



**DRIVON**  
**School of Law**  
HUMPHREYS UNIVERSITY



**CATALOG**  
**2020-2021**

**6650 Inglewood Avenue**  
**Stockton, California 95207**  
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**[www.humphreys.edu](http://www.humphreys.edu)**

# HUMPHREYS UNIVERSITY

*Since 1896*

Stockton, California

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## **Mission Statement**

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.

## **General Information**

### **An Overview**

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 Humphreys students wish to secure a legal education to assist them in business, civic, and related pursuits.

The faculty of the 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 offers a four-year evening program, allowing students to meet daytime commitments. However, students who show high academic achievement in their first year may complete the program in three years. Afternoon classes are offered in the upper division classes.

The 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 business persons, teachers, and civic employees frequently attend Drivon School of Law in an effort to add a legal perspective to their jobs. Many students who attend the School of Law seek employment in the legal field, thereby adding another dimension to their legal education.

The 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.

### **The Study of Law**

Students at Drivon School of Law pursue their studies in the evening and become attorneys upon passing the Bar and Professional Responsibility Examinations administered by the Committee of Bar Examiners of the State Bar of California. The course of study prescribed by the faculty complies with rules regulating Accreditation of Law Schools in California and related State Bar of California regulations which are administered by the Committee of Bar Examiners.

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 law library research and written exercises supplementing the learning process.

Additionally, the school offers externships and clinics to provide students actual practical legal experience and experience in interviewing and assisting people with legal questions. Moot Court and trial practice classes are other options that enhance practical training.

## **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 admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

## **California State Bar Requirements**

Admission to the practice of law within the State of California is regulated by the State Bar of California through its 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 [www.calbar.org](http://www.calbar.org).

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, 180 Howard Street, San Francisco, CA 94105-1639. (415) 538-2303. [www.calbar.org](http://www.calbar.org).

Prospective applicants and students are encouraged to visit the State Bar of California's website at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions) to view Humphreys University Drivon School of Law passage rates on Bar Examinations.

## **Accreditation**

Founded in 1951 to serve the needs of residents in the central San Joaquin Valley and surrounding areas, the School of Law is accredited by the Committee of Bar Examiners of the State Bar of California and has so been continuously accredited since 1983.

Humphreys University is also accredited by the Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities. Therefore the Doctor of Jurisprudence is accredited as an academic degree.

Students who graduate from Drivon School of Law qualify to sit for the California State Bar examination and obtain admission to the practice of law in California based on accreditation by the Committee of Bar Examiners of The State Bar of California.



## **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 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.

## **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 University dating back to 1875. The University 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 University, as a small, independent University dedicated to post-secondary education and serving the educational needs of its students and the community.

In 1937 the founder of the University died and his son, John R. Humphreys, Jr., who had assumed academic administration of the University in 1934, became the second President. The name of the University changed several times since its inception, becoming known as "Humphreys " 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 University is held exclusively for educational purposes by a Board of Trustees whose membership consists of alumni, educators, distinguished citizens, and friends of the University.

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 University 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, which have since been eliminated to make room for a new classroom building.

In 1972, the University was accredited by the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges.

In June of 1992, the University was accredited by the Accrediting Commission for Senior Colleges and Universities of WASC. Therefore, all certificates and degrees granted by the University (including the School of Law) are accredited.

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

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

In 1991, the University purchased four buildings west of the Stockton campus student housing complex. Renovations of the buildings allowed the University 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 University again expanded its physical facilities in 2004, when it added two new buildings totaling approximately 24,000 square feet. The University'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 Laurence Drivon School of Law. The classroom and office building added another eight classrooms to the University 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 University 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 bring total enrollment in excess of 1,200 students.

Upon the retirement of Robert G. Humphreys in 2015, the trustees of the University appointed Robert G. Humphreys, Jr., great-grandson of the founder, as the University'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 University has provided quality instruction at the postsecondary level. While kept current, the curriculum today is still clearly related to the curriculum as it was when the University was founded, focusing on both liberal arts and career preparation. The expansion of the University, both in Stockton and Modesto, shows the commitment Humphreys University has to the community and the growth of educational opportunities for all.

### **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 240,000. 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, 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, the bookstore, and administrative offices. The west campus is composed of four buildings, which house the Academy of Business, Law, and Education (ABLE), a charter school operated by Humphreys University and a program of Delta Charter School in San Joaquin County. 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 law and undergraduate libraries as well as the administrative offices of Drivon School of Law Humphreys University. The classroom building includes eight classrooms, as well as 18 faculty offices, administrative offices, and a student lounge. 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 two libraries are major learning centers, 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. Because of this proximity to the public library, the University does not attempt to duplicate its general holdings but rather is able to focus its own collection to support the University's curricula in liberal arts, accounting, business, early childhood education, and its legal disciplines: court reporting, paralegal studies, criminal justice, and law.

The University libraries' open stacks and reading area provide easy access to reference and circulating collections. Periodicals, cassettes, DVDs, and videos are available on request in the circulation area. 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, with access to numerous peer-reviewed journals, magazines, and newspaper articles.

The law library's collection, available on open stacks and online, exceeds the minimum set by the Committee of Bar Examiners. It provides primary source materials (federal and California codes, California administrative regulations, appellate and attorney general decisions, regional and state reporters) as well as secondary resources (national and California encyclopedias, digests and treatises) and over twenty major law periodicals. An in-depth collection of tax services is available for students and practitioners of accounting and law.

As part of a nonprofit educational entity, both libraries are eligible to receive gifts deductible by the donor on federal and state income tax returns.

### **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 209,936. 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, faculty offices, bookstore, a student lounge, and a reference library. University-operated housing is not provided in Modesto. Rooms and apartments are readily available within walking distance of the campus and throughout the community. The Modesto Transportation Center provides bus connections to anywhere in the county including two stops within one block of the Modesto campus.

### **Gifts, Bequests, Endowments**

Humphreys University is authorized to accept gifts to the cause of better private education. Scholarships for needy students, gifts of books, equipment, securities, real property, and money are welcome. Such gifts are tax-deductible.

Donations received by the University go directly to benefit deserving students currently enrolled who need financial assistance in order to achieve their educational and career goals. Even a small gift is long remembered as a permanent and living memorial.

The philanthropic donor who wants to help men and women get an education which will enable them to "stand on their own feet" is best served by making a gift to Humphreys University. This is a University dedicated to the welfare of young men and women.

## **Reservation of Rights**

Drivon School of Law reserves the unconditional right to amend this catalog from time to time and at any time without publishing a new catalog. Such amendments will be posted on the law school website. All students are responsible for reviewing the website to remain informed of matters relating to the School of Law.

In preparing this material, Humphreys University has made every effort to insure the accuracy and completeness of the information contained herein. The University reserves the right to add, amend, or repeal the information contained herein upon posting of such addition, amendment, or repeal in the Registrar's Office.

The University also reserves the right to terminate or restrict for cause the attendance of any student at any time, or to remove from the list of candidates for a degree the name of any student, should it be in the interest of the University. Upon the request of the student, a hearing shall be provided.

## **Admissions**

### **Admission Procedure**

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 the University. It is to the applicant's advantage to complete an application and submit it along with supporting documents as early as possible.

### **Admission Requirements: Regular Applicants**

The University prefers that applicants hold a Bachelor's degree from a regionally accredited college or university. The University, however, will accept applications from individuals who have completed at least 60 semester or 90 quarter units creditable towards a Bachelor's degree, as determined by the Drivon School of Law registrar.

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

1. Completed School of Law application for admission, with non-refundable application fee,
2. Two copies of official transcripts of all previous college work (sent directly to the Law Registrar by the previously attended colleges),
3. LSAT Scores, and
4. Letter of Recommendation.
5. The University reserves the right to require as a condition of admission that any admitted student take and pass the First Year Law Students Examination (FYLSX) administered by the Committee of Bar Examiners of the State Bar of California in order to matriculate to the second year of law school.

## **Admission requirements: 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:

1. Under Composition and Literature category, either
  - a. College Composition\*, or
  - b. College Composition and Modular
2. And two other examinations that can be selected from any of the following subjects:
  - a. Composition and Literature (Humanities examination only),
  - b. Foreign Language,
  - c. History and Social Science,
  - d. Science and Mathematics,
  - e. Business

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

\*Course Title changed effective July 1, 2010

### **Applicants who apply as “special applicants” must submit the following:**

1. Completed School of Law application for admission, with non-refundable application fee,
2. One copy of official transcripts of all previous college work (sent directly to the University by the previously attended colleges),
3. LSAT scores,
4. Three letters of recommendation,
5. Official CLEP score reports (sent directly to the University from the College Level Examination Program), and
6. Interview with the Dean of Law

The Law Admissions Committee will review the applications of “special applicants” who have attained the appropriate exam scores and admit those determined to have the requisite ability and background knowledge to benefit from the study of law.

Students who are admitted as special applicants will also be required to take and pass the First Year Law Students Examination (FYLSX) after the first year of law study. Special students may not continue enrollment or advance to the second year until they pass this examination. The examination is given by the Committee of Bar Examiners in June and October.

