

The Taft University System

Taft Law School

William Howard Taft University

Consumer Information Guide

January 2023



Taft Law School

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This Guide is a Catalog Supplement to the Catalogs of Taft Law School and William Howard Taft University. Prospective students are advised to review this Guide in conjunction with their review of the General Catalog and the Catalog Supplement for the Degree Program.

The Taft University System has procedures to ensure that it does not misrepresent the nature of its educational programs. These procedures include a review of all website materials by the Director of Compliance to ensure that the information is accurate. If you find any information that you believe that is not accurate, please notify The Taft University System as directed in the next paragraph.

All institutions that participate in Federal Student Aid and Veterans Administration Programs are required to notify enrolled and prospective students and prospective employees regarding consumer information that is available to them. This document provides access to all of the required consumer information that you have the right to request and review. Where additional information is available, the specific location of the information is noted in each section. If you have any questions on the material in this Guide, you may contact the Director of Administration at the offices of The Taft University System.

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The Taft University System – Mission Statement

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

Taft Law School Institutional Objectives

Taft is committed to providing a quality legal education responsive to the needs of society, now and into the future. It is an objective of Taft to utilize advancing technologies in the delivery of its educational services. Students enrolling in the JDAT Program have many different career or personal goals. Many intend to practice law, but equal numbers elect to enter private enterprise or devote their lives to public service. Regardless of the career plans of graduates, a major objective of the JDAT Program is to prepare students for the California Bar Examination.

Each academic year consists of 48 weekly lesson assignments plus a three or four week review period. The majority of these assignments contain research/writing projects and/or quizzes which are submitted electronically and evaluated by faculty. The goal of the assignments, practice exams and quizzes are to teach students how to analyze and think in an analytical manner (i.e. a lawyer-like manner). Many of the assignments and exams are mirrored after the California Bar test.

Taft's objective is to teach the student not only the black letter law, but to prepare the student for the Baby Bar examination and the California General Bar examination.

It is Taft's goal to teach students to understand the law, exam writing techniques, and multistate (i.e., multiple choice) test taking skills which will breed success. This will give the student the skills needed to pass the California Baby Bar and California General Bar examination.

William Howard Taft University Institutional Objectives

It is an objective of the University to utilize advancing technologies in the delivery of its educational services.

Each academic year consists of three semesters and each semester consists of two eight week terms. Taft's objective is for each student to complete at least one course in every eight week term.

It is a goal of Taft University to move away from traditional static notion of "educational objectives" and point to the more dynamic revised Bloom's taxonomy which uses verbs rather than the nouns of the original taxonomy. These "action words" describe the cognitive processes by which thinkers encounter and work with knowledge.

The objective of the assignments, quizzes and exams is to teach students how to analyze and think critically.

Overview of The Taft University System

The Taft University System (hereinafter sometimes referred to the “University” or “TUS”) currently consists of two educational divisions *Taft Law School* and *William Howard Taft University*.

Prior to 2008, Taft Law School operated as a school within William Howard Taft University. As a result of a reorganization, which was reviewed and approved by faculty, regulatory bodies and its accrediting agency, Taft Law School and William Howard Taft University have become educational divisions of The Taft University System.

The Taft University System, which now has its principal location in Lakeview, Colorado, has been providing quality distance education programs to mature adults and professionals for four decades. Few people would have projected when it offered its first continuing education programs to certified public accountants in 1976, that The Taft University System would evolve into a nationally accredited distance learning institution.

This Guide is a resource. Other resources include the General Catalogs for Taft Law School and William Howard Taft University as well as the various Catalog Supplements. All are available for viewing and/or downloading through The Taft University System’s website (www.taftu.edu). In addition, every Taft Law School student will be provided with a Student Handbook which contains specific policies and procedures applicable to the student.

Should you require further information, assistance is only a phone call or e-mail away. Let us know how we may assist you in reaching your educational goals.

Sincerely,

The Taft University System Administration, Faculty and Staff

The Taft University System's Family Educational Rights and Privacy Act (FERPA) and Consumer Privacy Policy

Student records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students' records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena.

Education records are all records an institution maintains regarding a student.

Exception: The following are not interpreted as education records:

1. Personal records maintained by an individual; must be kept in the sole possession of the individual and are not accessible to others.
2. Records of a law enforcement unit of an educational institution.
3. Personnel records; records related to a person as an employee not used for any other purpose.
4. Medical records.
5. Records created after the student is no longer a student; alumni records.

Information Which May Be Disclosed

In compliance with FERPA, the following student record information may be disclosed by the University's designated representative without prior written consent of the student, a judicial order, or a lawfully issued subpoena.

- a. Dates of attendance at the University.
- b. Dates of admission to the University.
- c. University programs of study.
- d. University degree completion dates and types of degrees earned.
- e. Student's current enrollment status (full-time, part-time, withdrawn).
- f. Most recent previous institutions attended by students and degree(s) earned.
- g. Grade level (i.e. first semester graduate student, second year first professional degree student).
- h. Photographs.

Exception: If a student submits a written request that his or her directory information not be released, NO INFORMATION MAY BE RELEASED, absent a judicial order or a lawfully issued subpoena. A request of this nature is only valid throughout the student's term of enrollment.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they may obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student record systems.

Information Which Must Not Be Released:

In compliance with FERPA, the following student information shall not be released by the University without the prior written consent of the student, a judicial order or a lawfully issued subpoena. The student's signature on the written requests shall be verified before acting upon the request.

- a. Date and place of birth.*
- b. Home addresses, email addresses, and phone numbers.*
- c. Individual record number (IRN).**
- d. Class schedules.
- e. Employment information including: employer, position held, work address, or work phone number.
- f. Academic performance information, such as academic suspension, probation, disqualification or academic dishonesty charges.
- g. Admission information, including: test scores or entry grade point averages.
- h. Financial/accounting information.

*Rationale: Although this information may be disclosed without prior written consent according to FERPA, the University's policy is to maintain the confidentiality of this student information. The University will notify students to provide contact information directly to a third party when this information is requested.

**Rationale: Student IRNs, SSNs or FSA User ID's generally should not be released to a third party, unless it is necessary to perform a required task (i.e. Student Financial Agreement, FBI Request, etc.). These non-directory identifiers should not be released even with a signed FERPA Release form in order to avoid the risk of personal identity theft.

Exception: The University may release information to school officials with legitimate educational interest. The University may release information under the following conditions:

- a. School officials with legitimate educational interest.
 - b. Other schools to which a student seeks or intends to enroll.
 - c. Specified officials for audit and evaluation purposes.
 - d. Appropriate parties in connection with Financial Aid to a student.
 - e. Organizations conducting studies for or on behalf of the school.
 - f. Accrediting organizations.
 - g. To comply with a judicial order or lawfully issued subpoena.
 - h. Appropriate officials in cases of health and safety emergencies.
 - i. State and local authorities, pursuant to state law.
 - j. Information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act of 1994.
 - k. To the Attorney General of the United States or to his/her designee in response to an ex-parte order in connection with the investigation or prosecution of terrorism crimes specified in 2332b(g)(5)(5) and 2331 of Title 18, U.S. Code.
- a. A school official is defined as:
1. A person employed by the University in an administrative, supervisory, academic, research, or support staff position.
 2. A person employed by or under contract to the University to perform a task.
 3. A person serving on an institutional governing body or committee.
- b. A school official has a legitimate educational interest if they are:
1. Performing a task specified in their job description/contract.
 2. Performing a task related to a student's education.
 3. Providing a service or benefit relating to the student or student's family.
 4. Representing a school in which a student seeks to enroll; and then only after notification has been attempted to the student.
 5. Federal and State authorities auditing compliance of Federal or State-Support programs.
 6. Disclosing information in connection with financial aid; to determine financial aid eligibility; amount of aid, conditions for the aid, or to enforce the terms of conditions of the aid.

7. State and local officials complying with laws in effect prior to 1974 requiring disclosure.
8. Performing studies on behalf of educational institutions.
9. Accrediting organizations carrying out their function.
10. Complying with a judicial order or lawfully issued subpoena; provided notification to the student is made before complying with the subpoena.
11. Performing responsibilities as committee members.

c. Students shall have reasonable access to their University records and may request to review their educational records and may challenge the contents of their educational records which they feel to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.

d. The University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. Student has an unpaid financial obligation with the University.
2. There is an unresolved disciplinary action against the student.

e. Under FERPA, schools may charge a reasonable fee for this service. The current fee for copies is \$10.00 per transcript, depending on the Program, and/or .25¢ per page for all non-transcript related material.

f. Students have the right to request in writing a copy of the University's FERPA policy.

g. With respect to FERPA matters, students have the right to file a complaint with the Family Policy Compliance Office in Washington, D.C. Inquiries should be directed to:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

h. For a period of 25 years following the death of a student, requests for education records on deceased students must have written authorization from the estate executor. Beyond this time, requests for these records may be released to anyone after review and approval from the Registrar's Office.

Procedure

Students alleging that their University records are inaccurate or misleading, or who allege violations of the Family Educational Rights and Privacy Act of 1974, may present their challenges to the University Registrar.

Students have the right to correct record keeping errors, but not to seek to overturn administration decisions and/or assessments. The Registrar shall review students' challenges and when appropriate amend students' records accordingly. Students will be notified within 15 days of the Registrar's actions and based on the action may request a formal hearing.

a. Student must submit a request for amendment in writing to the Registrar identifying the specific portion of their record they want changed and why they believe it's inaccurate or in violation of his/her privacy. The Registrar will respond to the request within 15 days.

b. If the University denies the request to change the record, the Registrar will notify the student of the decision and advise them of their right to challenge the information.

c. Students request for a formal hearing must be made in writing and submitted to the attention of the Registrar at the offices of the University. The Registrar will arrange for a hearing, and notify the student in advance, of the date, place, and time of the hearing. Students may present relevant evidence and may be assisted or represented at the hearings by one or more persons of their choice, including an attorney, at the student's expense.

d. The University shall be represented by a hearing panel appointed by the Director of Administration of the University. The panel shall consider all relevant evidence supporting students' allegations of inaccurate or misleading information in students' records. Decisions of the panel will be final.

e. The University will prepare a written decision based on evidence presented at the hearing and will include a summary of evidence presented and the rationale for the decision.

f. If the University decides that the challenged information is not misleading, inaccurate, or in violation of the student's privacy rights, it will notify the student of their right to place in the record a statement commenting on the challenged information or a statement of reasons for disagreeing with the decision.

g. The statement will be maintained as a part of the student's record as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.

h. If the University decides the information is inaccurate or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Exception: Students may not inspect and review the following records absent a judicial order or legally issued subpoena:

1. Confidential letters and recommendations for which they have waived their rights of inspection.
2. Educational records containing information about more than one student (access is permitted only to that part of the record concerning the inquiring student).
3. Records of instructional, supervisory, administrative and certain educational personnel which are in the possession of the originator.
4. Records connected with an application to attend the University if the Application was denied. (i.e., a student is enrolled in an undergraduate program and applies for admission to a graduate program but is denied.)
5. The University cannot deny students access to their records. Copies do not need to be provided, absent a judicial order or a lawfully issued subpoena unless by not providing copies, the student's rights are denied.

Exception: The University may release foreign transcripts to students because original transcripts from institutions in other countries may be difficult or impossible for students to replace.

Requirement to Submit Transcripts of Prior Education

The Taft University System is required to verify, through the evaluation of official transcripts that an applicant is eligible to be enrolled in a program. The deadline for submission of transcripts is as follows:

- Taft Law School - All official transcripts of pre-legal education must be submitted within 30 days of the start of courses.
- William Howard Taft University - All official transcripts required for admission must be submitted within 30 days of the start of courses.

Policy for Evaluation of Credit

All students must provide Taft Law School (Taft) with official school transcripts. Taft will verify through the official transcript/transcripts that an applicant is eligible to be enrolled in the law program. A student can transfer credits from another law school and it is generally accepted. However, how many credit units are awarded is determined by the California State Bar with a maximum allowed of 50% credit value assigned by the original institution. No credit will be accepted for courses in which the student has received a grade lower than C minus.

Requirement to Submit Photographic Identification

The Taft University System is required to verify the identity of all of its students. To do this, students are required to submit a copy of government issued photographic identification within 30 days of the start of courses.

Student Financial Aid Consumer Information 2022-2023

This section is applicable to students seeking Federally insured student loans. Students not seeking such loans can skip to page 14 (Prior Loan Deferments).

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education. The Taft University System participates in the Federal Direct Loan Program for its Juris Doctor-Attorney Track Program, Juris Doctor-Executive Track Program, Master of Business Administration Program, Doctor of Education Program, Education Specialist Program, Master of Education Program, and Master of Public Administration Programs only. (The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans. **It is important to note that students enrolled in all other University programs (including the Juris Doctor-Attorney Track *Independent Study* Program, the Juris Doctor-Executive Attorney Track *Independent Study* Program, Bachelor of Science in Business Administration Program, Master in Science in Taxation Program, and Master of Laws in Taxation Programs) are NOT eligible for these loans.**

The University does **NOT** participate in the following Federal Aid Programs:

Federal Perkins Loans,
Federal Pell Grant,
Academic Competitiveness Grant,
National SMART Grant, and
Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Grant offers. Student eligibility is not need based or credit based. Additional information on Grants may be found on the Taft University System's websites.

- For Purposes of counting semester units for completed undergraduate coursework, the financial aid office will accept 60 semester units as completed for those students who have earned either an Associate's of Science or an Associate's of Arts Degree from an Accredited institution.
- If a student has completed other undergraduate coursework beyond an Associate's of Science or an Associate's of Arts Degree from an accredited institution, at the same or any other accredited institution, the financial aid office will only accept and count units completed with a grade of C- or higher. However, if student's cumulative GPA is 2.00 or higher we will count units with a grade of D or higher. If the Bar has previously accepted any units with a grade of D or higher, we will count those units as well.

Student Rights and Responsibilities

Students receiving Federal Student Aid have varying rights and responsibilities. These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, University aid programs , and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the students educational expenses related to their enrollment in The Taft University System eligible programs.

Application Process

Students may apply for student financial aid after submitting an application for admission to the Admissions Office. The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans) if applicant is a first time borrower, has discharged loans, paid off all prior loans, or previous MPN has expired
- Entrance Counseling Form if applicant is a first time borrower, has discharged loans, or has paid off all prior loans
- Taft University System Enrollment Agreement documents
- If necessary, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level. If a student has received Federal Student Aid at another institution before enrolling at Taft Law School, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid at Taft.

We highly recommend following our online financial aid process listed on our website at <https://www.taftu.edu/financial-aid>. This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Verification

A student may be chosen to participate in the verification process of information submitted on his or her FAFSA. Students will be selected by the Department of Education's Central Processor (CPS), following procedures established by federal regulations. The CPS prints an asterisk next to the EFC on the ISIR, SAR or SAR Acknowledgement to identify students who have been selected for verification. If a student is selected for verification, the University will usually request the student to complete a verification worksheet. An IRS Transcript may also be required. Additional documents may be requested by the University to complete the verification process. Student will receive written notification from the University of verification requirements and the timelines for completion of the process.

Verification must be completed within 2 weeks of notification from the University. Corrections involving the federal processor must be made prior to the Federal Student Aid Report (SAR) correction deadline. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid and the tuition balance becomes due immediately.

Any conflicting information, even if the ISIR is not selected for verification, must be resolved before federal student aid may be disbursed.

Students will be notified of any changes needed to be made to an ISIR because of the verification process. Any information which requires a change to the ISIR will be made with the student's authorization. A student who becomes aware of the need for a change to the ISIR should notify the Office of Student Finance so the necessary correction can be made.

Should the student receive a payment and then withdraw from the University and this withdrawal results in an overpayment; the Office of Student Finance will complete a Return of Title IV Funds and notify the student of his/her responsibility in making repayment.

Federal Student Aid Programs

Federal Direct Loans

Federal Direct Loans are received from the federal government. The loans students receive will be subsidized and/or unsubsidized.

A *subsidized* loan is awarded on the basis of financial need. Student will not be charged any interest before student begins repayment or during deferment periods. The federal government subsidizes the interest during these periods.

An *unsubsidized* loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates.

The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on student's status of dependent undergraduate, independent undergraduate, or a graduate student. A student whose parent cannot obtain a PLUS loan is allowed to borrow additional unsubsidized Stafford amounts. Student's dependency status will be determined based on his or her answers to questions on the FAFSA.

Federal Direct Stafford Loan Limits

Annual Loan Limits for Subsidized and Unsubsidized Federal Direct Stafford Loans

| | Dependent Undergraduate Student | Independent Undergraduate Student | Graduate/Professional Student [90+ Semester Units] |
|--|--|---|---|
| 1st Year [Semester Units 0-29] | \$5,500—No more than \$3,500 of this amount may be in subsidized loans | \$9,500—No more than \$3,500 of this amount may be in subsidized loans. | \$20,500 in Direct Unsubsidized Loans per academic year. Graduate and professional students are not eligible to receive Direct Subsidized Loans. |
| | | | * knowledge-center_fsa-handbook_2022-2023_vol3_ch5-direct-loan-periods-and-amounts.pdf |
| 2nd Year [Semester Units 30-59] | \$6,500—No more than \$4,500 may be in subsidized loans | \$10,500—No more than \$4,500 of this amount may be in subsidized loans. | . |
| 3rd and 4th Year (each) [Semester Units 60-89] | \$7,500—No more than \$5,500 may be in subsidized loans | \$12,500—No more than \$5,500 of this amount may be in subsidized loans. | |
| Maximum Total Debt from Stafford Loans Upon Graduation | \$31,000—No more than \$23,000 of this amount may be in subsidized loans | \$57,500—No more than \$23,000 of this amount may be in subsidized loans. | \$138,500—No more than \$65,500 of this amount may be in subsidized loans. The graduate debt limit includes Stafford Loans received for undergraduate study. |

Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.

Interest rates for new subsidized Stafford Loans for undergraduate students disbursed on or after July 1, 2009:

| First disbursement of a loan: | | Interest rate on the unpaid balance |
|-------------------------------|--------------------|-------------------------------------|
| Made on or after | Made before | |
| July 1, 2011 | July 1, 2013 | 3.40 percent |
| July 1, 2013 | July 1, 2014 | 3.86 percent |
| July 1, 2014 | July 1, 2015 | 4.66 percent |
| July 1, 2015 | July 1, 2016 | 4.29 percent |
| July 1, 2016 | July 1, 2017 | 3.76 percent |
| July 1, 2017 | July 1, 2018 | 4.45 percent |
| July 1, 2018 | July 1, 2019 | 5.05 percent |
| July 1, 2019 | July 1, 2020 | 4.53 percent |
| July 1, 2020 | July 1, 2021 | 2.75 percent |
| July 1, 2021 | July 1, 2022 | 3.75 percent |
| July 1, 2022 | July 1, 2023 | 4.99 percent |

Interest rates for new Federal Direct Subsidized and Unsubsidized Loans for graduate students disbursed on or after July 1, 2008 up until July 1, 2012:

| First disbursement of a loan: | | Interest rate on the unpaid balance |
|-------------------------------|--------------------|-------------------------------------|
| Made on or after | Made before | |
| July 1, 2008 | July 1, 2009 | 6.80 percent |
| July 1, 2009 | July 1, 2010 | 6.80 percent |
| July 1, 2010 | July 1, 2011 | 6.80 percent |
| July 1, 2011 | July 1, 2012 | 6.80 percent |

After July 1, 2012, the Department of Education no longer offers the Federal Direct Subsidized Loans for graduate level students going into a graduate level program. However Federal Direct Unsubsidized Loans will still be offered.

Interest rates for new Federal Direct Unsubsidized Loans for graduate students disbursed on or after July 1, 2012:

| First disbursement of a loan: | | Interest rate on the unpaid balance |
|-------------------------------|--------------------|-------------------------------------|
| Made on or after | Made before | |
| July 1, 2012 | July 1, 2013 | 6.80 percent |
| July 1, 2013 | July 1, 2014 | 5.41 percent |
| July 1, 2014 | July 1, 2015 | 6.21 percent |
| July 1, 2015 | July 1, 2016 | 5.84 percent |
| July 1, 2016 | July 1, 2017 | 5.31 percent |
| July 1, 2017 | July 1, 2018 | 6.00 percent |
| July 1, 2018 | July 1, 2019 | 6.60 percent |
| July 1, 2019 | July 1, 2020 | 6.08 percent |
| July 1, 2020 | July 1, 2021 | 4.30 percent |
| July 1, 2021 | July 1, 2022 | 5.28 percent |
| July 1, 2022 | July 1, 2023 | 6.54 percent |

Interest rates for new Federal Direct Grad Plus Loans for graduate students disbursed on or after July 1, 2008:

| First disbursement of a loan: | | Interest rate on the unpaid balance |
|-------------------------------|--------------------|-------------------------------------|
| Made on or after | Made before | |
| July 1, 2010 | July 1, 2011 | 7.90 percent |
| July 1, 2011 | July 1, 2013 | 7.90 percent |
| July 1, 2013 | July 1, 2014 | 6.41 percent |
| July 1, 2014 | July 1, 2015 | 7.21 percent |
| July 1, 2015 | July 1, 2016 | 6.84 percent |
| July 1, 2016 | July 1, 2017 | 6.31 percent |
| July 1, 2017 | July 1, 2018 | 7.00 percent |

| | | |
|--------------|--------------|--------------|
| July 1, 2018 | July 1, 2019 | 7.60 percent |
| July 1, 2019 | July 1, 2020 | 7.08 percent |
| July 1, 2020 | July 1, 2021 | 5.30 percent |
| July 1, 2021 | July 1, 2022 | 6.28 percent |
| July 1, 2022 | July 1, 2023 | 7.54 percent |

The Federal Direct Loan Program does charge an origination fee, which is taken out of the loan proceeds by the federal government. However, as part of the changes to the student loan programs made by the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, the origination fee for Direct Subsidized Loans and Direct Unsubsidized Loans was reduced. For more information on loan terms, refer to the “Borrower’s Rights and Responsibilities” section of the Federal Stafford Loan Master Promissory Note (MPN).

The origination fees for Federal Direct Subsidized Loans and Direct Unsubsidized are:

| First disbursement of all Federal Direct Subsidized & Unsubsidized Loans: | | |
|--|--------------------|-----------------------------|
| Made on or after | Made before | Loan Origination Fee |
| July 1, 2012 | July 1, 2013 | 1.000 percent |
| July 1, 2013 | December 1, 2013 | 1.051 percent |
| December 1, 2013 | October 1, 2014 | 1.072 percent |
| October 1, 2014 | October 1, 2015 | 1.073 percent |
| October 1, 2015 | October 1, 2016 | 1.068 percent |
| October 1, 2016 | October 1, 2017 | 1.069 percent |
| October 1, 2017 | October 1, 2018 | 1.066 percent |
| October 1, 2018 | October 1, 2019 | 1.062 percent |
| October 1, 2019 | October 1, 2020 | 1.059 percent |
| October 1, 2020 | October 1, 2022 | 1.057 percent |
| October 1, 2022 | October 1, 2023 | 1.059 percent |

The origination fees for Federal Direct Grad PLUS Loans are:

| First disbursement of all Federal Direct Grad Plus Loans: | | |
|--|--------------------|-----------------------------|
| Made on or after | Made before | Loan Origination Fee |
| July 1, 2012 | July 1, 2013 | 4.000 percent |
| July 1, 2013 | December 1, 2013 | 4.204 percent |
| December 1, 2013 | October 1, 2014 | 4.288 percent |
| October 1, 2014 | October 1, 2015 | 4.292 percent |
| October 1, 2015 | October 1, 2016 | 4.272 percent |
| October 1, 2017 | October 1, 2018 | 4.264 percent |
| October 1, 2018 | October 1, 2019 | 4.248 percent |
| October 1, 2019 | October 1, 2020 | 4.236 percent |
| October 1, 2020 | October 1, 2022 | 4.228 percent |
| October 1, 2022 | October 1, 2023 | 4.228 percent |

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN), if required, to the Department of Education, the School will retrieve and review the information and then an estimate award letter and award letter will be prepared and sent to the student. The estimate award letter and award letter will inform the student of the types (subsidized, if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes. Any changes and/or breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed.

Loans for Taft Law School (TLS) are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. TLS will disburse the loan in two installments, with the first half disbursed approximately 38 days after the beginning of the academic year and the second half disbursed at

approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined and has met all class requirements as outlined in the Syllabi. No mid-terms/and or class work should be completed prior to schedule date in Syllabi in order to request Financial Aid excess funds.

Loans for William Howard Taft University are processed every semester. William Howard Taft University will disburse the loan proceeds after 30 days of continual enrollment.

Entrance counseling will be provided to first time Federal Direct Loan borrowers before the first disbursement of a loan will be made, and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

Federal Direct PLUS Loans

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. The terms and conditions applicable to the Parent PLUS Loan also apply to Graduate PLUS loans. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Financial Aid Entrance and Exit Counseling

Students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program or Federal Family Education Loan (FFEL) Program, have discharged loans, or have paid off prior loans are required to complete entrance counseling.

Entrance counseling will include an explanation of the use of an MPN, the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to a borrower's rights and responsibilities, as well as other terms and conditions. Loan exit counseling will be provided when student completes his or her course of study or withdraws from the University.

Entrance Counseling

Entrance counseling is completed by the student who will review the following information on the U.S. Department of Education's website. The student must take and pass a quiz regarding entrance counseling information.

- Information will be provided in reference to the seriousness and importance of the repayment obligation. Although payment coupons or billing statements may be sent as a convenience for the borrower, not receiving them does not relieve the borrower of his or her obligation to make payments.
- The counseling information provided will describe the likely consequences of default, including adverse credit reports. Federal offset and litigation. In addition, charges might be imposed for delinquency or default, such as the lender's or guarantor's collection expenses (including attorney fees). A defaulter is no longer eligible for any deferment provision, if he or she would otherwise qualify. Finally, a defaulter's federal and state tax refunds may be seized and wages garnished and the borrower loses eligibility for any further funding from the student financial aid programs.
- The multi-year feature of the Master Promissory Note (MPN) will be explained indicating that students will be able to obtain additional loans from the Direct Loan programs without having to sign a new promissory note for each period of enrollment. If student enrolling with the University has an existing MPN, they will need to sign an MPN Authorization. Student will be required to complete a new MPN if he or she is a first time borrower, has discharged loans, has paid off all prior loans, or existing MPN is expired.
- Information will be provided about Graduate PLUS loan eligibility for graduate degree students, and include the requirement that students must have applied for the annual loan maximum under the Federal Direct Subsidized and Unsubsidized Loan Program. Students must also complete the Free Application for Federal Student Aid (FAFSA), PLUS Credit Counseling, and the PLUS MPN. It will be explained during entrance counseling that

the student borrower is obliged to repay the full loan even if he or she doesn't finish the program, can't get a job after graduating, or is dissatisfied with the University's educational program or other services.

- The student should be aware that all forms of aid (i.e. scholarships, grants and loans) are considered when determining a student's eligibility for federal student aid. The student should be informed of the Cost of Attendance for their program. Information that the Expected Family Contribution from the ISIR, is then deducted from the Cost of Attendance to arrive at the student's need, must be given to each student. Any scholarship that the student receives is then deducted and the remaining need may be filled with student loans.
- The student must be made aware of the office to contact when he/she wishes to withdraw. An exit interview will be conducted by the Office of Student Financial Aid. A student, who does not complete a program within the required time frame and is asked to leave the school, must complete an exit interview with the Financial Aid Office. The name of the person to contact should the student wish to withdraw, must be provided to the student.
- A student may access NSLDS through the website, <https://nslsdfap.ed.gov/login>. The student will need his/her FSA User ID to receive access to this site. This website has a listing of all loans that a student received at all schools that the student attended.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- The counseling process will stress the student's obligation to keep the lender informed about address changes, changes in enrollment, name changes or changes in a Social Security Number. A student is required to inform the lender when he or she graduates, changes schools or withdraws from the school.
- The borrower will be reminded of the refund and other policies that may affect withdrawals and the status of Direct Loans.
- The importance of keeping loan records will be stressed to assist in referencing school and lender documents.

Exit Counseling

Some of the information presented at the entrance counseling session will again be presented during the exit counseling.

- Several topics that were present in the entrance counseling will be reviewed during exit counseling to include the consequences of default and the importance of the repayment obligation, the use of the MPN and the obligation to repay the loan even if the borrower drops out, doesn't get a job, or is otherwise dissatisfied with the quality of the University's education programs and services.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- A comparative analysis of each payment plan including actual payments as compared to average payments. The following website allows the student to enter the amount of each type of loan borrowed into a form and the website will calculate the payments under each payment plan: www.studentaid.gov The average payments are contained in the Exit Counseling Guide for Direct Loan Borrowers.
- Terms and conditions to obtain full or partial loan forgiveness or discharge:
Discharge refers to cancellation of a loan, even one in default, due to a school closure, false certification, the student's death or total and permanent disability.
- Cancellation or sometimes forgiveness of a loan is based on the borrower performing certain types of service such as teaching in a low-income school. A defaulted loan cannot be cancelled based on qualifying service.

Terms and conditions to obtain a full or partial loan forgiveness or discharge may be reviewed by going to the website <http://studentaid.ed.gov/>. This same website can be used to view the terms and conditions to obtain deferment and forbearance.

- The exit counseling will review the options for loan repayment, such as the standard, extended, graduated and income-contingent plans. The option of consolidating loans will also be provided.
- In addition to a review of debt management strategies, the counseling will reinforce the availability of forbearance, deferment and cancellation for certain situation and indicate that in most cases the borrower must start the process by applying to the lender.
- Prepayment: Should a student be in a position where he/she can pay the loan in its entirety, he/she has the option to do that at any time. A student may request a shorter repayment schedule or change repayment plans at any time as long as the student is not in default.
- A student must repay his/her loan even if he/she did not complete the program or did not complete the program within the regular completion time of that program, is unable to obtain employment, or is dissatisfied with the education received.
- Exit counseling will also explain the availability of loan information on NSLDS and the availability of the FSA Ombudsman's office. The borrower's loan history can be viewed online at the Website for the National Student Loan Data System (FSA User ID required for access). The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the University, company, agency or office involved. If the borrower has made a reasonable effort to resolve the problems through normal processes and has not been successful, he or she should contact the FSA Ombudsman.
- Exit counseling will include a request to obtain the borrower's expected permanent address after leaving the University, the address of the borrower's next of kin and the name and address of the borrower's expected employer. The University will also request changes in the borrower's name, address, Social Security Number, or references, and will obtain the borrower's current driver's license number and state of issuance.
- A student who fails to make loan payments on time or if the student defaults on his/her loans, the consequences are serious:
 1. The entire unpaid balance and accrued interest on the loan would be immediately due and payable.
 2. Deferment options are lost
 3. No further federal student financial aid may be received
 4. The account will be turned over to a collection agency, increasing the total debt by late fees, additional interest, court costs, collection fees, attorney's fees and other costs
 5. The debt will be reported to credit bureaus as delinquent which may damage the student's credit rating
 6. The federal government can take your federal tax refunds.
 7. The employer, at the request of the federal government can withhold (garnish) part of your wages and give them to the federal government.
 8. The Federal Government may take legal action.

Effects of Loan Consolidation:

The interest rate on a consolidation loan is the weighted average of the interest rates on the loans being consolidated.

Depending on the loan amount, Consolidation loans can be repaid over 10-30 years. This may be longer than the repayment period on your current loans. A longer repayment period means a lower monthly repayment but it also means that you will be paying more interest over the life of the loan, so your total repayment amount will be higher. If you are comfortable with higher monthly repayments, you have the right to ask for a shorter repayment period. You can also choose to prepay the loan.

A student may consolidate student loans that are in their grace period as well as loans that are in repayment. However, you lose the benefit of any remaining grace period. There is no grace period on a Consolidation loan and the first payment will usually be due within 60 days of the day of disbursement.

The same deferment and forbearance provisions are available, as for a Stafford Loan (in particular the in-school deferment and the unemployment and economic hardship deferments).

Consolidation loans do not have a cancellation/forgiveness provision for teachers at low-income schools or for child-care providers. However, all of the other cancellation provisions that are available for a Stafford Loan are also available with a Consolidation loan, including permanent disability, unpaid school refund, forgery of aid documents and attending a school that closed.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The University updates students enrollment status in NSLDS every 60 days.

The student may, at any time, go into NSLDS, through the following website: http://www.nsls.ed.gov/nsls_SA/. The student must have his/her FSA User ID to receive access. NSLDS has the most up-to-date information on student loans.

Application of Funds to Student's University Account

Through completion of the Federal Direct Loan Master Promissory Note, the student will have authorized the University, to apply federal funds to his or her University account. The funds must be applied to the student account within 3 days of receipt from the Federal Government. If student is eligible to receive any remaining funds, the excess funds will be mailed via Certified 1st Class Mail to the student's address of record to the student in the form of a check. At that time, the student will be notified of the disposition of the funds that the University retained. The University must disburse excess loan funds to the students within 14 days.

Prior Loan Deferments

Taft Law School and William Howard Taft University students are eligible to defer repayment of existing federally insured student loans during their enrollment period. Students enrolled in any University System programs are eligible for this benefit.

There is no charge for the completion of loan deferral forms. Deferment forms should be obtained from the loan servicer. Students must submit all deferment forms to the Financial Aid Office. The loan servicer will make the final determination of granting the deferment request.

Students receiving federal education loans may also obtain deferments while serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field on community service. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

Financial Policies and Procedures

Payment Policies

Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student's Enrollment Agreement. All tuition, fees and payment policies are determined prior to enrollment and outlined in the enrollment documents.

DANTES Reimbursement

The Taft University System participates in tuition assistance (TA) for those who serve in active military. Our programs and courses offered are listed on the Defense Activity for Non-Traditional Education Support (DANTES) website. In certain situations, spouses of military personnel may also be eligible for education assistance benefits.

Tuition assistance policy questions must be directed to the respective branch of Service. Information regarding tuition assistance (TA) for each branch of service can be found on the [DANTES Website](#). The first step is to contact the military educational counselor to discuss the program options and the TA approval process. Please contact the University's [Financial Aid Office](#) with any questions your counselor cannot answer.

Department of Veterans Reimbursement

William Howard Taft University is approved to participate in VA education programs.

Veterans can discuss eligibility directly with a VA education representative, using a toll free number 888-442-4551. They will answer your questions and provide instructions on the application process.

You can visit the VA web address to either print off application forms or apply online using VONAPP: <http://vabenefits.vba.va.gov/vonapp/main.asp>

You can also review information on the GI Bill website: <http://gibill.va.gov/>

Taft Law School has not been approved to participate in VA education programs.

Overpayment of Federal Funds

In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Aid Office. A student is not obligated to return a grant overpayment of less than \$25 and is therefore, eligible to receive FSA funding if the student returns to the University. A student is liable for an overpayment of less than \$25 when that amount is a remaining balance. A remaining balance occurs when the overpayment amount was originally \$25 or more, but it is now less than \$25 because the student has made payments.

Post-Withdrawal Disbursement

If the total amount of FSA funds the student earned as calculated under the Return of Title IV funds policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of FSA funds. The University will offer any loan amount to a post-withdrawal disbursement that is due within 180 days of the date that the University determined that the student withdrew by providing a written notification that will include the following:

- The type and amount of FSA funds that make up the post-withdrawal disbursement that is not credited to the student's account.
- The type and amount of FSA funds that have been credited to the student's account.
- An explanation that the student or parent may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- A request for confirmation to credit loan funds to the student's account. If the confirmation is not provided, the student and/or parent, for a parent PLUS loan, may not receive any loan funds as a direct disbursement unless the University concurs.
- Information in reference to the student and/or parent's (for a parent PLUS loan) obligation to repay the FSA loan funds if disbursed.
- An explanation that no post-withdrawal disbursement will be made if the student and/or parent, for a parent PLUS loan, do not respond within 14 days of the letter date.

If the student and/or parent, for a parent PLUS loan, respond to the University's notice within 14 days and instruct the University to make all or a portion of the post-withdrawal disbursement, the funds will be requested and disbursed in the manner specified in their response within 180 days of the date of the University's determination that the student withdrew. If the student and/or parent do not respond to the University's notice, the post-withdrawal disbursement of grant funds will be made only for appropriate outstanding charges.

Requirements for Officially Withdrawing from Taft Law School or William Howard Taft University

Any student who may find it necessary to interrupt their studies by withdrawing from any program should follow the procedures set forth in their Enrollment Agreement. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies the University, in any manner, of his or her intention to withdraw.

It is recommended, but not required, that a student contacts Student Services prior to requesting a withdrawal to investigate possible alternatives such as requesting a leave of absence or restarting a semester or academic year.

Student Rights and Grievances

In addition to the specific policies outlined in the Student Handbook regarding harassment and appeals for reevaluation of grades, The Taft University System, which operates William Howard Taft University and Taft Law School (hereinafter called the "University"), provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved.

Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint or grievance.

1. **Informal Resolution:** The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.
2. **Formal Grievance Filing:** If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. Current students should use the Request and Appeal Form. A copy of this form, which may be reproduced, is included as Exhibit "B" of the Student Handbook.

A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation.

The Director of Student Services will conduct an initial review of the grievance and convene the faculty, Associate Dean, and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2

weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week. The Dean's decision shall be final.

In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved may lodge a complaint with either The Taft University System's home state regulatory body, the Colorado Department of Higher Education or its accrediting body the Distance Education Accrediting Commission. Information to contact these agencies is listed below.

Any current or former student of The Taft University System who believes that the University, or anyone representing the University, has acted unlawfully, has the right to file a complaint with the accrediting commission, Distance Education Accrediting Commission (DEAC), the Colorado Department of Higher Education, or the State Bar of California. Information to contact these agencies is listed below.

Distance Education Accrediting Commission (DEAC)

1101 17th Street, NW, Suite 808

Washington, D.C. 20036

Phone: 202-234-5100

DEAC Policy on Complaints: <http://www.deac.org/Student-Center/Complaint-Process.aspx>

Colorado Department of Higher Education

1560 Broadway, Suite 1600,

Denver, CO 80202

Phone 303-862-3001

Fax 303-996-1329

Colorado Department of Higher Education Policy on Complaints:

<http://higher.ed.colorado.gov/Academics/Complaints/default.html>

The State Bar of California

Committee of Bar Examiners

180 Howard Street

San Francisco, CA 94105

Phone: 415-538-2310

Referrals to the Office of Inspector General

The Taft University System is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the Title IV programs.

Academic Program and Instructional Facilities Information and General Contact Information

The Taft University System offers programs in law, business and education. Detailed information regarding each academic program and its modality is outlined in the appropriate catalog supplement, which may be reviewed on the website of Taft Law School or William Howard Taft University.

Questions regarding available programs should be directed to:

Taft Law School

3700 South Susan Street, Suite 200
Santa Ana, CA 92704
info@taftu.edu
www.taftu.edu

1-800-882-4555

Office Hours: 9:00 - 5:00 p.m. Pacific Time (Mon-Thu)
9:00 - 3:30 p.m. Pacific Time (Friday)

Financial Aid Office Hours:

Office Hours: 9:00 - 5:00 p.m. Pacific Time (Mon-Thu)
9:00 - 3:30 p.m. Pacific Time (Friday)

William Howard Taft University

3333 South Wadsworth Blvd., Suite D-228
Lakewood, CO 80227
admissions@taftu.edu
www.taftu.edu

1-877-894-TAFT (8238)

Office Hours: 9:00 - 5:00 p.m. Mountain Time

Entities that Accredit, License, or Approve The Taft University System

The Taft University System is institutionally accredited by the Accrediting Commission of the Distance Education Accrediting Commission. This scope of this accreditation extends to both Taft Law School and William Howard Taft University.

Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808,
Washington, D.C. 20036
202-234-5100
<http://www.deac.org>

State Agencies

Recognition of Taft Law School by the State Bar of California

Taft Law School's degree granting ability is regulated by the Committee of Bar Examiners of the State Bar of California. The Committee also regulates admission to practice law in California. As a result of Taft Law School's compliance with specific rules of the Committee, the School is authorized to award law degrees, and graduates of the School's Juris Doctor-Attorney Track Programs become eligible to sit for the California Bar Examination.

The State Bar of California
Committee of Bar Examiners
Office of Admissions
180 Howard Street

San Francisco, CA 94105
(415) 538-2300

Approval/Authorization of William Howard Taft University

William Howard Taft University is registered in the State of Colorado and is in good standing as a fully authorized postsecondary institution by the Colorado Commission on Higher Education. Authorization allows the University to accept students, offer instruction, award credits toward a degree, and award degrees. University degrees are awarded pursuant to the laws of the State of Colorado. Contact information for the Colorado Department of Higher Education is as follows:

State of Colorado
Department of Higher Education
Colorado Commission on Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-2723
<http://higher.ed.colorado.gov/>

Federal Agency

The Taft University System has entered into a Program Participation Agreement with the United States Department of Education.

William Howard Taft University is approved to participate in Veterans education programs under the direction of the Colorado Office of Veterans Education and Training (COVET).

Taft Law School has not applied for approval and is therefore not eligible to participate in Veterans education programs.

Services for Disabled Students

The Taft University System recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities. Students have the responsibility to both self-disclose and request accommodation through the Director of Student Services. Communication with faculty or other staff members does not constitute in itself fulfilling the University ADA accommodation requirements. Verification through documentation from a health care provider may be required prior to accommodations being determined and fulfilled. Student Services will review documentation for accommodation consideration and is responsible for managing student ADA process including negotiations and finalizing appropriate student accommodations.

For more complete information about services for disabled students, please review the information posted on our website. (<http://www.taftu.edu/TLS/disabilityservices.htm>)

Faculty

All Taft Law School and William Howard Taft University faculty members are employed by The Taft University System. Some have responsibilities in both Taft Law School and Taft University. All are qualified to undertake the level of instruction or course development that they are assigned.

Faculty information may be found in the *Faculty Catalog Supplement*, which is available on the School's website.

A Faculty Member's contact information is posted in each course that faculty member teaches. Students having difficulty contacting a faculty member should contact the Student Services Department for that school.

Taft Law School

Joan Slavin
slavin@taftu.edu
(800) 882-4555

William Howard Taft University

Stephanie Estlow
student_support@taftu.edu
(888) 748-1842

Campus Security Report

The Taft University System (hereinafter sometimes referred to the “University” or “TUS”) currently consists of two educational divisions Taft Law School and William Howard Taft University.

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. The law requires colleges and universities receiving federal funding to disclose reported instances of criminal activity on their campus

The University is committed to assisting all members of the TUS community in providing for their own safety and security. The Annual Security and Fire Safety Report is available on the TUS website at <https://taftu.edu/wp-content/uploads/2022/12/22-23-TUS-Campus-Security-Report-With-Annual-Survey.pdf> and a pdf copy is attached with the appendices at the end of this guide.

The Annual Security and Fire Safety Report contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on and off campus. It also contains information about crime statistics for the three previous calendar years concerning reported crime that occurred on campus; in certain off-campus building (if applicable) or property own or controlled by TUS; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by The Taft University System.

For the complete Annual Security and Fire Safety Report please go to:

<https://taftu.edu/wp-content/uploads/2022/12/22-23-TUS-Campus-Security-Report-With-Annual-Survey.pdf>

Policy against Copyright Infringement and Peer to Peer file Sharing

Taft Law School and William Howard Taft University (hereinafter the “System”) expects their students, faculty, staff and affiliates to comply with U.S. copyright laws. Although most people understand that copying from books or other published materials may be a copyright violation, sharing digital files may also be a violation. Most software, music, and other original works of creativity have intellectual property protections. Violation of copyright right law can subject a person to both civil and criminal penalties.

The System may also take action if they discover a copyright violation. Copyright infringement and illegal peer to peer file sharing will subject the person or persons involved to discipline including termination from the System. The System reserve the right to remove or limit access to material posted on System-owned computers if it is alleged that U.S. copyright laws have been violated. If the System determine that U.S. intellectual property laws have in fact been violated, the infringing material will be permanently removed.

Penalties for copyright infringement: The Copyright Act provides for both civil and criminal liability for acts of copyright infringement.

Criminal Infringement.—

(1) In general. — Any person who willfully infringes a copyright shall be punished as provided under section 2319 of title 18, if the infringement was committed—

(A) for purposes of commercial advantage or private financial gain;

(B) by the reproduction or distribution, including by electronic means, during any 180–day period, of 1 or more copies or phone records of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or

(C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution. 17 U.S.C. § 506(a).

The penalties for criminal infringement are determined by the extent of infringement, e.g. the number of copies made, or the value of the material infringed. They range from a misdemeanor penalty of up to one year imprisonment and/or a fine up to \$25,000 for individuals, to a felony penalty of up to 5 years imprisonment and/or a fine of up to \$250,000 for individuals and \$500,000 for organizations. 18 U.S.C. § 2319.

Copyright Rules for Instructors:

The Copyright Act of 1976 contains a Fair Use provision that allows educators to use copyrighted material in their courses. There are four factors that must be met in order to qualify as Fair Use of the material. See: U.S. Copyright Office. *Fair Use* and Limitations on exclusive rights: Fair use. Those qualifications are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work

The practical translations of these four factors are:

1. The purpose of the material must be strictly for educational use
2. The material must be a published work (and *not* consumable such as workbook pages)
3. The material must be a *portion* of the original work, such as a chapter in a book or an article from a periodical or newspaper
4. The material must be from an original work legally obtained or purchased and a *limited* number of copies made, such as for one class

In addition, instructors may also meet the test of spontaneity and brevity. For example, if an instructor finds an article appropriate to something being taught in the course, and there is not enough time to get permission from the copyright owner, he/she may make copies as are necessary to instruct the class. Likewise, only a portion of a work may be copied and the copied material be used for only *one course*. Instructors, who intend to use the material for more than one course, must obtain permission from the copyright owner.

Exceptions to the Copyright Law:

Some materials are not protected by copyright. For example: ideas, facts, U.S. government works, works for which copyright has expired, works in the public domain, and live performances which are not "fixed."

Links to copyright sites:

The Library of Congress.

U.S. Copyright Law.

Copyright & Fair Use Stanford University Libraries <http://fairuse.stanford.edu/>

Copyright: an overview Cornell Legal Information Institute <http://www.law.cornell.edu/topics/copyright.html>

Copyright Resources Health Sciences Library - University at Buffalo. <http://library.buffalo.edu/aboutus/policies-use/copyright.php>

Voter Registration Information

The Federal Higher Education Act requires all California colleges and universities that participate in Federal student aid programs to make voter registration forms available to its students.

The link below will take you to the website of the Secretary of State of California where you can register to vote in any county in California (Providing you are a resident of the State of California and otherwise qualified.) Most other states have similar websites. http://www.sos.ca.gov/elections/elections_vr.htm

Constitution Day

Constitution Day is on September 17th. Each year on that day the Taft University System holds a presentation regarding the Constitution for all students. An e-mail is sent to all students a couple of weeks prior to Constitution Day giving students information on how to participate in the Constitution Day event.

Academic Calendars

- [Taft Law School Academic Calendar](https://www.taftu.edu/academic-calendar)
(<https://www.taftu.edu/academic-calendar>)
- [William Howard Taft University Academic Calendar](https://www.taftu.edu/academic-calendar)
(<https://www.taftu.edu/academic-calendar>)

Taft Law School Office Description

Taft Law School is located at 3700 South Susan Street Office # 200 Santa Ana CA 92704. The office is a Two-Story Office Building with a conference room, a lobby, and restrooms. The square footage of the working office space is 4,865 square feet.

JURIS DOCTOR PROGRAMS

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal Student Aid achieve their academic goals by making satisfactory academic progress. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of Taft Law School.

All students must continually maintain the following standards of satisfactory academic progress to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements for the Juris Doctor – Attorney and Executive Track Programs consist of:

- A Qualitative Component;
- A Quantitative Component; and
- Appeal Procedures.

SAP Policy for Students Enrolled in the Juris Doctor Programs

•The Quantitative Component in the Juris Doctor Programs

A Title IV student is subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the *Handbook* and the *ACADEMIC STANDING AND RETENTION* section of the *Handbook*. In addition, once a Title IV student has been enrolled in the Program for two academic years, he or she must have earned a minimum grade point average that would allow them to graduate with at least a 2.00 GPA and maintain this minimum cumulative grade point average at the end of year three.

A Title IV student must complete his or her studies in not more than 150% of the published length of the Program. (For purposes of this component, “published length of the Program” refers to the required number of units.)

The Juris Doctor – Attorney Track Program requires completion of 96 units for graduation. Therefore, any student who attempts more than 144 units will become ineligible for additional Federally insured student loans. The Juris Doctor – Executive Track Program requires completion of 75 units. Therefore, a student must complete the program within 112 attempted units or will become ineligible for Federally insured student loans to pay for tuition and beyond that point.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis. Transfer credit may only be accepted for courses offered at Taft Law School. Any transfer credit accepted will be calculated for determining the 150% of the published length of the Program. Transfer students must also earn a minimum cumulative grade point average of 2.0 or higher at the program midpoint to meet Financial Aid eligibility.

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the Program.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from or failed. However, if a student fails one course in the Juris Doctor – Attorney Track (JDAT) Program, pursuant to the Committee of Bar Examiners rules, he or she must repeat the entire year. Only the most recent grade is computed into a student’s grade point average. However, repeated courses are included in the 150% computation.

Incomplete grades are not calculated into the measures of quantitative or qualitative process. All students must complete all courses before moving forward. If a student is unable to complete final examinations during the academic period, that student may petition for an Incomplete, prior to the end of the academic period. Upon establishing extraordinary circumstances, an Incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an Incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not

complete a course during the period of an Incomplete, that student will fail that course and the failure will be calculated into the measures of quantitative and qualitative process.

A student may only transfer from the Juris Doctor – Attorney Track (JDAT) Program to the Juris Doctor – Executive Track (JDET) Program; and only at the end / completion of an academic year. Units earned or attempted in the JDAT Program will be used in the calculation for determining the 150% of the published length of the JDET Program.

Attendance

All students in the directed study courses must post attendance. All students are required to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a midterm exam. A student who fails to meet attendance may be subject to Administrative Dismissal.

Evaluation Points

A student's academic progress is evaluated at the end of each academic year. For students on a Student Academic Improvement Plan (SAIP), satisfactory academic progress is evaluated at the end of each payment period.

The Qualitative Component in the Juris Doctor Programs

A. Academic and/or Financial Aid Probation

A student whose cumulative grade point average (GPA) is less than a 2.00 after the most recent academic year is not making Satisfactory Academic Progress (SAP) and will be placed on Academic Probation and is subject to dismissal. However, a student may appeal the Satisfactory Academic Progress determination. If the appeal is granted, the student will be allowed to continue as a student on Academic Probation, but will be placed on a Student Academic Improvement Plan (SAIP). Satisfactory Academic Progress for a student on Academic Probation will be monitored at the midpoint and end of the next academic year. If at the midpoint or end of the next academic year, while on Academic Probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Once a student has been enrolled in the Program for two academic years, he or she must have earned a cumulative grade point average of 2.00 or higher and maintain a minimum 2.0 cumulative grade point average at the end of year two in order to be making satisfactory academic progress. Transfer students must also earn a minimum cumulative grade point average of 2.0 or higher at the program midpoint to meet Financial Aid eligibility.

All Juris Doctor Program students are subject to all of the requirements set forth in the ACADEMIC REQUIREMENTS AND EXPECTATIONS section of the Student Handbook and the ACADEMIC STANDING AND RETENTION section of the Handbook.

B. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, Academic Probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, student with a cumulative grade point average below 2.00 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal process on page 41).

C. Financial Aid Probation

Students who do not achieve Satisfactory Academic Progress (SAP) at the end of an academic year (a 2.00 GPA) will lose further federal financial aid eligibility. Student may appeal this Financial Aid status determination to regain financial aid eligibility for one payment period. If

the appeal is granted, a student will be put on Financial Aid Probation, may retain financial aid eligibility for one additional payment period and is put on a Student Academic Improvement

Plan (SAIP). SAP will be monitored at the end of each payment period in the next academic year to determine the student's financial aid eligibility status.

If at the end of the first payment period while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

If at the end of that academic year, while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

Should the minimum SAP requirement not be achieved at the midpoint of the program or thereafter, the student loses further financial aid eligibility, until SAP is achieved.

Qualifying for Financial Aid

During Year One

Financial Aid is distributed in two equal installments. To qualify for the first installment, a student must:

1. Submit official transcripts for degree determining program eligibility.
2. Pass *Introduction to Law* (the first three-week course).
3. Successfully complete 30 days of enrollment.
4. Satisfy all Financial Aid requirements, including being fully packaged.

To qualify for the second installment, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses in which the student is enrolled.
3. Midterms must be completed timely.

*Second installments cannot be requested prior to the last scheduled midterm due date as stated on Syllabi.

After Year One (for Advanced Students and Students Re-Enrolling)

If a student did not make satisfactory academic progress in his/her prior year, he/she will be placed on a Student Academic Improvement Plan (SAIP). Academic progress for students on

SAIP will be evaluated at midpoint and at the end of the academic year. If the student has not satisfied the SAIP requirements, he/she may lose financial aid eligibility unless the student appeals and appeal is approved.

To qualify for the first installment of financial aid after year one, a student must:

1. If a transfer student, submit official transcripts for degree determining program eligibility and prior law for which transfer credit was granted.
2. Successfully complete 30 days of enrollment.
3. Satisfy all Financial Aid requirements, including being fully packaged.

To qualify for the second installment, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses that have midterms.
3. Midterms must be completed timely.

4. If a student is enrolled in a course that does not have a midterm, the student must have completed at least half of the assignments for that course.

*Second installments cannot be requested prior to the last scheduled midterm due date or half of assignments for courses without midterms due date as stated on the Syllabi.

Special Rules for First Year Students

California Business and Professional Code Section 6060 requires that Bar candidates must pass the First-Year Law Students' Examination in order to receive credit for their time studying law. To ensure the best possible outcome on the First-Year Law Students' Examination, only students who achieved a 2.00 GPA or above on their first year courses may automatically advance to year two, prior to taking the First-Year Law Students' Examination.

For students in the JDAT Program

To Advance from first to second year:

- A student must pass all first year courses to advance.
- A student with a GPA of 2.00 or above may advance at his or her discretion.
- A student with a GPA of 1.33 to a 1.99 may petition to advance.
- A student with a GPA below 1.33 must pass the First-Year Law Students' Examination before allowed to advance or appeal is approved based on extenuating circumstances.

In all other years a student must pass all courses to advance and meet the Law School's standards for measuring Satisfactory Academic Progress.

For students in the JDET Program

In all years each student will be evaluated based upon the Law School's standards for measuring Satisfactory Academic Progress.

If a JDET student fails one required course, but otherwise satisfies the Satisfactory Academic Progress Standard, that student will have to make up that course either before advancing or during the next academic year.

Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make satisfactory academic progress, at the midpoint of the program or thereafter, the student will be on Academic Probation and is subject to dismissal. However, a student may be eligible to continue but will not be eligible for financial aid. The decision to allow a student to continue on Academic Probation will be made by the Dean of the School of Law or his designate. During this period, the student is not eligible for federal financial aid but may continue to take courses and will be responsible for tuition and fees.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement and Graduation

It is the responsibility of Taft Law School to fairly evaluate the performance of each student and disqualify a student if the school does not believe that the student will ultimately be successful. Satisfactory Academic Performance (SAP) is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for failing to meet the SAP standards can be found in both this Handbook and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;
2. The student has the following rights:
 - a. to review the student's work product, including final examinations;
 - b. to ask questions about the evaluation of the work product;
 - c. to provide any information that is relevant to the failure to meet SAP;
 - d. to request a meeting with the Academic Review Committee (ARC) to exercise his/her rights in person or via a teleconference.
 - e. During each step of the Academic Review Process, the Student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and cost of such Counsel.
3. If the student chooses to not meet with the ARC, the Dean will seek a written response from the student regarding any reason for the Student failing to meet SAP and any other information the student wishes to provide;
4. The Dean will organize all information available from the student, faculty and staff regarding the failure to meet SAP and present it to the ARC;
5. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
6. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.
7. When a Title IV Student is Administratively Dismissed, the Student Services Coordinator will determine the student's last date of academic activity and date of determination and then notify the Director of Financial Aid. The Director of Financial Aid will then complete an R2T4 calculation. The Date of Determination is the date that the university determines the withdrawal date. The date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

Financial Aid Appeal

A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Financial Aid at the Financial Aid Office. The appeal should set forth in detail a concise statement detailing what extenuating circumstances occurred that caused student the inability to meet satisfactory academic progress (SAP) and what has changed so that student may now meet SAP.

The appeal will then be given to the Director of Financial Aid who will review the student's financial aid file and evaluate the student's written comments. The Financial Aid Director may also request information from the Academic Committee and/or may question the student or request additional information.

If the Financial Aid Director denies the appeal, the student will be notified and the Probation status will stand.

If the Financial Aid Director approves the appeal, the Probation status may be cleared.

Once the appeal is resolved and if any action is required, the Director of Financial Aid will notify the student of its outcome and whether appeal was approved or denied.

Reinstatement as a Title IV Student

A student may, subject to the approval of the Financial Aid Director for Financial Aid review, be reinstated as a Title IV student after failing to make satisfactory academic progress if the student meets the following minimum criteria:

- a. The student has successfully completed at least one academic year on Academic Probation.
- b. A recalculated grade point average indicates that the student now has a cumulative grade point average of 2.00 or higher; and
- c. It is possible for the student to complete the Program in not more than the maximum number of units allowed (144 for the Juris Doctor – Attorney Track and 112 for the Juris Doctor – Executive Track).

Cost of Attendance for the Juris Doctor Directed Study Programs

The University establishes standard student budgets as a basis for awarding federal student financial aid funds. These budgets are not intended to represent exact living expenses that will be incurred but represent average expenses based on information from the Bureau of Labor Statistics. The Cost of Attendance (COA) includes average living expenses, books and supplies, tuition, computer library fee and registering as a law student with the State Bar of California, if applicable.

The Federal Direct Loan for the first award year (first year students), if approved, will be paid in two equal disbursements. The first disbursement to the student will be made approximately 45 days after the start of instruction. (Checks are sent via US mail to the student's address of record.) The second disbursement will be made about 26 weeks after the first disbursement. However, pursuant to federal regulations, to qualify for these disbursements the student must meet the requirements before each disbursement is requested. That means to qualify for the first disbursement, the student must submit all of his or her official transcripts, pass the *Introduction to Law* course, complete 30 days of enrollment and satisfy all Financial Aid requirements, including being fully packaged. Failure to satisfy either requirement will prevent the School from drawing down any loan funds on the student's behalf. There is no exception to these requirements. Therefore applicants/students should request that official transcripts be sent to Taft Law School as soon as possible.

To qualify for the second disbursement, the student must complete his or her assignments for the first half of the academic year, which includes taking all midterms for courses that have midterms.

Taft will provide, as part of the tuition, the books for *Introduction to Law*. (*Introduction to Law* covers the first two weeks of the academic year.) Your loan will not be funded prior to the time you will need books for your *Legal Writing*, *Torts* and *Criminal Law* courses and perhaps the *Contracts* course. Although most students buy all of their books at the start of the year, you do not have to do this. You will need your course materials when each course starts. You will therefore need your *Legal Writing* materials by week 3, your *Torts* materials by week 4, your *Criminal Law* materials by week 6 and your *Contracts* materials by week 7." Please plan to start buying your books now.

Federal Direct Loans for years two, three, and four will also be distributed in two equal disbursements on a similar schedule to the first year. Students must also meet similar requirements to qualify for disbursements in years two, three, and four.

Cost of Attendance/Budget – First Academic Year Juris Doctor-Directed Study Programs

| <i>COA Component</i> | <i>Off-Campus</i> | <i>With Parent</i> |
|--|-------------------|--------------------|
| Tuition (24 units @ \$365.00 per unit) | \$ 8,760.00 | \$ 8,760.00 |
| Technology/Library Resource Fees | \$ 225.00 | \$ 225.00 |
| Registration Fee | \$75.00 | \$75.00 |

| | | |
|---|--------------|--------------|
| Books and Supplies* | \$ 1,854.00 | \$ 1,854.00 |
| Other Special Program Fees: CalBar Registration (JDAT Program only) | \$ 119.00 | \$ 119.00 |
| <i>Subtotal</i> | \$ 11,033.00 | \$ 11,033.00 |
| Computer* (Upon written request for 1 st Year Students Only) | \$ 900.00 | \$ 900.00 |
| Internet (Upon written request) | \$ 600.00 | \$ 600.00 |
| <i>Subtotal</i> | \$ 12,533.00 | \$ 12,533.00 |
| Transportation (Independent \$263/month; With Parent \$176/month) | \$ 3,156.00 | \$ 2,112.00 |
| Room and Board: Living Independent (\$1,292/month) | \$ 15,504.00 | |
| Living with Parents (\$865/month) | | \$10,380.00 |
| Miscellaneous: Personal Living Expenses (Independent \$861/month; With Parent \$577/month) | \$ 10,332.00 | \$ 6,924.00 |
| <i>Total of Potential Costs:</i> | \$ 41,525.00 | \$ 31,949.00 |

*During subsequent years cost of books will vary and there will be no allocation for computer purchase.

A *Net Price Calculator* is available on our website to further assist in calculating the cost of attendance.

The College Board's 2020-21 twelve month living expense budgets show living expense costs by region and metropolitan area. Both a moderate and a low budget are provided. The budgets reflect increases in the Consumer Price Index (calculated by the U.S. Bureau of Labor Statistics) of 2.1 percent for 2018. The budgets are developed based on data from the most recent years' Consumer Expenditure Survey (CES), produced by the U.S. Bureau of Labor Statistics.

The approximate cost of new first year books is \$1,854.00. Used books are often available online via Amazon or Barnes and Noble, Barristerbooks.com, Half.com, or at local law bookstores. You could also check out www.bookrenter.com. Booklists are e-mailed to the student upon receipt of Enrollment Instructions, when enrollment documents are sent and again when course materials are sent, along with detailed instructions for purchasing. The cost for books in years two, three, and four are usually slightly less but will vary depending upon the courses in which student is enrolled. Booklists are e-mailed to the student upon receipt of Enrollment Instructions, when enrollment documents are sent and again when course materials are sent, along with detailed instructions for purchasing. The student should use the booklist provided by the University to determine the current cost of books for future years. Booklists for Taft Law School programs are posted on the website at <https://www.taftu.edu/catalogs>.

Leave of Absence Policy

The purpose of this *leave of absence* (LOA) policy at Taft Law School is to provide students with an opportunity to petition for a LOA when there is a gap period for longer than 63 days but less than six months in between academic years only. The LOA period allows students to remain active during the period between the end of one academic period and the next available start date without withdrawing or affecting Satisfactory Academic Progress (SAP).

The Dean or designee may authorize an LOA under the following circumstances:

- An LOA can only be taken in between academic years.
- CBE Rule prohibits taking a LOA during the current academic year.
- An LOA will be granted only to students who have petitioned and received an approved LOA.
- The student must provide a signed written request for an LOA on the Taft LOA Request form. Under the Authority of the Higher Education Relief Opportunities for Student Act a verbal request may be granted an LOA in case of exceptional circumstances.

- Under no circumstances may a LOA exceed 180 calendar days in any 12-month period.
- No additional charges will be incurred during an approved LOA

A student who fails to return on the date specified on the LOA Request form will have his/her enrollment status reported as withdrawn from the Program in the National Student Loan Data System (NSDLS). For a student with a Federal Direct Loan, who does not return on their scheduled LOA date, the grace period will begin on the date student was deemed withdrawn.

Refund Policies

Institutional Refund Policy

The University has adopted a refund policy, which is believed to be fair and equitable. It reserves the right to change this policy without notice in order to comply with any legislative or regulatory changes imposed by the government or accrediting agencies. A specific detailed refund formula is included in each enrollment agreement and is reproduced below.

For Juris Doctor Programs:

Student's Right to Cancel and Refund Policy

The School has adopted the following refund policy which will apply to this Agreement. If Student cancels enrollment within five days of Student's execution of this Agreement, the School will refund all money paid by Student. Should Student cancel this agreement within 14 days after enrollment, the School will refund 100% of tuition charges paid by the student. "Enrollment" for refund purposes is considered to have become effective upon execution of this Agreement by Student. Refunds are calculated on a prorata basis, based on a fifty (52 week academic year. The prorated amount is 2% per week up to 60% of the academic year. Thereafter, if Student withdraws or is dismissed, Student shall be entitled to a prorata refund of tuition charges up to thirty weeks from the date of enrollment. No refunds are payable after week thirty and refunds are not payable for completed courses. For refund calculation purposes, any withdrawal shall become effective on the date Student notifies the School, in any manner, of Student's intent. However, for the withdrawal to be effective Student must follow the procedures set forth in the "Notices" section of this Agreement. Dismissals shall be effective on the date such action is taken by Administration or when Student fails to maintain the academic standards set forth in the Student Handbook, whichever shall occur first. As an example of the refund policy: a student executing this Agreement on July 3, 2017, paying tuition in the amount of \$8,760.00 and withdrawing on September 11, 2017 (a period of 10 weeks) without completing any courses would receive a refund of \$7,008.00. (\$8,760.00 multiplied by 80%. On September 11th, 80% of the academic year remained.). Refund computations are based on the total tuition obligation, not the amount of tuition previously paid. Unless otherwise noted in writing, other School fees are non-refundable. The School will issue refunds pursuant to the above conditions within 30 days from the date the withdrawal notice is received by the School. If a loan was obtained to pay for tuition, it is Student's responsibility to repay the full amount of any loan plus any interest. Student is advised that some financial institutions require Taft Law School to repay any refunds due directly to the lender and Student expressly authorizes the School to comply with such requests.

If Student withdraws or is dismissed after Student receives a Federal Direct Student Loan disbursement, it will often be necessary for the School to return money to the federal government in accordance with the policy set forth in the *Consumer Information Guide*. This may include amounts previously credited to students tuition account. In such a case, Student agrees to pay to the School any balance of tuition owed from his or her personal funds within 30 days of the withdrawal or dismissal.

Juris Doctor Program Refund Schedule

The following refund policy (as set forth in the Enrollment Agreement) is applicable to students enrolled in the Juris Doctor Program:

| <i>Time of Withdrawal</i> | <i>Percentage of Net Tuition Considered Non-Refundable</i> |
|----------------------------------|---|
| During Days 1-7 (Week # 1) | 0% |
| During Days 8-14 (Week # 2) | 0% |

| | | |
|---------------------|-------------------|------|
| During Days 15-21 | (Week # 3) | 6% |
| During Days 22-28 | (Week # 4) | 8% |
| During Days 29-35 | (Week # 5) | 10% |
| During Days 36-42 | (Week # 6) | 12% |
| During Days 43-49 | (Week # 7) | 14% |
| During Days 50-56 | (Week # 8) | 16% |
| During Days 57-63 | (Week # 9) | 18% |
| During Days 64-70 | (Week # 10) | 20% |
| During Days 71-77 | (Week # 11) | 22% |
| During Days 78-84 | (Week # 12) | 24% |
| During Days 85-91 | (Week # 13) | 26% |
| During Days 92-98 | (Week # 14) | 28% |
| During Days 99-105 | (Week # 15) | 30% |
| During Days 106-112 | (Week # 16) | 32% |
| During Days 113-119 | (Week # 17) | 34% |
| During Days 120-126 | (Week # 18) | 36% |
| During Days 127-133 | (Week # 19) | 38% |
| During Days 134-140 | (Week # 20) | 40% |
| During Days 141-147 | (Week # 21) | 42% |
| During Days 148-154 | (Week # 22) | 44% |
| During Days 155-161 | (Week # 23) | 46% |
| During Days 162-168 | (Week # 24) | 48% |
| During Days 169-175 | (Week # 25) | 50% |
| During Days 176-182 | (Week # 26) | 52% |
| During Days 183-189 | (Week # 27) | 54% |
| During Days 190-196 | (Week # 28) | 56% |
| During Days 197-203 | (Week # 29) | 58% |
| During Days 204-210 | (Week # 30) | 60% |
| After Day 210 | (After Week # 30) | 100% |

Refunds are not paid for completed courses, Computer Library Fees, Administrative/Accounting Fees, and Surcharge Fees.

Return to Title IV Refund Policy

For students receiving Federally insured student loans, the University is required to apply the federal return provisions for recipients of Federal Student Aid (FSA). The Return of Title IV Refund Policy is in addition to the School's Tuition Refund Policy. Both calculations will be completed when the student withdraws. DEAC has additional Institutional Refund Policy provisions. If a student withdraws before completing more than 60% of the payment period, the percentage of FSA funds earned will equal the percentage of the calendar days completed in the payment period up to the withdrawal date on a prorata basis. After the 60% point in the payment period, a student has earned 100% of the FSA funds he or she was scheduled to receive during the period.

For the Juris Doctor Programs, Taft University System will determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date.

- Up through 60% of the 26-week Payment Period, an otherwise eligible student earns Title IV aid on a pro rata basis. After 60%, the student has earned 100% of Title IV benefits.
- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement (PWD) to the student is required. The deadline for PWD response is no later than 30 days from the School's date of determination.
- If funds are to be returned, funds will be deposited in our federal account for a loan recovery to be processed no later than 45 days of the date of determination.
- Unearned aid which the School is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source:
1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The formula in brief is as follows:

1. Determine the amount of Title IV aid that was disbursed and that could have been disbursed. (Step 1 on Worksheet.)
2. Determine the date of withdrawal and determine the percentage of the payment period attended by the student. (Step 2)
 - a.) When a student officially withdraws or is dismissed (unofficial withdrawal) during a payment period, the date of dismissal for Return to Title IV purposes will be the last date of student's learning activity
 - b.) Divide the calendar days completed in the period by the total number of days in the period. Completed days/total days = percentage.
3. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled. (Step 3)
4. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement" under the cash management rules (34 CFR 668.164(g)). If the amount disbursed exceeds the amount earned, the Title IV aid must be returned. (Step 4)
5. Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered. (Step 5, 6, 7 and 8)
6. Distribute the unearned Title IV aid back to the Title IV programs. Unearned aid which the School is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source: 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The University will use a worksheet to calculate the responsibility, if any, for the return of Title IV funds. A copy of the worksheet will be provided to the student. Since the University does not participate in any grant programs, the formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University will also calculate any refund that may be owed to the student pursuant to the University's Refund Policy. If a refund is due, monies will be returned pursuant to Federal, State and accreditation regulations.

Disclosures

STUDENT DISCLOSURE STATEMENT OF TAFT LAW SCHOOL JURIS DOCTOR-ATTORNEY TRACK PROGRAM, Directed Study

Disclosures

1. Taft Law School is accredited by the Distance Education Accrediting Commission. However, it is not accredited by the Committee of Bar Examiners of the State Bar of California.
2. Taft Law School has not applied to the Committee of Bar Examiners for accreditation in the past.
3. Under Federal law, this Program is classified as a Directed Study program. However, the Committee of Bar Examiners classifies distance education law schools into two categories, “distance learning law schools” and “correspondence law schools.” By CBE rule, a “distance learning law school” must require that students participate in not less than 135 hours of synchronous (live) interactive classes per year. *Because Taft Law School students reside in many time zones, Taft faculty believe it would be an unreasonable hardship to require students to be available on specific days and at specific times.* Therefore, it has NOT implemented any policies that would require its students to participate in live classes. As a result, for Committee of Bar Examiners purposes, Taft Law School has elected to be classified as a correspondence law school. (It is important for students to note that this classification has no bearing whatsoever on a student’s eligibility to sit for the California Bar Examination or admission to practice law in California.)
4. Therefore, under Federal law the method of instruction is Directed Study while under the Committee of Bar Examiners definition, the method of instruction for this Program is principally by correspondence.
5. Since the School has offered a Juris Doctor Program that will qualify its graduates for the California Bar Examination continually since 1984, the Committee of Bar Examiners has determined that it is exempt from the requirement to disclose a statement of assets and liabilities. However, in the interest of assuring prospective students that Taft Law School will be able to meet its future obligations, the following information is presented:
 - The Taft University System is required by the Federal Department of Education to submit audited financial statements and to achieve a minimum composite score. During each year The Taft University System has participated in the Federal Direct Loan Program, it has exceeded all financial requirements of the Federal Department of Education.
 - The Taft University System also satisfies the financial responsibility provisions of the Distance Education Accrediting Commission.
6. The number and passage results of Taft Law School students who have taken the First-Year Law Students’ Examination and General Bar Examination in the past five years is as follows:

FIRST-YEAR LAW STUDENTS' EXAMINATION PASSAGE STATISTICS

Data Source: State Bar of California

| Exam Date | All Takers | | | First Timers | | | Repeaters | | |
|--------------|------------|--------|----------|--------------|--------|----------|-----------|--------|----------|
| | Took | Passed | % Passed | Took | Passed | % Passed | Took | Passed | % Passed |
| 10/22 | 15 | 2 | 13.3 | 5 | 2 | 40 | 10 | 0 | 0.00 |
| 6/22 | 14 | 0 | 0.00 | 5 | 0 | 0.00 | 9 | 0 | 0.00 |
| 10/21 | 26 | 5 | 9.2 | 10 | 3 | 33.3 | 16 | 2 | 12.5 |
| 6/21 | 28 | 5 | 17.9 | 18 | 2 | 11.1 | 10 | 3 | 33.3 |
| 11/20 | 31 | 1 | 3 | 10 | 1 | 10 | 21 | 0 | 0 |
| 6/20 | 20 | 1 | 5 | 10 | 1 | 10 | 10 | 0 | 0 |
| 10/19 | 19 | 2 | 10.5 | 10 | 1 | 10.0 | 17 | 1 | 5.89 |
| 6/19 | 29 | 7 | 24 | 14 | 2 | 14.3 | 15 | 5 | 33.3 |
| 10/18 | 25 | 6 | 24 | 10 | 2 | 20 | 15 | 4 | 26.7 |
| 6/18 | 37 | 5 | 13.5 | 15 | 1 | 6.67 | 22 | 4 | 18.2 |
| TOTAL | 244 | 34 | 13.9 | 107 | 15 | 14.0 | 137 | 19 | 13.9 |

GENERAL BAR EXAMINATION PASSAGE STATISTICS

Data Source: State Bar of California

| Exam Date | All Takers | | | First Timers | | | Repeaters | | |
|--------------|------------|--------|----------|--------------|--------|----------|-----------|--------|----------|
| | Took | Passed | % Passed | Took | Passed | % Passed | Took | Passed | % Passed |
| 7/22 | 11 | 2 | 18.2 | 3 | 1 | 33.5 | 8 | 1 | 12.5 |
| 2/22 | 16 | 6 | 37.5 | 8 | 5 | 62.5 | 8 | 1 | 12.5 |
| 7/21 | 14 | 2 | 14.3 | 5 | 2 | 40 | 9 | 0 | 0 |
| 2/21 | 9 | 3 | 33.3 | 2 | 1 | 50 | 7 | 2 | 28.6 |
| 10/20 | 16 | 9 | 56.3 | 2 | 0 | 0 | 14 | 9 | 64.3 |
| 2/20 | 15 | 3 | 20 | 4 | 1 | 25 | 11 | 2 | 18.2 |
| 7/19 | 12 | 2 | 16.7 | 3 | 0 | 0 | 9 | 2 | 22.2 |
| 2/19 | 12 | 3 | 25 | 3 | 1 | 33.3 | 9 | 2 | 22.2 |
| 7/18 | 11 | 1 | 9.1 | 2 | 0 | 0 | 9 | 1 | 11.1 |
| 2/18 | 16 | 1 | 6.25 | 5 | 0 | 0 | 11 | 1 | 9.09 |
| TOTAL | 132 | 32 | 24.2 | 37 | 11 | 29.7 | 95 | 21 | 22.1 |

7. Due to the distance education teaching modality utilized by the School, the School does not maintain a traditional law library. However, all law students have access to the extensive online legal library of the *Lexis Advance*[®] system.

8. The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction is as follows:

Melody Jolly is the Dean of the School. She holds a Bachelor's degree from California State University, Fullerton and a Juris Doctor degree from Western State University, College of Law. She is a member of the State Bar of California.

Joan L. Slavin is the Director of Student Services. She holds a Juris Doctor Degree from Western State University, College of Law. She is not a member of the State Bar of California.

Julie Abutal (Juris Doctor, Whittier Law School), Jorge Alesna, Jr. (Juris Doctor, Taft Law School), Todd Becker (Juris Doctor, Western State University, College of Law), Sarah Condor Fisher (Juris Doctor, Taft Law School), Deanna Gilbertson (Juris Doctor, Whittier Law School), Meng Li (Juris Doctor, Taft Law School), Donna M. McGovern (Juris Doctor, William Howard Taft University), Tracy Reinmiller (Juris Doctor, Western State

University, College of Law), Scott A. Resnick (Juris Doctor, Arizona State University College of Law), Edward J. Romano (Juris Doctor, Suffolk University Law School), Jennifer Settani-Stephens (Juris Doctor William Howard Taft University) and Margaret A. Trester (Juris Doctor, Whittier College School of Law) are current faculty members. All are members of the State Bar of California, except Edward J. Romano who is a member of the Rhode Island State Bar.

Because of the distance education nature of the programs, the School does not employ resident faculty in a traditional manner. School faculty handle many different roles and work with students and administration in a sundry of capacities. Faculty assignments are made in both a course-driven and task-driven manner.

9. The ratio of faculty to students for the previous five years has been:

| | |
|------|------------------------------------|
| 2022 | One Faculty Member per 15 Students |
| 2021 | One Faculty Member per 18 Students |
| 2020 | One Faculty Member per 19 Students |
| 2019 | One Faculty Member per 18 Students |
| 2018 | One Faculty Member per 18 Students |

10. The education provided by Taft Law School may not satisfy the requirements of other jurisdictions for the practice of law. Applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements to practice law.

11. Attrition* Rates of Enrolled Students in Subsequent Years of Law Study

Students enrolled in this law school's J.D. Degree Program by year of study:

| | <u>First Year:</u> | <u>Second Year:</u> | <u>Third Year:</u> | <u>Fourth Year:</u> |
|----------|--------------------|---------------------|--------------------|---------------------|
| 9/15/18: | 95 | 29 | 11 | 8 |
| 9/15/19: | 77 | 30 | 13 | 13 |
| 9/15/20: | 89 | 34 | 12 | 14 |
| 9/15/21: | 77 | 19 | 13 | 17 |
| 9/15/22: | 71 | 22 | 5 | 5 |

* In accordance with Guideline 5.22 of the *Guidelines for Unaccredited Law School Rules*: "A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program." Other reasons for student attrition vary and include, but are not limited to, students voluntarily withdrawing from law school due to personal, family, business, career or financial issues and students who may have been dismissed by the law school because the students did not maintain academic good standing or who were unable to complete the mandatory curriculum requirements to earn a Juris Doctor degree.

12. Taft Law School has not been issued a Notice of Noncompliance by the Committee of Bar Examiners.

13. Guideline 2.3(D) of the *Guidelines for Unaccredited Law School Rules* provides:

The method of instruction at Taft Law School for the Juris Doctor (J.D.) degree programs is principally by correspondence. (*See comment above.*)

Students enrolled in the Juris Doctor-Attorney Track Programs at Taft Law School who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's Juris Doctor-Attorney Track Program. If the dismissed student

subsequently passes the examination, the student is eligible for re-enrollment in this law school's Juris Doctor-Attorney Track Program, but will receive credit for only one year of legal study.

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

STUDENT DISCLOSURE STATEMENT OF TAFT LAW SCHOOL AND WILLIAM HOWARD TAFT UNIVERSITY JURIS DOCTOR-EXECUTIVE TRACK PROGRAM, DIRECTED STUDIES

Disclosures

1. Taft Law School and William Howard Taft University are accredited by the Distance Education Accrediting Commission. However, neither it is not accredited by the Committee of Bar Examiners of the State Bar of California and the program will not qualify graduates to sit for any bar examination.
2. The Taft University System is required by the Federal Department of Education to submit audited financial statements and to achieve a minimum composite score. During each year The Taft University System has participated in the Federal Direct Loan Program, it has exceeded all financial requirements of the Federal Department of Education.
3. The Taft University System also satisfies the financial responsibility provisions of the Distance Education Accrediting Commission.
4. Due to the distance education teaching modality utilized by the School, the School of Law does not maintain a traditional law library. However, all law students have access to the extensive online legal library of the *Lexis Advance*[®] system.
5. The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction is as follows:

Melody Jolly is the Dean of the School of Law. She holds a Bachelor’s degree from California State University, Fullerton and a Juris Doctor degree from Western State University, College of Law. She is a member of the State Bar of California.

