whether the student received financial aid in previous quarters. (See Chart B for example)

Financial aid satisfactory academic progress, qualitative and quantitative is measured at the end of a student's academic year (3 consecutive quarters), including quarters during which no financial aid was received, for the upcoming academic year. Students who do not meet FA-SAP standards are notified by email.

Maximum Timeframe

According to federal financial aid regulations, all institutions participating in financial aid programs must establish a maximum timeframe, or number of credits, in which a student is expected to complete the requirements for his or her academic program. Humphreys University has chosen to define this timeframe in terms of the number of credits required for graduation. Students may receive financial aid for up to 150% of the credits required to complete their declared program. Transferred credit from another institution will be counted as attempted credits and will be included in the unit count. In certain cases, the maximum timeframe may be adjusted upon receipt of a financial aid appeal.

Regardless of maximum timeframe status, students are not eligible for additional financial aid beyond completion of their degree requirements (120 units). Humphreys University is prohibited by federal regulations from awarding financial aid for classes that do not count toward a student's degree. As a result, courses that fall outside of a student's academic requirements will be paid for by the student at his or her own expense, rather than through financial aid.

Chart A - PACE

A student is expected to complete at least 2/3 of his/her total attempted classes. The total number of attempted credit hours is multiplied by 2/3 (66.67%) to obtain the minimum hours that he/she must have completed successfully.

For example, a student who attempted 27 credit hours must have successfully completed at least 18 credits to meet SAP eligibility.

Total Attempted Credit Hours	Required	Minimum Credit Hours Earned	PACE
27	x 2/3	18	66.67%
9	x 2/3	6	66.67%
6	x 2/3	4	66.67%

Chart B – Maximum Timeframe

A student who has exceeded the maximum timeframe allowed for completion of a degree or certificate is ineligible for federal financial aid. Examples of common maximum timeframes include:

Program	Total Credit Hours Required	Maximum Attempted Hours Allowed for Financial Aid Eligibility
Juris Doctorate	120	180

Other Factors Regarding Financial Aid Satisfactory Academic Progress

Audited Courses

Classes taken for audit are not considered in SAP calculations.

Repeated Coursework

A student may receive financial aid for repeating courses. If a student retakes a previously passed course, financial aid can be used for only one repeat of the course. A failed course may be repeated until passed. Courses that are repeated are used in the calculation of SAP eligibility.

Transfer Credit

Credits accepted for transfer from another institution will be considered as attempted credits (qualitative) in the PACE calculation.

Completed and Attempted Credit

- Courses dropped on or before Friday of week two of a quarter are not attempted or completed credit.
- Courses dropped after Friday of week two of a quarter are considered attempted credit.
- Courses attempted and withdrawn from after Friday of week two are considered attempted credit.
- Failed, incomplete, or in progress grade courses are

considered attempted credit.

Pass and Fail Courses

A Pass grade will not affect a student's GPA. A Fail grade will decrease qualitative measure (GPA). Pass and Fail courses are factored into quantitative (PACE) measure as attempted credit.

Review of Financial Aid Satisfactory Academic Progress

Financial Aid Eligibility Determination

Financial Aid Satisfactory Academic Progress (qualitative and quantitative) is reviewed at the end of the student's academic year (3 consecutive quarters). Based on the results of the review, students are assigned one of two financial aid categories:

1. **Eligible:**
Satisfactory Academic Progress requirements are met, and the student is eligible for financial aid in the current quarter.
2. **Suspended/Ineligible:**
Satisfactory Academic Progress requirements were not fulfilled. The student is ineligible for financial aid at Humphreys University until Satisfactory Academic Progress is reestablished.

Example of Unsatisfactory Financial Aid SAP: A

new student attempted 27 credit hours but only successfully completed 15 credit hours with a CGPA of 70, during their first academic year. The student meets the required cumulative GPA (qualitative) requirement but did not earn the required 2/3 of credit hours attempted ($27 \times \frac{2}{3} = 18$ credit hours required). Students who fail to meet Satisfactory Academic Progress standards are notified of their potential ineligibility to receive further financial aid and the options available to them.

The Financial Aid Warning status is not available to law students due to law school's annual evaluation process. Also, FA-SAP evaluation is separate and distinct from the law school's evaluation for academic standing.

Reinstatement of Financial Aid Eligibility

Students whose financial aid eligibility has been suspended due to failure to meet Financial Aid Satisfactory Academic Progress may reestablish eligibility by accomplishing one

of the following:

1. Eliminate all academic deficiencies by completing the number of credit hours necessary to meet 2/3 (66.67%) pace and/or complete enough credit hours to achieve the minimum 70 cumulative GPA at his/her own expense.
2. Successfully appeal his/her ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

A student who has lost eligibility may not automatically regain it by paying out-of-pocket for the enrolled classes or not attending a quarter.

Reinstating Financial Aid Eligibility with a Grade Change

Students who have lost financial aid eligibility as a result of insufficient GPA or Pace of Progression can be reinstated by a grade change if the grade change results in the completion of sufficient units and/or improvement of their GPA necessary to meet stated requirements. The student notifies the Student Services Department in writing that the grade has been changed.

Financial Aid Satisfactory Academic Progress Appeals

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid due to FA-SAP status may appeal in writing by completing the [Financial Aid Satisfactory Academic Progress Appeal](#).

The written statement submitted with the Financial Aid Satisfactory Academic Progress appeal should be formatted as follows:

1. Explain the situation which caused unsatisfactory academic performance.
2. Explain how life circumstances have changed or what steps have been taken to support the efforts to achieve FA-SAP.
3. Explain how these changes or steps will ensure academic success if the appeal is approved.

The Drivon School of Law Academic Retention Committee and the Financial Aid Director review the [Financial Aid Satisfactory Academic Progress Appeals](#). Only appeals accompanied by the aforementioned documentation will be considered. Acceptable reasons for filing an appeal include unexpected injury or illness of the student, the death of a close family member, or other unforeseen extenuating circumstances. Within one week of the Committee's

decision, the Student Services Department will respond in writing to the student's law school assigned email address.

Financial Aid Satisfactory Academic Progress Appeal Denied

If a student's financial aid appeal is denied but the student is in good academic standing, that student may enroll in courses, at their own expense, until they can demonstrate that they have attained the required GPA and/or credit completion ratio to meet FA-SAP standards.