## **Admission Requirements: Transfer Students**

Admission with advanced standing will be considered when no more than two academic years will have elapsed since the applicant was enrolled at a prior law school.

An applicant in good standing at a prior law school seeking transfer credit must provide a letter from the Dean of the prior law school stating that the applicant was a student in good standing and eligible to continue law studies.

An applicant from a State Bar or ABA accredited law school may be admitted with transfer credit for courses successfully completed at the prior school up to a maximum of 57 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 the Dean of the School of Law after consultation with the appropriate faculty committee.

A transfer applicant who has not taken the LSAT or has a score lower than that required to enter Drivon School of Law may be required to obtain a GPA higher than 70 in his or her first year at Drivon School of Law and will be required to take the LSAT at the first opportunity.

An applicant previously disqualified from or without good standing at another law school is not qualified for admission to the School of Law, except under special circumstances as outlined in the Rules of the Committee of Bar Examiners. Usually, such an applicant will be required to obtain a start over approval from that Committee.

### **Applicants for advanced standing must submit the following:**

1. Completed School of Law application for admission with a non-refundable application fee,
2. Official LSAT score report,
3. A copy of official transcripts of all previous college work (sent directly to Drivon School of Law registrar by previously attended colleges),
4. Letter of recommendation,
5. Letter from the Dean of the law school previously attended stating that the student is in good standing and eligible to return and
6. (For students from non-accredited law schools only) Official evidence of successful completion of the FYLSX.

## **Visiting Students**

With permission from the Dean of Drivon School of Law, members of the State Bar and graduates and current students of accredited law schools may enroll in courses as non-degree visiting students without complying with admissions requirements set forth herein above. For more information, please contact the Registrar.

## Law School Admission Test (LSAT)

All regular applicants must take the Law School Admission Test and have the results sent directly to the University by Law Services. Test results are valid for four years from the date of the test. Under unusual circumstances a waiver of this time limit may be requested of the Dean.

This test is given four times a year at locations throughout the United States, including Humphreys University. Applicants are urged to register for and take the test as early as possible.

A bulletin of information and a registration form for the Law School Admission Test may be obtained from the Admissions Office or by directly contacting Law Services, Post Office Box 2000, Newtown, Pennsylvania 18940-0998, (215) 968-1001. [www.LSAC.org](http://www.LSAC.org)

## Veterans

Humphreys University is approved under federal law for the training of veterans. Veterans whose entitlement under one act has expired may be eligible under another. 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 University Registrar's Office.

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.

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

1. 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.
2. Attendance Policy

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



## **Transfer Credit**

Eligible veterans must provide official academic transcripts of all prior colleges, universities, and training institutions. Refer to Transfer Credit/Work Experience policy in this catalog. The Registrar will then prepare an evaluation of credits and inform the student and the Veterans Administration as to the amount of credit allowed.

Credit will be allowed only for subjects related to the degree curriculum as outlined in the Humphreys University General Catalog and only for subjects completed with a grade of C- or better. Under special circumstances a student may receive up to four units of credit for previous work experience. Application for credit should be made through the student's academic chair.

More information can be obtained from the Veterans Administration or from the Registrar's Office.

## **Student Services**

### **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 Associations**

### **Student Bar Association**

The Drivon School of Law Student Bar Association is the major channel of communication among the law students, faculty, and administration. Acting through elected officers and class representatives, it provides a mechanism through which students can organize efforts for educational and social activities, as well as sponsor programs of distinguished speakers. It also publishes a periodic newsletter for members.

## **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 his or her disability and request for accommodation that Humphreys can support the student's needs. A student who wishes to request an accommodation or modification must do so through the Dean of Instruction. The Dean will work on an individual basis to determine which, if any, accommodations or modifications would be most effective to help the student achieve academic success.

To seek an accommodation, a student must make a written request to the Dean and provide appropriate medical documentation of his/her disability. The Dean 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 Conduct**

It is assumed that all students who enter Drivon School of Law do so for the purpose of acquiring a comprehensive legal education and preparing themselves for entry into the legal profession or related fields. Student conduct which obstructs or interferes with the administrative or academic process, or which interferes with the right of other students endeavoring to pursue their legal education, will be sufficient cause for removal from the law school.

The possession or use of alcoholic beverages, illegal drugs or narcotics (including all types of marijuana), explosives, guns, hazardous material or any other weapons on or near the school premises is prohibited and is cause for immediate dismissal.

At no time is it allowable for a student to bring alcoholic beverages to campus, however, alcoholic beverages may be served by the University at certain social events.

The University provides orderly procedures by which a student charged with conduct which leads to the imposition of any sanction by the University (including but not limited to suspension or exclusion), or any other action by the University with which the student does not agree, will be given notice of the charge(s) and opportunity for a hearing before a committee composed of law faculty members appointed by the Dean.

The ultimate responsibility for decisions regarding suspensions, dismissals, or removals of students from the School of Law rests with the Dean of the School of Law, subject to final review by the President of the University.

## Expenses

### Tuition and Fees

A detailed "Schedule of Tuition and Fees" and the "Fiscal Policies" statement, published separately, can be obtained from the Admission Office or Fiscal Office. 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.

1. On or before Friday of the first week of scheduled classes..... 100%
2. After Friday of the first week of scheduled classes  
but on or before the Friday of the second week..... 90%
3. After the Friday of the second week of scheduled classes  
but on or before Friday of the third week.....50%
4. 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 1<sup>st</sup> day of the quarter.** Seminars and workshops for which no units or grade is awarded are not eligible for any refund.

## Financial Aid

### Financial Aid Overview

The purpose of financial aid at Humphreys University is to assist students who, because of financial constraints, might not otherwise have the resources to pursue a University education in their chosen fields. A student's financial need is determined by the difference between the total cost of attending Humphreys University and the contribution the student and his or her family is expected to make toward this cost. The total cost of attending Humphreys University includes tuition and fees, room and board, books and supplies, personal expenses, and transportation.

In order to determine if a student qualifies for financial aid, his or her income and asset information must be evaluated according to an approved needs analysis system known as the Federal Methodology. All the data used to calculate a student's Expected Family Contribution (EFC) comes from the information the student provides on the Free Application for Federal Student Aid (FAFSA). The FAFSA determines the amount of money a family is expected to contribute to the price of attending a postsecondary institution. The results of the FAFSA are used in determining student loan eligibility.

Humphreys University maintains a varied financial assistance program in order to meet the needs of all students. The University's institutional eligibility to administer Title IV funds (financial aid) extends to all of the programs listed in this bulletin.

Application forms and more detailed information about the financial aid application process, deadlines, and student eligibility, may be obtained from the Financial Aid Department. Students who do not have a bachelor's degree will need to contact the Financial Aid Department to assess their eligibility for federal loans.

Humphreys University has counselors available to answer questions and assist with financial aid applications. New Federal Direct loan borrowers must complete online entrance loan counseling as well as a Master Promissory Note at [studentloans.gov](http://studentloans.gov). Withdrawing completely or dropping to less than six units will affect a student's eligibility to receive financial aid in subsequent terms. Any and all funds scheduled for the forthcoming quarter will be cancelled and an exit loan interview will be required prior to awarding additional financial aid.

## **Financial Aid and University Budgets**

Humphreys University uses information provided by the [California Student Aid Commission](#) to determine the student costs of attendance (Student Expense Budget). The Student Expense Budget takes into consideration the following items:

1. Tuition and fees
2. Books and supplies
3. Room and board
4. Transportation
5. Personal and miscellaneous expenses
6. Loan fees – For student borrowers, actual or average loan origination and insurance fees apply.
7. Dependent care, if applicable (must be documented by the student).

## **Financial Aid Assistance**

The general financial aid eligibility requirements are the following:

1. Be accepted to the Law Program as a regular student
2. Be a US citizen or eligible non-citizen
3. Not in default on a federal student loan or refund required to a federal grant program
4. Registration with Selective Service (if required)
5. Be making and maintaining Satisfactory Academic Progress as required by Law School policy.
6. Be enrolled in a minimum of six units during any one quarter.

Students enrolled in the Drivon School of Law are eligible to apply for the following federally sponsored programs:

Federal College Work Study

Federal Direct Loans

**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 for at least 6 units in order to be eligible for FWS. Money is earned hourly and is paid directly to the student semi-monthly. FWS employment may be used as a means of helping to finance a student's education or career objectives. Interested and eligible students should contact the Financial Aid Department for an application.

**Federal Direct Stafford Loans**

Federal Direct loans are the major form of financial aid for law students. Any regular eligible student enrolled at least half-time may borrow student loans. There are two types of federal student loans available. The subsidized loan which is need-based with a maximum of \$8,500.00 per academic year and the unsubsidized loan that is non-need based with a maximum of \$20,500.00 per academic year less any subsidized loan awarded. Most students are eligible for the maximum annual combined loan limit of the lesser of \$20,500.00 or the cost of attendance minus other financial aid.

The maximum total debt allowed from the Department of Education for non-health related professions is \$138,500. This maximum total graduate debt limit includes Stafford Loans received for undergraduate study.