Dr. Anita Cassard is the Dean of the School of Business and the School of Law and Government. She received her PhD in Applied Management and Decision Sciences with a specialization in Leadership and Organizational Change from Walden University, Minnesota and her MPS from Milano New School for Social Research.

Joan L. Slavin is the Director of Student Services. She holds a Juris Doctor Degree from Western State University, College of Law. She is not a member of the State Bar of California.

Julie Abutal (Juris Doctor, Whittier Law School), Jorge Alesna, Jr. (Juris Doctor, Taft Law School), Todd Becker (Juris Doctor, Western State University, College of Law), Sarah Condor Fisher (Juris Doctor, Taft Law School), Deanna Gilbertson (Juris Doctor, Whittier Law School), Meng Li (Juris Doctor, Taft Law School), Donna M. McGovern (Juris Doctor, William Howard Taft University), Tracy Reinmiller (Juris Doctor, Western State University, College of Law), Scott A. Resnick (Juris Doctor, Arizona State University College of Law), Edward J. Romano (Juris Doctor, Suffolk University Law School), Jennifer Settani-Stephens (Juris Doctor William Howard Taft University) and Margaret A. Trester (Juris Doctor, Whittier College School of Law) are current faculty members. All are members of the State Bar of California, except Edward J. Romano who is a member of the Rhode Island State Bar.

Because of the distance education nature of the programs, the School does not employ resident faculty in a traditional manner. School faculty handle many different roles and work with students and administration in a sundry of capacities. Faculty assignments are made in both a course-driven and task-driven manner.

6. The ratio of faculty to students for the previous five years has been:

| | |
|------|------------------------------------|
| 2022 | One Faculty Member per 15 Students |
| 2021 | One Faculty Member per 18 Students |
| 2020 | One Faculty Member per 19 Students |
| 2019 | One Faculty Member per 18 Students |

7. The education provided by Taft Law School and William Howard Taft University may not satisfy the requirements of other jurisdictions for the practice of law. Applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements to practice law.
8. As of May 2021 the Juris Doctor-Executive Track Program is only offered through William Howard Taft University's School of Government and Law. It is not offered at Taft Law School. California State Bar Examination information can be found in the Taft Law School Juris Doctor-Attorney Track Program disclosure above.

**STUDENT DISCLOSURE STATEMENT OF TAFT LAW SCHOOL
JURIS DOCTOR-ATTORNEY TRACK PROGRAM, INDEPENDENT STUDY**
Disclosures

1. Taft Law School is accredited by the Distance Education Accrediting Commission. However, it is not accredited by the Committee of Bar Examiners of the State Bar of California.
2. Taft Law School has not applied to the Committee of Bar Examiners for accreditation in the past. .
3. The Committee of Bar Examiners classifies distance education law schools into two categories, “distance learning law schools” and “correspondence law schools.” By CBE rule, a “distance learning law school” must require that students participate in not less than 135 hours of synchronous (live) interactive classes per year. *Because Taft Law School students reside in many time zones, Taft faculty believe it would be an unreasonable hardship to require students to be available on specific days and at specific times.* Therefore, it has NOT implemented any policies that would require its students to participate in live classes. As a result, for Committee of Bar Examiners purposes, Taft Law School has elected to be classified as a correspondence law school. (It is important for students to note that this classification has no bearing whatsoever on a student’s eligibility to sit for the California Bar Examination or admission to practice law in California.)
4. Under the Committee of Bar Examiners definition, the method of instruction for this Program is principally by correspondence.
5. Since the School has offered a Juris Doctor Program that will qualify its graduates for the California Bar Examination continually since 1984, the Committee of Bar Examiners has determined that it is exempt from the requirement to disclose a statement of assets and liabilities. However, in the interest of assuring prospective students that Taft Law School will be able to meet its future obligations, the following information is presented:
 - The Taft University System is required by the Federal Department of Education to submit audited financial statements and to achieve a minimum composite score. During each year The Taft University System has participated in the Federal Direct Loan Program, it has exceeded all financial requirements of the Federal Department of Education.
 - The Taft University System also satisfies the financial responsibility provisions of the Distance Education Accrediting Commission.
6. The number and passage results of Taft Law School students who have taken the First-Year Law Students’ Examination and General Bar Examination in the past five years is as follows:

FIRST-YEAR LAW STUDENTS' EXAMINATION PASSAGE STATISTICS

Data Source: State Bar of California

| Exam Date | All Takers | | | First Timers | | | Repeaters | | |
|--------------|------------|-----------|-------------|--------------|-----------|-------------|------------|-----------|-------------|
| | Took | Passed | % Passed | Took | Passed | % Passed | Took | Passed | % Passed |
| 10/22 | 15 | 2 | 13.3 | 5 | 2 | 40 | 10 | 0 | 0.00 |
| 6/22 | 14 | 0 | 0.00 | 5 | 0 | 0.00 | 9 | 0 | 0.00 |
| 10/21 | 26 | 5 | 9.2 | 10 | 3 | 33.3 | 16 | 2 | 12.5 |
| 6/21 | 28 | 5 | 17.9 | 18 | 2 | 11.1 | 10 | 3 | 33.3 |
| 11/20 | 31 | 1 | 3 | 10 | 1 | 10 | 21 | 0 | 0 |
| 6/20 | 20 | 1 | 5 | 10 | 1 | 10 | 10 | 0 | 0 |
| 10/19 | 19 | 2 | 10.5 | 10 | 1 | 10.0 | 17 | 1 | 5.89 |
| 6/19 | 29 | 7 | 24 | 14 | 2 | 14.3 | 15 | 5 | 33.3 |
| 10/18 | 25 | 6 | 24 | 10 | 2 | 20 | 15 | 4 | 26.7 |
| 6/18 | 37 | 5 | 13.5 | 15 | 1 | 6.67 | 22 | 4 | 18.2 |
| TOTAL | 244 | 34 | 13.9 | 107 | 15 | 14.0 | 137 | 19 | 13.9 |

GENERAL BAR EXAMINATION PASSAGE STATISTICS

Data Source: State Bar of California

| Exam Date | All Takers | | | First Timers | | | Repeaters | | |
|--------------|------------|-----------|-------------|--------------|-----------|-------------|-----------|-----------|-------------|
| | Took | Passed | % Passed | Took | Passed | % Passed | Took | Passed | % Passed |
| 7/22 | 11 | 2 | 18.2 | 3 | 1 | 33.5 | 8 | 1 | 12.5 |
| 2/22 | 16 | 6 | 37.5 | 8 | 5 | 62.5 | 8 | 1 | 12.5 |
| 7/21 | 14 | 2 | 14.3 | 5 | 2 | 40 | 9 | 0 | 0 |
| 2/21 | 9 | 3 | 33.3 | 2 | 1 | 50 | 7 | 2 | 28.6 |
| 10/20 | 16 | 9 | 56.3 | 2 | 0 | 0 | 14 | 9 | 64.3 |
| 2/20 | 15 | 3 | 20 | 4 | 1 | 25 | 11 | 2 | 18.2 |
| 7/19 | 12 | 2 | 16.7 | 3 | 0 | 0 | 9 | 2 | 22.2 |
| 2/19 | 12 | 3 | 25 | 3 | 1 | 33.3 | 9 | 2 | 22.2 |
| 7/18 | 11 | 1 | 9.1 | 2 | 0 | 0 | 9 | 1 | 11.1 |
| 2/18 | 16 | 1 | 6.25 | 5 | 0 | 0 | 11 | 1 | 9.09 |
| TOTAL | 132 | 32 | 24.2 | 37 | 11 | 29.7 | 95 | 21 | 22.1 |

7. Due to the distance education teaching modality utilized by the School, the School does not maintain a traditional law library. However, all law students have access to the extensive online legal library of the *Lexis Advance*[®] system.

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members. All are members of the State Bar of California, except Edward J. Romano who is a member of the Rhode Island State Bar.

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| | |
|------|------------------------------------|
| 2022 | One Faculty Member per 15 Students |
| 2021 | One Faculty Member per 18 Students |
| 2020 | One Faculty Member per 19 Students |
| 2019 | One Faculty Member per 18 Students |
| 2018 | One Faculty Member per 18 Students |

10. The education provided by Taft Law School may not satisfy the requirements of other jurisdictions for the practice of law. Applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements to practice law.

11. Attrition* Rates of Enrolled Students in Subsequent Years of Law Study

Students enrolled in this law school's J.D. Degree Program by year of study:

| | <u>First Year:</u> | <u>Second Year:</u> | <u>Third Year:</u> | <u>Fourth Year:</u> |
|----------|--------------------|---------------------|--------------------|---------------------|
| 9/15/18: | 95 | 29 | 11 | 8 |
| 9/15/19: | 77 | 30 | 13 | 13 |
| 9/15/20: | 89 | 34 | 12 | 14 |
| 9/15/21: | 77 | 19 | 13 | 17 |
| 9/15/22: | 71 | 22 | 5 | 5 |

* In accordance with Guideline 5.22 of the *Guidelines for Unaccredited Law School Rules*: "A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program." Other reasons for student attrition vary and include, but are not limited to, students voluntarily withdrawing from law school due to personal, family, business, career or financial issues and students who may have been dismissed by the law school because the students did not maintain academic good standing or who were unable to complete the mandatory curriculum requirements to earn a Juris Doctor degree.

12. Taft Law School has not been issued a Notice of Noncompliance by the Committee of Bar Examiners.

13. Guideline 2.3(D) of the *Guidelines for Unaccredited Law School Rules* provides:

The method of instruction at Taft Law School for the Juris Doctor (J.D.) degree programs is principally by correspondence. (*See comment above.*)

Students enrolled in the Juris Doctor-Attorney Track Programs at Taft Law School who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's Juris Doctor-Attorney Track Program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's Juris Doctor-Attorney Track Program, but will receive credit for only one year of legal study.

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

**STUDENT DISCLOSURE STATEMENT OF TAFT LAW SCHOOL AND WILLIAM
HOWARD TAFT UNIVERSITY JURIS DOCTOR-EXECUTIVE TRACK
INDEPENDENT STUDY**

Disclosures

1. Taft Law School and William Howard Taft University are accredited by the Distance Education Accrediting Commission. However, neither are accredited by the Committee of Bar Examiners of the State Bar of California and this program will not qualify graduates to sit for any bar examinations.
2. The Taft University System is required by the Federal Department of Education to submit audited financial statements and to achieve a minimum composite score. During each year The Taft University System has participated in the Federal Direct Loan Program, it has exceeded all financial requirements of the Federal Department of Education.
3. The Taft University System also satisfies the financial responsibility provisions of the Distance Education Accrediting Commission.
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Melody Jolly is the Dean of the School of Law. She holds a Bachelor's degree from California State University, Fullerton and a Juris Doctor degree from Western State University, College of Law. She is a member of the State Bar of California.

Joan L. Slavin is the Director of Student Services. She holds a Juris Doctor Degree from Western State University, College of Law. She is not a member of the State Bar of California.

Julie Abutal (Juris Doctor, Whittier Law School), Jorge Alesna, Jr. (Juris Doctor, Taft Law School), Todd Becker (Juris Doctor, Western State University, College of Law), Sarah Condor Fisher (Juris Doctor, Taft Law School), Deanna Gilbertson (Juris Doctor, Whittier Law School), Meng Li (Juris Doctor, Taft Law School), Donna M. McGovern (Juris Doctor, William Howard Taft University), Tracy Reinmiller (Juris Doctor, Western State University, College of Law), Scott A. Resnick (Juris Doctor, Arizona State University College of Law), Edward J. Romano (Juris Doctor, Suffolk University Law School), Jennifer Settani-Stephens (Juris Doctor William Howard Taft University) and Margaret A. Trester (Juris Doctor, Whittier College School of Law) are current faculty members. All are members of the State Bar of California, except Edward J. Romano who is a member of the Rhode Island State Bar.

Because of the distance education nature of the programs, the School does not employ resident faculty in a traditional manner. School faculty handle many different roles and work with students and administration in a sundry of capacities. Faculty assignments are made in both a course-driven and task-driven manner.

6. The ratio of faculty to students for the previous five years has been:

| | |
|------|------------------------------------|
| 2022 | One Faculty Member per 15 Students |
| 2021 | One Faculty Member per 18 Students |
| 2020 | One Faculty Member per 19 Students |
| 2019 | One Faculty Member per 18 Students |
| 2018 | One Faculty Member per 18 Students |

7. The education provided by Taft Law School and William Howard Taft University may not satisfy the requirements of other jurisdictions for the practice of law. Applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements to practice law.

8. As of May 2021 the Juris Doctor-Executive Track Program is only offered through William Howard Taft University's School of Government and Law. It is not offered at Taft Law School. California State Bar Examination information can be found in the Taft Law School Juris Doctor-Attorney Track Program disclosure above.

**STUDENT DISCLOSURE STATEMENT OF WILLIAM HOWARD TAFT
UNIVERSITY
MASTER OF LAWS
*Disclosures***

1. Taft University is accredited by the Distance Education Accrediting Commission. However, it is not accredited by the Committee of Bar Examiners of the State Bar of California and the program will not qualify graduates to sit for any bar examinations.
2. The Taft University System is required by the Federal Department of Education to submit audited financial statements and to achieve a minimum composite score. During each year The Taft University System has participated in the Federal Direct Loan Program, it has exceeded all financial requirements of the Federal Department of Education.
3. The Taft University System also satisfies the financial responsibility provisions of the Distance Education Accrediting Commission.
4. Due to the distance education teaching modality utilized by the School, the School of Law does not maintain a traditional law library. However, all law students have access to the extensive online legal library of the *Lexis Advance*[®] system.
5. The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction is as follows:

Melody Jolly is the Dean of the School of Law. She holds a Bachelor’s degree from California State University, Fullerton and a Juris Doctor degree from Western State University, College of Law. She is a member of the State Bar of California.

Dr. Anita Cassard is the Dean of the School of Business and the School of Law and Government. She received her PhD in Applied Management and Decision Sciences with a specialization in Leadership and Organizational Change from Walden University, Minnesota and her MPS from Milano New School for Social Research.

Julie Abutal (Juris Doctor, Whittier Law School), Jorge Alesna, Jr. (Juris Doctor, Taft Law School), Todd Becker (Juris Doctor, Western State University, College of Law), Sarah Condor Fisher (Juris Doctor, Taft Law School), Deanna Gilbertson (Juris Doctor, Whittier Law School), Meng Li (Juris Doctor, Taft Law School), Donna M. McGovern (Juris Doctor, William Howard Taft University), Tracy Reinmiller (Juris Doctor, Western State University, College of Law), Scott A. Resnick (Juris Doctor, Arizona State University College of Law), Edward J. Romano (Juris Doctor, Suffolk University Law School), Jennifer Settani-Stephens (Juris Doctor William Howard Taft University) and Margaret A. Trester (Juris Doctor, Whittier College School of Law) are current faculty members. All are members of the State Bar of California, except Edward J. Romano who is a member of the Rhode Island State Bar.

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7. The education provided by Taft Law School and William Howard Taft University may not satisfy the requirements of other jurisdictions for the practice of law. Applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements to practice law.

California Committee of Bar Examiners Disclosures

Degree Granting Authority

Degree granting authority in connection with its students qualifying to take the California Bar Examination and obtain admission to the practice of law in California is based on Taft Law School's registration as an unaccredited law school with the Committee of Bar Examiners.

The following disclosure applies to the JDATSM program:

The method of instruction at this law school for the Juris Doctor - Attorney Track (J.D.) degree program is principally by correspondence. Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

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

The following disclosure applies to the JDETSM and LLM programs:

The method of instruction at this law school for professional law degree programs is principally by correspondence.

Completion of a professional law degree program for the Juris Doctor - Executive Track degree does not qualify a student to take the California Bar Examination or to satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy the requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to seek to qualify to sit for the bar examination or for admission to practice for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

As of May 2021 the Juris Doctor-Executive Track Program is only offered through William Howard Taft University's School of Government and Law. It is not offered at Taft Law School. California State Bar Examination information can be found in the Taft Law School Juris Doctor-Attorney Track Program disclosure above.

***William Howard Taft University Programs
Undergraduate, Master's Programs, First Professional
& Doctorate Programs.***

Satisfactory Academic Progress (SAP) Policies

SAP Policy for Students Enrolled in the Title IV Master and Doctoral Programs

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a "Title IV student."

The Federal government has an interest in assuring that students who receive Federal Student Aid achieve their academic goals by making satisfactory academic progress. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of William Howard Taft University.

All students must continually maintain the following standards of satisfactory academic progress to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements for the University Programs consist of:

- A Qualitative Component;
- A Quantitative Component; and
- Appeal Procedures.

SAP Policy

•The Qualitative and Quantitative Component

A Title IV student is subject to all of the requirements set forth in the Satisfactory Academic Progress Policies (SAP) of the Academic Catalog. Once students have completed the first semester or a minimum of 6 credit hours in a program the student must have earned a minimum grade point average that would allow them to graduate with at least a 3.00 GPA and maintain this minimum cumulative grade point average throughout the program.

A Title IV student must complete his or her studies in not more than 150% of the published length of the program. (For purposes of this component, "published length of the Program" refers to the required number of units.)

For purposes of this component, "published length of the program" refers to the number of credits needed to meet the degree requirements. For example, the Doctorate program requires the completion of 60 credits for graduation. Therefore, any student who attempts more than 90 credits will become ineligible for additional Federally insured student loans. Master Programs require the completion of 30 credits. Therefore a student must complete the program within 45 attempted credits or will become ineligible for Federally insured student loans to pay for tuition, and beyond that point, the student will be Administratively Dismissed from the University.



Satisfactory Academic Progress (SAP) Policies

Applicants seeking Portfolio and Transfer credit will be evaluated on a case-by-case basis.

Transfer credit may only be accepted for courses offered at William Howard Taft University. Any transfer credit accepted will be calculated to determine the 150% of the published length of the program. **Transfer students must also earn a minimum cumulative grade point average of 3.0 or higher at the program midpoint to meet Financial Aid eligibility.**

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the program.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from or failed.

Incomplete grades are not calculated in the measures of the quantitative or qualitative process. All students must complete all courses before moving forward. If a student does not complete final examinations during the academic period, that student may petition for an Incomplete. Upon establishing extraordinary circumstances, an Incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an Incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not complete a course during the period of an Incomplete, that student will fail that course, and the failure will be calculated into the measures of the quantitative and qualitative process.

As with other students, a Title IV student must complete an academic year of two 16 weeks semesters (2 payment periods) which includes 32 weeks of instruction with no less than six credits per semester for Title IV purposes. All students enrolled in William Hoard Taft University directed study are required to follow the attendance policies. Direct Study attendance is assessed through participation in a discussion forum, submission of an assignment, or participating in a quiz or exam. A student who fails to post the required attendance for 14 consecutive days after the first week of start (Add/Drop Period) will be withdrawn from the course and therefore deemed NOT to be making satisfactory academic progress.

Evaluation Points

A student's academic progress is evaluated at the end of each academic year. The definition of an academic year consists of a period of time of not less than 32 consecutive weeks and usually consists of 12-semester credits. For students on a Student Academic



Satisfactory Academic Progress (SAP) Policies

Improvement Plan {SAIP}, satisfactory academic progress is evaluated at the end of each payment period.

A. Academic and/or Financial Aid Probation

A student whose cumulative grade point average {GPA} is less than 3.00 after the most recent academic year is not making Satisfactory Academic Progress {SAP} and will be placed on Academic Probation and is subject to dismissal. However, a student may appeal the Satisfactory Academic Progress determination. If the appeal is granted, the student will be allowed to continue as a student on Academic Probation but will be placed on a Student Academic Improvement Plan {SAIP}. Satisfactory Academic Progress for a student on Academic Probation will be monitored at the end of the next academic year. If, at the end of the next academic year, while on Academic Probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Students must appeal to regain Financial Aid eligibility for a second payment period. If an appeal is granted, a student will be put on Financial Aid Probation and may retain financial aid eligibility for one additional payment period by complying with that student's SAIP.

If, at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved (or at the midpoint of the program), the student loses further financial aid eligibility and may be subject to dismissal.

All students enrolled in the University Programs are subject to all of the requirements set forth in the Satisfactory Academic Progress Policies (SAP) section of the Academic Catalog.

B. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, Academic Probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, a student with a cumulative grade point average below 3.00 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed.

C. Financial Aid Probation

Students who do not achieve Satisfactory Academic Progress {SAP} at the end of an academic year (a 3.00 GPA) will lose further federal financial aid eligibility. Student may appeal this Financial Aid status determination to regain financial aid eligibility for one payment period. If the appeal is granted, a student will be put on Financial Aid Probation, may retain financial aid eligibility for one additional payment period and is put on a Student Academic Improvement



Satisfactory Academic Progress (SAP) Policies

Plan (SAIP). SAP will be monitored at the end of each payment period in the next academic year to determine the student's financial aid eligibility status.

If at the end of the first payment period, while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

If at the end of that academic year, while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

Should the minimum SAP requirement not be achieved at the midpoint of the program or thereafter, the student loses further financial aid eligibility until SAP is achieved.

Qualifying for Financial Aid

Federal Financial Aid is distributed in one disbursement per payment period. (One payment per semester in the first academic year.) To qualify for the first disbursement, a student must:

- 1 Submit official transcripts for degree determining program eligibility.
- 2 Successfully complete 30 days of enrollment.
- 3 Submit official transcripts for degrees required.
- 4 Satisfy all Financial Aid requirements, including being fully packaged.

To qualify for the second installment, a student must:

- 1 Successfully complete the first semester and remain in Good Standing for 30 days of enrollment in the second semester following the Satisfactory Academic Program guidelines.
- 2 Successfully complete 30 days of enrollment.
- 3 Satisfy all financial aid requirements, including being fully packaged.

Students Re-Enrolling

If a student did not make satisfactory academic progress in his/her prior year, he/she would be placed on a Student Academic Improvement Plan (SAIP). Academic progress for students on SAIP will be evaluated at the midpoint and at the end of the academic year. If the student has not satisfied the SAIP requirements, he/she may lose financial aid eligibility unless the student appeals and the appeal is approved.



Satisfactory Academic Progress (SAP) Policies

Federal regulations require two disbursements in the third or final semester (two 8-week payment periods). To qualify for the first disbursement in the third semester, a student must:

1. Pass all courses to advance and meet the University's standards for measuring Satisfactory Academic Progress.
2. Successfully complete 30 days of enrollment in the current semester.
3. Satisfy all Financial Aid requirements, including being fully packaged.

To qualify for the second disbursement, a student must:

1. Successfully complete eight weeks of enrollment and turn in all assignments up to this point in the current semester.

Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make satisfactory academic progress at the midpoint of the program or thereafter, the student will be on Academic Probation and is subject to dismissal. However, a student may be eligible to continue but will not be eligible for financial aid. The decision to allow a student to continue on Academic Probation will be made by the Dean of the School of Law or his designate. During this period, the student is not eligible for federal financial aid but may continue to take courses and will be responsible for tuition and fees.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement, and Graduation It is the responsibility of William Howard Taft University to fairly evaluate the performance of each student and disqualify a student if the school does not believe that the student will ultimately be successful. Satisfactory Academic Performance (SAP) is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for failing to meet the SAP standards can be found in both this Handbook and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC), will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;
2. The student has the following rights:
 - a. to review the student's work product, including final examinations;
 - b. to ask questions about the evaluation of the work product;
 - c. to provide any information that is relevant to the failure to meet SAP;
 - d. to request a meeting with the Academic Review Committee (ARC) to exercise his/her rights in person or via teleconference.
 - e. During each step of the Academic Review Process, the student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and costs of such Counsel.



Satisfactory Academic Progress (SAP) Policies

1. If the student chooses to not meet with the ARC, the Dean will seek a written response from the student regarding any reason for the student failing to meet SAP and any other information the student wishes to provide;
2. The Dean will organize all information available from the student, faculty, and staff regarding the failure to meet SAP and present it to the ARC;
3. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
4. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.

Financial Aid Appeal

A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Financial Aid at the Financial Aid Office. The appeal should set forth in detail a concise statement detailing what extenuating circumstances caused the student's inability to meet satisfactory academic progress (SAP) and what has changed so that student may now meet SAP.

The appeal will then be given to the Director of Financial Aid, who will review the student's financial aid file and evaluate the student's written comments. The Financial Aid Director may also request information from the Academic Committee and/or may question the student or request additional information.

If the Financial Aid Director denies the appeal, the student will be notified, and the Probation status will stand.

If the Financial Aid Director approves the appeal, the Probation status may be cleared. Once the appeal is resolved and if any action is required, the Director of Financial Aid will notify the student of its outcome and whether appeal was approved or denied.

Reinstatement as a Title IV Student

A student may, subject to the approval of the Financial Aid Director for Financial Aid review, be reinstated as a Title IV student after failing to make satisfactory academic progress if the student meets the following minimum criteria:

- a. The student has successfully completed at least one academic year on Academic Probation.
- b. A recalculated grade point average indicates that the student now has a cumulative grade point average of 3.00 or higher.
- c. It is possible for the student to complete the program in not more than the maximum number of credits allowed.

SAP Policy for Non-Title IV Semester Programs

All Certificate, Undergraduate, and Master Non-Title IV programs are presented on a semester basis. *Students enrolled in these programs are not eligible for Federal Title IV financial aid.*

The Qualitative Component in the Semester Programs

A student is placed on academic warning when his or her cumulative GPA falls below 3.00. Students on academic warning must raise their cumulative GPA to these minimum levels or above by the end of the subsequent semester to continue in the program. A student will be dismissed from the program if he/she is placed on Academic Warning and fails to regain Good Standing by the end of the subsequent semester or completes all required course work with a cumulative GPA of less than the required minimums for the degree program.

If a failing grade has been received in a course, that course must be repeated to earn credit. Students are not obligated to repeat a failed course unless it is a course required for graduation. Students may repeat, at the prevailing cost per unit, any course in which an “F,” “D-,” “D,” “D+” or “C-” grade was received. A student who repeats a course receives the grade earned on the repeat effort only. No course may be repeated in which a grade of “C” or higher has been earned. Grade points, units attempted, and units earned for the prior attempt will not be included in grade-point average (GPA) calculations subsequent to the repeat effort. Nevertheless, such calculations prior to the repeat effort will not be affected, cumulative units, grade points earned, and grade-point averages will be altered -- to reflect the repeat effort -- only at the point at which the course was repeated.

A particular course may be repeated only once.

Appeals requesting permission to repeat a course must generally be received by the University within 30 days of the date the Grade Report for the subject course was available.

The University reserves the right to exclude or retain a student at any time in its sole discretion for academic reasons. In the exercise of this prerogative, the University attempts to analyze the totality of the circumstances in light of what it believes to be an ethical obligation not to continue the student beyond the point where it becomes clear that, at that point in time, for whatever reason(s), the student is not succeeding in a Program.

In this regard, it should be remembered that the longer the period of study involved, the more conclusive the student's record becomes. For this reason, the retention policy is generally enforced to the letter.

It is the rare student who can admit, at the time, that academic dismissal is in his/her own best interests. Consequently, academic dismissal is not a matter open to debate or negotiation by the student involved. The University can and must exercise its sole discretion in this matter. It is not and cannot be a "matter of right" to the student involved.

The Quantitative Component in the Semester Programs

To maintain satisfactory academic progress, a student must complete his or her studies in not more than 150% of the published length of the Program. (For purposes of this component, “published length of the Program” refers to the required number of units.)

The Master of Laws programs require the completion of a 24 units to earn the degree. The Master of Education Program and the Master of Science in Taxation Program require 30 units. The Master of Business Administration Program requires 30 units. The Bachelor of Science in Laws Program requires a minimum of 30 units completed at Taft. The Bachelor of Science in Business Administration Completion program requires 120 units. All Doctoral programs require the completion of 60 units to earn a degree. (Juris Doctor requires 75). All certificate programs are 12 units. With respect to repeated courses, only the most recent grade is computed into a student's grade point average. However, repeated courses are included in the 150% computation.

Undergraduate, Master, and Doctoral (Does not apply to the Juris Doctorate) level programs are divided into semesters consisting of two 8-week sessions totaling 6 units. Each semester consists of sixteen weeks from the date study commenced. The study commencement date is the date indicated on the enrollment materials. Students may apply for a 30-day extension to complete course work. The student must request approval for an *Incomplete* to the Dean prior to the end of the term. The student must have completed a minimum of 70% of required coursework. Not all requests will be approved. If an *Incomplete* is granted and the student does not complete the courses requirement in 30 days, the course grade converts to F. The final course grade and registration of the course are included in the Satisfactory Academic Progress (SAP) calculations. Student may progress in the program while meeting the incomplete requirement. However, additional Title IV financial aid funds will be not awarded to the student until the 30-day extension period has expired and grades have been posted to ensure SAP policy is met.

Students are allowed no more than one year for certificate programs, five years to complete semester programs (seven years for the BSBA and Doctorate programs).

Enrollment in Subsequent Semesters Teachout Prior to October 2021

Students may enroll in the next semester at any time after completion of the first two courses of any semester. Students should contact the Student Services Office (student_support@taftu.edu) and request enrollment materials be prepared at least one month before they wish to start a semester. Courses must be completed in the order set forth in the University Catalog unless the student obtains permission from the University to complete a course in a different order.

Students may take a leave of absence up to 90 days between semesters by simply not enrolling in the subsequent semester. No appeal is necessary. **Leaves of absence longer than 90 days will require submission of an appeal to the Student Services Coordinator.** Except in special circumstances, the entire program must be completed with the published required time to complete.

No student may complete any degree program in less than one year under any circumstances.

Evaluation Points in the Semester Programs

A student's academic progress is evaluated at the end of each semester.

Readmission after Academic Dismissal

An individual who wishes to be readmitted after academic dismissal must appeal the Chief Academic Officer directly and show the requisite ability for successful study or evidence a stronger potential for study.

Readmission after Withdrawal "In Good Standing"

A student who has successfully completed any units at the University and who has taken an approved leave of absence longer than one calendar year must appeal the Dean (or his/her designate) to be allowed to re-enroll as a continuing student. As a condition to his/her readmission, a student who has taken a leave of absence for longer than one calendar year may be required to repeat courses taken prior to his/her withdrawal. Since admission criteria in existence at the time of readmission will apply, readmission is not automatically guaranteed.

Appeals in the Semester Programs

A student may appeal a determination that the student is not making satisfactory academic progress by sending a appeal to the Student Services Coordinator at the administrative offices of the University. The appeal should set forth in detail why the student believes that he or she has complied with the above requirements.

Leave of Absence Policy

Students may take a leave of absence up to 90 days between semesters by simply not enrolling in the subsequent semester. No appeal is necessary. **Leaves of absence longer than 90 days will require submission of an appeal**

to the Student Services Coordinator. Except in special circumstances, the entire program must be completed with the published required time to complete.

SAP Policy for Non-Title IV Doctoral Programs Teachout Prior to October 2021

Courses in the Doctoral programs are self-paced. Subsequently, the number of weeks necessary to complete a course may vary considerably based on the amount of time per week a student devotes to study and the professional experience of the student. ***Students enrolled in these programs are not eligible for Federal Title IV financial aid.***

The Qualitative Component in the Doctoral Programs

To earn a Doctoral degree (other than the Juris Doctor) a student must complete a minimum of 60 units beyond the Master's degree with a cumulative grade point average of at least 3.00, pass qualifying and comprehensive examinations, and present a successful oral defense of a dissertation or major practical project prepared by the student.

A student is on academic warning if his or her cumulative GPA falls below 3.00. Students on Academic Warning must raise their cumulative GPA to 3.00 after the completion of the next nine (9) units to continue in the *Program*. A student will be dismissed from the University if he/she is placed on Academic Warning and fails to regain Good Standing after the completion of the next nine (9) units or completes all required course work with a cumulative GPA of less than 3.00.

The Quantitative Component in the Doctoral Non-Title IV Programs

Students must complete at least 2 courses within a 12 month period to remain in good academic standing and continue in the program. Students failing to remain in good academic standing may appeal for an extension. Extensions are not automatically granted, but are reviewed and approved by administration on a case-by-case basis. Appeals requesting extensions in excess of two months will not be approved unless the student has progressed to the Dissertation phase.

Notwithstanding any other provision, Doctoral programs cannot be completed in less than 27 months from the date of initial enrollment. All degree requirements must be satisfied within seven years from the date of initial enrollment.

In order to maintain satisfactory academic progress, a student must complete the program within seven years.

Evaluation Points in the Doctoral Non-Title IV Programs

A student's academic progress is evaluated upon completion of each course, the qualifying examination, and the comprehensive examination.

Appeals in the Doctoral Non-Title IV Programs

A student may appeal a determination that the student is not making satisfactory academic progress by sending an appeal to the Student Services Coordinator at the administrative offices of the University. The appeal should set forth in detail why the student believes that he or she has complied with the above requirements.

Cost of Attendance for Title IV Master and Doctoral Programs

The University establishes standard student budgets as a basis for awarding federal student financial aid funds. These budgets are not intended to represent exact living expenses that will be incurred but represent average expenses based on information from the Bureau of Labor Statistics. The Cost of Attendance (COA) includes average living expenses, books and supplies, tuition and a computer library fee.

If approved, Federal Direct loan funds for the first and continuing semesters will be paid in one disbursement per semester. If student is requesting a loan greater than the amounts payable to the University, the excess proceeds for

the first and continuing semester disbursements will be processed 4-6 weeks from the start of instruction. Excess proceeds checks will be sent via the U.S. postal service mail to student's address of record. All disbursements are conditioned upon student satisfying all University and Federal requirements. These requirements are set forth in detail of this Consumer Guide and in the Academic Catalog for the Program. There are no exceptions to these requirements. Applicants/students should request that official transcripts be sent to William Howard Taft University as soon as possible.

Cost of Attendance/Budget for the Master of Business Administration (MBA) Program
(Below is a general cost of attendance for one academic year of the Program. Your actual costs may vary)

| One academic year COA Components | Off Campus |
|--|--------------------|
| Level in School | Graduate (BS) |
| Tuition (\$295/credit) | \$3,540.00 |
| 12 Units | |
| Computer Library Fees | \$190.00 |
| Enrollment Commitment Fee | |
| Out of Country Surcharge Fee | \$0.00 |
| Books and Supplies | \$800.00 |
| Other Special Program Fees: CalBar Registration | \$0.00 |
| Subtotals | \$4,530.00 |
| Computer (1st Year Students Only) (\$900) | TBD |
| Internet (\$600) | TBD |
| Subtotal | \$4,530.00 |
| Transportation: Independent (\$263/month) | \$3,592.00 |
| Transportation: Dependent (\$176/month; \$2,112/ year) | \$0.00 |
| Room and Board: Independent (1,292/month) | \$10,984.00 |
| Room and Board: Dependent (\$865/month; \$10,380/year) | \$0.00 |
| Miscellaneous: Independent Personal Living Expenses (\$861/month) | \$6,552.00 |
| Miscellaneous: Dependent Personal Living Expenses (\$577/month; \$6,924/year) | \$0.00 |
| Living Expenses Subtotals | \$21,128.00 |
| Subtotals | \$25,658.00 |
| Dependent Child Care Per Dependent | |
| *Expenses for Students w/Disabilities: (i.e. Special books, CD's or software) *On a case-by- case basis | |
| Totals | \$25,658.00 |
| EFC | |
| Other Aid Received | |

A *Net Price Calculator* is available on our website to further assist in calculating the cost of attendance.

You will be required to purchase textbooks for each of the courses and can obtain them from any source you wish. You should not order books too far in advance of any semester because courses and textbooks are updated regularly. For a listing of all required textbooks for your courses please go to <http://www.taft.edu/texts.htm>.

Cost of Attendance/Budget for the Master of Education (MEd) Program

| <i>One Semester COA Components</i> | <i>Off-Campus</i> | <i>With Parent</i> |
|--|--------------------------|---------------------------|
| Tuition (6 credits @ \$275.00 per credit) | \$ 1,650.00 | \$ 1,650.00 |
| Computer Library Fee | \$ 95.00 | \$ 95.00 |
| Enrollment Fee (Charges only in first semester) | \$ 100.00 | \$ 100.00 |
| Books and Supplies (average per semester) | \$ 450.00 | \$ 450.00 |
| <i>Subtotal</i> | \$ 2,295.00 | \$ 2,295.00 |
| Internet (Upon written request) | \$ 200.00 | \$ 200.00 |
| Transportation (\$449/month) | \$ 1,796.00 | \$ 1,796.00 |
| <i>Subtotal</i> | \$ 4,291.00 | \$ 4,291.00 |
| Room and Board: Living Independent (\$1,373/month) | \$ 5,492.00 | |
| Living with Parents (\$920/month) | | \$ 3,680.00 |
| Miscellaneous: Personal Living Expenses (\$819/month) | \$ 3,276.00 | \$ 3,276.00 |
| <i>Total of 1st Semester Potential Costs:</i> | \$13,059.00 | \$11,247.00 |

A *Net Price Calculator* is available on our website to further assist in calculating the cost of attendance.

You will be required to purchase textbooks for each of the courses and can obtain them from any source you wish. You should not order books too far in advance of any semester because courses and textbooks are updated regularly. For a listing of all required textbooks for your courses please go to <http://www.taft.edu/texts.htm>.

Cost of Attendance/Budget for the Master of Public Administration (MPA) Program

| One Semester COA Components | Off-Campus | With Parent |
|--|-------------------|--------------------|
| Tuition (6 credits @ \$295.00 per credit) | \$ 1,770.00 | \$ 1,770.00 |
| Computer Library Fee | \$ 95.00 | \$ 95.00 |
| Enrollment Fee (Charges only in first semester) | \$ 100.00 | \$ 100.00 |
| Books and Supplies (average per semester) | \$ 450.00 | \$ 450.00 |
| <i>Subtotal</i> | \$ 2,415.00 | \$ 2,415.00 |
| Internet (Upon written request) | \$ 200.00 | \$ 200.00 |
| Transportation (\$449/month) | \$ 1,796.00 | \$ 1,796.00 |
| <i>Subtotal</i> | \$ 4,411.00 | \$ 4,411.00 |
| Room and Board: Living Independent (\$1,373/month) | \$ 5,492.00 | |
| Living with Parents (\$920/month) | | \$ 3,680.00 |
| Miscellaneous: Personal Living Expenses (\$819/month) | \$ 3,276.00 | \$ 3,276.00 |
| Total of 1st Semester Potential Costs: | \$13,179.00 | \$11,367.00 |

A Net Price Calculator is available on our website to further assist in calculating the cost of attendance.

You will be required to purchase textbooks for each of the courses and can obtain them from any source you wish. You should not order books too far in advance of any semester because courses and textbooks are updated regularly. For a listing of all required textbooks for your courses please go to <http://www.taft.edu/texts.htm>.

Cost of Attendance/Budget for the Doctor of Business Administration (DBA) Program

| One Semester COA Components | Off-Campus | With Parent |
|--|-------------------|--------------------|
| Tuition (6 credits @ \$360.00 per credit) | \$ 2,160.00 | \$ 2,160.00 |
| Computer Library Fee | \$ 95.00 | \$ 95.00 |
| Enrollment Fee (Charges only in first semester) | \$ 100.00 | \$ 100.00 |
| Books and Supplies (average per semester) | \$ 450.00 | \$ 450.00 |
| <i>Subtotal</i> | \$ 2,805.00 | \$ 2,805.00 |
| Internet (Upon written request) | \$ 200.00 | \$ 200.00 |
| Transportation (\$449/month) | \$ 1,796.00 | \$ 1,796.00 |
| <i>Subtotal</i> | \$ 4,801.00 | \$ 4,801.00 |
| Room and Board: Living Independent (\$1,373/month) | \$ 5,492.00 | |
| Living with Parents (\$920/month) | | \$ 3,680.00 |
| Miscellaneous: Personal Living Expenses (\$819/month) | \$ 3,276.00 | \$ 3,276.00 |
| Total of 1st Semester Potential Costs: | \$13,569.00 | \$11,757.00 |

A Net Price Calculator is available on our website to further assist in calculating the cost of attendance.

You will be required to purchase textbooks for each of the courses and can obtain them from any source you wish. You should not order books too far in advance of any semester because courses and textbooks are updated regularly. For a listing of all required textbooks for your courses please go to <http://www.taft.edu/texts.htm>.

***Cost of Attendance/Budget for the Doctor of Education (EdD) Program
In all concentrations***

| <i>One Semester COA Components</i> | <i>Off-Campus</i> | <i>With Parent</i> |
|--|--------------------------|---------------------------|
| Tuition (6 credits @ \$360.00 per credit) | \$ 2,160.00 | \$ 2,160.00 |
| Computer Library Fee | \$ 95.00 | \$ 95.00 |
| Enrollment Fee (Charges only in first semester) | \$ 100.00 | \$ 100.00 |
| Books and Supplies (average per semester) | \$ 450.00 | \$ 450.00 |
| <i>Subtotal</i> | \$ 2,805.00 | \$ 2,805.00 |
| Internet (Upon written request) | \$ 200.00 | \$ 200.00 |
| Transportation (\$449/month) | \$ 1,796.00 | \$ 1,796.00 |
| <i>Subtotal</i> | \$ 4,801.00 | \$ 4,801.00 |
| Room and Board: Living Independent (\$1,373/month) | \$ 5,492.00 | |
| Living with Parents (\$920/month) | | \$ 3,680.00 |
| Miscellaneous: Personal Living Expenses (\$819/month) | \$ 3,276.00 | \$ 3,276.00 |
| <i>Total of 1st Semester Potential Costs:</i> | \$13,569.00 | \$11,757.00 |

A *Net Price Calculator* is available on our website to further assist in calculating the cost of attendance.

You will be required to purchase textbooks for each of the courses and can obtain them from any source you wish. You should not order books too far in advance of any semester because courses and textbooks are updated regularly. For a listing of all required textbooks for your courses please go to <http://www.taft.edu/texts.htm>.

***Cost of Attendance/Budget for the Doctor of Education Specialist (EdS) Program
in all concentrations***

| <i>One Semester COA Components</i> | <i>Off-Campus</i> | <i>With Parent</i> |
|--|--------------------------|---------------------------|
| Tuition (6 credits @ \$360.00 per credits) | \$ 2,160.00 | \$ 2,160.00 |
| Computer Library Fee | \$ 95.00 | \$ 95.00 |
| Enrollment Fee (Charges only in first semester) | \$ 100.00 | \$ 100.00 |
| Books and Supplies (average per semester) | \$ 450.00 | \$ 450.00 |
| <i>Subtotal</i> | \$ 2,805.00 | \$ 2,805.00 |
| Internet (Upon written request) | \$ 200.00 | \$ 200.00 |
| Transportation (\$449/month) | \$ 1,796.00 | \$ 1,796.00 |
| <i>Subtotal</i> | \$ 4,801.00 | \$ 4,801.00 |
| Room and Board: Living Independent (\$1,373/month) | \$ 5,492.00 | |
| Living with Parents (\$920/month) | | \$ 3,680.00 |
| Miscellaneous: Personal Living Expenses (\$819/month) | \$ 3,276.00 | \$ 3,276.00 |
| <i>Total of 1st Semester Potential Costs:</i> | \$13,569.00 | \$11,757.00 |

A *Net Price Calculator* is available on our website to further assist in calculating the cost of attendance.

You will be required to purchase textbooks for each of the courses and can obtain them from any source you wish. You should not order books too far in advance of any semester because courses and textbooks are updated regularly. For a listing of all required textbooks for your courses please go to <http://www.taft.edu/texts.htm>.

Leave of Absence Policy

The University's leave of absence policy varies from program to program. Details are set forth in the *Academic Catalog* for each specific program, a copy of which is included with the enrollment agreement. Students enrolled in Master and Doctoral Non-Title IV programs are enrolled for the whole Program and a Leave of Absence is not permitted.

Refund Policies

Institutional Refund Policy

The University has adopted a refund policy, which is believed to be fair and equitable. It reserves the right to change this policy without notice in order to comply with any legislative or regulatory changes imposed by the government or accrediting agencies. A specific detailed refund formula is included in each enrollment agreement and is reproduced below.

For Master and Doctoral Title IV Programs:

Student's Right to Cancel and Refund Policy

The University has adopted a refund policy, which is believed to be fair, equitable, and in compliance with regulatory requirements. The University reserves the right to change this policy without notice to comply with any legislative or regulatory changes imposed by the government or accrediting agencies.

For the purposes of refunds, each 8-week session is considered independent of other session. If Student cancels enrollment within the first week of a session (first seven days), the University will refund all tuition paid by Student. If Student withdraws or is dismissed after seven days of the start of the session, Student shall be entitled to a prorated refund as outlined below.

The Chart below outlined tuition refunds based upon the date the University receives notification of intent to withdraw.

| | | |
|-------------|------------------------------------|---------------------|
| First Week | Day 1 to 7 of the 8-week session | 100% tuition refund |
| Second Week | Day 8 to 14 of the 8-week session | 80% tuition refund |
| Third Week | Day 15 to 21 of the 8-week session | 60% tuition refund |
| Fourth Week | Day 22 to 28 of the 8-week session | 40% tuition refund |
| Fifth Week | Day 29 to 35 of the 8-week session | 20% tuition refund |
| Sixth Week | Day 36 or later | No refund |

No refunds are payable after the start of Week 6 in the 8-week session. Refunds are not payable for completed courses. As an example of the refund policy, a student who withdraws the fourth week of the 8-week session (Day 25), having paid tuition in the amount of \$1,000 would receive a refund of \$400 (\$1,000 multiplied by 40%).

For refund calculation purposes, any withdrawal shall be based on the date Student notifies the University with an intent to withdraw. Withdrawal does not relieve Student of the obligation to pay for charges incurred prior to the date of withdrawal. Unless otherwise noted in writing, University fees are non-refundable. The University will issue refunds pursuant to the above conditions within 30 days of notification.

Dismissals shall be effective on the date such action is taken by Administration or when Student fails to maintain the academic standards set forth in the Academic Catalog, whichever shall occur first. If a loan was obtained to pay for tuition, it is Student’s responsibility to repay the full amount of any loan plus any interest. Student is advised that some financial institutions require the University to repay any refunds due directly to the lender and Student expressly authorizes the University to comply with such requests.

Return to Title IV Refund Policy

For students receiving Title IV funds, the University is required to apply the federal return provisions for recipients of Federal Student Aid (FSA). The refund process uses a formula to determine the amount of FSA funds a student has earned as of his or her last day of attendance. The Return of Title IV Refund Policy is in addition to the University's Tuition Refund Policy. Both calculations will be completed when the student withdraws. DEAC has additional Refund Policy provisions. If a student withdraws before completing more than 60% of the payment period, the percentage of FSA funds earned will equal the percentage of the calendar days completed in the payment period prior to the withdrawal date. After the 60% point in the payment period, a student has earned 100% of the FSA funds he or she was scheduled to receive during the payment period.

For all the University’s Master and Doctoral Title IV programs, the University will determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date. The Date of Determination is the date that the University determines the withdrawal date. The date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

- Up through 60% of the Period of Enrollment (calculated on a 16-week semester), an otherwise eligible student earns Title IV aid on a pro-rata basis. After 60%, the student has earned 100% of Title IV benefits.
- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement to the student is required.

- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement (PWD) to the student is required. The deadline for PWD response is no later than 30 days from the University's date of determination.
- If funds are to be returned, funds will be deposited in our federal account for a loan recovery to be processed no later than 45 days of the date of determination.
- Unearned aid which the University is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source: 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The formula in brief is as follows:

1. Determine the amount of Title IV aid that was disbursed and that could have been disbursed.
2. Determine the date of withdrawal and determine the percentage of the payment period attended by the student.
 - a.) When a student officially withdraws, the date of withdrawal for Return to Title IV purposes is the date of the student's learning activity.
 - b.) Divide the calendar days completed in the period by the total number of days in the period. Completed days/total days = percentage.
 - c.) When a student is dismissed (unofficial withdrawal) during a payment period, the date of dismissal for Return to Title IV purposes will be the last date of student's learning activity.
3. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
4. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement" under the cash management rules (34 CFR 668.164(g)). If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.
5. Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
6. Distribute the unearned Title IV aid back to the Title IV programs. Unearned aid which the University is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source: 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The University will use a worksheet to calculate the responsibility, if any, for the return of Title IV funds. A copy of the worksheet will be provided to the student. Since the University does not participate in any federal grant programs, the formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University will also calculate any refund that may be owed to the student pursuant to the University's Refund Policy. If a refund is due, monies will be returned pursuant to Federal, State and accreditation regulations.

For Non-Title IV Programs: Teachout prior to October 2021

The University has adopted the following refund policy which will apply to non-Title IV programs

(Juris Doctorate program, please see Return to Title IV). If a student cancels enrollment within five days of enrollment, the University will refund all money paid by the student. Thereafter, a student who withdraws shall be entitled to a pro rata refund of tuition charges up to 9 weeks from the date of enrollment – according to the following table. “Enrollment” for refund purposes is considered to have become effective upon execution of the Agreement by Student. Refundable tuition is defined as the total semester tuition as presented in the enrollment agreement less an administrative fee of \$200.00 or 20% of the tuition whichever is less.

Pro rata Refund Schedule

| | |
|-----------------------------------|------|
| Withdrawal Occurring After Week 1 | 80% |
| Withdrawal Occurring After Week 2 | 70% |
| Withdrawal Occurring After Week 3 | 60% |
| Withdrawal Occurring After Week 4 | 50% |
| Withdrawal Occurring After Week 5 | 40% |
| Withdrawal Occurring After Week 6 | 30% |
| Withdrawal Occurring After Week 7 | 20% |
| Withdrawal Occurring After Week 8 | 10% |
| Withdrawal Occurring After Week 9 | None |

For the Doctoral Programs: Teachout prior to October 2021

Should a student withdraw from a Doctoral Program, the University will refund 100% of tuition charges provided the withdrawal is within ten days after the date of enrollment. “Enrollment” for refund purposes is considered to have become effective upon execution of the Agreement by the student. Thereafter, the student will receive a prorated refund calculated on the number of days remaining in the current month. The University will issue refunds pursuant to the above conditions within 30 days from the date the withdrawal notice is received by the University. Withdrawal does not relieve the student of the obligation to pay for charges incurred prior to the date of withdrawal. Unless otherwise noted in writing, other University fees are non-refundable. At the option of the University, Student may be dismissed from the *Program* if delinquent in tuition or fees for a period in excess of 60 days. No documentation will be provided by the University to or for any student or graduate who is delinquent in payment of any tuition or fees. If the student cancels enrollment within five days of enrollment, the University will refund all money paid by the student.

Return to Title IV Refund Policy Teachout prior to October 2021

For the Juris Doctor Programs:

For students receiving Federally insured student loans, the University is required to apply the federal return provisions for recipients of Federal Student Aid (FSA). The Return of Title IV Refund Policy is in addition to the School's Tuition Refund Policy. Both calculations will be completed when the student withdraws. DEAC has additional Institutional Refund Policy provisions. If a student withdraws before completing more than 60% of the payment period, the percentage of FSA funds earned will equal the percentage of the calendar days completed in the payment period up to the withdrawal date on a pro rata basis. After the 60% point in the payment period, a student has earned 100% of the FSA funds he or she was scheduled to receive during the period.

For the Juris Doctor Programs, Taft University System will determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date.

- Up through 60% of the 26-week Payment Period, an otherwise eligible student earns Title IV aid on a pro rata basis. After 60%, the student has earned 100% of Title IV benefits.
- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement (PWD) to the student is required. The deadline for PWD response is no later than 30 days from the School's date of determination.

- If funds are to be returned, funds will be deposited in our federal account for a loan recovery to be processed no later than 45 days of the date of determination.
- Unearned aid which the School is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source:
 - 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The formula in brief is as follows:

1. Determine the amount of Title IV aid that was disbursed and that could have been disbursed. (Step 1 on Worksheet.)
2. Determine the date of withdrawal and determine the percentage of the payment period attended by the student. (Step 2)
 - a.) When a student officially withdraws, the date of withdrawal for Return to Title IV purposes is the date the student submits his or her notice of withdrawal.
 - b.) Divide the calendar days completed in the period by the total number of days in the period. Completed days/total days = percentage.
 - c.) When a student is dismissed (unofficial withdrawal) during a payment period, the date of dismissal for Return to Title IV purposes will be the last date of student's learning activity.
 - d.) When a student is dismissed (unofficial withdrawal) after the end of the term of enrollment, the date of withdrawal for Return to Title IV purposes will be either the last date of the term of enrollment or when course grades are finalized.
3. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled. (Step 3)
4. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement" under the cash management rules (34 CFR 668.164(g)). If the amount disbursed exceeds the amount earned, the Title IV aid must be returned. (Step 4)
5. Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
6. Distribute the unearned Title IV aid back to the Title IV programs. Unearned aid which the School is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source: 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The University will use a worksheet to calculate the responsibility, if any, for the return of Title IV funds. A copy of the worksheet will be provided to the student. Since the University does not participate in any grant programs, the formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University will also calculate any refund that may be owed to the student pursuant to the University's Refund Policy. If a refund is due, monies will be returned pursuant to Federal, State and accreditation regulations.

For all University Master of Business Administration with a concentration in Professional Practice Management Program: Teachout prior to October 2021

For students receiving Federally insured student loans, the University is required to apply the federal return provisions for recipients of Federal Student Aid (FSA). The Return of Title IV Refund Policy is in addition to the

School's Tuition Refund Policy. Both calculations will be completed when the student withdraws. DEAC has additional Institutional Refund Policy provisions. If a student withdraws before completing more than 60% of the payment period, the percentage of FSA funds earned will equal the percentage of the calendar days completed in the payment period up to the withdrawal date on a pro rata basis. After the 60% point in the payment period, a student has earned 100% of the FSA funds he or she was scheduled to receive during the period.

For the Master of Business Administration with a concentration in Professional Practice Management Program, Taft University System will determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date.

- Up through 60% of the Payment Period (calculated on a 16 week semester for semesters one and two. Semester three will be calculated on the first and second 8 week payment periods), an otherwise eligible student earns Title IV aid on a pro rata basis. After 60%, the student has earned 100% of Title IV benefits.
- A return calculation is still required even if a student has earned 100% of Title IV benefits to determine whether a post-withdrawal disbursement (PWD) to the student is required. The deadline for PWD response is no later than 30 days from the University's date of determination.
- If funds are to be returned, funds will be deposited in our federal account for a loan recovery to be processed no later than 45 days of the date of determination.
- Unearned aid which the University is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source: 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The formula in brief is as follows:

1. Determine the amount of Title IV aid that was disbursed and that could have been disbursed. (Step 1 on Worksheet.)
2. Determine the date of withdrawal and determine the percentage of the payment period attended by the student. (Step 2)
 - a.) When a student officially withdraws, the date of withdrawal for Return to Title IV purposes is the date the student submits his or her notice of withdrawal.
 - b.) Divide the calendar days completed in the period by the total number of days in the period. Completed days/total days = percentage.
 - c.) When a student is dismissed (unofficial withdrawal) during a payment period, the date of dismissal for Return to Title IV purposes will be the last date of student's learning activity.
 - d.) When a student is dismissed (unofficial withdrawal) after the end of the term, the date of withdrawal for Return to Title IV purposes will be the last date of the term.
3. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled. (Step 3)
4. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement" under the cash management rules (34 CFR 668.164(g)). If the amount disbursed exceeds the amount earned, the Title IV aid must be returned. (Step 4)
5. Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

6. Distribute the unearned Title IV aid back to the Title IV programs. Unearned aid which the University is responsible for repaying shall be returned to the following sources, in order, up to the total net amount disbursed from each source: 1.) Unsubsidized Direct Loans, 2.) Subsidized Direct Loans and 3.) Grad Plus Direct Loans.

The University will use a worksheet to calculate the responsibility, if any, for the return of Title IV funds. A copy of the worksheet will be provided to the student. Since the University does not participate in any federal grant programs, the formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University will also calculate any refund that may be owed to the student pursuant to the University's Refund Policy. If a refund is due, monies will be returned pursuant to Federal, State and accreditation regulations.

School Grading System for Each Class

First Year Courses:

Grading for Introduction to Law Juris Doctor Attorney Track (JDAT) and Executive Track (JDET) program

This is a Credit/No Credit course. In order to receive credit for this course, you must submit both writing assignments, the Course Evaluation Form, and successfully complete and pass the final examination.

Each assignment will be graded as either credit (CR) or no credit (NC). You must earn a credit on both assignments to pass the course. If you do not earn a credit for an assignment, you will have one opportunity to make-up that assignment. If you do not get a (CR) on the make-up assignment, you will fail the course and be dismissed from the program.

Grading for Legal Writing JDAT and JDET program

This is a Credit/No Credit course. In order to receive credit for this course, you must submit writing assignments, the Course Evaluation Form, and successfully complete the final examination according to the procedures set forth in the Final's instructions.

The examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 20% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 50% | Final Examination |

Grading for the Torts, Contracts, and Criminal Law JDAT program

In order to receive credit for these courses, you must submit the written briefs listed in the lesson assignments, your other writing assignments, your practice examination, your midterm examination, the Certification of Law Student form for the academic year, the Course Evaluation Form, your Study Log, and successfully complete the final examination.

The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 20% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |

| | |
|-----|---------------------|
| 10% | Midterm Examination |
| 50% | Final Examination |

Your Participation on the Assignment Discussion Board will be evaluated at the end of the academic year. Your participation should be regular and substantive. Regular requires at least weekly posts and responding to at least one Discussion Question for each lesson. Therefore the weeks you are studying Contracts, you should be monitoring and posting on the Contracts Assignment Discussion Board and answering the Discussion Questions for that lesson. The same is true for Torts, Criminal Law, and all other courses you take. Substantive means that you are adding something important to the discussion. Simply agreeing with the Instructor or a student is not substantive. The same is true when answering the Discussion Questions. Your answers to the Discussion Questions should share your knowledge with your classmates.

Grading for the Torts, Contracts, and Criminal Law JDET program

In order to receive credit for this course, you must submit the written briefs listed in the lesson assignments, your other writing assignments, your practice examination, your midterm examination, the *Course Evaluation Form*, your Study Log, and successfully complete the final examination according to the procedures set forth below.

In addition to the case briefs, this course requires a practice examination, a midterm examination and a final examination. The examinations are weighted as follows and, except as noted in the next paragraph, will be the basis of your course grade:

| | |
|-----|---|
| 50% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 20% | Final Examination |

*Must pass the final to pass the course

Second Year JDAT Courses:

In order to receive credit for this course, you must submit your weekly writing assignments, In order to receive credit for this course, you must submit your weekly writing assignments, midterm examination, the Certification of Law Student form for the academic year, the Course Evaluation Form, the Study Log, and pass the final examination. The weight of your assignments are as follows:

| | |
|-----|---|
| 20% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 50% | Final Examination |

Second Year JDET Courses:

In order to receive credit for the second year courses, you must submit the Midterm Examination, the Course Evaluation Form, and successfully complete the final examination. The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 50% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 20% | Final Examination |

*Must pass the final to pass the course

Third Year JDAT Courses

In order to receive credit for this course, you must submit your weekly writing assignments, midterm examination, the Certification of Law Student form for the academic year, the Course Evaluation Form, the Study Log, and pass the final examination. The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 20% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 50% | Final Examination |

Third Year JDET Courses:

In order to receive credit for the second year courses, you must submit the Midterm Examination, the Course Evaluation Form, and successfully complete the final examination. The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 50% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 20% | Final Examination |

*Must pass the final to pass the course

Fourth Year JDAT Courses: Advance Legal Reasoning

In order to receive credit for Advance Legal Reasoning, you must submit the weekly written assignments listed in the lessons, the *Certification of Law Student* form for the academic year, the *Course Evaluation Form*, and successfully complete the final examination according to the procedures set forth below.

The final examination for this course will consist of three one-hour essay examinations, one three-hour multiple choice examination and three and a half hours for two essays and one performance. Each section is weighted equally. You will be allowed three (3) hours to complete the three essay questions three (3) hours to complete the Multistate portion of the examination and three and a half (3.5) hours to complete two essays and the Performance portion. At the option of the student, the Essays, Multistate and/or the Performance portions may be scheduled on

different dates. It will be a proctored, closed book final examination. Provided you have satisfied all of the other requirements set forth in the preceding paragraph, the final examination grade will represent 30% the course grade.

The assignments are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 20% | Graded Writing Assignments |
| 10% | Weekly Lesson Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 20% | Midterm Examination |
| 30% | Final Examination |

*Must pass the final to pass the course

Grading for the Wills & Trust, U.C.C, and Remedies JDAT program

In order to receive credit for this course, you must submit the weekly written assignments listed in the lessons, your midterm examination, the *Certification of Law Student* form for the academic year, the *Course Evaluation Form*, and successfully complete the final examination according to the procedures set forth below.

In addition to the case briefs and other writing assignments, this course requires a midterm examination and a final examination. The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|---|
| 20% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board and responding to the Discussion Questions |
| 10% | Midterm Examination |
| 50% | Final Examination |

*Must pass the final to pass the course

Electives JDAT and JDET Courses

Administrative Law and Intellectual Property

In order to receive credit for these courses, you must submit the writing assignments listed in the lessons, the Course Evaluation Form, and successfully complete the final examination.

The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|--|
| 50% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board |
| 30% | Final Examination |

Alternative Dispute Resolutions and Labor and Employment Law

This is a Credit/No Credit course. In order to receive credit for these courses, you must submit writing assignments, the Course Evaluation Form, and successfully complete the final examination according to the procedures set forth in the Final's instructions.

The examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|--|
| 40% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board |
| 40% | Final Examination |

*Must pass the final to pass the course

Direct Legal Studies

You will be held responsible for all material covered in the Lessons.

In order to receive credit for this course, you must submit a project proposal, an outline of the project, and the final completed project.

Your course grade will be calculated as follows:

| | |
|-----|-----------------------------------|
| 20% | Participation with the Instructor |
| 80% | Final Project |

Health Care

In order to receive credit for this course, you must submit the writing assignments listed in the lessons, the Course Evaluation Form, and successfully complete the final examination. The assignments and examinations are weighted as follows and will be the basis of your course grade:

| | |
|-----|--|
| 35% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board |
| 20% | Final Examination |
| 25% | Multiple Choice Final Examination |

*Must pass the final to pass the course

Sports Law

You will be held responsible for all material covered in the Lessons.

In order to receive credit for this course, you must submit writing assignments, the Course Evaluation Form, and successfully complete the final examination according to the procedures set forth in the Final's instructions.

The assignments and examinations are weighted as follows and, except as noted in the next paragraph, will be the basis of your course grade:

| | |
|-----|--|
| 30% | Weekly Assignments |
| 20% | Participation in the Assignment Discussion Board |
| 20% | Midterm Examination |
| 30% | Final Examination |

*Must pass the final to pass the course

STUDENT CODE OF CONDUCT

The Taft University System herein after called "The University" is an institution of higher online education. As a community of scholars dedicated to the transmission of knowledge, pursuit of truth and development of moral and cultural values, the University strives to provide an environment in which the rights of inquiry, expression and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

For the purpose of the Student Code of Conduct, a student is defined as a person enrolled at the Taft University System and is considered to be a student until such time as he/she graduates, withdrawals, or is dismissed. Students between academic years are not considered enrolled.

Student Rights

As a participant in the processes of the University, each member of this academic community has the right to develop the capacity for critical judgment and to engage in the sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the Student Code of Conduct.

Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation or political affiliation.

Responsibilities

The University is committed to fostering ethical and moral values. Among the core values of the University is the inherent dignity of every individual as well as the right of each student to hold and to express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the University community, the University will not tolerate discriminatory or hate motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.

Student Code Violations

For the welfare of the entire community, all individuals in the community shall obey the enforcement of orders or directions given by all University officials in the performance of his/her duties or the operation of his/her office. Members of the University community who interfere with the rights of others by failing to fulfill their responsibilities will be subject to disciplinary actions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge and truth. The following list of unacceptable behaviors is intended to be illustrative in nature rather than all inclusive.

1. Dishonesty or knowingly furnishing false or incomplete information to the University with the intent to deceive.
2. Making, possessing, or using any falsified University document or record; altering any University document.
3. Knowingly making false accusations against a member of the University community.
4. Unauthorized possession or use of University equipment, materials or keys or the unauthorized entry, exit, occupancy of, or use of any University room.
5. Illegal possession, consumption, distribution or furnishing of alcohol or other drugs on University property.

6. Disorderly conduct including Obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other University policy or regulation.
7. Lewd or offensive an improper behavior.
8. Possessing, using, or storing firearms, explosives or weapons on University controlled property.
9. Disregard for the safety of others.
10. Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others.
11. Behavior or language that threatens or endangers the health, safety, or well-being of any person or group.
12. Violation of a contractual obligation or publicized administrative policies.
13. Sexual Misconduct including any unauthorized form of any sexual contact with another person without the consent of that person.
14. Sexually harassing another person.
15. Acts of retaliation - Words, action, or written communication that implies or states another individual of the University community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case.

Non-Compliance

The following shall be regarded as acts of non-compliance

1. Failure to comply with the direction of an individual identified as an authorized University official or other official acting in the performance of his/her duties.
2. Complicity-Presence during any violation of University policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encourage the violation.

Hate Free Policy

Members of the Taft University System affected by hate-motivated offenses are strongly encourage to report these incidents. Such incidents can be reported to a variety of offices on campus including the Dean or Chancellor. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. Students proven responsible for hate-motivated violations are subject to a range of disciplinary actions up to an including disciplinary expulsion from the Taft University System. The Dean may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused student and the complainant have rights that are granted through the University conduct process.

Appealing to the Chief Academic Officer

The Taft University System allows the student a right to appeal the Dean of the law school's decision for the student's violation of the "Students Code of Conduct". A written request for appeal must be made to the Chief Academic Officer's of Students within seven (7) business days of the issuance of the decision letter from the Dean. An appeal is not a review of a case, but instead is an independent review of the process utilized to reach the original finding or decision. Students may appeal the decision to the Chief Academic Officer on one or more of the following grounds:

- a) There is new evidence, which was known at the time of the administrative meeting which is likely to change the result;

- b) There was a violation of due process or;
- c) The ramifications imposed are too harsh given the finding of fact.

Appeal Process Findings

If the Chief Academic Officer decides to appeal the Dean's decision or impose a lesser penalty, he may do so. The Chief Academic Officer's decision will be final.



The Taft University System 22-23 Campus Security Report

CLERY ACT

Updated September 2022

Taft Law School
3700 South Susan St. Suite 200
Santa Ana, CA. 92704
800 882-4555
<https://www.taftu.edu/>

William Howard Taft University
3333 South Wadsworth Boulevard, Suite D-228
Lakewood, Colorado 80227
877-894-8238
<https://www.taftu.edu/>



The Taft University System

OVERVIEW OF TAFT UNIVERISTY SYSTEM COMMITMENT AND RESPONSIBILITY

Taft University System (TUS) is committed to providing a reasonably safe and secure environment for students, faculty and employees. Although TUS cannot guarantee that crimes will never be committed on the office or on public property within close proximity to the office, TUS takes reasonable and effective measure to minimize the risk. TUS provides its students and employees with safety and security-related services offered by TUS, which are in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (known or referred to as "The Clery Act") signed in 1990. The Taft University System's responsibilities under the Clery Act include but are not limited to the following:

- Twice a year, publish and distribute a *Campus Security Report* and *Safety & Security Survey* to students, staff and faculty, which includes: 1) Crime statistics for the prior three years; and 2) policies regarding various safety and security measures, campus crime prevention programs, and procedures followed in the in the investigation and prosecution of alleged sex offenses.
- Inform student, staff and faculty about the existence of the Annual Campus Security Report and its accessibility via the school's website, the intranet and the hardcopy format.
- Disclose crime statistics for the office locations and public property immediately adjacent to the offices, which are obtained from various resources, including local law enforcement and school officials who have significant responsibility for student and school activities.
- Provide timely warning notices, as applicable, for crimes covered by the Clery Act that have been committed and represent a threat to students, faculty or employees.
- Maintain Clery Incident Reports at each campus which record crimes that are reported to the campus, or those of which the campus is made aware

Additional Information about Colorado

Although crime information is provided for the Colorado Site, no students visit the site for any reason.

CAMPUS CRIME AND SECURITY POLICIES AND PROCEDURES

The following policies have been developed and adopted by TUS in order to comply with all aspects of the Clery Act and to demonstrate commitment to crime prevention and the safety of our campus, for this reason your cooperation is essential to minimize criminal activity and create a safer community for everyone. TUS has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.



The Taft University System

PREPARATION AND DISTRIBUTION OF THE ANNUAL SECURITY SURVEY

The Taft University System's Clery Compliance Team aids in the preparation of this report which is compiled in compliance with federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; the 2008 Revision to the Higher Education Opportunity Act and California Education Code § 67380 which informs the community of institutional policies concerning campus security (crime reporting policies, alcohol and drug use, crime prevention, sexual assault and other matters of related importance); and the Violence Against Women Reauthorization Act of 2013 (VAWA) which amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act, under the Campus Sexual Violence Elimination Act (i.e., Campus SAVE Act). Further assistance in compilation of data is obtained through cooperation with local law enforcement agencies in the area, the Taft Law School Dean, The University President, Campus Security Authorities (CSA's) and other departments which may have information necessary to comply with the various relevant acts. Although TUS is a distance education-only school, various departments within the offices provide updated information on their educational efforts and programs to comply with the Acts during open table discussions.

Campus crime, arrests and referral statistics include those reported to the designated campus officials, and local law enforcement agencies (i.e., Santa Ana, CA and Lakewood, CO Police Departments). Crime statistics are collected from public property immediately adjacent and accessible to the office and either owned or controlled by TUS. The office official's Campus Security Authority (CSA) collates the various data submissions and creates a single compilation of Clery Crimes/Incidents, arrests and referrals for alcoholic beverages, drugs and weapons. Copies of this *Campus Safety and Security Survey* may be obtained from The Taft University System Consumer Information Guide. This survey contains statistics for the previous three years concerning reported crimes that occurred on office; in certain buildings or property owned or controlled by TUS, and on public property within or immediately adjacent to and accessible from the campus.

CAMPUS SECURITY AUTHORITY (CSA)

TUS complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or "Clery Act," a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. We also comply with the Violence Against Women Reauthorization Act of 2013 (VAWA) (42 USC 13701- 14040).

This report is compiled in conjunction with The Taft University System Safety Policies and pertains to both the California and Colorado locations. The following statistics are in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The data includes all crimes reported to the police or to TUS. If a crime has occurred but has not been reported, it cannot be reflected in the survey. For this reason, TUS encourages everyone to report all crimes to TUS or local law enforcement agency. The Taft University System expressly reserves the right to modify or to adopt additional



The Taft University System

safety policies and procedures relating to campus safety, at any time without notice.

The Jeanne Clery Disclosure Act defines a Campus Security Authority (CSA) as an official of an institution who has significant responsibility for student and campus activities and who is specified in an institution's statement of campus security policy as an individual to which students and employees should report criminal offenses. The function of a CSA is to report to the official or office designated by the institution to collect crime report information those allegations of Clery Act crimes that he or she receives. At TUS, the "official or office" designated to collect crime report information and assist CSA's in the handling of campus crimes and emergency situations is the TUS Safety Team (TST), which is comprised of the officers:

| Name | Title | Telephone | Email Address |
|-------------------|---|------------------|----------------------|
| Christine Baldwin | Director of Administration/ Lead CSA | 714 850-4800 | Baldwin@TaftU.edu |
| Melody Jolly | COO/Dean | 714 850-4800 | Jolly@TaftU.edu |
| Lauren Crosswell | Financial Aid Director | 714 850-4800 | Crosswell@TaftU.edu |

All CSA's receive applicable training in Clery Act compliance and on the policies and procedures outlined in this *Campus Security Report* and *Campus Safety and Security Survey*. TUS does not employ campus police or security personnel, and CSA's are non-commissioned with no authority to arrest an individual other than the ability to make a Citizen's Arrest. Therefore, TUS relies on local law enforcement to arrest an individual suspected of a reported crime or offense, as applicable.

EXEMPTION FOR PASTORAL AND PROFESSIONAL COUNSELORS

The Taft University System does not employ in-house counselors, including pastoral or professional counselors.

SECURITY

The Taft University System is a distance education-only school and therefore there is no security on site

MEMORANDUM OF UNDERSTANDING WITH LOCAL OR STATE AGENCIES

The Taft University System currently does not have any formal Memoranda of Understanding (MOU) between its office and any law enforcement agencies.

ANNUAL REVIEW OF THE CAMPUS SAFETY PROGRAM

The Taft University System will conduct an annual review of the schools Safety Program and, Clery-related obligations, including the Annual Security Report (ASR) to ensure continuing compliance with the Jeanne Clery Act requirements.



The Taft University System

GEOGRAPHY DEFINITIONS

- 1) On-campus property: Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purpose, including any buildings or property that is owned by the University but controlled by another person and which is frequently used by students and supports institutional purposes such as a food or other retail vendor. (Excluding Residential Colleges)
- 2) On-campus Residential Colleges. (Hillside, Parkside and Beachside Colleges) For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- 3) Non-campus property: Any building owned or controlled by a student organization that is officially recognized by the University; or any building or property owned or controlled by the University that is used in direct support of, or in relation to the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University (includes Blair Field/Greeks/Foundation, etc.).
- 4) Public property: All public property, including, thoroughfares, streets, sidewalks, parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.
- 5) Non-public property: An institution that is located in a mall or office building if the parking lot and streets surrounding the building are privately owned by an individual or business.

The Taft University System is a distance education-only school and all offices are located inside a building and therefore fall under "Non-campus property".

NOTIFYING THE COMMUNITY

The TUS Campus Security Authority (SCA) sends the Campus Security Survey and Campus Safety and Security Survey to students, faculty and staff twice a year.

PROCEDURES FOR THE REPORTING OF CRIMES

Taft University System encourages and requests that students, faculty and associates accurately and appropriately report any crimes witnessed or personally experienced while in a building or on surrounding property. For an emergency occurring on campus or in any public areas immediately adjacent to or accessible from the office which requires fire, police, or medical assistance, first dial 9-1-1. Immediately after dialing 9-1-1, report the occurrence to any CSA, whoever is in closest proximity to you.



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In a non-emergency situation, the occurrence should first be reported to one of the CSA's designated for the respective campus. The CSA will complete a Clery Incident Report based on the information provided by the victim and/or witnesses. The Clery Incident Report includes the nature, date, time, and general location of each crime, along with the disposition of the reported occurrence. Depending on the nature and severity of the occurrence, further actions may include an alert, investigation, disciplinary proceedings, or no further action. Copies of the reports are maintained with the Campus Safety Team for compilation and inclusion in the Annual Security Survey, as they pertain to Clery reporting requirements.

The Campus Safety Team will prepare and maintain documentation files for all reported campus crimes. Victims and witnesses can report crimes to any Campus Security Authorities (CSAs) to be included in the annual disclosure of crime statistics. Taft's Annual Security Survey must include all Clery Act crimes reported to CSAs, regardless of who reported, whether an investigation is initiated, or whether there is any decision by a court, prosecutor, or any other non-campus official unless it has been "un-founded" by law enforcement personnel. In addition, TUS Annual Security Survey includes any Clery crimes reported to local law enforcement collected by the Campus Safety Authorities through an information request. The Campus Safety Authorities requests crime data from local law enforcement at least annually for reportable criminal activities occurring at University locations.

Information will be withheld from Clery Incident Reports only in the event that disclosure could result in compromising an ongoing criminal investigation, jeopardizing the safety of an individual, causing a suspect to flee or evade detection, or causing evidence to be compromised or destroyed. All crimes tracked on the Clery Incident Reports will be reported in the Annual Security Survey if they are determined to be reportable crimes under the Clery Act. Only a reportable crime that is determined to be "unfounded" or "false" as a result of a law enforcement investigation will be excluded from the Annual Security Survey. Information contained on the Clery Incident Reports will be updated, as applicable, based on additional information provided by law enforcement authorities.

The Campus Safety Coordinator will also maintain a listing of all reported criminal incidents and alleged criminal incidents (not just Clery Act crimes) that occurred on campus, in or on non-campus buildings or property or on public property within the campus or immediately adjacent to and accessible from the campus in the Campus Crime Log (Logbook). The Logbook must be made available to the public and in the office of the Human Resources Manager. The Logbook will not contain any personal or private information regarding victims or witnesses of the crimes. The Campus Safety Coordinator will retain the Logbook.

The Logbook for the most recent sixty (60) day period must be open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the Logbook, whether or not they are associated with Taft University System. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request for public inspection. Archived Logbooks must be kept for seven (7) years.



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Taft University System does not maintain campus police or security departments within its office; therefore, TUS does not maintain a daily crime log.

VOLUNTARY CONFIDENTIAL REPORTING

If a victim or witness wishes to report the crime statistics on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, they may do so knowing that the Logbook will not contain any personal or private information regarding victims or witnesses of the crimes. Confidential reports of Clery Act crimes also assist with the potential issuance of Crime Alerts to the staff to warn of serious or on-going threats when deemed necessary by the Santa Ana Police Department. Additionally, crime reports filed in this manner are classified and disclosed in the annual crime statistics information, without revealing any individual identifying information of the victim. Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a Part I violent crime, sexual assault or hate crime that occurred in an on or on-site location as defined by the Clery Act, may not disclose to local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a Part I violent crime, sexual assault or hate crime that occurred in an on or non-campus location as defined by the Clery Act, may not disclose to local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if all of the following conditions are met:

1. The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
2. The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

SECURITY AND ACCESS TO OFFICE FACILITIES

Security is the entire community's responsibility. No police department can function effectively without the assistance of a responsible community. All suspicious activity should be reported immediately. By doing so, everyone assists the University's goal in providing an environment that is as safe and secure as possible.



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COLLABORATION WITH LOCAL LAW ENFORCEMENT AGENCIES

TUS makes a reasonable, good faith effort to obtain Clery Act crime Statistics from local law enforcement agencies that have jurisdiction over the institution's Clery Act geography as defined in this report. These statistics, along with those statistics obtain from the CSA's, are included in the Annual Security Survey. TUS does not independently verify the accuracy of statistics obtained from local law enforcement agencies but does provide these agencies with the specific geography to ensure the relevancy and accuracy of these statistics.

RESPONDING TO REPORTS OF CRIMINAL ACTIVITY

In collaboration with local law enforcement when applicable, TUS will investigate and appropriately respond to each report of criminal activity, which includes notifying the victim of the outcome of the investigation and any actions taken. If a reported criminal offense involves a student or employee as the alleged offender, the offender is subject to applicable conduct policies and disciplinary procedures. Disciplinary actions may include expulsion for student offenders and termination for employees, as outlined in the College's policies and procedures.

OUTCOME OF DISCIPLINARY PRECEEDINGS

Upon written request, TUS will disclose to an alleged victim of a crime of violence or a non-forcible sex offense the outcome of any disciplinary proceeding conducted by TUS against the student(s) who is/are the alleged perpetrator(s). Additionally, the University will disclose results upon written request to a victim's next of kin in cases where the crime resulted in the victim's death.

EMERGENCY NOTIFICATIONS AND PROCEDURES

It is not always necessary to evacuate a building during an emergency. A power outage, for instance, does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary. All members of the office facility are urged to call 9-1-1 in case of any significant emergency or dangerous situation in the office.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of the office staff, provide immediate emergency notification, unless such notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This process includes: 1) determining who to notify (the entire office or a subset, local public police and fire authorities, local law enforcement, other public safety personnel, etc.); 2) determining the content of the notification(s); and 3) initiating the notification process. Emergency notifications will be made by some or all the following methods: fire alarms, emails, text messages, office-wide announcements, and/or posting on TUS website.