Students who have been dismissed for academic reasons, but who are subsequently re-admitted, are not automatically eligible to participate in federal aid programs. Re-admission decisions are separate from Financial Aid eligibility decisions.

Financial Aid Satisfactory Academic Progress Probation

If a Financial Aid Satisfactory Academic Progress Appeal is granted, the student will be placed on Financial Aid Probation and assigned a Financial Aid Satisfactory Academic Progress Plan (FA-SAP Plan). Students on financial aid probation are eligible for financial aid on a probationary basis, subject to the terms of their FA-SAP plan. While on financial aid probation, the Financial Aid Office will review a student's academic progress each quarter to ensure they have met the specific terms of their academic plan. This includes the following for all students on Financial Aid Probation:

- Satisfactorily complete all courses attempted during the quarter. Grades of 59 or less and/or withdrawals are not considered acceptable. Pass grades are considered satisfactory (qualitative GPA) and count into quantitative measure calculation); and
- Maintain a minimum 70-quarter term GPA.

Students who are on Financial Aid Probation due to maximum timeframe must also:

- Complete their degree within the timeframe determined by their appeal; and
- Follow the academic plan submitted with their appeal.

The Financial Aid Satisfactory Academic Progress Plan

The Financial Aid Satisfactory Academic Progress Plan (FA-SAP) is an agreement between the student, their academic adviser, and the Financial Aid Office in which

the student commits to following a specific academic plan that leads to graduation. Reinstated eligibility through an academic plan may alter a student's enrollment status leading to an adjusted financial aid package. The terms of the FA-SAP plan may be stricter than the standard Financial Aid Satisfactory Academic Progress regulations cited in this section. Any deviation by the student from the terms of their FA-SAP plan will result in the forfeiture of future financial aid eligibility.

Submitting a Financial Aid Satisfactory Academic Progress Appeal After Failing SAP Probation

Students on Financial Aid Probation because of an approved appeal who fail to meet the terms of their accepted FA-SAP plan are ineligible for future financial aid.

According to federal regulations, if a student fails an FA-SAP academic plan, he or she may not be granted an additional plan. However, in cases where a new, unexpected, extenuating, and documented circumstance exists, a new [Financial Aid Satisfactory Academic Progress Appeal](#) may be considered. The extenuating circumstance in the new appeal cannot be the same as the extenuating circumstance in the previous appeal. A new circumstance must have also occurred during the quarter in which the FA-SAP plan failed. Even in this latter case, additional financial aid approval is not guaranteed.

All information is subject to change based on changes to federal law, regulation, or Humphreys University policy and procedure. If changes are made, students must abide by the new policy. Note: Due to changes in federal regulations, the described Financial Aid Satisfactory Academic Progress Policy became effective the 2011-2012 award year.

Academic Information & Policies



Honor System

Humphreys University students subscribe to a personal honor code whereby they neither offer nor accept assistance during testing sessions.

Plagiarism is not condoned or excused. Term papers, research reports, and essays are expected to be the individual work of the student. References and sources of information should be identified and accurately documented within the body of any written work.

Violation of the honor code or plagiarism may result in the reduction of an assignment grade, a failing grade in a class, or dismissal from the University.

Credit

The unit of credit for Drivon School of Law is the standard quarter hour. One unit of credit represents the work assigned in one quarter (approximately 11 weeks) in a class meeting for one class period a week for lecture or class discussion.

From another viewpoint, the standard quarter hour represents the amount of proficiency acquired by an average student in approximately 36 hours of concentrated study, including classroom and preparation. The standard quarter hour credit is arithmetically related to the semester-hour credit in the ratio that 3 is related to 2. Thus, a quarter unit equals two-thirds a semester unit.

Load Limit

Law students enrolled for 9 units per quarter are considered full time.

Campus Designation

Law students are designated as Stockton students.

Classification of Students

The Registrar classifies all students of Humphreys University Drivon School of Law. Regular students are those who have met all admission requirements and are enrolled in courses at the University.

The Registrar classifies regular students as first year, second year, third year and fourth year as follows:

- **First Year:** Students who have completed fewer than 30 quarter units.
- **Second Year:** Students who have completed at least 31 but fewer than 60 quarter units with a minimum grade point average of 70.
- **Third Year:** Students who have completed at least 61 but fewer than 90 quarter units with a minimum grade point average of 70.
- **Fourth Year:** Students who have completed at least 91 but fewer than 120 quarter units with a minimum grade point average of 70.

Residency and Time Frame

Drivon School of Law, maximum timeframe and Satisfactory Academic Progress are measured on an annual basis. An academic year consists of three consecutive quarters.

The minimum number of quarter units that must be completed at Drivon School of Law in the law program is 60.

Academic Calendar and Class Times

The University's academic calendar is based on a quarter system, with each quarter lasting approximately eleven weeks. Quarters generally start at the end of September, and the first week of January, April, and July.

In general, face-to-face, or virtual classes, conducted synchronously online, offered during the evening meet once a week. Evening classes are offered on Mondays, Tuesdays, Wednesdays, and Thursdays. A limited number of Friday and Saturday classes may be offered. Evening classes meet from 6:40 p.m. to 9:30 p.m.

Vacations are scheduled each academic year, usually with two weeks at the end of each quarter. For exact dates of term openings, vacations, and holidays, see the University Calendar.

<https://www.humphreys.edu/quick-links/academic-calendar/>

Attendance and Participation Policy

Regular attendance or participation in class is an obligation which the student assumes at the time of enrollment. By being absent or not participating, the student misses both

the content of the session and the continuity of the course.

A student may be excused from a class meeting on two occasions in any quarter upon a showing of illness, emergency, death in the family, required military duty, severe personal hardship or other unusual and disabling circumstance. Absences because of illness may require a doctor's statement of circumstance. Both excused and unexcused absences will be reported to the Dean of Drivon School of Law. A student may be dismissed from the School of Law or excluded from classes and from taking examinations because of excessive excused and/or unexcused absences. Make-up academic work may be required.

A faculty committee of three, appointed by the Dean, will determine what action will be taken after the third absence. The student may submit written response to the committee within seven days of the third absence.