**Federal Graduate Plus Loans**

Graduate students are also eligible to borrow under the PLUS loan program up to their cost of attendance minus other estimated financial assistance. Federal Direct subsidized and unsubsidized loans must be applied first. The terms and conditions include that applicants must not have adverse credit history and repayment begins on the date of the last disbursement of the loans (students still in school on at least a half-time basis may request an in-school forbearance to postpone repayment). Unlike private loans, PLUS loans are easier to qualify for, federally regulated, capped at 9% interest rate (can never exceed that rate) and able to be consolidated with Federal Direct Subsidized and Unsubsidized loans upon graduation. Further information is available at [www.studentloans.gov](http://www.studentloans.gov).

Program	Subsidized Loan	Unsubsidized Loan	Graduate Plus Loan
Interest Rate	6.8%	6.8%	7.9%
Credit Criteria	Credit check not required	Credit check not required	Credit check required. No adverse credit allowed, e.g., a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment, write-off of a federal student aid debt or 90 or more days delinquent on any debt.

Annual Maximum	8,500.00	12,000.00	This amount varies on a yearly basis because borrowers must take out the annual maximum of Stafford Loans, and then may request up to the institutions' cost of attendance.
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**Return of Title IV Funds: (Refunds/Withdrawals)**

Federal regulations make it clear that Title IV funds are awarded to a student under the assumption that the student will attend the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

When a student withdraws, the Financial Aid Department must calculate the amount of financial aid earned prior to withdrawing. This process applies to students that discontinue enrollment in all classes, on or after the first day of the quarter. This assumes the student actually began attendance. Once a student withdraws, two separate calculations must take place: a refund of tuition and, a return to Title IV.

Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the respective programs. The calculation is based upon the amount of Title IV aid for which the student was eligible. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges.

The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses calendar days rather than business days. The earned aid is determined by taking the number of days attended before withdrawing divided by the total number of days in the quarter. (First day of instruction until the last day of finals, excluding Christmas and Spring breaks). The return policy applies to students that withdraw on or before the 60% point of the quarter. Withdrawal after this date will not result in any adjustment to a student's financial aid for that given quarter. However, funding scheduled for the subsequent quarter will be cancelled. Students who have financial aid returned will be notified in writing. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not receive.

Once the earned and unearned aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned. The Return amount is determined by multiplying the unearned aid percentage by the total aid received.

$$\text{UNEARNED AID PERCENTAGE X TOTAL OF ALL TITLE IV FUNDS RECEIVED} \\ = \text{TOTAL UNEARNED AID}$$

The amount of unearned aid that must be returned by Humphreys University is a percentage of institutional charges for the quarter. Once the dollar amount of the school portion of the Return is determined, it is compared to the total amount of all unearned aid. If the school's potion is less

than the total unearned aid, then Humphreys University must return the amount indicated as the school portion. If the calculated school portion exceeds the total unearned aid, then Humphreys University must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came. If returned to a loan program, the outstanding balance will be reduced by the amount of the Return. Aid will be returned in the following order:

1	Direct Unsubsidized Loan
2	Direct Subsidized Loan
3	Direct Grad Plus Loan
4	Other Title IV Aid

In most cases, the tuition adjustment assessed will be less than the amount of the school portion of Title IV funds. When you withdraw from school, a balance will be created on your student account at Humphreys University for the difference between the tuition adjustment and the refund amount. The student will be responsible for paying the balance in addition to any other balance created from the student portion of the refund.

After the school returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the Return. The student portion of the Return is calculated by subtracting the amount of the school Return from the total unearned aid. Depending on the remaining sources of aid after the school Return, the student portion of the Return is distributed back to the aid program from which it was awarded. Any amount of the Return allocated to loans is repayable after the student leaves Humphreys University and enters repayment according to the terms and conditions of those loans.

Should a student's loan(s) go into repayment after withdrawal it is important to make the payments as scheduled to prevent default. Once in default, a student is no longer eligible for future financial aid.

Worksheets used to determine the amount of return of funds are available upon request from the Financial Aid Department. A student may compute a rough estimate of Return to Title IV calculation by using the RTIV calculation at <http://ifap.ed.gov/aidworksheets/attachments/2008CreditHourR2T4.pdf>. Financial Aid Department encourages students to meet with a Financial Aid Counselor prior to withdrawing and obtain information regarding the consequences of a complete withdrawal (i.e., financial ramifications, repayment obligations and satisfactory academic issues, etc.)

The "date of the institution's determination that the student withdrew" captures the point in time when a school could reasonably be expected to be aware that a student withdrew Humphreys University Tuition Refund Policy is computed on the last day of attendance.

Financial Aid assistance is readily available to answer questions and assist with financial aid applications. Students who are interested in student loans, Direct Loan Entrance and Exit loan counseling is required regardless if it was completed at a previous institution.

## **Maximum Time Frame**

A student has a maximum of six years, (72 months), starting with the month in which they begin, to complete the study of law. This includes any repeats of classes or “Start Over”.

## **Satisfactory Academic Progress**

A law student will be considered to be making satisfactory academic progress if the student has a cumulative grade point average of 70, and has successfully completed two-thirds of the units attempted. Additionally, at the end of the second year (59 units), a student must have a GPA of 70 and have completed at least two-thirds of the attempted units.

1. Satisfactory progress will be measured at the end of each academic year (3 quarters).
2. A student not making satisfactory progress will be dismissed and lose eligibility for financial aid.
3. The decision to dismiss or deny financial aid eligibility may be appealed; see below.
4. A student’s academic progress will be assessed in the third quarter of an academic year, as soon as grades are received, (normally by the 4<sup>th</sup> week). A student found not to be making satisfactory progress after completion of the second quarter of any three-quarter academic year, will be placed on warning for the remainder of the third quarter. Such student will be allowed to enroll in the subsequent quarter (4<sup>th</sup> quarter) until grades are received and progress for the warning quarter can be assessed, subject to the following:
  - a. The student will not pay tuition or receive financial aid for the fourth quarter until satisfactory progress is assessed.
  - b. If satisfactory progress is achieved during the warning quarter, the student will be removed from warning status, will receive financial aid and pay tuition for the quarter.
  - c. If satisfactory progress during the warning quarter is not achieved, the student has the following options:
    - i. Withdraw from all classes immediately.

Within 5 days of notification of unsatisfactory progress, file an appeal to continue (see below). If the appeal is granted, the student

- ii. may continue that quarter (4<sup>th</sup> quarter) on probation, will receive financial aid and pay tuition for the quarter.
- iii. If the appeal is not granted, the student will immediately withdraw from all classes, tuition will not be charged and financial aid will not be disbursed.

## **Other Factors Regarding Satisfactory Academic Progress**

### **Repeated Coursework**

Students who retake a previously failed course (65 or below) are eligible for financial aid. Courses that are repeated are used in the calculation of SAP.



## Review of SAP Status

SAP will be measured at the end of each academic year (3 quarters). Based on the review; a student will have one of three financial aid classifications:

- 1. Eligible:** The student meets the requirements of SAP and is eligible for financial aid in the current quarter.
- 2. Warning:** A student found not to be making satisfactory progress after completion of the second quarter of any three-quarter academic year, will be placed on warning for the remainder of the third quarter. Such student will be allowed to enroll in the subsequent quarter (4<sup>th</sup> quarter) until grades are received and progress for the warning quarter can be assessed.
- 3. Ineligible:** The student does not meet the requirements of SAP at the end of his/her Warning quarter. He/She is ineligible for financial aid at Humphreys University until SAP has been reestablished.

## Reinstatement of Admission and Eligibility for Financial Aid

In order to be readmitted to the law school, and/or reestablish eligibility for financial aid, a student must sit out at least one full academic quarter and then file an appeal for reinstatement.

## 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 (notebooks, pencils, pens, etc.) 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. A book voucher does not represent additional financial aid and is granted to students solely for the purpose of purchasing books. The credit may only be used at Humphreys University bookstores (Stockton and Modesto campuses). Book vouchers must be used on the date of authorization. *Not all students are eligible for a book voucher.*

An authorized amount will be determined based on the student's financial aid eligibility, units 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 is able to 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 cost of the books charged, which will reduce the amount of any financial aid refund that the student may receive for the quarter.

## **Book Voucher Procedure**

**In order to be eligible for a book voucher, a student must meet the following:**

1. Have excess financial aid awarded and accepted after tuition costs are subtracted from his/her financial aid package sufficient to cover the book voucher request.
2. Maintain Satisfactory Academic Progress.
3. Be registered for classes at least half time (6-8 units, undergraduate and law students; 4 units, master's students) 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:**

BE ADVISED the amount spent on books will be deducted from the scheduled financial aid refund. It is not free or additional funds. Book voucher requests require a 48-hour processing period.

1. Submit a Book Voucher Request Form to the Financial Aid Department for the amount needed to purchase all required books and supplies. Book Vouchers Request Forms are available in the Financial Aid Department, Fiscal Office, and Humphreys University Book Store.
2. The Financial Aid Office 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 for pick up.