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TIMELY WARNING NOTIFICATION

Upon the reporting of a Clery Act crime which is determined by the CSA and the Corporate Safety Team to represent a serious or continuing threat to students and employees in the office facilities or on public property adjacent to campus facilities, a Timely Warning Notification will be issued. This can include but may not be limited to:

- Incidents of arson
- Murder/non-negligent manslaughter
- Robbery
- Aggravated assault
- Sexual offenses

The decision to issue a Timely Warning Notification is determined by the CSA Team and is made on a case-by-case basis. This decision is influenced by the nature of the crime, if there is any continuing danger to the office community, and if there could be the possible risk of compromising any law enforcement efforts. The content of the warning is also dependent on the nature of the crime, but will include specifics regarding the actual crime which occurred (to the extent it still provides necessary confidentiality and complies with the institution's FERPA policy) and the steps each member of the campus community can take to protect themselves. At the direction of the Corporate Safety Team, TUS Information Technology department will issue Timely Warning Notifications in the form of emails sent through TUS database system and/or text messages. Depending on the nature and severity of the crime, notifications may also be posted on campus bulletin boards and in other visible areas of the campus, such as the kitchen area. A Timely Warning Notification will be issued as soon as pertinent information is available and/or within 72 hours of the initial reporting of the criminal occurrence.

Residence Halls and Student Organizations

TUS does not maintain residential facilities and does not have any officially recognized student organizations that own or control any off-campus property.

Athletics - EADA Report

TUS is a distance education-only school and does not have an athletics department.

Fire Log

TUS does not maintain residential facilities and does not have an official fire log.

Externship Sites and Clinical Facilities

TUS does not have externship programs and does not officially recognize any student externship organizations that own or control any off-campus property.



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If evacuation is ordered, follow these procedures:

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit.
- Proceed to the Parking lot and report to the COO near the fence closest to the railroad tracks.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES:

The following guidelines have been adopted by the school to assist in planning for the evacuation of people with physical disabilities.

After an evacuation has been ordered:

- People with disabilities will often need assistance to evacuate.
- If the situation is life threatening, call 9-1-1.
- Check on people with mobility disabilities if any during an evacuation.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

As previously mentioned, TUS does not maintain any student housing, and additionally, does not officially recognize any off-campus organizations. Therefore, TUS does not maintain emergency and evacuation procedures for such facilities and does not maintain a Missing Student Notification Policy for such facilities.

- Always ask someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. In particular, be aware when assisting someone with a disability, that the person with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving that person.



The Taft University System

- Take extra time when communicating with people who are deaf, hearing impaired, or speech impaired.
- Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
- A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.
- A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
- Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some disabled individuals may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.
- Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape

RESPONSE TO EMERGENCIES

Blind or Visual Impairment

Bomb threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms:
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arms as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Loss

Bomb threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.



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- Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps. Remember, there are two exit doors in the suite as well as glass doors that lead to outside balconies. There are also stairs in both the front and rear of the building.

Mobility Impairment

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area to wait for assistance from first responders.
- An office with the door shuts that is a good distance from the hazard (and away from falling debris in the case of earthquakes) is a good choice.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Evacuating Persons with wheelchairs:

- Discuss with the user of the wheelchair how to lift the user and the wheelchair either together or separately. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum.
- Some parts of a wheelchair are safe to lift from; others will come off when lifted.
- Always ask the user to confirm where it is safe to lift. Also, ask the user what else about his or her wheelchair you should know in order to lift it safely.
- Wheelchairs with four wheels (not three-wheeled scooters) usually have handbrakes on each side of the chair. When the wheelchair is to remain stationary, set both brakes.
- When more than one flight of stairs is traversed, helpers may need to switch positions since one person may be doing most of the lifting. Switch positions only on a level landing.
- When the lifting is complete, follow the instructions of the chair's user and restore the manual or motorized wheelchair to full operation; then direct the user to a safe area.
- Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved



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incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

- Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Power Outages

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 to request evacuation assistance from the Fire Department.
- Some multi-button telephones may not operate in a power outage, but cell phones are likely to be operating

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If volunteers are not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the disabilities of the people. Everyone needs to take responsibility for preparing for emergencies. People with disabilities



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should consider what they would do and whether they need to take additional steps to prepare. Emergency Guidelines for People with Disabilities are outlined above. If you have questions about this policy or need additional information, contact the Director of Administration.

SECURITY PROCEDURES AND PRACTICES

Campus Safety Policies

The Taft University System Safety Policies have been prepared to increase The Taft University System community's awareness of current programs that exist to protect its members' safety and well-being and to satisfy the requirements of the "Safe and Drug Free Schools and Communities Act." Information that is included relates to topics such as drug and alcohol abuse, health risks and available counseling programs, prohibited use or distribution of drugs and alcohol, legal affects of drug and alcohol use, and information related to campus safety. The information is intended to provide a general description of The Taft University System's policies; it is not, however, intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize crime statistics from the most recent calendar year and the two preceding calendar years.

Safety and Security Tips:

Tips for Work:

Members of the TUS community must take responsibility for their own personal safety, the safety of others, and their property (when possible), as they do when away from the office. Members of the community are strongly encouraged to:

- Promptly report all crimes and suspicious persons or activity to CSA's.
- Always be aware of your personal safety and your surroundings at work, or if you leave for lunch or a break.
- Never leave your property unattended
- Keep all valuables with you or leave them at home since the office does not have security to protect your valuables at night.
- Get to know people in and around the office building. If you are the last one in the office, and you see that someone from one of the other offices is leaving at the same time, start a conversation with them so you don't walk out of the building alone.
- If someone approaches you as you leave the building stating that they are a student but has a quick question, make sure that you keep a safe distance and very politely explain that they need to contact the office the next day during business hours.
- Always have your keys ready when leaving the building and have your panic button ready to press if needed.
- lock your doors as soon as you get in.



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- If you're the first one in the office or come in early, make sure that you lock the office front door and do not open the door unless you know that is a staff member who came in early as well.

At Home Tips

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night whether you are home or not.
- Know who is at the door before opening it. Demand identification from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- Give your home a "someone home" look. Play the radio and turn on the interior house lights. In addition, set the lights on a timer.
- Have good lighting around entrances.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.

On the Street Tips

- Act confident. Look and be alert about the people around you.
- Be aware of your surroundings. Cross the street or change direction if you think you are being followed.
- Be careful when people ask you for directions. Reply from a distance rather than getting too close to a car.
- Travel with a friend whenever possible to reduce the chances of being attacked. This includes going to public restrooms.



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- Wear clothes and shoes that give freedom of movement.
- Vary your route if possible.
- Consider carrying pepper spray for personal protection. Know how to use it and have it readily available when out in public.
- Notice cars that pull up beside you or pass you more than once.
- Keep one hand free when walking.
- Carry change for bus fare or a telephone call.
- Do not hesitate to get attention however you can if you are in trouble. Do not be afraid to make a scene.
- If you travel a regular route at night, become familiar with stores that stay open, gas stations, and other places where there will be people.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.

Driving Tips:

- Have your keys in your hand as you approach your car.
- Lock your doors when driving and after parking.
- Check the back seat and floor, before entering your vehicle.
- Always keep at least a half tank of gas in your car.
- Maintain the car in good running condition.
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Try to be especially alert in parking structures.
- Avoid parking next to vans, as you can be pulled in through the sliding door.
- If you have car trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in the car with doors locked until identifiable help arrives.
- Should another motorist offer to help, roll down your window only an inch and ask him or her to call the police or a roadside service.



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- Keep an emergency kit, containing a flashlight, flares, telephone change, distress signs and other essentials in your car.

Telephone Tips

- Be wary of telephone surveys.
- List only your first initial and last name in the telephone directory.
- Think about the information you give out over the telephone and to people you don't know.
- Tell roommates and housemates not to give information by phone about who is home, who is out, how long anyone is expected to be out.
- Never reveal your number to a wrong number caller.
- If you receive a threatening or obscene phone call, hang up.
- Contact the police and make a report.
- Answering machines may be used to screen calls. Your outgoing message should not say that you are away from home.

On Public Transportation

- Check the bus schedule to avoid long waits at the bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops.
- If possible, join other people at a nearby stop.
- If someone bothers you on the bus, say loudly, "Leave me alone" or "No". Get up and find another seat. Tell the driver.
- Stay awake on public transportation if you are alone.
- Notice others getting off at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- Be aware that hitchhiking can be very dangerous.

While Cycling:

- Use reflectors, reflective tape, or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.



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- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy Intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing.
- Park your bike in an open, well-lit frequently traveled area.
- Secure it properly. The “U” bolt locks provide the best protection.
- Report any suspicious person you may see loitering around bicycle racks.
- Always use a bike light and rear tail lamp when riding at night.

While Jogging:

- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Do not allow yourself to be surprised.
- Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

Safety & Security Defense Techniques



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Self-Defense if Attacked

- If someone tries to grab your purse, let it go. Most injuries from robberies occur when people resist and refuse to comply with the robber's demands.
- If you are attacked, whether you resist, and how you resist will depend on your personal resources and your personal values. Give some thought right now to what you would do in various situations that could arise. The more you have thought ahead, the more likely you will be to act in the way you have planned.
- Have you taken a self-defense class? Do you think you could hit or kick someone who is attacking you? Do you know how to get away from someone grabbing you? What objects could you use to defend yourself?
- In considering your reactions to different situations, keep these three basic rules in mind:
 - Trust your instincts.
 - Do not be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
 - Try to remain calm—use your imagination and good judgment; give yourself time to think.

Student Off-Campus Resources

RAINN (Rape, Abuse, and Incest, National Network) Hotline

1-800-656-4673 RAINN Website: <https://rainn.org/>

Alternatives to Domestic Violence

24-Hour Crisis Line (951) 683-0829 or (800) 339-7233

California Coalition for Youth

1-800-843-5200

The National Domestic Violence Hot Line

1-800-799-7233

WEAPONS AND DRUG AND ALCOHOL

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations



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WEAPONS ON CAMPUS

It is a serious violation of law to possess a firearm or certain knives on campus (Section 626.9 of the California penal code) grounds or within buildings of the university. TUS follows California state regulations with respect to weapons on campus. More specifically, TUS prohibits the possession of firearms, explosives, devices which fire metal or other harmful projectiles (e.g., bb or pellet guns), certain knives, or other harmful objects which could be used as weapons while on the building premises. Exceptions to this policy include law enforcement and military personnel who are engaged in the performance of their responsibilities. The office community is encouraged to report violations of this policy to any CSA or other school official immediately. Anyone found in violation of this policy will be subject to disciplinary action, including termination and/or criminal prosecution.

DRUG AND ALCOHOL ABUSE PREVENTION

The Taft University System will not tolerate substance abuse and is committed to a policy prohibiting the use of illegal drugs or the abuse of legal drugs or alcohol. In keeping with its commitment, TUS strictly prohibits the use, transfer, possession, distribution or sale of alcohol, illegal drugs or the misuse or abuse of legal drugs controlled by law. TUS is committed to fostering and maintaining an environment for students and employees that is free of drugs and alcohol. Therefore, TUS prohibits the illegal and irresponsible use of the alcohol and drugs and will strictly enforce federal, state and local laws, as well as the TUS own policies and procedures which in support these laws. To that end, TUS has a zero-tolerance policy with regard to the possession, use, and sale of alcoholic beverages and illegal drugs on the office building.

** The Taft University System is a post-graduate educational institution and therefore there are no underage (under 18), students*

Taft University System also encourage anyone dealing with substance abuse issues to include outside the scope of the TUS staff and students to contact national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion. All a person has to do is reach out and ask for help.

Drug abuse affects all aspects of American life. It threatens the workplace as well as our homes, our schools, and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees (Safety and Drug Free Schools and Communities Act). All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending a class or meeting with campus personnel is prohibited and may be subject to disciplinary action. All drug and alcohol abuse policies, prevention and referrals can be found within the Campus Safety Policies.

As an institution of higher learning dedicated to the welfare of its students, The Taft University System (TUS) cares about the physical and mental well being of its students, faculty, and staff. Each day the media reports on the crippling effects of abusive alcohol consumption and illegal drug use. Brain and liver damage, sexual impotence, ulcers, and digestive problems are the most



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well known among physical consequences. Compounding these physical consequences is a myriad of mental and behavioral problems, including attention span and memory difficulties, anti-social conduct, and escalating self-esteem and productivity issues. Consequently, TUS is committed to a policy that requires its students, faculty, and staff to exercise safe, healthy, and legal choices regarding any alcohol or drug use in the context of TUS activities.

In keeping with this policy, TUS strictly complies with all federal, state, and local laws concerning alcohol and illegal drug usage related to TUS activities. Students, faculty, and staff engaged in TUS activities must comply with these laws, whether on TUS property or otherwise. Violations will be reported to the appropriate law enforcement officials, and the individual(s) will also be subject to TUS disciplinary action, up to and including dismissal or separation, pursuant to TUS's policies and procedures. TUS reserves the right to impose one or more disciplinary actions, including successful completion of a substance abuse program as a condition to continue enrollment or employment, at the cost of the individual.

Given its virtual environment, TUS is unable to provide onsite counseling or treatment options. However, there are many resources available to help anyone avoid or recover from abusive alcohol or drug use. Within the local community, help is available from hospitals, churches, and private or public organizations. Visiting or calling these organizations is the best way to find the one that fits individual needs. Directory information, a telephone book, online searching, and recommendations from friends or professionals are the quickest ways to connect with these resources. Additionally, at a national level there are many organizations dedicated to providing information and suggestions on these issues.

Health Risks of Alcohol and Other Drugs

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects. Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain. Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs). Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

Alcohol and Drug Use Side Effects

Drinking or consuming a heavy dose of alcohol and/or drugs has many affects and may be minor and only last temporarily. Unfortunately, some effects may last much longer and can cause permanent consequences. Normally, the amount of alcohol consumed, and type of drug involved influence health consequences. On many circumstances when a person has, alcohol mixed with heroin it has more severe consequences

Some of the short-term alcohol and drug use side effects are:



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- Increased or decreased heart rate
- Muscle control difficulties
- Lowering inhibitions
- Short-term memory loss
- Heightened emotions of sadness, anxiety or fear
- Lack of concentration
- Respiratory problems

With continuous use comes more complications that can be long-lasting. Some of those long-lasting complications can be but not limited to:

- Damage to internal organs
- Muscle and bone breakdown
- Long-term memory impairment
- Lack of coordination skills
- Problems coping on the job or in school
- Poor nutrition
- Nasal perforation (in cocaine abuse)

Links, web addresses, and phone numbers to some of these organizations are:

Drinking and Drugs - Alcohol Rehab Guide - Treatment providers

<https://www.alcoholrehabguide.org/alcohol/drinking-drugs/>
1-888-998-85217

Substance Abuse & Mental Health Services Administration - An agency of the U.S. Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.

General Address: <http://www.samhsa.gov/>

Specific Address for Treatment Programs: <http://findtreatment.samhsa.gov/> Phone Number to SAMHSA: 1.877.SAMHSA-7 (1-877-726-4727)

About.com Substance Abuse - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.

National Institute on Drug Abuse.

General Link/Address: <http://www.nida.nih.gov/>

Link/Address: <http://www.addictionrecoveryguide.org/> (general site describing various secular and non secular approaches to treatment)

Gateway Foundation - Addiction Medicine Saving Life's

<https://www.gatewayfoundation.org/substance-abuse-treatment-programs/effects-of-alcohol->



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[addiction/](#)

1-877-377-2027

MISSING STUDENT NOTIFICATION

The Taft University System is a post-graduate educational institution and therefore there are no students on site therefore there is no missing notification process or log kept.

FIRE SAFETY ACT REPORT

The Taft University System is a distance education-only school and therefore there are no students on site therefore there is no Housing or Residential Life Fire Safety Act Report process or log kept.

DEFINITIONS

Statistics must be disclosed separately for each of the general categories. This means that when an incident meets definitions in more than one of these categories, it must be reported in each category. For example, any Criminal Offense that is also a Hate Crime or *VAWA* Offense, or results in an arrest or disciplinary action for a Weapons, Drug Abuse or Liquor Law Violation, should be counted as a Criminal Offense and also as a Hate Crime, *VAWA* Offense, arrest, or disciplinary referral, as appropriate.

The Clery Act requires school to include four general categories of crime statistics. The report is located in the office of the CSA (Christine Baldwin - Director of Administration/Lead CSA) and the report is accessible for viewing during regular business hours. In accordance with the Crime Awareness and Campus Security Act of 1990, and as amended, the University provides the following statistics to inform its students, employees and applicants about campus crime. TUS is committed to a safe and secure educational experience. Although The Taft University System is a distance learning institution and has no students who attend classes, for purposes of reporting, the University's administrative offices at 3700 South Susan Street, Office 200, Santa Ana, CA 92704 will be used for the Taft Law School campus and the offices at 3333 South Wadsworth Boulevard, Suite D-228 Lakewood, Colorado 80227 will be used for the William Howard Taft University campus.

***VAWA* Offenses**

Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a *VAWA* Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes).

Criminal Homicide, including Murder and Non-negligent Manslaughter: The Willful (non-negligent) killing of a human being by another. (Attempts are classified as aggravated assault)

Criminal Homicide, Manslaughter by negligent: The killing of another person through gross negligence



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Sex Offenses (Rape): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent (includes attempts)

- The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Sexual Battery: Sexual battery (the touching of the intimate parts: sexual organ, anus, groin, or the breast of the female)

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. A motor vehicle is any self-propelled vehicle that runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farm equipment are specifically excluded from this category. (Classify as motor vehicle theft all incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence: (Sec. 40002(a), VAWA (42 USC 13925(a)(8)) Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.



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Dating Violence (Sec. 40002(a), VAWA (42 USC 13925(a)(10)) The term “dating violence” means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following: (i) length of the relationship, (ii) type of relationship (iii) frequency of interaction between the persons involved in the relationship

Stalking (Sec. 40002(a), VAWA (42 USC 13925(a)(30)) The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for his/her safety or the safety of others; or

(B) suffer substantial emotional distress

Larceny-Theft: (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism: of Property To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crimes: Any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias. A Hate Crime is a crime reported to local police agencies that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Bias is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

- Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Gender: A preformed negative opinion or attitude toward a person or group of persons based on



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their actual or perceived gender, e.g., male or female.

- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Hate crime reporting includes the listed Criminal Offenses above (excluding Manslaughter by Negligence) and also includes four additional offenses: Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

Members of The Taft University System affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to a variety of offices on campus including the Dean or President. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. Students proven responsible for hate-motivated violations are subject to a range of disciplinary actions up to and including disciplinary expulsion from The Taft University System. The Dean may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused and the complainant have rights that are granted through the University conduct process.

POLICY ON ASSAULT

Upon written request, the University will disclose to an alleged assault victim the outcome of any investigation and/or disciplinary action performed by the institution against the member of the community who is the alleged perpetrator of the assault. In the event the victim is deceased as a result of the assault, the victim's next of kin will be notified, if requested.

In accordance with Title IV of the Civil Rights Act of 1964 and Title IX of the Education



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Amendments of 1972, TUS provides a working environment free from all forms of harassment, including sexual harassment. No person shall be subjected to sexual overtures or conduct that is verbal, visual or physical, that is intimidating, hostile, offensive, or unwelcome. Such conduct by employee or students is deemed unacceptable behavior.

If You Are Sexually Assaulted

- Go to a safe place that has a phone.
- Call the police, rape crisis hotline, and a friend or family member. Tell someone.
- DO NOT wash hands, bathe, shower, douche, change clothes or straighten up the area. This destroys evidence.
- Reporting is your choice. If you do not report, try to write down the details of the assault and save them in case you change your mind.
- Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy.
- Take time to recover.
- Get counseling.
- Do not be afraid to be impolite or make a scene; this is especially important, even if it is someone you know.
- Try to remain calm—use your imagination and good judgment; give yourself time to think.

Always practice the 5 W's:

Who:

- Be prepared to explain how the incident occurred.

What:

- Tell us in simple language what exactly happened.

When:

- Tell us if the incident is on-going or how long ago it occurred.

Where:



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- It is very important to us to know exactly where you are when you call.
- Whenever possible please note the location (room number, building, parking lot or street) where the incident occurred.
- If the perpetrator is no longer near you, try to remember the route he or she took to leave the area.

How:

- Be prepared to explain how the incident occurred.

POLICY ON SEXUAL HARRASSMENT

In accordance with federal law, including the Title IX of the United States Education Amendments of 1972, The Taft University System does not discriminate on the basis of sex in its community. The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses.

What Is Harassment?

Harassment can take many forms. It may be but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

- Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.
- Sending suggestive or obscene letter, notes, invitations; making derogatory comments, slurs, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects such as pictures or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student.
- Engaging in offering favors of educational or employment benefits, such as grades promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.



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Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Student Services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

Reporting

Any incidents of harassment must be *immediately* reported. ***The Taft University System can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. TUS will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

POLICY ON THE AWARENESS AND PREVENTION OF DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

The Taft University System encourages students who have experience dating violence, domestic violence, or stalking, have witnessed or have information about a case of dating violence, domestic violence, or stalking are urged to report the information to the TUS Security Officers and/or the Santa Ana Police Department. TUS strongly prohibits acts of dating violence, domestic violence, stalking, and sexual assault.

In the State of California, affirmative consent must be determined among involved parties when engaging in sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. 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. Anyone can be the victim of sexual assault, domestic violence, dating violence or stalking, regardless of race, age, sexual orientation, religion, or gender. These offenses can impact individuals of all education levels and socioeconomic backgrounds and may occur in both opposite-sex and same-sex relationships, as well as between intimate partners who are married, living together or dating.

Policies have been grouped together as they represent a collection of issues addressed in the Violence Against Woman Act amendments to the Clery Act (2014). Dating violence, domestic violence, and stalking seriously infringe on the rights of others, violate the standards of acceptable



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behavior at TUS and illegal in the state of California. TUS expects all members of the community and their guests to conduct themselves in a responsible manner, showing respect for others and for the community at large. TUS abides by and support the California State statues and local ordinance regarding criminal sexual contact.

DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Throughout this report, TUS will suggest ways to help minimize the risk of becoming a victim of criminal acts, including sexual offenses. These suggestions for risk reduction are not mean in any way to attribute blame to victims, but to provide an educational basis for identifying the signs of abuse. A perpetrator's actions should never be excused or overlooked because of a victim's behavior or judgment.

The Taft University System strongly prohibits acts of dating violence, domestic violence, stalking, and sexual assault. The Taft University System recognizes that dating violence, domestic violence, and stalking occur under a variety of circumstances:

- On- and off-campus
- Between people of any gender or sexual identity
- Between students, faculty, staff, alumni, and visitors to campus
- Between family members or close relatives
- When impaired by drugs and/or alcohol

No matter what the circumstances, dating violence, domestic violence, and stalking violate the standards of acceptable behavior at Beloit College. This policy applies regardless of

- sex, gender identity or expression or sexual orientation; • sexual interaction, or lack thereof;
- understandings of (non) monogamy;
- drug or alcohol use.

The following scenarios may be indicators that domestic or dating violence is occurring or may lead to instances of violence or abuse:

- Your spouse or significant other checks up on you constantly by calling or texting you and becomes anxious when he or she does not know your whereabouts
- You feel isolated from your friends or family members because your spouse or significant other is demanding of your time and acts jealous when you talk to or spend time with others



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- A person you are dating becomes possessive and gets too serious about the relationship too quickly
- A spouse or significant other expects or demands sexual contact when you are not interested or not willing to engage

IF YOU ARE A VICTIM OF SEXUAL ASSAULT OR DOMESTIC VIOLENCE

If you become the victim of a sexual assault or domestic violence, you should consider calling the police and seeking medical attention immediately. Additionally, if you fear for your safety or others around you, filing a protective order may be a good idea.

It is important to remember that being the victim of a sexual assault or domestic violence is not your fault. Nothing in what you said, the way you looked, where you were, or who you were with gives anyone the right to assault you. But regardless of this not being your fault in any way, you may still be feeling afraid, ashamed, angry, sad, helpless, betrayed or depressed. For this reason, it's important for you to seek help immediately after the attack and in the days and weeks following. The following are some things you can do if you've been sexually assaulted:

- If you are in danger or need medical care, call 9-1-1. If you can, get away from the person who assaulted you and get to a safe place as fast as you can.
- Save everything that may have the attacker's DNA on it. Don't brush, comb or clean any part of your body. Don't change clothes, if possible. Don't touch or change anything at the scene of the assault. That way the local police will have physical evidence from the person who assaulted you.
- Go to the nearest hospital emergency room as soon as possible, where you can be examined and treated for any injuries. In case of rape, you can be given medication to prevent HIV and other sexually transmitted infections and emergency contraception to prevent pregnancy. A doctor or nurse will use a rape kit to collect evidence which may include fibers, hair, saliva, semen or clothing left behind by the attacker.

If you think you were drugged, talk to the hospital staff about being tested for date rape drugs, such as Rohypnol, Gamma Hydroxybutyrate (GHB), and other drugs.

- Call a friend or family member you trust or call a crisis center or hotline to help you find support and resources near you.

Engaged Bystander Intervention

Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, and/or do something



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about it. A bystander is someone who is present and thus potentially in a position to discourage, prevent or interrupt an incident. Engaged bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Bystander intervention does not have to jeopardize the safety of the bystander.

TUS is an advocate for bystander intervention when it is conducted in a positive and safe manner and when it is executed to prevent harm in the event of potential domestic violence, dating violence, stalking or sexual assault on a person other than the bystander. Knowing how and when to intervene may be dependent in part on recognizing the situation as an emergency or non-emergency. A potential bystander can use the following steps to help decide if and how to intervene:

5 Decision Making Steps

1. Observing the event
2. Interpreting the event as a problem
3. Assuming personal responsibility
4. Knowing how to intervene
5. Implementing the intervention

Strategies If There Appears to be an Emergency Situation

Something to remember in a perceived emergency situation is not to take any action that may escalate the situation or put you or the victim in danger. You can decide to intervene directly (you are the primary helper) or indirectly (you enlist someone else to be the primary helper, e.g. the police, other students, school administrators, etc.). Whichever way you decide on how to intervene, remember to keep the person calm, gather as much information as you can, consider all options, and provide support. The following strategies are not meant to be all inclusive and may not apply in every situation, but are being providing as effective strategies for intervention in an emergency situation:

- Identify the best exit strategies for those involved to get out of the situation. If prudent, create a distraction to potentially allow the victim to get to a safe place.
- State any and all requests clearly and directly.
- Consider all actions before intervening and choose the safest methods.
- Remember that verbal fights can quickly escalate to physical fights. If this happens, it's sometimes better to walk away and not try to be a hero.



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- Act quickly but safely before a problem turns into a larger problem or crisis.
- Vocalize your commitment to help and engage other bystanders, as needed.
- Consider your personal exposure or liability regarding actions you know about which are criminal.
- If it is not safe for you to intervene directly, call 9-1-1.

Strategies in a Non-Emergency Situation

Similar to intervening in an emergency situation, a bystander can decide whether to act directly or indirectly as the best approach in a non-emergency situation. A direct intervention is speaking to the person directly, and an indirect intervention is speaking to another person who could be helpful or provide guidance, such as another student or a school employee. Again, the following strategies are not meant to be all inclusive and may not apply in every situation, but are being providing as effective strategies for intervention in a non-emergency situation:

- When evaluating the situation, remember to consider the frequency, duration and severity of the actions.
- Always be sensitive, understanding and non-judgmental.
- Recognize what you can and cannot do to help and engage others as needed.
- Identify the “red flags” and anticipate problems in advance of them happening.
- Create a distraction to delay or avoid a situation before it turns into an emergency.
- Do not make excuses for (or otherwise enable) the other person – hold strong to your beliefs regarding the situation.
- Hold any and all conversations in a safe environment.

For more information on bystander intervention, please visit the following helpful resources:

1. Step UP!, a bystander intervention program - <http://stepupprogram.org/>
2. The National Sexual Violence Resource Center
<https://www.nsvrc.org/bystander-intervention-resources>
3. No more <https://nomore.org/learn/>



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State or Federal Law

TUS students and staff are subject to the California State Statutes and federal laws regarding dating violence, domestic violence, and stalking.

California's definition of Domestic Violence:

Domestic violence is abuse or threats of abuse when the person being abused and the abuser are or have been in an intimate relationship (married or domestic partners, are dating or used to date, live or lived together, or have a child together). It is also when the abused person and the abusive person are closely related by blood or by marriage. We encourage staff and students to read about domestic violence laws starting with the California Family Code section 6203, criminal domestic violence laws in the California Penal Code, Penal Code section 273.5, Penal code section 243(e)(1).

The domestic violence laws say “abuse” is:

- Physically hurting or trying to hurt someone
- Sexual Assault
- Making someone reasonably afraid that they or someone else are about to be seriously hurt (like threats or promises to harm someone); OR
- Behavior like harassing, stalking, threatening, or hitting someone; disturbing someone's peace; or destroying someone's personal property.

The physical abuse is not just hitting. Abuse can be kicking, shoving, pushing, pulling hair, throwing things, scaring or following you, or keeping you from freely coming and going. It can even include physical abuse of the family pets.

Also, keep in mind that the abuse in domestic violence does not have to be physical. Abuse can be verbal (spoken), emotional, or psychological. You do not have to be physically hit to be abused. Often, abuse takes many forms, and abusers use a combination of tactics to control and have power over the person being abused.

EXAMPLES OF DOMESTIC AND DATING VIOLENCE

Acts of domestic or dating violence can take on many different forms of abuse, among them being the following:

- **Sexual Abuse:** Coercing or attempting to coerce any sexual contact or behavior without consent. This includes, but is not limited to, rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.



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- **Physical Abuse:** Slapping, hitting, grabbing, shoving, pinching, biting, hair pulling, etc. are all types of physical abuse. This type of abuse can also include denying a partner medical care or forcing alcohol and/or drugs use upon him or her.
- **Emotional Abuse:** Undermining an individual's sense of self-worth and/or self-esteem is abusive. Emotional abuse may include but is not limited to, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.
- **Economic Abuse:** Making or attempting to make a person financial dependent by maintaining complete control over financial resources, withholding one's access to money, or preventing an individual's attendance at school or employment.
- **Psychological Abuse:** Elements of psychological abuse include, but are not limited to causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property and forcing isolation from family, friends or school and/or work.

The following scenarios may be indicators that domestic or dating violence is occurring or may lead to instances of violence or abuse:

- Your spouse or significant other checks up on you constantly by calling or texting you and becomes anxious when he or she does not know your whereabouts
- You feel isolated from your friends or family members because your spouse or significant other is demanding of your time and acts jealous when you talk to or spend time with others
- A person you are dating becomes possessive and gets too serious about the relationship too quickly
- A spouse or significant other expects or demands sexual contact when you are not interested or not willing to engage
- Your spouse or significant other constantly demeans you by putting you down or calling you names
- Your spouse or significant other threatens violence and/or abuses you physically, verbally and/or sexually
- Your spouse or significant other does not accept responsibility for his or her actions
- You discover someone is obtaining personal information about you by accessing public records, using internet search services, hiring private detectives, rummaging through your trash, contacting your friends, family, co-workers, neighbors, etc.



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While understanding the signs of abuse and taking measures to reduce the risk of abuse may be steps to help explain the context of violence and may act as a deterrent, it can never be used to place blame on the victim or guarantee that violence will not occur. It is important to remember that when violence or abuse occurs, the perpetrator, not the victim, is responsible for his or her actions, and the victim's judgment or behavior is never an excuse for those actions.

In the home

- Know where and/or from whom to get help, and memorize and/or program emergency phone numbers
- Plan your escape route when needed, and ensure all other inhabitants know it
- Pack a bag with cash, keys, and important documents and have it accessible in case you have to leave your home quickly

Outside the home

- Vary your travel routes and shop and bank at different places, if possible
- Keep your cell phone with you and ensure 9-1-1 is programmed, along with any other emergency numbers
- Provide a picture of your abuser to friends and co-workers
- Avoid going to lunch alone

In an Emergency Situation

- If you are able to, dial 9-1-1 immediately
- If in your home, stay away from the kitchen, as the abuser may easily obtain a weapon (i.e., a knife)
- Get to a lockable room which has a phone and a window or door to escape
- If you can escape, make a lot of noise and run to a nearby trusted neighbor for help

General Strategies to Help Prevent Sexual Assault or Other Violent Crimes

The following are proactive measures an individual can take which may minimize the risk of you becoming the victim of sexual assault and may help contribute to the overall safety and security of your campus community:



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- Use a “buddy” system and avoid walking alone, especially at night. Travel in well-lit areas and in pairs or a group, if possible. Avoid deserted areas and shortcuts.
- Let family and friends know where you are going, your method of transportation, and when you will return.
- Never hitchhike or get in a stranger’s car.
- Avoid excessive alcohol consumption, which may impair judgment, especially in unfamiliar surroundings or situations. Additionally, to that end:
 - (a) Be aware of rape drugs
 - (b) Do not leave your drink unattended and keep track of how many drinks you have had.
 - (c) Only drink from un-opened containers or from drinks you have watched being made and poured.
 - (d) Avoid groups like punch bowls.
 - (e) If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find a friend and have him/her help you leave as soon as possible.

Dating Violence

Dating violence includes violence against a person with whom there has been a romantic or intimate relationship. Relationships are gauged by the length, the, and frequency of interaction.

Dating violence may include the following:

- Infliction of physical pain, physical injury or illness.
- Actions that cause impaired physical or mental condition.
- A violation of the sexual assault policy, or the sexual harassment policy.

Stalking

Stalking is defined as engaging in a course of conduct (a series of two or more acts toward another person), carried out over time, however short or long, which are not wanted by the victim, and/or that threaten or would cause a reasonable person to fear for their safety or safety of others or cause them to suffer substantial emotional distress.

Stalking may include, but is not limited to the following acts:

- Following the person without proper authority or permission.



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- Communicating in repeated, unwelcome ways, which can include communication by any electronic, written, verbal or third-party method.
- Leaving unwanted items for the person.
- Vandalizing a person's property
- Papering at a person's residence, classroom, or workplace without permission.

If a member of TUS community feels that they are experiencing or have experience dating violence, domestic violence or stalking, the University urges you to report it.

The Taft University System is a distance education-only school and therefore there are no in-house dorms or campus therefore it does not keep a campus log on dating violence, domestic violence or stalking.

Sexual Assault – an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. Further, a sexual offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Consent – when someone agrees, gives permission, or says “yes” to sexual activity with other persons. Consent is always freely given and all people in a sexual situation must feel that they are able to say “yes” or “no” or stop the sexual activity at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional, psychological, physical, reputational, financial pressure, threat, intimidation, or fear (coercion or force).

Affirmative Consent (California) – the affirmative, conscious, and voluntary agreement to engage in sexual activity. 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. Lack of protest or resistance does not mean consent, nor does silence mean 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.

Rape – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Per California Penal Code 261:

“Rape” is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

- (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person



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committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(a) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise



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would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(b) As used in this section, “menace” means any threat, declaration, or act which shows an intention to inflict an injury upon another.

Fondling – the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Per California Penal Code 285: Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

Statutory Rape – non-forcible sexual relations involving someone below the “age of consent”. A person below the age of consent cannot legally consent to having sex. This means that sex with them, by definition, violates the law. Statutory rape laws vary by state, with states setting the age of consent differently, as well as using different names to refer to this crime. California definitions are included in California Penal Codes 261.5(a) (below) and 261 (above under the “Rape” definition).

Per California Penal Code 261.5(a): Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is at least 18 years of age.

POLICY ON RETALIATION

For Students

TUS believes strongly that students have the right to be free from retaliation and intimidation in any form as a result of filing a complaint, participating in an investigation or disciplinary hearing, opposing an unlawful act or discriminatory practice or for any other related action. Additionally, witnesses and complainants will not be subject to disciplinary sanctions for a violation of the institution’s student conduct policy at or near the time of the incident unless the institution 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. Any student who is experiencing retaliation and/or intimidation should report this immediately to a CSA.



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For Employees

All TUS employees are deserving of a work environment free of fear or threat of retaliation if, based on a reasonable belief and in good faith, they report improper conduct which violates policies and/or procedures. In that regard, TUS maintains a zero-tolerance policy for acts of retaliation and intimidation. Any TUS employee who is experiencing retaliation or intimidation should immediately contact their supervisor and/or the Human Resources Department.

Student and Staff Off-Campus Resources

ONLINE RESOURCES

RAINN (Rape, Abuse, and Incest, National Network), is the nation's largest anti-sexual assault organization. The following strategies are recommended by RAINN to reduce potential risk:

Hotline: -800-656-4673 RAINN Website:

<https://rainn.org/articles/steps-you-can-take-prevent-sexual-assault>

Safety planning

<https://www.rainn.org/articles/safety-planning>

How to respond if someone is pressuring you

<https://www.rainn.org/articles/how-respond-if-someone-pressuring-you>

What consent looks like

<https://rainn.org/articles/what-is-consent>

Protecting your child from sexual assault

<https://rainn.org/articles/how-can-i-protect-my-child-sexual-assault>

Love Equals me from Victim to Survivor

https://www.loveequalsme.org/?gclid=Cj0KCQjw5MLrBRCIARIsAPG0WGwT9OXd4f_0FYqT_ixZfTcOd4u8nCjY9Y3dfP3t6yEBbo6Mq4y6_MkaAiqAEALw_wcB

813-501-7903

California Coalition for Youth

<https://calyouth.org/>

1-800-843-5200

The National Domestic Violence Hotline

<https://www.thehotline.org/>

1-800-799-7233 or 1-800-787-3224(TTY)

Domestic Violence Shelter

<https://www.cpedv.org/domestic-violence-organizations-california>

info@cpedv.org

1-800-799-safe (7233)



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The United States Department of Justice
<https://www.justice.gov/ovw/sexual-assault>

Next Door Solutions to Domestic Violence
<https://www.nextdoorsolutions.org/>
24/7 Hotline 408-279-2962

TUS urges students to seek counseling if they have experienced any of the mentioned situations. Hotlines are open 24 hours a day, seven days a week and feel comfortable and confident that they are confidential and free of cost. These hotlines provide lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse, harassment etc.

Victim's Rights and Options

Upon receipt of a report of alleged domestic violence, dating violence, sexual assault and/or stalking on or off campus, TUS is obligated and will provide the victim with written documentation regarding his/her rights and options and written notification regarding accommodations available to him or her, including academic, living, transportation and work situations. This written notification will include information regarding accommodation options, available assistance in making requests for accommodations, and who to address requests to.

The Taft University System is a post-graduate educational institution and therefore does not provide living accommodations as it does not have housing, nor does it have campus security.

POLICY

If the accused is a member of The Taft University System, the incident must be referred for disciplinary action in compliance with established TUS policies and procedures. TUS will promptly, thoroughly and impartially investigate all alleged violations of the TUS Title IX and VAWA policy. From the initial investigation to the final result, in a professional and timely manner while also demonstrating a tactful demeanor that is both approachable and sensitive to the victim. The CSA Coordinator is responsible for the oversight of disciplinary complaints involving sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, sexual assault and stalking. To file a disciplinary complaint, contact TUS Lead CSA Coordinator, Ms. Christine Baldwin (714 850-4800), baldwin@taftu.edu.

INVESTIGATION PROCEDURES AND PROTOCOLS

Once TUS decides to open an investigation that may lead to disciplinary action against the responding party, a written notice will be provided to the responding party within 72 hours of TUS decision to commence the investigation. The written notice will include sufficient details to provide the respondent with fair notice of the allegations, including:

- Identities of the parties allegedly involved;
- Specific section(s) of the code of conduct allegedly violated;
- Precise conduct allegedly constituting the potential violation(s); and



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- The date(s) and location(s) of the alleged incident(s). Investigations are conducted by members CSA team.

Investigators are free of actual or reasonably perceived conflicts of interest or biases for or against any party. Investigations may include interviews with complainant(s), respondent(s), witnesses, and other parties who may have knowledge relevant to the investigation. The complainant and the respondent will receive written notice at least 72 hours in advance when possible of any interview with sufficient time to prepare for meaningful participation. Parties may be interviewed more than once. Investigations also typically include review of any relevant documentation, such as text messages, emails, instant messages, or any other form of communication or documentation. Parties involved in a Title IX investigation may be asked to preserve evidence, including, but not limited to, emails, text messages, or other documents. Knowingly destroying evidence related to a Title IX investigation or withholding requested evidence constitutes a violation of policy, for which disciplinary action may be taken. Complainants (accusers) and respondents (accused) will be treated without bias during the investigative process. Each will have an opportunity to speak with the investigator, provide witnesses to be interviewed, and provide documentation for the investigator's review.

The investigator will analyze and document the available evidence, objectively evaluate the credibility of parties and witnesses and produce a written report that summarizes the relevant exculpatory evidence (applied to evidence which may justify or excuse an accused defendant's actions and which will tend to show the defendant is not guilty). Complainant(s) and respondent(s) will be provided with the investigation report summarizing the relevant exculpatory evidence and will have equal opportunity to respond in writing to the report within one week of receipt before a finding is made or before a Title IX Committee is convened. Parties are not required to respond to the report. A party will have declined to respond if the permitted response time expires. Information obtained through the course of a Title IX investigation may be shared with law enforcement.

Possible outcomes after the Investigation

If it is more likely than not dating violence, domestic violence, or stalking has happened (in other words, if the preponderance of the evidence suggests that an offense occurred), a student will be found responsible for violating TUS policy and the investigating officer will consider a range of sanctions and outcomes.

***Preponderance of the Evidence:** the greater weight of the evidence required in a civil (non-criminal) lawsuit for the trier of fact (jury or judge without a jury) to decide in favor of one side or the other

Disciplinary sanctions possible for a person found responsible of violating the dating violence, domestic violence, and stalking policies include but are not limited to:

Suspension, expulsion, probation, counseling, deferred suspension, removal from campus, and/or any combination of the previous.

When determining appropriate disciplinary action, the investigating officers will consider the dating violence, domestic violence, or stalking complaint as a whole, the disciplinary background



The Taft University System

of the accused individual(s), including the nature of the conduct and the context in which it occurred.

Any retaliation against a person who reports alleged dating violence, domestic violence or stalking or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of dating violence, domestic violence, or stalking or knowingly provide false information pertaining to a dating violence, domestic violence, or stalking complaint

If the accused is a faculty or staff member

In cases of personal harassment, sexual assault or sexual misconduct by staff or faculty members towards students or to another staff member, the CSA Team will meet to review the evidence and if the outcome is not in favor of the defendant, the possible outcome could be but not limited to release of employment and possibly legal actions from the defendant.

CRIME STATISTICS

The following Clery Act Annual Survey is compiled in conjunction with The Taft University System Safety Policies and pertains to both the California and Colorado locations. The following statistics are in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The data includes all crimes reported to the police or to TUS. If a crime has occurred but has not been reported, it cannot be reflected in the following statistics. For this reason, The Taft University System encourages everyone to report all crimes to TUS or local law enforcement agency.

The Taft University System expressly reserves the right to modify or to adopt additional safety policies and procedures relating to campus safety, at any time without notice.

2022 Campus Safety and Security Survey

Institution: (454689001)

User ID: C4546891

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- No.**
- Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

- Yes**
- No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

| Criminal offense | Total occurrences On campus | | |
|---|--------------------------------|--------------------------------|--------------------------------|
| | 2019 | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Manslaughter by Negligence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

| Criminal offense | Total occurrences on Public Property | | |
|---|--------------------------------------|--------------------------------|--------------------------------|
| | 2019 | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Manslaughter by Negligence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="6"/> |

k. Arson

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2021

| Criminal offense | Total | Occurrences of Hate crimes (Category of Bias for crimes) | | | | | | | |
|--|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

| | | | | | | | | | |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| l. <u>Simple assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| m. <u>Larceny-theft</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| n. <u>Intimidation</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| o. <u>Destruction/damage/vandalism of property.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

YEAR 2020

| Criminal offense | Total | Occurrences of Hate crimes (Category of Bias for crimes) | | | | | | | |
|--|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

| | | | | | | | | | |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| l. <u>Simple assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| m. <u>Larceny-theft</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| n. <u>Intimidation</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| o. <u>Destruction/damage/vandalism of property</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

YEAR 2019

| Criminal offense | Total | Occurrences of Hate crimes (Category of Bias for crimes) | | | | | | | |
|--|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | | | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

e. Incest

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

f. Statutory rape

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

g. Robbery

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

h. Aggravated assault

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

i. Burglary

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

j. Motor vehicle theft

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

k. Arson

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

l. Simple assault

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

m. Larceny-theft

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

n. Intimidation

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

o. Destruction/damage/
vandalism of property.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2021

| Criminal offense | Total | Occurrences of Hate crimes (Category of Bias for crimes) | | | | | | | |
|--|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| l. <u>Simple assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

| | | | | | | | | | |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| m. <u>Larceny-theft</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| n. <u>Intimidation</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| o. <u>Destruction/damage/vandalism of property.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

YEAR 2020

| Criminal offense | Total | Occurrences of Hate crimes (Category of Bias for crimes) | | | | | | | |
|--|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> <i>(Do not include theft from a</i> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

motor vehicle)

k. Arson

l. Simple assault

m. Larceny-theft

n. Intimidation

o. Destruction/damage/vandalism of property

YEAR 2019

Criminal offense **Total** **Occurrences of Hate crimes (Category of Bias for crimes)**

Race **Religion** **Sexual orientation** **Gender** **Gender Identity** **Disability** **Ethnicity** **National Origin**

a. Murder/ Non-negligent manslaughter

c. Rape

d. Fondling

e. Incest

f. Statutory rape

g. Robbery

h. Aggravated assault

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| i. <u>Burglary</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. <u>Motor vehicle theft</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. <u>Arson</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. <u>Simple assault</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. <u>Larceny-theft</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. <u>Intimidation</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. <u>Destruction/damage/ vandalism of property</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

| Crime | Total occurrences On Campus | | |
|-----------------------------|-----------------------------|------|------|
| | 2019 | 2020 | 2021 |
| a. <u>Domestic violence</u> | 0 | 0 | 0 |
| b. <u>Dating violence</u> | 0 | 0 | 0 |

c. Stalking

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime

Total occurrences on Public Property

| | 2019 | 2020 | 2021 |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|
| a. <u>Domestic violence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

| Crime | Number of Arrests | | |
|---|--------------------------------|--------------------------------|--------------------------------|
| | 2019 | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

| Crime | Number of Arrests | | |
|---|--------------------------------|--------------------------------|--------------------------------|
| | 2019 | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

b. Drug abuse violations

c. Liquor law violations

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

Number of persons referred for Disciplinary Action

2019

2020

2021

a. Weapons: carrying, possessing, etc.

b. Drug abuse violations

c. Liquor law violations

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

| Crime | Number of persons referred for Disciplinary Action | | |
|---|--|--------------------------------|--------------------------------|
| | 2019 | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

| | Number | | |
|----------------------------------|--------|------|------|
| | 2019 | 2020 | 2021 |
| a. <u>Total unfounded crimes</u> | 0 | 0 | 0 |

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.
 Count unfounded crimes in the year in which they were originally reported.

Caveat:
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



William Howard Taft — U n i v e r s i t y —

An Educational Division of the Taft University System Consisting of:

Deming School of Business

Boyer Graduate School of Education

The School of Government & Law

2023 ACADEMIC CATALOG

*Committed to providing a quality education,
responsive to the needs of society
now and into the future.*

Any questions on the information contained in this catalog should be directed to the Admissions Office at the address, email, or phone numbers below:

William Howard Taft University

3333 S. Wadsworth Blvd. #D-228
Lakewood, CO 80227

(877) 894-TAFT (8238)
(303) 867-1155

Admissions@Taft.edu

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Director of Administration

William Howard Taft University

The University reserves the right to amend the information set forth in the catalog through future printings or supplements.

Statement of Affiliation

The Boyer Graduate School of Education, Deming School of Business, and School of Government & Law are schools within William Howard Taft University. William Howard Taft University is an educational division of The Taft University System, which also includes Taft Law School.

Statement of Equal Opportunity and Non-Discrimination Policies

Consistent with sound educational policy, The Taft University System does not discriminate on the basis of sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status.

This Catalog applies to all programs offered through William Howard Taft University except the [*Juris Doctor Executive Track*](#) program.

Taft Law School, a division of the Taft University System, offers the *Juris Doctor Attorney Track and Bachelor of Science in Law programs*. Please reference the [Taft Law School Catalog](#) for information specific to these programs.

Applicants interested in any Taft degree program should carefully review the catalog supplement for that program and the faculty information, available on the University's website.



Message from the President

Is seeking a college degree during times of societal and economic stress always worthwhile? Perhaps the answer to this question is found with our history, purpose, and graduates.

There is nothing more central to The Taft University System’s identity than our community of adult learners who, without accessible online programs, would not be able to advance their careers. When our founder, David Boyd, reached out to the first group of students in 1976, a commitment of “welcome, how can we help?” was established, and that commitment does not end with your enrollment. We know that to be a successful online learner you must be an essential part of the education offered and practiced.

During the past year, many students attending campus-based programs were suddenly forced into online classes that were put together in a crisis by institutions who, in most cases, were unfamiliar with offering online degree programs. For most of the student population at William Howard Taft University, online learning offers an opportunity for higher education when weekly attendance in a classroom is simply not an option. We provide an academically rigorous education to high-achieving adults who are balancing educational and professional aspirations with life’s commitments. Taft offers adult learners an academically challenging and collegiate educational experience that is transformative.

Recent labor analytics research by Boston-based Burning Glass Technologies has noted that “up-credentialing is affecting a wide range of jobs, from executive assistants to construction supervisors.” Employers increasingly require a college degree with the expectation that the graduate is motivated, can think analytically, and brings a strong, disciplined work ethic to the job. These are qualities and skills that Taft University both teaches and requires.

At William Howard Taft University, we offer a variety of undergraduate and graduate programs and specializations designed to help mature adults achieve their academic and career goals. Students in the Boyer Graduate School of Education, Deming School of Business, and The School of Government & Law are mentored by faculty who are terminally degreed practitioners in their fields and strongly committed to the success of our students.

As an educational division of The Taft University System, comprised of William Howard Taft University and Taft Law School, we have provided quality distance education programs since 1976. Our accredited online University offers you an opportunity to get ahead in your career while balancing job, family, and quality of life issues.

As we continue our fifth decade of providing quality distance education, I look forward to ensuring that we remain a highly respected distance education institution and that students continue to graduate with functional knowledge and skills directly applicable to employer needs.

Warm regards,

Dr. Neil A. Johnson





Institutional Mission, Purpose, and Objectives

The Mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

Offering unique and innovative distance learning educational programs.





Distance Education
Accrediting Commission

1101 17th Street NW
Suite 808
Washington, D.C. 20036

202.234.5100
www.DEAC.org

Accreditation & Affiliations

As an education division of The Taft University System, William Howard Taft University is accredited by the Distance Education Accrediting Commission (DEAC). DEAC, founded in 1926, is the standard-setting agency for distance education institutions. DEAC is listed by the United States Department of Education as an institutionally recognized accrediting agency.

The University is an institutional member of the Council for Higher Education Accreditation (CHEA). CHEA is a non-profit organization serving as the national advocate for voluntary accreditation and quality assurance to the U.S. Congress and the U.S. Department of Education. The Taft University System is affiliated with the American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), The American Association of Collegiate Registrars & Admissions Officers (AARCO), and the Veterans Administration (VA). In addition, the University is a member of The National Council for State Authorization Reciprocity Agreements (NC-SARA).

Academic Programs and Learning Modalities

The University offers accredited distance education degree programs in business, education, law, and taxation. It employs two learning modalities in the delivery of educational services. Programs offer either an ***Independent Study*** or a ***Directed Study*** modality.

In all cases, highly experienced and academically qualified faculty members are assigned to courses to provide assistance, individual guidance, and meaningful feedback.

Students are provided with login information to the University's online learning platform, which provides access to course syllabi and a list of required and recommended course materials for the program. The learning platform also allows for online submission of assignments, retrieval of grades and feedback from the faculty, and access to discussion boards.

University programs emphasize learning that is meaningful, where individuals enjoy the learning process and acquire knowledge to better understand and manage their own careers.

The Independent Study Modality

Independent Study recognizes that education can be an individual process where students with different learning needs and study schedules can be accommodated. As such, Independent Study is the most flexible option for busy professionals with varied working and family schedules. Students enrolling in Independent Study programs may work independently at their own pace. Students submit assignments and retrieve feedback from faculty, completing courses within the time limits of the semester. Title IV Federal Financial Aid cannot be used to cover the costs of this learning modality. However, the University has established interest-free payment plans that permit a student to make monthly cash payments to cover the cost of their education. Students may begin a program offered in the Independent Study at the start of an 8-week term (six times per year), as outlined on our [Academic Calendar](#).

The Directed Study Modality

The *Directed Study* programs are offered in a more structured format with cohort groups and require regular and substantive interaction with faculty. The cohort format allows for meaningful interaction with other professionals and faculty in a group context. Students are required to participate in weekly discussion boards to meet attendance and the academic requirements of the program. A student may use Title IV Financial Aid to cover the cost of this learning modality, as they are eligible. New students may begin study three times a year, at the start of each semester, as noted on our [Academic Calendar](#).



A Comparison of Learning Modalities

| | Independent Study | Directed Study |
|---|--------------------------|-----------------------|
| <i>Highly credentialed faculty with real-world experience</i> | X | X |
| <i>Nationally recognized curriculum that addresses contemporary workplace issues</i> | X | X |
| <i>Accredited by the Distance Education Accrediting Commission (DEAC)</i> | X | X |
| <i>Facilitated courses designed to fit in your busy life</i> | X | X |
| <i>New students may begin enrollment at the start of any semester (three times per year)</i> | | X |
| <i>New students may begin a program six times per year, at the start of an 8-week term.</i> | X | |
| <i>Weekly reading and assignments</i> | X | X |
| <i>Weekly discussion board participation required</i> | | X |
| <i>Affordable tuition rates (tuition rates are the same regardless of the modality)</i> | X | X |
| <i>No classroom or residency requirements</i> | X | X |
| <i>Federal Financial Aid is available to cover 100% of tuition & fees for those who qualify</i> | | X |
| <i>Interest-free, payment plans are available</i> | X | X |

Students may alternate between the *Directed Study* and *Independent Study* programs; however, a signed Enrollment Agreement is required when a student changes program modality. A student may transfer programs or program modality only prior to the start of a semester. Please submit requested changes a minimum of 30 days before the start of the semester to provide time for schedule changes and potential changes to Title IV financial aid funding.

Accelerated Course Delivery

All students are enrolled in accelerated 8-week sessions. Two accelerated 8-week sessions fit into one 16-week semester. Most students complete one course in an 8-week session, representing an average of 20 hours of academic work per week. After completion of the first semester, a student may appeal to take additional credit hours in subsequent semesters.

No program may be completed in less than one year.



Boyer School of Education

The Boyer Graduate School of Education is dedicated to the memory of Dr. Ernest L. Boyer (1928-95), a compelling orator who never tired of his role as a spokesman for non-traditional educational programs.

The Boyer School of Education currently offers three degree programs: *Master of Education (MEd)*, *Education Specialist (EdS)*, and the *Doctor of Education (EdD)*. A variety of concentrations are available in each academic program. All programs are offered in the *Independent Study* or *Directed Study* modality.

The programs are designed to service a national market and do not purport to provide licensure or credential certification in any particular state. Applicants interested in licensure or credential certification are encouraged to contact the relevant licensing body for their state before enrolling: <https://nc-sara.org/professional-licensure-directory>

Applicants interested in salary advancement are encouraged to contact the relevant licensing body/bodies and their respective human resources department before enrollment.

Master of Education (MEd) Program

The *Master of Education (MEd)* program emphasizes coursework in instruction, assessment, and management in a variety of educational and public service settings. This program is of particular interest to individuals with public or private school teaching experience who desire to improve their classroom instructional skills, increase their knowledge of educational administration, and advance their district's compensation schedules. The *Master of Education* program is not designed to lead to Professional Licensure or certification and applicants must already be employed at the elementary, secondary, or higher education level in their state. Consequently, a determination has not been made whether the *Master of Education* program will meet professional licensure for any state. Applicants interested in licensure or credential certification are encouraged to contact the relevant licensing body for their state before enrolling: <https://nc-sara.org/professional-licensure-directory>.

Successful graduates of the program will demonstrate:

- A working knowledge of the concepts, dependencies and relationships of the social and philosophical foundations of education.
- How to make appropriate recommendations based on sound reasoning and analysis.
- Effective and appropriate instructional and leadership techniques that support educational and administrative objectives.
- Use of theoretical knowledge and contemporary research for evidence-based decision-making.
- Professional expertise in a number of areas supported by the elective course options of the Program.
- Students electing the Montessori Educator's track will demonstrate a comprehensive understanding of the Montessori educational theories and applications.

The university acts to fulfill the purposes of the Master of Education program through appropriate coursework, coupled with continuing direction, evaluation of student progress, and regular assessment of student learning outcomes, supervised and administered by qualified faculty.

The *MEd* program represents 30 credit hours and may be completed in as little as 12 months, with most students completing the program in less than two years. A concentration in Montessori Education is available. Up to 15 credit hours maybe transferred into the program, based upon review and approval of the Dean. No thesis or capstone project is required.

Admission to this program requires the applicant to hold a Bachelor's degree. Applicants should be employed in public or private education at the elementary, secondary, or post-secondary education level.

Tuition is \$275 per credit.



Education Specialist (EdS) Programs

The Education Specialist (EdS) program is a post-Master's practical distance education program emphasizing coursework in leadership and management in a variety of educational and public service settings.

The program provides students with advanced study in organizational development, education finance, law, ethics, and curriculum development. The EdS is of particular interest to individuals with public or private school teaching experience who seek administrative positions or middle level managers or who are interested in moving into higher levels of administration.

Students may select one of three academic concentrations in pursuit of the EdS degree program: Leadership & Administration, Educational Technology, or Charter School Administration.

The EdS degree program is presented through distance education using online technology requiring no classroom or seminar attendance. The program is offered in both the *Independent Study* and *Directed Study* modalities.

Successful graduates of the program will demonstrate:

- Apply best practices, current concepts, theories, and research about effective teaching, learning, and administration to improve one's professional practice as a teacher or administrator.
- Demonstrate an understanding of the use of current and emerging technologies in a variety of educational settings
- Employ effective and appropriate technology and leadership techniques that support educational and administrative objectives.
- Evaluate ethical issues, recognize administrative, legal, and regulatory issues, and make appropriate decisions and recommendations based on sound research reasoning and analysis with sensitivity to stakeholder interests.
- Discuss with a level of authority on the funding and budgeting practices and legal principles of the American public school system.
- Use information and technology to plan instructional and administrative strategies, and improve learning, productivity, and professional practice.
- Communicate effectively with learners, their families, and other professionals in ways appropriate to purpose and content.

Successful students should demonstrate high quality communication and writing skills, become more critical of the status quo, and be well prepared to initiate school and process improvement based on solid reasoning backed by valid research.

Tuition is \$360 per credit.

Doctor of Education (EdD) Programs

The online Doctor of Education Degree program emphasizes course work in leadership and management in a variety of educational and public service settings. It requires no classroom or seminar attendance. The program is of particular interest to individuals with public or private school teaching experience who seek administrative positions or middle level managers who are interested in moving into higher levels of administration.

Successful graduates of the program will demonstrate:

“In the end, inspired teaching keeps the flame of scholarship alive. Almost all successful academics give credit to creative teachers – those mentors who defined their work so compellingly that it became, for them, a lifetime challenge. Without the teaching function, the continuity of knowledge will be broken and the store of human knowledge dangerously diminished.”
- Dr. Ernest L. Boyer



- Apply best practices, current concepts, theories, and research about effective teaching, learning, and administration to improve one's professional practice as a teacher or administrator.
- Employ effective and appropriate leadership techniques that support educational and administrative objectives.
- Use multiple strategies in efforts to help students of various levels and backgrounds to learn subject matter.
- Discuss with a level of authority on the funding and budgeting practices and legal principles of the American public-school system. Use information and technology to plan instructional and administrative strategies, and improve learning, productivity, and professional practice.
- Develop, organize and perform sound research studies in institutional settings.
- Communicate effectively with learners, their families, and other professionals in ways appropriate to purpose and content.
- Author a properly formatted and presented dissertation that represents a substantive research topic of original work.

Successful students should demonstrate high quality communication and writing skills, become more critical of the status quo, and be well prepared to initiate school and process improvement based on solid reasoning backed by valid research. Graduates of the program will emerge with a recognized degree and a set of diverse and relevant skills that are applicable in the pursuit of administration, and advanced level positions in education fields.

Tuition is \$360 per credit.

The Deming School of Business

The Deming School of Business offers a variety of undergraduate and graduate degrees including the *Bachelor of Science in Business Administration (BSBA)* degree completion program, *Master of Business Administration* (with *General* and *Health Care Administration* concentrations), *Master of Science in Taxation (MST)* and the *Doctor of Business Administration (DBA)* degree programs. The *MBA* and *DBA* programs are offered in both *Independent Study* and *Directed Study* delivery modalities. The *BSBA* completion program is offered only in the *Independent Study* format.

Bachelor of Science in Business Administration (BSBA) Degree Completion Program

The 120-credit hour *Bachelor of Science in Business Administration (BSBA)* degree completion program is designed for students who have already earned a minimum of 60 semester credit hours or an Associate's Degree from an accredited institution. The program is offered in only the *Independent Study* modality. As such, Title IV Federal Financial Aid is not available. The University extends interest-free monthly payment plans for students to pay tuition.

The program is designed to develop well-rounded business professionals. This is accomplished through the presentation of the technical and interpersonal skills necessary to obtain entry-level positions in business or as independent business operators.

The program offers 18 credit hours of business foundation curriculum and 42 credit hours from specialized courses designed to meet specific professional applications (60 semester credit hours total). Foundation courses build a broad understanding of the important elements of business management and administration. Specialization courses supplement the foundation by allowing students to develop a deeper understanding of a defined area of study.

To be considered for admission to the program, applicants must have earned a minimum of 60 semester credit hours (including a minimum of 30 credits in General Education¹) from a college or University accredited by an accrediting agency recognized by the United States Department of Education. Students may transfer up to a maximum of 90 credit hours from other accredited institutions, requiring students to complete a minimum of 30 credit hours from William Howard Taft University.

¹ For this purpose, General Education courses include those that address English, human communications (including, but not limited to, foreign languages and speech), mathematics, natural sciences, social sciences, the arts, and the humanities. Please see the BSBA Catalog Supplement for more information.

The Deming School of Business is dedicated to the memory of W. Edwards Deming (1900-93), a consultant and academic scholar recognized as the father of total quality management and a proponent of life-long learning.



Successful graduates of the program will demonstrate:

- Application of research and knowledge in the following broad-based areas: business management, accounting, marketing, economics, organizational behavior, and finance.
- The ability to evaluate ethical issues, recognize business, legal and regulatory issues, and make appropriate decisions and recommendations based on sound research reasoning and analysis with sensitivity to stakeholder interests.
- An ability to identify the connections between business and community and make socially responsible and environmentally sustainable choices when incorporating business operations and strategy.
- An understanding of the use of information systems to gather data, assess information, and formulate meaningful reports to make effective business decisions.
- The traits and actions of effective leaders and how to effectively manage individuals and teams in the business environment.

The university acts to fulfill the purposes of the BSBA Program through appropriate coursework, coupled with continuing direction, evaluation of student progress, and regular assessment of student learning outcomes, supervised and administered by qualified faculty.

Tuition is \$225 per credit.

Master of Business Administration (MBA) Degree Programs

Said by many to be the most popular professional degree program in the world, the *Master of Business Administration (MBA)* degree has become a threshold requirement for promotion into management in many organizations. The *MBA* program developed by The Deming School of Business is an internationally recognized degree program designed to develop the skills required for careers in business. The major objective of the program is to provide graduates with the preparation and practical skills needed to excel in management and leadership positions.

However, the value of the program is not limited strictly to the business world. Graduates have found the knowledge gained from the program useful for those pursuing managerial careers in the public sector, government, non-profit organizations, and consulting professions.

The *Master of Business Administration (MBA)* program requires students to successfully complete 30 credit hours and is offered in both *Independent Study* and *Directed Study* modalities. The program may be completed in as little as 12 months, with most students completing the degree in less than two years. The GMAT is not required as a condition of admission. Students may transfer 15 credits into the program, based upon review and approval by the Dean. A student must have completed an undergraduate degree prior to admission into the *MBA* program.

Successful graduates of the program will demonstrate:

- Application of knowledge in the legal, regulatory, theoretical, ethical and practical aspects of operating businesses of varying size and structure.
- The ability to evaluate common business and related legal issues and make appropriate decisions and recommendations based on sound research, reasoning and analysis.
- Appreciation for making socially responsible and environmentally sustainable choices when designing and implementing business strategy.
- How to author a properly formatted and presented Business Plan or Capstone project that represents substantive original work that ties together the learning objectives of the coursework.

The university acts to fulfill the purposes of the MBA program through appropriate coursework, coupled with continuing direction, evaluation of student progress, and regular assessment of student learning outcomes, supervised and administered by qualified faculty. Several concentrations are available.

Tuition is \$295 per credit.



Master of Business Administration

This program is of particular interest to individuals interested in acquiring the skills and educational qualifications needed to succeed in almost any business environment, including small business management and entrepreneurialism. The program can benefit those in executive and managerial positions as well as individuals providing consulting services to enterprises of varying sizes and structures.

Master of Business Administration in Health Care Administration

This program emphasizes coursework in health care management practices, health care law, and health care finance. The program is focused on various health care administrative and management issues and procedures. It will be of particular interest to individuals employed or seeking employment in hospitals and health maintenance organizations and individuals providing consulting services to such organizations.

Doctor of Business Administration (DBA) Program

The *Doctor of Business Administration (DBA)* is a professional degree program, which emphasizes coursework in business leadership and management. It requires no classroom or seminar attendance. The program is offered in the *Directed Study* or *Directed Study* modality.

The DBA program is of particular interest to mid and senior-level managers who desire high-level education in the theoretical and practical aspects of operating a business. It focuses on how business is conducted in the United States but is open to international students that would benefit from a better understanding of U.S. business operations. Though leadership skills are subject to cultural differences, the fundamentals apply to the global marketplace for business managers who wish to emulate successful U.S. business models.

Students in this program are required to successfully complete 60 semester credit hours, including the Dissertation or Applied Doctoral Project, to graduate. A Master's degree is required for admission into the program. The program may be completed in as little as 27 months, with most students requiring three years to complete the degree. A maximum of 9 hours may be transferred into the program.

Successful graduates of the program will demonstrate:

- Application of advanced knowledge in the legal, theoretical, and practical aspects of operating a business.
- The ability to evaluate complex business ethical issues and related legal issues and make appropriate decisions and recommendations based on sound reasoning and analysis.
- Appreciation for making socially responsible and environmentally sustainable choices when designing and implementing business strategy.
- The ability to communicate effectively in a variety of modalities.
- Effective management of individuals and teams in the business environment through application of contemporary leadership theories and concepts.
- How to author a properly formatted and presented dissertation or major practical project that represents a substantive research topic of original work or project that ties together the learning objectives of the coursework in a way that benefits an organization.

Tuition is \$360 per credit.



School of Government & Law

William Howard Taft University offers three graduate degrees through the School of Government & Law including the *Master of Public Administration (MPA)*, *Master of Laws in Taxation (LLM)*, and *Juris Doctor – Executive Track (JDET)* programs. The *JDET* and *MPA* programs are offered in both *Directed Study* and *Directed Study* formats. However, the *LLM* and *MST* programs are available only in the *Independent Study* modality. Please reference the [Juris Doctor Executive Track Catalog](#) for information specific to this program of study.

Master of Public Administration (MPA) Program

A recognized leader in the field of education, William Howard Taft University now offers a *Master of Public Administration (MPA)* degree. This is an intensive, 18 to 24 month professional graduate degree program that provides students with the skills, knowledge, and network they will need to be successful professionals and engaged citizens serving the public good across local, national, and international government, nonprofit, and private sectors.



Our *MPA* program is designed to meet the growing need to advance public policy, enhance public management, and bridge the private and public sectors. Its curricular focus is grounded in a comprehensive view of public service education that equips students with the skills needed to implement effective policy; manage organizations with diverse stakeholders; and apply rigorous, evidence-based analysis to inform decision-making. The program is designed to equip graduates to make an impact by serving the public good, and finding jobs in national, state, local, and international government, nonprofit organizations, and for-profit companies throughout the US and around the world.

Students enrolled in this program must successfully complete 30 credit hours and a final capstone project to graduate. A student may transfer 15 credit hours into the program. Admission to the program is dependent upon the completion of an undergraduate degree.

Successful graduates of the program will demonstrate:

- Have an advanced understanding and appreciation of the theoretical and historical foundations of professional public administration thereby enable students to critically think and to link theory with practice as they address current issues in the public and non-profit sector.
- Develop core competencies necessary for helping to shape the organizational environment (broadly defined in which they operate and for managing individuals, groups, clients, and programs.
- Develop an ethical perspective based on the public service values of personal integrity, accountability, the public's interest, and equity and fairness.
- Apply the knowledge and skills necessary to make a practical difference in the quality of operations in public organizations and communities.
- Effectively summarize, appraise, and communicate technical and professional information, through both oral and written media.

Tuition is \$295 per semester credit hour.

Master of Laws in Taxation (LLM) Program

The *Master of Laws in Taxation (LLM)* program is specifically designed for practicing attorneys and other law school graduates. **Completion of this program is not intended to, and will not, qualify graduates to sit for any bar examination.**

Using many of the same reference materials found in the offices of tax professionals, the program provides the conceptual understanding and technical competence advantageous for advancement in the tax consulting profession, corporate finance departments, and government tax agencies. Using many of the same reference materials found in the offices of tax professionals,



the program provides the conceptual understanding and technical competence advantageous for advancement in the tax consulting profession, corporate finance departments, and government tax agencies.

The *Master of Laws in Taxation (LLM)* program is offered only in the *Independent Study* modality. The University extends interest-free monthly payment plans for students to pay tuition. The *Master of Laws in Taxation* degree program represents 24 credits and an earned Juris Doctor degree is required for admissions. No transfer credit is accepted.

Successful graduates of the program will demonstrate:

- To develop research skills necessary to apply current areas of tax law to issues encountered by individuals and organizations
- To analyze the laws pertaining to tax procedure and evaluate how the IRS interprets and applies those laws
- To develop a comprehensive understanding of the taxation implications of various corporate structures
- Allow for a number of electives, which will allow the student to focus on various taxation issues and procedures relevant to the student's circumstances.

Tuition is \$495 per semester credit.

Master of Science in Taxation (MST) Program

The *Master of Science in Taxation (MST)* program is specifically designed for certified public accountants, enrolled agents, and other tax professionals. Using many of the same reference materials found in the offices of tax professionals, the program is designed to provide the graduate with the conceptual understanding and technical competence advantageous for advancement in the tax consulting profession, corporate finance departments, and government tax agencies. The program provides not only a broad understanding of taxation but also an appreciation for the complexities of decision-making and practice in explaining the tax implications of various courses of action.

The *Master of Science in Taxation (MST)* program is offered only in the *Independent Study* modality. The University extends interest-free monthly payment plans for students to pay tuition. Students enrolled in this program must successfully complete 30 credits to graduate. The program may be completed in as little as one year. *MST* students may apply to transfer up to a total of 15 credits hours of transfer credit; however, the courses considered for transfer must be equivalent in both content and degree level and must have been earned within the last three years.

In addition to a Bachelor's degree, applicants are expected to have a minimum of three years of occupational experience in accounting or taxation prior to admission to the program.

Successful graduates of the program will demonstrate:

- Research skills necessary to evaluate and apply current areas of tax law and tax related legal issues relating to business, corporate structure, and individual tax procedures and strategies.
- A solid foundation of understanding of the laws pertaining to tax procedure and how the IRS interprets/applies those laws.
- Techniques for analyzing and resolving taxation issues, including identifying problems, researching and locating relevant law, and applying the legal rules to facts to arrive at conclusions.
- The ability to effectively communicate tax research to clients and the community of tax professionals, and make appropriate recommendations based on sound reasoning and analysis.

Tuition is \$495 per credit.



Administrative Information

Contact Information

Hours: 8AM-5PM Mon-Fri (Mountain Time)
Phone: (303) 867-1155 or (877) 894-8238
Fax: (303) 867-1156
Address: William Howard Taft University
3333 S. Wadsworth Blvd #D228
Lakewood, CO 80227

Admissions Email: Admissions@Taft.edu

For questions or concerns about your application or enrollment.

Financial Aid Email: whtufinancial.aid@Taft.edu

For assistance with previous student loan deferment & financial aid packaging/disbursements.

Student Support: Student_Support@TaftU.edu

For any current student questions, concerns, or issues.

Technical Support Email: Technical.Support@TaftU.edu

For any issues with Moodle.

Accounting Email: Cruz@TaftU.edu

For any issues with payment or changes to payment method/information.

Business Dean (Anita Cassard): Cassard@Taft.edu

Government & Law Dean (Anita Cassard): Cassard@Taft.edu

Education Dean (Barry Resnick): Resnick@Taft.edu

Initial Enrollment & Matriculation

Most University programs are offered in both *Independent Study* and *Directed Study* modalities. Please review the characteristics and limitations of each modality in the introduction of this *Catalog*.

Three semester start dates a year are available to students with an interest in the *Directed Study* programs. Students with an interest in the *Independent Study* modality may begin enrollment on six start dates per year, at the beginning of each 8-week term. Please see the [Academic Calendar](#) for specific information. Applications are accepted year around. Applicants should review the relevant program *Catalog Supplement* to obtain more information on the admissions requirements, program modality, and enrollment requirements for a particular program.

Once accepted, an admissions representative will confirm the applicant's start date and payment method before sending an enrollment document.

Your admissions representative will confirm your first-course registration and faculty assignment. New students receive their student ID number via email from [Student Support](#).

[Technical Support](#) will send each new student their username and password for Moodle in two separate emails. All the above emails will be sent the business day before the student's selected start date.

Military Education Programs

The University participates in Veterans Administration (VA) and Military Tuition Assistance education programs designed specifically for active duty, reserve, veterans, or spouses and family. In most cases, military benefits will cover 100% of tuition, fees, and books.

The Taft University System complies with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38. The complete policy can be found at <https://www.taft.edu/military-education-program>.

The University is a Defense Activity for Non-Traditional Education Support (DANTES) affiliated school. DANTES is a Department of Defense organization created to help service members pursue educational goals through non-traditional means during active military duty.



The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

International Applicants

All courses are presented in the English language. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of a number of University approved evaluation agencies. Requirements vary by program. Please reference the appropriate *Program Supplement* for specific information.

Validation of foreign academic work is subject to an independent foreign degree (or course by course) evaluation by a *National Association of Credential Evaluation Services, Inc. (NACES)* member or a member of the *Association of International Credentials Evaluators (AICE)*.

NACES Members List: www.naces.org/members.htm

AICE Members List: www.aice-eval.org/members

Students interested in validating English proficiency or foreign academic work are encouraged to contact the Admissions Office for assistance.

Verification of Student Identification

The University is required to verify the identity of all students. Therefore, a copy of valid government-issued photographic identification is required with the [Application for Admission](#). Students are also required to submit identification when completing proctored assessments throughout the academic program.

Transcript Submission Requirements

Applicants may submit unofficial transcripts with the application for admission. Official transcripts must be received within 30 days of matriculation, or the student will not be permitted to register for additional coursework. No financial aid will be awarded until official transcripts are received. Transfer credit evaluation requires the submission of official transcripts.





University Tuition

Effective Fall 2021

Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit in the student's *Enrollment Agreement*.

Deming School of Business

| | Credits | Cost per Credit | Program Tuition |
|---|----------------|------------------------|----------------------------------|
| <i>Doctor of Business Administration (DBA)</i> | 60 | \$360 | \$21,600 |
| <i>Master of Business Administration (MBA)</i> | 30 | \$295 | \$8,850 |
| <i>Bachelor of Science in Business Administration** (Degree completion program)</i> | 120 | \$225 | \$6,750 <i>for 30 credits</i> |

Boyer Graduate School of Education

| | | | |
|-----------------------------------|----|-------|----------|
| <i>Doctor of Education (EdD)</i> | 60 | \$360 | \$21,600 |
| <i>Education Specialist (EdS)</i> | 30 | \$360 | \$10,800 |
| <i>Master of Education (MEd)</i> | 30 | \$275 | \$8,250 |

School of Government & Law

| | | | |
|--|----|-------|----------|
| <i>Master of Laws in Taxation (LLM)*</i> | 24 | \$495 | \$11,880 |
| <i>Master of Science in Taxation* (MST)</i> | 30 | \$495 | \$14,850 |
| <i>Master of Public Administration (MPA)</i> | 30 | \$295 | \$8,850 |

*Programs offered in only the Independent Study format with no financial aid available.

**The Bachelor of Science degree is a degree completion program requiring student to complete a minimum of 30 credit hours at the University .

Program tuition is presented at the current rates. The University reserves the right to periodically amend tuition rates. The program totals do not include required student fees or books/supplies for the program of study

Student Fees

| | |
|--|----------|
| Application Fee – Undergraduate Students <i>(Due with Application Submission)</i> | \$50 |
| Application Fee – Graduate Students <i>(Due with Application Submission)</i> | \$75 |
| Enrollment Fee <i>(Due Upon Signing Enrollment Agreement Prior to First Term)</i> | \$100 |
| Transfer Credit Evaluation Fee <i>(Due with Transfer Credit Submissions)</i> | \$55 |
| Portfolio Credit Evaluation Fee <i>(Due with Experiential/Portfolio Credit Submission)</i> | \$100 |
| Technology & Library Fee <i>(Due each semester)</i> | \$95 |
| Oral Defense/Final Presentation Fee <i>(Due in Final Term of Doctorate Program Upon Scheduling Presentation)</i> | \$450 |
| Diploma Fee <i>(Due when the diploma is ordered)</i> | \$50 |
| Transcript Request Fee | \$10 |
| APA Reader/Editor Fee <i>(University Pays for the First 5 Hours)</i> | \$55/hr. |

Students may incur additional fees for late payment of tuition, payment declines, or for other University business.



Books & Materials Costs

The cost of books and materials, other than each course syllabus, is not included in the tuition. The average costs below include books at their full list price, though sources often offer discounts. A full list of required materials for all courses can be found on the [Course Materials](#) page of our website.

Deming School of Business

| | Estimated Total Program Book Cost |
|--|-----------------------------------|
| <i>Bachelor of Science in Business Administration (BSBA)</i> | \$2,850 |
| <i>Master of Business Administration (MBA)</i> | \$1,350 |
| <i>Doctor of Business Administration (DBA)</i> | \$2,250 |

Boyer School of Education

| | Estimated Total Program Book Cost |
|-----------------------------------|-----------------------------------|
| <i>Master of Education (MEd)</i> | \$2,250 |
| <i>Education Specialist (EdS)</i> | \$1,200 |
| <i>Doctor of Education (EdD)</i> | \$1,950 |

School of Government & Law

| | Estimated Total Program Book Cost |
|--|-----------------------------------|
| <i>Master of Laws in Taxation (LLM)</i> | \$1,200 |
| <i>Master of Public Administration (MPA)</i> | \$1,500 |
| <i>Master of Science in Taxation (MST)</i> | \$1,500 |

Transfer Credit, Portfolio Credit, and Credit by Examination

Transfer credit, portfolio credit, and credit by exam may be awarded consistent with University policies set forth in the *Catalog Supplements* for each program. The amount of transfer credit will vary depending on the specific program.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or University. Credits earned at William Howard Taft University may or may not be accepted by another institution, depending upon its own programs, policies, and regulations.

Students seeking transfer or portfolio credit should reach out to their admissions representative for full requirements and procedures prior to matriculation into a program of study. Credit requests are evaluated on a case-by-case basis. Official transcripts must be received to finalize the transfer credit calculation. Applicants will be notified prior to enrollment what transfer or portfolio credit if any, will be accepted.

Computer Requirements

TUS faculty believe evidence of computer literacy is required to earn a credible graduate degree in any discipline. Technology also plays an important part in a student's ability to communicate with administration, faculty, and fellow students. Accordingly, all students (including students enrolled in independent study courses) must have access to a computer with the minimum specifications set forth in the current Taft Law School General Catalog.

Minimum Hardware Requirements

Any modern internet connected desktop or laptop computer capable of meeting the below software requirements will be sufficient. While course materials are accessible to mobile devices, access to a desktop or laptop computer is required for completion of assignments and examinations. Some supplemental materials and activities will require a functioning audio device and speakers. Reliable and consistent access to the internet is required.