Grades

Drivon School of Law uses the following numerical system of grading:

90 to 100.....	Excellent or Outstanding
80 to 89.....	Good or Superior
70 to 79.....	Satisfactory
60 to 69.....	Unsatisfactory
Below 60	Failure. No Credit

INC: An Incomplete may be issued at the discretion of the instructor if the student has satisfactorily completed a minimum of 75% of the required work for the course, is otherwise passing, and is not on probation. An INC must be made up by the end of the 5th week of the quarter immediately following the quarter in which it was received (including the summer quarter). Otherwise, it will automatically turn into an F at that time.

IP: (In Progress) IP grades are not included in GPA calculations. When all requirements for the course have been completed, the IP grade will be replaced by a letter grade which will appear on the transcript in the quarter in which the class was completed. IP grades in the completed class in all previous quarters will remain but will not affect Cumulative Grade Point Average (CGPA).

W: Withdrawal from class

NG: No grade issued

A few classes are graded on a Pass/Fail basis and are so identified. These classes will not be computed in the CGPA; however, passing of such classes is required to continue into the next year or to graduate.

Return of Grades

Professors grade and return answers within two weeks of the examination. The professor submits grades to the Law Registrar by student identification number. The school of law is required by the State Bar of California to keep all student exams for a five-year term. Grades are posted in student portal upon availability. Graded exams are imported in student portal for student review. Grades are not available by telephone. Professors do not post grades, in order to protect the privacy of the students. Grades given by each professor are final, and will not be changed under any circumstances that do not comply with the Grade Grievance Procedure.

Academic Probation

Under the terms and conditions below, a student, pursuing a law degree may be considered for Academic Probation when their Cumulative Grade Point Average (CGPA) falls below 70. For Academic Probation purposes, CGPA is evaluated at the conclusion of each student's academic year. An academic year is 3 quarters.

Satisfactory Academic Progress Policy (SAP Policy)

Law students are required to meet Satisfactory Academic Progress (SAP). The Humphreys University Financial Aid Satisfactory Academic Progress (FA-SAP) policy is separate and distinct and not altered or superseded by this policy. A student's academic standing and financial aid eligibility may differ. It is possible to make Satisfactory Academic Progress while failing to meet Financial Aid Satisfactory Academic Progress. A law student is considered to be making Satisfactory Academic Progress if the student has a cumulative grade point average of 70 or greater. Failure to maintain SAP may result in academic sanctions up to and including expelled from the program. All students' academic records are reviewed for SAP at the end of each academic year (3 quarters).

Satisfactory Academic Progress

A law student is considered to be making Satisfactory Academic Progress (SAP) if Qualitative Progress,

described below, is attained. A student's SAP is measured at the end of each academic year (3 quarters).

- Cumulative GPA (Qualitative Progress) –
A student maintains a cumulative grade point average (CGPA) of 70 or better.

Academic Sanctions (Probation and Academic Suspension)

A student who fails to attain Qualitative Progress is not making Satisfactory Academic Progress and may be placed on an academic sanction. Students who do not meet SAP are notified by email by the Law Registrar.

• First-Year Students:

- When a student's CGPA at the conclusion of the first academic year is at least 69 but below 70, the student automatically advances to their second academic year on Academic Probation under conditions established by the Law School's Retention Committee.
- When a student's CGPA at the conclusion of the first academic year is at least 60 but below 69, the student may be advanced to their second academic year on Academic Probation upon SAP appeal (as described below) and at the discretion of, and under conditions established by, the Law School's Retention Committee. If denied Academic Probation, the student is academically suspended and expelled from the Law School.
- A student whose CGPA at the conclusion of first academic year is below 60 is academically suspended and expelled from the Law School. Academic Probation is not granted in such cases.

• Second-Year Students:

- A student whose CGPA at the conclusion of the second academic year is below 70 and who has not previously been on Academic Probation may advance to the third academic year on Academic Probation upon SAP appeal (as described below) and at the discretion of, and under the conditions established by, the Law School's Retention Committee.

If denied Academic Probation by the Law School's Retention Committee, the student is academically suspended and expelled from the Law School.

• Third-Year Students:

- A student whose CGPA at the conclusion of the third academic year is below 70 is academically suspended and expelled from the Law School. School of Law. Third-year students may not advance to the fourth year if they are not making SAP. Academic Probation is not available or granted in the fourth year.

When granted Academic Probation, the student is assigned an Academic Plan. While on Academic Probation, the Law Registrar will review the student's academic progress each quarter to verify they have met the specific terms of their Academic Plan, including, but not limited to:

- Satisfactory completion of all courses attempted during the quarter (Pass grades are considered satisfactory).
- Achievement of a minimum quarter term GPA of 70 in each quarter designated under the Academic Plan.
- Incompletes (INC) and grades of 59 or lower are not considered satisfactory completions and constitute failure of the Academic Plan.
- A student who fails to meet the conditions of their Academic Plan is academically suspended and expelled. A student who satisfies the conditions of Academic Probation is removed from Academic Probation and allowed to advance in good standing

Satisfactory Academic Progress Appeals for Probation

A student appealing for Probation must meet the following conditions:

- Appeals must be made in writing and received within two weeks of notification by the Law Registrar of the student's failure to achieve Satisfactory Academic Progress (SAP). The written appeal must:
 - explain the situation which caused unsatisfactory academic performance, accompanied by suitable documentation. Acceptable reasons for an appeal include unexpected injury or illness of the student, the death of a close family member, or other unforeseen extenuating circumstances;
 - explain how life circumstances have changed or what steps the student has taken to support the efforts to achieve SAP; and
 - explain how these changes or steps will ensure academic success if the appeal is approved.

Satisfactory Academic Progress Appeals after Academic Suspension and Expulsion

A student with unforeseen, documentable extenuating circumstances who has been academically suspended and expelled may appeal for reinstatement under the following conditions:

- The student must have waited at least one full quarter before they may appeal to be readmitted.
- Appeals must be made in writing and received by Friday of the ninth week of the quarter preceding the anticipated quarter of readmission. The written appeal must:
 - explain the situation which caused unsatisfactory academic performance, accompanied by suitable documentation. Acceptable reasons for an appeal include unexpected injury or illness of the student, the death of a close family member, or other unforeseen extenuating circumstances;
 - explain how life circumstances have changed or what steps the student has taken to support the efforts to achieve SAP; and
 - explain how these changes or steps will ensure academic success if the appeal is approved.