### **Using the Book Voucher:**

A student must present photo identification at the bookstore in order to purchase books and supplies using a book voucher. Books will not be sold without an authorized book voucher, photo identification, and copy of class schedule. By using a book voucher, the student is authorizing Humphreys University to deduct all bookstore charges from any amount of financial aid refund due to him/her. Financial Aid awards will be reduced as a result of these charges. The student is responsible to pay all bookstore 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. No exceptions are made to this policy.
2. If a student's financial aid eligibility changes or his/her awards require re-calculation due to a change in units, 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.

## **Scholarships**

**Laurence Drivon Scholarships:** One scholarship is awarded to the student who completes the first year of law school with the highest academic achievement. A second scholarship is awarded on the base of financial need in the fourth year of law school. These scholarships are determined by the Faculty Scholarship Committee.

**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.

## **Academic Information and Policies**

### **Honor System**

Drivon School of Law 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 is cause for dismissal.

### **Academic Affairs**

The faculty in cooperation with the Dean of the Law School sets academic policy as to admission, attendance, examinations, grading, curriculum, requirements for advancement of students, exclusion of students, withdrawal and readmission of students, requirements for graduation, and recommendations for the awarding of honors and degrees.

### **Academic Calendar/Class Times**

The School of Law's academic calendar is based on the quarter system, with each quarter lasting twelve weeks. The academic year consists of three quarters with instruction beginning in October, January, April, and July.

The days and hours of attendance are regular, with classes ordinarily meeting on Monday thru Thursday nights from 6:40 p.m. to 9:40 p.m. during the academic year.

For exact dates of term openings, vacations, and holidays, see the School of Law calendar insert available from the Registrar's Office

## **Attendance**

Regular and punctual attendance is mandatory. Students must remain in class for the entire scheduled class period and are expected to show evidence of preparation when called upon. Attendance is required and the Dean could take action on only one absence. On the first absence a student must notify the Dean in writing why he or she missed. On the second absence the student must meet personally with the Dean. A student may be excused with the Dean's permission 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 due to illness may require a doctor's statement of circumstance. Both excused and unexcused absences will be reported to the Dean of the School of Law. A student may be dismissed from the law school or excluded from classes and from taking examinations because of excessive excused and/or one (1) unexcused absence. Make-up academic work may be required. A student will be dismissed from class on any third absence.

If a student requests a hearing on any decision to be dismissed from class due to absences, the Dean will appoint a committee of three faculty members. The student will have seven days from notification to file a written appeal.

The rules of the Committee of Bar Examiners require attendance of not less than eighty (80) percent of the regularly scheduled class hours in each course in which a student is enrolled. There is no provision for excused absences in the rules.

## **Examinations**

Written examinations are required in most courses. These are graded anonymously and generally form the basis of the student's grade. Instructors may use other factors such as attendance, class preparation, recitation, term papers and performance, in giving grades. The basis for grading will be announced in each class at the beginning of the quarter and a written statement of the grading policy used will be provided to each student. The written statement will include, where applicable, the extent to which each of the following matters will be considered in the determination of the final grade in the course: the final examination; intermediate and other examinations; class attendance; class performance, including preparation and recitation; term papers; and any other consideration that might affect the grade in any class. A copy of the written statement will be placed on file in the Registrar's Office.

Examinations are given only at times scheduled by the law school. Under special or emergency circumstances, alternative examination times may be authorized. If such an examination is approved, a fee per examination will be charged as stated in the "Schedule of Tuition and Fees."

## **ExamSoft Procedures**

All law students are eligible to take exams on their laptop, provided they are using ExamSoft software. Students in the first year of law studies are eligible at the instructor's discretion. The ExamSoft software must be installed prior to the student's first exam date. For minimum system requirements, go to [www.examssoft.com/humphreys.edu](http://www.examssoft.com/humphreys.edu). All ExamSoft related communications

will be sent to the student's Humphreys University email address. Please confirm that this address is working and correct.

It is the student's responsibility to download the exam file prior to the start of their exam and to upload their exam file after the exam has ended. Students are strongly encouraged to upload the exam file before leaving the exam room. Students are required to upload their exam file by midnight (12:00 a.m.) after the exam has ended. Students who fail to upload their exam file by midnight (12:00 a.m.) may not receive credit for their exam.

The use of ExamSoft is a privilege and not a right. The School of Law cannot guarantee that students will be able to use ExamSoft on any given exam. If ExamSoft experiences a catastrophic error that results in the loss of the exam file, the student must retake an exam for the course at the discretion of the instructor and/or the Dean.

**Grading:** Professors provide a grading policy included in their syllabus distributed the first week of class. It is the student's responsibility to know what each examination will cover, and how the grade for the course is to be determined. Students must learn to adapt to each professor's priorities with regard to grading, including written examination answers and requirements for class participation. All completed exam grades will be reviewed by the Dean, prior to release, in order to assure that the particular grading by an instructor is within the standards and institutional integrity required by Humphreys College Laurence Drivon School of Law.

Students are encouraged to consult directly with their professors in order to identify ways in which examination answers can be improved. Students can speak to professors before or after class, or contact them by telephone or e-mail about a convenient time to meet. Before meeting with a professor about a particular answer, the student should carefully review his or her answer and compare it to the outline of issues or model answer provided by the professor. Frequently, this will be all the information a student needs to know to recognize the weaknesses in an answer. Students may be advised to do practice examinations, which is a time-consuming but very important study tool. The correctness of the grade awarded should not be the subject for discussion during these consultations. (See **Grade Grievance Procedure**, below.)

**Return of Grades:** Professors should grade and return answers within two weeks of the examination. The professor must submit a list of grades to the Law Registrar by student examination number; the grades are then to be reviewed by the Dean. The school is required by the State Bar of California to keep all student blue books. 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, after review and agreement by the Dean, are final, and will not be changed under any circumstances that are not in compliance with the following Grade Grievance Procedure. Grades may be changed only upon a showing of good cause.

## Grading

The school uses a numerical system of grading. A 70 GPA is required for automatic advancement; 60 to receive credit for any class; and any grade below 60 is a failure. A grade of 59 or below in any class is failing and does not count toward graduation.

The school uses the following numerical system of grading:

90 to 100.....	Outstanding
80 to 89.....	Superior
70 to 79.....	Satisfactory
60 to 69.....	Unsatisfactory
Below 59.....	Failure. No credit.

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

### Grade Grievance Procedure:

1. The student must attempt to reconcile the grievance with the professor who gave the grade as soon as possible. If the professor then agrees that a grade change is warranted, the matter shall be submitted to the Dean. Professors may not change grades without review and approval by the Dean.
2. If the student is not satisfied with the professor's explanation for the grade, the student may address in writing to the Dean the nature and substance of his or her grievance. This must be done within 21 days of the issuance of the grade. The professor involved is invited, but not required, to respond to the student's written grievance.
3. Once the grievance and response (if applicable) is filed with the Dean, within five days the Dean will appoint a Grade Grievance Committee, consisting of two impartial faculty members and one impartial fourth year student or recent graduate, to determine the grade grievance. The student and/or professor may challenge the composition of the Committee for prejudice. Within two days, the Committee will be provided with a sample answer or outline made by the professor, and the professor will show how the points were given on the disputed test. Discretionary interviews of both student and teacher may be conducted by the Committee. The Committee judges the grievance on whether the grade was given arbitrarily and capriciously, i.e., whether or not there is substantial evidence to support the evaluation. Committee members are not to subjectively determine whether they would have assigned a higher or lower grade to the examination material involved.
4. Within five days of the communication of the final decision to the student, the student may appeal the decision to the President of Humphreys College. The President will review the decision of the Committee, and may allow the student to present evidence that the Committee decision was arbitrary or biased. Absent such a showing, there are no grounds for overturning the decision of the Committee.

5. The entire procedure for grade grievance must be completed within five weeks.
6. Student complaints about grades or advancement based on those grades will not be considered after the time periods provided for in this Grade Grievance Procedure.
7. The proceedings of the Committee are confidential.

If the Dean of the Law School, in his teaching capacity, is the subject of a grade grievance, his or her role in the process is to be performed by a full time faculty member.

**Professor Evaluation:** At the end of each course, students have an opportunity to evaluate the professor. Comments are useful in improving the quality of the program.

## **Academic Advancement & Grade Disqualifications**

Within the first 66 units of study (repeat units not included) all students must complete Torts, Intro to Law and Legal Writing, Criminal Law, Contracts, Legal Research, Property I/II, Civil Procedure I/II/III and Evidence I/II, beginning January 1, 2012.

Students may be disqualified and or advanced from year to year under the following terms and conditions:

An overall GPA of 70 is required for graduation.

- a. A grade of 70 or above in any class is satisfactory
- b. A grade of 60-69 in any class is unsatisfactory but passing, and will be included in the overall GPA and count toward the two-thirds completion requirement.
- c. A grade of 59 or below in any class is failing and does not count toward graduation or the two-thirds completion requirement. If the class is required it must be repeated. If an elective class, it may or may not be repeated, subject to advice from the retention committee or the dean.
- d. To advance the student must have a 70 grade point average for the academic year along with a cumulative grade point average of 70 or better for all law studies.