- Intel® Celeron® 2.0GHz (or AMD® equivalent) Processor
- 2 Gigabytes of RAM

Software Requirements

- Microsoft Windows® Vista / 7/8/10/11.
- Microsoft Office® or comparable software (must be able create .DOC or .DOCX files)
- Microsoft Edge® (Available at no cost when downloaded from the Internet. Any modern browser will be acceptable. Google Chrome is recommended for the best experience.)
- E-Mail Capability (Available at no cost from various providers)
- Adobe Acrobat Reader® (Available at no cost when downloaded from the Internet)



(A Macintosh® environment may not be compatible with the school's system and will receive minimal support by the school's technical support)

Curriculum and Course Descriptions

Detailed information on all University programs including curriculum, course descriptions, and tuition are set forth in the *Catalog Supplement* for that particular program.

Faculty

The Taft University System primarily employs terminally degreed faculty to teach most courses. All faculty possess degrees or credentials appropriate to the courses or programs that they are assigned.

A complete listing of faculty members and their qualifications is set forth in a separate *Faculty Catalog Supplement*.

Library and Other Learning Resources

Due to the distance learning modality of its programs, the Taft University System does not maintain a traditional library for student use. The availability of information on the internet is virtually limitless. In addition to resources available to the public at no cost, students of all programs have access to the Library and Information Resources Network, Inc. (LIRN®), which includes an extensive collection of full-text articles, journals, and reference libraries. *Master of Science in Taxation* and *Master of Laws in Taxation* students also have access to the *LEXIS® Advance* online library containing thousands of trusted legal, tax, and regulatory sources with no hourly usage charges. All of the above resources can be accessed by students from any location with internet.

To aid in research and capstone projects, a [Research Assistant](#) is available to all current students at the University and will help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries when needed. The [Research Assistant](#) will typically answer questions submitted Monday-Friday, within 24 hours. During weekends and holidays, a response may take a little longer. The [Research Assistant](#) cannot provide legal advice, review assignments, or perform any of the work required as a part of a student's program of study.

Copyright Policy

The University expects its students, faculty, staff, and affiliates to comply with U.S. copyright laws. Although most people understand that copying from books or other published materials may be a copyright violation, sharing digital files may also be a violation. Most software, music, and other original works of creativity have intellectual property protections. Violation of copyright right law can subject a person to both civil and criminal penalties.

Change of Address and Other Contact Information

It is the responsibility of the student to inform the University in writing of **any change in mailing address, telephone number, or e-mail address** from that reflected on the *Application for Admission Form*. Please submit changes to [Student Support](#).

Student Records & Transcripts

A transcript will be maintained by the University in a readily understandable format in perpetuity. Other student records will be maintained for a period of not less than five years. The University will provide each student with two transcripts at no charge. Additional copies of transcripts are available at a minimal charge.

Students should always keep a copy of all assignments and other correspondence submitted to the institution. It is recommended if students elect to save assignments and correspondence on their hard drives, appropriate backup procedures are followed.

Student Privacy

Student records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students' records shall not be released to a third party without the written authorization of the student, judicial order, or a lawfully issued subpoena. As such, student confidential information is protected.



Release of Academic Information

The University adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA). Therefore, students may review the contents of their permanent records as they are maintained at the Taft University System offices. Such inspection must be completed in person by the student at the location where the information is retained.

In compliance with FERPA, the following student record information may be disclosed by the University without the prior written consent of the student, a judicial order, or a lawfully issued subpoena.

- Dates of attendance at the University
- Dates of admission to the University
- University programs of study
- University degree completion dates and types of degrees earned
- Student's current enrollment status (full-time, part-time, withdrawn)

If a student submits a written request that his or her directory information not be released, NO INFORMATION MAY BE RELEASED, absent a judicial order or a lawfully issued subpoena. A request of this nature is only valid throughout the student's term of enrollment.

Academic Freedom

The University encourages and supports its faculty in the pursuit of academic freedom for faculty, staff, and students. Such individuals are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing. Faculty are required to provide expertise and guidance to students in the learning outcomes specified by the University's curriculum. However, faculty are encouraged to discuss any additional topics relevant to the course being taught, regardless of the presence of a topic within the prescribed curriculum.

Disability Services

The University's Coordinator of Disability Services strives to uphold the mission of the University by providing reasonable accommodations to all students with disabilities to help them achieve their academic goals. The University complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all programs and activities. The University promotes an environment of respect and support for all individuals. Students have the responsibility to both self-disclose and request accommodation through The Office of Disability Services.

Taft University's requirements for documentation are based on the Best Practices published by Association on Higher Education and Disability (AHEAD). It is the responsibility of the student to advise the Disability Coordinator of the disability impacts they experience in the learning environment and the potential accommodations that may support their learning. Accommodation requests are authorized by the Disability Coordinator based on the guidelines below for disability documentation. If the student has received an accommodation from a prior institution, those decisions may be submitted as documentation to validate the student's self-reported information. Documentation from external sources may include educational or medical records, reports, and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as an Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. External documentation will vary in relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative. However, all forms of documentation are meaningful. To request academic and/or testing accommodations download and complete the [Accommodations for Students with Disabilities Form](#) including supporting documentation.

After reviewing the student's Accommodation Request and the subsequent documentation, the Disability Coordinator will determine reasonable accommodations for the student. These reasonable accommodations will be outlined on the Student Accommodations Form, which will be given to students granted accommodations for use in their courses/proctored exams.



It is the responsibility of the student to provide the Student Accommodations Form to their instructor within the first week of their course. Failure to comply with this rule will not hold the instructor to the accommodations. A student may request accommodations at any point in their program. However, accommodations will not take effect until the beginning of the student's next course after the accommodations have been granted. A student cannot retroactively request accommodations for any past courses/proctored exams. Accommodations are not retroactive. For more complete information about services for disabled students, please contact the [Office of Disability Services](#).

Student Rights and Grievances

Students are required to work with their faculty and the program Dean to resolve issues. If the situation is not resolved, the student may use the process outlined below:

- If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. A formal grievance must clearly and concisely set forth what is sought, the reasons, therefore, and any supporting information or documentation.
- The Director of Student Services will conduct an initial review of the grievance and convene the faculty and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 days or weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week. The Dean's decision shall be final.
- In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved following the process outlined above, may lodge a complaint with either The Taft University System's home state regulatory body, the Colorado Commission on Higher Education, or its accrediting body the Distance Education Accrediting Commission.

Distance Education Accrediting Commission – www.Deac.org, (202) 234-5100

Colorado Department of Higher Education – www.cdhe.colorado.gov, (303) 862-3001

Social Media

Students must obtain advance permission before establishing any social media account which references The Taft University System, Taft Law School, or William Howard Taft University.

Financial Aid

Advancing your professional education is an investment in your personal and professional development. The University makes every effort to make a post-secondary education an achievable goal for all qualified applicants. Students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

Students enrolled in *Directed Study* programs may be eligible for Title IV Federally insured student loans in amounts sufficient to cover 100% of tuition, fees, books, and related costs. **Financial Aid is not available for students enrolled in Independent Study programs and for students enrolled in the Bachelor of Science in Business Administration Completion Program, Master of Science in Taxation, and Master of Laws in Taxation programs.**

A student may apply for financial aid after applying for admission to the University. The following forms are required to begin the application process for student financial aid loans:

- Free Application for Federal Student Aid (FAFSA)



- Federal Direct Loan Master Promissory Note
- Entrance Counseling Form if an applicant is a first-time borrower, has discharged loans, or has paid off all prior loans
- University Enrollment Agreement documents
- If necessary, complete and submit a Withdrawal/Clearance Letter to release the prospective student's prior FSA obligation.

The average time for financial aid processing is 30 days. Prospective students should plan accordingly. The Department of Education restricts loan limits by the level of education and program of study. Affordability is a hallmark of a William Howard Taft University program. As such, the tuition for all applicable programs falls under the maximum annual loan limits. Please ask your financial aid advisor for more information.

We highly recommend following our online financial aid process listed on our website at: <https://www.taft.edu/federal-student-aid>. This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

Entrance counseling is required of new students, following information from the US Department of Education's website. Students must take and pass an entrance counseling quiz.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the students' educational expenses related to their enrollment in The University System eligible programs.

Tuition Financing

Courses offered in the *Independent Study* modality are non-Title IV financial aid eligible. In addition, students enrolled in the *Bachelor of Science in Business Administration Degree Completion* program, *Master of Science in Taxation*, and *Master of Laws in Taxation* programs are also not eligible for financial aid. The University offers interest-free short-term financing plans that permit students to pay tuition on an installment basis. This generally requires an initial payment equal to 30% of the tuition for the semester with the balance paid over a term of four months.

Employer Acceptance and Tuition Reimbursement

Many businesses and professional firms recognize the value of accredited distance learning programs for employee education. The University has established the *Partners in Professional Education (PIPE)* program. This is a cooperative undertaking between employers and the University to provide graduate-level educational opportunities to qualified employees. Through the *PIPE* program, eligible employees may obtain tuition discounts ranging between five and twenty percent.

Many organizations sponsor employer-assisted tuition reimbursement programs. The University will provide all reasonable assistance to supply the necessary documentation to students seeking employer reimbursement.

Student Loan Deferrals

Students are generally eligible to defer repayment of existing federally insured student loans during their enrollment period. Applicants are encouraged to check with their lenders to confirm deferral eligibility in their circumstances before enrollment.

Income Tax Credits and Deductions

Many University students may qualify for the Lifetime Learning Credit on their Federal income tax return. Some education expenses may also qualify as a business deduction for work-related education pursuant to Section 162 of the Internal Revenue Code. It is recommended that applicants consult with their tax advisor or read IRS Publication 970 (Tax Benefits for Education) to determine how these credits or deductions might benefit them individually.



Full-Time Attendance

All new graduate students must register as full-time students, scheduled to complete a minimum of six credits per semester or one class per 8-week term. However, after the first semester, graduate students may elect to register as part-time students, registered for a minimum of three credit hours per semester. Undergraduate students may matriculate as part-time or full-time learners. A minimum of twelve semester hours is required for full-time enrollment for undergraduate students. Nine hours is classified as $\frac{3}{4}$ time and six hours represents part-time undergraduate enrollment. Students are considered active, not attending during the 8-week session they are not registered for coursework if the student is registered to attend the next semester. The minimum time for completion should be considered to ensure the student completes the program of study within the University requirement.

Graduation Requirements & Diplomas

Please contact the Office of Student Support in your last term for graduation information. The required *Diploma Fee* (as noted in the Fees section of this Catalog) must be submitted before a diploma can be mailed.

The following table illustrates the requirements to successfully complete your individual degree.

| Program | Tuition Per Credit | Timeframe Completion | Required Credits to Graduate |
|--|--------------------|-----------------------------------|------------------------------|
| Bachelor of Science in Business Administration (Completion) | \$225 per Credit | 1 Year Minimum 5 Years Maximum | 120 Credits |
| Master of Business Administration | \$295 Per Credit | 1 Year Minimum 5 Years Maximum | 30 Credits |
| Master of Public Administration | \$295 Per Credit | 1 Year Minimum 5 Years Maximum | 30 Credits |
| Master of Science in Taxation | \$495 per Credit | 1 Year Minimum 5 Years Maximum | 30 Credits |
| Master of Education in all Specializations | \$275 per Credit | 1 Year Minimum 5 Years Maximum | 30 Credits |
| Master of Laws In Taxation | \$495 per Credit | 1 Year Minimum 5 Years Maximum | 24 credits |
| Education Specialist in all Concentrations | \$360 per Credit | 1 Year Minimum 7 Maximum | 30 Credits |
| Doctor of Education in all Concentrations | \$360 per Credit | 27 Months Minimum 7 Maximum | 60 Credits |
| Doctor of Business Administration | \$360 per Credit | 27 Months Minimum 7 Maximum | 60 Credits |

No documentation will be provided by the University to or for any student or graduate who is delinquent in the payment of any tuition or fees.

Title IX Statement

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation or military service in any of its:

- Educational policies, programs, or activities
- Admissions policies, grant, scholarship, or loan programs
- Hiring practices

Title IX of the Education Amendment protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment is a form of sex discrimination prohibited by



Title IX. Incidents of sexual harassment, sexual violence, stalking, and relationship violence are encouraged to be reported in a timely manner to the University President’s Office.

Harassment Policy

The University strives to provide an academic environment that is free from intimidation, hostility, or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

A. What Is Harassment?

Harassment can take many forms. It may be but is not limited to, words (including email communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile, or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student’s performance, either implicitly or explicitly.

B. Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to [Student Support](#) or any administration representative with whom they feel comfortable. When the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

C. Reporting

Any incidents of harassment must be *immediately* reported. The University can only act if it is made aware of a problem. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good-faith* report of alleged harassment.

Tuition Refund Policy

The University has adopted a refund policy, which is believed to be fair, equitable, and in compliance with regulatory requirements. The University reserves the right to change this policy without notice to comply with any legislative or regulatory changes imposed by the government or accrediting agencies.

For the purposes of refunds, each 8-week session is considered independent of other sessions. If a student cancels enrollment within the first week of a session (first seven days) the University will refund all tuition paid by Student. If the Student withdraws or is dismissed after 7 days of the start of the session, the Student shall be entitled to a prorated refund, as outlined below.

| | | |
|--------------------|----------------------------------|---------------------|
| First Week | Day 1 to 7 of the 8-week session | 100% tuition refund |
| Second Week | Day 8 to 14 of the semester | 80% tuition refund |
| Third Week | Day 15 to 21 of the semester | 60% tuition refund |
| Fourth Week | Day 22 to 28 of the semester | 40% tuition refund |
| Fifth Week | Day 29 to 35 of the semester | 20% tuition refund |
| Sixth Week | Day 36 or later | No Refund |

Unless noted otherwise, all fees are non-refundable. Tuition will be refunded within 30 days of the Withdrawal.



Return of Funds

When a Title IV student withdraws from the University, a Return to Title IV calculation is completed, which may require the student to return unearned funds to the Department of Education. A student will not receive additional Title IV awards until the dollars have been repaid.

Although a student may receive financial aid funds at the beginning of a term, the student must “earn” funds over the course of a term by continuing to meet academic and attendance requirements. When a student does not complete a term of study, the University will determine the earned and unearned portion of the student’s aid within Federal Regulations.

During a Return to Title IV Funds calculation, the payment period is defined as the semester the student withdrew. To determine the percentage earned, divide the total number of days completed before the student withdrew from the course or program by the total number of days in the payment period. If a student meets academic participation requirements for over 60% of the term before the withdrawal occurs, the student has earned all of his or her federal financial aid and is not required to return any funds. If a student withdraws having met 60% or less of academic participation requirements, there will be unearned funds to return.

Student Code of Conduct

The University is an institution of higher online education. As a community of scholars dedicated to the transmission of knowledge, the pursuit of truth, and the development of moral and cultural values, the University strives to provide an environment in which the rights of inquiry, expression, and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline, and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

A student is defined as a person enrolled at the University and is considered to be a student until such time as he/she graduates, withdrawals, or is dismissed. Students between academic years are not considered enrolled.

Student Rights

As a participant in the processes of the University, each member of this academic community has the right to develop the capacity for critical judgment and to engage in the sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the Student Code of Conduct. Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation.

Responsibilities

The University is committed to fostering ethical and moral values. Among the core values of the University is the inherent dignity of every individual as well as the right of each student to hold and express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the University community, the University will not tolerate discriminatory or hate-motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.

Student Code Violations

For the welfare of the entire community, all individuals in the community shall obey the enforcement of orders or directions given by all University officials in the performance of his/her duties or the operation of his/her office. Members of the University community who interfere with the rights of others by failing to fulfill their responsibilities will be subject to disciplinary actions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge and truth.

The following list of unacceptable behaviors is intended to be illustrative in nature rather than all-inclusive.

- Dishonesty or knowingly furnishing false or incomplete information to the University with the intent to deceive.



- Making, possessing, or using any falsified University document or record; altering any University document.
- Knowingly making false accusations against a member of the University community.
- Illegal possession, consumption, distribution, or furnishing of alcohol or other drugs on University property.
- Disorderly conduct including Obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other University policy or regulation.
- Lewd or offensive impropriety behavior.
- Possessing, using, or storing firearms, explosives, or weapons on University controlled property.
- Disregard for the safety of others.
- Behavior or language that threatens or endangers the health, safety, or well-being of any person or group.
- Violation of a contractual obligation or publicized administrative policies.
- Sexual Misconduct including any unauthorized form of sexual contact with another person without the consent of that person.
- Sexually harassing another person.
- Acts of retaliation - Words, actions, or written communication that implies or states another individual of the University community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case.

Non-Compliance

The following shall be regarded as acts of non-compliance:

- Failure to comply with the direction of an individual identified as an authorized University official or other official acting in the performance of his/her duties.
- Complicity-Presence during any violation of University policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and encourage the violation.

Hate Free Policy

Members of The University affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to a variety of offices including the Dean or President. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. Students proven responsible for hate-motivated violations are subject to a range of disciplinary actions up to and including disciplinary expulsion from The University. The Dean may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused student and the complainant have rights that are granted through the University conduct process.

Appealing to the President

The University allows the student a right to appeal to the Chief Academic Officer when claims have been filed against the student. The Appeal to the Chief Academic Officer must detail a specific response to the claim. The Chief Academic Officer may consult with the Dean and Faculty in assessing the situation and a response to the appeal will be made within five (5) business days.

If the student disagrees with the decision of the Chief Academic Office, a final appeal may be made to the President. The written request for Presidential appeal must be made within seven (7) business days of the issuance of the decision letter from the Chief Academic Officer. An appeal is not a review of a case, but instead is an independent review of the process utilized to reach the original finding or decision. Students may appeal the decision to the President on one or more of the following grounds:

- a. There is new evidence, which was not known at the time of the administrative meeting which is likely to change the result;



- b. There was a violation of due process or;
- c. The ramifications imposed are too harsh given the finding of fact.

If the President decides to appeal the Chief Academic Officer's decision or impose a lesser penalty, the President may do so. The President's decision will be final.

Modification of Agreement

The *Enrollment Agreement* constitutes the entire and only agreement between Students and the University and supersedes all prior or contemporaneous agreements, representations, warranties, and/or understandings with respect to the same. The latest *Agreement* will be posted on the University website, and you should review the *Agreement* prior to participating in program offerings. By your continued participation in academic offerings, you hereby agree to comply with and be bound by, all of the terms and conditions contained within the *Enrollment Agreement* effective at that time.



University Standards for Student Achievement

All University programs and procedures have been reviewed by an Examining Committee appointed by the Distance Education Accrediting Commission (DEAC) for the purpose of assuring compliance with DEAC academic and business standards. DEAC *Standard II (Educational Program Objectives, Curricula, and Materials)* requires that graduates of the University's programs exhibit skill and knowledge attainment through the demonstrated achievement of educational objectives and outcomes comparable to those of accredited resident degree programs that are similar in nature and level.

As a rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement checks should be directed to [Student Support](#).

Attendance Policies

Students may cease enrollment at any time in their academic program, subject to the terms of the *Enrollment Agreement*. The official date of withdrawal for a voluntary withdrawal is the date [Student Support](#) receives notification from the student. Refunds and adherence to continuous enrollment policies are based on the official date of withdrawal.

Directed Study students must meet attendance requirements to demonstrate academic progress, as required by the Department of Education. Attendance is assessed through participation in a discussion forum, submission of an assignment, or by participating in a quiz or exam. Simply logging on to the learning management system does not represent attendance. A *Directed Study* student who does not post attendance in the first seven days of an 8-week term (*Add/Drop Period*) is withdrawn from the session and the registration is canceled. All tuition paid and/or financial aid dollars awarded will be refunded within 30 days.

Directed Study students who are not active for 14 consecutive days, after the first week of the session (*Add/Drop Period*) will be administratively withdrawn from the course. A withdrawal in the first four weeks of the 8-week course will receive a W on the transcript and no credit will be rewarded. The course will not be included in the cumulative GPA calculation.

A *Directed Study* student who withdraws after the first four weeks of a course (29th day) will be administratively withdrawn and a grade of WF will be posted on the academic transcript. The date of the withdrawal will be the last date of activity in the course or the notification date from the student, whichever is the earliest date. All withdrawals will be included in the credit hours attempted calculation in adherence to the Student Academic Progress policy.

Once a Doctorate student reaches the Dissertation or Applied Doctorial Project, the student must register for a minimum of three credit hours per semester, and the 14-day active student policy no longer applies.

Continuous Enrollment

All students must demonstrate continuous enrollment by beginning the next semester within 30 days after the completion of the current semester. After 30-days of inactive enrollment, the student's enrollment status will default to *Inactive* and the student will be reported to NSLDS in accordance with Federal Regulations. A student who is inactive for one year is Administratively Withdrawn and must reapply for admission to the University and must adhere to the program requirements at the time of admission.

Grading Policies

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.67 or below considered failing. Graduate-level programs, except for the *Master of Laws in Taxation* programs, require a student to receive a course grade of B- or better to receive credit towards the degree. An undergraduate student must receive a grade of C- or better to pass the course.

The cumulative grade-point average (GPA) is determined by dividing the total "grade points" earned to date by the total number of "credit hours" attempted to date. The total "grade points" earned is the product of the course credit hours and the student's course grade, totaled for all courses in which a numerical grade was received.



Grades are influenced by the accuracy of research and the quality of writing. The extent of research necessary will vary from assignment to assignment.

When grading assignments, faculty considers three general components:

1. A demonstrated understanding of the material and the learning objectives.
2. The student's ability to articulate, synthesize and analyze the concepts and issues presented in the material.
3. A clear and logical composition supported by examples and appropriate references.

In most courses, 80% of a Telecommunication course grade is based on written assignments. The remaining 20% is based on the student's regular and substantive interaction such that "regular" is defined as taking place on a "predictable and scheduled basis" and "substantive" means students are engaged through teaching, learning, and assessment. Faculty support will be provided through the following

- providing direct instruction
- assessing or providing feedback on a student's course work
- providing information or responding to questions about the content
- facilitating a group discussion regarding the content of a course

Assessment & Examinations

Accreditation standards of the Distance Education Accrediting Commission (DEAC) require that adequate steps be taken by an institution offering a degree program to assure that a student has personally fulfilled the course requirements stipulated by the institution. This assurance is accomplished through proctored examinations. You will generally be required to complete and pass at least one proctored final examination per semester.

Students will receive detailed information on the assessment or examination in the course shell. A student must pass the final examination for that course before the grade becomes official and recorded on the transcript.

Final examinations are graded on a credit/no-credit basis. **A passing grade on final exams is 70% or higher.**

All examinations must be proctored. *Students must provide the proctor with appropriate photo identification.* There is no exception to this rule. Students have the following options with respect to proctors:

1. Students may take examinations **under the supervision of an approved proctoring company** using a web camera and microphone. The purchase of the items and the cost of proctoring are the responsibility of the student. Additional details can be found here: <http://www.proctoru.com/taft>.
2. **Students may take examinations at any location of the Consortium of College Testing Centers (CCTC).** The CCTC is a group of college and University testing centers throughout the United States that has come together to support distance learning. In January 2020, there were over 250 member institutions representing 45 states and 3 foreign countries. CCTC's website address is <http://www.neta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.
3. If a student resides or is employed more than one hour's drive from a CCTC testing site, a student may **arrange for examinations to be proctored at another educational institution more convenient to the student.** If a student does not meet this criterion but nevertheless wants to **nominate his/her proctor**, the student must appeal to [Student Support](#) specifically detailing how utilizing the alternatives above would constitute an unreasonable burden.



Course Grades

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.67 or below considered failing. The following grade scale prevails:

| | | | |
|-------|----|---------|---|
| 4.00 | A | 90-100% | (Outstanding) |
| 3.67 | A- | 88-89% | |
| 3.33 | B+ | 84-87% | |
| 3.00 | B | 80-83% | (Satisfactory) |
| 2.67 | B- | 78-79% | |
| 2.33 | C+ | 74-77% | |
| 2.000 | C | 70-73% | |
| 1.67 | C- | 68-69% | |
| 1.33 | D+ | 64-67% | |
| 1.00 | D | 60-63% | (Does not meet scholarship standard. Coursework must be repeated for credit.) |
| 0.67 | D- | 59% | |
| <0.67 | F | <58% | (Failure) |

In addition, the following non-numerical grades may also be assigned:

CR = Credit

At the option of the University, courses and examinations may be graded on a Credit/No-Credit basis. Students will be notified in advance if a course is to be graded on a Credit/No-Credit basis.

U = Audit

I = Incomplete

I's are given to students in courses that they have not completed the course within the registered term. If work is not submitted within the approved time for completion, the grade for the course defaults to an F. Please see the section on Incomplete Grades for more information.

W = Withdrawal

W's are awarded to students who notify [Student Support](#) of the student's desire to formally withdraw from a course in the first 50% of the course. The W is not included in the student's cumulative GPA, but the course registration is included in the 150% attempted calculation. Withdrawal policies and deadlines are outlined in the Enrollment Agreement.

X = Administrative Dismissal

Xs are given for failure to comply with administrative policies, including failure to complete examinations, and are not computed in the grade-point average.

Re-Evaluation of Course Grades

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of B- through F. The student must prepare an appeal pointing out specifically why the grade should be raised. This appeal should be addressed to the Dean of their academic program. The Dean, in their sole judgment, may raise the grade, lower the grade, or make no change. The decision of the Dean is final and resubmission of appeals will not be accepted.

Incomplete Status

Students in the *Directed Study* programs may apply for a 30-day extension to complete a course. The student must request approval for an *Incomplete* from the Dean prior to the end of the term. The student must have completed a minimum of 70% of the required coursework. Not all requests will be approved.

If an *Incomplete* is granted and the student does not complete the courses requirement in 30 days, the course grade converts to F. The final course grade and registration of the course are included in the Satisfactory Academic Progress (SAP) calculations. Student may progress in the program while meeting the incomplete requirement. However, additional Title IV financial aid funds will be not awarded to the student until the 30-day extension period has expired and grades have been posted to ensure SAP policy is met.



An *Independent Study* student who does not complete the required coursework in the 8-week session is automatically granted a 30-day extension to meet the course requirements. No appeal is required. If additional time is required beyond the automatic 30-day extension, the student may file an appeal for an additional 30 days to be reviewed and approved by the appropriate School Dean. If the student does not meet the course requirement at the conclusion of the approved appeal the course grade defaults to an F. An *Independent Study* student may not progress to the next course until the requirements are met for the current course.

Repeated Courses

If a failing grade has been received for a course, that course must be repeated. A student who repeats a course (with the prior approval of the University) receives the grade earned on the repeat effort only. Grade points, credit hours attempted, and credit hours earned for the prior attempt will not be included in grade point average (GPA) calculations. The repeated course will be included in the number of courses attempted calculation.

There is no automatic right to repeat a course. Appeals requesting permission to repeat a course must generally be received by the University within 5 days of the date the final grade is posted.

Satisfactory Academic Progress (SAP) Policies

This section applies to all students regardless of whether they are receiving financial aid through Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal Student Aid progress toward their academic goals at a reasonable pace and at a reasonable cost. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of the University. Although all students are held to the same academic and administrative standards, the consequences for failing to achieve satisfactory academic progress (SAP) can result in the loss of financial aid for Title IV students. With respect to Title IV students, in the event of a conflict between institutional policies and Federal regulations, Federal regulations shall control.

All students must continually maintain the following standards of satisfactory academic progress to remain in *Good Academic Standing*, as defined below. Failure to meet the *Satisfactory Academic Progress Policies* will result in the termination of Title IV financial aid funding and may result in *Dismissal* from the University.

The policies and procedures that make up the satisfactory academic progress requirements consist of:

- A Qualitative Component
- A Quantitative Component
- Appeal Procedures.

Qualitative and Quantitative Components

Once students have completed the first semester or a minimum of 6 credit hours in a program the student must have earned a minimum grade point average that would allow them to graduate with at least a 3.00 GPA (2.00 for undergraduate, *JD*, and *LLM* students) and maintain this minimum cumulative grade point average throughout the program.

Students must complete the program in not more than 150% of the published length of the program.

For purposes of this component, “published length of the program” refers to the number of credits needed to meet the degree requirements. For example, the MBA program requires the completion of 30 credit hours to meet the degree requirements. A student who does not complete the program with 45 credits (150% of the total credit required) will become ineligible for additional student loans and the student will be Administratively Dismissed from the University. Transfer and/or Portfolio Credit is included in this calculation. If a student fails or withdraws from a course, such course shall be calculated as credit hours attempted in the calculation in determining the 150% of the published length of the program. With respect to repeated



courses, students may only repeat courses that they withdrew from, were dismissed from, or failed. Only the most recent grade is computed into a student's grade point average. However, repeated courses are included in the 150% computation.

Title IV students must meet the Attendance Policies, as outlined in the Catalog or they will be *Administratively Withdrawn* from their course and deemed NOT to be making *Satisfactory Academic Progress*.

Academic Warning

A student whose cumulative grade point average (GPA) is less than 3.00 (2.00 for a student enrolled in the JD, LLM, or undergraduate programs) after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning. A student will also be placed on Academic Warning when he/she re-enrolls in Taft University after being Academically Dismissed.

Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal. Students who are placed on Academic Probation are NOT eligible to participate in Title IV Financial Aid programs. However, they may submit an Appeal to be reviewed by the Chief Academic Officer, Dean, and Director of Financial Aid. If the Appeal is approved, that student maintains financial aid eligibility for one additional semester. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved the student loses further financial aid eligibility and may be subject to dismissal.

Good Standing

Any student with a semester and cumulative grade-point average of 3.00 (2.00 for *JD*, *LLM*, and undergraduate students) or above is in good standing. A student must be in good standing to continue under any grant-in-aid/scholarship. Students must attain the minimum GPA to graduate from the program.

Qualifying for Federal Financial Aid (Title IV)

Federal Financial Aid is distributed in two disbursements per academic year (two semesters).

To qualify for the first disbursement, a student must:

- Successfully complete 30 days of enrollment.
- Submit all required enrollment documentation.
- Submit official transcripts for degrees required.
- Satisfy all financial aid requirements, including being fully packaged.

To qualify for the second and additional disbursements a student must:

- Remain in Good Standing for 30 days of enrollment in the second semester.
- Satisfy all financial aid requirements, including being fully packaged.

Continuation as a Non-Title IV Student on Academic Probation

If a student fails to maintain satisfactory academic progress the student will be on Academic Probation and cannot continue as a Title IV student. However, a student may be eligible to continue in a non-Title IV status. The decision to place a student on Academic Probation will be made by the Chief Academic Officer. During this period, the student is not eligible for federal financial aid but may be allowed to continue to take courses and will be responsible for payment of tuition and fees during this time.

Academic Appeal

A student may appeal a determination that the student is not making satisfactory academic progress by submitting [General Petition](#) form to [Student Support](#). The appeal should set forth in detail why the student believes that he or she has complied



with the above requirements. The appeal will then be given to the Academic Review Committee (the Committee) which will review the student's academic record and evaluate the student's written comments. The Committee may question the student or request additional information. Once the appeal is resolved and if any action is required, the Director of Financial Aid will be notified to reevaluate whether the student has met the Satisfactory Academic Progress standards.

Academic and Administrative Dismissal

A student may be dismissed if they fail to achieve satisfactory academic progress after being placed on Academic Probation.

A student will be **Academically Dismissed** from the program if he/she:

- Is placed on Academic Probation and fails to regain Good Standing within the required parameters.
- Fails to complete required coursework with the required GPA minimum,
- Remains on Academic Probation for two consecutive payment periods.
- Earns low grades in the coursework to the point where it becomes mathematically impossible to attain the
- required minimum GPA to graduate from the Program.

A student will be **Administratively Dismissed** from the program if he/she:

- Fails to comply with administrative policies including failure to complete examinations.
- Fails to finish within the maximum time to complete for the degree program.
- Fails to comply with University administrative rules and standards, including Plagiarism and Academic Integrity.
- Fails to meet the standards outlined in the Code of Conduct.

The University reserves the right to exclude or retain a student at any time in its sole discretion for academic reasons. In the exercise of this prerogative, the University attempts to analyze the totality of the circumstances in light of what it believes to be an ethical obligation not to continue the student beyond the point where it becomes clear that, at that point in time, for whatever reason(s), the student is not succeeding in his/her studies. In this regard, it should be remembered that the longer the period of study involved, the more conclusive the student's record becomes. For this reason, the retention policy is generally enforced to the letter.

Reinstatement as a Title IV Student

A student may, subject to the approval of the Financial Aid Director, be reinstated as a Title IV student eligible for federal financial aid after failing to make satisfactory academic progress if the student meets the following minimum criteria:

- The student has successfully completed at least one payment period (semester) on Academic Probation since it was determined that the student failed to make satisfactory academic progress.
- A recalculated grade point average indicates that the student now has a cumulative grade point average of 3.0 or higher (2.00 or higher for LLM and undergraduate students); and
- It is possible for the student to complete the Program within 150% of the courses attempted.

The student should reach out to the Director of Financial Aid for reinstatement consideration when the student believes they have met the SAP requirements.

Appeal Procedures

The *General Petition Form* has been devised as a convenient medium to create effective communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included on the University website. Each appeal must clearly and concisely set forth what is sought, the reasons, therefore, and such supporting information or documentation as is required.

Time to Complete

Accreditation regulations and University policy dictate minimum and maximum time to complete for degree programs. **In no case may a student complete a degree program in less than one calendar year.**



The maximum time to complete an academic program is outlined below:

| | |
|---|----------------|
| Bachelor's Degree Program | 5 years |
| Master's Degree Program | 5 years |
| Master of Laws in Taxation (LLM) | 3 years |
| Doctorate Degree Program | 7 years |

A student may be Administratively Dismissed for failure to complete a program within the time frame outlined.

Academic Integrity

The University encourages collaborative discussion and solicitation of feedback among students, faculty, and outside experts. However, written assignments including the Dissertation and Applied Doctorial Project are required to be performed independently. It is expected that you will conduct your own independent research and the writing or calculations that you do are your own. If an assignment or essay is permitted for group authorship it will be defined as such. Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of Taft University, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas, or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or class discussions, it is also appropriate to include a footnote in your paper disclosing that. **If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.**

The following examples were retrieved from the Purdue University website: Academic Integrity. (n.d.). *Academic Integrity*. Retrieved May 7, 2014, from <http://webs.purduecal.edu/integrity/examples/examples-of-plagiarism/>

Following are examples of plagiarism:

Here's the **ORIGINAL** text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth-century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farmhands into industrial laborers and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an **UNACCEPTABLE** paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth-century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave



of immigrants. With industry came the growth of large cities like Fall River where the Borden family lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. *The writer has only changed around a few words and phrases, or changed the order of the original's sentences;*
2. *The writer has failed to cite a source for any of the ideas or facts.*

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences. (For example, “steam-driven companies” in sentence two misses the original’s emphasis on factories.)

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. *Accurately relays the information in the original*
2. *Uses her own words*
3. *Lets her reader know the source of her information*

Here is an example of a quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. *Records the information in the original passage accurately*
2. *Gives credit for the ideas in this passage*
3. *Indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.*

NOTE: If the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Basics on citing sources and other resources can be found at <http://www.plagiarism.org/citing-sources/cite-sources>.

Citation Machine: <http://www.citationmachine.net/>

Citation Machine is an online tool to assist in the proper citation of researched information.

William Howard Taft University requires APA format in all of its programs.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offenses. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Academic



Review Committee (ARC) for investigation. The ARC will collect relevant information and review the issue at the earliest possible convenience. A summary will be provided for evaluation and ruling by the Program Dean, Chief Academic Officer. **Violating standards of academic integrity is a serious offense that may result in the failure of a course or dismissal from the University** altogether.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Reservation of Rights

The University reserves the right to change any of its policies without prior notice, including but not limited to tuition, fees, credit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admission standards and policies. The University further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student at its discretion.

This catalog supersedes all previous editions. The policies expressed in this catalog and future revisions will be controlling regardless of any policies stated in a previous edition received by the student upon his or her admission.

Notices

With the exception of cancellation or withdrawal notices, any notices to the University under this agreement shall be sent by first class mail, postage prepaid to William Howard Taft University, 3333 S. Wadsworth Blvd., Suite D228, Lakewood, Colorado 80227. Notices to Student shall be sent to the address of record in Student's academic or financial file.

For the protection of Student, notices of cancellation or withdrawal should be in writing, signed by Student, and sent to the above address within five business days of the time Student expressed their intention to cancel or withdraw. In providing the notice of withdrawal, the University recommends that Student utilize certified mail or the services of a common carrier such as Federal Express or United Parcel Service. Provided Student follows the above procedure, refunds will be calculated based on the date Student expressed, in any manner, his or her intention to withdraw. If Student fails to follow this procedure, refunds will be calculated based on the date the University obtains verifiable information that Student intends to withdraw. Notices to Student shall be sent to the address of record in Student's academic or financial file.



Catalog Addendum for California Residents

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, Phone (916)574-8900, Toll-Free (888)370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or the location of the institution or were enrolled in an educational program within the 120 days before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncancellation may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number of a taxpayer identification number.



2021 – 2023 Academic Calendar

Fall Semester 2021

| | |
|--|---|
| Fall I Start Date | August 31 st |
| Labor Day (University Offices Closed) | September 6 th |
| End of Fall I Add/Drop Period | September 6 th |
| Fall I Withdrawal Deadline | September 27 th |
| Fall I End Date | October 25 th |
| Fall II Start Date | October 26 th |
| End of Fall II Add/Drop Period | November 1 st |
| Veterans Day (University Offices Closed) | November 11 th |
| Fall II Withdrawal Deadline | November 22 nd |
| Thanksgiving Holidays (University Offices Closed) | November 25 th & 26 th |
| Fall II End Date | December 20 th |
| Winter Break | December 21 st – January 1 st |
| Christmas Holidays (University Offices Closed) | December 24 th & 27 th |
| New Year's Observed (University Offices Closed) | December 31 st |

Spring Semester 2022

| | |
|--|--|
| New Year's Day (University Offices Closed) | January 1 st |
| Spring I Start Date | January 4 th |
| End of Spring I Add/Drop Period | January 10 th |
| Martin Luther King Jr Day (University Offices Closed) | January 17 th |
| Spring I Withdrawal Deadline | January 31 st |
| President's Day (University Offices Closed) | February 21 st |
| Spring I End Date | February 28 th |
| Spring II Start Date | March 1 st |
| End of Spring II Add/Drop Period | March 7 th |
| Spring II Withdrawal Deadline | March 28 th |
| Spring II End Date | April 25 th |
| Spring Break | April 26 th – May 2 nd |

Summer Semester 2022

| | |
|---|--|
| Summer I Start Date | May 3 rd |
| End of Summer I Add/Drop Period | May 9 th |
| Memorial Day (University Offices Closed) | May 30 th |
| Summer I Withdrawal Deadline | May 30 th |
| Summer I End Date | June 27 th |
| Summer II Start Date | June 28 th |
| End of Summer II Add/Drop Period | July 4 th |
| Independence Day (University Offices Closed) | July 4 th |
| Summer II Withdrawal Deadline | July 25 th |
| Summer II End Date | August 22 nd |
| Summer Break | August 23 rd – 29 th |



Fall Semester 2022

| | |
|--|---|
| Fall I Start Date | August 30 th |
| <i>Labor Day (University Offices Closed)</i> | <i>September 5th</i> |
| End of Fall I Add/Drop Period | September 5 th |
| Fall I Withdrawal Deadline | September 26 th |
| Fall I End Date | October 24 th |
| Fall II Start Date | October 25 th |
| End of Fall II Add/Drop Period | October 31 st |
| <i>Veterans Day (University Offices Closed)</i> | <i>November 11th</i> |
| Fall II Withdrawal Deadline | November 21 st |
| <i>Thanksgiving Holidays (University Offices Closed)</i> | <i>November 24th & 25th</i> |
| Fall II End Date | December 19 th |
| Winter Break | December 20 th – January 2 nd |
| <i>Christmas Holidays (University Offices Closed)</i> | <i>December 23rd & 26th</i> |

Spring Semester 2023

| | |
|--|--|
| <i>New Year's Observed (University Offices Closed)</i> | <i>January 2nd</i> |
| Spring I Start Date | January 3 rd |
| End of Spring I Add/Drop Period | January 9 th |
| <i>Martin Luther King Jr Day (University Offices Closed)</i> | <i>January 16th</i> |
| Spring I Withdrawal Deadline | January 30 th |
| <i>President's Day (University Offices Closed)</i> | <i>February 20th</i> |
| Spring I End Date | February 27 th |
| Spring II Start Date | February 28 th |
| End of Spring II Add/Drop Period | March 6 th |
| Spring II Withdrawal Deadline | March 27 th |
| Spring II End Date | April 24 th |
| Spring Break | April 25 th – May 1 st |

Summer Semester 2023

| | |
|---|--|
| Summer I Start Date | May 2 nd |
| End of Summer I Add/Drop Period | May 8 th |
| <i>Memorial Day (University Offices Closed)</i> | <i>May 29th</i> |
| Summer I Withdrawal Deadline | May 29 th |
| Summer I End Date | June 26 th |
| Summer II Start Date | June 27 th |
| End of Summer II Add/Drop Period | July 3 rd |
| <i>Independence Day (University Offices Closed)</i> | <i>July 4th</i> |
| Summer II Withdrawal Deadline | July 24 th |
| Summer II End Date | August 21 st |
| Summer Break | August 22 nd – 28 th |



Fall Semester 2023

| | |
|--|---|
| Fall I Start Date | August 29 th |
| <i>Labor Day (University Offices Closed)</i> | <i>September 4th</i> |
| End of Fall I Add/Drop Period | September 5 th |
| Fall I Withdrawal Deadline | September 25 th |
| Fall I End Date | October 23 rd |
| Fall II Start Date | October 24 th |
| End of Fall II Add/Drop Period | October 30 th |
| <i>Veterans Day (University Offices Closed)</i> | <i>November 11th</i> |
| Fall II Withdrawal Deadline | November 20 th |
| <i>Thanksgiving Holidays (University Offices Closed)</i> | <i>November 23rd & 24th</i> |
| Fall II End Date | December 18 th |
| Winter Break | December 19 th – January 1 st |
| <i>Christmas Holidays (University Offices Closed)</i> | <i>December 25th – 26th</i> |



Frequently Asked Questions

Q. Is online study as effective as classroom study?

Yes, and in many cases even more effective. In May 2009, the United States Department of Education released a report that looked at 12 years' worth of education studies and found that online learning has clear advantages over face-to-face instruction. The study, "Evaluation of Evidence-Based Practices in Online Learning: A Meta-Analysis and Review of Online Learning Studies," stated that "students who took all or part of their class online performed better, on average than those taking the same course through traditional face-to-face instruction."

Q. Is DEAC accreditation equal to "regional" accreditation?

Yes, in every measurable way. DEAC accreditation is just as valid as any regional accreditation, and the Secretary of Education has officially recognized DEAC (Formerly the Distance Education and Training Council–DETC) since 1959. DEAC is also recognized by the Council for Higher Education Accreditation (www.chea.org) and its predecessors since 1975. All Department of Education recognized accrediting bodies meet precisely the same standards, so distinguishing between regional and national accreditation no longer applies. The US Department of Education Final Rule (84 FR 58834) has removed the "artificial distinction" between regional and national accreditation and now refers only to "institutional" or "programmatic" accreditation. Additionally, DEAC has vastly more experience and tougher, more stringent standards for distance learning than any other agency in the U.S.

Q. Will I be able to transfer courses completed in the program to other colleges or universities?

In the United States, the acceptance of transfer credits between institutions lies within the discretion of the receiving college or University considering such factors as course content, date completed, grades, and accreditation. In spite of the view of the U.S. Department of Education that all accreditation recognition is equal, some institutions have very restrictive policies for accepting transfer credit. If you plan to transfer credit earned at Taft University or enroll in a program at a later date, you are urged to check with the other institution(s) before enrollment in the Program.

Q. Is there a need to come to the University?

No. Academic and administrative procedures are carefully designed so that students can complete coursework entirely through directed independent study, without unreasonably disrupting their professional and family lives. Students may elect to take examinations via webcam or at one of over 250 approved testing sites.

Q. I don't have a lot of computer knowledge. Will I have difficulty completing the assignments?

Computer requirements are detailed in this Catalog. Basic knowledge of Microsoft Windows[®] and Word[®] is necessary to complete the assignments. Internet access is necessary to access the courses and the library. An e-mail address is necessary to effectively communicate with University personnel and fellow students.

Q. How many hours does it take to complete a course?

The amount of time it will take an individual to complete a given course will vary depending upon the background of the individual. For most individuals, the amount of time necessary to complete a course will approximate the amount of time students in a classroom program covering the same subject.

Q. Who will be available to me to answer questions while I am enrolled?

Faculty members are subject matter experts for the courses they facilitate and are available to answer questions and clarify concepts presented in the curriculum. Questions about administrative issues can be addressed by [Student Support](#). Faculty and [Student Support](#) contact information is included in the course shell on the learning management system.

Q. How are exams taken if the programs are 100% online?

Proctored examinations are typically administered at one of over 250 approved testing facilities throughout the country, or via web camera from the comfort of the student's home.

Q. How is the course material delivered? Are there any online lectures?

A typical course always consists of readings and assignments. Acquisition of required course textbooks is the responsibility of the student and they may be purchased from any source at their discretion. Often textbooks may be available to purchase used or as e-books to save cost. Assignments are outlined in the course syllabus provided in the online class platform in PDF format and can be downloaded and printed at the option of the student. The inclusion of online lectures, videos, or other multimedia content varies from course to course. Students will not be required to log in at any specific time of day to view them. They will always be available to view asynchronously at a time convenient to the student.



William Howard Taft, 27th President, Chief Justice



For additional information on William Howard Taft, visit our website. www.Taft.edu

Distinguished jurist, effective administrator, but a reluctant politician, William Howard Taft spent four uncomfortable years in the White House. Large, jovial, and conscientious, he was caught in the intense battles between Progressive and Conservative politics and got scant credit for the achievements of his administration. Born in 1857, the son of a distinguished judge, he was a member of the Yale University baseball team and later started the tradition of the President throwing out the first ball on the opening day of the major league baseball season. After graduation from Yale, he returned to Cincinnati to study and practice law. He rose in politics through Republican judiciary appointments, through his competence and availability, and because, as he once wrote facetiously, he always had his “plate the right side up when offices were falling.”

But Taft preferred law to politics. He was appointed a Federal circuit judge at age 34. He aspired to be a member of the Supreme Court, but his wife, Helen Herron Taft, held other ambitions for him.

His route to the White House was via administrative posts. President McKinley sent him to the Philippines in 1900 as chief civil administrator. Sympathetic toward the Filipinos, he improved the economy, built roads and schools, and gave the people at least some participation in government.

President Roosevelt made him Secretary of War, and by 1907 had decided that Taft should be his successor. The Republican Convention nominated him the next year.

Taft disliked the campaign - “one of the most uncomfortable four months of my life.” But he pledged his loyalty to the Roosevelt program, popular in the West, while his brother Charles reassured eastern Republicans. William Jennings Bryan, running on the Democratic ticket for a third time, complained that he was having to oppose two candidates, a western progressive Taft and an eastern conservative Taft.

Progressives were pleased with Taft’s election. “Roosevelt has cut enough hay,” they said; “Taft is the man to put it into the barn.” Conservatives were delighted to be rid of Roosevelt — the “mad messiah.” Taft recognized that his techniques would differ from those of his predecessor. Unlike Roosevelt, Taft did not believe in the stretching of Presidential powers. He once commented that Roosevelt “ought more often to have admitted the legal way of reaching the same ends.”

Taft alienated many liberal Republicans who later formed the Progressive Party, by defending an Act, which unexpectedly continued high tariff rates. A trade agreement with Canada, which Taft pushed through Congress, would have pleased eastern advocates of a low tariff, but the Canadians rejected it. He further antagonized Progressives by upholding his Secretary of the Interior, accused of failing to carry out Roosevelt’s conservation policies.

In the angry Progressive onslaught against him, little attention was paid to the fact that his administration initiated 80 antitrust suits and that Congress submitted to the state’s constitutional amendments for a Federal income tax and the direct election of Senators. A postal savings system was established, and the Interstate Commerce Commission was directed to set railroad rates.

In 1912, when the Republicans re-nominated Taft, Roosevelt bolted the party to lead the Progressives, thus guaranteeing the election of Woodrow Wilson.

Taft, free of the Presidency, served as a Professor of Law at Yale and as President of the American Bar Association until President Harding appointed him Chief Justice of United States Supreme Court in 1921, a position he held until just before his death in 1930. To Taft, the appointment was his greatest honor. He is the only person to serve as both President of the United States and as a member of the Supreme Court.



William Howard Taft — U n i v e r s i t y —

Legal Programs of the Taft University System Consisting of:

Juris Doctor Executive Track (JDET)

2023 JDET ACADEMIC CATALOG

*Committed to providing a quality education,
responsive to the needs of society
now and into the future.*

Any questions on the information contained in this catalog should be directed to the Admissions Office at the address, email, or phone numbers below:

William Howard Taft University

3333 S. Wadsworth Blvd. #D-228
Lakewood, CO 80227

(877) 894-TAFT (8238)
(303) 867-1155

Admissions@Taft.edu

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Dean, School of Government & Law*

Mike Rendon-Thofson, MBA

Director of Administration

William Howard Taft University

The University reserves the right to amend the information set forth in the catalog through future printings or supplements.

Statement of Affiliation

The Taft University System has a 40-year history of legal and tax education, available through distance education. The University offers unique and innovative distance learning educational programs at a competitive cost to qualified applicants, with a particular focus on the working adult learner,

This Catalog applies to the *Juris Doctor Executive Track (JDET)* program offered through William Howard Taft University. Please reference the general [Academic Catalog](#) for other programs offered through the University.

Taft Law School, a division of the Taft University System, offers the *Juris Doctor Attorney Track and Bachelor of Science in Law* programs. Please reference the [Taft Law School Catalog](#) for information specific to these programs.

William Howard Taft University is an educational division of The Taft University System, which also includes Taft Law School.

Statement of Equal Opportunity and Non-Discrimination Policies

Consistent with sound educational policy, The Taft University System does not discriminate on the basis of sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status.

Applicants interested in any University degree program should carefully review the catalog supplement for that program and the faculty information, available on the University's website.

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Message from the President

Is seeking a college degree during times of societal and economic stress always worthwhile? Perhaps the answer to this question is found with our history, purpose, and graduates.

There is nothing more central to The Taft University System's identity than our community of adult learners who, without accessible online programs, would not be able to advance their careers. When our founder, David Boyd, reached out to the first group of students in 1976, a commitment of "welcome, how can we help?" was established, and that commitment does not end with your enrollment. We know that to be a successful online learner you must be an essential part of the education offered and practiced.

During the past year many students attending campus-based programs were suddenly forced into online classes that were put together in a crisis by institutions who, in most cases, were unfamiliar with offering online degree programs. For most of the student population at William Howard Taft University, online learning offers an opportunity for higher education when weekly attendance in a classroom is simply not an option. We provide an academically rigorous education to high-achieving adults who are balancing educational and professional aspirations with life's commitments. Taft offers adult learners an academically challenging and collegiate educational experience that is transformative.

Recent labor analytics research by Boston-based Burning Glass Technologies has noted that "up-credentialing is affecting a wide range of jobs, from executive assistants to construction supervisors." Employers increasingly require a college degree with the expectation that the graduate is motivated, can think analytically, and brings a strong, disciplined work ethic to the job. These are qualities and skills that Taft University both teaches and requires.

At William Howard Taft University, we offer a variety of undergraduate and graduate programs and specializations designed to help mature adults achieve their academic and career goals. Students in the Boyer Graduate School of Education, Deming School of Business, and The School of Government & Law are mentored by faculty who are terminally degreed practitioners in their fields and strongly committed to the success of our students.

As an educational division of The Taft University System, comprised of William Howard Taft University and Taft Law School, we have provided quality distance education programs since 1976. Our accredited online University offers you an opportunity to get ahead in your career while balancing job, family, and quality of life issues.

As we continue our fifth decade of providing quality distance education, I look forward to ensuring that we remain a highly respected distance education institution and that students continue to graduate with functional knowledge and skills directly applicable to employer needs.

Warm regards,

Dr. Neil A. Johnson





Institutional Mission, Purpose, and Objectives

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

Offering unique and innovative distance learning educational programs.





Distance Education Accrediting Commission

1101 17th Street NW
Suite 808
Washington, D.C. 20036

202.234.5100
www.DEAC.org

Accreditation & Affiliations

As an education division of The Taft University System, William Howard Taft University is accredited by the Distance Education Accrediting Commission (DEAC). DEAC, founded in 1926, is the standard setting agency for distance education institutions. DEAC is listed by the United States Department of Education as an institutionally recognized accrediting agency.

The University is an institutional member of the Council for Higher Education Accreditation (CHEA). CHEA is a non-profit organization serving as the national advocate for voluntary accreditation and quality assurance to the U.S. Congress and U.S. Department of Education. The Taft University System is affiliated with the American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), The American Association of Collegiate Registrars & Admissions Officers (AARCO), and the Veterans Administration (VA). In addition, the University is a member of The National Council for State Authorization Reciprocity Agreements (NC-SARA),

Academic Programs and Learning Modalities

The University offers accredited distance education degree programs in business, education, law, and taxation. It employs two learning modalities in the delivery of educational services. Programs offer either an **Independent Study or Directed Study modality**.

In all cases, highly experienced and academically qualified faculty members are assigned to courses to provide assistance, individual guidance, and meaningful feedback.

All students are provided with login information to the University's online learning platform, which provides access to course syllabi and a list of required and recommended course materials for the program. The learning platform also allows for online submission of assignments, retrieval of grades and feedback from the faculty, and access to discussion boards.

University programs emphasize learning that is meaningful, where individuals enjoy the learning process, and acquire knowledge to better understand and manage their own careers.

The Independent Study Modality

Independent Study recognizes that education can be an individual process where students with different learning needs and study schedules can be accommodated. As such, Independent Study is the most flexible option for busy professionals with varied working and family schedules. Students enrolling in Independent Study programs may work independently at their own pace. Students submit assignments and retrieve feedback from faculty, completing courses within the time limits of the semester. Title IV Federal Financial Aid cannot be used to cover the costs of this learning modality. However, the University has established interest free payment plans that permit a student to make monthly payments to cover the cost of their education. The *Juris Doctor Executive Track* is offered in the Independent Study modality.

Students may begin a program offered in the Independent Study throughout the year, as outlined on our [Academic Calendar](#).

The Directed Study Modality

The Directed Study program is offered in a more structured format with cohort groups and requires regular and substantive interaction with faculty. The cohort format allows for meaningful interaction with other professionals and faculty in a group



context. While weekly attendance is not required, students must participate in asynchronous discussion boards to meet attendance and the academic requirements of the program. A student may use Title IV Financial Aid to cover the cost of this learning modality, as they are eligible. The *Juris Doctor Executive Track* program is offered in the Directed Study modality.

New students may begin study multiple times a year, noted on our [Academic Calendar](#).

A Comparison of Learning Modalities

| | Independent Study | Directed Study |
|---|-------------------|----------------|
| <i>Highly credentialed faculty with real world experience</i> | X | X |
| <i>Nationally recognized curriculum that addresses contemporary workplace issues</i> | X | X |
| <i>Accredited by the Distance Education Accrediting Commission (DEAC)</i> | X | X |
| <i>Facilitated courses designed to fit in your busy life</i> | X | X |
| <i>New students may begin enrollment at the start of any semester (three times per year)</i> | X | X |
| <i>New students may begin enrollment mid-semester (six times per year)</i> | X | |
| <i>Weekly reading and assignments</i> | X | X |
| <i>Weekly discussion board participation required</i> | | X |
| <i>Affordable tuition rates (tuition rates are the same regardless of modality)</i> | X | X |
| <i>No classroom or residency requirements</i> | X | X |
| <i>Federal Financial Aid available to cover 100% of tuition & fees to those who qualify</i> | | X |
| <i>Interest free, payment plans available</i> | X | X |

Students may alternate between the Directed Study and Independent Study programs; however, a signed Enrollment Agreement is required when a student changes program modality. A student may transfer programs or program modality only prior to the start of a semester. Please submit requested changes a minimum of two 30 days prior to the start of the semester to provide time for schedule changes and potential changes to Title IV financial aid funding.

Juris Doctor Executive TrackSM Program*

The *Juris Doctor Executive TrackSM* program is designed for individuals who desire a broad-based education in law to enhance their career, to obtain an understanding of the regulatory process, or simply for personal enrichment. In addition to obtaining a comprehensive legal education in matters related to business, graduates benefit from increased analytical reasoning and communication skills. **This program is not intended to, and will not, qualify graduates to sit for any bar examination.** It is the best alternative for individuals who hold a strong interest in the law but have no desire to become an attorney.

The typical candidate is a career professional, government employee, educator, or entrepreneur who enjoys his or her present career but could use this advanced legal training to enhance his or her status. The *Juris Doctor Executive TrackSM* program has some of the core courses offered in the *Attorney Track* program (offered through Taft Law School). However, students in the *Executive Track* have more opportunities to take elective courses to customize their legal education. A student may not transfer from the *Juris Doctor Executive Track* into the *Attorney Track* program. However, *Attorney Track* students may transfer into the *Executive Track*.

JDET students may transfer up to 37 hours into the program. Three start dates are available to JDET students in January, April and September. Please see our [Academic Calendar](#) for more information.

At the conclusion of this program, students should be able to:

- Demonstrate an understanding of legal issues and apply legal knowledge to the benefit of others.
- Apply foundational common law principles, business law concepts, and such other subject areas as the student may take as electives.
- Comprehend challenging coursework and apply such material to factual situations to reach the most likely outcome.
- Understand the art of the argument and apply the law

Tuition is \$365 per credit hour and the program represents 75 credit hours.



*Applicants interested in a University program should carefully read the Catalog Supplement for that particular program. Applicants whose ultimate objective is to become an attorney, should focus on the *Juris Doctor Attorney Track* program, offered through [Taft Law School](#).

Administrative Information

Contact Information

Hours: 8AM-5PM Mon-Fri (Mountain Time)
Phone: (303) 867-1155 or (877) 894-8238
Fax: (303) 867-1156
Address: William Howard Taft University
3333 S. Wadsworth Blvd #D228
Lakewood, CO 80227

Admissions Email: Admissions@Taft.edu

For questions or concerns about your application or enrollment.

Financial Aid Email: whufinancial.aid@taft.edu

For assistance with previous student loan deferment & financial aid packaging/disbursements.

Student Support: Student_Support@TaftU.edu

For any current student questions, concerns, or issues.

Technical Support Email: Technical.Support@TaftU.edu

For any issues with Moodle.

Accounting Email: Cruz@TaftU.edu

For any issues with payment or changes to payment method/information.

Business Dean (Anita Cassard): Cassard@Taft.edu

Government & Law Dean (Anita Cassard): Cassard@Taft.edu

Education Dean (Barry Resnick): Resnick@Taft.edu

Initial Enrollment & Matriculation

The *JDET* program is offered in both *Independent Study* and *Directed Study* modalities. Please review the characteristics and limitations of each modality in the introduction of this *Catalog*.

Multiple start dates are available annually to students with an interest in the *JDET* program. Please see the [Academic Calendar](#) for specific information. Applications are accepted year around. Applicants should review the relevant program *Catalog Supplement* to obtain more information on the admissions requirements, program modality, and the enrollment requirements for a particular program.

Once accepted, an admissions representative will confirm the applicant's start date and payment method before sending an enrollment document.

Your admissions representative will confirm your first course registration and faculty assignment. New students receive their student ID number prior to starting a program of study.

[Technical Support](#) will send each new student their username and password for Moodle in two separate emails. All above emails will be sent the business day before the student's selected start date.

Military Education Programs

The University participates in Veterans Administration (VA) and Military Tuition Assistance education programs designed specifically for active duty, reserve, veterans, or spouse and family. In many cases, military benefits will cover 100% of tuition, fees, and books.

The Taft University System complies with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38. The complete policy can be found at <https://www.taft.edu/military-education-program>.



The University is a Defense Activity for Non-Traditional Education Support (DANTES) affiliated school. DANTES is a Department of Defense organization created to help service members pursue educational goals through non-traditional means during active military duty.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

International Applicants

All courses are presented in the English language. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of a number of University approved evaluation agencies. Requirements vary by program. Please reference the appropriate *Program Supplement* for specific information.

Validation of foreign academic work is subject to an independent foreign degree (or course by course) evaluation by a *National Association of Credential Evaluation Services, Inc. (NACES)* member or a member of the *Association of International Credentials Evaluators (AICE)*.

NACES Members List: www.naces.org/members.htm

AICE Members List: www.aice-eval.org/members

Students interested in validating English proficiency or foreign academic work are encouraged to contact the Admissions Office for assistance.

Verification of Student Identification

The University is required to verify the identity of all students. Therefore, a copy of valid government-issued identification is required with the [Application for Admission](#). Students are also required to submit identification when completing proctored assessments throughout the academic program.



Transcript Submission Requirements

Applicants may submit unofficial transcripts with the application for admission. Official transcripts must be received within 30 days of matriculation, or the student will not be permitted to register for additional coursework. No financial aid will be awarded until official transcripts are received. Transfer credit evaluation requires submission of official transcripts.



Curriculum and Course Descriptions

Detailed information on all School programs including curriculum, course descriptions, and tuition are set forth in the Catalog Supplement for that particular program.

University Tuition

Effective Fall 2021

Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student’s *Enrollment Agreement*.

| | Credit Hours | Rate per Credit | Program Tuition |
|---|---------------------|------------------------|------------------------|
| <i>Juris Doctor Executive Track (JDET)</i> | 75 | \$365 | \$27,375 |

Program tuition is presented at the current rates. The University reserves the right to periodically amend tuition rates. The program totals do not include required student fees or books/supplies for the program of study

Student Fees

| | |
|--|-------|
| Application Fee | \$35 |
| Enrollment Commitment Fee <i>(Assessed each year)</i> | \$75 |
| Transfer Credit Evaluation Fee <i>(Due with Transfer Credit Submissions)</i> | \$55 |
| Technology & Library Fee <i>Due each semester</i> | \$225 |



| | |
|--|------|
| Diploma Fee <i>Due when diploma is ordered</i> | \$50 |
| Transcript Request Fee | \$10 |

Students may incur additional fees for late payment of tuition, payment declines or for other University business.

Books & Materials Costs

The cost of books and materials, other than each course syllabus, is not included in the tuition. The average costs below include books at their full list price, though sources often offer discounts. A full list of required materials for all courses can be found on the [Course Materials](#) page of our website.

| | Estimated Total Program Book Cost |
|--|-----------------------------------|
| Juris Doctor Executive Track (JDET) | \$4,500 |

Transfer Credit, Portfolio Credit, and Credit by Examination

Transfer credit may be awarded consistent with University policies set forth in the *Catalog Supplements* for each program. The amount of transfer credit will vary depending on the specific program.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or University. Credits earned at William Howard Taft University may or may not be accepted by another institution, depending upon its own programs, policies, and regulations.

Students seeking transfer credit should reach out to their admissions representative for full requirements and procedures prior to matriculation into a program of study. Credit requests are evaluated on a case-by-case basis. Official transcripts must be received to finalize the transfer credit calculation. Applicants will be notified prior to enrollment what transfer or portfolio credit, if any, will be accepted.

Computer Requirements

TUS faculty believe evidence of computer literacy is required to earn a credible graduate degree in any discipline. Technology also plays an important part in a student's ability to communicate with administration, faculty, and fellow students. Accordingly, all students (including students enrolled in independent study courses) must have access to a computer with the minimum specifications set forth in the current Taft Law School General Catalog.

Minimum Hardware Requirements

Any modern internet connected desktop or laptop computer capable of meeting the below software requirements will be sufficient. While course materials are accessible to mobile devices, access to a desktop or laptop computer is required for completion of assignments and examinations. Some supplemental materials and activities will require a functioning audio device and speakers. Reliable and consistent access to the internet is required.

- Intel® Celeron® 2.0GHz (or AMD® equivalent) Processor
- 2 Gigabytes of RAM

Software Requirements

- Microsoft Windows® Vista / 7/8/10/11.
- Microsoft Office ® or comparable software (must be able create .DOC or .DOCX files)
- Microsoft Edge® (Available at no cost when downloaded from the Internet. Any modern browser will be acceptable. Google Chrome is recommended for the best experience.)
- E-Mail Capability (Available at no cost from various providers)
- Adobe Acrobat Reader® (Available at no cost when downloaded from the Internet)

(A Macintosh® environment may not be compatible with the school's system and will receive minimal support by the school's technical support)



Curriculum and Course Descriptions

Detailed information on all University programs including curriculum, course descriptions, and tuition are set forth in the *Catalog Supplement* for that particular program.

Faculty

The Taft University System primarily employs terminally degreed faculty to teach most courses. All faculty possess degrees or credentials appropriate to the courses or programs that they are assigned.

A complete listing of faculty members and their qualifications is set forth in a separate *Faculty Catalog Supplement*.

Library and Other Learning Resources

Due to the distance learning modality of its programs, the Taft University System does not maintain a traditional library for student use. The availability of information on the internet is virtually limitless. In addition to resources available to the public at no cost, students of all programs have access to the Library and Information Resources Network, Inc. (LIRN®), which includes an extensive collection of full text articles, journals, and reference libraries.

To aid in research and capstone projects, a [Research Assistant](#) is available to all current students at the University and will help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries when needed. The [Research Assistant](#) will typically answer questions submitted Monday-Friday, within 24 hours. During weekends and holidays a response may take a little longer. The [Research Assistant](#) cannot provide legal advice, review assignments, or perform any of the work required as a part of a student's program of study.

Copyright Policy

The University expects their students, faculty, staff and affiliates to comply with U.S. copyright laws. Although most people understand that copying from books or other published materials may be a copyright violation, sharing digital files may also be a violation. Most software, music, and other original works of creativity have intellectual property protections. Violation of copyright right law can subject a person to both civil and criminal penalties.

Change of Address and Other Contact Information

It is the responsibility of the student to inform the University in writing of **any change in mailing address, telephone number, or e-mail address** from that reflected on the *Application for Admission Form*. Please submit changes to [Student Support](#).

Student Records & Transcripts

A transcript will be maintained by the University in a readily understandable format in perpetuity. Other student records will be maintained for a period of not less than five years. The University will provide each student with two transcripts at no charge. Additional copies of transcripts are available at a minimal charge.

Students should always keep a copy of all assignments and other correspondence submitted to the institution. It is recommended if students elect to save assignments and correspondence on their hard drive, appropriate back-up procedures be followed.

Student Privacy

Student records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students' records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena. As such, student confidential information is protected.

Release of Academic Information

The University adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA). Therefore, students may review the contents of their permanent records as they are maintained at the Taft University System offices. Such inspection must be completed in person by the student at the location where the information is retained.



In compliance with FERPA, the following student record information may be disclosed by the University without prior written consent of the student, a judicial order, or a lawfully issued subpoena.

- Dates of attendance at the University
- Dates of admission to the University
- University programs of study
- University degree completion dates and types of degrees earned
- Student's current enrollment status (full-time, part-time, withdrawn)

If a student submits a written request that his or her directory information not be released, NO INFORMATION MAY BE RELEASED, absent a judicial order or a lawfully issued subpoena. A request of this nature is only valid throughout the student's term of enrollment. Please see the Consumer Guide for more information.

Academic Freedom

The University encourages and supports its faculty in the pursuit of academic freedom for faculty, staff, and students. Such individuals are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing. Faculty are required to provide expertise and guidance to students in the learning outcomes specified by the University's curriculum. However, faculty are encouraged to discuss any additional topics relevant to the course being taught, regardless of the presence of topic within the prescribed curriculum.

Disability Services

The University's Coordinator of Disability Services strives to uphold the mission of the University by providing reasonable accommodations to all students with disabilities to help them achieve their academic goals. The University complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all programs and activities. The University promotes an environment of respect and support for all individuals. Students have the responsibility to both self-disclose and request accommodation through The Office of Disability Services.

Taft University requirements for documentation are based on the Best Practices published by Association on Higher Education and Disability (AHEAD). It is the responsibility of the student to advise Disability Coordinator of the disability impacts they experience in the learning environment and the potential accommodations that may support their learning. Accommodation requests are authorized by the Disability Coordinator based on the guidelines below for disability documentation. If the student has received an accommodation from a prior institution, those decisions may be submitted as documentation to validate student's self-reported information. Documentation from external sources may include educational or medical records, reports, and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as an Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. External documentation will vary in its relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative. However, all forms of documentation are meaningful. To request academic and/or testing accommodations download and complete the [Accommodations for Students with Disabilities Form](#) including supporting documentation.

After reviewing the student's Accommodation Request and subsequent documentation, the Disability Coordinator will determine reasonable accommodations for the student. These reasonable accommodations will be outlined on the Student Accommodations Form, which will be given to students granted accommodations for use in their courses/proctored exams.

It is the responsibility of the student to provide the Student Accommodations Form to their instructor within the first week of their course. Failure to comply with this rule will not hold the instructor to the accommodations. A student may request accommodations at any point in their program. However, accommodations will not take effect until the beginning of the student's next course after the accommodations have been granted. A student cannot retroactively request accommodations for



any past courses/proctored exams. Accommodations are not retroactive. For more complete information about services for disabled students, please contact the [Office of Disability Services](#).

Student Rights and Grievances

Students are required to work with their faculty and the program Dean to resolve issues. If the situation is not resolved, the student may use the process outlined below:

- If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation.
- The Director of Student Services will conduct an initial review of the grievance and convene the faculty and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 days weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week. The Dean's decision shall be final.
- In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved following the process outlined above, may lodge a complaint with either The Taft University System's home state regulatory body, the Colorado Commission on Higher Education, or its accrediting body the Distance Education Accrediting Commission.

Distance Education Accrediting Commission – [www. Deac.org](http://www.Deac.org), (202) 234-5100

Colorado Department of Higher Education – www.cdhe.colorado.gov, (303) 862-3001

Social Media

Students must obtain advance permission before establishing any social media account which references The Taft University System, Taft Law School or William Howard Taft University.

Financial Aid

Advancing your professional education is an investment in your personal and professional development. The University makes every effort to make a post-secondary education an achievable goal for all qualified applicants. Students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

Students enrolled in *Directed Study* programs, like the JDET program, may be eligible for Title IV Federally insured student loans in amounts sufficient to cover 100% of tuition, fees, books, and related costs. **Financial Aid is not available for students enrolled in Independent Study programs and for students enrolled in the Bachelor of Science in Business Administration Completion Program, Master of Science in Taxation, and Master of Laws in Taxation programs.**

A student may apply for financial aid after applying for admissions to the University. The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note
- Entrance Counseling Form if applicant is a first-time borrower, has discharged loans, or has paid off all prior loans
- University Enrollment Agreement documents



- If necessary, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation.

The average time for financial aid processing is 30 days. Prospective students should plan accordingly. The Department of Education restricts loan limits by level of education and program of study. Affordability is a hallmark of a William Howard Taft University program. As such, the tuition for all applicable programs falls under the maximum annual loan limits. Please ask your financial aid advisor for more information.

We highly recommend following our online financial aid process listed on our website at: <https://www.taft.edu/federal-student-aid>. This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

Entrance counseling is required of new students, following information from the US Department of Education's website. Students must take and pass an entrance counseling quiz.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the students' educational expenses related to their enrollment in The University System eligible programs.

Tuition Financing

Courses offered in the *Independent Study* modality are non-Title IV financial aid eligible. The University offers interest-free short-term financing plans that permits students to pay tuition on an installment basis. This generally requires an initial payment equal to 30% of the tuition for the semester with the balance paid over multiple months. A student must complete payment for a semester prior to moving into the next semester.

Scholarships, Employer Acceptance and Tuition Reimbursement

Many businesses and professional firms recognize the value of accredited distance learning programs for employee education. The University has established the *Partners in Professional Education (PIPE)* program. This is a cooperative undertaking between employers and the University to provide graduate level educational opportunities to qualified employees. Through the *PIPE* program, eligible employees may obtain tuition discounts ranging between five and twenty percent.

Many organizations sponsor employer-assisted tuition reimbursement programs. The University will provide all reasonable assistance to supply the necessary documentation to students seeking employer reimbursement.

In the Juris Doctor Programs, special grants-in-aid are available to outstanding prospects such as graduate degree holders and certain members of professional groups such as CPA's and law enforcement personnel. These grants are generally equal to 5-10% of the tuition. For more information, please refer to the Financial Aid section of the website and/or contact the University Financial Aid Office.

Student Loan Deferrals

Students are generally eligible to defer repayment of existing federally insured student loans during their enrollment period. Applicants are encouraged to check with their lenders to confirm deferral eligibility in their circumstances before enrollment.

Income Tax Credits and Deductions

Many University students may qualify for the Lifetime Learning Credit on their Federal income tax return. Some education expenses may also qualify as a business deduction for work-related education pursuant to Section 162 of the Internal Revenue Code. It is recommended that applicants consult with their tax advisor or read IRS Publication 970 (Tax Benefits for Education) to determine how these credits or deductions might benefit them individually.



Full-Time Attendance

All new graduate students must register as a full-time student, scheduled to complete a minimum of six credits per semester. However, after the first semester, graduate students may elect to register as a part-time student, registered for minimum of three credit hours per semester. Students are considered active not attending, if the student is registered to attend the next semester. The minimum time for completion should be considered to ensure the student completes the program of study within the University requirement.

Continuing Student Enrollment

Students will be enrolled for their entire program of study during the new student enrollment process. Changes to a schedule may be made by contacting [Student Support](#).

Graduation & Diplomas

In their final semester of study, students should contact [Student Support](#) and pay the required *Diploma Fee* (as noted in the Fees section of this Catalog).

The following table illustrates the requirements to successfully complete your individual degree.

| Program | Tuition Per Credit | Timeframe Completion | Required Credits to Graduate |
|-------------------------------------|---------------------|------------------------------------|------------------------------|
| Juris Doctor Executive Track | \$365.00 per credit | 3 Years Minimum 7 Years Maximum | 75 Credits |

No documentation will be provided by the University to or for any student or graduate who is delinquent in the payment of any tuition or fees.

Title IX Statement

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation or military service in any of its:

- Educational policies, programs, or activities
- Admissions policies, grant, scholarship, or loan programs
- Hiring practices

Title IX of the Education Amendments protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment is a form of sex discrimination prohibited by Title IX. Incidents of sexual harassment, sexual violence, stalking and relationship violence are encouraged to be reported in a timely manner to the University President’s Office.

Harassment Policy

The University strives to provide an academic environment that is free from intimidation, hostility or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

A. What Is Harassment?

Harassment can take many forms. It may be, but is not limited to, words (including email communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student’s performance, either implicitly or explicitly.



B. Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to [Student Support](#) or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

C. Reporting

Any incidents of harassment must be *immediately* reported. The University can only act if it is made aware of a problem. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

Tuition Refund Policy

The University has adopted a refund policy which is believed to be fair, equitable, and in compliance with regulatory requirements. The University reserves the right to change this policy without notice in order to comply with any legislative or regulatory changes imposed by the government or accrediting agencies. Different programs are subject to different refund policies. The *Juris Doctor* program adheres to the following refund policy:

Specific detailed refund formulas are included in each enrollment agreement.

Unless noted otherwise, all fees are non-refundable. Tuition will be refunded within 30 days of the Withdrawal.

Return of Funds

When a Title IV student withdraws from the University, a Return to Title IV calculation is completed, which may require the student to return unearned funds to the Department of Education. A student will not receive additional Title IV awards until the dollars have been repaid.

Although a student may receive financial aid funds at the beginning of a term, the student must “earn” funds over the course of a term by continuing to meet academic and attendance requirements. When a student does not complete a term of study, the University will determine the earned and unearned portion of the student’s aid within Federal Regulations.

During a Return to Title IV Funds calculation, the payment period is defined as the date the student withdrew. To determine the percentage earned, divide the total number of days completed before the student withdrew from the course or program by the total number of days in the payment period. If a student meets academic participation requirements for over 60% of the term before the withdrawal occurs, the student has earned all of his or her federal financial aid and is not required to return any funds. If a student withdraws having met 60% or less of academic participation requirements, there will be unearned funds to return.

Student Code of Conduct

The University is an institution of higher online education. As a community of scholars dedicated to the transmission of knowledge, pursuit of truth and development of moral and cultural values, the University strives to provide an environment in which the rights of inquiry, expression and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

A student is defined as a person enrolled at the University and is considered to be a student until such time as he/she graduates, withdrawals, or is dismissed. Students between academic years are not considered enrolled.



Student Rights

As a participant in the processes of the University, each member of this academic community has the right to develop the capacity for critical judgment and to engage in the sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the Student Code of Conduct. Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation.

Responsibilities

The University is committed to fostering ethical and moral values. Among the core values of the University is the inherent dignity of every individual as well as the right of each student to hold and to express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the University community, the University will not tolerate discriminatory or hate motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.

Student Code Violations

For the welfare of the entire community, all individuals in the community shall obey the enforcement of orders or directions given by all University officials in the performance of his/her duties or the operation of his/her office. Members of the University community who interfere with the rights of others by failing to fulfill their responsibilities will be subject to disciplinary actions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge and truth.

The following list of unacceptable behaviors is intended to be illustrative in nature rather than all inclusive.

- Dishonesty or knowingly furnishing false or incomplete information to the University with the intent to deceive.
- Making, possessing, or using any falsified University document or record; altering any University document.
- Knowingly making false accusations against a member of the University community.
- Illegal possession, consumption, distribution or furnishing of alcohol or other drugs on University property.
- Disorderly conduct including Obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other University policy or regulation.
- Lewd or offensive an improper behavior.
- Possessing, using, or storing firearms, explosives, or weapons on University controlled property.
- Disregard for the safety of others.
- Behavior or language that threatens or endangers the health, safety, or well-being of any person or group.
- Violation of a contractual obligation or publicized administrative policies.
- Sexual Misconduct including any unauthorized form of any sexual contact with another person without the consent of that person.
- Sexually harassing another person.
- Acts of retaliation - Words, action, or written communication that implies or states another individual of the University community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case.

Non-Compliance

The following shall be regarded as acts of non-compliance:

- Failure to comply with the direction of an individual identified as an authorized University official or other official acting in the performance of his/her duties.
- Complicity-Presence during any violation of University policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encourage the violation.



Hate Free Policy

Members of The University affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to a variety of offices including the Dean or President. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse. Students proven responsible for hate-motivated violations are subject to a range of disciplinary actions up to an including disciplinary expulsion from The University. The Dean may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused student and the complainant have rights that are granted through the University conduct process.

Appealing to the President

The University allows the student a right to appeal to the Chief Academic Officer when claims have been filed against the student. The Appeal to the Chief Academic Officer must detail a specific response to the claim. The Chief Academic Officer may consult with the Dean and Faculty in assessing the situation and a response to the appeal will be made within five (5) business days.

If the student disagrees with the decision of the Chief Academic Office, a final appeal may be made to the President. The written request for Presidential appeal must be made within seven (7) business days of the issuance of the decision letter from the Chief Academic Officer. An appeal is not a review of a case, but instead is an independent review of the process utilized to reach the original finding or decision. Students may appeal the decision to the President on one or more of the following grounds:

- a) There is new evidence, which was not known at the time of the administrative meeting which is likely to change the result;
- b) There was a violation of due process or;
- c) The ramifications imposed are too harsh given the finding of fact.

If the President decides to appeal the Chief Academic Officer's decision or impose a lesser penalty, the President may do so. The President's decision will be final.

Notices

With the exception of cancellation or withdrawal notices, any notices to the University under this agreement shall be sent by first class mail, postage prepaid to William Howard Taft University, 3333 S. Wadsworth Blvd., Suite D228, Lakewood, Colorado 80227. Notices to Student shall be sent to the address of record in Student's academic or financial file.

For the protection of Student, notices of cancellation or withdrawal should be in writing, signed by Student, and sent to the above address within five business days of the time Student expressed their intention to cancel or withdraw. In providing the notice of withdrawal, the University recommends that Student utilize certified mail or the services of a common carrier such as Federal Express or United Parcel Service. Provided Student follows the above procedure, refunds will be calculated based on the date Student expressed, in any manner, his or her intention to withdraw. If Student fails to follow this procedure, refunds will be calculated based on the date the University obtains verifiable information that Student intends to withdraw. Notices to Student shall be sent to the address of record in Student's academic or financial file.