Satisfactory Academic Progress Appeals are reviewed by the Law School's Retention Committee and the Humphreys University Financial Aid Director. Only appeals accompanied by the aforementioned documents will be considered. Within one week of the Committee's decision, the Law Registrar will respond in writing via email to the student's University- assigned email address. If a Satisfactory Academic Progress Appeal is granted, the student will be placed on Academic Probation and assigned an Academic Plan. While on Academic Probation, the Law Registrar will review the student's academic progress each quarter to verify they have met the specific terms of their Academic Plan.

A student may only be on Academic Probation once.

A grade grievance does not pause the academic sanction process, including the probation process and the academic sanction and expulsion process.

A student can be readmitted from academic suspension and expulsion only once.

Graduation Requirements Summary

Students are eligible for the Juris Doctor (J.D.) degree when they have met all of the following:

1. Successfully completed a minimum of 120 quarter units in the course of study prescribed by the law faculty;
2. Received a total cumulative grade point average for the four years of at least 70 as well as a grade point average of 70 in the fourth year of study;
3. Fulfilled the class attendance requirements as stated in the Rules Regulating Admissions to Practice Law in California.
4. Satisfied the residence requirements of Drivon School of Law.
5. Satisfied all financial obligations due the Drivon School of Law.

Graduation Honors

Students who graduate with a cumulative grade point average from 80 to 100 with all units taken in residence at Drivon School of Law are awarded Honors.

Selection of Valedictorian and Salutatorian

A student from the current graduating class who has all units in residence at Drivon School of Law and is not a transfer student and has the highest cumulative grade point average at the end of the winter quarter preceding graduation will be Valedictorian.

A student from the current graduating class who has all units in residence at Drivon School of Law and is not a transfer student and has the second highest cumulative grade point average at the end of the winter quarter preceding graduation will be Salutatorian.

Withdrawal From Course(s)

A student may withdraw from regular courses prior to the end of the second week of a quarter without notation being placed on the permanent academic record. After the second and before the end of the seventh week, a student may withdraw from a course or courses but will receive a notation of W next to each course. Withdrawals during this period are included in the calculation of financial aid Quantitative Progress. After the seventh week, a grade will be recorded.

It is the student's responsibility to withdraw from a class or

classes. Instructors will not withdraw a student from a class for non-attendance or any other reason.

Complete Withdrawals

Circumstances may necessitate a complete withdrawal from courses for the quarter in which a student is registered. The Registrar is the only designated campus official who can accept official notification of a student's complete withdrawal. You must contact the Registrar to withdraw completely from a quarter.

A complete withdrawal will likely impact a student's financial aid. The impact on his/her financial aid depends on when the withdrawal is initiated, and the type of financial aid received. The student may be responsible for repayment of some of the federal financial aid funds received for the quarter and may incur an outstanding balance with Humphreys University. Additionally, complete withdrawals are included in the calculation of financial aid Quantitative Progress and may affect the student's financial aid eligibility. Before withdrawing or ceasing attendance, the student should be aware of the consequences of withdrawing or stopping attendance.

A student who fails to officially withdraw and who earns none of the units attempted in a quarter will be considered an unofficial withdrawal who stopped attending all his/her courses prior to the end of the quarter. Such a student's financial aid eligibility for that term may need to be recalculated and may result in an outstanding balance with Humphreys University depending on whether the student earned their financial aid for the term according to Department of Education regulations. Additionally, this may have an impact on the student's repayment status if he/she received federal student loans.

A student considered to be an unofficial withdrawal will not be allowed to register for the subsequent quarter if their status requires a Return of Title IV funds and creates a balance on the student's account. Such a student will be ineligible for further aid until all outstanding balances with the University are resolved.

Medical Withdrawals

Students who withdraw from school for medical reasons must submit a signed note from a doctor stating that the student must drop out of school. Medical withdrawals can be a total withdrawal from courses or a reduction in course load due to medical limitations; however, a medical withdrawal cannot reduce course load to below part-time status. The doctor's note must be accompanied by the

completed Change of Schedule form and be submitted to the Registrar's Office. Once approved by the Registrar, the academic transcript will reflect the appropriate notation (cleared if withdrawal occurred before the census date; "W" if the withdrawal occurred after the census date). The University policy for tuition adjustment in this case is based upon the premise that no student should be financially penalized for a medical condition which resulted in the adjustment of their course load. Therefore, the six-week percentage refund calculation for tuition adjustment does not apply in the case of medical withdrawals. The student will be relieved of an outstanding balance for tuition based upon the classes dropped and financial aid that is required to be returned. Adjustments to financial and academic records will not be made retroactively after the end of the quarter in which the student withdraws unless approved by the Director of Administrative Services.

Students who find it necessary to drop cannot rely on a counselor or instructor to do it for them. They are not authorized to take this action. Students are solely responsible for submitting all required Change of Schedule forms and medical notes to the Registrar as soon as they are aware of the need to drop classes. If they are too sick or injured to do this, the Registrar will be glad to assist them. They must notify the Registrar's Office within the quarter of disability in order to qualify for a medical withdrawal and tuition relief.

Census Date

The official day of record is the census date, which is normally the Friday of the second week of the quarter. This date is used for official enrollment reporting and the deletion of unpaid registrants. Additionally, enrollment verification can be completed after this date.

Students who withdraw from courses before this date will have no record of having enrolled in the courses on their official transcript.

Late Registration/Adding A Class

Courses of study may be changed, new classes may be added, and new enrollments may be accepted through the end of the second week of the quarter. In addition, students on Academic Probation and/or Financial Aid Probation may not add courses to their schedule after Friday of the first week of the quarter.

Repeating A Class

A student may repeat a class for which they have already received credit for the purpose of obtaining a better grade or better understanding of the subject matter. However, the student is eligible for financial aid for only one repeat of a previously passed course. The highest grade achieved for the class will be used in the GPA calculations, and the units for a repeated class will be applied only once to the academic requirements of the program. Both attempts will be noted on official transcripts and will factor into financial aid Quantitative Progress. The regular tuition rate will be applied to all repeated classes.

Prerequisites

Prerequisites must be completed with a grade of 60 or better in order to enroll in a course having a prerequisite.