Cumulative grade point average is computed by adding the numerical grades in each subject multiplied by the units taken in each subject and dividing the sum by the total number of units taken. Grades as given by each instructor are final. Reexaminations are not permitted.

Classes graded on a Pass/Fail basis will be used in the determination of Satisfactory Academic Progress (SAP) but will not be computed in the weighted grade point average; however, passage of such classes is required to continue into the next year or to graduate. Transferred credit earned at other law schools also will not be computed in the weighted grade point average.

## **Academic Probation**

Probationary status must be accompanied by an academic plan, approved by the retention committee and the dean. Such plan must ensure that the student is able to meet satisfactory

academic progress standards by the end of the second year (60 units), and, in the case of 3<sup>rd</sup> year students, by the completion of 90 of the 120 units required for graduation. A student must be making satisfactory progress at the completion of 90 units in order to advance to the 4<sup>th</sup> year. If the student completes the conditions of the academic plan, the student may continue in good standing.

If a student does not complete the conditions of the academic plan, such student will be dismissed and lose eligibility for financial aid, and will not be allowed to enroll in the quarter subsequent to the probationary quarter or any future quarter until academic status can be determined by the retention committee.

## **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 week and before the final exam, 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 Quantitative Progress.

**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. To withdraw from a class, a student must obtain a Change of Schedule Request Form from the Law Registrar's Office, complete, and file it with the Law Registrar's Office. Students who withdraw or terminate class attendance without filing such a form may incur academic penalties (such as failing one or more classes). Circumstances may necessitate a complete withdrawal from courses for the quarter in which a student is registered. A student who needs to withdraw from all courses in a quarter must fill out a Complete Withdrawal Form. Forms are available in the Admission, Fiscal, Financial Aid, and Law Registrar's Offices.

### **Complete Withdrawals**

Circumstances may necessitate a complete withdrawal from courses for the quarter in which a student is registered. A student who needs to withdraw from all courses in a quarter must fill out a Complete Withdrawal Form and obtain all necessary signatures. Forms are available in the Law Registrar's Office. The Law Registrar is the only designated campus official who can accept official notification of a student's complete withdrawal. **YOU MUST CONTACT THE LAW REGISTRAR TO WITHDRAW COMPLETELY FROM A QUARTER.** A student does not need to fill out a Complete Withdrawal Form if he/she is adding/dropping individual classes but will remain enrolled in the current 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 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.

### **Unofficial Withdrawals**



A student who fails to officially withdraw and who earns none of the units attempted in a quarter is automatically ineligible for financial aid and 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 will be recalculated and will likely result in an outstanding balance with Humphreys University. 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 and will be ineligible for further aid until all financial aid recalculations are complete and any outstanding balances with the University are resolved.

While instructors are requested to inform the Law Registrar of students who have absences or have not been attending, they do not have the authority to withdraw a student from a class, and such notification does not constitute withdrawal. A signed withdrawal form submitted by the student to the Law Registrar's office is the only way that a withdrawal can be effective. No other process will be accepted as an official withdrawal for tuition or grade adjustments.

## **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 Law Registrar's Office. Once approved by the Law 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 his/her 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 aid and academic records will not be made retroactively after the end of the quarter in which the student withdraws.

Students who find it necessary to drop cannot rely on the Dean 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 Law Registrar as soon as they are aware of the need to drop classes. If they are too sick or injured to do this, the Law Registrar will be glad to assist them. They must notify the Law Registrar's Office within the quarter of disability in order to qualify for a medical withdrawal and tuition relief.

## **Withdrawal/Leave of Absence**

Students should seek counseling from the Dean before withdrawing or seeking leave of absence from the law school.

First year students may withdraw from the law school at any time prior to the last regular class meeting. They are ordinarily ineligible for readmission except on approval of the Dean and for good cause.

Students in the second, third, and fourth years of study are expected to complete their degrees in four consecutive years, unless special permission has been received from the Dean to pursue a longer program. The program must be completed within the six years (72 month) time frame under all circumstances. Exceptional or unusual circumstances such as: loss of job, severe health problem or personal tragedy may necessitate that they withdraw or seek a leave of absence. Leaves of absence should ordinarily not exceed one academic year. If student seeking to withdraw or obtain a leave of absence are to seek readmission, they must make a written request to the Dean specifying the reasons for their action. The Dean must approve such requests in writing and may impose reasonable conditions. Failure to comply will result in permanent exclusion from the law school.

Academic credit upon withdrawal shall be granted only for whole courses successfully completed.

All current tuition due must be paid in full to withdraw in good standing or taking a leave of absence.

## **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. Courses dropped after this date will receive a grade of W - Withdrawal.

## **Late Registration/Adding a Class**

Courses of study may be changed, new classes may be added, and new enrollments accepted through the end of the second week of the quarter. A signed withdrawal form submitted by the student to the Law Registrar's office is the only way that a change of course, new classes added, and new enrollments can be effective. No other process will be accepted as an official course change for tuition or grade adjustments

## **Academic Appeal**

A student who has been dismissed from the law school, or who has lost financial aid eligibility may appeal for reinstatement under the following conditions:

- a. Appeals may be made in the following circumstances;
  - i. Death of a member of the immediate family: father, mother, sister, brother, spouse, or child.
  - ii. The need to take care of a member of the immediate family
  - iii. Loss of job
  - iv. Financial distress
  - v. Illness.

- vi. Other traumatic event or serious hardship that prohibited the applicant from performing at a satisfactory level.
- b. The appeal must contain a description of the conditions leading to the lack of satisfactory academic progress
- c. The appeal must contain a description of how, and in what ways, the circumstances leading to unsatisfactory progress have been resolved, and that the student, and the University, can reasonably expect that the student will be able to achieve and maintain satisfactory progress.
- d. A student may be granted readmission or regain eligibility for financial aid only once.

## **Academic Restart**

A student who is not making satisfactory progress, and has sat out for one full quarter, may be allowed to restart the study of law. Such student must submit an appeal as described above and be granted a “restart” by the retention committee and the dean. If granted a “restart”, the student will be readmitted on probation and will regain eligibility for financial aid. If the student does not achieve and maintain satisfactory academic progress during the probationary quarter, the student will be dismissed and lose eligibility for financial aid. However, the program must still be completed within the maximum six-year (72 month) time frame, including the time spent during the first attempt.

## **Course Repetition**

Duplication of academic credit will not be granted for repetition of the same or substantially the same course, materials, or subject matter, whether earned at Drivon School of Law or any other law school.

Students who have dropped a course prior to the final examination or who have been dropped from a course for excessive absences may repeat the full course. A student may not repeat one quarter of a two/three quarter course. Students may not repeat a course completed at Drivon School of Law solely to raise their grade for that course. A student who fails a course may be required to repeat that course.

A student receiving a grade below 69 in a required course or elective course is eligible for a one-time retake of the course. The repeat grade will replace the previous grade in the GPA calculation. A student who receives a passing grade of 69 for a whole course is not eligible to retake the same course either for the granting of academic credit, or for advancement or graduation.

A student may under exceptional circumstances be permitted to repeat a class for which the student has received a failing grade when the class was graded on Pass/Fail option and credit is necessary for advancement or graduation. The Dean of the Law School may, for good cause

shown by the student, permit a course to be substituted for the originally failed course. The failing grade for the original course will not be removed from the student's transcript.

A student who withdraws in good standing or who takes a leave of absence will be permitted on readmission to repeat courses in which the student was formerly enrolled and in which final grades for the whole course had not been given. Interim or quarterly grades in such courses will be disregarded and the repeating student must complete anew the whole course.

## **Start Over from the Committee of Bar Examiners**

A student may be allowed a "Start Over" from the University and the Committee of Bar Examiners. However, financial aid availability and eligibility continue to be determined as of the date of the initial enrollment in the law school, not the date of the start over. A student may start over only one time at Drivon School of Law.

## **Maximum Time Frame**

A student has a maximum of six years (72 months), starting with the month in which they begin, to complete the study of law. This includes any repeats of classes or "Start Over".

## **Residence Requirements for Graduation**

At least 60 of the total of 120 quarter units required for graduation must be completed in residence at the Drivon School of Law in the last two academic years prior to graduation.

## **Graduation Requirements**

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.

## **Transcripts and Grade Reports**

The first transcript is provided at no charge; thereafter, a small fee for this service is charged per transcript. No transcript, certificate, diploma, or degree will be issued when there is an unpaid balance due and payable to the University or when a student has not provided the University with all necessary admission documentation.

Official transcripts of record will be sent to employers, colleges, and other institutions only upon written request by the student. A small fee for this service is charged. (See Schedule of Tuition and Fees, published separately.)

The official record, from which transcripts are prepared, contains a notation of any certificates or degrees conferred upon the student.

Grade reports are mailed to students showing the grade for work done by the student for each quarter.

## **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:

1. The right to inspect and review official school records
2. The right to challenge the correctness of these records
3. 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, class, and period of attendance. A student may restrict or prevent access to this information by any third party by requesting in writing that the Law Registrar not release this information.