University Standards for Student Achievement

All University programs and procedures have been reviewed by an Examining Committee appointed by the Distance Education Accrediting Commission (DEAC) for the purpose of assuring compliance with DEAC academic and business standards. DEAC *Standard II (Educational Program Objectives, Curricula, and Materials)* requires that graduates of the University's programs exhibit skill and knowledge attainment through the demonstrated achievement of educational objectives and outcomes comparable to those of accredited resident degree programs that are similar in nature and level.

As a rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement checks should be directed to [Student Support](#).

Attendance Policies

As all the University's programs are presented on a distance learning basis, the University has no residential attendance requirement. Students may cease enrollment at any time in their academic program, subject to the terms of the *Enrollment Agreement*. The official date of withdrawal for a voluntary withdrawal is the date [Student Support](#) receives notification from the student. Refunds and adherence to continuous enrollment policies are based upon the official date of withdrawal.

Juris Doctor Directed Study students must meet attendance requirements to demonstrate academic progress, as required by the Department of Education. Attendance is assessed through participation in a discussion forum, submission of an assignment or by participating in a quiz or exam. Simply logging on to the learning management system does not represent attendance. In the *Juris Doctor* Programs, leaves-of-absence are only permitted between academic years. In other programs, leaves-of-absence may be granted for good cause at the discretion of the Dean. Please see the Program Supplement for more information.

Continuous Enrollment

All students must demonstrate continuous enrollment by beginning the next semester within 30 days after the completion of the current semester. After 30-days of inactive enrollment, the student's enrollment status will default to *Inactive* and the student will be reported to NSLDS in accordance with Federal Regulations. A student who is inactive for one year is Administratively Withdrawn and must reapply for admissions to the University and must adhere to the program requirements at the time of admissions.

Grading Policies

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.67 or below considered failing. Graduate level programs, except for the *Juris Doctor* program, require a student to receive a course grade of B- or better to receive credit towards the degree. *JDET* students must receive a grade of C- or better to pass the course.

The cumulative grade-point average (GPA) is determined by dividing the total "grade points" earned to date by the total number of "credit hours" attempted to date. The total "grade points" earned is the product of the course credit hours and the student's course grade, totaled for all courses in which a numerical grade was received.

Grades are influenced by the accuracy of research and the quality of writing. The extent of research necessary will vary from assignment to assignment.

When grading assignments, faculty considers three general components:

1. A demonstrated understanding of the material and the learning objectives.
2. The student's ability to articulate, synthesize, and analyze the concepts and issues presented in the material.
3. A clear and logical composition supported by examples and appropriate references.

In most courses, 80% of a Directed Study course grade is based on the written assignments. The remaining 20% is based on the student's regular and substantive interaction such that "regular" is defined as taking place on a "predictable and scheduled basis" and "substantive" means students are engaged through teaching, learning, and assessment. Faculty support will be provided through the following:

- providing direct instruction



- assessing or providing feedback on a student’s course work
- providing information or responding to questions about the content
- facilitating a group discussion regarding the content of a course

Assessment & Examinations

Accreditation standards of the Distance Education Accrediting Commission (DEAC) require that adequate steps be taken by an institution offering a degree program to assure that a student has personally fulfilled the course requirements stipulated by the institution. This assurance is accomplished through proctored examinations. You will generally be required to complete and pass at least one proctored final examination per semester.

Students will receive detailed information on the assessment or examination in the course shell. A student must pass the final examination for that course before the grade becomes official and recorded on the transcript.

Final examinations are graded on a credit/no-credit basis. **A passing grade on final exams is 70% or higher.**

All examinations must be proctored. *Students must provide the proctor with an appropriate photo identification.* There is no exception to this rule. Students have the following four options with respect to proctors:

1. Students may take examinations **under the supervision of an approved proctoring company** using a web camera and microphone. The purchase of the items and the cost of proctoring are the responsibility of the student. Additional details can be found here: <http://www.proctoru.com/taft>.
2. **Students may take examinations at any location of the Consortium of College Testing Centers (CCTC).** The CCTC is a group of college and University testing centers throughout the United States that has come together to support distance learning. In January 2020, there were over 250 member institutions representing 45 states and 3 foreign countries. CCTC’s website address is <http://www.ncta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.
3. If a student resides or is employed more than one hour’s drive from a CCTC testing site, a student may **arrange for examinations to be proctored at another educational institution more convenient to the student.** If a student does not meet this criterion but nevertheless wants to **nominate his/her proctor**, the student must appeal to [Student Support](#) specifically detailing how utilizing the alternatives above would constitute an unreasonable burden.

Course Grades

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.67 or below considered failing. The following grade scale prevails:

| | | | |
|-------|----|---------|---|
| 4.00 | A | 90-100% | (Outstanding) |
| 3.67 | A- | 88-89% | |
| 3.33 | B+ | 84-87% | |
| 3.00 | B | 80-83% | (Satisfactory for Master’s programs) |
| 2.67 | B- | 78-79% | |
| 2.33 | C+ | 74-77% | |
| 2.000 | C | 70-73% | (Satisfactory for JDET program) |
| 1.67 | C- | 68-69% | |
| 1.33 | D+ | 64-67% | |
| 1.00 | D | 60-63% | (Does not meet scholarship standard. Coursework must be repeated for credit.) |
| 0.67 | D- | 59% | |
| <0.67 | F | <58% | (Failure) |

In addition, the following non-numerical grades may also be assigned:

CR = Credit

At the option of the University, courses and examinations may be graded on a Credit/No-Credit basis. Students will be notified in advance if a course is to be graded on a Credit/No-Credit basis.

U = Audit



I = Incomplete

I's are given to students in courses that they have not completed the course within the registered term. If work is not submitted within the approved time for completion, the grade for the course defaults to an F. Please see the section on Incomplete Grades for more information.

W = Withdrawal

Ws are awarded to students who notify [Student Support](#) of the student's desire to formally withdraw from a course in the first 50% of the course. Withdrawal policies and deadlines are outlined in the Enrollment Agreement.

WF

The grade WF is awarded when an Incomplete is approved and the student fails to submit work by the established due date or when a student withdraws after 50% of the semester has expired. The failing grade is included in the student's GPA calculation and the course credits are included in the hours attempted sum.

X = Administrative Dismissal

Xs are given for failure to comply with administrative policies, including failure to complete examinations, and are not computed in the grade-point average.

Re-Evaluation of Course Grades

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of B- through F. The student must prepare an appeal pointing out specifically why the grade should be raised. This appeal should be addressed to the Dean of their academic program. The Dean, in their sole judgment, may raise the grade, lower the grade, or make no change. The decision of the Dean is final and resubmission of appeals will not be accepted.

Incomplete Status

Students in the *Directed Study* programs may apply for a 30-day extension to complete a course. The student must request approval for an *Incomplete* from the Dean prior to the end of the term. The student must have completed a minimum of 70% of the required coursework. Not all requests will be approved.

If an *Incomplete* is granted and the student does not complete the courses requirement in 30 days, the course grade converts to F. The final course grade and registration of the course are included in the Satisfactory Academic Progress (SAP) calculations. Student may progress in the program while meeting the incomplete requirement. However, additional Title IV financial aid funds will be not awarded to the student until the 30-day extension period has expired and grades have been posted to ensure SAP policy is met.

An *Independent Study* student who does not complete the required course work in the session is automatically granted a 30-day extension to meet the course requirements. No appeal is required. If additional time is required beyond the automatic 30-day extension, the student may file an appeal for an additional 30 days to be reviewed and approved by the appropriate School Dean. If the student does not meet the course requirement at the conclusion of the approved appeal the course grade defaults to an F. An *Independent Study* student may not progress to the next course until the requirements are met for the current course.

Repeated Courses

If a failing grade has been received for a course, that course must be repeated. A student who repeats a course (with the prior approval of the University) receives the grade earned on the repeat effort only. Grade points, credit hours attempted, and credit hours earned for the prior attempt will not be included in grade point average (GPA) calculations. The repeated course will be included in the number of courses attempted calculation.

There is no automatic right to repeat a course. Appeals requesting permission to repeat a course must generally be received by the University within 5 days of the date the final grade is posted.

Satisfactory Academic Progress (SAP) Policies

This section applies to all students regardless of whether they are receiving financial aid through Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a "Title IV student."



The Federal government has an interest in assuring that students who receive Federal Student Aid progress toward their academic goals at a reasonable pace and at a reasonable cost. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of the University. Although all students are held to the same academic and administrative standards, the consequences for failing to achieve satisfactory academic progress (SAP) can result in the loss of financial aid for Title IV students. With respect to Title IV students, in the event of a conflict between institutional policies and Federal regulations, Federal regulations shall control.

All students must continually maintain the following standards of satisfactory academic progress to remain in *Good Academic Standing*, as defined below. Failure to meet the *Satisfactory Academic Progress Policies* will result in termination of Title IV financial aid funding and may result in *Dismissal* from the University.

The policies and procedures that make up the satisfactory academic progress requirements consist of:

- A Qualitative Component
- A Quantitative Component
- Appeal Procedures.

Qualitative and Quantitative Components

Once students have completed the first semester or a minimum of 6 credit hours in a program the student must have earned a minimum grade point average that would allow them to graduate with at least a 3.00 GPA (2.00 for *JDET* students) and maintain this minimum cumulative grade point average throughout the program.

Students must complete the program in not more than 150% of the published length of the program.

For purposes of this component, “published length of the program” refers to the number of credits needed to meet the degree requirements. For example, the *LLM* program requires completion of 24 credit hours to meet the degree requirements. A student who does not complete the program with 36 credits (150% of the total credit required) will become ineligible for additional student loans and the student will be Administratively Dismissed from the University. Transfer credit is included in this calculation. If a student fails or withdraws from a course, such course shall be calculated as credit hours attempted in the calculation in determining the 150% of the published length of the program. With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from, or failed. Only the most recent grade is computed into a student’s grade point average. However, repeated courses are included in the 150% computation.

Title IV students must meet the Attendance Policies, as outlined in the Catalog or they will be *Administratively Withdrawn* from their course and deemed NOT to be making *Satisfactory Academic Progress*.

Academic Warning

A student whose cumulative grade point average (GPA) is less than a 3.00 (2.00 for students enrolled in the *JDET* program) after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning. A student will also be placed on Academic Warning when he/she re-enrolls in Taft University after being Academically Dismissed.

Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal. Students who are placed on Academic Probation are NOT eligible to participate in Title IV Financial Aid programs. However, they may submit an Appeal to be reviewed by the Chief Academic Officer, Dean, and Director of Financial Aid. If the Appeal is approved, that student maintains financial aid eligibility for one additional semester. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved the student loses further financial aid eligibility and may be subject to dismissal.



Good Standing

Any student with a semester and cumulative grade-point average of 3.00 (2.00 for *JDET* students) or above is in good standing. A student must be in good standing to continue under any grant-in-aid/scholarship. Students must attain the minimum GPA to graduate from the program.

Qualifying for Federal Financial Aid (Title IV)

Federal Financial Aid is distributed in two disbursements per academic year (two semesters).

To qualify for the first disbursement, a student must:

- Successfully complete 30 days of enrollment.
- Submit all required enrollment documentation.
- Submit official transcripts for degrees required.
- Satisfy all financial aid requirements, including being fully packaged.

To qualify for the second and additional disbursements a student must:

- Remain in Good Standing for an additional 30 days of enrollment, beyond the first disbursement
- Satisfy all financial aid requirements, including being fully packaged.

Continuation as a Non-Title IV Student on Academic Probation

If a student fails to maintain satisfactory academic progress the student will be on Academic Probation and cannot continue as a Title IV student. However, a student may be eligible to continue in a non-Title IV status. The decision to place a student on Academic Probation will be made by the Chief Academic Officer. During this period, the student is not eligible for federal financial aid but may be allowed to continue to take courses and will be responsible for payment of tuition and fees during this time.

Academic Appeal

A student may appeal a determination that the student is not making satisfactory academic progress by submitting an appeal to [Student Support](#). The appeal should set forth in detail why the student believes that he or she has complied with the above requirements. The appeal will then be given to the Academic Review Committee (the Committee) that will review the student's academic record and evaluate the student's written comments. The Committee may question the student or request additional information. Once the appeal is resolved and if any action is required, the Director of Financial Aid will be notified to reevaluate whether the student is has met the Satisfactory Academic Progress standards.

Academic and Administrative Dismissal

A student may be dismissed if they fail to achieve satisfactory academic progress after being placed on Academic Probation.

A student will be **Academically Dismissed** from the program if he/she:

- Is placed on Academic Probation and fails to regain Good Standing within the required parameters.
- Fails to complete required course work with the required GPA minimum,
- Remains on Academic Probation for two consecutive payment periods.
- Earns low grades in the coursework to the point where it becomes mathematically impossible to attain the required minimum GPA to graduate from the Program.

A student will be **Administratively Dismissed** from the program if he/she:

- Fails to comply with administrative policies including failure to complete examinations.
- Fails to finish within the maximum time to complete for the degree program.
- Fails to comply with University administrative rules and standards, including Plagiarism and Academic Integrity.
- Fails to meet the standards outlined in the Code of Conduct.



The University reserves the right to exclude or retain a student at any time in its sole discretion for academic reasons. In the exercise of this prerogative, the University attempts to analyze the totality of the circumstances in light of what it believes to be an ethical obligation not to continue the student beyond the point where it becomes clear that, at that point in time, for whatever reason(s), the student is not succeeding in his/her Study. In this regard, it should be remembered that the longer the period of study involved, the more conclusive the student's record becomes. For this reason, the retention policy is generally enforced to the letter.

Reinstatement as a Title IV Student

A student may, subject to the approval of the Financial Aid Director, be reinstated as a Title IV student eligible for federal financial aid after failing to make satisfactory academic progress if the student meets the following minimum criteria:

- The student has successfully completed at least one payment period (semester) on Academic Probation since it was determined that the student failed to make satisfactory academic progress.
- A recalculated grade point average indicates that the student now has a cumulative grade point average of 3.0 or higher (2.00 or higher for *LLM* and undergraduate students); and
- It is possible for the student to complete the Program within 150% of courses attempted.

The student should reach-out to the Director of Financial Aid for reinstatement consideration when the student believes they have met the SAP requirements.

Appeal Procedures

The *General Petition Form* has been devised as a convenient medium to create effective communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included on the University website. Each appeal must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required.

Time to Complete

Accreditation regulations and University policy dictate minimum and maximum time to complete for degree programs. **In no case may a student complete a degree program in less than one calendar year.**

The maximum time to complete an academic program is outlined below:

| | |
|---|----------------|
| Bachelor's Degree Program | 5 years |
| Master's Degree Program | 5 years |
| Master of Laws in Taxation (LLM) | 3 years |
| Doctorate Degree Program | 7 years |

A student may be Administratively Dismissed for failure to complete a program within the time frame outlined.

Academic Integrity

The University encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, written assignments including the Dissertation and Applied Doctorial Project are required to be performed independently. It is expected that you will conduct your own independent research and the writing or calculations that you do are your own. If an assignment or essay is permitted for group authorship it will be defined as such. Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of Taft University, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or



writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or class discussions, it is also appropriate to include a footnote in your paper disclosing that. **If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.**

The following examples were retrieved from the Purdue University website: Academic Integrity. (n.d.). *Academic Integrity*. Retrieved May 7, 2014, from <http://webs.purduecal.edu/integrity/examples/examples-of-plagiarism/>

Following are examples of plagiarism:

Here's the **ORIGINAL** text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an **UNACCEPTABLE** paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. The writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. The writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences. (For example, "steam-driven companies" in sentence two misses the original's emphasis on factories.)

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Accurately relays the information in the original
2. Uses her own words
3. Lets her reader know the source of her information



Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Records the information in the original passage accurately
2. Gives credit for the ideas in this passage
3. Indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

NOTE: *If the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.*

Basics on citing sources and other resources can be found at <http://www.plagiarism.org/citing-sources/cite-sources>.

Citation Machine: <http://www.citationmachine.net/>

Citation Machine is an online tool to assist in proper citation of researched information.

William Howard Taft University requires APA format in all of its programs.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Academic Review Committee (ARC) for investigation. The ARC will collect relevant information and review the issue at the earliest possible convenience. A summary will be provided for evaluation and ruling by the Program Dean, Chief Academic Officer.

Violating standards of academic integrity is a serious offense that may result in the failure of a course or dismissal from the University altogether.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Reservation of Rights

The University reserves the right to change any of its policies without prior notice, including but not limited to tuition, fees, credit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admission standards and policies. The University further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student at its discretion.

This catalog supersedes all previous editions. The policies expressed in this catalog and future revisions will be controlling regardless of any policies stated in a previous edition received by the student upon his or her admission.



Catalog Addendum for California Residents

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncancellation may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number of a taxpayer identification number.



2021 – 2022 Juris Doctor Academic Calendar

2021

| | |
|--|---|
| JDET Directed Study Start Date | September 13 th |
| <i>Labor Day (University Offices Closed)</i> | <i>September 6th</i> |
| Independent Study Start Date | September 20 th |
| Independent Study Start Date | November 8 th |
| <i>Thanksgiving Holidays (University Offices Closed)</i> | <i>November 25th & 26th</i> |
| <i>Christmas Holidays (University Offices Closed)</i> | <i>December 24th & 27th</i> |
| <i>New Year's Observed (University Offices Closed)</i> | <i>December 31st</i> |

2022

| | |
|---|---|
| <i>New Year's Day (University Offices Closed)</i> | <i>January 1st</i> |
| <i>Martin Luther King, Jr Day (University Offices Closed)</i> | <i>January 17th</i> |
| JDET Directed Study Start Date | January 24 th |
| Independent Study Start Date | January 10 th |
| Independent Study Start Date | February 14 th |
| <i>President's Day (University Offices Closed)</i> | <i>February 21st</i> |
| Independent Study Start Date | March 14 th |
| Independent Study Start Date | April 11 th |
| JDET Directed Study Start Date | May 2 nd |
| Independent Study Start Date | May 9 th |
| <i>Memorial Day (University Offices Closed)</i> | <i>May 30th</i> |
| Independent Study Start Date | June 20 th |
| Independence Day (University Offices Closed) | July 4 th |
| Independent Study Start Date | July 11 th |
| Independent Study Start Date | August 8 th |
| <i>Labor Day (University Offices Closed)</i> | <i>September 5th</i> |
| JDET Directed Study Start Date | September 12 th |
| Independent Study Start Date | September 19 th |
| Independent Study Start Date | November 14 th |
| <i>Thanksgiving Holidays (University Offices Closed)</i> | <i>November 24th & 25th</i> |
| Independent Study Start Date | December 12 th |
| <i>Christmas Holidays (University Offices Closed)</i> | <i>December 23rd & 26th</i> |



Frequently Asked Questions

Q. Is online study as effective as classroom study?

Yes, and in many cases even more effective. In May 2009, the United States Department of Education released a report that looked at 12 years' worth of education study and found that online learning has clear advantages over face-to-face instruction. The study, "Evaluation of Evidence-Based Practices in Online Learning: A Meta-Analysis and Review of Online Learning Study," stated that "students who took all or part of their class online performed better, on average, than those taking the same course through traditional face-to-face instruction."

Q. Is DEAC accreditation equal to "regional" accreditation?

Yes, in every measurable way. DEAC accreditation is just as valid as any regional accreditation, and the Secretary of Education has officially recognized DEAC (Formerly the Distance Education and Training Council–DETC) since 1959. DEAC is also recognized by the Council for Higher Education Accreditation (www.chea.org) and its predecessors since 1975. All Department of Education recognized accrediting bodies meet precisely the same standards, so distinguishing between regional and national accreditation no longer applies. The US Department of Education Final Rule (84 FR 58834) has removed the "artificial distinction" between regional and national accreditation and now refers only to "institutional" or "programmatic" accreditation. Additionally, DEAC has vastly more experience and tougher, more stringent standards for distance learning than any other agency in the U.S.

Q. Will I be able to transfer courses completed in the program to other colleges or universities?

In the United States, the acceptance of transfer credits between institutions lies within the discretion of the receiving college or University considering such factors as course content, date completed, grades, and accreditation. In spite of the view of the U.S. Department of Education that all accreditation recognition is equal, some institutions have very restrictive policies for accepting transfer credit. If you plan to transfer credit earned at Taft University or enroll in a program at a later date, you are urged to check with the other institution(s) before enrollment in the Program.

Q. Is there a need to come to the University?

No. Academic and administrative procedures are carefully designed so that students can complete coursework entirely through directed independent study, without unreasonably disrupting their professional and family lives. Students may elect to take examinations via webcam or at one of over 250 approved testing sites.

Q. I don't have a lot of computer knowledge. Will I have difficulty completing the assignments?

Computer requirements are detailed in this Catalog. Basic knowledge of Microsoft Windows[®] and Word[®] is necessary to complete the assignments. Internet access is required to access the courses and the library. An e-mail address is necessary to effectively communicate with University personnel and fellow students.

Q. How many hours does it take to complete a course?

The amount of time it will take an individual to complete a given course will vary depending upon the background of the individual. For most individuals, the amount of time necessary to complete a course will approximate the amount of time students in a classroom program covering the same subject.

Q. Who will be available to me to answer questions while I am enrolled?

Faculty members are subject matter experts for the courses they facilitate and are available to answer questions and clarify concepts presented in the curriculum. Questions about administrative issues can be addressed by [Student Support](#). Faculty and [Student Support](#) contact information is included in the course shell on the learning management system.

Q. How are exams taken if the programs are 100% online?

Proctored examinations are typically administered at one of over 250 approved testing facilities throughout the country, or via web camera from the comfort of the student's home.

Q. How is the course material delivered? Are there any online lectures?

A typical course always consists of readings and assignments. Acquisition of required course textbooks is the responsibility of the student and they may be purchased from any source at their discretion. Often textbooks may be available to purchase used or as e-books to save cost. Assignments are outlined in the course syllabus provided in the online class platform in PDF format and can be downloaded and printed at the option of the student. The inclusion of online lectures, video, or other multimedia content varies from course to course. Students will not be required to log in at any specific time of day to view them. They will always be available to view asynchronously at a time convenient to the student.



William Howard Taft, 27th President, Chief Justice



For additional information on William Howard Taft, visit our website. www.Taft.edu

Distinguished jurist, effective administrator, but a reluctant politician, William Howard Taft spent four uncomfortable years in the White House. Large, jovial and conscientious, he was caught in the intense battles between Progressive and Conservative politics and got scant credit for the achievements of his administration. Born in 1857, son of a distinguished judge, he was a member of the Yale University baseball team and later started the tradition of the President throwing out the first ball on the opening day of the major league baseball season. After graduation from Yale, he returned to Cincinnati to study and practice law. He rose in politics through Republican judiciary appointments, through his own competence and availability, and because, as he once wrote facetiously, he always had his “plate the right side up when offices were falling.”

But Taft preferred law to politics. He was appointed a Federal circuit judge at age 34. He aspired to be a member of the Supreme Court, but his wife, Helen Herron Taft, held other ambitions for him.

His route to the White House was via administrative posts. President McKinley sent him to the Philippines in 1900 as chief civil administrator. Sympathetic toward the Filipinos, he improved the economy, built roads and schools, and gave the people at least some participation in government.

President Roosevelt made him Secretary of War, and by 1907 had decided that Taft should be his successor. The Republican Convention nominated him the next year.

Taft disliked the campaign - “one of the most uncomfortable four months of my life.” But he pledged his loyalty to the Roosevelt program, popular in the West, while his brother Charles reassured eastern Republicans. William Jennings Bryan, running on the Democratic ticket for a third time, complained that he was having to oppose two candidates, a western progressive Taft and an eastern conservative Taft.

Progressives were pleased with Taft’s election. “Roosevelt has cut enough hay,” they said; “Taft is the man to put it into the barn.” Conservatives were delighted to be rid of Roosevelt — the “mad messiah.” Taft recognized that his techniques would differ from those of his predecessor. Unlike Roosevelt, Taft did not believe in the stretching of Presidential powers. He once commented that Roosevelt “ought more often to have admitted the legal way of reaching the same ends.”

Taft alienated many liberal Republicans who later formed the Progressive Party, by defending an Act, which unexpectedly continued high tariff rates. A trade agreement with Canada, which Taft pushed through Congress, would have pleased eastern advocates of a low tariff, but the Canadians rejected it. He further antagonized Progressives by upholding his Secretary of the Interior, accused of failing to carry out Roosevelt’s conservation policies.

In the angry Progressive onslaught against him, little attention was paid to the fact that his administration initiated 80 antitrust suits and that Congress submitted to the state’s constitutional amendments for a Federal income tax and the direct election of Senators. A postal savings system was established, and the Interstate Commerce Commission was directed to set railroad rates.

In 1912, when the Republicans re-nominated Taft, Roosevelt bolted the party to lead the Progressives, thus guaranteeing the election of Woodrow Wilson.

Taft, free of the Presidency, served as a Professor of Law at Yale and as President of the American Bar Association until President Harding appointed him Chief Justice of United States Supreme Court in 1921, a position he held until just before his death in 1930. To Taft, the appointment was his greatest honor. He is the only person to serve as both President of the United States and as a member of the Supreme Court.

Taft Law School

Juris Doctor-Attorney TrackSM Program Independent Study Student Handbook

January 2021

Taft Law School
Juris Doctor-Attorney TrackSM Program

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THE MISSION

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

***THE OBJECTIVES OF JURIS DOCTOR-ATTORNEY TRACKSM
PROGRAM***

The School is committed to providing quality legal education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions and ethnic backgrounds in the world today, the School seeks students from all regions of the United States, and English-speaking students from around the world.

It is an objective of the School to utilize advancing technologies in the delivery of its educational services.

To support the mission of the Law School, Taft has committed itself to the attainment of the following objectives:

- To maintain an educational program that is designed to qualify its graduates for admission to the California Bar, offering instruction in the traditional theoretical subjects generally regarded as the core of the law school curriculum while providing exposure to and training in the approach and skills necessary to successfully complete the California Bar Examination;
- To establish appropriate and clearly defined learning objectives for each course in the curriculum;
- To maintain and adhere to a sound standard of scholarship, including clearly defined standards for good standing, probation, advancement and graduation. The School of Law, shall not, either by initial admission or subsequent retention, enroll or continue a person whose inability to do satisfactory work is sufficiently manifest that the person's continuation would encourage false hopes or constitute economic exploitation; and
- To maintain a system of performance accountability in all possible areas, but particularly in that of program effectiveness and student learning outcomes, through continuous assessment of course materials, faculty, and staff.

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INTRODUCTION

During your law school career with Taft you must comply with the Rules and Regulations of the Committee of Bar Examiners (CBE) of the State Bar of California as well as with the policies and procedures of the Law School. This *Handbook* summarizes those rules, regulations, policies and procedures which are most likely to affect you.

Changes and additions to policies and procedures will be directed to your attention by notices via e-mail to your e-mail address of record. You are responsible for reading and complying with this supplementary information.

If you have a question regarding a specific policy or procedure, you should refer to this *Handbook*, the *Law School Catalog* or the *Consumer Information Guide*. If after such referral, you are still in doubt, you should then contact the Records Office at records@TaftU.edu.

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement checks should be directed to the Director of Student Services.

It is the responsibility of the student to inform the Records Office in writing of any change in address, telephone number, or e-mail address from that reflected on the Application for Admission.

| |
|--|
| <p>Study Hint: Carefully reading this <i>Handbook</i> at the time you commence studies in each academic year will help make you a more effective student and avoid misunderstandings which could delay the completion of Program or Committee of Bar Examiner requirements.</p> |
|--|

ACADEMIC INTEGRITY

Taft Law School encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, it should be understood that written assignments are required to be performed independently. It is expected that you will conduct your own independent research and study for assignments and essays, and the writing that you do is your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

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Weekly Assignments Submitted for Faculty Review

You will be provided with a study schedule. Each academic year is divided into weekly assignments. These assignments can include case briefs, essays, and examinations. (Term papers are generally not used in law schools.) These are required to be submitted for evaluation by faculty within the timetable set forth in your course syllabus. The failure to submit any assignment will result in a reduction of your grade.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of Taft Law School, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. Common knowledge in law school includes the definitions or elements of legal terms you have memorized from your reading material. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or study group discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Following are examples of plagiarism:

The following examples were retrieved from the Purdue University website: Academic Integrity. (n.d.). *Academic Integrity*. Retrieved May 7, 2014, from <http://webs.purduecal.edu/integrity/examples/examples-of-plagiarism/>

Here's the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the

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East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an **UNACCEPTABLE** paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What Makes this Passage Plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. the writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Following are examples of plagiarism:

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. accurately relays the information in the original;
2. uses her own words;
3. lets her reader know the source of her information.

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Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. records the information in the original passage accurately;
2. gives credit for the ideas in this passage;
3. indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Dean for investigation. The Dean will collect relevant information and give it to the Academic Review Committee which will review the issue at the earliest possible convenience. **Violating standards of academic integrity is a serious offence that may result in the failure of a course or dismissal from Taft Law School altogether.**

Review Process

It is the responsibility of every student, faculty member or staff member to report any form of dishonesty to the Dean. Once a violation has been reported, the following steps will be taken:

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1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and inform him/her of the alleged violation and discuss the academic review process;
2. The student has the following rights:
 - a. to review any evidence of the allegations;
 - b. to ask questions about the allegations;
 - c. to provide any information that is relevant to the allegations;
 - d. to request a meeting with the Dean or the ARC to exercise his/her rights in person.
3. If the student choose to not meet with the Dean or the ARC in person, the Dean will seek a written response from the student regarding the alleged violation and any other information the student wishes to provide;
4. The Dean will organize all information available from the student, faculty and staff regarding the alleged violation and present it to the ARC;
5. The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 - a. a grade reduction;
 - b. failing the student on the assignment, test, or course;
 - c. expelling the student;
 - d. such other sanctions as may be appropriate.

Once a decision has been reached, the student will be notified in writing of the decision.

Appeal Process

The student has the right to appeal the decision of the ARC to the Chief Academic Officer. The Chief Academic Officer will review all of the evidence available to the ARC. The Chief Academic Officer may seek any new or additional information from the student. The Chief Academic Officer will then render a decision. That decision may uphold the decision of the ARC, or may nullify the decision of the ARC. If the Chief Academic Officer chooses to nullify the decision, he may exonerate the student or impose a lesser or harsher penalty. The decision by the Chief Academic Officer will be final.

If it is determined that the student committed academic dishonesty, the decision will be noted in the student's academic record.

Petitions for Reevaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of 1.67 ("C-") through 0.00 ("F") under the following conditions:

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1. The student must prepare a petition addressed to the Director of Student Services and point out very specifically why the grade should be raised.

2. Upon receipt of a petition for a reevaluation of a grade, a Dean or Associate Dean will review all relevant information, may speak with faculty members, and in his/her sole judgment may raise the grade, lower the grade, or make no change. The decision of the Dean or Associate Dean is final.

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ACTIONS REQUIRED OF LAW STUDENTS BY THE CALIFORNIA CBE

A. Registration As A Law Student

1. ***Deadline***

Every student enrolled in the *Juris Doctor-Attorney Track Program* must register with the Committee of Bar Examiners (CBE) of the State Bar of California within 90 days after the beginning of the first year of law study.

2. ***Applications for Registration***

To file a *Registration as a Law Student* application, you should go to the CBE's (also known as the State Bar of California's Office of Admissions) website at www.calbar.ca.gov. Under "Bar Exam" you will find information and forms regarding registration, as well as information and forms for the other requirements for admission to practice law in California. To register, you can file the registration application online.

Should you have any questions, you can contact the State Bar's Office of Admissions at the following address:

Office of Admissions
The State Bar of California
845 S. Figueroa St.
Los Angeles, CA 90017-2515
(213) 765-1000

3. ***Registration Number***

After your registration application has been processed, the CBE will send you, within approximately three months, a notice of your registration as a law student, along with your registration number. Upon your receipt of this Notice of Registration, you must mail, e-mail in a PDF attachment or FAX a copy of this notice to the Law School's Records Office.

B. File Completion (45-Day Rule)

Rules of the CBE require the School to have complete files on each entering student prior to the 45th day after enrollment if the student is to remain enrolled as a law student. This includes official transcripts of all your college work mailed directly to Taft from all previous colleges and universities, a government issued photographic identification, and any other information requested by the School. **This policy is rigorously enforced by the School.** See Exhibit "A" for a *Request for Transcript* form. The government issued photographic identification can be a driver's license, passport, military ID, etc. Please copy the identification and mail/email it to the Student Services Department at Taft Law School.

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C. First-Year Law Students' Examination (FYLSX) "Baby Bar"

1. FYLSX Requirement

All *Juris Doctor-Attorney Track Program* students are required to take and pass the FYLSX after the conclusion of their first year of study. All first year course work and final examinations must be successfully completed before a student may sit for the FYLSX. The FYLSX is a one-day examination consisting of four essay-style questions in a four hour time period. After a one and one-half hour lunch break, students will be given three hours to answer 100 multiple choice questions. The examination will cover only the subjects of *Torts, Contracts, and Criminal Law*.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the *Rules Regulating Admission to Practice Law in California* as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

2. Examination Dates and Locations

The FYLSX is given twice a year, in the summer and in the fall. (Normally the last Tuesday in June and the third or fourth Tuesday in October in both the Los Angeles and San Francisco areas.) Students taking this examination at the end of their first year of law study should apply to the CBE no later than three months prior to the date of the FYLSX. *Students are encouraged to apply early - there are significant late filing fees imposed by the CBE.* Applications can be submitted to the CBE before the completion of first year course work and final examinations. Please check the California Bar Association website for the date and fees for the FYLSX applicable for you.

3. Application Forms

Application forms for the FYLSX are online and downloadable at the CBE website. Forms can also be obtained by calling or writing the CBE at the address on the previous page.

4. Commencing Second Year Studies

Students completing their first year of study may elect to start their second year courses before passing the FYLSX. *Students considering this option should carefully read Exhibit "G" to this Handbook.* The Law School generally recommends students pass the FYLSX before enrolling in second year courses.

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D. Special Petitions to the CBE

On rare occasions, it may be necessary for a student to petition the CBE to request a certain action be taken. *Any student petitions to the CBE must be submitted to the Law School for review at least two weeks before filing with the CBE.* (This is intended to avoid unnecessary communications and allows the Law School to intelligently respond to any CBE questions directed to the Law School.)

TRANSCRIPTS

All students must provide the School with official transcripts of all previous college work within 45 days of the date of enrollment. Transcripts must be received by Taft Law School directly from the student's prior college or university. Student copies are not acceptable. *Exhibit "A"* to this *Handbook* is a form which can be photocopied and used to request transcripts.

COUNSELING AND PETITIONS

A. Academic Counseling

Many references are made throughout this *Handbook* advising the student of the need to observe the rules, regulations, and practices, not only of the Law School, but also of the CBE. A student may need some advice concerning his/her program, a specific course, methods of study, or a host of other items too numerous to cover in this *Handbook*. Experience has shown that if students take the time to read and study this *Handbook* and the course syllabi, many of their questions can be answered without the need of counseling.

However, the Law School provides counseling services administered by its faculty and staff. Students are encouraged to e-mail or call us regarding an inquiry or problem. Written questions should include the student's name, student identification number and current telephone number.

Emails should be sent to the Director of Student Services, Joan Slavin (Slavin@TaftU.edu) or call her at (714) 850-4800.

B. Petition for Re-Read of Final Examinations

Automatic re-reads of final examination Bluebooks are limited solely to certain students whose final examination grades have placed them on academic dismissal. Any other student may, during the one-month period following receipt of grades, request a re-read of any final examination under the following conditions:

1. A student may petition for a grade review if he/she believes that the examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake

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and presents credible evidence in support of such claim. The student may have the claim considered by the Grade Review Committee. Grade review procedures do not require a hearing.

2. The student must request a photocopy of their examination be sent to the student's address of record. Students who believe that they did not receive fair treatment from the reader (grader), must prepare a petition addressed to the Grade Review Committee and point out very specifically just where in the examination the error on the part of the reader exists. In other words, each student must plead his/her case that a grade should be adjusted.

3. Upon receipt of a petition for re-read, another faculty member grader will read the Bluebook. Both the first and second grades will be made available to the Grade Review Committee. Under these conditions, the Grade Review Committee may raise the grade, lower the grade, or make no change. The decision of the Grade Review Committee is final and resubmission of petitions will not be authorized.

Multiple choice questions and student answer sheets may be reviewed by students only by appointment in the Law School offices. Since such questions are reused, they cannot be released to students outside of the Law School offices.

C. Petition Procedures

The *Student Request and Petition Form* has been devised as a convenient medium to effect communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included as Exhibit "B" of this *Handbook*. Each petition must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. Petitions can be submitted via mail, e-mail in a PDF attachment or FAX.

EXAMINATIONS

A. Student Number

In order to preserve anonymity in examination grading, every student is assigned a student number which is used throughout the law school program. The student number is to be used on every examination in lieu of the student's name. A student will jeopardize an examination grade by placing a name or an incorrect student number on an examination paper. The student number appears on the transmittal letter sent with the program materials as well as on the Student Identification Card.

B. Midterm Examinations

Midterm examinations are given at the option of the Law School in certain courses. They are *graded* on the same basis as final examinations. Midterms should be taken under final examination conditions although no proctor is necessary. Midterm examinations are mandatory for all students and must be submitted at least three months before the first scheduled final examination. For courses that contain a practice essay exam, students should not take the midterm examination before receiving faculty comments for the practice exams.

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C. Final Examinations

1. Timing

Final Examinations are mandatory. You must pass the Final Examination to pass the course. Students may take final examinations anytime between the start of the 45th week and the end of the 52nd week of each academic year. However, at least one final examination must be taken between the beginning of the 49th week and the end of the 52nd week. The academic year begins on the date formal study commences as indicated by the student at the time of enrollment. To determine the final examination period, refer to Exhibit "E" of this *Handbook*.

2. Proctors

All final examinations (with the exception of *Introduction to Law, Legal Writing* and certain electives) must be proctored. There is no exception to this rule. Students have the following three options with respect to proctors:

Remote Proctoring

a. An alternative option to in-person testing is to complete your examinations at home while being monitored by a live proctor remotely via webcam and microphone through our third party servicer called Proctor360. You can find more information at <https://us.proctor360.com/taftu-exam-appointments/>. With the remote proctoring service, students will still have the option to take their exams either via their computer using the free Examsoft software if they wish to type, or in Taft provided Bluebooks if they prefer to handwrite their exam answers. However please note that the handwritten option does require a secondary camera which is provided by Proctor360 for an additional testing fee. The cost of Proctor360 will depend on how long your exam is and if you have selected to handwrite or use Examsoft for your exam. You can verify your testing fees on their appointment scheduling page. Like in-person testing centers, Proctor360 testing fees are the responsibility of the student. If Proctor360 is what you wish to utilize to complete your final exams, when completing the Request for Final Examinations form select "Remote Proctor" as your testing center.

The Consortium of College Testing Centers

b. The Law School is a member of the *Consortium of College Testing Centers* (CCTC). The CCTC is a group of college and university testing centers throughout the world that has come together to support distance learning. In January 2019, there were 363 member institutions representing 45 states and 4 foreign countries. CCTC's website address is <http://www.ncta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.

Other Proctor Alternatives

c. If a student resides more than one hour's drive from Taft or a CCTC testing site, a student may arrange for the examinations to be proctored at a local Community College or University more convenient to the student.

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The nominated Community College/University must have a testing facility or location that provides a monitored testing environment where disruptions and distractions will not interfere with exam taking. The proctor themselves must be an employee of the educational institution. The proctor must have no direct personal involvement with the student, be at least 21 years of age, speak English, be of good moral character, legally competent, not reside at the same address as the student, not be an employee of the student, and not related to the student by blood or marriage. Current or prior Taft Law School students may not be proctors.

Examples of individuals at educational institutions that have been found to qualify as proctors include Directors of Education, Counselors, and Testing Coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a non-CCTC Community College/University proctor, must petition the Director of Student Services specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden. The petition must also explain the student's relationship to the nominated proctor and the qualifications of the nominated proctor (as described in second paragraph above). The Law School, in its sole discretion, may approve or disapprove nominated proctors.

Special Accommodations

d. If a student is in need of special accommodations due to health issues and has current medical documentation to establish the need for special testing services, they can submit the *Student Request and Petition Form* "Exhibit B" along with the medical documentation to be reviewed by the Director of Student Services for approval. This **must** be received at least two months prior to the first scheduled exam date.

3. **Requesting Your Exams**

It is recommended you submit (by mail or FAX) the *Request for Final Examinations* form (included as *Exhibit "C"* of this *Handbook*) and petition if necessary at least **two months** before the first examination date. It **must** be received by the Law School **at least one month** prior to the first proposed examination date. The examinations will be mailed to the proctor approximately 10 days before the examination date.

4. **Content**

Normally, the final examination will consist of one or two bar exam-type essay questions with a time allowance of 60 minutes per question. Students may write in ink or use a laptop. Deviations in the questions given may occur, based upon course content and/or changes in curriculum and examination techniques. For example, some final examinations contain bar exam type objective questions in addition to the normal one or two subjective (essay) questions. Specific examination content information can be found in the individual course syllabi.

5. **Failure to Take a Final Examination**

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Any student who fails to take any scheduled final examination or fails to take final examinations during the final examination period will receive an Administrative Dismissal for that course unless such student has:

- a. petitioned the Records Office to withdraw from the course without prejudice and such petition was submitted prior to the first day of the 12th month of the academic year, *or*
- b. petitioned the Law School for an incomplete or for a make-up examination and such petition has been approved.
- c. REMEMBER: You must pass the Final Examination to pass the course.

6. **Make-Up Examinations and Re-examinations**

Eligibility. No make-up exams or re-examinations are permitted unless the student has a justifiable reason for missing or performing poorly on the regularly scheduled examination.

Procedure. A make-up examination or re-examination will be scheduled upon approval of a petition. Such petition must establish the petitioner's eligibility and the reason for the petitioner's inability to take the regularly scheduled final examination must be heavily justified and documented (e.g., physician's written opinion of petitioner's state of health at that time.) If the petition is to retake a final examination, the petition should state why a re-examination should be allowed. The deadline for make-up/re-examination petitions is 30 days after the missed examination date or the mailing of the grade report, whichever shall first occur.

Fees. There will be a fee of \$75.00 for each make-up examination payable upon scheduling of the make-up exam.

D. **Comprehensive Examinations**

Students who complete their third year of study may be required to pass a comprehensive examination as a condition of enrollment into their fourth year courses. The comprehensive examination will test subject matter covered in your first three years of study. Students with a cumulative grade point average of 2.50 or higher are exempt from this requirement but are nonetheless encouraged to take the examination.

Students should look upon the comprehensive examination as the first direct step in preparing for the bar examination. Students who fail the examination will be given a second opportunity to take and pass the examination. Students who fail the examination on the first attempt should give consideration to enrolling in a formal bar review program before retaking the examination.

There is no charge for the comprehensive examination.

E. **Final Examination Rules**

1. **Student Identification**

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You must provide your proctor with an appropriate photo identification. This can be a driver's license or passport. Other forms of identification should be discussed with the Director of Administration *before the examination date*.

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2. **Time Allotment**

Exam sessions must begin promptly at the time scheduled with the proctor. Normally, each essay question will be allotted 60 minutes. If one question is completed in less than 60 minutes, the remaining time may be spent on the next essay question (if applicable).

Any student who continues to write after time has been called will be disqualified, and his/her papers will not be graded. The student will receive an "F" for the examination grade. In addition, writing overtime on an examination is "cheating" and is treated as such.

3. **Labeling Bluebooks**

Students choosing to handwrite must answer each essay question in a separate Bluebook (provided by the Law School) appropriately labeled before the exam begins with the student number, the course, the date and the question number. *Do not put your name on the Bluebook.* An example of a Law School Bluebook cover and instructions is included as Exhibit "F" to this *Handbook*.

4. **Turning in Papers**

If the questions are completed before time is called, the student may leave after giving the Bluebooks to the examination proctor or by exiting their examination, shutting down their computer, and advising the proctor that they have completed the examination.

5. **Objective Examinations**

Objective examinations may be graded by machine and only answers marked in #2 pencils can be scored. Students must bring a #2 pencil to all examinations.

6. **Writers**

Writers should have several pens, either in blue or black ink, to use in their Bluebooks. No other color will be permitted. Pencils are never permitted on essay examinations. Write your answers on one side of the paper only.

7. **Laptop Users**

Any student who wishes to use a laptop computer on an examination may do so by notifying the Law School on the *Request for Final Examinations* form (Exhibit "C"). *(The use of a typewriter is not permitted.)* Students must furnish their own laptop computer. To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a personal laptop computer that has ExamSoft's Examplify software pre-installed and that has been registered by a deadline announced by Taft Law School;
- Have had experience working with the computer and the software prior to administration of the examination;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that Taft Law School assumes no liability in the event there is a malfunction of the software or equipment, etc.

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If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadlines, you will not be allowed to use the computer and you will be required to handwrite the examination.

8. **Bluebooks**

Blank Bluebooks are provided by the Law School free of cost at the beginning of each examination for those students wishing to handwrite their examinations.

9. **Notebooks, Outlines, Attaché Cases, Cell Phones, BlackBerrys, etc.**

No Bluebooks, notebooks, outlines, books, papers, attaché cases, calculators, tape players, cell phones, BlackBerrys, etc. should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored at the front of the examination room and turned off during the exam.

10. **Eating, Drinking, and Smoking**

No eating, drinking or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom provided that the proctor is notified.

Persons who require food or drink for medical reasons should present a medical certificate to such effect to the Law School with the *Request for Final Examinations* form.

11. **Taking Materials Outside the Examination Room**

Examination questions may not be taken from the examination room during the examination. A student may not remove Bluebooks from the examination room under any circumstances.

12. **Illness During an Examination**

A student who becomes so ill while taking an examination that the examination cannot be finished should advise the proctor immediately of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that those examinations be waived.

A medical certificate may be required to take a make-up examination.

13. **Students With Disabilities**

Students with disabilities which require special attention should notify the Law School well in advance of the final examination period and contact the CBE to petition for special arrangements for the bar examinations. The Law School will generally follow for final examination purposes the same arrangements approved by the CBE for the bar examinations. Please go to the Disability Services section of the website for more information. That section has the forms that must be used to request accommodations.

F. Cheating on Examinations

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The *Canons of Professional Ethics* admonish the profession to "avoid the appearance of impropriety." This admonition is equally applicable to law students while they are taking their examinations.

In order to avoid any problems in this area, students must adhere to the following practices:

1. No student may bring any related books or papers into the room in which the examination is to be conducted.
2. Personal items, such as briefcases or purses are subject to inspection by the proctor and must be placed in the front of the room.
3. Scratch paper will be furnished by the proctor; thus there is no need to bring any scratch paper into the examination room. Scratch paper will not be distributed until the beginning of the essay portion of the exam in those courses having a multi-state exam. A student finishing the multi-state (multiple-choice) questions early may not use the extra time for the making of an outline to be used during the essay portion of the exam.
4. If the student has to leave the room during the examination, he/she cannot take any paper with him/her, including the questions themselves. Further, no student may leave the examination room without first advising the proctor and the reason.
5. The use of telephones, cell phones pagers or similar devices during examinations is prohibited. Any incoming call of an emergency nature will be relayed to the concerned immediately upon receipt.
6. The use of the bathrooms, particularly the stalls, for the purpose of looking at prepared outlines, or other related papers, is strictly prohibited.
7. Students who turn in one examination answer instead of answering all questions because they failed to realize that the examination contained more than one question will be graded on the one question for the entire examination grade. No make-up will be allowed on the other question(s), the grade(s) for which will be recorded as an "F".
8. Students arriving late to begin an examination at the Law School generally will not be given extra time to complete the examination.
9. Students who claim that they took their Bluebook(s) home, forgetting to turn them in, or failed to upload their examinations to ExamSoft will not be given a chance to submit them at a later date; instead such student will be given the grade of "F" for those particular examination question(s).
10. Any student who permits another person to substitute for him/her in taking any examination, or who pays another person to take the examination may be dismissed from the Law School. If both persons are currently students at the Law School, both are subject to dismissal. If a student and a member of the Bar conspire, the student is subject to dismissal and all the information concerning the Bar member will be sent directly to the Committee of Bar Examiners recommending disbarment of such individual.

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11. ***Copying any examination question or discussing a question with another individual or group (either in person or electronically) are grounds for expulsion for a student and possible criminal and civil prosecution.***

12. Students must notify the Director of Student Services via telephone and in writing *immediately* should student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *Handbook*. Students should not complete any examination offered inconsistent with Law School policies. This includes but is not limited to circumstances where a proctor makes examination questions available to the student in advance of the examination date and time or fails to follow time limitations.

While it is impossible to list all of the situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an "academic" matter, **students caught cheating will be expelled from the Law School.**

STUDENT DISCIPLINE POLICY

Taft Law School has developed this written policy for the imposition of student discipline. It will be applied when Taft Law School has reason to believe that a student has cheated on work or examinations submitted to Taft Law School or has taken some action toward another student, faculty member or Taft Administrator that requires discipline. This policy, which provides for a hearing may also be requested by a student who feels that he or she may have been harmed or prejudiced by a Taft Law School policy or administrative decision. It is our intent that this policy be fair to both the student, the student body as a whole and to Taft Law School.

(A) This policy on Student Discipline, shall apply to all of the situations discussed above, where the penalty may be but is not limited to, cancellation of an examination, denial of course credit, suspension, or dismissal.

(B) Under this policy the student will receive:

- (1) Written notice of the specific charge(s);
- (2) An opportunity to confer with counsel and respond to the charge(s) in writing;
- (3) An opportunity to review any written evidence Taft Law School possesses;
- (4) An opportunity for a hearing before a panel of disinterested members of the faculty, administration, and/or students, as Taft Law School chooses;
- (5) An opportunity to have the assistance of counsel (at the student's expense) at the hearing and the opportunity to call witnesses.

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(6) A written final determination, which includes a statement of the facts, conclusions, and sanctions, if any.

(C) Taft Law School's imposition of this Student Discipline Policy does not apply to academic probation or disqualification; other failures to meet academic standards; or to failure to pay tuition, fees, or charges billed to the student.

Transcripts

Taft Law School will prepare and keep a permanent transcript for each student who was or is enrolled in any course at Taft Law School. The Transcript will contain:

- (1) Information sufficient to clearly identify the student;
- (2) Information sufficient to establish admission status as a Regular or Special Student;
- (3) Date of admission;
- (4) Whether the student is or is not a J.D. degree candidate;
- (5) Any credit allowed for law study at another institution, either at the time of admission or thereafter, listing law school, course or courses taken, when taken, unit credit allowed, and grades received;
- (6) All academic credit granted for courses taken at the law school and all courses in which the student registered, clearly indicating, by beginning and ending dates the semester, quarter, or other applicable academic period and year, the courses and their unit value, credit granted and grade(s) received, and if there is a change or correction on the face of the transcript, a notation of the reason(s) for the change;
- (7) The date or dates on which the student took the First-Year Law Students' Examination and whether the student passed or failed each examination;
- (8) A notation of any academic, administrative, or disciplinary action taken, indicating the nature and date thereof;
- (9) A notation of any leaves of absence granted or other interruptions in study, whether authorized or not; and
- (10) The date and nature thereof as withdrawal, disqualification, transfer, graduation, or otherwise, and if graduated, the degree conferred.

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ACADEMIC STANDING AND RETENTION

A. Grades

1. **Numerical Grades.** Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

| | |
|-----------|------------------------|
| 4.00 = A | (Outstanding) |
| 3.67 = A- | |
| 3.33 = B+ | |
| 3.00 = B | (Superior) |
| 2.67 = B- | |
| 2.33 = C+ | |
| 2.00 = C | (Satisfactory) |
| 1.67 = C- | |
| 1.33 = D+ | |
| 1.00 = D | (Poor) |
| 0.67 = D- | (Lowest Passing Grade) |
| <0.67 = F | (Failure) |

Only grades assigned by graders (readers) to individual papers are in letter-grade form. From that point forward (including recording on transcripts), number grades (i.e., 0.00 to 4.00) are used.

2. **Non-Numerical Grades.** In addition, the following grades may also be assigned:

CR = Credit

At the option of the Taft Law School, certain courses may be graded on a Credit/No-Credit basis. An example is *Introduction to Law*. Students will be notified in advance if an examination or course is to be graded on a Credit/No-Credit basis.

U = Audit

I = Incomplete

I's are given only upon approval of a petition from a student who has otherwise completed the course but is unable to take the final examination. If an "I" is approved, the successful petitioner must take the final examination on or before the date set by the Law School in the approved petition. The numerical grade received at such time will be substituted for the "I" grade in overall unit and GPA calculations. Any student who fails to remove the "I" grade within the permitted time will have the "Incomplete" grade changed to an "Administrative Dismissal" and will be required to repeat the course in order to receive credit for it.

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W = *Withdrawal*

Granted upon receipt of a petition submitted to the Admissions or Records Office or an automatic withdrawal from a course for student's failure to remove a grade of "I" in such course within the permitted time period.

X = *Administrative Dismissal*

X's are given for failure to comply with administrative policies including failure to complete final examinations or maintain satisfactory attendance. X's are not computed in the grade-point average.

B. Repeated Courses / Re-Examinations

If a failing grade has been received in a course, to receive credit for the academic year which included the course, the grade must be raised to a passing level. Students have no absolute right to a re-examination or to repeat a course. However, the Law School will consider a petition for re-examination or repeating the course. The petition should state in detail the circumstances of the student which resulted in the failing grade and the steps the student will take to improve the learning outcome. If the student is approved to repeat the course, an incomplete will be entered on the student's academic record during the period of time in which the course is being repeated. In either circumstance only the re-examination or repeat grade will be reflected on the student's academic record.

C. Grade-Point Average (GPA)

1. Annual GPA. The annual grade-point average (GPA) is determined by dividing the total "grade points" earned that year by the total number of "units" attempted that year. The total "grade points" earned in a year is the product of the course units and the student's course grade, totaled for all courses in which a numerical grade was received that year.

Example:

| <i>Name of Course</i> | <i>Units</i> | <i>Grade</i> | <i>Grade Points</i> |
|-----------------------|--------------|--------------|---------------------|
| Introduction to Law | 1 | CR | - |
| Contracts | 8 | 2.00 | 16.00 |
| Legal Writing | 3 | CR | - |
| Torts | 7 | 2.33 | 16.31 |
| Criminal Law | <u>5</u> | 1.67 | <u>8.35</u> |
| | <u>24</u> | | <u>40.66</u> |

The annual GPA is 40.66 divided by 20 = 2.03.

2. Cumulative GPA. Generally, the cumulative GPA is computed in the same manner except that the grade points and the units attempted are totaled for every course which the student has taken in the Program and for which the student has received a numerical grade.

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3. Good Standing. Any student with a cumulative grade-point average of 2.00 or above is considered in good standing. A student must be in good standing to graduate and continue under any grant-in-aid.

D. Academic Recognition

Students who graduate from the Juris Doctor Program with the following cumulative GPA's are awarded the following honors:

| | |
|--------------|------------------------------|
| 3.40 to 4.00 | <i>Summa Cum Laude</i> |
| 3.20 to 3.39 | <i>Magna Cum Laude</i> |
| 3.00 to 3.19 | <i>Cum Laude</i> |
| 2.80 to 2.99 | <i>With Scholastic Merit</i> |

Notice of graduation honors are placed on the student's diploma.

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SATISFACTORY ACADEMIC PROGRESS POLICY

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal Student Aid achieve their academic goals by making satisfactory academic progress. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of the Taft Law School.

All students must continually maintain the following standards of satisfactory academic progress to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements for the Juris Doctor – Attorney and Executive Track Programs consist of:

- A Qualitative Component;
- A Quantitative Component; and
- Appeal Procedures.

Qualitative and Quantitative Components

A Title IV student is subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the *Handbook* and the *ACADEMIC STANDING AND RETENTION* section of the *Handbook*. In addition, once a Title IV student has been enrolled in the Program for two academic years, he or she must have earned a minimum grade point average that would allow them to graduate with at least a 2.00 GPA and maintain this minimum cumulative grade point average at the end of year three.

A Title IV student must complete his or her studies in not more than 150% of the published length of the Program. (For purposes of this component, “published length of the Program” refers to the required number of units.)

The Juris Doctor – Attorney Track Program requires completion of 96 units for graduation. Therefore, any student who attempts more than 144 units will become ineligible for additional Federally insured student loans. The Juris Doctor – Executive Track Program requires completion of 75 units. Therefore a student must complete the program within 112 attempted units or will become ineligible for Federally insured student loans to pay for tuition beyond that point.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis. Transfer credit may only be accepted for courses offered at Taft Law School. Any transfer credit accepted will be calculated for determining the 150% of the

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published length of the Program. Transfer students must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid Eligibility

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the Program.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from or failed. However if a student fails one course in the Juris Doctor – Attorney Track (JDAT) Program, pursuant to the Committee of Bar Examiners rules, he or she must repeat the entire year. Only the most recent grade is computed into a student’s grade point average. However, repeated courses are included in the 150% computation.

Incomplete grades are not calculated into the measures of quantitative or qualitative process. All students must complete all courses before moving forward. If a student does not complete final examinations during the academic period, that student may petition for an Incomplete. Upon establishing extraordinary circumstances, an Incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an Incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not complete a course during the period of an Incomplete, that student will fail that course and the failure will be calculated into the measures of quantitative and qualitative process.

A student may only transfer from the Juris Doctor – Attorney Track (JDAT) Program to the Juris Doctor – Executive Track (JDET) Program; and only at the end / completion of an academic year. Units earned or attempted in the JDAT Program will be used in the calculation for determining the 150% of the published length of the JDET Program.

As with other students, a Title IV student must complete an academic year in 50 weeks (two payment periods) which includes 45 weeks of instruction. (The remaining weeks are reserved for review and final examinations.) All students in telecommunications courses are required to logon to the personal student home page at least one time per week for the 45 weeks of instruction. A student who fails to logon for 9 of the 45 weeks will be dismissed from the Program and therefore deemed NOT to be making satisfactory academic progress.

Evaluation Points

A student’s academic progress is evaluated at the end of each academic year. The definition of an academic year consists of a period of time of not less than 48 nor more than 52 consecutive weeks and usually consists of 24 semester credits. For students on a Student Academic Improvement Plan (SAIP), satisfactory academic progress is evaluated at the end of each payment period.

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The Qualitative Component in the Juris Doctor Programs

A. Academic Probation

A student whose cumulative grade point average (GPA) is less than a 2.00 after the most recent academic year is not making Satisfactory Academic Progress (SAP) and will be placed on Academic Probation and is subject to dismissal. However a student may appeal the Satisfactory Academic Progress determination. If the appeal is granted, the student will be allowed to continue as a student on Academic Probation, but will be placed on a Student Academic Improvement Plan (SAIP). Satisfactory Academic Progress for a student on Academic Probation will be monitored at the midpoint and end of the next academic year. If at the midpoint or end of the next academic year, while on Academic Probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Once a student has been enrolled in the Program for two academic years, he or she must have earned a cumulative grade point average of 2.00 or higher and maintain a minimum 2.00 cumulative grade point average at the end of year two in order to be making satisfactory academic progress. Transfer students must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid Eligibility

All Juris Doctor Program students are subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the Student Handbook and the *ACADEMIC STANDING AND RETENTION* section of the Handbook.

B. Curing Academic Probation

A student that is on Academic Probation after the first year will be removed from First Year Academic Probation and his or her first year GPA will be raised to a 2.00 at the time Taft Law School receives verification that the student has passed the First Year Law Students' Examination (FYLSX).

Such a student's first year course grades will be raised to a 2.00 on the student's transcript. However the transcript will note that the student's grades were raised due to passing the FYLSX. The first year course grades that were replaced will show up in the transcript in a comment section.

C. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, Academic Probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, student with a cumulative grade point average below 2.00 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal)

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After Year One (for Advanced Students and Students Re-Enrolling)

If a student did not make satisfactory academic progress in his/her prior year, he/she will be placed on a Student Academic Improvement Plan (SAIP). Academic progress for students on SAIP will be evaluated at midpoint and at the end of the academic year. If the student has not satisfied the SAIP requirements, he/she may lose financial aid eligibility unless the student appeals and appeal is approved.

Special Rules for First Year Students

California Business and Professional Code Section 6060 requires that Bar candidates must pass the First-Year Law Students' Examination in order to receive credit for their time studying law. To ensure the best possible outcome on the First-Year Law Students' Examination, only students who achieved a 2.00 GPA or above on their first year courses may automatically advance to year two, prior to taking the First-Year Law Students' Examination.

For students in the JDAT Program

To Advance from first to second year:

- A student must pass all first year courses to advance.
- A student with a GPA of 2.00 or above may advance at his or her discretion.
- A student with a GPA of 1.33 to a 1.99 may petition to advance.
- A student with a GPA below 1.33 must pass the First-Year Law Students' Examination before allowed to advance or appeal is approved based on extenuating circumstances.

In all other years a student must pass all courses to advance and meet the Law School's standards for measuring Satisfactory Academic Progress.

Continuation on Academic Probation

If a student fails to make satisfactory academic progress, at the midpoint of the program or thereafter, the student will be on Academic Probation and is subject to dismissal. However, a student may be eligible to continue. The decision to allow a student to continue on Academic Probation will be made by the Dean of the School of Law or his designate.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement and Graduation

It is the responsibility of Taft Law School to fairly evaluate the performance of each student and disqualify a student if the school does not believe that the student will ultimately be successful. Satisfactory Academic Performance (SAP) is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for

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failing to meet the SAP standards can be found in both this Handbook and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;
2. The student has the following rights:
 - a. to review the student's work product, including final examinations;
 - b. to ask questions about the evaluation of the work product;
 - c. to provide any information that is relevant to the failure to meet SAP;
 - d. to request a meeting with the Academic Review Committee (ARC) to exercise his/her rights in person or via a teleconference.
 - e. During each step of the Academic Review Process, the Student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and cost of such Counsel.
3. If the student chooses to not meet with the ARC, the Dean will seek a written response from the student regarding any reason for the Student failing to meet SAP and any other information the student wishes to provide;
4. The Dean will organize all information available from the student, faculty and staff regarding the failure to meet SAP and present it to the ARC;
5. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
6. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.

GRADUATION

The professional degree of *Juris Doctor* is awarded to those students in the *Juris Doctor-Attorney TrackSM Program* who have fulfilled all of the following requirements:

1. Satisfactory completion of 96 units within a period of not more than seven years with at least 24 units completed at Taft;

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2. Cumulative grade point average (GPA) of 2.00 or higher in Taft Law School courses; and
3. Completion and submission of the School's *Program Evaluation Form*.

Any student who sits for the California Bar Examination without having first completed both items 1 and 2 above will have a subsequent petition for a Juris Doctor degree denied.

Failure to comply with any financial obligation to the School will result in the School invoking a "delinquency" status on the student. At the option of the School, in accordance with Section 94312 (k) of the California Education Code, during such status no documentation of any kind (including transcripts) will be provided by the School to the student or others.

START DATE ADJUSTMENTS, WITHDRAWAL, AND READMISSION

A. Leaves-of-Absences

The CBE requires that a student complete a minimum of 864 hours of study during an academic year of not less than 48 nor more than 52 consecutive weeks. Due to this CBE rule, leaves of absences are not permitted during the academic year. If due to unforeseen circumstances, a student cannot fulfill these academic requirements, a student may withdraw. After withdrawal, such student may petition to start over in a new academic year.

Students should keep in mind the Committee of Bar Examiner's requirement of 864 hours of study must be completed in the new 48 to 52 week period and the *Study Log* should reflect the new period.

B. Start Date Adjustments

While the School does not encourage extensions, faculty and administration would rather see a student move forward his or her formal start date than withdraw or take the final examinations without adequate preparation.

An extension can be requested by completing a *Student Request and Petition Form* (Exhibit "B" to this *Handbook*).

A first time petition requesting an adjustment of not more than 4 months will normally be approved without a detailed explanation or documentation. Petitions requesting a cumulative adjustment in excess of 4 months should include a detailed explanation of the reasons the student needs additional time and will be evaluated on a case-by-case basis. If the request is due to medical reasons, the School may require documentation from the student's doctor. Petitions requesting a cumulative adjustment in excess of 9 months will only rarely be approved. Start date adjustments must be requested within a student's current academic year. Students outside of their academic year must petition for re-enrollment and are subject to tuition charges for the new academic year.

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Students should keep in mind the Committee of Bar Examiner's requirement of 864 hours of study must be completed in the new 48 to 52 week period and the *Study Log* should reflect the new period.

C. Voluntary Withdrawal from School

1. Students may withdraw from school without prejudice by written notification to the Admissions Office any time prior to the final examination period. (The final examination period is the 45th to 52nd week of each academic year.) To voluntarily withdraw after the 100% refund period referred to in the Enrollment Agreement, a Student must be in good "administrative standing". Good administrative standing means the Student has submitted all required documents. Since the CBE rules define an academic year as 48 to 52 consecutive weeks, leaves of absence within the academic year are not permitted.

2. Any request to withdraw during the final examination period must be made in the form of a written petition to the Dean of the School of Law who will notify the petitioner as to the final determination of such request.

3. A student who has not voluntarily withdrawn and who fails to take final examinations within the final examination period will receive an "Administrative Dismissal" for the subject course(s).

4. Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the Enrollment Agreement. Withdrawal after the refund period as set forth in the Enrollment Agreement does *not* relieve students paying tuition on an installment basis from future monthly installment payments.

5. Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all the financial options which may be available to School students.

D. Readmission

1. Readmission After Withdrawal "In Good Standing". A student who withdraws during the first year of law study shall be treated as a new admission and a petition for readmission should be submitted to the Admissions Office.

A student who has successfully completed any units at the School and who has taken a leave of absence longer than one calendar year must petition the Dean (or his/her designate) to be allowed to re-enroll as a continuing student. As a condition to his/her readmission, a student who has taken a leave of absence for longer than one calendar year may be required to repeat courses and/or final examinations taken prior to his/her withdrawal. Since admission criteria in existence at the time of readmission will apply, readmission is not guaranteed.

2. Readmission After Academic or Administrative Dismissal. An individual who wishes to be readmitted after academic or administrative dismissal must petition the Admissions Office directly and show the requisite ability for successful law study or evidence a stronger potential for law study.

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a. Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

(1) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

(2) After at least two years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

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COMMUNICATIONS WITH THE SCHOOL

The office hours of the School are 9:00 a.m. to 5:00 p.m., Pacific Time, Monday through Thursday and from 9:00 a.m. to 3:30 p.m. Pacific Time Friday. You have several options for contacting faculty or other student services personnel.

Mail

Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954

E-Mail

student_services@TaftU.edu (*Normally the preferred method of communication.*)

FAX

(714) 708-2082

Telephone

(714) 850-4800 (Normal School of Law faculty office hours are 10:00 a.m. to 11:30 a.m. Mondays, Wednesdays, and Fridays. You may e-mail or FAX at any time.)

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COMMUNICATIONS WITH OTHER STUDENTS

The School provides an electronic *Student Lounge* in the student section of the website. The *Lounge* can be used for general discussions. You may also choose to post your address, telephone number, and/or e-mail address on the website. By so doing, you will have access to similar information posted by other students.

SYNCHRONOUS INSTRUCTION

The Electronic Classroom is a live lecture presented by a faculty member. All students are encouraged to participate in the E-Classes. However, these lectures are recorded and available for review at a later date for students who are unable to participate live.

LIBRARY RESOURCES

Due to the independent study nature of the Program, the School does not maintain a traditional law library for student use. Most public and college law libraries are available for public use at no charge. However, in some circumstances, students may incur library charges for certain services. Upon submission of a paid receipt and petition form, the School will reimburse students in an amount not to exceed \$25.00 per academic year for library charges paid by a student.

All Taft law students can access *Lexis Advance*[®], a computer research library, through their own personal computer. Students are encouraged to take advantage of this valuable research tool. A request for *Lexis Advance*[®] software form is included in the *Introduction to Law* syllabus, for first year students. Advanced year students can use Exhibit "I" to this *Handbook*. *Lexis Advance*[®] identification numbers are issued to first year student after they pass Introduction to Law. Advanced year students will receive log in information by their third week of instruction.

The School also subscribes to The Center for Computer Assisted Legal Instruction (CALI[®]). The CALI[®] Library is a collection of over 1000 Internet-based and computer-based lessons covering approximately 40 legal education subject areas. The CALI[®] lessons are written by law faculty and librarians of American Bar Association approved law schools.

In order to access the on-line lessons, you will first need to register as a user on the CALI[®] website (<http://www.cali.org/>). The authorization code for Taft University Students is: **WILHOWstu240**

PREPARATION FOR ADMISSION TO PRACTICE

A. Length of Study in Law School

Title 4, Division 1, Rule 4.28(A) of the Rules of The State Bar of California (Admissions Rules) requires a student of a distance education or correspondence law school to have received passing grades in courses requiring not less than 864 hours of preparation and study during a period of not less than 48 nor more than 52 consecutive weeks to receive credit for

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one year of law study. The completion of not less than 24 units in an academic year will satisfy the 864 hour requirement. To be eligible to sit for the General Bar Examination, a student must successfully complete four academic years of law study.

The Committee of Bar Examiners has ruled that while an academic year may be completed as early as the first day of the 49th week of study, the next academic year cannot commence before the anniversary date of the start of the previous year. For example, a student who commences study on March 1, 2018 could complete the academic year as early as January 31, 2019 but could not commence study for the next academic year until March 1, 2019.

It is the responsibility of the student to provide the School and, if required, the Committee of Bar Examiners, with appropriate documentation on the number of hours of preparation and study the student has spent in a given year.

To assist the student in providing this documentation, the School has designed a *Study Log* for use by students. (A sample completed *Study Log* is included as Exhibit "D" to this *Handbook*.) At the time of final examinations, the student will be asked to certify under oath the student has expended at least 864 hours of preparation and study of law during the academic year and submit that log.

B. Summary of Requirements for Admission To Practice Law in California

The various statutory and administrative rules governing law study in California are highly complex, technical, and subject to change without notice. In the final analysis, it is the student's burden to assure compliance with the veritable maze of rules involved. These rules are strictly enforced by the Committee of Bar Examiners without exception.

The following is a summary of the requirements for admission to practice law in California. The full text of all requirements for admission are set forth in the Rules of the State Bar of California, Title 4, Division 1, which are available online through the Admissions portion of The State Bar of California's Web site at www.calbar.ca.gov.

To be admitted to practice law in California, an applicant must:

1. Complete the necessary general education;

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2. Register with the Committee of Bar Examiners as a law student or attorney applicant;
3. Complete the requisite legal education;
4. File an application to take the First-Year Law Students' Examination and pass, or establish exemption from the examination;
5. File an application to take the bar examination and after eligibility has been confirmed, take and pass the examination;
6. File an application for a moral character determination and receive a positive moral character determination from the Committee of Bar Examiners;
7. File an application, take the Multistate Professional Responsibility Examination and achieve a minimum scaled score as determined by the Committee of Bar Examiners, which examination is administered and graded by the National Conference of Bar Examiners; and,
8. Be in compliance with California court ordered child or family support obligations.

Separate and distinct applications are required for registration, a moral character determination and the bar examination. Applications for registration and moral character determination are available online anytime. Applications for the February Bar Examination are available online beginning October 1 and March 1 for the July Bar Examination. All applications can be accessed through the Admissions' portion of The State Bar of California's Web site at www.calbar.ca.gov.

Applications and other information for the Multistate Professional Responsibility Examination are available through the National Conference of Bar Examiners' Web site www.ncbex.org or www.act.org/mpre.

C. Admission to Practice Law Outside California

Taft students, as a result of the School's registration with the Committee of Bar Examiners, are qualified immediately upon graduation to take the Bar Examination in California. Since most Taft law students intend to practice law in California, the School has not previously sought approval from the American Bar Association and has no plans to seek such approval in the future.

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PREPARATION FOR ADMISSION TO PRACTICE

Most states require graduation from a law school approved by the American Bar Association or approved or accredited by the state supreme court or examining committee as a prerequisite to taking the bar examination in that state. Study at, or graduation from this law school is not accepted as qualifying the student for admission in some states. Therefore, if you intend to seek admission in a state other than California, you should consult the admitting authority in that state to determine if study at this school will be accepted.

C. Admission to Practice Law Outside California (Concluded)

California attorneys are eligible to apply for admission to United States Federal Courts and after three years of practice are eligible to apply for admission to practice before the United States Supreme Court. California Bar membership also allows members to apply to practice before the United States Tax Court, the United States Patent Court, and most Federal agencies.

Some states have a requirement that California Attorneys who have practiced for a period of time (generally five years) may be admitted by examination or motion.

As of June 2007, Taft graduates are eligible to sit for the bar examination in the State of Wisconsin immediately upon admission to the California Bar.

(Reference:<http://www.wicourts.gov/services/attorney/barproof.htm>)

GENERAL BAR EXAMINATION DATES, APPLICATION PROCEDURES

The California General Bar Examination is traditionally given during a two-day period during the last week of February and July. Applications are generally available online from the Committee of Bar Examiners approximately 5 months before the examination dates. **To avoid a large late filing fee, applications must generally be received by the CBE approximately 4 months before the examination dates.** You should visit the CBE's website at www.calbar.ca.gov under "Bar Exam" or contact the CBE for specific application filing requirements. (See this *Handbook* for the CBE address and telephone number.)

HARRASSMENT POLICY

The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

A. What Is Harassment?

Harassment can take many forms. It may be, but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

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Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or

offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

B. Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Student Services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

C. Reporting

Any incidents of harassment must be *immediately* reported. ***The school can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved.

D. Employee Harrassment

Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

RELEASE OF ACADEMIC INFORMATION

The School adheres to the Family Educational Rights and Privacy Act. Therefore, students, by appointment, may review contents of their permanent records as they are maintained at the School offices. Such inspection must be completed in person by the student at the location where the information is retained.

Since the School subscribes to the policy that a student's academic record is confidential, information will generally be released only upon written instructions from the student except as noted below.

The student's academic records are open for inspection only by the student and those members of the School staff who have responsibility for working with the student or maintaining records.

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RELEASE OF ACADEMIC INFORMATION (Concluded)

Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the student's permanent records.

Information regarding an individual's address, attendance dates, degrees earned, and date of degrees are considered public information and may be released.

RESERVATION OF RIGHTS

The School reserves the right to change any of its policies, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. All affected students will be given adequate prior notice before the changes to the academic standards are implemented. The School further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student at its discretion.

This *Handbook* and each subsequent *Handbook* supersedes all previous *Handbooks* and the policies expressed in this *Handbook* and each subsequent *Handbook* will be controlling regardless of any policies stated in a previous *Handbook* received by the student upon his or her admission.

This *Handbook* and each subsequent *Handbook* are supplemented by the School Catalog. Where conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

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NOTICE OF COPYRIGHTS

All midterm examinations, final examinations, issue analysis, handbooks, course materials and concepts used by the School are copyrighted by The Taft University System, Inc. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All School publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of the School.

Violation of the above copyright restrictions can result in dismissal of the student in addition to possible civil and/or criminal penalties.

School of Law Student Handbook

Copyright, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992,
1993, 1994, 1995, 1997, 1998, 1999, 2000, 2002, 2003, 2004, 2005, 2007, 2008, 2009,
2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020

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REQUEST FOR TRANSCRIPT

From (Print Name) _____

Former Name (if any) _____

Home Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Social Security # _____

I attended (Name of College) _____

From (Month, Yr.) _____ To (Month, Yr.) _____

Graduated on _____ Degree _____

Student Signature _____ Date _____

Remarks: _____

Please send one copy of my Official Transcripts to:

**Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA. 92704-6954**

and

***The Committee of Bar Examiners
845 South Figueroa Street
Los Angeles, CA. 90017-2515**

**Only if you do not hold a Bachelor's Degree.*

Note to Student: We recommend you check with the college or university to determine their transcript fees, if any. If you are a transfer student and have already provided the Committee of Bar Examiners with transcripts, cross-out the reference above. Taft Law School and the Committee of Bar Examiners must receive official transcripts directly from the college or university. Student copies are not acceptable.

Send this Form to Colleges or Universities Attended

Exhibit "A"

TAFT LAW SCHOOL
STUDENT REQUEST AND PETITION FORM

To: _____

Date: _____ Date When Receipt of Answer is Essential _____

From:
Name _____ Student # _____

Street _____

City _____ State _____ Zip _____

Telephone:(____) _____ Cell Number :(____) _____ E-Mail _____

*CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND
ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:*

(Use additional sheet if more space is required)

Student Signature _____

RESPONSE BY SCHOOL STAFF MEMBER TAKING ACTION:

Signature of School Staff Member _____

Date _____

Exhibit "B"

REQUEST FOR FINAL EXAMINATIONS
Juris Doctor-Attorney TrackSM Program

To: Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954
Attention: Exam Scheduling
(Or FAX to (714) 708-2082)

Please schedule my final examinations for the courses listed below as indicated:

| <u>Name of Course</u> | <u>Proposed Date & Time of Exam</u> |
|-----------------------|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

It is recommended you submit this form at least two months before the first examination date. This request must be received by the School at least one month prior to the proposed examination date.

- I wish to use the Remote Proctor Option – (Proctor 360 – A third party servicer).
- I wish to use a CCTC proctor. The student can locate a CCTC proctor at:
<http://www.ncta-testing.org/cctc/find.php> (You must finalize dates and times with the CCTC member before submitting this form.)
- I wish to utilize a local community college or university outside of the CCTC organization. (If you select this alternative you must include a petition with this form explaining why you are unable to attend an approved CCTC proctoring location as specified in the Student Handbook.)
- I am requesting special accommodations due to an existing medical condition. (You must include proper documentation- e.g. recent doctors note - with this request to be reviewed by the Director of Student Services.)

Do you plan to use ExamSoft? (you must provide your own laptop w/ this option) Yes No
Name of Proctor _____

Name of Consortium of College Testing Center _____

Address of Proctor _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

NOTE: 1) WITH THE EXCEPTION OF THE INTRODUCTION TO LAW AND LEGAL WRITING EXAMINATIONS, FINAL EXAMINATIONS CANNOT BE CONDUCTED BEFORE THE FIRST DAY OF THE 45TH WEEK OF THE ACADEMIC YEAR. AT LEAST ONE EXAMINATION MUST BE COMPLETED BETWEEN THE START OF THE 49TH WEEK AND THE END OF THE 52ND WEEK. ALL EXAMINATIONS MUST BE COMPLETED BY THE LAST DAY OF THE 52ND WEEK AND 2) ANY PETITION FOR EXTRA CREDIT DUE TO COURSE FORUM PARTICIPATION MUST BE SUBMITTED WITH THIS FORM.

Signature of Student

Student #

Print Name

Date

SAMPLE

| Date | Course | Subject Area Studied | Hours |
|---------|--------------|--|-------|
| 7/1/11 | Intro to Law | Exercise 1 - Read Handbook | .75 |
| 7/2/11 | Intro to Law | Exercise 1 - Read Suggested Approach | .75 |
| 7/3/11 | Intro to Law | Exercise 2 - Study Schedule | 1.0 |
| 7/4/11 | Intro to Law | Exercise 3 - Read "Getting Started" | 1.0 |
| 7/5/11 | Intro to Law | Exercise 4 - Read + Study "Law & the Legal System" Pg 1-35 | 1.5 |
| 7/6/11 | Intro to Law | " " - P. 36-70 | 2.0 |
| 7/7/11 | Intro to Law | " " - P. 71-100 | 1.75 |
| 7/8/11 | Intro to Law | " " - P. 101-138 | 2.0 |
| 7/9/11 | Intro to Law | " " - P. 357-396 | 2.0 |
| 7/10/11 | Intro to Law | Exercise 5 - Read & Study "Legal Research" Pg. 81-102 | 1.5 |
| 7/11/11 | Intro to Law | Exercise 6 - Read & Study "Legal Research" Pg. 1-35 | 1 |
| 7/12/11 | Intro to Law | " " Pg. 36-60 | 1.25 |
| 7/13/11 | Intro to Law | " " Pg. 61-90 | 1 |
| 7/14/11 | Intro to Law | " " Pg. 91-117 | 1.25 |
| 7/15/11 | Intro to Law | Exercise 7 - Answer Q's 1-3 | 1.5 |
| 7/16/11 | Intro to Law | " " - Answer Q's 4-6 | 2.0 |
| 7/17/11 | Intro to Law | " " - Review & Submit Answers | .75 |
| 7/18/11 | Intro to Law | Review all readings | 1.0 |
| 7/19/11 | Intro to Law | " " | 2.0 |
| 7/20/11 | Intro to Law | " " | 1.5 |
| 7/21/11 | Intro to Law | Final Exam | 1.0 |
| 7/22/11 | Torts | Lesson #1 - Listen & Outline audio tape | 3.5 |
| 7/24/11 | Torts | " " | 2.0 |

Exhibit "D"

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

A student's final examination period is dependent on when the student commences law study in a given year. Final examinations can be scheduled anytime between the start of the 45th week and the end of the 52nd week. However to comply with CBE requirements, at least one examination must be taken after the 48th week and before the end of the 52nd week.