Transcripts

Transcript requests for Humphreys University are processed through the National Student Clearinghouse at tsorder.studentclearinghouse.org/school/select. Official electronic or paper version transcripts are available for a fee. Delivery method and shipping and handling choices determine your fees. Official transcript requests may be sent to employers, colleges, and other institutions through the official transcript request process with the National Student Clearinghouse.

The official record, from which transcripts are prepared, contains a notation of any certificates or degrees conferred upon by the student. Conferral of any certificates or degrees will not be notated on any unofficial or official electronic or paper version transcripts when there is an unpaid balance due and payable to the University. Unofficial or official electronic or paper version transcripts will not be released when a student has not provided the University with all necessary admission documentation.

Privacy Act/Student Records

Students at Humphreys University are guaranteed certain rights regarding school records and information provided to the University by the Family Education Rights and Privacy Act of 1974.

These rights include:

- The right to inspect and review official school records
- The right to challenge the correctness of these records
- The right of controlled access and release of information

The University may release to third parties certain directory information such as name, address, telephone number, and date of attendance. A student may restrict or prevent access to this information by any third party by requesting in writing that the Registrar not release this information.

These rights are designed to protect the privacy of all students. Official school records are kept in the Registrar's Office. Additional information on how to exercise these rights may be obtained from the Registrar.

Graduation and Commencement

Students pursuing the Juris Doctor degree are conferred their degree upon successful completion of all academic requirements of their stated program according to their designated catalog and their academic advisor. Degree conferral is an automatic process and does not require the student's initiation or application. The degree conferred date typically is the date of the final day of the term in which the student successfully completes all requirements for the degree. The degree conferred date is final and is not subject to a request for back dating.

Diplomas are issued four to six weeks after the degree conferral date. A student who needs documentation of graduation/conferral of degree prior to receipt of a diploma may obtain a transcript upon request at National Student Clearinghouse at tsorder.studentclearinghouse.org/school/select. Diplomas and/or transcripts denoting conferral of a degree will not display degree awarded when there is an unpaid balance due and payable to the University.

Commencement exercises are usually conducted at the end of the Spring Quarter in June. Students who have already graduated or who are within 16 units of completing their program at the end of the spring term and are not on academic dismissal are eligible to participate in Commencement.

Participation in Commencement does not imply or guarantee completion or graduation from an academic program; students will not be conferred a degree or receive a diploma until completing satisfactorily the requirements of their academic program. A Graduation Participation

Form (<https://www.humphreys.edu/graduation-information/>) must be filed with the Law Registrar no later than three months prior to the date of commencement. Please refer to the Schedule of Tuition and Fees for a current listing of graduation fees. Fees are non-refundable once regalia and diploma are ordered. See the University Calendar for the exact date of commencement.

Catalog Rights

Law students are entitled to catalog rights with respect to the requirements of their degree program by maintaining continuous attendance. Continuous attendance is defined as having completed at least one academic credit within the prior three quarters. If continuous attendance is maintained and the degree objective is not changed, students may choose to graduate under the requirements for the degree in effect at the time they began the program at Drivon School of Law. Students who change their degree program must meet the degree requirements in effect at the time of the change. Students may elect to “jump forward” into a more current catalog but may not “jump backward” to a prior catalog. Students who change degree programs are advised that some of their courses may not count toward the requirements of their new degree program. Students are encouraged to discuss degree changes with their academic advisor.

Humphreys University Teach-Out Plans and Agreement Policy

A teach-out plan is a written plan developed by the institution if that institution ceases to operate a program before all students have completed their program of study. According to the Western Senior College and University Commission (WSCUC) Teach-Out Plans and Agreement Policy, “an institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan or agreement upon the occurrence of any of the following:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WSCUC that an institution’s license or legal authority to provide an educational program has been or will be revoked.”

Humphreys University Policy

Federal regulations require institutions to submit a teach-out plan to WSCUC for approval should any of the conditions enumerated above occur. The Humphreys University Teach-out Policy aims to satisfy the requirements established by the WSCUC and, more importantly, to protect the interests of students should cessation of operations or closure of at least one academic program occur.

Once a decision is taken, Humphreys University will engage the option of either developing a teach-out plan or executing a teach-out agreement and will inform affected parties about the causes and consequences of its actions.

After the consultations and coordination have occurred, the President will approve the plan and forward it to WSCUC as appropriate. The WSCUC Accreditation Liaison Officer shall be informed in the case of an event enumerated above.

Any proposal for the termination of an undergraduate academic program will be forwarded to the Academic Council. Proposals to terminate graduate academic programs will go to Graduate Council.

The proposal must include a teach-out plan that considers the following:

- Reason for program(s) termination;
- Dates of program termination;
- Number of students currently enrolled;
- Statistics on students’ status and progress toward attaining each program’s degree and/or certificate;
- Statistics on resources used to offer the program(s);
- Explanation of how students enrolled in the program will be informed of the impending termination;
- Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
- Signed copies of teach-out agreements with other

institutions, if any; and

- Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.

The Council will review the proposal with particular attention to the proposal's effects on student recruitment and degree completion, and academic planning and standards; and the proposal's effects on budgetary, financial, and planning issues.

The Council will forward the proposal to the Executive Committee along with any recommendations or proposed adjustments.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period.

- The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students. Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.
- Students who do not make adequate progress in their academic plan for teach-out will be advised into another degree-granting program.
- If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program chair's consent, either to take the course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.
- Students are required to have ongoing contact with their academic advisor during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

Teach-Out Agreement

WSCUC may require an institution to enter into a teach-out agreement as part of its teach-out plan. A teach-out agreement is a written agreement between two institutions when the institution or institutional location that provides one hundred percent of at least one program ceases to operate before all students have completed their program of study and enters into an agreement with another institution

to teach out the program(s).