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

## **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 to 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:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6924 FAX: (916) 263-1897  
Website: <http://www.bppe.ca.gov>

## **Sexual Misconduct**

Humphreys University is committed to offering a safe environment that promotes the furthering of higher education. Unfortunately, no educational institution can guarantee that no crime will occur.

Therefore, in accordance with California Education Code Sections 94385 and 67386, the following policy has been adopted in the event sexual assault, sexual battery, sexual exploitation, domestic violence, dating violence, stalking, or sexual harassment occurs on the campus or at events sponsored by the University.

It is of primary importance to provide assistance to victims and witnesses of these offenses. The University strongly recommends immediate reporting of sexual assault, battery, or harassment, or any other crime, to law enforcement authorities and to the University's administration. Immediate reporting will increase the likelihood of apprehending the perpetrator and in deterring additional assaults.

### ***Definition of Sexual Assault***

For the purposes of this policy, "Sexual Assault" includes rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Further, for purposes of this policy, rape includes two persons engaged in an act of sexual intercourse that is against the will of one of the people or sexual intercourse when one person is incapable of giving consent. Victims may be male or female.

Rape: the sexual penetration of the victim's vagina, mouth, or rectum without their consent. Rape involves penetration with the use of force or fear or threat of force or fear, or with an individual who is unconscious or physically powerless to give consent; or with a person who is otherwise incapable of giving consent, including situations where the individual is under the influence of alcohol or drugs and this condition was or should have reasonably been known to the offender.

Sexual battery: consists of unwanted and sexually offensive contact with an intimate body part of another person. Battery includes situations in which the accused engages in such contact with another person's body while the person is incapable of giving consent or resisting due to alcohol or drugs.

### ***Definition of Sexual Harassment***

Unwelcome sexual advances or unwelcome requests for sexual favors. Other unwelcome verbal or physical behavior of a sexual nature where submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment. It also includes conduct in which submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare. Also, conduct which has the purpose or effect of unreasonably interfering with an individual's welfare, academic, resident life, or creates an intimidating, hostile or offensive educational, living, or working environment.

Conduct that would constitute sexual harassment includes, but is not necessarily limited to: verbal conduct such as epithets, derogatory comments or slurs; visual displays such as derogatory or offensive posters, drawings or images; unwanted touching, blocking normal movement, interfering with study, work or activities; threats, demands to submit to sexual requests; retaliation for opposing, reporting or threatening to report harassment of or participating in related investigation, proceeding, or hearing.

### ***Definition of Consent***

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Failure to take reasonable steps to determine affirmative consent does not constitute consent. Silence or refusal to respond does not constitute consent. Affirmative consent is deemed NOT to have been freely given if an individual is intoxicated from alcohol, under the influence of any drug or other controlled substance, has lost consciousness, is asleep, is in shock, is in fear of assault, feels threatened, is not eighteen years of age, has not been given an opportunity to consent, is unable to communicate due to a mental or physical condition, or has acted or spoken in a manner indicating that he/she refused to consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## **Procedures for Victims**

### **Notification of Authorities**



If possible, the victim or witness should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it be paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance; therefore, a victim or witness should first go to a safe place. Once in a safe place, the police should be called immediately.

When reporting sexual assault or battery, stay as calm as possible and do not hang up until the authorities have all necessary information. The reporter of a sexual assault should give:

- I. Name and telephone number (of telephone from which call is made).
- II. Address and location where the victim or witness is located. The same information should be given for the location of the assault.
- III. The crime being reported and a brief statement of what has occurred.
- IV. Suspect information
  - a. Is the suspect's location known or has the suspect fled?
  - b. If the suspect has fled, in which direction last headed.
  - c. Description of the suspect:
    1. Male or female
    2. Race
    3. Approximate age
    4. Height
    5. Weight
    6. Hair color
    7. Eye color
    8. Description of clothing
  - d. If the suspect fled by vehicle
    1. Type of vehicle
    2. Color of vehicle
    3. License plate number - even if partial
    4. In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing worn by the victim at the time of the assault must be saved. The area where the assault occurred must not be disturbed.

### **Notification of University Administration**

Humphreys University administration should also be notified immediately that a sexual assault or battery has occurred. The victim should seek assistance and information from any available member of the administration or faculty. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both.

Under section 67383 of the California Education Code the University is obligated to notify local law enforcement of any reported Part 1 violent crime, sexual assault, or hate crime. The report shall be forwarded to local law enforcement without identifying the victim, unless the victim consents to being identified, having previously been informed of their right to have identifying information withheld. The University will honor the decision of an assault victim, but believes strongly that any sexual assault must be reported as soon as possible.

In the case of sexual harassment, the victim may pursue a formal complaint by filing a grievance under the University's Student Grievance Procedure. Students may elect not to file a report of any kind. However, it is important to understand that if they discuss such an incident with any University official, who would include any administrator or faculty member, the University is obliged by the Clery Act to investigate and keep and report records of the incident.

### **Location of Telephones**

Victims and witnesses of an assault can make emergency calls from telephones located on the University premises. Telephones are located in the administrative offices and in the University library. All offices are typically open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

### **Available Services**

A list of available services is available in the office of the Dean of Administration. Upon notification of the administration, a list of all services will automatically be given to any victim of sexual assault.

### **Confidentiality**

Information provided to the University shall be shared with other employees and law enforcement exclusively on a "need to know" basis. The University is required to attempt to honor any request for confidentiality, however it must also weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community. Confidentiality, therefore, cannot always be ensured. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to the Dean of Administration. The Dean shall have sole access to the file which will include information about events that have occurred and all future action that transpires.

In order to assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal, will be the responsibility of the dean.

No information will be released without the express consent of the victim, except upon court order. Should the University receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena. Absent legal incapacity, the information will not be released to the victim's family.

If you wish to talk to a person who can support you while maintaining confidentiality, in Stockton/San Joaquin Modesto you may contact the following:

Women's Center Youth and Family Services  
Sexual Assault 24-hour Hotline: 209.465.4997  
<http://www.womenscenteryfs.org/>

### **Academic Impact of Assault**

Every effort possible will be afforded the victim of an assault in relation to any academic difficulties that may arise as a result of the assault. The victim may discuss the options available with the Dean of Administration. These may include (but are not limited to) protection from disciplinary sanctions for a violation if the University's student conduct policy at or near the time of the incident, unless the University determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty, a leave of absence, tutoring, or extensions of time for completion of courses. Appropriate assistance will be determined by the dean in consultation with the student.

### **Institutional Recourse by Victim of Sexual Assault**

The victim of an assault has the option of filing a complaint with the Dean of Administration using the Humphreys University student complaint form. When the University determines, through its administrative process, that a violation has occurred, serious sanctions will be used to reasonably ensure that such actions are not repeated.

You may wish to report to the University to access support or to file a complaint against a University student, faculty or staff member who engaged in the unwelcome behavior. Please be aware that in most cases, any University employee who receives a complaint of this nature must report all pertinent information to a designated school officer charged with responding.

### **Legal Recourse by Victim of Sexual Assault**

#### **Criminal Action:**

The victim of an assault will receive information about any criminal prosecution against the person committing the assault. A sample crime report will be kept on file at the University and will be given to the student.

#### **Civil Action:**

Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

A list of telephone numbers for available legal services is maintained by the Dean of Administration.

### **Available Services**

#### **Stockton Campus**

##### ***Police***

Emergency contact number: 911

Non-Emergency police: (209) 937-8377

### ***Medical Services***

San Joaquin County General Hospital: (209) 468-6000

Dameron Hospital: (209) 944-5550

St. Joseph's Hospital: (209) 943-2000

### **Modesto Campus**

#### ***Police***

Emergency contact number: 911

Non-Emergency police: (209) 552-2470

#### ***Medical Services***

Memorial Hospital: (209) 526-4500

Doctors Medical Hospital: (209) 578-1211

Kaiser Permanente Medical Center: (209) 735-5000

#### ***Other Services***

Women's Center Sexual Assault Helpline: (209) 465-4997

Rape, Abuse, and Incest National Network: 1-800-656-HOPE

### **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 work place 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 work place 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 Work Place 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 Dean of Administration. All contacts are held in strict confidence. No student or employee should fear negative academic, economic, or other ramifications arising out of seeking assistance.

## **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.

## **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, personnel matters, financial aid programs, and other such university-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.