To determine a student's final examination period, simply locate the date the student commenced study for the academic year and refer to the appropriate column. (Note: If the academic year includes a February 29th date, (a "Leap Year"), subtract one day from Columns 2, 3, and 4.)

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| January 1 | Nov. 12th | Dec. 3rd | Dec. 30th |
| January 2 | Nov. 13th | Dec. 4th | Dec. 31st |
| January 3 | Nov. 14th | Dec. 5th | Jan. 1st |
| January 4 | Nov. 15th | Dec. 6th | Jan. 2nd |
| January 5 | Nov. 16th | Dec. 7th | Jan. 3rd |
| January 6 | Nov. 17th | Dec. 8th | Jan. 4th |
| January 7 | Nov. 18th | Dec. 9th | Jan. 5th |
| January 8 | Nov. 19th | Dec. 10th | Jan. 6th |
| January 9 | Nov. 20th | Dec. 11th | Jan. 7th |
| January 10 | Nov. 21st | Dec. 12th | Jan. 8th |
| January 11 | Nov. 22nd | Dec. 13th | Jan. 9th |
| January 12 | Nov. 23rd | Dec. 14th | Jan. 10th |
| January 13 | Nov. 24th | Dec. 15th | Jan. 11th |
| January 14 | Nov. 25th | Dec. 16th | Jan. 12th |
| January 15 | Nov. 26th | Dec. 17th | Jan. 13th |
| January 16 | Nov. 27th | Dec. 18th | Jan. 14th |
| January 17 | Nov. 28th | Dec. 19th | Jan. 15th |
| January 18 | Nov. 29th | Dec. 20th | Jan. 16th |
| January 19 | Nov. 30th | Dec. 21st | Jan. 17th |
| January 20 | Dec. 1st | Dec. 22nd | Jan. 18th |
| January 21 | Dec. 2nd | Dec. 23rd | Jan. 19th |
| January 22 | Dec. 3rd | Dec. 24th | Jan. 20th |
| January 23 | Dec. 4th | Dec. 25th | Jan. 21st |
| January 24 | Dec. 5th | Dec. 26th | Jan. 22nd |
| January 25 | Dec. 6th | Dec. 27th | Jan. 23rd |
| January 26 | Dec. 7th | Dec. 28th | Jan. 24th |
| January 27 | Dec. 8th | Dec. 29th | Jan. 25th |
| January 28 | Dec. 9th | Dec. 30th | Jan. 26th |
| January 29 | Dec. 10th | Dec. 31st | Jan. 27th |
| January 30 | Dec. 11th | Jan. 1st | Jan. 28th |
| January 31 | Dec. 12th | Jan. 2nd | Jan. 29th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|---|----------------------------|--------------------------|
| February 1 | Dec. 13th | Jan. 3rd | Jan. 30th |
| February 2 | Dec. 14th | Jan. 4th | Jan. 31st |
| February 3 | Dec. 15th | Jan. 5th | Feb. 1st |
| February 4 | Dec. 16th | Jan. 6th | Feb. 2nd |
| February 5 | Dec. 17th | Jan. 7th | Feb. 3rd |
| February 6 | Dec. 18th | Jan. 8th | Feb. 4th |
| February 7 | Dec. 19th | Jan. 9th | Feb. 5th |
| February 8 | Dec. 20th | Jan. 10th | Feb. 6th |
| February 9 | Dec. 21st | Jan. 11th | Feb. 7th |
| February 10 | Dec. 22nd | Jan. 12th | Feb. 8th |
| February 11 | Dec. 23rd | Jan. 13th | Feb. 9th |
| February 12 | Dec. 24th | Jan. 14th | Feb. 10th |
| February 13 | Dec. 25th | Jan. 15th | Feb. 11th |
| February 14 | Dec. 26th | Jan. 16th | Feb. 12th |
| February 15 | Dec. 27th | Jan. 17th | Feb. 13th |
| February 16 | Dec. 28th | Jan. 18th | Feb. 14th |
| February 17 | Dec. 29th | Jan. 19th | Feb. 15th |
| February 18 | Dec. 30th | Jan. 20th | Feb. 16th |
| February 19 | Dec. 31st | Jan. 21st | Feb. 17th |
| February 20 | Jan. 1st | Jan. 22nd | Feb. 18th |
| February 21 | Jan. 2nd | Jan. 23rd | Feb. 19th |
| February 22 | Jan. 3rd | Jan. 24th | Feb. 20th |
| February 23 | Jan. 4th | Jan. 25th | Feb. 21st |
| February 24 | Jan. 5th | Jan. 26th | Feb. 22nd |
| February 25 | Jan. 6th | Jan. 27th | Feb. 23rd |
| February 26 | Jan. 7th | Jan. 28th | Feb. 24th |
| February 27 | Jan. 8th | Jan. 29th | Feb. 25th |
| February 28 | Jan. 9th | Jan. 30th | Feb. 26th |
| March 1 | Jan. 10th | Jan. 31st | Feb. 27th |
| March 2 | Jan. 11th | Feb. 1st | Feb. 28th |
| March 3 | Jan. 12th | Feb. 2nd | Mar. 1st |
| March 4 | Jan. 13th | Feb. 3rd | Mar. 2nd |
| March 5 | Jan. 14th | Feb. 4th | Mar. 3rd |
| March 6 | Jan. 15th | Feb. 5th | Mar. 4th |
| March 7 | Jan. 16th | Feb. 6th | Mar. 5th |
| March 8 | Jan. 17th | Feb. 7th | Mar. 6th |
| March 9 | Jan. 18th | Feb. 8th | Mar. 7th |
| March 10 | Jan. 19th | Feb. 9th | Mar. 8th |
| March 11 | Jan. 20th | Feb. 10th | Mar. 9th |
| March 12 | Jan. 21st | Feb. 11th | Mar. 10th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|---|----------------------------|--------------------------|
| March 13 | Jan. 22nd | Feb. 12th | Mar. 11th |
| March 14 | Jan. 23rd | Feb. 13th | Mar. 12th |
| March 15 | Jan. 24th | Feb. 14th | Mar. 13th |
| March 16 | Jan. 25th | Feb. 15th | Mar. 14th |
| March 17 | Jan. 26th | Feb. 16th | Mar. 15th |
| March 18 | Jan. 27th | Feb. 17th | Mar. 16th |
| March 19 | Jan. 28th | Feb. 18th | Mar. 17th |
| March 20 | Jan. 29th | Feb. 19th | Mar. 18th |
| March 21 | Jan. 30th | Feb. 20th | Mar. 19th |
| March 22 | Jan. 31st | Feb. 21st | Mar. 20th |
| March 23 | Feb. 1st | Feb. 22nd | Mar. 21st |
| March 24 | Feb. 2nd | Feb. 23rd | Mar. 22nd |
| March 25 | Feb. 3rd | Feb. 24th | Mar. 23rd |
| March 26 | Feb. 4th | Feb. 25th | Mar. 24th |
| March 27 | Feb. 5th | Feb. 26th | Mar. 25th |
| March 28 | Feb. 6th | Feb. 27th | Mar. 26th |
| March 29 | Feb. 7th | Feb. 28th | Mar. 27th |
| March 30 | Feb. 8th | Mar. 1st | Mar. 28th |
| March 31 | Feb. 9th | Mar. 2nd | Mar. 29th |
| April 1 | Feb. 10th | Mar. 3rd | Mar. 30th |
| April 2 | Feb. 11th | Mar. 4th | Mar. 31st |
| April 3 | Feb. 12th | Mar. 5th | Apr. 1st |
| April 4 | Feb. 13th | Mar. 6th | Apr. 2nd |
| April 5 | Feb. 14th | Mar. 7th | Apr. 3rd |
| April 6 | Feb. 15th | Mar. 8th | Apr. 4th |
| April 7 | Feb. 16th | Mar. 9th | Apr. 5th |
| April 8 | Feb. 17th | Mar. 10th | Apr. 6th |
| April 9 | Feb. 18th | Mar. 11th | Apr. 7th |
| April 10 | Feb. 19th | Mar. 12th | Apr. 8th |
| April 11 | Feb. 20th | Mar. 13th | Apr. 9th |
| April 12 | Feb. 21st | Mar. 14th | Apr. 10th |
| April 13 | Feb. 22nd | Mar. 15th | Apr. 11th |
| April 14 | Feb. 23rd | Mar. 16th | Apr. 12th |
| April 15 | Feb. 24th | Mar. 17th | Apr. 13th |
| April 16 | Feb. 25th | Mar. 18th | Apr. 14th |
| April 17 | Feb. 26th | Mar. 19th | Apr. 15th |
| April 18 | Feb. 27th | Mar. 20th | Apr. 16th |
| April 19 | Feb. 28th | Mar. 21st | Apr. 17th |
| April 20 | Mar. 1st | Mar. 22nd | Apr. 18th |
| April 21 | Mar. 2nd | Mar. 23rd | Apr. 19th |
| April 22 | Mar. 3rd | Mar. 24th | Apr. 20th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|--------------------|--|----------------------------|--------------------------|
| | <u>First Final</u> | | | |
| April 23 | Mar. 4th | | Mar. 25th | Apr. 21st |
| April 24 | Mar. 5th | | Mar. 26th | Apr. 22nd |
| April 25 | Mar. 6th | | Mar. 27th | Apr. 23rd |
| April 26 | Mar. 7th | | Mar. 28th | Apr. 24th |
| April 27 | Mar. 8th | | Mar. 29th | Apr. 25th |
| April 28 | Mar. 9th | | Mar. 30th | Apr. 26th |
| April 29 | Mar. 10th | | Mar. 31st | Apr. 27th |
| April 30 | Mar. 11th | | Apr. 1st | Apr. 28th |
| May 1 | Mar. 12th | | Apr. 2nd | Apr. 29th |
| May 2 | Mar. 13th | | Apr. 3rd | Apr. 30th |
| May 3 | Mar. 14th | | Apr. 4th | May 1st |
| May 4 | Mar. 15th | | Apr. 5th | May 2nd |
| May 5 | Mar. 16th | | Apr. 6th | May 3rd |
| May 6 | Mar. 17th | | Apr. 7th | May 4th |
| May 7 | Mar. 18th | | Apr. 8th | May 5th |
| May 8 | Mar. 19th | | Apr. 9th | May 6th |
| May 9 | Mar. 20th | | Apr. 10th | May 7th |
| May 10 | Mar. 21st | | Apr. 11th | May 8th |
| May 11 | Mar. 22nd | | Apr. 12th | May 9th |
| May 12 | Mar. 23rd | | Apr. 13th | May 10th |
| May 13 | Mar. 24th | | Apr. 14th | May 11th |
| May 14 | Mar. 25th | | Apr. 15th | May 12th |
| May 15 | Mar. 26th | | Apr. 16th | May 13th |
| May 16 | Mar. 27th | | Apr. 17th | May 14th |
| May 17 | Mar. 28th | | Apr. 18th | May 15th |
| May 18 | Mar. 29th | | Apr. 19th | May 16th |
| May 19 | Mar. 30th | | Apr. 20th | May 17th |
| May 20 | Mar. 31st | | Apr. 21st | May 18th |
| May 21 | Apr. 1st | | Apr. 22nd | May 19th |
| May 22 | Apr. 2nd | | Apr. 23rd | May 20th |
| May 23 | Apr. 3rd | | Apr. 24th | May 21st |
| May 24 | Apr. 4th | | Apr. 25th | May 22nd |
| May 25 | Apr. 5th | | Apr. 26th | May 23rd |
| May 26 | Apr. 6th | | Apr. 27th | May 24th |
| May 27 | Apr. 7th | | Apr. 28th | May 25th |
| May 28 | Apr. 8th | | Apr. 29th | May 26th |
| May 29 | Apr. 9th | | Apr. 30th | May 27th |
| May 30 | Apr. 10th | | May 1st | May 28th |
| May 31 | Apr. 11th | | May 2nd | May 29th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>End</u> |
|-----------------------------|--------------------|----------------------------------|------------|
| | <u>First Final</u> | <u>Start</u> <u>49th Week</u> | |
| June 1 | Apr. 12th | May 3rd | May 30th |
| June 2 | Apr. 13th | May 4th | May 31st |
| June 3 | Apr. 14th | May 5th | June 1st |
| June 4 | Apr. 15th | May 6th | June 2nd |
| June 5 | Apr. 16th | May 7th | June 3rd |
| June 6 | Apr. 17th | May 8th | June 4th |
| June 7 | Apr. 18th | May 9th | June 5th |
| June 8 | Apr. 19th | May 10th | June 6th |
| June 9 | Apr. 20th | May 11th | June 7th |
| June 10 | Apr. 21st | May 12th | June 8th |
| June 11 | Apr. 22nd | May 13th | June 9th |
| June 12 | Apr. 23rd | May 14th | June 10th |
| June 13 | Apr. 24th | May 15th | June 11th |
| June 14 | Apr. 25th | May 16th | June 12th |
| June 15 | Apr. 26th | May 17th | June 13th |
| June 16 | Apr. 27th | May 18th | June 14th |
| June 17 | Apr. 28th | May 19th | June 15th |
| June 18 | Apr. 29th | May 20th | June 16th |
| June 19 | Apr. 30th | May 21st | June 17th |
| June 20 | May 1st | May 22nd | June 18th |
| June 21 | May 2nd | May 23rd | June 19th |
| June 22 | May 3rd | May 24th | June 20th |
| June 23 | May 4th | May 25th | June 21st |
| June 24 | May 5th | May 26th | June 22nd |
| June 25 | May 6th | May 27th | June 23rd |
| June 26 | May 7th | May 28th | June 24th |
| June 27 | May 8th | May 29th | June 25th |
| June 28 | May 9th | May 30th | June 26th |
| June 29 | May 10th | May 31st | June 27th |
| June 30 | May 11th | June 1st | June 28th |
| July 1 | May 12th | June 2nd | June 29th |
| July 2 | May 13th | June 3rd | June 30th |
| July 3 | May 14th | June 4th | July 1st |
| July 4 | May 15th | June 5th | July 2nd |
| July 5 | May 16th | June 6th | July 3rd |
| July 6 | May 17th | June 7th | July 4th |
| July 7 | May 18th | June 8th | July 5th |
| July 8 | May 19th | June 9th | July 6th |
| July 9 | May 20th | June 10th | July 7th |
| July 10 | May 21st | June 11th | July 8th |
| July 11 | May 22nd | June 12th | July 9th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| July 12 | May 23rd | June 13th | July 10th |
| July 13 | May 24th | June 14th | July 11th |
| July 14 | May 25th | June 15th | July 12th |
| July 15 | May 26th | June 16th | July 13th |
| July 16 | May 27th | June 17th | July 14th |
| July 17 | May 28th | June 18th | July 15th |
| July 18 | May 29th | June 19th | July 16th |
| July 19 | May 30th | June 20th | July 17th |
| July 20 | May 31st | June 21st | July 18th |
| July 21 | June 1st | June 22nd | July 19th |
| July 22 | June 2nd | June 23rd | July 20th |
| July 23 | June 3rd | June 24th | July 21st |
| July 24 | June 4th | June 25th | July 22nd |
| July 25 | June 5th | June 26th | July 23rd |
| July 26 | June 6th | June 27th | July 24th |
| July 27 | June 7th | June 28th | July 25th |
| July 28 | June 8th | June 29th | July 26th |
| July 29 | June 9th | June 30th | July 27th |
| July 30 | June 10th | July 1st | July 28th |
| July 31 | June 11th | July 2nd | July 29th |
| August 1 | June 12th | July 3rd | July 30th |
| August 2 | June 13th | July 4th | July 31st |
| August 3 | June 14th | July 5th | Aug. 1st |
| August 4 | June 15th | July 6th | Aug. 2nd |
| August 5 | June 16th | July 7th | Aug. 3rd |
| August 6 | June 17th | July 8th | Aug. 4th |
| August 7 | June 18th | July 9th | Aug. 5th |
| August 8 | June 19th | July 10th | Aug. 6th |
| August 9 | June 20th | July 11th | Aug. 7th |
| August 10 | June 21st | July 12th | Aug. 8th |
| August 11 | June 22nd | July 13th | Aug. 9th |
| August 12 | June 23rd | July 14th | Aug. 10th |
| August 13 | June 24th | July 15th | Aug. 11th |
| August 14 | June 25th | July 16th | Aug. 12th |
| August 15 | June 26th | July 17th | Aug. 13th |
| August 16 | June 27th | July 18th | Aug. 14th |
| August 17 | June 28th | July 19th | Aug. 15th |
| August 18 | June 29th | July 20th | Aug. 16th |
| August 19 | June 30th | July 21st | Aug. 17th |
| August 20 | July 1st | July 22nd | Aug. 18th |
| August 21 | July 2nd | July 23rd | Aug. 19th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|-------------------|--------------------|----------------------------|--------------------------|
| | | <u>First Final</u> | | |
| August 22 | | July 3rd | July 24th | Aug. 20th |
| August 23 | | July 4th | July 25th | Aug. 21st |
| August 24 | | July 5th | July 26th | Aug. 22nd |
| August 25 | | July 6th | July 27th | Aug. 23rd |
| August 26 | | July 7th | July 28th | Aug. 24th |
| August 27 | | July 8th | July 29th | Aug. 25th |
| August 28 | | July 9th | July 30th | Aug. 26th |
| August 29 | | July 10th | July 31st | Aug. 27th |
| August 30 | | July 11th | Aug. 1st | Aug. 28th |
| August 31 | | July 12th | Aug. 2nd | Aug. 29th |
| September 1 | | July 13th | Aug. 3rd | Aug. 30th |
| September 2 | | July 14th | Aug. 4th | Aug. 31st |
| September 3 | | July 15th | Aug. 5th | Sept. 1st |
| September 4 | | July 16th | Aug. 6th | Sept. 2nd |
| September 5 | | July 17th | Aug. 7th | Sept. 3rd |
| September 6 | | July 18th | Aug. 8th | Sept. 4th |
| September 7 | | July 19th | Aug. 9th | Sept. 5th |
| September 8 | | July 20th | Aug. 10th | Sept. 6th |
| September 9 | | July 21st | Aug. 11th | Sept. 7th |
| September 10 | | July 22nd | Aug. 12th | Sept. 8th |
| September 11 | | July 23rd | Aug. 13th | Sept. 9th |
| September 12 | | July 24th | Aug. 14th | Sept. 10th |
| September 13 | | July 25th | Aug. 15th | Sept. 11th |
| September 14 | | July 26th | Aug. 16th | Sept. 12th |
| September 15 | | July 27th | Aug. 17th | Sept. 13th |
| September 16 | | July 28th | Aug. 18th | Sept. 14th |
| September 17 | | July 29th | Aug. 19th | Sept. 15th |
| September 18 | | July 30th | Aug. 20th | Sept. 16th |
| September 19 | | July 31st | Aug. 21st | Sept. 17th |
| September 20 | | Aug. 1st | Aug. 22nd | Sept. 18th |
| September 21 | | Aug. 2nd | Aug. 23rd | Sept. 19th |
| September 22 | | Aug. 3rd | Aug. 24th | Sept. 20th |
| September 23 | | Aug. 4th | Aug. 25th | Sept. 21st |
| September 24 | | Aug. 5th | Aug. 26th | Sept. 22nd |
| September 25 | | Aug. 6th | Aug. 27th | Sept. 23rd |
| September 26 | | Aug. 7th | Aug. 28th | Sept. 24th |
| September 27 | | Aug. 8th | Aug. 29th | Sept. 25th |
| September 28 | | Aug. 9th | Aug. 30th | Sept. 26th |
| September 29 | | Aug. 10th | Aug. 31st | Sept. 27th |
| September 30 | | Aug. 11th | Sept. 1st | Sept. 28th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| October 1 | Aug. 12th | Sept. 2nd | Sept. 29th |
| October 2 | Aug. 13th | Sept. 3rd | Sept. 30th |
| October 3 | Aug. 14th | Sept. 4th | Oct. 1st |
| October 4 | Aug. 15th | Sept. 5th | Oct. 2nd |
| October 5 | Aug. 16th | Sept. 6th | Oct. 3rd |
| October 6 | Aug. 17th | Sept. 7th | Oct. 4th |
| October 7 | Aug. 18th | Sept. 8th | Oct. 5th |
| October 8 | Aug. 19th | Sept. 9th | Oct. 6th |
| October 9 | Aug. 20th | Sept. 10th | Oct. 7th |
| October 10 | Aug. 21st | Sept. 11th | Oct. 8th |
| October 11 | Aug. 22nd | Sept. 12th | Oct. 9th |
| October 12 | Aug. 23rd | Sept. 13th | Oct. 10th |
| October 13 | Aug. 24th | Sept. 14th | Oct. 11th |
| October 14 | Aug. 25th | Sept. 15th | Oct. 12th |
| October 15 | Aug. 26th | Sept. 16th | Oct. 13th |
| October 16 | Aug. 27th | Sept. 17th | Oct. 14th |
| October 17 | Aug. 28th | Sept. 18th | Oct. 15th |
| October 18 | Aug. 29th | Sept. 19th | Oct. 16th |
| October 19 | Aug. 30th | Sept. 20th | Oct. 17th |
| October 20 | Aug. 31st | Sept. 21st | Oct. 18th |
| October 21 | Sept. 1st | Sept. 22nd | Oct. 19th |
| October 22 | Sept. 2nd | Sept. 23rd | Oct. 20th |
| October 23 | Sept. 3rd | Sept. 24th | Oct. 21st |
| October 24 | Sept. 4th | Sept. 25th | Oct. 22nd |
| October 25 | Sept. 5th | Sept. 26th | Oct. 23rd |
| October 26 | Sept. 6th | Sept. 27th | Oct. 24th |
| October 27 | Sept. 7th | Sept. 28th | Oct. 25th |
| October 28 | Sept. 8th | Sept. 29th | Oct. 26th |
| October 29 | Sept. 9th | Sept. 30th | Oct. 27th |
| October 30 | Sept. 10th | Oct. 1st | Oct. 28th |
| October 31 | Sept. 11th | Oct. 2nd | Oct. 29th |
| November 1 | Sept. 12th | Oct. 3rd | Oct. 30th |
| November 2 | Sept. 13th | Oct. 4th | Oct. 31st |
| November 3 | Sept. 14th | Oct. 5th | Nov. 1st |
| November 4 | Sept. 15th | Oct. 6th | Nov. 2nd |
| November 5 | Sept. 16th | Oct. 7th | Nov. 3rd |
| November 6 | Sept. 17th | Oct. 8th | Nov. 4th |
| November 7 | Sept. 18th | Oct. 9th | Nov. 5th |
| November 8 | Sept. 19th | Oct. 10th | Nov. 6th |
| November 9 | Sept. 20th | Oct. 11th | Nov. 7th |
| November 10 | Sept. 21st | Oct. 12th | Nov. 8th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|-------------------|-----------|-----------|
| | First Final | 49th Week | 52nd Week |
| November 11 | Sept. 22nd | Oct. 13th | Nov. 9th |
| November 12 | Sept. 23rd | Oct. 14th | Nov. 10th |
| November 13 | Sept. 24th | Oct. 15th | Nov. 11th |
| November 14 | Sept. 25th | Oct. 16th | Nov. 12th |
| November 15 | Sept. 26th | Oct. 17th | Nov. 13th |
| November 16 | Sept. 27th | Oct. 18th | Nov. 14th |
| November 17 | Sept. 28th | Oct. 19th | Nov. 15th |
| November 18 | Sept. 29th | Oct. 20th | Nov. 16th |
| November 19 | Sept. 30th | Oct. 21st | Nov. 17th |
| November 20 | Oct. 1st | Oct. 22nd | Nov. 18th |
| November 21 | Oct. 2nd | Oct. 23rd | Nov. 19th |
| November 22 | Oct. 3rd | Oct. 24th | Nov. 20th |
| November 23 | Oct. 4th | Oct. 25th | Nov. 21st |
| November 24 | Oct. 5th | Oct. 26th | Nov. 22nd |
| November 25 | Oct. 6th | Oct. 27th | Nov. 23rd |
| November 26 | Oct. 7th | Oct. 28th | Nov. 24th |
| November 27 | Oct. 8th | Oct. 29th | Nov. 25th |
| November 28 | Oct. 9th | Oct. 30th | Nov. 26th |
| November 29 | Oct. 10th | Oct. 31st | Nov. 27th |
| November 30 | Oct. 11th | Nov. 1st | Nov. 28th |
| December 1 | Oct. 12th | Nov. 2nd | Nov. 29th |
| December 2 | Oct. 13th | Nov. 3rd | Nov. 30th |
| December 3 | Oct. 14th | Nov. 4th | Dec. 1st |
| December 4 | Oct. 15th | Nov. 5th | Dec. 2nd |
| December 5 | Oct. 16th | Nov. 6th | Dec. 3rd |
| December 6 | Oct. 17th | Nov. 7th | Dec. 4th |
| December 7 | Oct. 18th | Nov. 8th | Dec. 5th |
| December 8 | Oct. 19th | Nov. 9th | Dec. 6th |
| December 9 | Oct. 20th | Nov. 10th | Dec. 7th |
| December 10 | Oct. 21st | Nov. 11th | Dec. 8th |
| December 11 | Oct. 22nd | Nov. 12th | Dec. 9th |
| December 12 | Oct. 23rd | Nov. 13th | Dec. 10th |
| December 13 | Oct. 24th | Nov. 14th | Dec. 11th |
| December 14 | Oct. 25th | Nov. 15th | Dec. 12th |
| December 15 | Oct. 26th | Nov. 16th | Dec. 13th |
| December 16 | Oct. 27th | Nov. 17th | Dec. 14th |
| December 17 | Oct. 28th | Nov. 18th | Dec. 15th |
| December 18 | Oct. 29th | Nov. 19th | Dec. 16th |
| December 19 | Oct. 30th | Nov. 20th | Dec. 17th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| December 20 | Oct. 31st | Nov. 21st | Dec. 18th |
| December 21 | Nov. 1st | Nov. 22nd | Dec. 19th |
| December 22 | Nov. 2nd | Nov. 23rd | Dec. 20th |
| December 23 | Nov. 3rd | Nov. 24th | Dec. 21st |
| December 24 | Nov. 4th | Nov. 25th | Dec. 22nd |
| December 25 | Nov. 5th | Nov. 26th | Dec. 23rd |
| December 26 | Nov. 6th | Nov. 27th | Dec. 24th |
| December 27 | Nov. 7th | Nov. 28th | Dec. 25th |
| December 28 | Nov. 8th | Nov. 29th | Dec. 26th |
| December 29 | Nov. 9th | Nov. 30th | Dec. 27th |
| December 30 | Nov. 10th | Dec. 1st | Dec. 28th |
| December 31 | Nov. 11th | Dec. 2nd | Dec. 29th |

TAFT LAW SCHOOL

BLUE BOOK

Your answer should demonstrate your ability to analyze the facts in the question, to tell the difference between material facts and immaterial facts, and to discern the points of law and fact upon which the case turns. Your answer should show that you know and understand the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other.

Your answer should evidence your ability to apply the law to the given facts and to reason in a logical, lawyer-like manner from the premises you adopt to a sound conclusion. Do not merely show that you remember legal principles. Instead, try to demonstrate your proficiency in using and applying them.

If your answer contains only a statement of your conclusions, you will receive little credit. State fully the reasons that support your conclusions, and discuss all points thoroughly.

Your answer should be complete, but you should not volunteer information or discuss legal doctrines which are not pertinent to the solution of the problem.

Unless a question expressly asks you to use California law, you should answer according to legal theories and principles of general application.

Student # _____ (Do Not Write Student Name)

Subject _____ Date _____

Question Number _____

Exhibit "F"

Taft Law School
Juris Doctor-Attorney TrackSM Independent Study Program
Student Handbook

Request to Commence Second Year of Law Studies

After my review of Senate Bill 1950 and the School policies set forth on the next page of this exhibit, I hereby request enrollment materials for my second year of law studies. I realize if I don't pass the First Year Law Students' Examination within the specified time period it will be necessary to repeat second year courses in order to obtain Committee of Bar Examiners credit.

Signature of Student

Student Number

Date

Senate Bill 1950
Major Revisions to Baby Bar Requirements

On July 15, 1996 Governor Wilson signed into law Senate Bill 1950 resulting in the first major revision to the First Year Law Students' Examination (Baby Bar) requirements in over 40 years. This law is substantially similar to a proposal presented to the Committee of Bar Examiners and Governor Wilson by Taft Law School in 1994 in opposing a bill which would have substantially weakened certain consumer protection aspects of California law.

Under the old law, students were required to pass the Baby Bar Examination after completion of their first year of study ***and before*** commencing their second year. The examination is given twice a year, traditionally in late June and early October. The result of this law was that many students experienced a significant delay in their law studies between the first and second years and thereby delayed graduation and qualification for the California General Bar Examination.

Under the new law, students may continue their law studies and receive full School and Committee of Bar Examiners credit provided they pass the examination within 3 administrations after they become eligible.

The full text of Section 6060 (g) of the Business and Professions Code is set forth below. With respect to students required to take the Baby Bar, the law now reads as follows:

(g)(1) Have passed a law students' examination administered by the examining committee after completion of his or her first year of law study. Those who pass the examination within its first three administrations upon becoming eligible to take the examination shall receive credit for all law studies completed at the time the examination is passed. Those who do not pass the examination within its first three administrations upon becoming eligible to take the examination, but who subsequently pass the examination, shall receive credit for one year of law study only.

Exhibit "G"

(Page 1 of 2)

Answers to Commonly Asked Questions

1. ***Q.*** *What happens if I'm ill or otherwise can't take a Baby Bar Examination?*

A. The law refers to three administrations, not three attempts. Accordingly, if a student fails to sit for an examination, it still counts as one of the three administrations referred to in the statute.

2. ***Q.*** *From a School standpoint, what happens if I complete my second year of study but don't pass the Baby Bar until after the third administration?*

A. Under this scenario, you would have to repeat your second year to receive Committee of Bar Examiners (CBE) credit.

3. ***Q.*** *If I'm on academic probation after my first year of study, can I enroll in the second year of studies?*

A. Students in good standing after their first year of studies can enroll by signing this form and the normal enrollment materials. Students on academic probation are strongly encouraged to delay enrollment in their second year of studies until after successfully completing the Baby Bar Exam. However, students on academic probation may prepare a petition directed to the Director of Student Services requesting permission to enroll in second year courses. The petition should set forth in detail why it is in the best interests of the student to commence second year studies at this time and why the student believes he or she will have a greater success during the second year.

4. ***Q.*** *What is the effective date of the legislation?*

A. The law formally took effect January 1, 1997.

Student Initials: _____

Exhibit "G"
(Page 2 of 2)

Disclosure Statement

“The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

“Students enrolled in the J.D. Attorney Track degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students’ Examination required by Business and Professions Code §6060 (h) and Title 4, Division 1, Rule 4.28(A) of the Rules of The State Bar of California (Admissions Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First–Year Law Students’ Examination within three (3) administrations of the examination after becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law schools J.D. Attorney Track degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school’s J.D. Attorney Track program, but will receive credit for only one year of legal study.”

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

.....
: The Committee of Bar Examiners classifies distance education law schools into two :
: categories, “distance-learning law schools” and “correspondence law schools.” By rule, a :
: “distance-learning law school” must require that students participate in not less than 135 :
: hours of synchronous (live) interactive classes per year. :
:
: *Because Taft Law School students reside in many time zones, Taft faculty believe it would be* :
: *an unreasonable hardship to require students to be available on specific days and at specific* :
: *times. Therefore, it has NOT implemented any policies that would require its students to* :
: *participate in live classes. As a result, for Committee of Bar Examiner purposes, Taft Law* :
: *School has elected to be classified as a correspondence law school. (It is important for* :
: *students to note that this classification has no bearing whatsoever on a student’s requirements* :
: *to sit for the bar examination or admission to practice law in California.)* :
:
.....

Exhibit “H”

REQUEST FOR LEXIS ADVANCE® ACCESS

I am currently a Taft Law School student in the *Juris Doctor-Attorney TrackSM Independent Study Program* and hereby request access to *Lexis Advance®*, a computer research library.

I understand that activation codes as well as custom ID numbers and passwords created to access the system are confidential and must be used only by currently enrolled Taft students. I further understand if I allow other individuals to use my activation code, custom ID number or password, I could be subject to administrative dismissal from the School and shall be liable to the School for any additional charges the School may incur as a result of any such unauthorized use.

Printed Name of Student

Signature of Student

Student Number

Date

(To access the library students must have Internet access.)

(This form should be used by advanced year students only)

Exhibit "I"

Taft Law School

Juris Doctor-Executive TrackSM Program

Independent Study

Student Handbook

January 2021

Taft Law School
Juris Doctor-Executive TrackSM Program

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THE MISSION

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

***THE OBJECTIVES AND GOALS OF THE
JURIS DOCTOR-EXECUTIVE TRACKSM PROGRAM***

The School is committed to providing a quality education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions and ethnic backgrounds in the world today, the School seeks students from all regions of the United States, and English-speaking students from around the world.

It is an objective of the School to utilize advancing technologies in the delivery of its educational services.

To support the mission, Taft Law School has committed itself to the attainment of the following objectives:

- To provide a quality legal education that is designed to allow lay persons understand legal issues;
- To develop in the students an understanding of the foundational common law principles, business law concepts, and such other subject areas as the student may take as electives;
- To offer a program of coursework where students are challenged to demonstrate their understanding of the course material by applying such material to factual situations to reach the most likely outcome;
- To explore the art of the argument and develop the ability to apply the law to the facts in a logical and persuasive manner;
- To offer elective courses which allow students to explore areas of legal interest;
- To offer practical legal knowledge, which benefit all students.

To achieve these objectives, Taft Law School has established the following goals:

- To maintain an educational program that is designed to provide a broad based education in business law, to obtain a clear understanding of the regulatory process, to increase the ability to interact with the legal system, to improve the ability to anticipate potential legal problems both personally and professionally, or simply for personal enrichment;

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***THE OBJECTIVES AND GOALS OF THE
JURIS DOCTOR-EXECUTIVE TRACKSM PROGRAM***

- To establish appropriate and clearly defined learning objectives for each course in the curriculum;
- To maintain and adhere to a sound standard of scholarship, including clearly defined standards for good standing, probation, advancement and graduation. The School of Law, shall not, either by initial admission or subsequent retention, enroll or continue a person whose inability to do satisfactory work is sufficiently manifest that the person's continuation would encourage false hopes or constitute economic exploitation; and
- To maintain a system of performance accountability in all possible areas, but particularly in that of program effectiveness and student learning outcomes, through continuous assessment of course materials, faculty, and staff.

Taft Law School
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INTRODUCTION

During your period of enrollment in the *Juris Doctor-Executive TrackSM Independent Study Program* you must comply with the policies and procedures of the Law School. This *Handbook* summarizes those policies and procedures.

Changes and additions to policies and procedures will be directed to your attention by notices mailed to your address of record or via e-mail to your e-mail address of record. You are responsible for reading and complying with this supplementary information.

If you have a question regarding a specific policy or procedure, you should refer to this *Handbook*, the School's *Catalog*, or the *Consumer Information Guide*. If after such referral, you are still in doubt, you should then contact the Records Office at records@TaftU.edu.

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement checks should be directed to the Director of Student Services.

It is the responsibility of the student to inform the Records Office in writing of any change in address, telephone number, or e-mail address from that reflected on the Application for Admission.

| |
|---|
| <p>Study Hint: Carefully reading this <i>Handbook</i> at the time you commence studies <i>in each academic year</i> will help make you a more effective student and avoid misunderstandings which could delay the completion of Program requirements.</p> |
|---|

Taft Law School
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THE UNAUTHORIZED PRACTICE OF LAW

The School's Catalog and your Enrollment Agreement state that the *Juris Doctor-Executive TrackSM Program is not intended to, and will not, qualify graduates to sit for any bar examination.* Accordingly, graduates cannot claim to be an attorney or engage in the practice of law. In most jurisdictions, the unauthorized practice of law can subject an individual to both criminal and civil penalties.

Surprisingly, the legal profession has worked for decades in an unsuccessful effort to define what exactly constitutes the practice of law. The Law School won't attempt any such effort in this *Handbook*.

The New Jersey Law Journal reported in 2003 that an American Bar Association review of state laws identified only 15 states (Alabama, Alaska, Arizona, Georgia, Kentucky, Louisiana, Maryland, Minnesota, Missouri, New Mexico, North Carolina, Rhode Island, Texas, Washington, Wyoming and the District of Columbia) even attempt a definition through statute or court rule. These attempts vary widely, from a one paragraph definition in Georgia to Arizona's 2,500-word-plus rule, which specifies 24 exceptions.

In 2002 the Hofstra Law Review published an excellent article on the subject written by Catherine J. Lanctot. (*Scriveners in Cyberspace: Online Document Preparation and the Unauthorized Practice of Law*, Hofstra Law Review, Volume 30, No. 3 Spring 2002 – available on Hofstra's website). In addition to discussing online issues, it includes a good historical perspective of the issue. Before you engage in any activity that might be considered practicing law, you should read this article and carefully review the statutory and case law in your state.

ACADEMIC YEAR REQUIREMENTS AND EXPECTATIONS

The *Juris Doctor-Executive TrackSM Program* is divided into three academic years each consisting of 24 to 26 units. Each academic year consists of a minimum of 48 weeks from the date study commenced and a maximum of 52 weeks. The study commencement date is the date the student indicated on the "Commencement of Studies" form returned with the enrollment materials.

An Academic Year Calendar is included as Exhibit "E" to this *Handbook*.

If a student is unable to complete the academic year within the above time limits, he or she may petition for an extension of time. (See "Start Date Adjustment" on Page 15 for details.)

ACADEMIC INTEGRITY

Taft Law School encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, it should be understood that written assignments are required to be performed independently. It is expected that you will conduct your own independent research and study for assignments and essays, and the writing that you do is your own. If an assignment or essay is permitted for group authorship it will be defined as such.

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Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of Taft Law School, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. Common knowledge in law school includes the definitions or elements of legal terms you have memorized from your reading material. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or study group discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Following are examples of plagiarism:

The following examples were retrieved from the Purdue University website: Academic Integrity. (n.d.). *Academic Integrity*. Retrieved May 7, 2014, from <http://webs.purduecal.edu/integrity/examples/examples-of-plagiarism/>

Here's the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities

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(like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an **UNACCEPTABLE** paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What Makes this Passage Plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. the writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Following are examples of plagiarism:

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. accurately relays the information in the original;
2. uses her own words;
3. lets her reader know the source of her information.

Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

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Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. records the information in the original passage accurately;
2. gives credit for the ideas in this passage;
3. indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Dean for investigation. The Dean will collect relevant information and give it to the Academic Review Committee which will review the issue at the earliest possible convenience. **Violating standards of academic integrity is a serious offence that may result in the failure of a course or dismissal from Taft Law School altogether.**

Review Process

It is the responsibility of every student, faculty member or staff member to report any form of dishonesty to the Dean. Once a violation has been reported, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and inform him/her of the alleged violation and discuss the academic review process;
2. The student has the following rights:

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- a. to review any evidence of the allegations;
 - b. to ask questions about the allegations;
 - c. to provide any information that is relevant to the allegations;
 - d. to request a meeting with the Dean or the ARC to exercise his/her rights in person.
3. If the student chooses to not meet with the Dean or the ARC in person, the Dean will seek a written response from the student regarding the alleged violation and any other information the student wishes to provide;
 4. The Dean will organize all information available from the student, faculty and staff regarding the alleged violation and present it to the ARC;
 5. The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 - a. a grade reduction;
 - b. failing the student on the assignment, test, or course;
 - c. expelling the student;
 - d. such other sanctions as may be appropriate.

Once a decision has been reached, the student will be notified in writing of the decision.

Appeal Process

The student has the right to appeal the decision of the ARC to the Chief Academic Officer. The Chief Academic Officer will review all of the evidence available to the ARC. The Chief Academic Officer may seek any new or additional information from the student. The Chief Academic Officer will then render a decision. That decision may uphold the decision of the ARC, or may nullify the decision of the ARC. If the Chief Academic Officer chooses to nullify the decision, he may exonerate the student or impose a lesser or harsher penalty. The decision by the Chief Academic Officer will be final.

If it is determined that the student committed academic dishonesty, the decision will be noted in the student's academic record.

Petitions for Reevaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of 1.67 ("C-") through 0.00 ("F") under the following conditions:

1. The student must prepare a petition addressed to the Director of Student Services and point out very specifically why the grade should be raised.
2. Upon receipt of a petition for a reevaluation of a grade, a Dean or Associate Dean will review all relevant information, may speak with faculty members, and in his/her sole

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judgment may raise the grade, lower the grade, or make no change. The decision of the Dean or Associate Dean is final.

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ENROLLMENT IN SUBSEQUENT ACADEMIC YEARS

Start dates for second or third year students may be almost any business day after the student has satisfactorily passed the courses for the prior year. Students may enroll in the next academic year at any time after completion of the previous academic year. Students should contact the Admissions Office (admissions@TaftU.edu) and request enrollment materials be prepared at least two weeks before they wish to start a new academic year.

Students may take a leave of absence between academic years by simply not enrolling in the subsequent academic year. No petition is necessary. *However, except in special circumstances, the entire degree program must be completed within seven years from the date study commences.*

STUDY LOG

To assist the student in tracking the amount of hours studied, the School has designed a *Study Log* for use by students. (A sample completed *Study Log* is included as Exhibit "G" to this *Handbook*.) At the time of final examinations, the student will be asked to submit that log.

TRANSCRIPTS

The School is required to have complete files on each entering student prior to the 45th day after start date if the student is to remain enrolled. This includes official transcripts of all your college work mailed directly to the school from all previous colleges and universities, a government issued photographic identification, and any other information requested by the School. **This policy is rigorously enforced by the School.** See Exhibit "A" for a *Request for Transcript* form. The government issued photographic identification can be a driver's license, passport, military ID, etc. Please copy the identification and mail/email it to the Student Services Department at Taft Law School.

COUNSELING AND PETITIONS

A. Academic Counseling

Many references are made throughout this *Handbook* advising the student of the need to observe the rules, regulations, and practices, not only of the School, but also of the CBE. A student may need some advice concerning his/her program, a specific course, methods of study, or a host of other items too numerous to cover in this *Handbook*. Experience has shown that if students take the time to read and study this *Handbook* and the course syllabi, many of their questions can be answered without the need of counseling.

However, the School provides counseling services administered by its faculty and staff. Students are encouraged to e-mail or call us regarding an inquiry or problem. Written questions should include the student's name, student identification number and current telephone number.

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Emails should be sent to the Director of Student Services, Joan Slavin (Slavin@TaftU.edu) or call her at (714) 850-4800.

B. *Petition for Re-Read of Final Examinations*

Automatic re-reads of final examination Bluebooks are limited solely to certain students whose final examination grades have placed them on academic dismissal. Any other student may, during the one-month period following receipt of grades, request a re-read of any final examination under the following conditions:

1. A student may petition for a grade review if he/she believes that the examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake and presents credible evidence in support of such claim. The student may have the claim considered by the Grade Review Committee. Grade review procedures do not require a hearing.

2. The student must request a photocopy of their examination be sent to the student's address of record. Students who believe that they did not receive fair treatment from the reader (grader), must prepare a petition addressed to the Grade Review Committee and point out *very specifically* just where in the examination the error on the part of the reader exists. In other words, each student must plead his/her case that a grade should be adjusted.

3. Upon receipt of a petition for re-read, another faculty member grader will read the Bluebook. Both the first and second grades will be made available to the Grade Review Committee. Under these conditions, the Grade Review Committee may raise the grade, lower the grade, or make no change. The decision of the Grade Review Committee is final and resubmission of petitions will not be authorized.

Multiple choice questions and student answer sheets may be reviewed by students only by appointment in the Law School offices. Since such questions are reused, they cannot be released to students outside of the Law School offices.

C. *Petition Procedures*

The *Student Request and Petition Form* has been devised as a convenient medium to effect communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included as Exhibit "B" of this *Handbook*. Each petition must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. Petitions can be submitted via mail, e-mail in a PDF attachment or FAX.

D. *Petitions for Reevaluation of Grade*

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of "C-" through "F" under the following conditions:

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1. The student must prepare a petition addressed to the Director of Student Services and point out very specifically why the grade should be raised.

2. Upon receipt of a petition for a reevaluation of a grade, the Dean of the School will review all relevant information, may speak with faculty members, and in his sole judgment may raise the grade, lower the grade, or make no change. The decision of the Dean is final and resubmission of petitions will not be authorized.

E. Timing and Pacing of the Academic Year

1. Length of the Academic Year – Pursuant to the Committee of Bar Examiner Rules, the academic year cannot be less than 48 nor more than 52 weeks in length. As you will see from your course syllabi, your courses are broken into weekly assignments that can be completed in 46 to 48 weeks, leaving you 4 to 6 weeks to take finals.

2. Pacing of the Year – Each lesson is designed to be completed in a one week period. To accomplish this, you should anticipate spending between 20 and 25 hours each week on your studies. Your average week, including preparing your writing assignments for submittal will be approximately 22 hours. As you will see from the proposed sample academic schedule, you will be rotating among your courses throughout the academic year. The schedule has been designed this way so that you will be prepared to take all of your finals at the end of the academic year.

3. Submission of Assignments – In each course, you will have several writing assignments to complete. These assignments should be submitted as you complete them. Do not wait until the end of the course and submit all of your assignments at once. To insure proper grading and that you can learn from your mistakes, you may not submit more than one assignment during any 4 day period.

EXAMINATIONS

A. Student Number

In order to preserve anonymity in examination grading, every student is assigned a student number which is used throughout the law school program. The student number is to be used on every examination in lieu of the student's name. A student will jeopardize an examination grade by placing a name or an incorrect student number on an examination paper. The student number appears on the transmittal letter sent with the program materials as well as on the Student Identification Card.

B. Midterm Examinations

Midterm examinations are given at the option of the School in certain courses. They are *graded* on the same basis as final examinations. Midterms should be taken under final examination conditions although no proctor is necessary. Midterm examinations are mandatory for all students and must be submitted at least three months before the first scheduled final examination. For courses that contain a practice essay exam, students should not take the midterm examination before receiving faculty comments for the practice exams.

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C. Final Examinations

1. Timing

Final Examinations are mandatory. You must pass the Final Examination to pass the course. Students may take final examinations anytime between the start of the 45th week and the end of the 52nd week of each academic year. However, at least one final examination must be taken between the beginning of the 49th week and the end of the 52nd week. The academic year begins on the date formal study commences as indicated by the student at the time of enrollment. To determine the final examination period, refer to Exhibit "E" of this *Handbook*.

2. Proctors

All final examinations (with the exception of *Introduction to Law, Legal Writing* and certain electives) must be proctored. There is no exception to this rule. Students have the following three options with respect to proctors:

Remote Proctoring

a. An alternative option to in-person testing is to complete your examinations at home while being monitored by a live proctor remotely via webcam and microphone through our third party servicer called Proctor360. You can find more information at <https://us.proctor360.com/taftu-exam-appointments/>. With the remote proctoring service, students will still have the option to take their exams either via their computer using the free Examsoft software if they wish to type, or in Taft provided Bluebooks if they prefer to handwrite their exam answers. However please note that the handwritten option does require a secondary camera which is provided by Proctor360 for an additional testing fee. The cost of Proctor360 will depend on how long your exam is and if you have selected to handwrite or use Examsoft for your exam. You can verify your testing fees on their appointment scheduling page. Like in-person testing centers, Proctor360 testing fees are the responsibility of the student. If Proctor360 is what you wish to utilize to complete your final exams, when completing the Request for Final Examinations form select "Remote Proctor" as your testing center.

The Consortium of College Testing Centers

b. The School is a member of the *Consortium of College Testing Centers* (CCTC). The CCTC is a group of college and university testing centers throughout the world that have come together to support distance learning. In January 2009, there were over 250 member institutions representing 44 states and 1 foreign country. CCTC's website address is <http://www.ncta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.

Other Proctor Alternatives

c. If a student resides more than one hour's drive from Taft or a CCTC testing site, a student may arrange for the examinations to be proctored at a local Community College or University more convenient to the student.

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The nominated Community College/University must have a testing facility or location that provides a monitored testing environment where disruptions and distractions will not interfere with exam taking. The proctor themselves must be an employee of the educational institution. The proctor must have no direct personal involvement with the student, be at least 21 years of age, speak English, be of good moral character, legally competent, not reside at the same address as the student, not be an employee of the student, and not related to the student by blood or marriage. Current or prior Taft Law School students may not be proctors.

Examples of individuals at educational institutions that have been found to qualify as proctors include Directors of Education, Counselors, and Testing Coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a non-CCTC Community College/University proctor, must petition the Director of Student Services specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden. The petition must also explain the student's relationship to the nominated proctor and the qualifications of the nominated proctor (as described in second paragraph above). The School, in its sole discretion, may approve or disapprove nominated proctors.

Special Accommodations

d. If a student is in need of special accommodations due to health issues and has current medical documentation to establish the need for special testing services, they can submit the *Student Request and Petition Form* "Exhibit B" along with the medical documentation to be reviewed by the Director of Student Services for approval. This **must** be received at least two months prior to the first scheduled exam date.

3. **Requesting Your Exams**

It is recommended you submit (by mail or FAX) the *Request for Final Examinations* form (included as Exhibit "C" of this *Handbook*) at least **two months** before the first examination date. It **must** be received by the School **at least one month** prior to the proposed examination date. The examinations will be sent to the proctor (if applicable) approximately 10 days before the examination date.

4. **Content**

Each course syllabus contains a description of the type of examination and the maximum time allowed to complete the exam.

5. **Failure to Take Final Examinations**

Any student who fails to take any scheduled final examination or fails to take final examinations during the final examination period will receive an Administrative Dismissal for that course unless such student has:

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- a. petitioned the Records Office to withdraw from the course without prejudice and such petition was submitted prior to the first day of the 12th month of the academic year, *or*
- b. petitioned the President of the School for an incomplete or for a make-up examination and such petition has been approved.
- c. REMEMBER: You must pass the Final Examination to pass the course.

6. **Make-Up Examinations**

Eligibility. No make-up exams or re-examinations are permitted unless the student has a justifiable reason for missing or performing poorly on the regularly scheduled examination.

Procedure. A make-up examination or re-examination will be scheduled upon approval of the petition. Such petition must establish the petitioner's eligibility and the reason for the petitioner's inability to take the regularly scheduled final examination must be heavily justified and documented (e.g., physician's written opinion of petitioner's state of health at that time.) If the petition is to retake a final examination, the petition should state why a re-examination should be allowed. The deadline for make-up/re-examination petitions is 30 days after the missed scheduled examination date or the mailing of the grade report, whichever shall first occur.

Fees. There will be a fee of \$75.00 for each make-up examination payable upon scheduling of the make-up exam.

D. **Final Examination Rules**

1. **Student Identification**

You must provide your proctor with appropriate photo identification. This can be a driver's license or passport. Other forms of identification should be discussed with the Director of Administration *before the examination date*.

2. **Time Allotment**

Exam sessions must begin promptly at the time scheduled with the proctor. Each course syllabus contains specific instructions.

Any student who continues to write after time has been called will be disqualified, and his/her papers will not be graded. The student will receive an "F" for the examination grade. In addition, writing overtime on an examination is "cheating" and is treated as such.

3. **Labeling Bluebooks**

Students choosing to handwrite must answer each essay question in a separate Bluebook (provided by the School) appropriately labeled before the exam begins with the student number, the course, the date and the question number. *Do not put your name on the Bluebook.* An example of a School Bluebook cover and instructions is included as Exhibit "F" to this *Handbook*.

4. **Turning in Papers**

If the questions are completed before time is called, the student may leave after giving all exam materials to the examination proctor or by exiting their examination,

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shutting down their computer, and advising the proctor that they have completed the examination.

5. **Objective Examinations**

Objective examinations may be graded by machine and only answers marked in #2 pencils can be scored. Students must bring a #2 pencil to all examinations.

6. **Bluebooks and/or Answer Sheets**

If required, blank Bluebooks and Answer Sheets are provided by the School free of cost at the beginning of each examination. Typists must staple their answers to a properly labeled Bluebook.

7. **Notebooks, Outlines, Attaché Cases, Cell Phones, Blackberrys, etc.**

No Bluebooks, notebooks, outlines, books, papers, attaché cases, calculators, tape players, cell phones, BlackBerrys, etc. should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored at the front of the examination room and turned off during the exam.

8. **Writers**

Writers should have several pens, either in blue or black ink, to use in their Bluebooks. No other color will be permitted. Pencils are never permitted on essay examinations. Write your answers on one side of the paper only.

9. **Laptop Users**

Any student who wishes to use a laptop computer on an examination may do so by notifying the School on the *Request for Final Examinations* form (Exhibit "C"). (*The use of a typewriter is not permitted.*) Students must furnish their own laptop computer. To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a personal laptop computer that has ExamSoft's Examplify software pre-installed and that has been registered by a deadline announced by Taft Law School;
- Have had experience working with the computer and the software prior to administration of the examination;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that Taft Law School assumes no liability in the event there is a malfunction of the software or equipment, etc.

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If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadlines, you will not be allowed to use the computer and you will be required to handwrite the examination.

10. **Eating, Drinking, and Smoking**

No eating, drinking or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom provided that the proctor is notified.

Persons who require food or drink for medical reasons should present a medical certificate to such effect to the Director of Student Services with the *Request for Final Examination* form.

11. **Taking Materials Outside the Examination Room**

Examination questions may not be taken from the examination room during the examination.

12. **Illness During Examination**

A student who becomes so ill while taking an examination that the examination cannot be finished should first give the incomplete Bluebooks and/or Answer Sheets to the proctor and advise the proctor of the illness. Any student, even though ill, who finishes the examination and turns in the Bluebooks and/or Answer Sheets cannot request subsequently that the examinations not be graded.

A medical certificate may be required to take a make-up examination.

13. **Students With Disabilities**

Students with disabilities which require special attention *should notify the School well in advance* of the final examination period and petition for special arrangements. Please go to the Disability Services section of the website for more information. That section has the forms that must be used to request accommodations.

E. Cheating on Examinations

In order to avoid any problems in this area, students must, unless instructed to the contrary in the course syllabus, adhere to the following practices:

1. On closed book examinations, no student may bring any related books or papers into the room in which the examination is to be conducted unless approved by the proctor.
2. On closed book examinations, personal items, such as briefcases, purses, or review notes should not be brought to the examination room unless approved by the proctor.
3. Scratch paper will be furnished by the proctor; thus there is no need to bring any scratch paper into the examination room.

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4. If the student has to leave the room during the examination, he/she cannot take any paper with him/her, including the questions themselves. Further, no student may leave the examination room without first advising the proctor of the reason.
5. The use of telephones, cell phones, pagers or similar devices during examinations is prohibited. Any incoming call of an emergency nature will be relayed to the concerned party immediately upon receipt.
6. The use of the bathrooms, particularly the stalls, for the purpose of looking at notes, or other related papers, is strictly prohibited.
7. Students arriving late to begin an examination at the School generally will not be given extra time to complete the examination.
8. Copying any examination is grounds for expulsion for a student and possible criminal prosecution for both the proctor and student.
9. Students who turn in one examination answer instead of answering all questions because they failed to realize that the examination contained more than one question will be graded on the one question for the entire examination grade. No make-up will be allowed on the other question(s), the grade(s) for which will be recorded as an "F".
10. Any student who permits another person to substitute for him/her in taking any examination, or who pays another person to take the examination may be dismissed from the School. If both persons are currently students at Taft Law School, both are subject to dismissal.
11. Students who claim that they took their Bluebook(s) home, forgetting to turn them in, or failed to upload their examinations to ExamSoft will not be given a chance to submit them at a later date; instead such student will be given the grade of "F" for those particular examination question(s).
12. Students must notify the Director of Student Services via telephone and in writing *immediately* should student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *Handbook*. Students should not complete any examination offered inconsistent with School policies. This includes but is not limited to circumstances where a proctor makes examination questions available to the student in advance of the examination date and time or fails to follow time limitations.
13. It is the policy of the School that any student found guilty of plagiarism will be subject to immediate dismissal from the School.

While it is impossible to list all of the situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an "academic" matter, **students caught cheating will be expelled from the School.**

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STUDENT DISCIPLINE POLICY

Taft Law School has developed this written policy for the imposition of student discipline. It will be applied when Taft Law School has reason to believe that a student has cheated on work or examinations submitted to Taft Law School or has taken some action toward another student, faculty member or Taft Administrator that requires discipline. This policy, which provides for a hearing may also be requested by a student who feels that he or she may have been harmed or prejudiced by a Taft Law School policy or administrative decision. It is our intent that this policy be fair to both the student, the student body as a whole and to Taft Law School.

(A) This policy on Student Discipline, shall apply to all of the situations discussed above, where the penalty may be but is not limited to, cancellation of an examination, denial of course credit, suspension, or dismissal.

(B) Under this policy the student will receive:

- (1) Written notice of the specific charge(s);
- (2) An opportunity to confer with counsel and respond to the charge(s) in writing;
- (3) An opportunity to review any written evidence Taft Law School possesses;
- (4) An opportunity for a hearing before a panel of disinterested members of the faculty, administration, and/or students, as Taft Law School chooses;
- (5) An opportunity to have the assistance of counsel (at the student's expense) at the hearing and the opportunity to call witnesses.
- (6) A written final determination, which includes a statement of the facts, conclusions, and sanctions, if any.

(C) Taft Law School's imposition of this Student Discipline Policy does not apply to academic probation or disqualification; other failures to meet academic standards; or to failure to pay tuition, fees, or charges billed to the student.

Transcripts

Taft Law School will prepare and keep a permanent transcript for each student who was or is enrolled in any course at Taft Law School. The Transcript will contain:

- (1) Information sufficient to clearly identify the student;
- (2) Information sufficient to establish admission status as a Regular or Special Student;

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- (3) Date of admission;
- (4) Whether the student is or is not a J.D. degree candidate;
- (5) Any credit allowed for law study at another institution, either at the time of admission or thereafter, listing law school, course or courses taken, when taken, unit credit allowed, and grades received;
- (6) All academic credit granted for courses taken at the law school and all courses in which the student registered, clearly indicating, by beginning and ending dates the semester, quarter, or other applicable academic period and year, the courses and their unit value, credit granted and grade(s) received, and if there is a change or correction on the face of the transcript, a notation of the reason(s) for the change;
- (7) The date or dates on which the student took the First-Year Law Students' Examination and whether the student passed or failed each examination;
- (8) A notation of any academic, administrative, or disciplinary action taken, indicating the nature and date thereof;
- (9) A notation of any leaves of absence granted or other interruptions in study, whether authorized or not; and
- (10) The date and nature thereof as withdrawal, disqualification, transfer, graduation, or otherwise, and if graduated, the degree conferred.

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ACADEMIC STANDING AND RETENTION

A. Grades

1. **Numerical Grades.** Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

| | |
|-----------|------------------------|
| 4.00 = A | (Outstanding) |
| 3.67 = A- | |
| 3.33 = B+ | |
| 3.00 = B | (Superior) |
| 2.67 = B- | |
| 2.33 = C+ | |
| 2.00 = C | (Satisfactory) |
| 1.67 = C- | |
| 1.33 = D+ | |
| 1.00 = D | (Poor) |
| 0.67 = D- | (Lowest Passing Grade) |
| <0.67 = F | (Failure) |

Only grades assigned by graders (readers) to individual papers are in letter-grade form. From that point forward (including recording on transcripts), number grades (i.e., 0.00 to 4.00) are used.

2. **Non-Numerical Grades.** In addition, the following grades may also be assigned:

CR = Credit

At the option of the School, certain courses may be graded on a Credit/No-Credit basis. An example is *Introduction to Law*. Students will be notified in advance if an examination or course is to be graded on a Credit/No-Credit basis.

U = Audit

I = Incomplete

I's are given only upon approval from a student who has otherwise completed the course but is unable to take the final examination. If an "I" is approved, the successful petitioner must take the final examination on or before the date set by the School in the approved petition. The numerical grade received at such time will be substituted for the "I" grade in overall unit and GPA calculations. Any student who fails to remove the "I" grade within the permitted time will have the "Incomplete" grade changed to an "Administrative Dismissal" and will be required to repeat the course in order to receive credit for it.

W = Withdrawal

W's are granted upon receipt of a petition submitted to the Admissions or Records Office or an automatic withdrawal from a course for student's failure to remove a grade of "I" in such course within the permitted time period.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies including failure to complete final examinations or maintain satisfactory attendance. X's are not computed in the grade-point average.

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0.0 = Academic Dismissal

Students that fail a course are subject to dismissal from the Program. Although dismissal is not automatic, failure in any course is a strong indicator that the student does not have the aptitude to succeed in the Program.

B. Repeated Courses / Re-Examinations

If a failing grade has been received in a course, to receive credit for the academic year which included the course, the grade must be raised to a passing level. Students have no absolute right to a re-examination or to repeat a course. However, the School will consider a petition for re-examination or repeating the course.

The petition should state in detail the circumstances of the student which resulted in the failing grade and the steps the student will take to improve the learning outcome. If the student is approved to repeat the course, an incomplete will be entered on the student's academic record during the period of time in which the course is being repeated. In either circumstance only the re-examination or repeat grade will be reflected on the student's academic record.

C. Grade-Point Average (GPA)

1. Annual GPA. The annual grade-point average (GPA) is determined by dividing the total "grade points" earned that year by the total number of "units" attempted that year. The total "grade points" earned in a year is the product of the course units and the student's course grade, totaled for all courses in which a numerical grade was received that year.

Example:

| <i>Name of Course</i> | <i>Units</i> | <i>Grade</i> | <i>Grade Points</i> |
|-----------------------|--------------|--------------|---------------------|
| Introduction to Law | 1 | CR | - |
| Contracts | 8 | 2.00 | 16.00 |
| Legal Writing | 3 | CR | - |
| Torts | 7 | 2.33 | 16.31 |
| Criminal Law | <u>5</u> | 1.67 | <u>8.35</u> |
| | <u>24</u> | | <u>40.66</u> |

The annual GPA is 40.66 divided by 20 = 2.03.

2. Cumulative GPA. Generally, the cumulative GPA is computed in the same manner except that the grade points and the units attempted are totaled for every course which the student has taken in the Program at the School and for which the student has received a numerical grade.

3. Good Standing. Any student with a cumulative grade-point average of 2.00 or above is considered in good standing. A student must be in good standing to graduate and continue under any grant-in-aid.

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ACADEMIC STANDING AND RETENTION

D. Academic Recognition

Students who graduate from the Juris Doctor Program with the following cumulative GPA's are awarded the following honors:

| | |
|--------------|------------------------------|
| 3.40 to 4.00 | <i>Summa Cum Laude</i> |
| 3.20 to 3.39 | <i>Magna Cum Laude</i> |
| 3.00 to 3.19 | <i>Cum Laude</i> |
| 2.80 to 2.99 | <i>With Scholastic Merit</i> |

Notice of graduation honors are placed on the student's transcript and diploma.

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SATISFACTORY ACADEMIC PROGRESS POLICY

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal Student Aid achieve their academic goals by making satisfactory academic progress. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of the Taft Law School.

All students must continually maintain the following standards of satisfactory academic progress to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements for the Juris Doctor – Attorney and Executive Track Programs consist of:

- A Qualitative Component;
- A Quantitative Component; and
- Appeal Procedures.

Qualitative and Quantitative Components

A Title IV student is subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the *Handbook* and the *ACADEMIC STANDING AND RETENTION* section of the *Handbook*. In addition, once a Title IV student has been enrolled in the Program for two academic years, he or she must have earned a minimum grade point average that would allow them to graduate with at least a 2.00 GPA and maintain this minimum cumulative grade point average at the end of year three.

A Title IV student must complete his or her studies in not more than 150% of the published length of the Program. (For purposes of this component, “published length of the Program” refers to the required number of units.)

The Juris Doctor – Attorney Track Program requires completion of 96 units for graduation. Therefore, any student who attempts more than 144 units will become ineligible for additional Federally insured student loans. The Juris Doctor – Executive Track Program requires completion of 75 units. Therefore a student must complete the program within 112 attempted units or will become ineligible for Federally insured student loans to pay for tuition beyond that point.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis. Transfer credit may only be accepted for courses offered at Taft Law School. Any transfer credit accepted will be calculated for determining the 150% of the

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published length of the Program. Transfer students must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid Eligibility

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the Program.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from or failed. However if a student fails one course in the Juris Doctor – Executive Track (JDET) Program, he or she must repeat the entire year. Only the most recent grade is computed into a student’s grade point average. However, repeated courses are included in the 150% computation.

Incomplete grades are not calculated into the measures of quantitative or qualitative process. All students must complete all courses before moving forward. If a student does not complete final examinations during the academic period, that student may petition for an Incomplete. Upon establishing extraordinary circumstances, an Incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an Incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not complete a course during the period of an Incomplete, that student will fail that course and the failure will be calculated into the measures of quantitative and qualitative process.

A student may only transfer from the Juris Doctor – Attorney Track (JDAT) Program to the Juris Doctor – Executive Track (JDET) Program; and only at the end / completion of an academic year. Units earned or attempted in the JDAT Program will be used in the calculation for determining the 150% of the published length of the JDET Program.

As with other students, a Title IV student must complete an academic year in 50 weeks (two payment periods) which includes 45 weeks of instruction. (The remaining weeks are reserved for review and final examinations.) All students in telecommunications courses are required to logon to the personal student home page at least one time per week for the 45 weeks of instruction. A student who fails to logon for 9 of the 45 weeks will be dismissed from the Program and therefore deemed NOT to be making satisfactory academic progress.

Evaluation Points

A student’s academic progress is evaluated at the end of each academic year. The definition of an academic year consists of a period of time of not less than 48 nor more than 52 consecutive weeks and usually consists of 24 semester credits. For students on a Student Academic Improvement Plan (SAIP), satisfactory academic progress is evaluated at the end of each payment period.

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The Qualitative Component in the Juris Doctor Programs

A. Academic Probation

A student whose cumulative grade point average (GPA) is less than a 2.00 after the most recent academic year is not making Satisfactory Academic Progress (SAP) and will be placed on Academic Probation and is subject to dismissal. However a student may appeal the Satisfactory Academic Progress determination. If the appeal is granted, the student will be allowed to continue as a student on Academic Probation, but will be placed on a Student Academic Improvement Plan (SAIP). Satisfactory Academic Progress for a student on Academic Probation will be monitored at the midpoint and end of the next academic year. If at the midpoint or end of the next academic year, while on Academic Probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Once a student has been enrolled in the Program for two academic years, he or she must have earned a cumulative grade point average of 2.00 or higher and maintain a minimum 2.00 cumulative grade point average at the end of year three in order to be making satisfactory academic progress. Transfer students must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid Eligibility

All Juris Doctor Program students are subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the Student Handbook and the *ACADEMIC STANDING AND RETENTION* section of the Handbook.

B. Curing Academic Probation

A student who is allowed to advance while on Academic Probation must raise his or her grade point average to at least a 2.00 by the end of that academic year, to cure Academic Probation and achieve Satisfactory Academic Progress. The Student Academic Improvement Plan is designed to assist the student in achieving this goal.

C. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, Academic Probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, student with a cumulative grade point average below 2.00 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal)

After Year One (for Advanced Students and Students Re-Enrolling)

If a student did not make satisfactory academic progress in his/her prior year, he/she will be placed on a Student Academic Improvement Plan (SAIP). Academic progress for students on SAIP will be evaluated at midpoint and at the end of the academic year. If the student

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has not satisfied the SAIP requirements, he/she may be dismissed unless the student appeals and appeal is approved.

Special Rules for First Year Students

California Business and Professional Code Section 6060 requires that Bar candidates must pass the First-Year Law Students' Examination in order to receive credit for their time studying law. To ensure the best possible outcome on the First-Year Law Students' Examination, only students who achieved a 2.00 GPA or above on their first year courses may automatically advance to year two, prior to taking the First-Year Law Students' Examination.

In all years each student will be evaluated based upon the Law School's standards for measuring Satisfactory Academic Progress.

If a JDET student fails one required course, but otherwise satisfies the Satisfactory Academic Progress Standard, that student will have to make up that course either before advancing or during the next academic year.

Continuation of a Student on Academic Probation

If a student fails to make satisfactory academic progress, at the midpoint of the program or thereafter, the student will be on Academic Probation and is subject to dismissal. The decision to allow a student to continue on Academic Probation will be made by the Dean of the School of Law or his designate.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement and Graduation

It is the responsibility of Taft Law School to fairly evaluate the performance of each student and disqualify a student if the school does not believe that the student will ultimately be successful. Satisfactory Academic Performance (SAP) is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for failing to meet the SAP standards can be found in both this Handbook and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;

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2. The student has the following rights:
 - a. to review the student's work product, including final examinations;
 - b. to ask questions about the evaluation of the work product;
 - c. to provide any information that is relevant to the failure to meet SAP;
 - d. to request a meeting with the Academic Review Committee (ARC) to exercise his/her rights in person or via a teleconference.
 - e. During each step of the Academic Review Process, the Student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and cost of such Counsel.
3. If the student chooses to not meet with the ARC, the Dean will seek a written response from the student regarding any reason for the Student failing to meet SAP and any other information the student wishes to provide;
4. The Dean will organize all information available from the student, faculty and staff regarding the failure to meet SAP and present it to the ARC;
5. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
6. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.

GRADUATION

The degree is awarded to those students enrolled in *Juris Doctor – Executive TrackSM Independent Study Program* who have fulfilled all of the following requirements:

1. Satisfactory completion of 75 units within a period of not more than seven years with at least 45 units completed at Taft;
2. Satisfactory completion of all courses required for graduation;
3. Completion and submission of the School's *Program Evaluation Form*;
4. Cumulative grade point average (GPA) of 2.00 or more in Taft Law School courses; and
5. Payment by the student of the Graduation/Diploma Fees as set forth the current School Catalog.

Failure to comply with any financial obligation to the School will result in the School invoking a "delinquency" status on the student. At the option of the School during

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such status no documentation of any kind (including transcripts) will be provided by the School to the student or others.

START DATE ADJUSTMENTS, WITHDRAWAL, AND READMISSION

A. Leaves-of-Absences

Taft Law School does not permit a leave of absences during the academic year. If due to unforeseen circumstances, a student cannot fulfill these academic requirements, a student may withdraw. After withdrawal, such student may petition to start over in a new academic year.

Students should keep in mind the requirement of 864 hours of study must be completed in the 48 to 52 week period and the *Study Log* should reflect that period.

B. Start Date Adjustments

While the School does not encourage extensions, faculty and administration would rather see a student move forward his or her formal start date than withdraw or take the final examinations without adequate preparation.

An extension can be requested by completing a *Student Request and Petition Form* (Exhibit "B" to this *Handbook*). There is no charge for action on the first petition to change a start date. *However, a \$100.00 fee must accompany any subsequent petitions to change a start date.*

A first time petition requesting an adjustment of not more than 4 months will normally be approved without a detailed explanation or documentation. Petitions requesting a cumulative adjustment in excess of 4 months should include a detailed explanation of the reasons the student needs additional time and will be evaluated on a case-by-case basis. If the request is due to medical reasons, the School may require documentation from the student's doctor. Petitions requesting a cumulative adjustment in excess of 9 months will only rarely be approved. Start date adjustments must be requested within a student's current academic year. Students outside of their academic year must petition for re-enrollment and are subject to tuition charges for the new academic year.

C. Voluntary Withdrawal from School

1. Students may withdraw from school without prejudice by written notification to the Admissions Office any time prior to the final examination period. (The final examination period is the 45th to 52nd week of each academic year.) To voluntarily withdraw after the 100% refund period referred to in the Enrollment Agreement, a Student must be in good "administrative standing". Good administrative standing means the Student has submitted all required documents.

2. Any request to withdraw during the final examination period must be made in the form of a written petition to the Dean of the School of Law who will notify the petitioner as to the final determination of such request.

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3. A student who has not voluntarily withdrawn and who fails to take final examinations within the final examination period will receive an "Administrative Dismissal" for the subject course(s).

4. Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the Enrollment Agreement. Withdrawal after the refund period as set forth in the Enrollment Agreement does *not* relieve students paying tuition on an installment basis from future monthly installment payments.

5. Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all the financial options which may be available to Taft Law School students.

D. Readmission

1. Readmission After Withdrawal "In Good Standing". A student who withdraws during the first year of law study shall be treated as a new admission and a petition for readmission should be submitted to the Admissions Office.

A student who has successfully completed any units at the School and who has taken a leave of absence longer than one calendar year must petition the Dean of the School of Law (or his/her designate) to be allowed to re-enroll as a continuing student. As a condition to his/her readmission, a student who has taken a leave of absence for longer than one calendar year may be required to repeat courses and/or final examinations taken prior to his/her withdrawal. Since admission criteria in existence at the time of readmission will apply, readmission is not guaranteed.

2. Readmission After Academic or Administrative Dismissal. An individual who wishes to be readmitted after academic or administrative dismissal must petition the Admissions Office directly and show the requisite ability for successful law study or evidence a stronger potential for law study.

a. Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

(1) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

(2) After at least two years have elapsed since the disqualification, if the applicant demonstrates that work, study or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

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COMMUNICATIONS WITH THE SCHOOL

The office hours of the School are 9:00 a.m. to 5:00 p.m., Pacific Time, Monday through Thursday and from 9:00 a.m. to 3:30 p.m. Pacific Time Friday. You have several options for contacting faculty or other student services personnel.

Mail

Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954

E-Mail

student_services@TaftU.edu (*Normally the preferred method of communication.*)

FAX

(714) 708-2082

Telephone

(714) 850-4800 (Normal School of Law faculty office hours are 10:00 a.m. to 11:30 a.m. Mondays, Wednesdays, and Fridays. You may e-mail or FAX at any time.)

COMMUNICATIONS WITH OTHER STUDENTS

Each course has an electronic forum located in the Student Section of the Taft Law School website, where you can post questions, comments or respond to posts by other students. In addition, Forum Message Boards allow you to discuss matters of general interest. However, interaction with other students is not required.

The School also provides an electronic *Student Lounge* in the student section of the website. The *Lounge* can be used for general discussions.

You may also choose to post your address, telephone number, and/or e-mail address on the website. By so doing, you will have access to similar information posted by other students.

For other than electronic communications, if a student wishes his or her name, address, telephone number and year of study be made available to other Law School students who request such information, the student should request such action on a School *Student Request and Petition Form* (Exhibit "B" to this *Handbook*). Students requesting inclusion on this list may request a complete copy of other students on this list.

Names will be provided only for the purpose of encouraging communications amongst students and cannot be used for any other purpose. Names may be deleted from the list upon withdrawal or completion of the current academic year.

SYNCHRONOUS INSTRUCTION

The Electronic Classroom is a live lecture presented by a faculty member. All students are encouraged to participate in the E-Classes. However, these lectures are recorded and available for review at a later date for students who are unable to participate live.

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LIBRARY RESOURCES

Due to the independent study nature of the Program, the School does not maintain a traditional law library for student use. Most public and college law libraries are available for public use at no charge. However, in some circumstances, students may incur library charges for certain services. Upon submission of a paid receipt and petition form, the School will reimburse students in an amount not to exceed \$25.00 per academic year for library charges paid by a student.

All Taft students can access *Lexis Advance*[®], a computer research library, through their own personal computer. Students are encouraged to take advantage of this valuable research tool. A request for *Lexis Advance*[®] software form is included in the *Introduction to Law* syllabus, for first year students. Second and third year students can use *Exhibit "D"* to this *Handbook*.

The School also subscribes to The Center for Computer Assisted Legal Instruction (CALI[®]). The CALI[®] Library is a collection of over 1000 Internet-based and computer-based lessons covering approximately 40 legal education subject areas. The CALI[®] lessons are written by law faculty and librarians of American Bar Association approved law schools.

In order to access the on-line lessons, you will first need to register as a user on the CALI[®] website (<http://www.cali.org/>). The authorization code for Taft University Students is: **WILHOWstu240**

HARASSMENT POLICY

The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

A. What Is Harassment?

Harassment can take many forms. It may be, but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

B. Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Student Services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is

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obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

C. Reporting

Any incidents of harassment must be *immediately* reported. ***The school can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge.

Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

D. Employee Harrassment

Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

RELEASE OF ACADEMIC INFORMATION

Taft Law School adheres to the Family Educational Rights and Privacy Act. Therefore, students may, by appointment, review contents of their permanent records as they are maintained at the School offices. Such inspection must be completed in person by the student at the location where the information is retained.

Since the Law School subscribes to the policy that a student's academic record is confidential, information will be released only upon written instructions from the student except as noted below.

The student's academic records are open for inspection only by the student and those members of the Law School staff who have responsibility for working with the student or maintaining records. Academic records are also subject to review by representatives of accrediting bodies and state agencies.

Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the permanent records.

Information regarding an individual's address, attendance dates, degrees earned, and date of degrees are considered public information and may be released.

Taft Law School
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RESERVATION OF RIGHTS

The School reserves the right to change any of its policies, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. All affected students will be given adequate prior notice before the changes to the academic standards are implemented. The School further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student at its discretion.

This *Handbook* and each subsequent *Handbook* supersedes all previous *Handbooks* and the policies expressed in this *Handbook* and each subsequent *Handbook* will be controlling regardless of any policies stated in a previous *Handbook* received by the student upon his or her admission.

This *Handbook* and each subsequent *Handbook* are supplemented by the School Catalog. Where conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

Taft Law School
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NOTICE OF COPYRIGHTS

All midterm examinations, final examinations, issue analysis, Student Handbooks, and concepts used by the School are copyrighted by The Taft University System. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All School publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of the School.

Violation of the above copyright restrictions can result in dismissal of the student in addition to possible civil and/or criminal penalties.

"Student Handbook"
(The Juris Doctor – Executive TrackSM Independent Study Program)

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2014, 2015, 2016, 2017, 2018, 2019, 2020

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All Rights Reserved.

REQUEST FOR TRANSCRIPT

From (Print Name) _____

Former Name (if any) _____

Home Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Social Security # _____

I attended (Name of College) _____

From (Month, Yr.) _____ To (Month, Yr.) _____

Graduated on _____ Degree _____

Please send one copy of my official transcript to:

**Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA. 92704-6954**

Student Signature _____ Date _____

Remarks: _____

Note to Student: We recommend you check with the college or university to determine their transcript fees, if any. Taft must receive official transcripts directly from the college or university. Student copies are not acceptable.

Send this Form to College or Universities Attended

Exhibit "A"

**TAFT LAW SCHOOL
THE JURIS DOCTOR-EXECUTIVE TRACKSM PROGRAM**

STUDENT REQUEST AND PETITION FORM

To: _____

Date: _____ Student # _____

Date When Receipt of Answer is Essential _____

From:
Name _____

Street _____

City _____ State _____ Zip _____

Telephone (Home) (____) _____ Office (____) _____

CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND
ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:
(Use additional sheet if more space required)

Student Signature _____

RESPONSE BY SCHOOL STAFF MEMBER TAKING ACTION:

Signature of School Staff Member _____ Date _____

Exhibit "B"

REQUEST FOR FINAL EXAMINATIONS

Executive Track Program

To: Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954
Attention: Exam Scheduling
(Or FAX to (714) 708-2082)

Please schedule my final examinations for the courses listed below as indicated:

| <u>Name of Course</u> | <u>Proposed Date & Time of Exam</u> |
|-----------------------|---|
| | |
| | |
| | |
| | |

It is recommended you submit this form at least two months before the first examination date. This request must be received by the School at least one month prior to the proposed examination date.