When an institution enters into such a teach-out agreement with another institution, the initiating institution must submit the agreement to the Commission for approval prior to its implementation. The teach-out agreement may be approved only if the agreement is between institutions that are accredited by a nationally recognized accrediting agency; and

1. must be consistent with applicable standards of accreditation and Commission Policies;
2. must provide for the equitable treatment of students by ensuring that the teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution that is closing or discontinuing its program(s), to remain stable, carry out its mission, and to meet all obligations to its existing students;
3. must ensure that the teach-out institution can provide students access to the program and services without requiring them to move or travel substantial distances;
4. must provide for notification of another accrediting agency if the teach-out institution holds accreditation from that agency; and
5. must specify additional charges, if any, levied by the teach-out institution and provide for notification to the students of any additional charges. If an institution the Commission accredits or has granted candidacy to closes without a teach-out plan, the Commission must work with the Department of Education and the appropriate State agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

Course of Study



Satisfactory completion of 120 units required for graduation, 24 of which must be elective units.

First Year

Course No.	Course	Units	
LAW 100	Intro to Law/Legal Writing*	3	P/F
LAW 101	Legal Research and Writing*	3	P/F
LAW 110/111/112	Contracts I/II/III*	9	
LAW 120/121/122	Torts I/II/III*	9	
LAW 130/131	Criminal Law I/II*	6	

Second Year

Course No.	Course	Units
LAW 201/202/203	Property I/II/III*	9
LAW 210/211/212	Civil Procedure I/II/III*	9
LAW 220/221	Evidence I/II*	6
LAW 230	Professional Responsibility*	3

Third Year

Course No.	Course	Units
LAW 310/311/312	Constitutional I/II/III*	9
LAW 320	Wills*	3
LAW 321	Trusts*	3
LAW 331	Community Property*	3
LAW 410/411	Criminal Procedure I/II*	6

Fourth Year

Course No.	Course	Units	
LAW 340/341	Business Associations I/II*	6	
LAW 350/351	Remedies I/II*	6	
LAW 430	Advanced Legal Writing*	3	P/F

Electives

Course No.	Course	Units
LAW 330	Family Law	3
LAW 432	Advanced Legal Analysis	3
LAW 440	Income Tax	3
LAW 460	Sales	3
LAW 471	Criminal Trial Practice	3
LAW 472	Civil Trial Practice	3
LAW 474	Moot Court	3
LAW 505	Administrative Law	3
LAW 510	Alternative Dispute Resolution	3
LAW 515	Bankruptcy	3
LAW 531	Educational Law	3
LAW 535	Juvenile Law	3
LAW 542	Employment & Labor Law	3
LAW 550	Workers' Compensation	3
LAW 565	Advanced Torts	3
LAW 575	Local Government	3
LAW 610	Special Problems in Law	1-3

*Required Subjects
P/F = Pass /Fail Grade

Course Descriptions

The curriculum described herein is composed primarily of subjects recommended by the Committee of Bar Examiners of the State Bar of California. Drivon School of Law also provides a limited schedule of elective subjects which may be pursued by students on an optional basis.

*Required Subjects

LAW 100*

Introduction to Law & Legal Writing (3 units) P/F
Designed as an introduction to the study of law and an orientation to law school in general. The course will develop a strong foundation in the important skills of case briefing, case analysis, critical thinking and legal writing. Students will learn what it takes to become clear and concise writers and be introduced to the substantive law of agency.

LAW 101*

Legal Research and Writing (3 units) P/F
Prerequisite: LAW 100.
Introduction to the tools and methods of legal research. Use of Federal and California materials, including constitutions, statutes, cases and regulations. Involves the use of print and electronic media.

LAW 110, 111, 112*

Contracts I, II, III (3 units each)
Topics covered include: formation of contracts; statute of frauds; interpretation; parol evidence; construction and legal operation of contracts; conditions; rights of third parties; assignments; joint and several contracts; breach of contracts; defenses; remedies; and Uniform Commercial Code transactions.

LAW 120, 121, 122*

Torts I, II, III (3 units each)
Topics covered include: intentional torts such as assault, battery, false imprisonment, intentional infliction of emotional distress, trespass to land and chattels; negligence; strict and products liability; and various miscellaneous torts.

LAW 130, 131*

Criminal Law I, II (3 units each)
Topics covered include: the purpose of criminal law; substantive offenses, including offenses against the person, habitation and property; immutability and responsibility; modifying circumstances negating responsibility; and limitations of criminal capacity.

LAW 201, 202, 203*

Property I, II, III (3 units each)
Prerequisites: Minimum of 27 units completed and concurrent enrollment in LAW 101.
This course introduces the concepts of property ownership and explores the social policies which have shaped the American law

of property. The course will analyze the importance of efficient resource use and other social concerns as they are reflected in both judicial decision making and legislative reform. Topics covered include: commercial land transfers such as sales contracts, mortgages, leases, conveyances, recording, and other methods of title assurance; estates in land including present, concurrent, and future interests, easements, covenants, and private controls of land use. Particular emphasis is placed on California law.

LAW 210, 211, 212*

Civil Procedure I, II, III (3 units each)
Prerequisite: Minimum of 27 units completed.
Topics covered include: the legal process; jurisdiction and venue; pleading; amendment of pleadings; choice of law; res judicata and collateral estoppel; judgment without trial; discovery; pretrial; trial (court and jury); judgment and post-trial motions; appeal and other review; and remedies of judgment for creditor and judgment debtor. Particular emphasis on the Federal Rules of Civil Procedure, with comparison to California law.

LAW 220, 221*

Evidence I, II (3 units each)
Prerequisite: Minimum of 27 units completed.
Study of the federal and California rules of evidence related to: relevance, relevance counterweights, character, habit and custom, evidence excluded by extrinsic policies, hearsay and hearsay exceptions, confrontation clause, authentication, best evidence, impeachment and rehabilitation, lay and expert opinion testimony, privileges, judicial notice, common objections, burden of proof, and functions of judge and jury.

LAW 230*

Professional Responsibility (3 units)
Prerequisite: Minimum of 33 units completed.
Topics covered include: an overview of the ethical considerations of the attorney including the organization of the bar; canons of professional ethics; a study of the conduct demanded of an attorney in their professional relationship with the court, members of the bar, clients, and the general public; and preparation for the Multistate Professional Responsibility Exam.

LAW 310, 311, 312*

Constitutional Law I, II, III (3 units each)
Prerequisite: Minimum of 54 units completed.
Topics covered include: federalism and the historical continuum, with a special emphasis on commerce clause and the relationship of the states to one another and to the federal government; powers and limitations on the three branches of federal government; the contract clause; substantive due process; individual rights; procedural due process (excluding constitutional aspects of criminal due process); equal protection of law; and jurisdiction and standing.