## **Course of Study**

<b>Course No.</b>	<b>Course</b>	<b>Units</b>	
<b>FIRST YEAR</b>			
LAW 100	*Intro to Law/Legal Writing	3	P/F
LAW 101	* Legal Research and Writing I	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	
<b>SECOND YEAR</b>			
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

LAW 310/311/312	* Constitutional I/II/III	9
LAW 320	* Wills	3
LAW 321	* Trusts	3
LAW 331	* Community Property	3
LAW 585	*Professional Training Program	9

## FOURTH YEAR

LAW 340/341/342	* Business Associations I/II/III	9	
LAW 350/351	* Remedies I/II	6	
LAW 430	* Advanced Legal Writing	3	P/F
LAW 410	* Criminal Procedure	3	

## ELECTIVES

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**Professional Training Program: Minimum 9 credit units. Maximum credit 15 units.**

*Satisfactory completion of 120 units is required for graduation.*

*\* Required Subjects*

*P/F = Pass /Fail grade*

## ELECTIVES

Course No.	Course	Units
LAW 330	Family Law	3
LAW 411	Taxation II	3
LAW 420	Estate and Gift Tax	3
LAW 432	Advanced Legal Analysis	3
LAW 440	Income Tax	3
LAW 460	Sales	3
LAW 470	Civil Trial Practice**	3
LAW 471	Criminal Trial Practice**	3
LAW 474	Moot Court **	3
LAW 480	Appellate Practice	3
LAW 500	Intro to Alternative Dispute Resolution	3
LAW 505	Administrative Law	3
LAW 510	Alternative Dispute Resolution	3
LAW 515	Bankruptcy	3
LAW 520	Conflict of Laws	3

<b>LAW 525</b>	<b>Creditor's and Debtor's Rights</b>	<b>3</b>
<b>LAW 526</b>	<b>Criminal Practice</b>	<b>3</b>
<b>LAW 530</b>	<b>Environmental Law</b>	<b>3</b>
<b>LAW 531</b>	<b>Educational Law</b>	<b>3</b>
<b>LAW 535</b>	<b>Juvenile Law</b>	<b>3</b>
<b>LAW 540</b>	<b>Labor Law</b>	<b>3</b>
<b>LAW 545</b>	<b>Secured Transactions</b>	<b>3</b>
<b>LAW 550</b>	<b>Workers' Compensation</b>	<b>3</b>
<b>LAW 555</b>	<b>California Pleading &amp; Practice</b>	<b>3</b>
<b>LAW 560</b>	<b>Agency</b>	<b>3</b>
<b>LAW 565</b>	<b>Advanced Torts</b>	<b>3</b>
<b>LAW 570</b>	<b>California Evidence</b>	<b>3</b>
<b>LAW 575</b>	<b>Local Government</b>	<b>3</b>
<b>LAW 576</b>	<b>Water Law</b>	<b>3</b>
<b>LAW 580</b>	<b>Special Topics in Practical Training**</b>	<b>2</b>
<b>LAW 581</b>	<b>Special Topics: Clinics**</b>	<b>1</b>
<b>LAW 585</b>	<b>Professional Training Program</b>	<b>1-3</b>
<b>LAW 610</b>	<b>Special Problems in Law</b>	<b>1-5</b>
<b>S700-S701</b>	<b>Seminars**</b>	<b>1</b>

**\*\*Professional Training Program LAW 585 may be satisfied with any of these courses.**

## **COURSE DESCRIPTIONS**

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

\*Required Subjects

**\*100                      Intro to Law/Legal Writing                      P/F 3 units**  
This course is a mandatory first year course with no prerequisites. The course consists of twelve three hour classes and is graded in a pass/fail basis. The course is designed as an introduction to the study of law and an orientation to law school in general. This 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. The course offers students the opportunity to perform writing assignments and to have those assignments critiqued by a professor with extensive feedback and a primary focus specifically on IRAC.

**\*101                      Legal Research and Writing                      P/F 3 units**

Introduction to the tools and methods of legal research. Use of Federal and California materials, including constitutions, statutes, cases and regulations. The use of print and electronic media.

- \*110, 111, 112                      Contracts I, II, III    3 units each**  
Formation of contracts; statute of frauds; interpretation; parol evidence; mistake; construction and legal operation of contracts; conditions; rights of third parties; assignments; joint and several contracts; breach of contracts; discharge and impossibility; illegal bargains; remedies; Uniform Commercial Code transactions.
- \*120, 121, 122                      Torts I, II, III    3 units each**  
Intentional torts such as assault, battery, false imprisonment, intentional infliction of emotional distress, trespass to land and chattels; negligence; strict and products liability; miscellaneous torts with a multiple basis of liability such as nuisance, misrepresentation, defamation, privacy.
- \*130, 131                              Criminal Law I, II    3 units each**  
**Prerequisite: LAW 100 with Passing grade.** 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.
- \*201, 202, 203                      Property I, II, III    3 units each**  
**Prerequisite: Minimum of 27 credits completed with Passing grade and/or concurrently enrolled in LAW 101.** This course introduces the concepts of property ownership and explores the social policies which shaped American law of property. The class 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 to be covered include aspects of 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 and easements, covenants and private controls of land use. Particular emphasis is placed on California law for those topics.
- \*210, 211, 212                      Civil Procedure I, II, III    3 units each**  
**Prerequisite: Minimum of 27 credits completed with Passing grade.** The legal process; jurisdiction and venue; pleading; amendment of pleadings; choice of law; pleadings; res judicata and collateral estoppel; judgment without trial; discovery; pretrial; trial (court and jury); judgment and post-trial motions; appeal and other review; remedies of judgment; creditor and judgment debtor. Course concentrates on Federal Rules of Civil Procedure, with some comparison to California law.
- \*220, 221                              Evidence I, II    3 units each**  
**Prerequisite: Minimum of 27 credits completed with Passing grade and/or concurrently enrolled in LAW 101.** 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, functions of judge and jury.
- \*230                                      Professional Responsibility    3 units**  
**Prerequisite: Minimum of 33 credits completed including LAW 210, 220.** 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 his professional relationship with the court, members of the bar, clients, and the general public. Preparation for the MPRE.

- \*310, 311, 312**                      **Constitutional Law I, II, III**                      **3 units each**  
**Prerequisite: Minimum of 27 credits completed including LAW 101.** Federalism and the historical continuum, special emphasis on commerce clause and the relationship of the States to one another and to the Federal government, powers and limitations on three branches of federal government, contract clause, and substantive due process; Individual rights, procedural due process (excluding constitutional aspects of criminal due process), equal protection of law, jurisdiction and standing.
- \*320**                      **Wills**                      **3 units**  
**Prerequisite: LAW 202, 212.** 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.
- \*321**                      **Trusts**                      **3 units**  
**Prerequisite: LAW 320.** Continued 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.
- 330**                      **Family Law**                      **P/F 3 units**  
**Prerequisite: LAW 331.** Dissolution of marriage; legal separation and nullity procedures; cohabitation contracts; adoption; child and spousal support and parent and child relationship.
- \*331**                      **Community Property**                      **3 units**  
**Prerequisite: LAW 202, 221.** Community property system; control and management; liability for obligations; characterization and division of property upon dissolution. Limit 30.
- \*340**                      **Business Association I - Agency**                      **3 units**  
**Prerequisite: Minimum of 27 units completed.** An examination of the law relating to private organization, including the law of agency, partnerships, and related legal entities. Included are the methods of creating agency and partnership relationships, the rights and liabilities of the parties, the form of governance, state and federal regulation, and current issues relating to agency and partnership law.
- \*341,342**                      **Business Association II, III-Corporations**                      **3 units each**  
**Prerequisite: LAW 340.** Continued examination of the law relating to private organization, including corporation and related entities. Included are the methods of creating corporations, the rights and liabilities of the parties, the form of governance, state and federal regulation, and current issues relating to corporate organization.
- \*350, 351**                      **Remedies I, II**                      **3 units each**  
**Prerequisite: Minimum of 75 units completed.** 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. Equitable liens, reformation, rescission, declaratory judgements, and damages are also included.

- \*410 Criminal Procedure 3 units**  
**Prerequisite: LAW 131.** Special problems in constitutional law. A study of constitutional law problems at both state and federal level with particular reference to recent decisions in criminal procedure.
- 420 Estate and Gift Tax P/F 3 units**  
 The gross estate, including inter vivos transfers includable in the gross estate; jointly held property; appointed property; life insurance, valuation, estate tax deductions and credits; taxable gifts; gift tax exclusions; relationship between income, estate and gift taxes.
- \*430 Advanced Legal Writing P/F 3 units**  
**Prerequisite: Minimum of 81 units completed including LAW 312, 432.** A course that affords the opportunity to research and draft points and authorities, pleadings, office memoranda and other documents. The course focuses on skills in research and analysis and teaches analytical and organizational skills required to develop all types of legal writings.
- 432\*\*\* Advanced Legal Analysis P/F 3 units**  
**Prerequisite: Minimum of 78 units completed.** This course is designed to provide law students with practical, methodical strategies for writing superior essay answers on areas of substantive law that may be tested on the California Bar Examination. Students will learn the process of effective issue spotting, organization and analysis on California Bar Examination essays. Students will develop knowledge and skill on a weekly basis through writing essay answers under timed conditions. \*\*\*Prerequisite for required course LAW 430 Advanced Legal Writing.
- 440 Income Tax P/F 3 units**  
**Prerequisite: Law 112, 201.** Taxable income, gross income, adjusted gross income, business and non-business deductions, credits, capital gains and losses, basis for depreciation and gain or loss, taxable and non-taxable exchanges.
- 460 Sales P/F 3 units**  
**Prerequisite: Minimum of 27 units completed including LAW 112.** A detailed study of Article 2 of the UCC including history of the UCC; formation of sales contracts; statute of frauds; parol evidence rule; warranty provisions of Article 2; performance problems in sales contracts; Buyer remedies; Seller remedies.
- 470 Trial Practice P/F 3 units**  
**Prerequisite: LAW 212, 221.** The study of techniques and strategy of presenting evidence, discovery, and trial. A typical trial situation is developed in which teams from the class represent the plaintiff and defendant, and plan, develop, and try a representative case in simulated court conditions.
- 471 Criminal Trial Practice P/F 3 units**  
**Prerequisite: LAW 131, 212, 221, 410.**  
 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 from the class represent the prosecution and defense, and plan, develop, and try a representative case in simulated court conditions.