- I wish to use the Remote Proctor Option – (Proctor 360 – A third party servicer).
- I wish to use a CCTC proctor. The student can locate a CCTC proctor at:
<http://www.ncta-testing.org/cctc/find.php> (You must finalize dates and times with the CCTC member before submitting this form.)
- I wish to utilize a local community college or university outside of the CCTC organization.
(If you select this alternative you must include a petition with this form explaining why you are unable to attend an approved CCTC proctoring location as specified in the Student Handbook.)
- I am requesting special accommodations due to an existing medical condition. (You must include proper documentation- e.g. recent doctors note - with this request to be reviewed by the Director of Student Services.)

Do you plan to use ExamSoft? (you must provide your own laptop w/ this option) Yes No

Name of Proctor _____

Name of Consortium of College Testing Center _____

Address of Proctor _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

**NOTE: 1) AT LEAST ONE EXAMINATION MUST BE COMPLETED BETWEEN THE START OF THE 49TH WEEK AND THE END OF THE 52ND WEEK. ALL EXAMINATIONS MUST BE COMPLETED BY THE LAST DAY OF THE 52ND WEEK; AND
2) ANY PETITION FOR EXTRA CREDIT DUE TO COURSE FORUM PARTICIPATION MUST BE SUBMITTED WITH THIS FORM.**

Signature of Student

Student #

Print Name

Date

Exhibit "C"

REQUEST FOR LEXIS ADVANCE® ACCESS

I am currently a Taft Law School student in the *Juris Doctor-Executive TrackSM Independent Study Program* and hereby request access to *Lexis Advance®*, a computer research library.

I understand that activation codes as well as custom ID numbers and passwords created to access the system are confidential and must be used only by currently enrolled Taft students. I further understand if I allow other individuals to use my activation code, custom ID number or password, I could be subject to administrative dismissal from the School and shall be liable to the School for any additional charges the School may incur as a result of any such unauthorized use.

Printed Name of Student

Signature of Student

Student Number

Date

(To access the library students must have Internet access.)

(This form should be used by advanced year students only)

Exhibit "D"

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

A student's final examination period is dependent on when the student commences law study in a given year. Most final examinations can be scheduled anytime after a student completes all of the assignments for a course. However at least one examination must be taken after the 48th week and all examinations must be completed before the end of the 52nd week.

To determine a student's final examination period, simply locate the date the student commenced study for the academic year and refer to the appropriate column. (Note: If the academic year includes a February 29th date, (a "Leap Year"), subtract one day from Columns 2, and 3.)

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| January 1 | Nov. 12th | Dec. 3rd | Dec. 30th |
| January 2 | Nov. 13th | Dec. 4th | Dec. 31st |
| January 3 | Nov. 14th | Dec. 5th | Jan. 1st |
| January 4 | Nov. 15th | Dec. 6th | Jan. 2nd |
| January 5 | Nov. 16th | Dec. 7th | Jan. 3rd |
| January 6 | Nov. 17th | Dec. 8th | Jan. 4th |
| January 7 | Nov. 18th | Dec. 9th | Jan. 5th |
| January 8 | Nov. 19th | Dec. 10th | Jan. 6th |
| January 9 | Nov. 20th | Dec. 11th | Jan. 7th |
| January 10 | Nov. 21st | Dec. 12th | Jan. 8th |
| January 11 | Nov. 22nd | Dec. 13th | Jan. 9th |
| January 12 | Nov. 23rd | Dec. 14th | Jan. 10th |
| January 13 | Nov. 24th | Dec. 15th | Jan. 11th |
| January 14 | Nov. 25th | Dec. 16th | Jan. 12th |
| January 15 | Nov. 26th | Dec. 17th | Jan. 13th |
| January 16 | Nov. 27th | Dec. 18th | Jan. 14th |
| January 17 | Nov. 28th | Dec. 19th | Jan. 15th |
| January 18 | Nov. 29th | Dec. 20th | Jan. 16th |
| January 19 | Nov. 30th | Dec. 21st | Jan. 17th |
| January 20 | Dec. 1st | Dec. 22nd | Jan. 18th |
| January 21 | Dec. 2nd | Dec. 23rd | Jan. 19th |
| January 22 | Dec. 3rd | Dec. 24th | Jan. 20th |
| January 23 | Dec. 4th | Dec. 25th | Jan. 21st |
| January 24 | Dec. 5th | Dec. 26th | Jan. 22nd |
| January 25 | Dec. 6th | Dec. 27th | Jan. 23rd |
| January 26 | Dec. 7th | Dec. 28th | Jan. 24th |
| January 27 | Dec. 8th | Dec. 29th | Jan. 25th |
| January 28 | Dec. 9th | Dec. 30th | Jan. 26th |
| January 29 | Dec. 10th | Dec. 31st | Jan. 27th |
| January 30 | Dec. 11th | Jan. 1st | Jan. 28th |
| January 31 | Dec. 12th | Jan. 2nd | Jan. 29th |

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| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | Start <u>49th Week</u> | End <u>52nd Week</u> |
|-----------------------------|---|---------------------------|-------------------------|
| February 1 | Dec. 13th | Jan. 3rd | Jan. 30th |
| February 2 | Dec. 14th | Jan. 4th | Jan. 31st |
| February 3 | Dec. 15th | Jan. 5th | Feb. 1st |
| February 4 | Dec. 16th | Jan. 6th | Feb. 2nd |
| February 5 | Dec. 17th | Jan. 7th | Feb. 3rd |
| February 6 | Dec. 18th | Jan. 8th | Feb. 4th |
| February 7 | Dec. 19th | Jan. 9th | Feb. 5th |
| February 8 | Dec. 20th | Jan. 10th | Feb. 6th |
| February 9 | Dec. 21st | Jan. 11th | Feb. 7th |
| February 10 | Dec. 22nd | Jan. 12th | Feb. 8th |
| February 11 | Dec. 23rd | Jan. 13th | Feb. 9th |
| February 12 | Dec. 24th | Jan. 14th | Feb. 10th |
| February 13 | Dec. 25th | Jan. 15th | Feb. 11th |
| February 14 | Dec. 26th | Jan. 16th | Feb. 12th |
| February 15 | Dec. 27th | Jan. 17th | Feb. 13th |
| February 16 | Dec. 28th | Jan. 18th | Feb. 14th |
| February 17 | Dec. 29th | Jan. 19th | Feb. 15th |
| February 18 | Dec. 30th | Jan. 20th | Feb. 16th |
| February 19 | Dec. 31st | Jan. 21st | Feb. 17th |
| February 20 | Jan. 1st | Jan. 22nd | Feb. 18th |
| February 21 | Jan. 2nd | Jan. 23rd | Feb. 19th |
| February 22 | Jan. 3rd | Jan. 24th | Feb. 20th |
| February 23 | Jan. 4th | Jan. 25th | Feb. 21st |
| February 24 | Jan. 5th | Jan. 26th | Feb. 22nd |
| February 25 | Jan. 6th | Jan. 27th | Feb. 23rd |
| February 26 | Jan. 7th | Jan. 28th | Feb. 24th |
| February 27 | Jan. 8th | Jan. 29th | Feb. 25th |
| February 28 | Jan. 9th | Jan. 30th | Feb. 26th |
| March 1 | Jan. 10th | Jan. 31st | Feb. 27th |
| March 2 | Jan. 11th | Feb. 1st | Feb. 28th |
| March 3 | Jan. 12th | Feb. 2nd | Mar. 1st |
| March 4 | Jan. 13th | Feb. 3rd | Mar. 2nd |
| March 5 | Jan. 14th | Feb. 4th | Mar. 3rd |
| March 6 | Jan. 15th | Feb. 5th | Mar. 4th |
| March 7 | Jan. 16th | Feb. 6th | Mar. 5th |
| March 8 | Jan. 17th | Feb. 7th | Mar. 6th |
| March 9 | Jan. 18th | Feb. 8th | Mar. 7th |
| March 10 | Jan. 19th | Feb. 9th | Mar. 8th |
| March 11 | Jan. 20th | Feb. 10th | Mar. 9th |
| March 12 | Jan. 21st | Feb. 11th | Mar. 10th |

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|--------------------|--|----------------------------|--------------------------|
| | <u>First Final</u> | | | |
| March 13 | Jan. 22nd | | Feb. 12th | Mar. 11th |
| March 14 | Jan. 23rd | | Feb. 13th | Mar. 12th |
| March 15 | Jan. 24th | | Feb. 14th | Mar. 13th |
| March 16 | Jan. 25th | | Feb. 15th | Mar. 14th |
| March 17 | Jan. 26th | | Feb. 16th | Mar. 15th |
| March 18 | Jan. 27th | | Feb. 17th | Mar. 16th |
| March 19 | Jan. 28th | | Feb. 18th | Mar. 17th |
| March 20 | Jan. 29th | | Feb. 19th | Mar. 18th |
| March 21 | Jan. 30th | | Feb. 20th | Mar. 19th |
| March 22 | Jan. 31st | | Feb. 21st | Mar. 20th |
| March 23 | Feb. 1st | | Feb. 22nd | Mar. 21st |
| March 24 | Feb. 2nd | | Feb. 23rd | Mar. 22nd |
| March 25 | Feb. 3rd | | Feb. 24th | Mar. 23rd |
| March 26 | Feb. 4th | | Feb. 25th | Mar. 24th |
| March 27 | Feb. 5th | | Feb. 26th | Mar. 25th |
| March 28 | Feb. 6th | | Feb. 27th | Mar. 26th |
| March 29 | Feb. 7th | | Feb. 28th | Mar. 27th |
| March 30 | Feb. 8th | | Mar. 1st | Mar. 28th |
| March 31 | Feb. 9th | | Mar. 2nd | Mar. 29th |
| April 1 | Feb. 10th | | Mar. 3rd | Mar. 30th |
| April 2 | Feb. 11th | | Mar. 4th | Mar. 31st |
| April 3 | Feb. 12th | | Mar. 5th | Apr. 1st |
| April 4 | Feb. 13th | | Mar. 6th | Apr. 2nd |
| April 5 | Feb. 14th | | Mar. 7th | Apr. 3rd |
| April 6 | Feb. 15th | | Mar. 8th | Apr. 4th |
| April 7 | Feb. 16th | | Mar. 9th | Apr. 5th |
| April 8 | Feb. 17th | | Mar. 10th | Apr. 6th |
| April 9 | Feb. 18th | | Mar. 11th | Apr. 7th |
| April 10 | Feb. 19th | | Mar. 12th | Apr. 8th |
| April 11 | Feb. 20th | | Mar. 13th | Apr. 9th |
| April 12 | Feb. 21st | | Mar. 14th | Apr. 10th |
| April 13 | Feb. 22nd | | Mar. 15th | Apr. 11th |
| April 14 | Feb. 23rd | | Mar. 16th | Apr. 12th |
| April 15 | Feb. 24th | | Mar. 17th | Apr. 13th |
| April 16 | Feb. 25th | | Mar. 18th | Apr. 14th |
| April 17 | Feb. 26th | | Mar. 19th | Apr. 15th |
| April 18 | Feb. 27th | | Mar. 20th | Apr. 16th |
| April 19 | Feb. 28th | | Mar. 21st | Apr. 17th |
| April 20 | Mar. 1st | | Mar. 22nd | Apr. 18th |
| April 21 | Mar. 2nd | | Mar. 23rd | Apr. 19th |
| April 22 | Mar. 3rd | | Mar. 24th | Apr. 20th |

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|--------------------|--|----------------------------|--------------------------|
| | <u>First Final</u> | | | |
| April 23 | Mar. 4th | | Mar. 25th | Apr. 21st |
| April 24 | Mar. 5th | | Mar. 26th | Apr. 22nd |
| April 25 | Mar. 6th | | Mar. 27th | Apr. 23rd |
| April 26 | Mar. 7th | | Mar. 28th | Apr. 24th |
| April 27 | Mar. 8th | | Mar. 29th | Apr. 25th |
| April 28 | Mar. 9th | | Mar. 30th | Apr. 26th |
| April 29 | Mar. 10th | | Mar. 31st | Apr. 27th |
| April 30 | Mar. 11th | | Apr. 1st | Apr. 28th |
| May 1 | Mar. 12th | | Apr. 2nd | Apr. 29th |
| May 2 | Mar. 13th | | Apr. 3rd | Apr. 30th |
| May 3 | Mar. 14th | | Apr. 4th | May 1st |
| May 4 | Mar. 15th | | Apr. 5th | May 2nd |
| May 5 | Mar. 16th | | Apr. 6th | May 3rd |
| May 6 | Mar. 17th | | Apr. 7th | May 4th |
| May 7 | Mar. 18th | | Apr. 8th | May 5th |
| May 8 | Mar. 19th | | Apr. 9th | May 6th |
| May 9 | Mar. 20th | | Apr. 10th | May 7th |
| May 10 | Mar. 21st | | Apr. 11th | May 8th |
| May 11 | Mar. 22nd | | Apr. 12th | May 9th |
| May 12 | Mar. 23rd | | Apr. 13th | May 10th |
| May 13 | Mar. 24th | | Apr. 14th | May 11th |
| May 14 | Mar. 25th | | Apr. 15th | May 12th |
| May 15 | Mar. 26th | | Apr. 16th | May 13th |
| May 16 | Mar. 27th | | Apr. 17th | May 14th |
| May 17 | Mar. 28th | | Apr. 18th | May 15th |
| May 18 | Mar. 29th | | Apr. 19th | May 16th |
| May 19 | Mar. 30th | | Apr. 20th | May 17th |
| May 20 | Mar. 31st | | Apr. 21st | May 18th |
| May 21 | Apr. 1st | | Apr. 22nd | May 19th |
| May 22 | Apr. 2nd | | Apr. 23rd | May 20th |
| May 23 | Apr. 3rd | | Apr. 24th | May 21st |
| May 24 | Apr. 4th | | Apr. 25th | May 22nd |
| May 25 | Apr. 5th | | Apr. 26th | May 23rd |
| May 26 | Apr. 6th | | Apr. 27th | May 24th |
| May 27 | Apr. 7th | | Apr. 28th | May 25th |
| May 28 | Apr. 8th | | Apr. 29th | May 26th |
| May 29 | Apr. 9th | | Apr. 30th | May 27th |
| May 30 | Apr. 10th | | May 1st | May 28th |
| May 31 | Apr. 11th | | May 2nd | May 29th |

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|--------------------|--|----------------------------|--------------------------|
| | <u>First Final</u> | | | |
| June 1 | Apr. 12th | | May 3rd | May 30th |
| June 2 | Apr. 13th | | May 4th | May 31st |
| June 3 | Apr. 14th | | May 5th | June 1st |
| June 4 | Apr. 15th | | May 6th | June 2nd |
| June 5 | Apr. 16th | | May 7th | June 3rd |
| June 6 | Apr. 17th | | May 8th | June 4th |
| June 7 | Apr. 18th | | May 9th | June 5th |
| June 8 | Apr. 19th | | May 10th | June 6th |
| June 9 | Apr. 20th | | May 11th | June 7th |
| June 10 | Apr. 21st | | May 12th | June 8th |
| June 11 | Apr. 22nd | | May 13th | June 9th |
| June 12 | Apr. 23rd | | May 14th | June 10th |
| June 13 | Apr. 24th | | May 15th | June 11th |
| June 14 | Apr. 25th | | May 16th | June 12th |
| June 15 | Apr. 26th | | May 17th | June 13th |
| June 16 | Apr. 27th | | May 18th | June 14th |
| June 17 | Apr. 28th | | May 19th | June 15th |
| June 18 | Apr. 29th | | May 20th | June 16th |
| June 19 | Apr. 30th | | May 21st | June 17th |
| June 20 | May 1st | | May 22nd | June 18th |
| June 21 | May 2nd | | May 23rd | June 19th |
| June 22 | May 3rd | | May 24th | June 20th |
| June 23 | May 4th | | May 25th | June 21st |
| June 24 | May 5th | | May 26th | June 22nd |
| June 25 | May 6th | | May 27th | June 23rd |
| June 26 | May 7th | | May 28th | June 24th |
| June 27 | May 8th | | May 29th | June 25th |
| June 28 | May 9th | | May 30th | June 26th |
| June 29 | May 10th | | May 31st | June 27th |
| June 30 | May 11th | | June 1st | June 28th |
| July 1 | May 12th | | June 2nd | June 29th |
| July 2 | May 13th | | June 3rd | June 30th |
| July 3 | May 14th | | June 4th | July 1st |
| July 4 | May 15th | | June 5th | July 2nd |
| July 5 | May 16th | | June 6th | July 3rd |
| July 6 | May 17th | | June 7th | July 4th |
| July 7 | May 18th | | June 8th | July 5th |
| July 8 | May 19th | | June 9th | July 6th |
| July 9 | May 20th | | June 10th | July 7th |
| July 10 | May 21st | | June 11th | July 8th |
| July 11 | May 22nd | | June 12th | July 9th |

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| July 12 | May 23rd | June 13th | July 10th |
| July 13 | May 24th | June 14th | July 11th |
| July 14 | May 25th | June 15th | July 12th |
| July 15 | May 26th | June 16th | July 13th |
| July 16 | May 27th | June 17th | July 14th |
| July 17 | May 28th | June 18th | July 15th |
| July 18 | May 29th | June 19th | July 16th |
| July 19 | May 30th | June 20th | July 17th |
| July 20 | May 31st | June 21st | July 18th |
| July 21 | June 1st | June 22nd | July 19th |
| July 22 | June 2nd | June 23rd | July 20th |
| July 23 | June 3rd | June 24th | July 21st |
| July 24 | June 4th | June 25th | July 22nd |
| July 25 | June 5th | June 26th | July 23rd |
| July 26 | June 6th | June 27th | July 24th |
| July 27 | June 7th | June 28th | July 25th |
| July 28 | June 8th | June 29th | July 26th |
| July 29 | June 9th | June 30th | July 27th |
| July 30 | June 10th | July 1st | July 28th |
| July 31 | June 11th | July 2nd | July 29th |
| | | | |
| August 1 | June 12th | July 3rd | July 30th |
| August 2 | June 13th | July 4th | July 31st |
| August 3 | June 14th | July 5th | Aug. 1st |
| August 4 | June 15th | July 6th | Aug. 2nd |
| August 5 | June 16th | July 7th | Aug. 3rd |
| August 6 | June 17th | July 8th | Aug. 4th |
| August 7 | June 18th | July 9th | Aug. 5th |
| August 8 | June 19th | July 10th | Aug. 6th |
| August 9 | June 20th | July 11th | Aug. 7th |
| August 10 | June 21st | July 12th | Aug. 8th |
| August 11 | June 22nd | July 13th | Aug. 9th |
| August 12 | June 23rd | July 14th | Aug. 10th |
| August 13 | June 24th | July 15th | Aug. 11th |
| August 14 | June 25th | July 16th | Aug. 12th |
| August 15 | June 26th | July 17th | Aug. 13th |
| August 16 | June 27th | July 18th | Aug. 14th |
| August 17 | June 28th | July 19th | Aug. 15th |
| August 18 | June 29th | July 20th | Aug. 16th |
| August 19 | June 30th | July 21st | Aug. 17th |
| August 20 | July 1st | July 22nd | Aug. 18th |
| August 21 | July 2nd | July 23rd | Aug. 19th |

Exhibit "E"

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| August 22 | July 3rd | July 24th | Aug. 20th |
| August 23 | July 4th | July 25th | Aug. 21st |
| August 24 | July 5th | July 26th | Aug. 22nd |
| August 25 | July 6th | July 27th | Aug. 23rd |
| August 26 | July 7th | July 28th | Aug. 24th |
| August 27 | July 8th | July 29th | Aug. 25th |
| August 28 | July 9th | July 30th | Aug. 26th |
| August 29 | July 10th | July 31st | Aug. 27th |
| August 30 | July 11th | Aug. 1st | Aug. 28th |
| August 31 | July 12th | Aug. 2nd | Aug. 29th |
| September 1 | July 13th | Aug. 3rd | Aug. 30th |
| September 2 | July 14th | Aug. 4th | Aug. 31st |
| September 3 | July 15th | Aug. 5th | Sept. 1st |
| September 4 | July 16th | Aug. 6th | Sept. 2nd |
| September 5 | July 17th | Aug. 7th | Sept. 3rd |
| September 6 | July 18th | Aug. 8th | Sept. 4th |
| September 7 | July 19th | Aug. 9th | Sept. 5th |
| September 8 | July 20th | Aug. 10th | Sept. 6th |
| September 9 | July 21st | Aug. 11th | Sept. 7th |
| September 10 | July 22nd | Aug. 12th | Sept. 8th |
| September 11 | July 23rd | Aug. 13th | Sept. 9th |
| September 12 | July 24th | Aug. 14th | Sept. 10th |
| September 13 | July 25th | Aug. 15th | Sept. 11th |
| September 14 | July 26th | Aug. 16th | Sept. 12th |
| September 15 | July 27th | Aug. 17th | Sept. 13th |
| September 16 | July 28th | Aug. 18th | Sept. 14th |
| September 17 | July 29th | Aug. 19th | Sept. 15th |
| September 18 | July 30th | Aug. 20th | Sept. 16th |
| September 19 | July 31st | Aug. 21st | Sept. 17th |
| September 20 | Aug. 1st | Aug. 22nd | Sept. 18th |
| September 21 | Aug. 2nd | Aug. 23rd | Sept. 19th |
| September 22 | Aug. 3rd | Aug. 24th | Sept. 20th |
| September 23 | Aug. 4th | Aug. 25th | Sept. 21st |
| September 24 | Aug. 5th | Aug. 26th | Sept. 22nd |
| September 25 | Aug. 6th | Aug. 27th | Sept. 23rd |
| September 26 | Aug. 7th | Aug. 28th | Sept. 24th |
| September 27 | Aug. 8th | Aug. 29th | Sept. 25th |
| September 28 | Aug. 9th | Aug. 30th | Sept. 26th |
| September 29 | Aug. 10th | Aug. 31st | Sept. 27th |
| September 30 | Aug. 11th | Sept. 1st | Sept. 28th |

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| October 1 | Aug. 12th | Sept. 2nd | Sept. 29th |
| October 2 | Aug. 13th | Sept. 3rd | Sept. 30th |
| October 3 | Aug. 14th | Sept. 4th | Oct. 1st |
| October 4 | Aug. 15th | Sept. 5th | Oct. 2nd |
| October 5 | Aug. 16th | Sept. 6th | Oct. 3rd |
| October 6 | Aug. 17th | Sept. 7th | Oct. 4th |
| October 7 | Aug. 18th | Sept. 8th | Oct. 5th |
| October 8 | Aug. 19th | Sept. 9th | Oct. 6th |
| October 9 | Aug. 20th | Sept. 10th | Oct. 7th |
| October 10 | Aug. 21st | Sept. 11th | Oct. 8th |
| October 11 | Aug. 22nd | Sept. 12th | Oct. 9th |
| October 12 | Aug. 23rd | Sept. 13th | Oct. 10th |
| October 13 | Aug. 24th | Sept. 14th | Oct. 11th |
| October 14 | Aug. 25th | Sept. 15th | Oct. 12th |
| October 15 | Aug. 26th | Sept. 16th | Oct. 13th |
| October 16 | Aug. 27th | Sept. 17th | Oct. 14th |
| October 17 | Aug. 28th | Sept. 18th | Oct. 15th |
| October 18 | Aug. 29th | Sept. 19th | Oct. 16th |
| October 19 | Aug. 30th | Sept. 20th | Oct. 17th |
| October 20 | Aug. 31st | Sept. 21st | Oct. 18th |
| October 21 | Sept. 1st | Sept. 22nd | Oct. 19th |
| October 22 | Sept. 2nd | Sept. 23rd | Oct. 20th |
| October 23 | Sept. 3rd | Sept. 24th | Oct. 21st |
| October 24 | Sept. 4th | Sept. 25th | Oct. 22nd |
| October 25 | Sept. 5th | Sept. 26th | Oct. 23rd |
| October 26 | Sept. 6th | Sept. 27th | Oct. 24th |
| October 27 | Sept. 7th | Sept. 28th | Oct. 25th |
| October 28 | Sept. 8th | Sept. 29th | Oct. 26th |
| October 29 | Sept. 9th | Sept. 30th | Oct. 27th |
| October 30 | Sept. 10th | Oct. 1st | Oct. 28th |
| October 31 | Sept. 11th | Oct. 2nd | Oct. 29th |
| November 1 | Sept. 12th | Oct. 3rd | Oct. 30th |
| November 2 | Sept. 13th | Oct. 4th | Oct. 31st |
| November 3 | Sept. 14th | Oct. 5th | Nov. 1st |
| November 4 | Sept. 15th | Oct. 6th | Nov. 2nd |
| November 5 | Sept. 16th | Oct. 7th | Nov. 3rd |
| November 6 | Sept. 17th | Oct. 8th | Nov. 4th |
| November 7 | Sept. 18th | Oct. 9th | Nov. 5th |
| November 8 | Sept. 19th | Oct. 10th | Nov. 6th |
| November 9 | Sept. 20th | Oct. 11th | Nov. 7th |
| November 10 | Sept. 21st | Oct. 12th | Nov. 8th |

Exhibit "E"

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | Start <u>49th Week</u> | End <u>52nd Week</u> |
|-----------------------------|---|---------------------------|-------------------------|
| November 11 | Sept. 22nd | Oct. 13th | Nov. 9th |
| November 12 | Sept. 23rd | Oct. 14th | Nov. 10th |
| November 13 | Sept. 24th | Oct. 15th | Nov. 11th |
| November 14 | Sept. 25th | Oct. 16th | Nov. 12th |
| November 15 | Sept. 26th | Oct. 17th | Nov. 13th |
| November 16 | Sept. 27th | Oct. 18th | Nov. 14th |
| November 17 | Sept. 28th | Oct. 19th | Nov. 15th |
| November 18 | Sept. 29th | Oct. 20th | Nov. 16th |
| November 19 | Sept. 30th | Oct. 21st | Nov. 17th |
| November 20 | Oct. 1st | Oct. 22nd | Nov. 18th |
| November 21 | Oct. 2nd | Oct. 23rd | Nov. 19th |
| November 22 | Oct. 3rd | Oct. 24th | Nov. 20th |
| November 23 | Oct. 4th | Oct. 25th | Nov. 21st |
| November 24 | Oct. 5th | Oct. 26th | Nov. 22nd |
| November 25 | Oct. 6th | Oct. 27th | Nov. 23rd |
| November 26 | Oct. 7th | Oct. 28th | Nov. 24th |
| November 27 | Oct. 8th | Oct. 29th | Nov. 25th |
| November 28 | Oct. 9th | Oct. 30th | Nov. 26th |
| November 29 | Oct. 10th | Oct. 31st | Nov. 27th |
| November 30 | Oct. 11th | Nov. 1st | Nov. 28th |
| December 1 | Oct. 12th | Nov. 2nd | Nov. 29th |
| December 2 | Oct. 13th | Nov. 3rd | Nov. 30th |
| December 3 | Oct. 14th | Nov. 4th | Dec. 1st |
| December 4 | Oct. 15th | Nov. 5th | Dec. 2nd |
| December 5 | Oct. 16th | Nov. 6th | Dec. 3rd |
| December 6 | Oct. 17th | Nov. 7th | Dec. 4th |
| December 7 | Oct. 18th | Nov. 8th | Dec. 5th |
| December 8 | Oct. 19th | Nov. 9th | Dec. 6th |
| December 9 | Oct. 20th | Nov. 10th | Dec. 7th |
| December 10 | Oct. 21st | Nov. 11th | Dec. 8th |
| December 11 | Oct. 22nd | Nov. 12th | Dec. 9th |
| December 12 | Oct. 23rd | Nov. 13th | Dec. 10th |
| December 13 | Oct. 24th | Nov. 14th | Dec. 11th |
| December 14 | Oct. 25th | Nov. 15th | Dec. 12th |
| December 15 | Oct. 26th | Nov. 16th | Dec. 13th |
| December 16 | Oct. 27th | Nov. 17th | Dec. 14th |
| December 17 | Oct. 28th | Nov. 18th | Dec. 15th |
| December 18 | Oct. 29th | Nov. 19th | Dec. 16th |
| December 19 | Oct. 30th | Nov. 20th | Dec. 17th |

Taft Law School
Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | Start <u>49th Week</u> | End <u>52nd Week</u> |
|-----------------------------|---|---------------------------|-------------------------|
| December 20 | Oct. 31st | Nov. 21st | Dec. 18th |
| December 21 | Nov. 1st | Nov. 22nd | Dec. 19th |
| December 22 | Nov. 2nd | Nov. 23rd | Dec. 20th |
| December 23 | Nov. 3rd | Nov. 24th | Dec. 21st |
| December 24 | Nov. 4th | Nov. 25th | Dec. 22nd |
| December 25 | Nov. 5th | Nov. 26th | Dec. 23rd |
| December 26 | Nov. 6th | Nov. 27th | Dec. 24th |
| December 27 | Nov. 7th | Nov. 28th | Dec. 25th |
| December 28 | Nov. 8th | Nov. 29th | Dec. 26th |
| December 29 | Nov. 9th | Nov. 30th | Dec. 27th |
| December 30 | Nov. 10th | Dec. 1st | Dec. 28th |
| December 31 | Nov. 11th | Dec. 2nd | Dec. 29th |

TAFT LAW SCHOOL
Juris Doctor-Executive TrackSM Program

DISCLOSURE STATEMENT

The method of instruction at this law school for professional law degree program other than for the Juris Doctor degree is principally by correspondence.

Completion of a professional law degree program at this law school other than for the Juris Doctor Attorney Track degree does not qualify a student to take the California Bar Examination or to satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy the requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to seek to qualify to sit for the bar examination or for admission to practice for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

.....
: The Committee of Bar Examiners classifies distance education law schools into two :
: categories, “distance-learning law schools” and “correspondence law schools.” By rule, a :
: “distance-learning law school” must require that students participate in not less than 135 hours :
: of synchronous (live) interactive classes per year. :
: :
: *Because Taft Law School students reside in many time zones, Taft faculty believe it would be* :
: *an unreasonable hardship to require students to be available on specific days and at specific* :
: *times. Therefore, it has NOT implemented any policies that would require its students to* :
: *participate in live classes. As a result, for Committee of Bar Examiner purposes, Taft Law* :
: *School has elected to be classified as a correspondence law school. (It is important for* :
: *students to note that this classification has no bearing whatsoever on a student’s requirements* :
: *to sit for the bar examination or admission to practice law in California.)* :
: :
:

| Date | Course | Subject Area Studied | Hours |
|---------|--------------|--|-------|
| 7/1/11 | Intro to Law | Exercise 1 - Read Handbook | .75 |
| 7/2/11 | Intro to Law | Exercise 1 - Read Suggested Approach | .75 |
| 7/3/11 | Intro to Law | Exercise 2 - Study Schedule | 1.0 |
| 7/4/11 | Intro to Law | Exercise 3 - Read "Getting Started" | 1.0 |
| 7/5/11 | Intro to Law | Exercise 4 - Read + Study "Law & the Legal System" Pg 1-35 | 1.5 |
| 7/6/11 | Intro to Law | " " - P. 36-70 | 2.0 |
| 7/7/11 | Intro to Law | " " - P. 71-100 | 1.75 |
| 7/8/11 | Intro to Law | " " - P. 101-138 | 2.0 |
| 7/9/11 | Intro to Law | " " - P. 357-396 | 2.0 |
| 7/10/11 | Intro to Law | Exercise 5 - Read & Study "Legal Research" Pg. 81-102 | 1.5 |
| 7/11/11 | Intro to Law | Exercise 6 - Read & Study "Legal Research" Pg. 1-35 | 1 |
| 7/12/11 | Intro to Law | " " Pg. 36-60 | 1.25 |
| 7/13/11 | Intro to Law | " " Pg. 61-90 | 1 |
| 7/14/11 | Intro to Law | " " Pg. 91-117 | 1.25 |
| 7/15/11 | Intro to Law | Exercise 7 - Answer Q's 1-3 | 1.5 |
| 7/16/11 | Intro to Law | " " - Answer Q's 4-6 | 2.0 |
| 7/17/11 | Intro to Law | " " - Review & Submit Answers | .75 |
| 7/18/11 | Intro to Law | Review all readings | 1.0 |
| 7/19/11 | Intro to Law | " " | 2.0 |
| 7/20/11 | Intro to Law | " " | 1.5 |
| 7/21/11 | Intro to Law | Final Exam | 1.0 |
| 7/22/11 | Torts | Lesson #1 - Listen & Outline audio tape | 3.5 |
| 7/24/11 | Torts | " " | 2.0 |

Exhibit "G"
SAMPLE

TAFT LAW SCHOOL

BLUE BOOK

Your answer should demonstrate your ability to analyze the facts in the question, to tell the difference between material facts and immaterial facts, and to discern the points of law and fact upon which the case turns. Your answer should show that you know and understand the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other.

Your answer should evidence your ability to apply the law to the given facts and to reason in a logical, lawyer-like manner from the premises you adopt to a sound conclusion. Do not merely show that you remember legal principles. Instead, try to demonstrate your proficiency in using and applying them.

If your answer contains only a statement of your conclusions, you will receive little credit. State fully the reasons that support your conclusions, and discuss all points thoroughly.

Your answer should be complete, but you should not volunteer information or discuss legal doctrines which are not pertinent to the solution of the problem.

Unless a question expressly asks you to use California law, you should answer according to legal theories and principles of general application.

Student # _____ (Do Not Write Student Name)

Subject _____ Date _____

Question Number _____

Exhibit "H"



TAFT LAW SCHOOL

*Juris Doctor-Executive TrackSM Directed
Study Program*

Student Handbook

October 2022

Taft Law School
Juris Doctor-Executive TrackSM Program

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THE MISSION

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

***THE OBJECTIVES AND GOALS OF THE JURIS DOCTOR-
EXECUTIVE TRACKSM PROGRAM***

Taft Law School (TLS) is committed to providing a quality education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions and ethnic backgrounds in the world today, TLS seeks students from all regions of the United States, and English-speaking students from around the world.

It is an objective of TLS to utilize advancing technologies in the delivery of its educational services.

To support the mission of TLS, the administration and faculty have committed themselves to the attainment of the following objectives for the *Juris Doctor-Executive TrackSM Program*:

- To provide a quality legal education that is designed to allow lay persons understand legal issues;
- To develop in the students an understanding of the foundational common law principles, business law concepts, and such other subject areas as the student may take as electives;
- To offer a program of coursework where students are challenged to demonstrate their understanding of the course material by applying such material to factual situations to reach the most likely outcome;
- To explore the art of the argument and develop the ability to apply the law to the facts in a logical and persuasive manner;
- To offer elective courses which allow students to explore areas of legal interest;
- To offer practical legal knowledge, which benefit all students.

To achieve these objectives, TLS has established the following goals:

- To maintain a directed study educational program that is designed to provide a broad-based legal curriculum for those seeking to enhance their current career, increase their ability to understand the regulatory process, to increase their ability to interact with the legal system, to increase their ability to anticipate and avoid legal problems, or simply for personal enjoyment. **Although the curriculum focuses on the law, this program is not intended to and will not qualify graduates to sit for any bar examination;**

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- To utilize an electronic learning management system to deliver instruction and which supports regular and substantive interaction between faculty and students;
- To establish appropriate and clearly defined learning objectives for each course in the curriculum;
- To maintain and adhere to a sound standard of scholarship, including clearly defined standards for good standing, probation, advancement and graduation. TLS shall not, either by initial admission or subsequent retention, enroll or continue a person whose inability to do satisfactory work is sufficiently manifest that the person's continuation would encourage false hopes or constitute economic exploitation; and
- To maintain a system of performance accountability in all possible areas, but particularly in that of program effectiveness and student learning outcomes, through continuous assessment of course materials, faculty, and staff.

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INTRODUCTION

Changes and additions to policies and procedures will be directed to your attention by notices via e-mail to your e-mail address of record and/or posted on the “News” section of your student homepage. You are responsible for reading and complying with this supplementary information.

If you have a question regarding a specific policy or procedure, you should refer to this *handbook*, *TLS Catalog* or the *Consumer Information Guide*. If after such referral, you are still in doubt, you should then contact the Records Office at records@TaftU.edu.

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement inquiries should be directed to the director of student services.

It is the responsibility of the student to inform the records office in writing of any change in address, telephone number, or e-mail address from that reflected on the Application for Admission.

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THE UNAUTHORIZED PRACTICE OF LAW

The TLS *catalog* and your TLS enrollment agreement state that the *Juris Doctor-Executive TrackSM (JDET) program* is not intended to, and will not, qualify graduates to sit for any bar examination.

Accordingly, graduates cannot claim to be an attorney or engage in the practice of law. In most jurisdictions, the unauthorized practice of law can subject an individual to both criminal and civil penalties.

Surprisingly, the legal profession has worked for decades in an unsuccessful effort to define what exactly constitutes the practice of law. TLS will not attempt any such effort in this *handbook*. However, be warned that the definition in some jurisdictions can be very broad and far-reaching.

The New Jersey Law Journal reported in 2003 that an American Bar Association review of state laws identified only 15 states (Alabama, Alaska, Arizona, Georgia, Kentucky, Louisiana, Maryland, Minnesota, Missouri, New Mexico, North Carolina, Rhode Island, Texas, Washington, Wyoming and the District of Columbia) even attempt a definition through statute or court rule. These attempts vary widely, from a one paragraph definition in Georgia to Arizona's 2,500-word-plus rule, which specifies 24 exceptions.

In 2002 the Hofstra Law Review published an excellent article on the subject written by Catherine J. Lanctot. (*Scriveners in Cyberspace: Online Document Preparation and the Unauthorized Practice of Law*, Hofstra Law Review, Volume 30, No. 3 Spring 2002 – available on Hofstra's website). In addition to discussing online issues, it includes a good historical perspective of the issue. Before you engage in any activity that might be considered practicing law, you should read this article and carefully review the statutory and case law in your state.

| |
|--|
| <p>Study Hint: Carefully reading this <i>Handbook</i> at the time you commence studies <i>in each academic year</i> will help make you a more effective student and avoid misunderstandings which could delay the completion of the Program.</p> |
|--|

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ACADEMIC REQUIREMENTS AND EXPECTATIONS

Before you commence study in any academic year, you will be provided with login instructions on to how to access your individual home page and courses. If you have any technical problems you should contact our information technology specialist at technical.support@TaftU.edu or call (714) 850-4800.

As a TLS student, you must be prepared to participate in asynchronous, computer-based class discussions with the faculty and members of your study group. Faculty members assigned to this program are all licensed attorneys. Many have years of experience in teaching students and some have graduated from TLS. They understand your challenges and are there to help.

Students who commence study in the same month and who are taking the same courses with you will constitute your study group. Your study group will likely include individuals from all regions of the United States (and sometimes foreign countries), who have diverse backgrounds and varying career objectives.

As a TLS student you need to be prepared to write. Nearly all communication in the Program is written. Students need strong English reading and writing skills. You will also need the basic computer skills outlined in our catalog.

The key elements of the program are set forth below. Some are required actions you will need to take. Others are optional services that are available to students.

Academic Integrity

TLS encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, it should be understood that written assignments are required to be performed independently. It is expected that you will conduct your own independent research and study for assignments and essays, and the writing that you do is your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

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Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of TLS, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. Common knowledge in law school includes the definitions or elements of legal terms you have memorized from your reading material. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or study group discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Following are examples of plagiarism:

The following examples were retrieved May 7, 2014 from the Purdue University *Academic Integrity*.

Here's the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Borden's lived) which became the centers of production as well as of commerce and trade.

Here is an UNACCEPTABLE paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large

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cities like Fall River where the Borden's lived which turned into centers of commerce and trade as well as production.

What Makes this Passage Plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. The writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. The writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Here is an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Accurately relays the information in the original;
2. Uses her own words;
3. Provides her reader with the source of her information.

Here is an example of quotation and paraphrase used together, which is also

Acceptable:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centers of commerce and trade" (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Records the information in the original passage accurately;
2. Gives credit for the ideas in this passage;
3. Indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

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Note: that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the dean for investigation. The dean will collect relevant information and give it to the ARC which will review the issue at the earliest possible convenience. **Violating standards of academic integrity is a serious offence that may result in the failure of a course or dismissal from TLS altogether.**

Review Process

It is the responsibility of every student, faculty member or staff member to report any form of dishonesty to the dean. Once a violation has been reported, the following steps will be taken:

1. The dean, on behalf of the ARC will contact the student and inform him/her of the alleged violation and discuss the academic review process;
2. The student has the following rights:
 - a. to review any evidence of the allegations;
 - b. to ask questions about the allegations;
 - c. to provide any information that is relevant to the allegations;
 - d. to request a meeting with the dean or the ARC to exercise his/her rights in person.
3. If the student chooses to not meet with the dean or the ARC in person, the dean will seek a written response from the student regarding the alleged violation and any other information the student wishes to provide;
4. The dean will organize all information available from the student, faculty and staff regarding the alleged violation and present it to the ARC;
5. The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 - a. a grade reduction;
 - b. failing the student on the assignment, test, or course;
 - c. expelling the student;
 - d. such other sanctions as may be appropriate.

Once a decision has been reached, the student will be notified in writing of the decision.

Appeal Process

The student has the right to appeal the decision of the ARC to the Chief Academic Officer (CAO). The CAO will review all of the evidence available to the ARC. The CAO may seek any new or additional information from the student. The CAO will then render a decision. That decision may uphold the decision of the ARC, or may nullify the decision of the ARC.

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If the CAO chooses to nullify the decision, he may exonerate the student or impose a lesser or harsher penalty. The decision by the CAO will be final.

If it is determined that the student committed academic dishonesty, the decision will be noted in the student's academic record.

Petitions for Reevaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of 1.67 ("C-") through 0.00 ("F") under the following conditions:

1. The student must prepare a petition addressed to the director of student services and point out *very specifically* why the grade should be raised.
2. Upon receipt of a petition for a reevaluation of a grade, the dean or associate dean will review all relevant information, may speak with faculty members, and in his/her sole judgment may raise the grade, lower the grade, or make no change. The decision of the dean or associate dean is final.

Requirement to Logon and participation

To confirm you are in attendance and continuing participation in the program, for the first 50 weeks of an academic year, you must log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz, a midterm or finals examination. If you fail to log on and participate for 14 days, you will be dismissed from the program. Attendance and participation are monitored weekly.

Weekly Assignments Submitted for Faculty Review

Each academic year is divided into weekly assignments. These assignments can include case briefs, essays, and examinations. Term papers are generally not used in law schools. These are required to be submitted for evaluation by faculty within the timetable set forth in your course syllabus. The failure to submit any assignment will result in a reduction of your grade.

The Assignment Discussion Board

The assignment discussion board is one of the primary avenues for your interaction with our faculty about your work. Your participation is required.

You are expected to be an active online participant. In most courses this participation constitutes 20% of the course grade.

All weekly assignments and certain examinations are discussed on this board. You are expected to engage in academic discourse with faculty and other members of your study group. Your comments must be posted contemporaneously during the week of the assignment. After your study group has moved on to the next lesson assignment, the assignment discussion board will be locked and will not accept any new posts related to past lessons.

At the end of each course, your faculty member for the course will evaluate your participation. TLS' learning platform will allow the faculty member to review all of your posts for the entire

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course. The faculty member will consider not only the number of your posts but also the quality of your posts.

Weekly Discussion Questions

Your courses will have discussion questions each week for all students to answer. You are expected to post your answer to all questions. You are also welcome to post comments about other students answers. This is a great way to interact with the faculty and other students. Students will earn Participation Points for answering the discussion questions.

The Course Forums

Each course has an online forum. Participation in this course forum is optional. The forums are the best way to informally interact with other students about the subjects covered in that course. Although the faculty monitors the forums, students are given the first opportunity to respond to questions posted. After students have had an opportunity to discuss any issues raised, faculty may inject any information that may still be missing.

As with the assignment discussion board, your participation will be automatically recorded by the learning platform and evaluated by the faculty at the end of the course.

The Electronic Classroom

The electronic classroom is a monthly live online exchange between the faculty and students. The week prior to the electronic classroom, a topic, an essay question, or a series of multiple-choice questions are emailed to you to study. During the electronic classroom, the faculty and the students will debate the topic or the answers to the questions. Participation in the electronic classroom is optional but highly recommended and will not affect your grade.

Study Log

It is the responsibility of the student to provide TLS with appropriate documentation on the number of hours of preparation and study the student has spent in a given year. To assist the student in providing this documentation, TLS has designed a *study log* for use by students. A sample completed *study log* is included as Exhibit "E" to this *handbook*. At the time of final examinations, the student will be required to submit that log.

Important Reminder:

To confirm your continuing participation in the program, for the first 50 weeks of an academic year, you are required to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a midterm exam. If you fail to logon and participate for 14 days you will be dismissed from the program.

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TRANSCRIPTS

TLS is required to have complete files on each entering student prior to the 30th day after start date if the student is to remain enrolled. This includes official transcripts of all your college work mailed directly to TLS from all previous colleges and universities, a government issued photographic identification, and any other information requested by TLS. **This policy is rigorously enforced by TLS.** See Exhibit "A" for a *Request for Transcript* form. The government issued photographic identification can be a driver's license, passport, military ID, etc. Please copy the identification and mail/email it to the student services department at TLS.

START DATES FOR SECOND AND THIRD-YEAR STUDENTS

Second and third-year students may commence study in June or October.

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COUNSELING AND PETITIONS

Academic Counseling

Many references are made throughout this *handbook* advising the student of the need to observe the rules, regulations, and practices, not only of TLS, but also of the CBE. A student may need some advice concerning his/her program, a specific course, methods of study, or a host of other items too numerous to cover in this *handbook*. Experience has shown that if students take the time to read and study this *handbook* and the course syllabi, many of their questions can be answered without the need of counseling.

However, TLS provides counseling services administered by faculty and staff. Students are encouraged to e-mail or call regarding an inquiry or problem. Written questions should include the student's name, student identification number and current telephone number.

Emails should be sent to the director of student services, Joan Slavin (Slavin@TaftU.edu) or contact via phone at (714) 850-4800.

Petition for Re-Read of Final Examinations

Automatic re-reads of final examination answers are limited solely to certain students whose final examination grades have placed them on academic dismissal. Any other student may, during the one-month period following receipt of grades, request a re-read of any final examination under the following conditions:

1. A student may petition for a grade review if he/she believes that the examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake and presents credible evidence in support of such claim. The student may have the claim considered by the grade review committee. Grade review procedures do not require a hearing.
2. The student must request a copy of their examination be sent to the student's email address of record. Students who believe that they did not receive fair treatment from the reader (grader), must prepare a petition addressed to the grade review committee and point out *very specifically* just where in the examination the error on the part of the reader exists. In other words, each student must plead his/her case that a grade should be adjusted.
3. Upon receipt of a petition for re-read, another faculty member/grader will read the exam answer. Both the first and second grades will be made available to the grade review committee. Under these conditions, the grade review committee may raise the grade, lower the grade, or make no change. The decision of the grade review committee is final and resubmission of petitions will not be authorized. Multiple-choice questions and student answer sheets may be reviewed by students only by appointment in TLS offices. Since such questions are reused, they cannot be released to students outside of TLS offices.

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Petition Procedures

The *Student Request and Petition Form* has been devised as a convenient medium to effect communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included as Exhibit "B" of this *handbook*. Each petition must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. Petitions can be submitted via mail, e-mail in a PDF attachment or FAX.

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EXAMINATIONS

Student Number

In order to preserve anonymity in examination grading, every student is assigned a student number which is used throughout their law school program. The student number is to be used on every examination in lieu of the student's name. A student will jeopardize an examination grade by placing a name or an incorrect student number on an examination paper. The student number appears on the transmittal letter sent with the program materials as well as on the student identification card.

Midterm Examinations

Midterm examinations are given in most required courses. They are *graded* on the same basis as final examinations. Midterms should be taken under final examination conditions although no proctor is necessary. Midterm examinations are mandatory for all students and must be submitted during the week listed on the course syllabus schedule. For courses that contain a practice essay exam, students should not take the midterm examination before receiving faculty comments for the practice exams.

Final Examinations

1. Timing

Final examinations are mandatory. Students must pass the final examination to pass the course. Students may take final examinations anytime between the start of the 46th week and the end of the 52nd week of each academic year. However, at least one final examination must be taken between the beginning of the 49th week and the end of the 52nd week. The academic year begins on the date formal study commences for your study group. To determine the final examination period, refer to *Exhibit "C"* of this *handbook*.

2. Proctors

All final examinations must be proctored. Students must provide the proctor with an appropriate photo identification. There is no exception to this rule. Students have the following three options with respect to proctors:

Remote Proctoring

An alternative option to in-person testing is to complete your examinations at home while being monitored by a live proctor remotely via webcam and microphone through our third-party servicer called Proctor360. You can find more information at: <https://proctor360.com/taftu-exam/schedule-exam-4/taftu-exams>. With the remote proctoring service, students will still have the option to take their exams either via their computer using the free Examsoft software if they wish to type, or in TLS-provided bluebooks, if they prefer to handwrite their exam answers. However, please note that the handwritten option does require a secondary camera which is provided by Proctor360 for an additional testing fee. The cost of Proctor360 will depend on how long your exam is and if you have selected to handwrite or use Examsoft for your exam. You can verify your testing fees on their appointment scheduling page. Like in-person testing centers, Proctor360 testing fees are the responsibility of the student. If Proctor360 is what you wish to utilize to complete your final exams, when completing

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the Request for Final Examinations form select “Remote Proctor” as your testing center.

a. *The Consortium of College Testing Centers*

TLS is a member of the *Consortium of College Testing Centers* (CCTC). The CCTC is a group of college and school testing centers throughout the world that has come together to support distance learning. In January 2019, there were 363-member institutions representing 45 states and four foreign countries. CCTC’s website address is <http://www.ncta-testing.org/cctc/>. Students are responsible for any proctor fees incurred in connection with this alternative.

b. *Other Proctor Alternatives*

If a student resides more than one hour’s drive from TLS or a CCTC testing site, a student may arrange for the examinations to be proctored at a local community college or university more convenient to the student. The nominated community college/university must have a testing facility or location that provides a monitored testing environment where disruptions and distractions will not interfere with exam taking. The proctor themselves must be an employee of the educational institution. The proctor must have no direct personal involvement with the student, be at least 21 years of age, speak English, be of good moral character, legally competent, not reside at the same address as the student, not be an employee of the student, and not related to the student by blood or marriage. Current or prior TLS students may not be proctors.

Examples of individuals at educational institutions that have been found to qualify as proctors include directors of education, counselors, and testing coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a non-CCTC community college/university proctor, must petition the director of student services specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden. The petition must also explain the student’s relationship to the nominated proctor and the qualifications of the nominated proctor (as described in second paragraph above). TLS, in its sole discretion, may approve or disapprove nominated proctors.

Special Accommodations

If a student needs special accommodations due to health issues and has current medical documentation to establish the need for special testing services, they can submit the *Student Request and Petition Form* “Exhibit B” along with the medical documentation to be reviewed by the director of student services for approval. This **must** be received at least two months prior to the first scheduled exam date.

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Requesting Your Exams

It is recommended you submit (by email) the *Request for Final Examinations* form and petition if necessary at least **two months** before the first examination date. It **must** be received by TLS **at least one month** prior to the first proposed proctored examination date. The examinations will be emailed to the proctor or uploaded in the platform approximately 10 days before the examination date.

Content

Each course syllabus contains a description of the type of examination and the maximum time allowed to complete the exam.

Failure to Take a Final Examination

Any student who fails to take any scheduled final examination or fails to take final examinations during the final examination period will receive an academic dismissal for that course unless such student has:

1. Petitioned the records office to withdraw from the course without prejudice and such petition was submitted prior to the first day of the 12th month of the academic year,
or
2. Petitioned TLS for an incomplete or for a make-up examination and such petition has been approved.

REMEMBER: Students must pass the final examination to pass the course.

Make-Up Examinations and Re-Examinations

No make-up exams or re-examinations are permitted unless the student has a justifiable reason for missing or performing poorly on the regularly scheduled examination.

A make-up examination or re-examination will be scheduled upon approval of a petition. Such petition must establish the petitioner's eligibility and the reason for the petitioner's inability to take the regularly scheduled final examination must be heavily justified and documented (e.g., physician's written opinion of petitioner's state of health at that time.) If the petition is to retake a final examination, the petition should state why a re-examination should be allowed. The deadline for make-up/re-examination petitions is 30 days after the missed examination date or the mailing of the grade report, whichever shall first occur. The make-up examination, if allowed, will be scheduled at a mutually agreeable time, but will not be more than three months after the petition is granted.

There will be a fee of \$75 for each make-up examination payable upon scheduling of the make-up exam.

Final Examination Rules

1. Student Identification

You must provide your proctor with an appropriate photo identification. This can be a driver's license or passport. Other forms of identification should be discussed with the director of administration *before the examination date*.

2. Time Allotment

Exam sessions must begin promptly at the time scheduled with the proctor. Normally, each essay question will be allotted 60 minutes. If one question is completed in less

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than 60 minutes, the remaining time may be spent on the next essay question (if applicable).

Any student who continues to write after time has been called will be disqualified, and his/her papers will not be graded. The student will receive an "F" for the examination grade. In addition, writing overtime on an examination is "cheating" and is treated as such.

3. Labeling Bluebooks

Students choosing to handwrite must answer each essay question in a separate bluebook (provided by TLS) appropriately labeled before the exam begins with the student number, the course, the date and the question number. Do not put your name on the bluebook.

4. Turning in Papers

If the questions are completed before time is called, the student may leave after giving the bluebooks to the examination proctor or by exiting their examination, shutting down their computer, and advising the proctor that they have completed the examination.

5. Objective Examinations

Objective examinations may be graded by machine and only answers marked in #2 pencils can be scored. Students must bring a #2 pencil to all examinations.

6. Writers

Writers should have several pens, either in blue or black ink, to use in their bluebooks. No other color will be permitted. Pencils are never permitted on essay examinations. Write your answers on one side of the paper only.

7. Laptop Users

Any student who wishes to use a laptop computer on an examination may do so by notifying TLS on the *Request for Final Examinations* form. **The use of a typewriter is not permitted.** Students must furnish their own laptop computer. To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a personal laptop computer;
- Have had experience working with the computer prior to administration of the examination;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that TLS assumes no liability in the event there is a malfunction of the software or equipment, etc.

8. Bluebooks

Blank bluebooks are provided by TLS free of cost at the beginning of each examination for those students wishing to handwrite their examinations.

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9. Notebooks, Outlines, Cell Phones, Tablets, etc.

No bluebooks, notebooks, outlines, books, papers, calculators, tape players, cell phones, tablets, etc. should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored at the front of the examination room and turned off during the exam.

10. Eating, Drinking, and Smoking

No eating, drinking or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom provided that the proctor is notified. Persons who require food or drink for medical reasons should present a medical certificate to such effect to TLS with the *Request for Final Examinations* form.

11. Taking Materials Outside the Examination Room

Examination questions may not be taken from the examination room during the examination. A student may not remove bluebooks from the examination room under any circumstances.

12. Illness During an Examination

A student who becomes ill while taking an examination that the examination cannot be finished should advise the proctor immediately of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that those examinations be waived. A medical certificate may be required to take a make-up examination.

13. Students with Disabilities

Students with disabilities which require special attention should notify TLS well in advance of the final examination to petition for special arrangements for the examinations. Please visit the Disability Services sections of the website for more information. That section has the forms that must be used to request accommodations.

Examination Dishonesty

The *Canons of Professional Ethics* admonish the profession to "avoid the appearance of impropriety." This admonition is equally applicable to law students while they are taking their examinations.

In order to avoid any problems in this area, students must adhere to the following practices:

- No student may bring any related books or papers into the room in which the examination is to be conducted.
- Personal items, such as briefcases or purses are subject to inspection by the proctor and must be placed in the front of the room.
- A student finishing the multi-state (multiple-choice) questions early may not use the extra time for the making of an outline to be used during the essay portion of the exam.
- If the student has to leave the room during the examination, he/she cannot take any paper with him/her, including the questions themselves. Further, no student may leave the examination room without first advising the proctor and the reason.
- The use of cell phones, pagers or similar devices during examinations is prohibited. Any incoming call of an emergency nature will be relayed to the concerned immediately upon receipt.
- The use of the bathrooms, particularly the stalls, for the purpose of looking at prepared outlines, or other related papers, is strictly prohibited.

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- Students who turn in one examination answer instead of answering all questions because they failed to realize that the examination contained more than one question will be graded on the one question for the entire examination grade. No make-up will be allowed on the other question(s), the grade(s) for which will be recorded as an "F".
- Students who claim that they took their bluebook(s) home, forgetting to turn them in, or failed to upload their examinations to ExamSoft will not be given a chance to a later date; instead such student will be given the grade of "F" for those particular examination question(s).
- Any student who permits another person to substitute for him/her in taking any examination, or who pays another person to take the examination may be dismissed from TLS. If both persons are currently students at TLS, both are subject to dismissal. If a student and a member of the Bar conspire, the student is subject to dismissal and all the information concerning the Bar member will be sent directly to the Committee of Bar Examiners recommending disbarment of such individual.
- ***Copying any examination question or discussing a question with another individual or group (either in person or electronically) are grounds for expulsion for a student and possible criminal and civil prosecution.***
- Students must notify the director of student services via telephone and in writing *immediately* should student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *handbook*. Students should not complete any examination offered inconsistent with TLS policies. This includes but is not limited to circumstances where a proctor makes examination questions available to the student in advance of the examination date and time or fails to follow time limitations.

While it is impossible to list all of the situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an "academic" matter, **students caught cheating will be expelled from TLS.**

Student Code of Conduct

TLS is an institution of online higher education. As a community of scholars dedicated to the transmission of knowledge, pursuit of truth and development of moral and cultural values, TLS strives to provide an environment in which the rights of inquiry, expression and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling at TLS assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below

A student is defined as a person enrolled at TUS and is considered to be a student until such time as they graduate, withdrawal, or is dismissed. Students between academic years are not considered enrolled.

Student Code Violations

For the welfare of the entire community, all individuals in the community shall obey the enforcement of orders or directions given by all TUS officials in the performance of their

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duties or in the operation of their office. Members of the TUS community who interfered with the rights of others by failing to fulfill their responsibilities will be subject to disciplinary actions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge and truth.

The following list of unacceptable behavior is intended to be illustrative in nature rather than all inclusive:

- Dishonesty or knowingly furnishing false or incomplete information to TLS with the intent to deceive
- Making, possessing, or using any falsified university document or record or altering any university document
- Knowingly making false accusations against a member of the TLS community.
- Illegal possession, consumption, distribution, or furnishing alcohol or other drugs on TLS property
- Disorderly conduct including obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other TLS policy or regulation
- Lewd or offensive an improper behavior
- Possessing, using, or storing firearms, explosives, or weapons on TLS-controlled property
- Disregard for the safety of others
- Behavior or language that threatens or endangers the health, safety, or well-being of any person or group
- Violation of a contractual obligation or publicized administrative policies
- Sexual misconduct including any unauthorized form of any sexual contact with another person without the consent of that person
- Sexually harassing another person
- Acts of retaliation – words, action, or written communications that implies or states another individual of the TUS community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case

Non-Compliance

The following shall be regarded as acts of non-compliance:

- Failure to comply with the direction of an individual identified as an authorized TLS official or other official acting in the performance of his/her duties
- Complicity-presence during any violations of TLS policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violations of TLS policy are expected to remove themselves from participation

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ACADEMIC STANDING AND RETENTION

Grades

1. Numerical Grades

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

| Grade | GPA | Percentage | Comments |
|--------------|------------|-------------------|---------------------------------|
| A | 4.0 | 90-100 | (Outstanding) |
| A- | 3.67 | 88-89 | |
| B+ | 3.33 | 84-87 | |
| B | 3.0 | 80-83 | (Superior) |
| B- | 2.67 | 78-79 | |
| C+ | 2.33 | 74-77 | |
| C | 2.0 | 70-73 | (Satisfactory) |
| C- | 1.67 | 68-69 | |
| D+ | 1.33 | 64-67 | |
| D | 1.0 | 60-63 | (Poor) |
| D- | 0.67 | 59 | (Lowest Passing Grade) |
| F | <0.67 | 58 or below | (Failure, Course Grade is 0.00) |

Only grades assigned by graders/readers to individual papers are in letter-grade form. From that point forward (including recording on transcripts), number grades (i.e., 0.0 to 4.0) are used.

2. Non-Numerical Grades.

In addition, the following grades may also be assigned:

CR = Credit

At the option of TLS, certain courses may be graded on a credit/no-credit basis. An example is *Introduction to Law*. Students will be notified in advance if an examination or course is to be graded on a credit/no-credit basis.

I's = Incomplete

I's are given only upon approval of a petition from a student who has otherwise completed the course but is unable to take the final examination or who has been approved to retake the examination. If an "I" is approved, the successful petitioner

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must take (or retake) the final examination on or before the date set by TLS in the approved petition. The numerical grade received at such time will be substituted for the "I" grade in overall unit and GPA calculations.

Any student who has not taken the final examination and fails to remove the "I" grade within the permitted time will have the "Incomplete" grade changed to an "administrative dismissal" and will be required to repeat the course in order to receive credit for it. Any student who has previously taken a final examination and fails to retake the examination within the permitted time will receive the original grade.

W = Withdrawal

Granted upon receipt of a petition submitted to the admissions or records office or an automatic withdrawal from a course for student's failure to remove a grade of "I" in such course within the permitted time period.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies including failure to complete final examinations or maintain satisfactory attendance. X's are not computed in the grade-point average.

0.0 = Academic Dismissal

Students that fail a course are subject to dismissal from the program. Although dismissal is not automatic, failure in any course is a strong indicator that the student does not have the aptitude to succeed in the program.

Repeated Courses / Re-Examinations

If a failing grade has been received in a course, to receive credit for the academic year which included the course, the grade must be raised to a passing level. Students have no absolute right to a re-examination or to repeat a course. However, TLS will consider a petition for re-examination or repeating the course.

The petition should state in detail the circumstances of the student which resulted in the failing grade and the steps the student will take to improve the learning outcome. If the student is approved to repeat the course, an incomplete will be entered on the student's academic record during the period of time in which the course is being repeated. In either circumstance, only the re-examination or repeat grade will be reflected on the student's academic record.

Grade-Point Average (GPA)

1. Annual GPA. The annual grade-point average (GPA) is determined by dividing the total "grade points" earned that year by the total number of "units" attempted that year. The total "grade points" earned in a year is the product of the course units and the student's course grade, totaled for all courses in which a numerical grade was received that year.

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Example:

| Course Name | Units | Grade | Grade Points |
|---------------------|--------------|--------------|---------------------|
| Introduction to Law | 1 | CR | - |
| Contracts | 8 | 2.0 | 16.00 |
| Legal Writing | 3 | CR | - |
| Torts | 7 | 2.33 | 16.31 |
| Criminal Law | 5 | 1.67 | 8.35 |
| Total | 24 | | 40.66 |

The annual GPA is 40.66 divided by 20 = 2.03.

1. **Cumulative GPA.** The cumulative GPA is computed in the same manner except that the grade points and the units attempted are totaled for every course which the student has taken in the program and for which the student has received a numerical grade.
2. **Good Standing.** Any student with a cumulative grade-point average of 2.0 or above is considered in good standing. A student must be in good standing to graduate and continue under any grant-in-aid.

Academic Recognition

Students who graduate from the JDET program with the following cumulative GPA's are awarded the following honors:

| | |
|--------------|------------------------------|
| 3.40 to 4.00 | <i>Summa Cum Laude</i> |
| 3.20 to 3.39 | <i>Magna Cum Laude</i> |
| 3.00 to 3.19 | <i>Cum Laude</i> |
| 2.80 to 2.99 | <i>With Scholastic Merit</i> |

Notice of graduation honors are placed on the student's diploma.

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SATISFACTORY ACADEMIC PROGRESS POLICY

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal direct student loan programs. In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal student aid achieve their academic goals by making satisfactory academic progress (SAP). Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of TLS.

All students must continually maintain the following standards of SAP to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the SAP requirements for the Juris Doctor – Attorney (JDAT) and JDET program consist of:

- A qualitative component;
- A quantitative component;
- Appeal procedures.

Qualitative and Quantitative Components

A Title IV student is subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* and the *ACADEMIC STANDING AND RETENTION* sections of this *handbook*. In addition, once a Title IV student has been enrolled in the program for two academic years, he or she must have earned a minimum grade point average that would allow them to graduate with at least a 2.0 GPA and maintain this minimum cumulative grade point average at the end of year three.

A Title IV student must complete his or her studies in not more than 150% of the published length of the program. (For purposes of this component, “published length of the program” refers to the required number of units.)

The JDET program requires completion of 75 units. Therefore, a student must complete the program within 112 attempted units or will become ineligible for Federally insured student loans to pay for tuition beyond that point.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis.

Transfer credit may only be accepted for courses offered at TLS. Any transfer credit accepted will be calculated for determining the 150% of the published length of the program. Transfer students must also earn a minimum cumulative GPA of 2.0 or higher at program midpoint to meet Financial aid eligibility.

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the program.

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With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from, or failed. However, if a student fails one course in the JDET program, he or she must repeat the entire year. Only the most recent grade is computed into a student's GPA. However, repeated courses are included in the 150% computation.

Incomplete grades are not calculated into the measures of quantitative or qualitative process. All students must complete all courses before moving forward. If a student does not complete final examinations during the academic period, that student may petition for an incomplete. Upon establishing extraordinary circumstances, an incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not complete a course during the period of an incomplete, that student will fail that course and the failure will be calculated into the measures of quantitative and qualitative process.

A student may only transfer from the JDAT program to the JDET program; and only at the end/completion of an academic year. Units earned or attempted in the JDAT program will be used in the calculation for determining the 150% of the published length of the JDET program.

As with other students, a Title IV student must complete an academic year in 52 weeks (two payment periods) which includes 45 weeks of instruction. (The remaining weeks are reserved for review and final examinations.) All students in directed study courses are required to meet attendance for the first 45 weeks of instruction.

Attendance

Students must meet attendance requirements throughout the course of the program. Attendance is addressed by participation in either the discussion forums, assignment discussions questions, submission of an assignment, or completion of a quiz or midterm exam. A student who does not meet attendance for two consecutive weeks (14 days) after the start of the program may be dismissed from the program.

The week is defined as Sunday at midnight (PST) to the following Sunday at midnight.

Evaluation Points

As with other students, a Title IV student must complete an academic year of 52 weeks (two payment periods) which includes 45 weeks of instruction. (The remaining weeks are reserved for review and final examinations.) All students in directed study courses are required for the first 45 weeks of an academic year, to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a midterm exam. If you fail to logon and participate for 14 days, you will be dismissed from the program and therefore deemed NOT to be making SAP.

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The Qualitative Component in the Juris Doctor Programs

1. Academic Probation

A student whose cumulative GPA is less than a 2.0 after the most recent academic year is not making SAP and will be placed on academic probation and is subject to dismissal. However, a student may appeal the SAP determination. If the appeal is granted, the student will be allowed to continue as a student on academic probation, but will be placed on a Student Academic Improvement Plan (SAIP). SAP for a student on academic probation will be monitored at the midpoint and end of the next academic year. If at the midpoint or end of the next academic year, while on academic probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Once a student has been enrolled in the program for two academic years, he or she must have earned a cumulative grade point average of 2.0 or higher and maintain a minimum 2.0 cumulative GPA at the end of year two in order to be making SAP. Transfer students must also earn a minimum cumulative GPA of 2.0 or higher at program midpoint to meet financial aid eligibility. **All Juris Doctor program students are subject to all of the requirements set forth in the ACADEMIC REQUIREMENTS AND EXPECTATIONS and the ACADEMIC STANDING AND RETENTION sections of the *handbook*.**

2. Curing Academic Probation

A student who is allowed to advance while on academic probation must raise his or her GPA to at least a 2.0 by the end of that academic year, to cure academic probation and achieve SAP. The SAIP is designed to assist the student in achieving this goal.

3. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, academic probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, student with a cumulative grade point average below 2.0 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal process.)

4. Financial Aid Probation

Students who do not achieve SAP at the end of an academic year (a 2.0 GPA) **will lose further federal financial aid eligibility**. Student may appeal this financial aid status determination to regain financial aid eligibility for one payment period. (See financial aid appeals process.) If the appeal is granted, a student will be put on financial aid probation, may retain financial aid eligibility for one additional payment period and is put on a SAIP. SAP will be monitored at the end of each payment period in the next academic year to determine the student's financial aid eligibility status.

If at the end of the first payment period while on financial aid probation, a student fails to satisfy the SAIP requirements, the student will lose further financial aid eligibility.

If at the end of that academic year, while on financial aid probation, a student fails to satisfy the SAIP requirements, the student will lose further financial aid eligibility.

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Should the minimum SAP requirement not be achieved at the midpoint of the program or thereafter, the student loses further financial aid eligibility, until SAP is achieved.

Qualifying for Financial Aid

During Year One

Financial aid is distributed in two equal installments. To qualify for the first installment, a student must:

1. Submit official transcripts for degree determining program eligibility.
2. Pass *Introduction to Law* (the first three-week course).
3. Successfully complete 30 days of enrollment.
4. Satisfy all financial aid requirements, including being fully packaged.

To qualify for the second installment after midpoint, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses in which the student is enrolled.
3. Midterms must be completed timely.

*** Second installments cannot be requested prior to the last scheduled midterm due date as stated on syllabi.**

After Year One (for Advanced Students and Students Re-Enrolling)

If a student did not make SAP in his/her prior year, he/she will be placed on a SAIP. Academic progress for students on SAIP will be evaluated at midpoint and at the end of the academic year. If the student has not satisfied the SAIP requirements, he/she may lose financial aid eligibility unless the student appeals and appeal is approved.

To qualify for the first installment of financial aid after year one, a student must:

1. If a transfer student, submit official transcripts for degree determining program eligibility and prior law for which transfer credit was granted.
2. Successfully complete 30 days of enrollment.
3. Satisfy all financial aid requirements, including being fully packaged.

To qualify for the second installment, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses that have midterms.
3. Midterms must be completed timely.
4. If a student is enrolled in a course that does not have a midterm, the student must have completed at least half of the assignments for that course.

*** Second installments cannot be requested prior to the last scheduled midterm due date or half of the assignments for courses without midterms due date as stated in the syllabi**

Special Rules for First Year Students

Only students who achieved a 2.0 GPA or above on their courses may automatically advance to the next academic year. **In all years** each student will be evaluated based upon the TLS' standards for measuring SAP.

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Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make SAP, at the midpoint of the program or thereafter, the student will be on academic probation and is subject to dismissal. However, a student may be eligible to continue but will not be eligible for financial aid. The decision to allow a student to continue on academic probation will be made by the TLS dean or her designee. During this period, the student is not eligible for federal financial aid but may continue to take courses and will be responsible for tuition and fees.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement and Graduation

It is the responsibility of TLS to fairly evaluate the performance of each student and disqualify a student if TLS does not believe that the student will ultimately be successful. SAP is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for failing to meet the SAP standards can be found in both this *handbook* and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The dean, on behalf of the ARC, will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;
2. The student has the following rights:
 - a. To review the student's work product, including final examinations;
 - b. To ask questions about the evaluation of the work product;
 - c. To provide any information that is relevant to the failure to meet SAP;
 - d. To request a meeting with the ARC to exercise his/her rights in person or via a teleconference.
 - e. During each step of the academic review process, the student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and cost of such Counsel.
3. If the student chooses to not meet with the ARC, the dean will seek a written response from the student regarding any reason for the student failing to meet SAP and any other information the student wishes to provide;
4. The dean will organize all information available from the student, faculty and staff regarding the failure to meet SAP and present it to the ARC;
5. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
6. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.

Financial Aid Appeal

A student may appeal a determination of being ineligible for financial aid by sending an appeal to the director of financial aid at the financial aid office. The appeal should set forth in detail a concise statement detailing what extenuating circumstances occurred that caused student the inability to meet SAP, and what has changed so that student may now meet SAP.

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The appeal will then be given to the director of financial aid who will review the student's financial aid file and evaluate the student's written comments. The director of financial aid may also request information from the ARC and/or may question the student or request additional information.

If the director of financial aid denies the appeal, the student will be notified and the probation status will stand.

If the director of financial aid approves the appeal, the probation status may be cleared.

Once the appeal is resolved and if any action is required, the director of financial aid will notify the student of its outcome and whether appeal was approved or denied.

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Reinstatement as a Title IV Student

A student may, subject to the approval of the director of financial aid, be reinstated as a Title IV student after failing to make SAP if the student meets the following minimum criteria:

1. The student has successfully completed at least one academic year on academic probation.
2. A recalculated GPA indicates that the student now has a cumulative GPA of 2.0 or higher; and
3. It is possible for the student to complete the program in not more than the maximum number of units allowed (112 for the JDET).

For additional information about all financial aid policies, please carefully study the *Consumer Information Guide Catalog Supplement*. The *Consumer Information Guide* may be found on the TLS website at <https://taftu.edu/wp-content/uploads/2022/08/Taft-Consumer-Information-Guide-7-14-2022.pdf>

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GRADUATION

The professional degree of *Juris Doctor-Executive Track* is awarded to those students in the *JDET program* who have fulfilled all of the following requirements:

1. Satisfactory completion of 75 units within a period of not more than seven years with at least 38 units completed at TLS;
2. Cumulative GPA of 2.0 or higher in TLS courses; and
3. Completion and submission of TLS' Program Evaluation Form.

Failure to comply with any financial obligation to TLS will result in TLS invoking a "delinquency" status on the student. At the option of TLS, in accordance with Section 94312 (k) of the California Education Code, during such status no documentation of any kind (including transcripts) will be provided by TLS to the student or others.

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LEAVES-OF-ABSENCES, WITHDRAWAL, AND READMISSION

Leaves-of-Absences

TLS does not permit a leave of absences during the academic year. If due to unforeseen circumstances, a student cannot fulfill these academic requirements, a student may withdraw. After withdrawal, such student may petition to start over in a new academic year.

Students should keep in mind the requirement of 864 hours of study must be completed in the 48 to 52week period and the *study log* should reflect that period.

Voluntary Withdrawal from TLS

1. Students may withdraw from school without prejudice by written notification to the admissions office any time prior to the final examination period. (The final examination period is the 48th to 52nd week of each academic year.) To voluntarily withdraw after the 100% refund period referred to in the enrollment agreement, a student must be in good "administrative standing". Good administrative standing means the student has submitted all required documents.
2. Any request to withdraw during the final examination period must be made in the form of a written petition to TLS' Dean who will notify the petitioner as to the final determination of such request.
3. A student who has not voluntarily withdrawn and who fails to take final examinations within the final examination period will receive an "administrative dismissal" for the subject course(s).
4. Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the enrollment agreement. Withdrawal after the refund period as set forth in the enrollment agreement does *not* relieve students paying tuition on an installment basis from future monthly installment payments.
5. Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking such action to ensure that they have considered all the financial options which may be available TLS students.

Readmission

1. Readmission After Withdrawal "In Good Standing". A student who withdraws during the first year of law study shall be treated as a new admission and a petition for readmission should be submitted to the admissions office.

A student who has successfully completed any units at TLS and who has chosen not to re-enroll for a period longer than one calendar year must petition the TLS' dean or his/her designee to be allowed to re-enroll as a continuing student. As a condition to his/her readmission, a student who has been out for longer than one calendar year may be required to repeat courses and/or final examinations taken prior to his/her absence. Since admission criteria in existence at the time of readmission will apply, readmission is not guaranteed.

2. Readmission After Academic or Administrative Dismissal. An individual who wishes to be readmitted after academic or administrative dismissal must petition the admissions office directly and show the requisite ability for successful law study or evidence a stronger potential for law study.

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- a. Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:
 - 1) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level;
or
 - 2) After at least two years have elapsed since the disqualification, if the applicant demonstrates that work, study or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

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COMMUNICATIONS WITH TLS

The office hours of TLS are 9:00 a.m. to 5:00 p.m., Pacific time, Monday through Thursday and from 9:00 a.m. to 3:30 p.m. Pacific time, Friday. There are several options for contacting faculty or other student services personnel. When emailing, faxing, or mailing information to TLS, please include your full name, student number, program enrolled in and when you started.

Mail

Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954

E-Mail

student_services@TaftU.edu *(the preferred method of communication)*

FAX

(714) 708-2082

Telephone

(714) 850-4800 (normal TLS faculty office hours are 10:00 a.m. to 12:30 a.m. Mondays, Wednesdays, and Fridays. You may e-mail or FAX at any time.)

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COMMUNICATION WITH FACULTY

Developing strong communication skills is vital to your success in this program. Your entire grade in the class will be based upon your ability to communicate the correct information on the writing assignments, the tests, and in the assignment discussion board.

In the practice of law, despite what you may see on television, most of your communications will be in writing. The writing will include letters, briefs, and memorandums. For this reason, we emphasize writing in very course. Almost every week, you will have a writing assignment to complete. These assignments will generally be worth 20% of your course grade. There will also be an online discussion of these assignments with your instructor. These online discussions will take place on the assignment discussion board and weekly discussion questions and will consist of an asynchronous discussion of the writing assignment that you just turned in or the subject matter.

All writing assignments must be submitted by 9:00 a.m. (PST) on the Monday after they are assigned. The assignment discussion board will be open at this time. Your instructor will grade the assignments submitted and post comments by Wednesday at noon. You may respond to the faculty comments, comments posted by other students, or post original thoughts. Participation on the assignment discussion board and/or weekly discussion questions is generally worth 20% of your course grade. It is therefore very important that you post something substantive to the discussion. Faculty will be awarding points based primarily upon the contribution you make to the discussions, not simply the number of posts that you make. Remember, to earn this 20% of your grade, your posts must be on the assignment discussion board and/or answer the weekly discussion questions. You may also earn “extra credit,” as discussed below. However, this is not the same as participating in the assignment discussion, which is required part of the course.

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COMMUNICATIONS WITH OTHER STUDENTS

Individuals who commence study in the same month and who are taking the same courses constitute what we refer to as a study group. Your study group will likely include individuals from all regions of the United States (and sometimes foreign countries), who have diverse backgrounds and varying career objectives. You will have the ability to interact with members of your study group regarding assignments on a scheduled basis as addressed above. In addition, forum message boards allow you to discuss other matters related to the subject of the course.

TLS also provides an electronic *student lounge* as part of the forums. The *lounge* can be used for general discussions.

You may also choose to post your address, telephone number, and/or e-mail address on the website. By so doing, you will have access to similar information posted by other students.

For other than electronic communications, if a student wishes his or her name, address, telephone number and year of study be made available to other TLS students who request such information, the student should request such action on a *TLS Student Request and Petition Form (Exhibit "B" to this Handbook)*. Students requesting inclusion on this list may request a complete copy of other students on this list.

Names will be provided only for the purpose of encouraging communications amongst students and cannot be used for any other purpose. Names may be deleted from the list upon withdrawal or completion of the current academic year.

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SYNCHRONOUS INSTRUCTION

The electronic classroom discussed on page 10 of this *handbook* is live lecture presented by a faculty member. All students are encouraged to participate in the E-classes. However, these lectures are recorded and available for review at a later date for students who are unable to participate live.

Throughout your term of enrollment, similar calls or conference calls will be arranged shortly after you complete your last midterm examination and/or shortly after you schedule your first final examination.

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LIBRARY RESOURCES

Due to the independent study nature of the program, TLS does not maintain a traditional law library for student use. Most public and college law libraries are available for public use at no charge. However, in some circumstances, students may incur library charges for certain services. Upon submission of a paid receipt and petition form, TLS will reimburse students in an amount not to exceed \$25.00 per academic year for library charges paid by a student.

All TLS students can access *Lexis Advance*[®], a computer research library, through their own personal computer. Students are encouraged to take advantage of this valuable research tool. A request for *Lexis Advance*[®] software form is included in the *Introduction to Law* syllabus, for first year students. *Lexis Advance*[®] identification numbers are issued to first-year students after they pass Introduction to Law. Advanced year students will receive log in information by their third week of instruction.