LAW 320***Wills**.....(3 units)

Prerequisite: Minimum of 54 units completed.

This course introduces the study of transfers of property at death and principles of estate planning, including intestate succession, execution and revocation of wills, limitations on testamentary power, wills and will substitutes, will contests, non-probate transfers, and planning for incapacity.

LAW 321***Trusts**.....(3 units)

Prerequisite: LAW 320.

This course continues the study of transfers of property at death and principles of estate planning, including inter vivos trusts, private express trusts, informal and incomplete trusts, constructive and resulting trusts, gifts to charity, interrelating testamentary and inter vivos transactions, future interests, social restrictions on perpetuities and accumulations, fiduciary administration of trusts, and wealth transfer taxation.

LAW 330**Family Law** (3 units) P/F

Topics covered include dissolution of marriage; legal separation and nullity procedures; cohabitation contracts; adoption; child and spousal support; and the parent and child relationship.

LAW 331***Community Property**(3 units)

Prerequisite: LAW 321.

Topics covered include: the community property system; control and management; liability for obligations; and the characterization and division of property upon dissolution.

LAW 340, 341***Business Association I, II**(3 units each)

Prerequisite: Minimum of 81 units completed. This course

introduces an examination of the law relating to private organization, including partnerships, corporations, and related legal entities. Topics include: the methods of creating agency and partnership relationships; the rights and liabilities of the parties; forms of entity governance; state and federal regulation; and current issues relating to corporate organization.

LAW 350, 351***Remedies I, II**(3 units each)

Prerequisite: Minimum of 81 units completed. This course both introduces and reviews equitable and legal remedies, including the nature of the proceedings, methods of enforcement, specific performance, injunctions, relief from mistake, equitable jurisdiction, and constructive and resulting trusts. Topics covered include: equitable liens, reformation, rescission, declaratory judgments, and damages.

LAW 410, 411***Criminal Procedure I, II** (3 units each)

Prerequisites: Minimum of 54 credits completed and LAW 131.

This course introduces special problems in criminal constitutional law, including a study of criminal constitutional law at both the state and federal level with particular reference to recent decisions in criminal procedure.

LAW 430***Advanced Legal Writing**(3 units) P/F

Prerequisite: Minimum of 81 units completed. This course affords students the opportunity to research and draft points and authorities, pleadings, office memoranda and other documents, and review skills and program learning outcomes learned throughout law school. The course focuses on skills in research and analysis and teaches analytical and organizational skills required to develop all types of legal writings.

LAW 432**Advanced Legal Analysis**.....(3 units) P/F

This course is designed to provide students with practical, methodical strategies for writing superior essay answers on areas of substantive law that they will encounter as practicing attorneys and that may be tested on the California Bar Examination. Students will learn the processes of effective issue spotting, organization, and analysis and will develop knowledge and skill on a weekly basis through writing essay answers under timed conditions.

LAW 440**Income Tax**(3 units) P/F

Topics covered include: taxable income; gross income; adjusted gross income; business and non-business deductions and credits; capital gains and losses; basis for depreciation and gain or loss; and taxable and non-taxable exchanges.

LAW 460**Sales**..... (3 units) P/F

Prerequisite: Concurrent enrollment in LAW 112.

Topics covered include: a detailed study of Article 2 of the UCC, including a history of the UCC; formation of sales contracts; statute of frauds; the parol evidence rule; warranty provisions of Article 2; performance problems in sales contracts; and buyer and seller remedies.

LAW 471**Criminal Trial Practice** (3 units) P/F

Prerequisite: Minimum of 27 units completed.

This course involves the study of the techniques and strategies of presenting evidence, examining witnesses, and conducting trial, focusing on criminal trials. A typical criminal trial situation is developed in which teams of students represent the prosecution and defense, and plan, develop, and try a representative case in simulated court conditions.

LAW 472

Civil Trial Practice (3 units) P/F

Prerequisite: Minimum of 27 units completed. This course involves the study of the techniques and strategies of presenting evidence, examining witnesses, and conducting trial, focusing on civil trials. A typical civil trial situation is developed in which teams of students represent the plaintiff and the defendant, and plan, develop, and try a representative case in simulated court conditions.

LAW 474

Moot Court (3 units) P/F

Prerequisite: Minimum of 27 units completed. This course involves appellate advocacy and is designed to teach students the fundamental skills of advocating a client's position in an appellate court after a trial court judgment. The course will include lectures, in-class oral argument exercises, writing assignments, and demonstrations of oral arguments. Students will gain substantial practical experience in conducting oral arguments.

LAW 505

Administrative Law (3 units) P/F

This course provides an overview of the sources of administrative law and a survey of administrative powers of procedure in various types of administrative actions, including investigation, rulemaking, and adjudication. The course also explores the extent and methods of judicial review of agency actions, as well as agency liability and information sharing.

LAW 510

Alternative Dispute Resolution (3 units) P/F

This course emphasizes the skills needed and the theories and methods used in negotiation and resolution of disputes. The course emphasizes negotiation, arbitration and mediation techniques, as well as the legal application and procedures of alternative dispute resolution.

LAW 515

Bankruptcy (3 units) P/F

Topics covered include: voluntary proceedings outside the courts, including moratoria, extensions, arrangements and assignments for benefits of creditors; state court receiverships; proceedings under the Bankruptcy Act, including the initiation of the proceedings, voluntary and involuntary; duties of a bankrupt debtor; procedures subsequent to commencement in the typical wage-earner bankruptcy; discharge and dischargeability; and proposals for summary administration of a no-asset state.

LAW 531

Educational Law (3 units) P/F

This course focuses on judicial doctrine, statutory law, and administrative regulations affecting public schools in the United States. The course includes topical coverage of First Amendment rights, desegregation and equal access to quality education,

campus safety and privacy, bilingual education, special education, religions in the schools, threats and peer harassment, and students' rights.

LAW 535

Juvenile Law (3 units) P/F

This course provides a comprehensive analysis of juvenile law as it evolved from its inception to the present system, including a study of laws and procedures relating to abuse and neglect, foster care, treatment and punishment of delinquency, status offenders, intake and diversion, school discipline, special education, and the liability of public officials.