- 472**                                 **Civil Trial Practice**                                 **P/F 3 units**  
**Prerequisite:** LAW 212, 221. 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 from the class represent the plaintiff and the defendant, and plan, develop, and try a representative case in simulated court conditions.
- 474 Moot Court**   **P/F 3 units**  
**Prerequisite: Minimum of 36 units completed including LAW 212, 221.** Appellate Advocacy 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 is two quarters long, with the Winter quarter focusing primarily on appellate procedure and the advocacy (oral argument), and the Spring quarter focusing primarily on persuasive appellate brief writing in addition to oral argument. The course will include lectures, in-class oral argument exercises, writing assignments, one or more guest speakers, and video demonstrations of oral arguments. Students will gain substantial practical experience in conducting oral arguments.
- 480**                                 **Appellate Practice**                                 **P/F 3 units**  
Motion, Writ and Appellate Practice—Preparation of Law and Motion issues, including 1538.5 PC; an overview of Writs and their drafting and argument; preparation of an appeal through team work. Guest lecturers from the staffs of court, government and private parties doing appellate review and writing.
- 505**                                 **Administrative Law**                                 **P/F 3 units**  
**Prerequisite: Concurrent enrollment with or LAW 210, 211.** A survey of administrative powers of procedure in various types of administrative action including investigation, rule-making and adjudication; the affect of administrative determination, the extent and methods of judicial control over such determination, with special reference to important Federal and California commissions.
- 510**                                 **Alternative Dispute Resolution**                                 **P/F 3 units**  
**Prerequisite: LAW 202,203,212,221,230.** An introductory course emphasizing the skills needed and the theories and methods used in negotiation and resolution of disputes. Emphasis is on negotiation, arbitration and mediation techniques, the legal application and procedures.
- 515**                                 **Bankruptcy**                                 **P/F 3 units**  
**Prerequisite: Minimum of 27 units completed.** Voluntary proceedings outside the courts, including moratoria, extensions, arrangements and assignments for benefits of creditors; state court receiverships, proceedings under the Bankruptcy Act. The latter include initiation of the proceedings, voluntary and involuntary; duties of a bankrupt, procedures subsequent to commencement in the typical wage-earner bankruptcy, discharge and dischargeability, and proposals for summary administration of a no-asset state.
- 520**                                 **Conflict of Laws**                                 **P/F 3 units**  
Study of the choice of law where multiple jurisdictions have interest in the litigation. Problems of the effects and enforceability of foreign judgments and decrees, of legal domicile, of divorce, and of actions for foreign wrong; property interest decedents estates; torts; legal capacity; marriage, marital interests; and contracts. Related topics.
- 530**                                 **Environmental Law**                                 **P/F 3 units**

**Prerequisite: LAW 202,203.** A survey of legal principles and policies relating to protection and enhancement of the physical environment. Particular attention will be given to common law doctrines and public rights and remedies; federal and state control programs for the field of air pollution, water pollution, noise, solid waste management, fish and wildlife resources; planning for federal, state and local administration agencies.

**531 Educational Law P/F 3 units**

**Prerequisite: Minimum 30 units completed.** This course focuses on judicial doctrine, statutory law, and administrative regulations affecting public schools in the United States. Topical coverage includes 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.

**535 Juvenile Law P/F 3 units**

**Prerequisite: None.** A comprehensive analysis of juvenile law as it evolved from its inception to the present system, including 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.

**540 Labor Law P/F 3 units**

A study of the law relating to union organization, recognition, and collective bargaining, with consideration of underlying social and economic factors involved; development, function, and administration of the collective-bargaining agreement, its scope and legal status; exemption of Federal and State legislation, and interpretations thereof, affecting collective bargaining; arbitration of grievances under collective-bargaining agreements; relations between unions and their members.

**542 Employment & Labor Law P/F 3 units**

**Prerequisite: None.** An examination of the legal implications inherent to employment, including creating the employment relationship, workplace discrimination, wage and hour requirements, employer benefits, freedom in the workplace, and terminating the employment relationship. Also included is an overview of labor law principles, including collective bargaining and union organization.

**550 Workers' Compensation P/F 3 units**

**Prerequisite: None.** This course includes evaluation of workers' compensation system, employer-employee relationships, injuries arising out of an in the course of employment, earnings, temporary disability benefits, permanent disability benefits, medical benefits, subrogation, procedure.

**565 Advanced Torts P/F 3 units**

Overview of issues commonly encountered in tort practice, with emphasis on California law, including medical and legal malpractice, emotional distress, business torts and bad faith, insurance issues, wrongful termination, wrongful death, apportionment of damages among multiple tortfeasors.

**575 Local Government P/F 3 units**

**Prerequisite: Minimum of 27 units completed.** This course is an elective course offered for students after their second year. The course is designed as an introduction to the study of

local government law. It consists of twelve three hour classes, and will be graded on a pass/fail basis.

**576 Water Law P/F 3 units**  
**Prerequisite: LAW 201 required, LAW 202 recommended.** This course will give a foundation in the basic concepts of water law, with a focus on California water law and current water issues throughout the state, including current issues concerning the San Joaquin–Bay Delta.

**580 Special Topics in Practical Training P/F 2 units**  
**Prerequisite: Minimum of 27 units completed.** In this course, students receive training on the practical aspects of the practice of law, including through supervised participation in various clinics which provide assistance to the public.

**584 Changing Court System P/F 3 units**  
**Prerequisite: Minimum of 59 units completed including LAW 131.** This course engages in a comparative analysis of the traditional “adversarial” approach to criminal justice issues and the recent trend toward “collaborative,” or “problem-solving,” justice. Examples of “collaborative” justice courts include drug courts, mental health courts, DUI courts, re-entry courts, veterans’ courts and community courts.

**585 Professional Training Program P/F 1-3 units**  
**Prerequisite: Minimum of 30 units completed including LAW 101. Student must be in good academic standing. Approval of Prof. Bakerink is required for enrollment.** Students are allowed to work in governmental or private law offices for unit credit. Student may receive one hour of credit for each 40 hours of participation in Clinic, Externships and all Professional Training Programs. A maximum of 12 units of credit can be earned of any course that applies towards PTP (see elective listing for reference).

Participants in the Externships and some PTP assignments require you to register with The California State Bar Committee of Bar Examiners through its Practical Training of Law Students Program. Registration requires completing a Student, Dean, and Supervising Attorney(s) form and submitting the completed forms together with the filing fee to the Los Angeles office of the State Bar. Forms are available on the California State Bar website. [www.calbar.org](http://www.calbar.org).

Approved clinical education units will be charged the same tuition rate as all other academic units.

**610 Special Problems in Law P/F 3 units each**  
**Prerequisite: Minimum of 27 units completed including LAW 112.** A course for advanced students. Any appropriate problem or group of problems in the field approved by the instructor in charge may be studied. Objectives, methods, and units of credit permitted will be determined by the instructor in charge. See below for previous courses offered:

Disability Law  
Senior Law/Social Security  
Sports Law

Intro to Immigration/International Law  
Senior Law/Workers Compensation

\*Required course.

\*\*\*Prerequisite for required course.

### **SEMINAR COURSES:**

The difference between a seminar and a regular class is that once enrolled in a seminar there is no refund available and you will receive only one unit per seminar. Each seminar will meet five times excluding the mid-term and finals weeks. You may sign up for one or both. There will be outside work and preparation. Additionally, as the guidelines for accredited schools require 80% attendance, only one absence is acceptable and then only with permission.

**S700 Collaborative Courts Seminar P/F 1 unit**

**Prerequisite: LAW 101,212, 221, 410.** This seminar reviews the national movement in the court system which changes the way supervision through probation and parole is supervised, a collaborative approach with the courts and the providers and supervisors working together. If you wish to enroll in PTP as a certified law student in the court system in San Joaquin County you must take this seminar either prior to enrollment or during the first quarter in which you enroll, or the first time thereafter when it is offered.

**S701 Business of Law Seminar P/F 1 unit**

**Prerequisite: Minimum of 97 units completed with passing grades and in your final year at Drivon School of Law.** This seminar will present all the requirements and planning that go into opening a law office. There will be instruction on licensing, insurance requirements, participation in group referrals, client trust funds, client interviews, mandatory file retention and numerous other aspects of the new office. Guest speakers will train on client relations, tax records required and public relations and promotion.