LAW 542

Employment & Labor Law (3 units) P/F

This course provides an examination of the legal implications inherent to employment, including creating the employment relationship, workplace discrimination, wage and hour requirements, freedom in the workplace, and terminating the employment relationship. The course also includes an overview of labor law principles, including collective bargaining and union organization.

LAW 550

Workers' Compensation (3 units) P/F

Topics covered include: an evaluation of the workers' compensation system; employer-employee relationships; injuries arising out of and in the course of employment; earnings; temporary disability benefits; permanent disability benefits; medical benefits; subrogation; and relevant procedure.

LAW 565

Advanced Torts (3 units) P/F

Prerequisite: Concurrent enrollment in LAW 122. This course provides an overview of issues commonly encountered in tort practice, with emphasis on California law. Topics covered include: medical and legal malpractice; emotional distress; business torts and bad faith; insurance issues; wrongful termination; wrongful death; and apportionment of damages among multiple tortfeasors.

LAW 575

Local Government (3 units) P/F

This course provides an introduction to the study of local government law.

LAW 610

Special Problems in Law (3 units) P/F

This course allows students to study any appropriate problem or group of problems in a field approved by the instructor. The course objectives and methods are determined by the instructor. Previous problems studied include: disability law, senior law and Social Security, sports law, immigration law, international law, and the political process.

The Committee of Bar Examiners of the State Bar of California requires accredited law schools to provide certain amounts of practice-based skills and competency training as part of their curricula. Drivon School of Law meets and exceeds the Committee's requirements. The following courses provide practical training: *LAW 100 Introduction to Law & Legal Writing (3 units); *LAW 101 Legal Research & Writing (3 units); *LAW 110, 111, 112 Contracts I, II, II (1 unit); *LAW 120, 121, 122 Torts I, II, III (1 units); *LAW 201, 202, 203 Property I, II, III (1 unit); *LAW 210, 211, 212 Civil Procedure I, II, III (1 unit); *LAW 220, 221 Evidence I, II (1 unit); *LAW 320 Wills (1 unit); LAW 330 Family Law (1 unit); *LAW 340, 341 Business Associations (1 unit); *LAW 410, 411 Criminal Procedure I, II (1 unit); *LAW 430 Advanced Legal Writing (3 units); LAW 432 Advanced Legal Analysis (1 units); LAW 440 Income Tax (1 unit); LAW 471 Criminal Trial Practice (3 units); LAW 472 Civil Trial Practice (3 units); Moot Court (3 units); LAW 474 Moot Court (3 units); LAW 505 Administrative Law (1 unit); LAW 510 Alternative Dispute Resolution (1 unit); LAW 515 Bankruptcy (1 unit); LAW 530 Environmental Law (1 unit); LAW 542 Employment & Labor Law (1 unit); LAW 550 Workers' Compensation (1 unit); and LAW 575 Local Government (1 unit).

*Required course.



Full-Time Faculty

MATTHEW REYNOLDS

DEGREE: JD. University of California Los Angeles School of Law

TITLE: Dean

Adjunct Faculty

KATHLEEN ABDALLAH

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

THOMAS BRENNAN

DEGREE: J.D. Humphreys University Drivon School of Law

GENE EACRET

DEGREE: J.D. San Francisco Law School

CHRISTOPHER ELEY

DEGREE: J.D. Golden Gate University School of Law

MELISSA DOUGHERTY

DEGREE: J.D. Humphreys University Drivon School of Law

ALISSA HARRIS

DEGREE: J.D. University of California Berkeley School of Law

VALERIE HIGGINS

DEGREE: J.D. Glendale University College of Law; LL.M
University of the Pacific, McGeorge School of Law

ANTHONY JOHNSTON

DEGREE: J.D. Humphreys University Drivon School of Law

KATIE LIMAS

DEGREE: J.D. Humphreys University Drivon School of Law

CONSTANCE LOGAN

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

GREGORY MEATH

DEGREE: J.D. University of the Pacific, McGeorge School of
Law; LL.M University of the Pacific, McGeorge School
of Law

ZAYANTE MERRILL

DEGREE: J. D. Humphreys University Drivon School of Law

ADAM RAMIREZ

DEGREE: J.D. Humphreys University Drivon School of Law

REBECCA SEM

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

THE HONORABLE JOHN SOLDATI

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

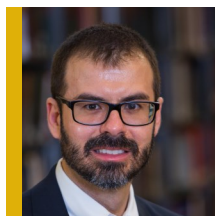
THE HONORABLE RICHARD VLAVIANOS

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

Administration Listing



ROBERT G. HUMPHREYS, JR.
President



MATTHEW S. REYNOLDS
Dean of the Law School



JESS BONDS
Provost



RITA FRANCO
Director of Financial Aid



SANTA LOPEZ-MINATRE
Director of Admission



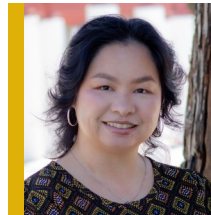
CARRIE CASTILLON
Director of Administrative Services



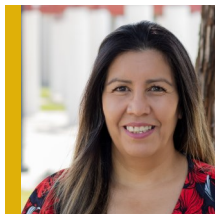
WENDY CAMPIGLI
Law Registrar



CHIA XIONG
Student Account Specialist



MAI XIONG
Student Account Specialist



LINDA CASTEEL
Student Account Specialist

Board of Trustees



RONALD GUNTERT, JR., Chairperson of the Board

DOUGLASS WILHOIT, Vice Chairperson

DAVID SILVA, Treasurer

HONORABLE JOSE ALVA

CARLA DONALDSON

BLAIR HAKE

RUPERT HALL

CHARLYNN HARLESS

DR. ROBERT G. HUMPHREYS, JR., President

SUSAN LOFTHUS

WILMA OKAMOTO-VAUGHN

JEROME CLAY

ANTOINETTE DURON

ORT LOFTHUS, Trustee Emeritus



Stockton Campus
6650 Inglewood Avenue
Stockton, California 95207
(209) 478-0800

Modesto Campus
5172 Kiernan Court #D
Salida, California 95368
(209) 543-9411



DRIVON
School of Law
HUMPHREYS UNIVERSITY

2022 - 2023

LAW CATALOG

Stockton Campus