TLS also subscribes to The Center for Computer Assisted Legal Instruction (CALI[®]). The CALI[®] Library is a collection of over 1000 Internet-based and computer-based lessons covering approximately 40 legal education subject areas. The CALI[®] lessons are written by law faculty and librarians of American Bar Association approved law schools.

In order to access the on-line lessons, you will first need to register as a user on the CALI[®] website (<http://www.cali.org/>). The authorization code for TLS students is: **WILHOWstu240**

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HARASSMENT POLICY

The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

What Is Harassment?

Harassment can take many forms. It may be, but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the director of student services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

Reporting

Any incidents of harassment must be *immediately* reported. ***TLS can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

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RELEASE OF ACADEMIC INFORMATION

TLS adheres to the Family Educational Rights and Privacy Act (FERPA). Therefore, students, by appointment, may review contents of their permanent records as they are maintained at TLS offices. Such inspection must be completed in person by the student at the location where the information is retained.

Since TLS subscribes to the policy that a student's academic record is confidential, information will generally be released only upon written instructions from the student except as noted below.

The student's academic records are open for inspection only by the student and those members of TLS staff who have responsibility for working with the student or maintaining records.

Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the student's permanent records.

Information regarding an individual's address, attendance dates, degrees earned, and date of degrees are considered public information and may be released.

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RESERVATION OF RIGHTS

TLS reserves the right to change any of its policies, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. All affected students will be given adequate prior notice before the changes to the academic standards are implemented. TLS further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student.

This *handbook* and each subsequent *handbook* supersede all previous *handbooks* and the policies expressed in this *handbook* and each subsequent *handbook* will be controlling regardless of any policies stated in a previous *handbook* received by the student upon his or her admission.

This *handbook* and each subsequent *handbook* are supplemented by the TLS catalog. Where conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

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NOTICE OF COPYRIGHTS

All midterm examinations, final examinations, issue analysis, handbooks, course materials and concepts used by TLS are copyrighted by TUS. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All TLS publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of TLS.

Violation of the above copyright restrictions can result in dismissal of the student in addition to possible civil and/or criminal penalties.

The Juris Doctor-Executive Track Program
Student Handbook

Copyright, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992,
1993, 1994, 1995, 1997, 1998, 1999, 2000, 2002, 2003, 2004, 2005, 2007, 2008, 2009,
2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2022.

The Taft University System, Inc.

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EXHIBITS

REQUEST FOR TRANSCRIPT

From (Print Name) _____

Former Name (if any) _____

Home Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Social Security # _____

I attended (Name of College) _____

From (Month, Yr.) _____ To (Month, Yr.) _____

Graduated on _____ Degree _____

Please send one copy of my Official Transcripts to:

**Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA. 92704-6954**

Student Signature _____ Date _____

Remarks: _____

Note to Student: We recommend you check with the college or university to determine their transcript fees, if any. Taft Law School must receive official transcripts directly from the college or university. Student copies are not acceptable.

Send this Form to Colleges or Universities Attended

Exhibit "A"

EXHIBITS

TAFT LAW SCHOOL *STUDENT REQUEST AND PETITION FORM*

To: _____

Date: _____ Date When Receipt of Answer is Essential _____

From:
Name _____ Student # _____

Street _____

City _____ State _____ Zip _____

Telephone:(____) _____ Cell Number :(____) _____ E-Mail _____

*CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND
ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:*
(Use additional sheet if more space is required)

Student Signature _____

RESPONSE BY SCHOOL STAFF MEMBER TAKING ACTION:

Signature of School Staff Member _____

Date _____

Exhibit "B"

EXHIBITS

Taft Law School

Final Examination Periods – Juris Doctor-Executive TrackSM Program

A student's final examination period is dependent on when the student commences law study in a given year. Final examinations can be scheduled anytime between the start of the 46th week and the end of the 52nd week. However, to comply with CBE requirements, at least one examination must be taken after the 48th week and before the end of the 52nd week.

To determine a student's final examination period, simply locate the date the student commenced study for the academic year and refer to the appropriate column. (Note: If the academic year includes a February 29th date, (a "Leap Year"), subtract one day from Columns 2, 3, and 4.)

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| January 1 | Nov. 12th | Dec. 3rd | Dec. 30th |
| January 2 | Nov. 13th | Dec. 4th | Dec. 31st |
| January 3 | Nov. 14th | Dec. 5th | Jan. 1st |
| January 4 | Nov. 15th | Dec. 6th | Jan. 2nd |
| January 5 | Nov. 16th | Dec. 7th | Jan. 3rd |
| January 6 | Nov. 17th | Dec. 8th | Jan. 4th |
| January 7 | Nov. 18th | Dec. 9th | Jan. 5th |
| January 8 | Nov. 19th | Dec. 10th | Jan. 6th |
| January 9 | Nov. 20th | Dec. 11th | Jan. 7th |
| January 10 | Nov. 21st | Dec. 12th | Jan. 8th |
| January 11 | Nov. 22nd | Dec. 13th | Jan. 9th |
| January 12 | Nov. 23rd | Dec. 14th | Jan. 10th |
| January 13 | Nov. 24th | Dec. 15th | Jan. 11th |
| January 14 | Nov. 25th | Dec. 16th | Jan. 12th |
| January 15 | Nov. 26th | Dec. 17th | Jan. 13th |
| January 16 | Nov. 27th | Dec. 18th | Jan. 14th |
| January 17 | Nov. 28th | Dec. 19th | Jan. 15th |
| January 18 | Nov. 29th | Dec. 20th | Jan. 16th |
| January 19 | Nov. 30th | Dec. 21st | Jan. 17th |
| January 20 | Dec. 1st | Dec. 22nd | Jan. 18th |
| January 21 | Dec. 2nd | Dec. 23rd | Jan. 19th |
| January 22 | Dec. 3rd | Dec. 24th | Jan. 20th |
| January 23 | Dec. 4th | Dec. 25th | Jan. 21st |
| January 24 | Dec. 5th | Dec. 26th | Jan. 22nd |
| January 25 | Dec. 6th | Dec. 27th | Jan. 23rd |
| January 26 | Dec. 7th | Dec. 28th | Jan. 24th |
| January 27 | Dec. 8th | Dec. 29th | Jan. 25th |
| January 28 | Dec. 9th | Dec. 30th | Jan. 26th |
| January 29 | Dec. 10th | Dec. 31st | Jan. 27th |
| January 30 | Dec. 11th | Jan. 1st | Jan. 28th |
| January 31 | Dec. 12th | Jan. 2nd | Jan. 29th |

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Taft Law School

Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| February 1 | Dec. 13th | Jan. 3rd | Jan. 30th |
| February 2 | Dec. 14th | Jan. 4th | Jan. 31st |
| February 3 | Dec. 15th | Jan. 5th | Feb. 1st |
| February 4 | Dec. 16th | Jan. 6th | Feb. 2nd |
| February 5 | Dec. 17th | Jan. 7th | Feb. 3rd |
| February 6 | Dec. 18th | Jan. 8th | Feb. 4th |
| February 7 | Dec. 19th | Jan. 9th | Feb. 5th |
| February 8 | Dec. 20th | Jan. 10th | Feb. 6th |
| February 9 | Dec. 21st | Jan. 11th | Feb. 7th |
| February 10 | Dec. 22nd | Jan. 12th | Feb. 8th |
| February 11 | Dec. 23rd | Jan. 13th | Feb. 9th |
| February 12 | Dec. 24th | Jan. 14th | Feb. 10th |
| February 13 | Dec. 25th | Jan. 15th | Feb. 11th |
| February 14 | Dec. 26th | Jan. 16th | Feb. 12th |
| February 15 | Dec. 27th | Jan. 17th | Feb. 13th |
| February 16 | Dec. 28th | Jan. 18th | Feb. 14th |
| February 17 | Dec. 29th | Jan. 19th | Feb. 15th |
| February 18 | Dec. 30th | Jan. 20th | Feb. 16th |
| February 19 | Dec. 31st | Jan. 21st | Feb. 17th |
| February 20 | Jan. 1st | Jan. 22nd | Feb. 18th |
| February 21 | Jan. 2nd | Jan. 23rd | Feb. 19th |
| February 22 | Jan. 3rd | Jan. 24th | Feb. 20th |
| February 23 | Jan. 4th | Jan. 25th | Feb. 21st |
| February 24 | Jan. 5th | Jan. 26th | Feb. 22nd |
| February 25 | Jan. 6th | Jan. 27th | Feb. 23rd |
| February 26 | Jan. 7th | Jan. 28th | Feb. 24th |
| February 27 | Jan. 8th | Jan. 29th | Feb. 25th |
| February 28 | Jan. 9th | Jan. 30th | Feb. 26th |
| March 1 | Jan. 10th | Jan. 31st | Feb. 27th |
| March 2 | Jan. 11th | Feb. 1st | Feb. 28th |
| March 3 | Jan. 12th | Feb. 2nd | Mar. 1st |
| March 4 | Jan. 13th | Feb. 3rd | Mar. 2nd |
| March 5 | Jan. 14th | Feb. 4th | Mar. 3rd |
| March 6 | Jan. 15th | Feb. 5th | Mar. 4th |
| March 7 | Jan. 16th | Feb. 6th | Mar. 5th |
| March 8 | Jan. 17th | Feb. 7th | Mar. 6th |
| March 9 | Jan. 18th | Feb. 8th | Mar. 7th |
| March 10 | Jan. 19th | Feb. 9th | Mar. 8th |
| March 11 | Jan. 20th | Feb. 10th | Mar. 9th |
| March 12 | Jan. 21st | Feb. 11th | Mar. 10th |

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Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| March 13 | Jan. 22nd | Feb. 12th | Mar. 11th |
| March 14 | Jan. 23rd | Feb. 13th | Mar. 12th |
| March 15 | Jan. 24th | Feb. 14th | Mar. 13th |
| March 16 | Jan. 25th | Feb. 15th | Mar. 14th |
| March 17 | Jan. 26th | Feb. 16th | Mar. 15th |
| March 18 | Jan. 27th | Feb. 17th | Mar. 16th |
| March 19 | Jan. 28th | Feb. 18th | Mar. 17th |
| March 20 | Jan. 29th | Feb. 19th | Mar. 18th |
| March 21 | Jan. 30th | Feb. 20th | Mar. 19th |
| March 22 | Jan. 31st | Feb. 21st | Mar. 20th |
| March 23 | Feb. 1st | Feb. 22nd | Mar. 21st |
| March 24 | Feb. 2nd | Feb. 23rd | Mar. 22nd |
| March 25 | Feb. 3rd | Feb. 24th | Mar. 23rd |
| March 26 | Feb. 4th | Feb. 25th | Mar. 24th |
| March 27 | Feb. 5th | Feb. 26th | Mar. 25th |
| March 28 | Feb. 6th | Feb. 27th | Mar. 26th |
| March 29 | Feb. 7th | Feb. 28th | Mar. 27th |
| March 30 | Feb. 8th | Mar. 1st | Mar. 28th |
| March 31 | Feb. 9th | Mar. 2nd | Mar. 29th |
| April 1 | Feb. 10th | Mar. 3rd | Mar. 30th |
| April 2 | Feb. 11th | Mar. 4th | Mar. 31st |
| April 3 | Feb. 12th | Mar. 5th | Apr. 1st |
| April 4 | Feb. 13th | Mar. 6th | Apr. 2nd |
| April 5 | Feb. 14th | Mar. 7th | Apr. 3rd |
| April 6 | Feb. 15th | Mar. 8th | Apr. 4th |
| April 7 | Feb. 16th | Mar. 9th | Apr. 5th |
| April 8 | Feb. 17th | Mar. 10th | Apr. 6th |
| April 9 | Feb. 18th | Mar. 11th | Apr. 7th |
| April 10 | Feb. 19th | Mar. 12th | Apr. 8th |
| April 11 | Feb. 20th | Mar. 13th | Apr. 9th |
| April 12 | Feb. 21st | Mar. 14th | Apr. 10th |
| April 13 | Feb. 22nd | Mar. 15th | Apr. 11th |
| April 14 | Feb. 23rd | Mar. 16th | Apr. 12th |
| April 15 | Feb. 24th | Mar. 17th | Apr. 13th |
| April 16 | Feb. 25th | Mar. 18th | Apr. 14th |
| April 17 | Feb. 26th | Mar. 19th | Apr. 15th |
| April 18 | Feb. 27th | Mar. 20th | Apr. 16th |
| April 19 | Feb. 28th | Mar. 21st | Apr. 17th |
| April 20 | Mar. 1st | Mar. 22nd | Apr. 18th |
| April 21 | Mar. 2nd | Mar. 23rd | Apr. 19th |
| April 22 | Mar. 3rd | Mar. 24th | Apr. 20th |

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| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| April 23 | Mar. 4th | Mar. 25th | Apr. 21st |
| April 24 | Mar. 5th | Mar. 26th | Apr. 22nd |
| April 25 | Mar. 6th | Mar. 27th | Apr. 23rd |
| April 26 | Mar. 7th | Mar. 28th | Apr. 24th |
| April 27 | Mar. 8th | Mar. 29th | Apr. 25th |
| April 28 | Mar. 9th | Mar. 30th | Apr. 26th |
| April 29 | Mar. 10th | Mar. 31st | Apr. 27th |
| April 30 | Mar. 11th | Apr. 1st | Apr. 28th |
| May 1 | Mar. 12th | Apr. 2nd | Apr. 29th |
| May 2 | Mar. 13th | Apr. 3rd | Apr. 30th |
| May 3 | Mar. 14th | Apr. 4th | May 1st |
| May 4 | Mar. 15th | Apr. 5th | May 2nd |
| May 5 | Mar. 16th | Apr. 6th | May 3rd |
| May 6 | Mar. 17th | Apr. 7th | May 4th |
| May 7 | Mar. 18th | Apr. 8th | May 5th |
| May 8 | Mar. 19th | Apr. 9th | May 6th |
| May 9 | Mar. 20th | Apr. 10th | May 7th |
| May 10 | Mar. 21st | Apr. 11th | May 8th |
| May 11 | Mar. 22nd | Apr. 12th | May 9th |
| May 12 | Mar. 23rd | Apr. 13th | May 10th |
| May 13 | Mar. 24th | Apr. 14th | May 11th |
| May 14 | Mar. 25th | Apr. 15th | May 12th |
| May 15 | Mar. 26th | Apr. 16th | May 13th |
| May 16 | Mar. 27th | Apr. 17th | May 14th |
| May 17 | Mar. 28th | Apr. 18th | May 15th |
| May 18 | Mar. 29th | Apr. 19th | May 16th |
| May 19 | Mar. 30th | Apr. 20th | May 17th |
| May 20 | Mar. 31st | Apr. 21st | May 18th |
| May 21 | Apr. 1st | Apr. 22nd | May 19th |
| May 22 | Apr. 2nd | Apr. 23rd | May 20th |
| May 23 | Apr. 3rd | Apr. 24th | May 21st |
| May 24 | Apr. 4th | Apr. 25th | May 22nd |
| May 25 | Apr. 5th | Apr. 26th | May 23rd |
| May 26 | Apr. 6th | Apr. 27th | May 24th |
| May 27 | Apr. 7th | Apr. 28th | May 25th |
| May 28 | Apr. 8th | Apr. 29th | May 26th |
| May 29 | Apr. 9th | Apr. 30th | May 27th |
| May 30 | Apr. 10th | May 1st | May 28th |
| May 31 | Apr. 11th | May 2nd | May 29th |

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| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| June 1 | Apr. 12th | May 3rd | May 30th |
| June 2 | Apr. 13th | May 4th | May 31st |
| June 3 | Apr. 14th | May 5th | June 1st |
| June 4 | Apr. 15th | May 6th | June 2nd |
| June 5 | Apr. 16th | May 7th | June 3rd |
| June 6 | Apr. 17th | May 8th | June 4th |
| June 7 | Apr. 18th | May 9th | June 5th |
| June 8 | Apr. 19th | May 10th | June 6th |
| June 9 | Apr. 20th | May 11th | June 7th |
| June 10 | Apr. 21st | May 12th | June 8th |
| June 11 | Apr. 22nd | May 13th | June 9th |
| June 12 | Apr. 23rd | May 14th | June 10th |
| June 13 | Apr. 24th | May 15th | June 11th |
| June 14 | Apr. 25th | May 16th | June 12th |
| June 15 | Apr. 26th | May 17th | June 13th |
| June 16 | Apr. 27th | May 18th | June 14th |
| June 17 | Apr. 28th | May 19th | June 15th |
| June 18 | Apr. 29th | May 20th | June 16th |
| June 19 | Apr. 30th | May 21st | June 17th |
| June 20 | May 1st | May 22nd | June 18th |
| June 21 | May 2nd | May 23rd | June 19th |
| June 22 | May 3rd | May 24th | June 20th |
| June 23 | May 4th | May 25th | June 21st |
| June 24 | May 5th | May 26th | June 22nd |
| June 25 | May 6th | May 27th | June 23rd |
| June 26 | May 7th | May 28th | June 24th |
| June 27 | May 8th | May 29th | June 25th |
| June 28 | May 9th | May 30th | June 26th |
| June 29 | May 10th | May 31st | June 27th |
| June 30 | May 11th | June 1st | June 28th |
| July 1 | May 12th | June 2nd | June 29th |
| July 2 | May 13th | June 3rd | June 30th |
| July 3 | May 14th | June 4th | July 1st |
| July 4 | May 15th | June 5th | July 2nd |
| July 5 | May 16th | June 6th | July 3rd |
| July 6 | May 17th | June 7th | July 4th |
| July 7 | May 18th | June 8th | July 5th |
| July 8 | May 19th | June 9th | July 6th |
| July 9 | May 20th | June 10th | July 7th |
| July 10 | May 21st | June 11th | July 8th |
| July 11 | May 22nd | June 12th | July 9th |

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| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| July 12 | May 23rd | June 13th | July 10th |
| July 13 | May 24th | June 14th | July 11th |
| July 14 | May 25th | June 15th | July 12th |
| July 15 | May 26th | June 16th | July 13th |
| July 16 | May 27th | June 17th | July 14th |
| July 17 | May 28th | June 18th | July 15th |
| July 18 | May 29th | June 19th | July 16th |
| July 19 | May 30th | June 20th | July 17th |
| July 20 | May 31st | June 21st | July 18th |
| July 21 | June 1st | June 22nd | July 19th |
| July 22 | June 2nd | June 23rd | July 20th |
| July 23 | June 3rd | June 24th | July 21st |
| July 24 | June 4th | June 25th | July 22nd |
| July 25 | June 5th | June 26th | July 23rd |
| July 26 | June 6th | June 27th | July 24th |
| July 27 | June 7th | June 28th | July 25th |
| July 28 | June 8th | June 29th | July 26th |
| July 29 | June 9th | June 30th | July 27th |
| July 30 | June 10th | July 1st | July 28th |
| July 31 | June 11th | July 2nd | July 29th |
| August 1 | June 12th | July 3rd | July 30th |
| August 2 | June 13th | July 4th | July 31st |
| August 3 | June 14th | July 5th | Aug. 1st |
| August 4 | June 15th | July 6th | Aug. 2nd |
| August 5 | June 16th | July 7th | Aug. 3rd |
| August 6 | June 17th | July 8th | Aug. 4th |
| August 7 | June 18th | July 9th | Aug. 5th |
| August 8 | June 19th | July 10th | Aug. 6th |
| August 9 | June 20th | July 11th | Aug. 7th |
| August 10 | June 21st | July 12th | Aug. 8th |
| August 11 | June 22nd | July 13th | Aug. 9th |
| August 12 | June 23rd | July 14th | Aug. 10th |
| August 13 | June 24th | July 15th | Aug. 11th |
| August 14 | June 25th | July 16th | Aug. 12th |
| August 15 | June 26th | July 17th | Aug. 13th |
| August 16 | June 27th | July 18th | Aug. 14th |
| August 17 | June 28th | July 19th | Aug. 15th |
| August 18 | June 29th | July 20th | Aug. 16th |
| August 19 | June 30th | July 21st | Aug. 17th |
| August 20 | July 1st | July 22nd | Aug. 18th |
| August 21 | July 2nd | July 23rd | Aug. 19th |

EXHIBITS

Taft Law School

Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| August 22 | July 3rd | July 24th | Aug. 20th |
| August 23 | July 4th | July 25th | Aug. 21st |
| August 24 | July 5th | July 26th | Aug. 22nd |
| August 25 | July 6th | July 27th | Aug. 23rd |
| August 26 | July 7th | July 28th | Aug. 24th |
| August 27 | July 8th | July 29th | Aug. 25th |
| August 28 | July 9th | July 30th | Aug. 26th |
| August 29 | July 10th | July 31st | Aug. 27th |
| August 30 | July 11th | Aug. 1st | Aug. 28th |
| August 31 | July 12th | Aug. 2nd | Aug. 29th |
| September 1 | July 13th | Aug. 3rd | Aug. 30th |
| September 2 | July 14th | Aug. 4th | Aug. 31st |
| September 3 | July 15th | Aug. 5th | Sept. 1st |
| September 4 | July 16th | Aug. 6th | Sept. 2nd |
| September 5 | July 17th | Aug. 7th | Sept. 3rd |
| September 6 | July 18th | Aug. 8th | Sept. 4th |
| September 7 | July 19th | Aug. 9th | Sept. 5th |
| September 8 | July 20th | Aug. 10th | Sept. 6th |
| September 9 | July 21st | Aug. 11th | Sept. 7th |
| September 10 | July 22nd | Aug. 12th | Sept. 8th |
| September 11 | July 23rd | Aug. 13th | Sept. 9th |
| September 12 | July 24th | Aug. 14th | Sept. 10th |
| September 13 | July 25th | Aug. 15th | Sept. 11th |
| September 14 | July 26th | Aug. 16th | Sept. 12th |
| September 15 | July 27th | Aug. 17th | Sept. 13th |
| September 16 | July 28th | Aug. 18th | Sept. 14th |
| September 17 | July 29th | Aug. 19th | Sept. 15th |
| September 18 | July 30th | Aug. 20th | Sept. 16th |
| September 19 | July 31st | Aug. 21st | Sept. 17th |
| September 20 | Aug. 1st | Aug. 22nd | Sept. 18th |
| September 21 | Aug. 2nd | Aug. 23rd | Sept. 19th |
| September 22 | Aug. 3rd | Aug. 24th | Sept. 20th |
| September 23 | Aug. 4th | Aug. 25th | Sept. 21st |
| September 24 | Aug. 5th | Aug. 26th | Sept. 22nd |
| September 25 | Aug. 6th | Aug. 27th | Sept. 23rd |
| September 26 | Aug. 7th | Aug. 28th | Sept. 24th |
| September 27 | Aug. 8th | Aug. 29th | Sept. 25th |
| September 28 | Aug. 9th | Aug. 30th | Sept. 26th |
| September 29 | Aug. 10th | Aug. 31st | Sept. 27th |
| September 30 | Aug. 11th | Sept. 1st | Sept. 28th |

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Final Examination Periods – Juris Doctor-Executive TrackSM Program

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|-----------------------------|---|----------------------------------|--------------------------------|
| October 1 | Aug. 12th | Sept. 2nd | Sept. 29th |
| October 2 | Aug. 13th | Sept. 3rd | Sept. 30th |
| October 3 | Aug. 14th | Sept. 4th | Oct. 1st |
| October 4 | Aug. 15th | Sept. 5th | Oct. 2nd |
| October 5 | Aug. 16th | Sept. 6th | Oct. 3rd |
| October 6 | Aug. 17th | Sept. 7th | Oct. 4th |
| October 7 | Aug. 18th | Sept. 8th | Oct. 5th |
| October 8 | Aug. 19th | Sept. 9th | Oct. 6th |
| October 9 | Aug. 20th | Sept. 10th | Oct. 7th |
| October 10 | Aug. 21st | Sept. 11th | Oct. 8th |
| October 11 | Aug. 22nd | Sept. 12th | Oct. 9th |
| October 12 | Aug. 23rd | Sept. 13th | Oct. 10th |
| October 13 | Aug. 24th | Sept. 14th | Oct. 11th |
| October 14 | Aug. 25th | Sept. 15th | Oct. 12th |
| October 15 | Aug. 26th | Sept. 16th | Oct. 13th |
| October 16 | Aug. 27th | Sept. 17th | Oct. 14th |
| October 17 | Aug. 28th | Sept. 18th | Oct. 15th |
| October 18 | Aug. 29th | Sept. 19th | Oct. 16th |
| October 19 | Aug. 30th | Sept. 20th | Oct. 17th |
| October 20 | Aug. 31st | Sept. 21st | Oct. 18th |
| October 21 | Sept. 1st | Sept. 22nd | Oct. 19th |
| October 22 | Sept. 2nd | Sept. 23rd | Oct. 20th |
| October 23 | Sept. 3rd | Sept. 24th | Oct. 21st |
| October 24 | Sept. 4th | Sept. 25th | Oct. 22nd |
| October 25 | Sept. 5th | Sept. 26th | Oct. 23rd |
| October 26 | Sept. 6th | Sept. 27th | Oct. 24th |
| October 27 | Sept. 7th | Sept. 28th | Oct. 25th |
| October 28 | Sept. 8th | Sept. 29th | Oct. 26th |
| October 29 | Sept. 9th | Sept. 30th | Oct. 27th |
| October 30 | Sept. 10th | Oct. 1st | Oct. 28th |
| October 31 | Sept. 11th | Oct. 2nd | Oct. 29th |
| November 1 | Sept. 12th | Oct. 3rd | Oct. 30th |
| November 2 | Sept. 13th | Oct. 4th | Oct. 31st |
| November 3 | Sept. 14th | Oct. 5th | Nov. 1st |
| November 4 | Sept. 15th | Oct. 6th | Nov. 2nd |
| November 5 | Sept. 16th | Oct. 7th | Nov. 3rd |
| November 6 | Sept. 17th | Oct. 8th | Nov. 4th |
| November 7 | Sept. 18th | Oct. 9th | Nov. 5th |
| November 8 | Sept. 19th | Oct. 10th | Nov. 6th |
| November 9 | Sept. 20th | Oct. 11th | Nov. 7th |
| November 10 | Sept. 21st | Oct. 12th | Nov. 8th |

EXHIBITS

Taft Law School

Final Examination Periods – Juris Doctor-Executive TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start</u> <u>49th Week</u> | <u>End</u> <u>52nd Week</u> |
|-----------------------------|---|----------------------------------|--------------------------------|
| November 11 | Sept. 22nd | Oct. 13th | Nov. 9th |
| November 12 | Sept. 23rd | Oct. 14th | Nov. 10th |
| November 13 | Sept. 24th | Oct. 15th | Nov. 11th |
| November 14 | Sept. 25th | Oct. 16th | Nov. 12th |
| November 15 | Sept. 26th | Oct. 17th | Nov. 13th |
| November 16 | Sept. 27th | Oct. 18th | Nov. 14th |
| November 17 | Sept. 28th | Oct. 19th | Nov. 15th |
| November 18 | Sept. 29th | Oct. 20th | Nov. 16th |
| November 19 | Sept. 30th | Oct. 21st | Nov. 17th |
| November 20 | Oct. 1st | Oct. 22nd | Nov. 18th |
| November 21 | Oct. 2nd | Oct. 23rd | Nov. 19th |
| November 22 | Oct. 3rd | Oct. 24th | Nov. 20th |
| November 23 | Oct. 4th | Oct. 25th | Nov. 21st |
| November 24 | Oct. 5th | Oct. 26th | Nov. 22nd |
| November 25 | Oct. 6th | Oct. 27th | Nov. 23rd |
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| November 27 | Oct. 8th | Oct. 29th | Nov. 25th |
| November 28 | Oct. 9th | Oct. 30th | Nov. 26th |
| November 29 | Oct. 10th | Oct. 31st | Nov. 27th |
| November 30 | Oct. 11th | Nov. 1st | Nov. 28th |
| December 1 | Oct. 12th | Nov. 2nd | Nov. 29th |
| December 2 | Oct. 13th | Nov. 3rd | Nov. 30th |
| December 3 | Oct. 14th | Nov. 4th | Dec. 1st |
| December 4 | Oct. 15th | Nov. 5th | Dec. 2nd |
| December 5 | Oct. 16th | Nov. 6th | Dec. 3rd |
| December 6 | Oct. 17th | Nov. 7th | Dec. 4th |
| December 7 | Oct. 18th | Nov. 8th | Dec. 5th |
| December 8 | Oct. 19th | Nov. 9th | Dec. 6th |
| December 9 | Oct. 20th | Nov. 10th | Dec. 7th |
| December 10 | Oct. 21st | Nov. 11th | Dec. 8th |
| December 11 | Oct. 22nd | Nov. 12th | Dec. 9th |
| December 12 | Oct. 23rd | Nov. 13th | Dec. 10th |
| December 13 | Oct. 24th | Nov. 14th | Dec. 11th |
| December 14 | Oct. 25th | Nov. 15th | Dec. 12th |
| December 15 | Oct. 26th | Nov. 16th | Dec. 13th |
| December 16 | Oct. 27th | Nov. 17th | Dec. 14th |
| December 17 | Oct. 28th | Nov. 18th | Dec. 15th |
| December 18 | Oct. 29th | Nov. 19th | Dec. 16th |
| December 19 | Oct. 30th | Nov. 20th | Dec. 17th |

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Taft Law School

Final Examination Periods – Juris Doctor-Executive TrackSM Program

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|-----------------------------|---|----------------------------------|--------------------------------|
| December 20 | Oct. 31st | Nov. 21st | Dec. 18th |
| December 21 | Nov. 1st | Nov. 22nd | Dec. 19th |
| December 22 | Nov. 2nd | Nov. 23rd | Dec. 20th |
| December 23 | Nov. 3rd | Nov. 24th | Dec. 21st |
| December 24 | Nov. 4th | Nov. 25th | Dec. 22nd |
| December 25 | Nov. 5th | Nov. 26th | Dec. 23rd |
| December 26 | Nov. 6th | Nov. 27th | Dec. 24th |
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| December 28 | Nov. 8th | Nov. 29th | Dec. 26th |
| December 29 | Nov. 9th | Nov. 30th | Dec. 27th |
| December 30 | Nov. 10th | Dec. 1st | Dec. 28th |
| December 31 | Nov. 11th | Dec. 2nd | Dec. 29th |

EXHIBITS

(Page 10 of 10)

TAFT LAW SCHOOL ***Juris Doctor-Executive TrackSM Program***

DISCLOSURE STATEMENT

The method of instruction at this law school for professional law degree program other than for the Juris Doctor degree is principally by correspondence.

Completion of a professional law degree program at this Taft Law School other than for the Juris Doctor-Attorney Track degree does not qualify a student to take the California Bar Examination or to satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy the requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to seek to qualify to sit for the bar examination or for admission to practice for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

.....
: The Committee of Bar Examiners classifies distance education law schools into two categories, :
: “distance-learning law schools” and “correspondence law schools.” By rule, a “distance- :
: learning law school” must require that students participate in not less than 135 hours of :
: synchronous (live) interactive classes per year. :
:

: *Because Taft Law School students reside in many time zones, Taft faculty believe it would be* :
: *an unreasonable hardship to require students to be available on specific days and at specific* :
: *times. Therefore, it has NOT implemented any policies that would require its students to* :
: *participate in live classes. As a result, for Committee of Bar Examiner purposes, Taft Law* :
: *School has elected to be classified as a correspondence law school. (It is important for students* :
: *to note that this classification has no bearing whatsoever on a student’s requirements to sit for* :
: *the bar examination or admission to practice law in California.)* :
:

Exhibit “D”

EXHIBITS

| Date | Course | Subject Area Studied | Hours |
|-------------|---------------|--|--------------|
| 7/1/22 | Intro to Law | Exercise 1 – Read Handbook | .75 |
| 7/2/22 | Intro to Law | Exercise 1 – Read Suggested Approach | .75 |
| 7/3/22 | Intro to Law | Exercise 2 – Study Schedule | 1.0 |
| 7/4/22 | Intro to Law | Exercise 3 – Read “Getting Started” | 1.0 |
| 7/5/22 | Intro to Law | Exercise 4 – Read + Study “Law & the Legal System” Pg 1-35 | 1.5 |
| 7/6/22 | Intro to Law | “ “ – P. 36-70 | 2.0 |
| 7/7/22 | Intro to Law | “ “ – P. 71-100 | 1.75 |
| 7/8/22 | Intro to Law | “ “ – P. 101 – 138 | 2.0 |
| 7/9/22 | Intro to Law | “ “ – P. 357 – 396 | 2.0 |
| 7/10/22 | Intro to Law | Exercise 5 – Read & Study “Legal Research” Pg. 81-102 | 1.5 |
| 7/11/22 | Intro to Law | Exercise 6 – Read & Study “Legal Research” Pg. 135 | 1.0 |
| 7/12/22 | Intro to Law | “ “ Pg. 36 – 60 | 1.25 |
| 7/13/22 | Intro to Law | “ “ Pg. 61 – 90 | 1.0 |
| 7/14/22 | Intro to Law | “ “ Pg. 91 – 117 | 1.25 |
| 7/15/22 | Intro to Law | Exercise 7 – Answer Q’s 1-3 | 1.50 |
| 7/16/22 | Intro to Law | “ “ – Answer Q’s 4-6 | 2.0 |
| 7/17/22 | Intro to Law | “ “ – Review and submit answers | .75 |
| 7/18/22 | Intro to Law | Review all readings | 1.0 |
| 7/19/22 | Intro to Law | “ “ | 2.0 |
| 7/20/22 | Intro to Law | “ “ | 1.5 |
| 7/21/22 | Intro to Law | Final Exam | 1.0 |
| 7/22/22 | Torts | Lesson #1 – Listen and outline audio tape | 3.5 |
| 7/24/11 | Torts | “ “ | |

Sample Study Log Example “E”



William Howard Taft
— U n i v e r s i t y —

Student Handbook

1/1/23 – 12/31/23

NOTE: This Handbook applies to new students or those readmitted to a program at WHTU after October 2021.

Rev. January 2023



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— U n i v e r s i t y —

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William Howard Taft
— U n i v e r s i t y —

Institutional Mission, Purpose, and Objectives

The mission and purpose of the Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary education system, is to offer unique and innovate distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence or travel requirements are constraining factors.

The University is committed to providing a quality legal education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions, and ethnic backgrounds in the world today, the school seeks students from all regions of the United States, and English-speaking students from around the world. It is an objective of the school to utilize advancing technologies in the delivery of its educational services.

Contact Information

Colorado Office

Hours: 8AM-5PM Mon-Fri (Mountain Standard Time)
Phone: (303) 867-1155 or (877) 894-8238
Fax: (303) 867-1156
Address: William Howard Taft University
3333 S. Wadsworth Blvd #D228
Lakewood, CO 80227

Admissions Email: Admissions@Taft.edu

For questions or concerns about your application or enrollment.

President & Chief Academic Officer: (Dr. Neil Johnson): Johnson@Taft.edu

For serious questions, problems or concerns you feel must be escalated past Student Support.

Other Resources

Librarian: Research@TaftU.edu
Business Dean (Dr. Anita Cassard): Cassard@Taft.edu
Government & Law Dean (Dr. Anita Cassard): Cassard@Taft.edu
Education Dean (Dr. Barry Resnick): Resnick@TaftU.edu
Director of Administration (Mike Rendon-Thofson): Rendon-Thofson@Taft.edu
Student Support Email: Student_Support@TaftU.edu

For any student questions, concerns, or issues.

Technical Support Email: Technical.Support@TaftU.edu

For any issues with Moodle.

Accounting Email: Cruz@TaftU.edu

For any issues with payment or changes to payment method/information.

Financial Aid Email: G.miller@taft.edu

For assistance with previous student loan deferment.

California Office

Hours: 9AM-5PM Mon-Thu, 9AM-3:30PM Fri (Pacific Time)
Phone: (714) 708-0722 or (888) 748-1842
Fax: (714) 708-2082
Address: The Taft University System
3700 South Susan Street, Suite 200
Santa Ana, CA 92704



Introduction

During the course of study at the University, a student must comply with the policies and procedures of the University as set forth in this *Handbook*, the University *Academic Catalog*, *Program Catalog Supplement*, and instructions contained in the syllabus for each course.

If you have a question regarding a specific policy or procedure, you should refer to the above-mentioned publications. If after such referral, you are still in doubt, please contact [Student Support](#).

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirements should be directed to [Student Support](#).

It is the responsibility of the Student to inform the University in writing of **any change in mailing address, telephone number, or e-mail address** from that reflected on the *Application Form*.

Students should always keep a copy of all assignments and other correspondence submitted to the institution. It is recommended if students elect to save assignments and correspondence on their hard drives, appropriate backup procedures are followed.

Policy on Academic Freedom

The University encourages and supports its faculty in the pursuit of academic freedom for faculty, staff, and students. Such individuals are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing.

Faculty are required to provide expertise and guidance to students in the learning outcomes specified by the University's curriculum. However, faculty are encouraged to discuss any additional topics relevant to the course being taught, regardless of the presence of a topic within the prescribed curriculum.

Social Media

Students must obtain advance permission before establishing any social media account which references The Taft University System, Taft Law School, or William Howard Taft University.



William Howard Taft
University

University Degree Programs

The W. Edwards Deming School of Business, the Boyer Graduate School of Education, and the School of Government & Law through William Howard Taft University is accredited by the Distance Education Accrediting Commission (DEAC) and approved to award the following degrees to individuals who have met the graduation requirements of the University:

Bachelor of Science in Business Administration (BSBA) – Degree Completion Program

Master of Business Administration (MBA)

Master of Science in Taxation (MST)

Master of Education (MEd)

Master of Public Administration (MPA)

Master of Laws in Taxation (LLM)

Juris Doctor Executive Track (JDET)

Education Specialist (EdS)

Doctor of Education (EdD)

Doctor of Business Administration (DBA)



Continuing Enrollment Process

Official Transcripts

Applicants may submit unofficial transcripts with the application for admission. Official transcripts must be received within 30 days of signing their original enrollment agreement, or the student will not be permitted to register for additional coursework and may be subject to being administratively withdrawn. For students receiving Financial aid, no financial aid will be disbursed until official transcripts have been received. Any student seeking Transfer Credit or Portfolio credit should note that an official credit evaluation requires the submission of official transcripts prior to being awarded. For a guide on this process, please refer to your Academic Catalog.

Completing a Course

After completing all assignments within an 8-week course, the student must complete the *Coursework Certification Form* and email it to [Student Support](#), as well as the *Course Evaluation Survey*. The certificate and survey are available on Moodle™ within each course.

Starting Your Next Semester

Students wishing to move into their next semester should contact Student Support shortly after starting their second term of their current semester. Taft will make note of the intention to start and will send a *Request to Advance* form via email to complete. Once received, the Admissions Office will contact you with regards to the courses you will be taking along with the link to purchase the required textbooks.

Requesting Graduation

Once all courses are successfully completed, a student will be reviewed for graduation. To receive a diploma, students must submit the *Diploma Order Form*, provided to you at the time the degree is conferred, and are ordered monthly. Diploma requests must be submitted by the last business day of each month to be included in that month's order.

Counseling and Appeals

Many references are made throughout this *Handbook* advising the student of the need to observe the rules, regulations, and practices of the University. A student may need some advice concerning his/her program, a specific course, methods of



study, or a host of other items too numerous to cover in this *Handbook*. Experience has shown that if students take the time to read and study this *Handbook*, many of their questions can be answered without the need for counseling. However, the University provides limited counseling services administered by its administration and staff.

Students are encouraged to contact [Student Support](#) regarding any inquiry or problem.

Appeal Procedures

The *General Petition Form* has been devised as a convenient medium to create effective communication between the student and the administration and to receive a reply when appropriate. Each appeal must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. To receive this form, please reach out to the Director of Student Affairs, Stephanie Estlow, at [Student Support](#).

Course Content

Course content and structure will vary from subject to subject but will generally contain a number of Lesson Assignments requiring the student to complete specified reading assignments, answer objective and subjective questions, and complete research projects. The relative weight for each assignment will be set forth in the course syllabus.

Examination Procedures

Accreditation Standards of the Distance Education Accrediting Commission (DEAC) require that adequate steps be taken by an institution offering a degree program to assure that a student has personally fulfilled the course requirements stipulated by the institution. This assurance is accomplished through proctored examinations. Those enrolled in a non-Doctorate/EdS program will generally be required to complete and pass at least one proctored final examination per semester. At the completion of a particular course, you will receive a grade for the course based on the coursework submitted. In cases where the course requires you to schedule an appointment with a proctor, the grade is tentative. You must pass the final examination for that course before the grade becomes official and recorded on the transcript. Those enrolled in a Doctorate/EdS program will be required to take and pass the Qualifying Examination after the completion of your Qualifying courses. A Comprehensive Examination is also a requirement for these programs prior to entering your ADP/Dissertation phase.

Final examinations are graded on a credit/no-credit basis. **A passing grade on final exams is 70% or higher.**

All examinations must be proctored. *Students must provide the proctor with appropriate photo identification.* There is no exception to this rule. Students have the following four options with respect to proctors:

1. Students may take examinations under the supervision of an approved proctoring company using a web camera and microphone. The purchase of the items and the cost of proctoring are the responsibility of the student. Additional details can be found here: <http://www.proctoru.com/taft>.
2. The University is a member of the *Consortium of College Testing Centers (CCTC)*. The CCTC is a group of college and university testing centers throughout the United States that has come together to support distance learning. In January 2023, there were over 325 member institutions representing 45 states and 4 foreign countries. More information can be found on CCTC's website: <http://www.ncta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.
3. If a student resides or is employed more than one hour's drive from a CCTC testing site, a student may arrange for examinations to be proctored at another educational institution more convenient to the student. If a student does not meet this criterion but nevertheless wants to **nominate his/her proctor**, the student must appeal to [Student Support](#) specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden.



The nominated proctor must be a responsible individual who has no direct personal involvement with the student. He or she must be at least 21 years of age, speak English, be of good moral character, be legally competent, not reside at the same address as the student, not be an employee of the student, and not be related to the student by blood or marriage. Current or prior Taft University System students may not be proctors.

Examples of individuals who have been found to qualify as proctors include Directors of Human Resources, Directors of Education, counselors, independent CPAs, attorneys, and high school/college testing coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a proctor should appeal to the University at the start of the course requiring the final. The appeal must describe the student's relationship to the nominated proctor and the qualifications of the nominated proctor. The University, in its sole discretion, may approve or disapprove nominated proctors. Students are responsible for any proctor fees incurred in connection with this alternative.

Request for Examinations

Students will need to submit the *Request for Examination* form, included as *Exhibit B* of this *Handbook*. **It must be received by the University at least seven business days prior to the proposed examination date.** The examination instructions will be sent to the proctor before the examination date.

Exam Content

In semester programs, most examinations will consist of objective questions (multiple choice). In some cases, they may contain essay questions or a combination of essay and objective questions. Details of the examination method will be provided by [Student Support](#) after the *Request for Final Examinations* form has been received. Unless instructed otherwise, examinations are open book.

Failure to Take Required Examinations

Any student who fails to take any scheduled examination will receive an Administrative Dismissal unless the student has appealed to [Student Support](#) for a make-up examination and such appeal has been approved.

Make-Up Examinations

In the event of a failed exam attempt, you may appeal to the Dean to make an additional attempt. Requests to retake an examination are handled on a case-by-case basis and permission to retake any examination is not guaranteed. If you ultimately fail an examination, no credit is awarded for the associated course.

If the failed course is an elective, you may appeal to the Dean to select an alternative elective course to fulfill the degree requirements. If the failed course is a required component of the program, you will be dismissed.

The deadline for make-up examination appeals is 5 business days after receipt of the grade report. There will be a fee of \$75 for each make-up examination, payable upon scheduling of the make-up exam.

Failure to take make-up examinations will result in an automatic F for the course involved.



Examination Rules

Time Allotment

Exam sessions must begin promptly at the time scheduled with the proctor. Any student who continues after time has been called will be disqualified and his/her papers will not be graded. The student will receive an F for the examination grade. In addition, writing overtime on an examination is cheating and is treated as such.

Early Completion

If the questions are completed before the time limit, the student may leave after giving notice to the examination proctor.

Examinations

Examinations are performed via the online learning platform. If the student elects to perform the exam at a testing center, it is the responsibility of the student to ensure that they can accommodate internet-based testing.

Electronic Devices

No music players, cell phones, or internet devices should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored away out of sight during the exam.

Eating, Drinking, and Smoking

No eating, drinking, or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom. *Time will continue to run.*

Taking Materials Outside the Examination Room

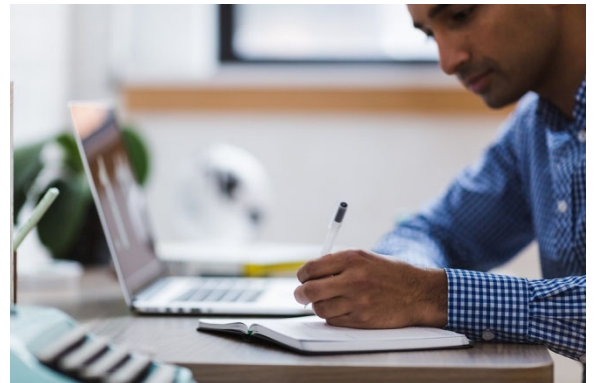
Examination questions may not be taken from the examination room during the examination.

Illness During Examination

A student who becomes so ill while taking an examination that the examination cannot be finished should stop and advise the proctor of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that the examinations not be graded. A medical certificate may be required to take a make-up examination.

Students with Disabilities

Students with disabilities who require special attention should notify the University well in advance of the final examination period and confirm special arrangements. A medical statement from a physician may be required for inclusion in the student's file. Students seeking accommodations should reach out to our Disability Services department at <https://www.taft.edu/accessibility-disability-services>.



Cheating on Examinations

In order to avoid any problems, students must, unless instructed to the contrary in the course syllabus, adhere to the following practices:

1. If a student has to leave the room during the examination, they cannot take any paper with them, including the questions themselves. Further, no student may leave the examination room without first advising the proctor of the reason.
2. The use of cell phones or internet devices during examinations is prohibited. Any incoming emergency call will be relayed to the concerned party immediately upon receipt.
3. The use of the bathrooms for the purpose of looking at notes or other related papers is strictly prohibited.



4. Students arriving late to begin an examination generally will not be given extra time to complete the examination.
5. Any student who permits another person to substitute for him/her in taking any examination or who pays another person to take the examination will be dismissed from the University. If both persons are current students at the University, both are subject to dismissal.
6. Copying any examination is grounds for expulsion for the student and possible criminal prosecution for both the proctor and the student.
7. Students must notify [Student Support](#) via telephone and in writing *immediately* should the student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *Handbook*. Students should not complete any examination offered that is inconsistent with University policies.

While it is impossible to list all situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an academic matter, ***students caught cheating will be dismissed from the University.***

Appeals for Re-Evaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of B- through F. The student must prepare an appeal pointing out specifically why the grade should be raised. This appeal should be addressed to the Chief Academic Officer and emailed to [Student Support](#).

Upon receipt of an appeal for a reevaluation of a grade, the Academic Dean in his/her sole judgment may raise the grade, lower the grade, or make no change. The decision of the Dean is final, and resubmission of appeals will not be authorized.

Multiple choice questions and student answer sheets may be reviewed by students only by appointment in the University offices. Since such questions are reused, they cannot be released to students outside of the University offices.

Academic Standing and Retention

Grades

Numerical Grades

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

| | | | |
|-------|----|--------------|---|
| 4.00 | A | 90-100% | (Outstanding) |
| 3.67 | A- | 88-89% | |
| 3.33 | B+ | 84-87% | |
| 3.00 | B | 80-83% | (Satisfactory) |
| 2.67 | B- | 78-79% | |
| 2.33 | C+ | 74-77% | |
| 2.00 | C | 70-73% | |
| 1.67 | C- | 68-69% | |
| 1.33 | D+ | 64-67% | |
| 1.00 | D | 60-63% | (Does not meet scholarship standard. Coursework must be repeated for credit.) |
| 0.67 | D- | 59% | |
| <0.67 | F | 58% or below | (Failure) |

Grades assigned by faculty to individual papers and courses are in percentage or letter-grade form. From that point onward, including recording on transcripts, number grades are used.



Non-Numerical Grades

In addition, the following grades may also be assigned:

CR = Credit

At the option of the University, certain courses and examinations may be graded on a Credit/No-Credit basis. Students will be notified in advance if a course is to be graded on a Credit/No-Credit basis.

U = Audit

I = Incomplete

I's are given to students in courses that they have not completed within the sixteen-week semester period set forth on the University's Academic Calendar. In such circumstances, students are granted an automatic extension time not to exceed two months to complete the coursework (including the final examination) for that semester.

W = Withdrawal

W's are given to students who formally notify [Student Support](#) of the student's desire to formally withdraw from the course or program. Withdrawal deadlines are outlined in the enrollment agreement.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies, including failure to complete examinations, and are not computed in the grade-point average.

Repeated Courses

If a failing grade has been received in a course, that course must be repeated. A student who repeats a course (with the prior approval of the University and if the student's first attempt did not result in a "D" or lower grade) receives the grade earned on the repeat effort only. Grade points, credits attempted, and credits earned for the prior attempt will not be included in grade-point average (GPA) calculations subsequent to the repeat effort. Nevertheless, such calculations prior to the repeat effort will not be affected, cumulative credits, grade points earned, and grade-point averages will be altered to reflect the repeat effort only at the point at which the course was repeated.

There is no automatic right to repeat a course. Appeals requesting permission to repeat a course must generally be received by the University within 5 days of the date the final grade is posted for the course by the faculty.

Grade-Point Average (GPA)

The cumulative grade-point average (GPA) is determined by dividing the total grade points earned to date by the total number of credits attempted to date. The total grade points earned are the product of course credits and the student's course grade totaled from all courses in which a numerical grade was received. For purposes of this calculation, courses graded on a Credit/No-Credit basis are excluded. Example of Grade Point Average Computation:

| Name, of Course, | Credits | Grade | Grade Points |
|------------------|---------|-------|--------------|
| <i>Course A</i> | 3 | CR | - |
| <i>Course B</i> | 3 | 3.33 | 9.99 |
| <i>Course C</i> | 3 | 4.00 | 12.00 |
| <i>Course D</i> | 4 | 3.67 | 14.68 |
| Total: | 13 | | 36.67 |



The CR grade is excluded from the calculation, so 36.67 is divided by 10 to give a GPA of 3.67.

Any student with a cumulative grade-point average of 3.00 (2.00 in Undergraduate programs) or above is considered in good standing. A student must be in good standing to graduate.

Academic Warning

A student is placed on academic warning when their cumulative GPA falls below 3.00 (2.00 in Undergraduate programs). Students on academic warning due to grades must raise their cumulative GPA to these minimum levels or above within the next nine credits to continue in the program. For program-specific information relating to Academic Warnings and Student Academic Probation, please refer to your individual Enrollment Agreement.

Academic Dismissal

A student will be dismissed from the program if he/she:

Is placed on Academic Warning and fails to regain Good Standing within the required parameters.

AND/OR

Fails to complete required coursework within the required GPA minimums.

The University reserves the right to exclude or retain a student at any time in its sole discretion for academic reasons. In the exercise of this prerogative, the University attempts to analyze the totality of the circumstances in light of what it believes to be an ethical obligation not to continue the student beyond the point where it becomes clear that, at that point in time, for whatever reason(s), the student is not succeeding in a program. In this regard, it should be remembered that the longer the period of study involved, the more conclusive the student's record becomes. For this reason, the retention policy is generally enforced to the letter.

It is the rare student who can admit, at the time, that academic dismissal is in his/her own best interests. Consequently, academic dismissal is not a matter open to debate or negotiation by the student involved. The University can and must exercise its sole discretion in this matter. It is not and cannot be a "matter of right" to the student involved.

Administrative Dismissal

A student will be administratively dismissed from the program if they:

- Fail to finish within the maximum time to complete the degree program.
- Fail to complete term coursework within the allotted time (including any extensions granted).
- Fail to comply with administrative policies including failure to complete examinations.

Time to Complete

Accreditation regulations and University policy dictate the minimum and maximum time to complete degree and certificate programs. **In no case may a student complete a degree program in less than one calendar year.** The maximum time to complete an academic program is outlined below:

Bachelor & Master's Degree programs: 5 years
Doctoral Degree and EdS programs: 7 years



Semester Requirements

Undergraduate and Master's programs are divided into semesters generally consisting of six credits. Each semester consists of sixteen weeks from the date study commenced. The study commencement date is the date indicated on the enrollment materials or Request to Advance form.

Students working in the Independent Study program who did not complete all coursework in the eight-week term are placed in an "Incomplete" status and granted an automatic extension of 30 days to complete the coursework, including final examinations, for that semester. *It is not necessary for the student to file an appeal.*

If *additional time beyond the first extension* of time is required, a student may file an appeal for one final 30-day extension of such time. Such extensions are not automatically granted but are reviewed and approved by the administration on a case-by-case basis.

Students working on the Directed Study program who did not complete all coursework within the eight-week term may only petition for a 30-day extension if 70% of their coursework has been completed. No additional extensions will be allowed if the Student fails to complete within the new deadline.

Academic Integrity

The University encourages collaborative discussion and solicitation of feedback among students, faculty, and outside experts. However, it should be understood that written assignments including the Business Plan/Capstone/ADP/Dissertation are required to be performed independently. It is expected that you will conduct your own independent research and the writing or calculations that you do are your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Attendance Policies

As all the University's programs are presented on a distance learning basis, the University has no residential attendance requirement. Students may cease enrollment at any time in their academic program, subject to the terms of the *Enrollment Agreement*. The official date of withdrawal for a voluntary withdrawal is the date [Student Support](#) receives notification from the student.

Full-Time Attendance

All new graduate students must register as full-time students, scheduled to complete a minimum of six credits per semester. Students are considered active and not attending if the student is registered to attend the next semester. The minimum time for completion should be considered to ensure the student completes the program of study within the University requirement. Please refer to the Academic Catalog for the minimum and maximum timeframe on your program.

Directed Study students must meet the Attendance Policies, as outlined in your Enrollment Agreement or the , or they will be *Administratively Dismissed* from their course and deemed NOT to be making *Satisfactory Academic Progress*.

Academic Programs and Learning Modalities

The University offers accredited distance education degree programs in business, education, law, and taxation. It employs two learning modalities in the delivery of educational services. Programs offer either an **Independent Study or Directed Study modality**.



In all cases, highly experienced and academically qualified faculty members are assigned to courses to provide assistance, individual guidance, and meaningful feedback.

All students are provided with login information to the University’s online learning platform, which provides access to course syllabi and a list of required and recommended course materials for the program. The learning platform also allows for online submission of assignments, retrieval of grades and feedback from the faculty, and access to discussion boards.

University programs emphasize learning that is meaningful, where individuals enjoy the learning process and acquire knowledge to better understand and manage their own careers.

The Independent Study Modality

Independent Study recognizes that education can be an individual process where students with different learning needs and study schedules can be accommodated. As such, Independent Study is the most flexible option for busy professionals with varied working and family schedules. Students enrolling in Independent Study programs may work independently at their own pace. Students submit assignments and retrieve feedback from faculty, completing courses within the time limits of the semester. Title IV Federal Financial Aid cannot be used to cover the costs of this learning modality. However, the University has established interest-free payment plans that permit a student to make monthly payments to cover the cost of their education.

Students may begin a program offered in Independent Study throughout the year, as outlined on our [Academic Calendar](#).

The Directed Study Modality

The Directed Study program is offered in a more structured format with cohort groups and requires regular and substantive interaction with faculty. The cohort format allows for meaningful interaction with other professionals and faculty in a group context. While weekly attendance is not required, students must participate in asynchronous discussion boards to meet attendance and the academic requirements of the program. A student may use Title IV Financial Aid to cover the cost of this learning modality, as they are eligible.

New students may begin study multiple times a year, as noted on our [Academic Calendar](#).

A Comparison of Learning Modalities

| | Independent Study | Directed Study |
|---|-------------------|----------------|
| <i>Highly credentialed faculty with real world experience</i> | X | X |
| <i>Nationally recognized curriculum that addresses contemporary workplace issues</i> | X | X |
| <i>Accredited by the Distance Education Accrediting Commission (DEAC)</i> | X | X |
| <i>Facilitated courses designed to fit in your busy life</i> | X | X |
| <i>New students may begin enrollment at the start of any semester (three times per year)</i> | X | X |
| <i>New students may begin enrollment mid-semester (six times per year)</i> | X | |
| <i>Weekly reading and assignments</i> | X | X |
| <i>Weekly discussion board participation required</i> | | X |
| <i>Affordable tuition rates (tuition rates are the same regardless of modality)</i> | X | X |
| <i>No classroom or residency requirements</i> | X | X |
| <i>Federal Financial Aid available to cover 100% of tuition & fees to those who qualify</i> | | X |
| <i>Interest free, payment plans available</i> | X | X |

Students may alternate between the Directed Study and Independent Study programs; however, a signed Enrollment Agreement is required when a student changes program modality. A student may transfer programs or program modality



only prior to the start of a semester. Please submit requested changes a minimum of 60 days prior to the start of the semester to provide time for schedule changes and potential changes to Title IV financial aid funding.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of the University, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or class discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The following examples were retrieved from the Purdue University website:

Academic Integrity. (n.d.). *Academic Integrity*. Retrieved May 7, 2014, from https://www.purdue.edu/odos/osrr/resources/documents/academic_integrity.html

Following are examples of plagiarism:

Here's the **ORIGINAL** text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an **UNACCEPTABLE** paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. The writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. The writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.



NOTE: This paragraph is also problematic because it changes the sense of several sentences. (For example, “steam-driven companies” in sentence two misses the original’s emphasis on factories.)

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Accurately relays the information in the original
2. Uses her own words
3. Lets her reader know the source of her information

Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Records the information in the original passage accurately
2. Gives credit for the ideas in this passage
3. Indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

NOTE: If the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Basics on citing sources and other resources can be found at <http://www.plagiarism.org/citing-sources/cite-sources>.

Citation Machine: <http://www.citationmachine.net/>

Citation Machine is an online tool to assist in the proper citation of researched information. WHTU utilizes the most current edition of the American Psychological Association for writing standards.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offenses. If a faculty member believes that a student has committed an intentional or repeated



violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Academic Review Committee (ARC) for investigation. The ARC will collect relevant information and review the issue at the earliest possible convenience. A summary will be provided for evaluation and ruling by the Program Dean, Chief Academic Officer, and/or the University President or The Taft University System Chancellor. **Violating standards of academic integrity is a serious offense that may result in the failure of a course or dismissal from the University altogether.**

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Graduation

A degree is awarded to those students who have successfully completed the respective program within the time constraints as set forth in this handbook as of the date of enrollment, as well as all applicable course/program evaluation surveys. **Students should note that no documentation will be provided by the University to or for any student or graduate who is delinquent in the payment of any tuition or fees.**

Withdrawal and Re-Admission

Voluntary Withdrawal

Students may withdraw without prejudice by written notification to [Student Support](#) at any time within the semester as indicated in their enrollment agreement. Additional procedures to terminate enrollment may be found in your Enrollment Agreement.

A Student who has not voluntarily withdrawn and who fails to complete a course or courses within the required time period will receive an **administrative dismissal** for the subject course(s) unless the student has appealed for additional time and such appeal was approved by the University.

Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the enrollment agreement.

Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all of the financial assistance options which are available to University students.

Re-Admission

Re-Admission After Withdrawal “In Good Standing”

A student who has successfully completed any credits at the University and who has taken an approved leave of absence longer than one calendar year must appeal to the Dean (or his/her designate) to be allowed to Re-Enroll as a continuing student. As a condition to his/her readmission, a student who has withdrawn for longer than one calendar year may be required to repeat courses taken prior to his/her withdrawal. Readmission after withdrawal is at the discretion of the Program Dean and is reviewed on a case-by-case basis. If the student's absence has been greater than one calendar year, the student will also be required to complete the application process for re-entry.

Re-Admission After Dismissal

An individual who wishes to be readmitted after dismissal must appeal to the Admissions Office directly and show the requisite ability for successful study or evidence demonstrating a stronger potential for study. If the student's absence has been greater than one calendar year, the student will also be required to complete the application process for re-entry.



Student Rights and Grievances

Students are required to work with their faculty and the program Dean to resolve issues. If the situation is not resolved, the student may use the process outlined below:

- If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation.
- The Director of Student Services will conduct an initial review of the grievance and convene the faculty and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1-2 weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week. The Dean's decision shall be final.
- In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved following the process outlined above may lodge a complaint with either The Taft University System's home state regulatory body, the Colorado Commission on Higher Education, or its accrediting body the Distance Education Accrediting Commission.

Library, Learning Resources, and Research Assistance

All enrolled students will have access to the Library and Information Resources Network, Inc. (LIRN[®]) which includes an extensive collection of full-text articles, journals, and reference libraries. **LIRN[®] resources are accessible only from the home page of Moodle[™].**

Master of Science in Taxation (MST) and Master of Laws in Taxation (LLM) program students also have access to the LEXIS Advance[®] online library containing thousands of trusted legal, tax, and regulatory sources with no hourly usage charges.

To aid in research and capstone projects, a [Librarian](#) is available to all current students of the University and will help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries when needed. The [Librarian](#) will typically answer questions submitted Monday-Friday, within 24 hours. During weekends and holidays, a response may take a little longer.

To request research help or information, send your questions to: Research@TaftU.edu. The [Librarian](#) cannot provide legal advice, review assignments, or perform any of the work required as a part of a student's program of study.

Release of Academic Information

The University adheres to the Family Educational Rights and Privacy Act. Therefore, students may, by appointment, review the contents of their permanent records as they are maintained at the University offices. Such review must be completed in person by the student at the location where the information is retained. Since the University subscribes to the policy that a student's academic record is confidential, information will be released only upon written instructions from the student except as noted below.

- The student's academic records are open for inspection only by the student and those members of the University staff who have responsibility for working with the student or maintaining records.



- Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the permanent records.
- Information regarding an individual's address, attendance dates, degrees earned, and dates of degrees are considered public information and may be released.

Communication

Enrolled students requiring support are encouraged to communicate via e-mail regarding academic or administrative matters. Questions associated with specific course material and topics should be directed to the associated faculty member assigned. Every effort is made by the University to make a prompt written response to all student correspondence.

On the rare occasion where written communication is not practical due to time restraints, [Student Support](#) for The Taft University System in California may be reached at (888) 748-1842 or (714) 708-0722. Normal office hours for the California office are 9:00 AM-5:00 PM (Pacific Time) Monday through Thursday and 9:00 AM-3:30 PM (Pacific Time) on Fridays. Students may also communicate appeals and most other correspondence via fax (714-708-2082) 24 hours a day.

Harassment Policy

The institution strives to provide an academic environment that is free from intimidation, hostility, or other offenses, which might interfere with student performance. Harassment of any sort – verbal, physical, or visual – will not be tolerated.

What is Harassment?

Harassment can take many forms. It may be but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile, or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to [Student Support](#) or any administration representative with whom they feel comfortable. When the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

Reporting

Any incidents of harassment must be *immediately* reported. ***The University can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good-faith* report of alleged harassment.

Navigating the Online Learning Platform

All programs within William Howard Taft University are delivered via an online learning platform called *Moodle*®. This gives students and faculty one central place to log on and interact through discussion forums, submit and retrieve feedback on lesson assignments, and access any ancillary electronically available course materials.



William Howard Taft
— U n i v e r s i t y —

Moodle[®] requires no special computer skills. Lesson assignments are submitted to the faculty as an attachment through the platform. Following are basic instructions on the procedures to complete your coursework through the *Moodle*[®] platform.



William Howard Taft
University

Getting started with Moodle

STEP 1

The online learning platform is located at: <http://online.taft.edu/login/index.php>

Log in using the username and password provided to you via email from technical.support@taftu.edu.

Taft University

William Howard Taft University

[Home](#) ▶ [Log in to the site](#)

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

You are not logged in.
[Home](#)



STEP 2

Once you have logged in you will be taken to your customized dashboard. You will need to familiarize yourself with this page as you can access all points of the program from this location. This is where you will access The Library and Information Resources Network (yellow arrow), required textbooks for your courses (green arrow), your courses pages (blue arrow), and open student forum for your program (purple arrow).

William Howard Taft University

NAVIGATION

- Home
 - Dashboard
 - Site pages
 - My courses

LATEST NEWS

- Taft University Has Moved!!
5 Jul, 15:56 Student Support
- Taft Email re Progress in Program
21 Apr, 11:05 Taft University
- New MBA PPM Handbook
22 Feb, 10:11 Taft University
- Expected Downtime 1/27
26 Jan, 14:01 Charles de Torree
- New UnderGrad & Graduate Student Handbook
12 Jan, 18:48 Taft University
- Older topics ...

MAIN MENU

- News
- My Courses

Welcome to William Howard Taft University

This is the home page for all of your enrolled courses.

On the left is the *Latest News* block that can also be found in the *Main Menu* directly below it.

Below the *News* item on the *Main Menu* is the *My Courses* link which takes you to a listing of the courses you are currently enrolled in. This list of courses can also be found directly below this text in the center of the page. To access any of these courses simply click on the name of the course.

To the right is the calendar and a list of other users that are online or have been online in the last five minutes.

The Library and Information Resources Network, Inc. (LIRN) includes an extensive collection of full text articles, journals, and reference libraries available for use by all students of the University.

[Click Here](#) to access LIRN.

The Research Assistant is available to help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries.

Contact our Taft Research Assistant at: Research@TaftU.edu

Required Textbooks:

Below is the link to obtain the listing for the required textbook(s) for the courses you are enrolled in. Although we attempt to keep this list current, please confirm with student support before ordering to ensure that you receive the correct books. Courses listed as "TBA" are under development or revision.

[Textbook List](#)

My courses

BUS340.3 - Business Information Systems - KL

Teacher: [Kary Ledbetter](#)
Teacher: [WHTU SL](#)

This course introduces the various information and communications technologies and explains how information systems are used to solve problems and make better business decisions.

BUS350.2 - Human Resource Management - TC

Teacher: [Terrance Cusaac](#)
Teacher: [WHTU SL](#)

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

BUS370 - Business Law - SS

Teacher: [Stanley Seat](#)
Teacher: [WHTU SL](#)

The course provides information on substantive and procedural law, including questions of ethics, from the perspective of the management community. It provides a framework for the analysis of legal issues confronting management, and illustrates areas that may suggest the need for professional counsel.

BUS395 - Strategic Management - LE

Teacher: [Larry Ellis](#)
Teacher: [WHTU SL](#)

In today's economy, gaining and sustaining a competitive advantage is harder than ever. This course examines how firms formulate, implement, and evaluate strategies. Strategic management concepts and techniques are studied with a focus on driving business objectives in the current business environment and global economy.

BSBA Student Lounge

Teacher: [Bari Courts](#)
Teacher: [Terrance Cusaac](#)
Teacher: [WHTU SL](#)
Teacher: [Randall Stone](#)
Teacher: [William Tetu](#)

You are encouraged to participate with fellow students in discussions related to University degree programs. The Lounge is a good way to reach more experienced students who will share their insights about the courses you are taking.

CALENDAR

May 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

TEXTBOOKS

- Undergraduate & Masters Program
- Doctorate Program
- MBA PPM Program



STEP 3

When opening the individual program pages, you will find the title of the course, and basic instructions listed at the top of the page. Below the welcome message, there will be a link to the course syllabus. Make sure to take time to review the syllabus (yellow arrow), as it outlines the contents, materials, grading procedures, and individual lesson assignments particular to the course. Below the Syllabus, you will find a link to course announcements (blue arrow). In many cases, there may not be any postings in that area. The next link is the Course Forum (purple arrow). Here you can post to existing course-specific discussions or add a new discussion topic. Postings to the Course Forum are designed to be conversational in nature and should be limited to course-specific topics. Postings made will be visible to all enrolled students and the course faculty.

BUS340.3 - Business Information Systems - KL

Home > Business > BUS > BUS340 > BUS340.3 KL

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - BUS340.3 KL**
 - Participants
 - Welcome to BUS340 - Business Information Systems
 - Lesson 1 – The Importance of MIS
 - Lesson 2 – Collaboration, Business Intelligence, &...
 - Lesson 3 – Strategy and Information Systems
 - Lesson 4 – Technology that Underlies Information S...
 - Lesson 5 – Processes, Organizations, and Informati...
 - Lesson 6 – Information Systems Security
 - Lesson 7 – Information Systems Management
 - Lesson 8 – Information Systems Development
 - My courses

ADMINISTRATION

- Course administration
 - Grades

LATEST NEWS

(No news has been posted yet)

ONLINE USERS

Welcome to BUS340 - Business Information Systems

This class is broken down into a number of lessons as laid out below. The **Course Announcements forum** is a place for your teacher or other administrators to post course specific announcements and will show up in the Latest News block to the left. The **Course Forum** is for general discussion of this course with the faculty and classmates. Across the top of every page you navigate is a green bar with a series of links. This is the navigation bar for the site, "Home" being the page you see after login and then descending from there to where you currently are in white. You can use this bar to easily navigate back to the class page when you get deep into an assignment or forum, or to return to the front page to see a different class.

Please read the syllabus first and foremost as it contains useful information about procedure, grading, and examinations.

- [BUS340 Syllabus](#) (Yellow arrow)
- [Course Announcements](#) (Blue arrow)
- [BUS340 Course Forum](#) (Purple arrow)

Lesson 1 – The Importance of MIS

- [Chapter 1 Powerpoint](#)
- [Submit Assignment #1](#)
- [Self Test 1](#)

Lesson 2 – Collaboration, Business Intelligence, & Social Media Information Systems

- [Chapter 2 Powerpoint](#)



STEP 4

Individual Lesson Assignments submission links are listed beneath the Course Forum. Depending on the course, there may also be links to additional material including video/audio lectures, PowerPoint slides, quizzes, PDF files, and/or Word documents.

The individual lesson assignment submission link will provide you with the ability to browse for and attach your assignment submission, which in most cases will be a Word document.

The screenshot displays a Moodle course interface. On the left sidebar, under 'ADMINISTRATION', the 'Grades' link is highlighted with a red arrow. The main content area shows three lesson sections. The first section, 'Lesson 1 - The Importance of MIS', has a 'Submit Assignment #1' link highlighted with a black arrow. Below it are 'Lesson 2 - Collaboration, Business Intelligence, & Social Media Information Systems' and 'Lesson 3 - Strategy and Information Systems', each with their respective assignment and self-test links.

When you have successfully attached and submitted your assignment, the course faculty will retrieve and grade it within 2 business days.

Once your assignment is graded you can view your grade and the faculty feedback from the same lesson assignment submission link.

The “Grades” link (red arrow) will show your cumulative grade in the course. When all assignments are completed and graded it will show your final score and letter grade for the course. You may want to print that page for your own records. Once the course is removed from your *Moodle*® account, neither you nor Taft will be able to access.

If you have any questions or technical difficulties, please contact [Technical Support](#).



Reservation of Rights

The University reserves the right to change any of its policies without prior notice, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. The University further reserves the right to refuse admission to any applicant at the discretion of the President of the University or the Dean of the School of Business or Education, and to disqualify, discontinue, or exclude any student at the discretion of the above individuals.

This *Handbook* and each subsequent *Handbook* supersedes all previous *Handbooks* and the policies expressed in this *Handbook* and each subsequent *Handbook* will be controlled regardless of any policies stated in a previous *Handbook* received by the student upon his or her admission.

This *Handbook* and each subsequent *Handbook* are supplemented by the University Catalog. Where a conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

Notice of Copyrights

All examinations, handbooks, course syllabi, and concepts used by the University are copyrighted by The Taft University System. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All University publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of the University.

Violation of the above copyright restrictions can result in the dismissal of the student in addition to possible civil and/or criminal penalties.

"Student Handbook"

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All Rights Reserved.



William Howard Taft
— U n i v e r s i t y —

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William Howard Taft
— U n i v e r s i t y —

Forms

Following are necessary forms including:

- General Petition (Exhibit A)
- Request for Examination (Exhibit B)



William Howard Taft
University

Exhibit A

To: Student_Support@TaftU.edu

GENERAL PETITION

To:

Date: _____ Student # _____

Date When Receipt of Answer is Essential _____

From:

Name _____

Street _____

City _____ State _____ Zip _____

Telephone: Home (____) _____ Office (____) _____

CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:

(Use additional sheet if more space required)

Student Signature _____

RESPONSE BY UNIVERSITY STAFF MEMBER TAKING ACTION:

Signature of University Staff Member _____ Date _____



William Howard Taft
University

Exhibit B

To: Student_Support@TaftU.edu

REQUEST FOR EXAMINATION

Please schedule my examination as indicated:

Name of Course

Proposed Date & Time of Exam

It is recommended you submit this form at least one month before the first examination date. This request must be received by the University at least seven business days prior to the proposed examination date.

I wish to take the examination via webcam using ProctorU: <http://www.proctoru.com/taft>.
(You should finalize dates and times with ProctorU before submitting this form.)

I wish to use a CCTC proctor.
(You should finalize dates and times with the CCTC member before submitting this form.)

I wish to utilize a proctor outside of the CCTC organization. The individual listed below has agreed to act as my proctor. I hereby certify that said proctor meets the requirements as set forth in the *Examinations* section of the *Student Handbook*, and said proctor is aware that he/she must execute a notarized certification that the examinations were given consistent with the written instructions provided by the University. ***(If you select this alternative you must include an appeal with this form.)***

Name of CCTC Institution _____

Name of Proctor _____

Address of Proctor _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

Signature of Student

Date

Print Name

Student #

4) Enrollment Data

a) Total number of students enrolled per class in the law school's JD degree program during the 52 weeks ending September 15 of the year indicated below:

| | 2019 | 2020 | 2021 | 2022 |
|---------------------|------|------|------|------|
| 1st Year | 77 | 89 | 77 | 74 |
| 2nd Year | 30 | 34 | 19 | 24 |
| 3rd Year | 13 | 12 | 13 | 5 |
| 4th Year | 13 | 14 | 17 | 5 |
| Total JD enrollment | 133 | 149 | 126 | 108 |

b) Total number of students who transferred to or from the JD program during the 52 weeks ending September 15 of the year indicated below:

| | 2019 | 2020 | 2021 | 2022 |
|------------------|---------|---------|---------|------|
| Transfers (to) | 3 | 4 | 3 | 7 |
| Transfers (from) | unknown | unknown | unknown | 1 |

c) Total number of students who did not remain enrolled in the JD program, on either a voluntary or involuntary basis, during the 52 weeks ending September 15 of the year indicated below:(includes those who transferred to other schools):

| | 2019 | 2020 | 2021 | 2022 |
|---------------------|------|------|------|------|
| Total Attrition (#) | 106 | 82 | 109 | 55 |

5) Law School Administrators, Faculty, and Librarians as of September 15, 2022:

- Number of full-time faculty: 1
- a) Number of part-time faculty: 13
- b) Number of full-time administrators: 3
- c) Number of part-time administrators: 1
- d) Number of trained and degreed librarians (full- or part-time): 0

6) Required Courses and Clinical Courses as of September 15, 2022:

- a) Number of required courses for JD degree: 17
- b) Average class size for required courses: 18
- c) Number of school-sponsored clinical programs offered for credit: 0

7) Employment Outcomes:

The percentage of students graduating in 2019 who were employed in 2020, 2021 or 2022:

a) jobs that require a JD degree; or b) jobs in which holding a JD degree is an advantage:

- Total number of 2019 JD graduates: 13
- Total number of survey responses received: 8
- Survey response rate: 61 %

| Employment Status of 2019 Grads in: | 2020 | 2021 | 2022 |
|-------------------------------------|------------|------------|------------|
| JD degree required | <u>1</u> % | <u>2</u> % | <u>4</u> % |
| JD degree advantage | <u>7</u> % | <u>6</u> % | <u>4</u> % |

* Applies to the employment status of the law school's 2019 JD graduates of the above referenced law school only.

8) California Bar Examination Cumulative Five-Year Passage Data

- a) Number of JD graduates who took the bar exam at least once from January 1, 2017-December 31, 2021: 58
- b) Number of JD graduates who passed the bar exam during January 1, 2017-December 31, 2021: 30
- c) Cumulative bar exam five-year passage rate: 52 %

DISTANCE EDUCATION ACCREDITING COMMISSION

STUDENT ACHIEVEMENT DISCLOSURE FOR THE PUBLIC

DEAC accredited institutions offer a broad array of instructional programs and student support services to meet varied educational and professional goals of a highly diverse student population. Institutions determine appropriate performance criteria to measure the success of their students in achieving their goals in the context of the institution’s specific mission and scope. You will find below (1) a summary of how this institution measures student achievement in the context of the institution’s mission and educational programs, and (2) student achievement metrics which the institution believes best reflect student and program performance. For more information about DEAC standards and requirements, please visit www.deac.org.

This information was prepared by Mike Rendon-Thofson
and published on its website on 12/05/2022

Summary of Institution Mission and Student Achievement

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

The Taft University System includes the Taft Law School and William Howard Taft University. Areas of Special Focus include business, education, taxation, government, and law. WHTU evaluates student achievement by monitoring performance measures including course assignments, qualifying exams, comprehensive exams, culminating projects, graduation rates, retention rates, course completion surveys, and student satisfaction surveys.

WHTU believes the total number of graduates by program and the institutional graduation rate are the data that best reflect student achievement at our institution.

Aggregated Institutional Data on Student Achievement

Total number of Graduates by Program

Total Graduates were those students who completed all program requirements and received a diploma. Numbers were calculated from when the programs were accredited by DEAC in 2003.

| | |
|--|-------------|
| Doctor of Education (2009-2022) | 87 |
| Doctor of Business Administration (2010 – 2022) | 66 |
| Education Specialist (2018 – 2022) | 11 |
| Master of Education (2006 – 2022) | 61 |
| Master of Business Administration (2003 – 2022) | 256 |
| Master of Public Administration (2020 – 2022) | 1 |
| Master of Taxation (2003 – 2022) | 175 |
| Bachelor of Business Administration Completion (2003 – 2022) | 6 |
| | Total = 663 |

Institutional Graduation Rate

| | Students in Cohort | Graduates |
|------------------------|--------------------|-----------|
| Doctoral Cohort (2015) | 105 | 28 |
| Masters Cohort (2017) | 61 | 40 |
| Bachelors (2017) | 5 | 2 |

Institutional Graduation Rate – 41%

DISTANCE EDUCATION ACCREDITING COMMISSION

STUDENT ACHIEVEMENT DISCLOSURE FOR THE PUBLIC

DEAC accredited institutions offer a broad array of instructional programs and student support services to meet varied educational and professional goals of a highly diverse student population. Institutions determine appropriate performance criteria to measure the success of their students in achieving their goals in the context of the institution's specific mission and scope. You will find below (1) a summary of how this institution measures student achievement in the context of the institution's mission and educational programs, and (2) student achievement metrics which the institution believes best reflect student and program performance. For more information about DEAC standards and requirements, please visit www.deac.org.

This information was prepared by Taft Law School
and published on its website on 11/17/2022

Summary of Institution Mission and Student Achievement

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

It is an objective of the School to utilize advancing technologies in the delivery of its educational services.

Taft Law School regularly analyses assessment data as part of our institutional effectiveness plan to determine if we are meeting our Mission. Assessment data comes in many forms. Such data includes, but is not limited to, the demographics of our enrollees, input from students, graduates, and faculty, student performance, student growth and improvement throughout the program, and student performance on Bar Examinations.

Aggregated Institutional Data on Student Achievement

Taft Law School was registered with the Committee of Bar Examiners for the State Bar of California in 1984. Taft's first graduates sat for the California General Bar Examination in 1987.

Taft Law School (Originally known as The Witkin School of Law within William Howard Taft University) was established in 1984.

Taft Law School has had 470 graduates in its Juris Doctor-Attorney Track Program

Taft Law School established a Juris Doctor-Executive Track Program in 2005. In May 2021, this Program was transferred to our sister school, William Howard Taft University in Lakewood Colorado.

Taft Law School

*Juris Doctor-Attorney TrackSM Directed
Study Program*

Student Handbook

January 2023

Taft Law School
Juris Doctor-Attorney TrackSM Program

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Taft Law School
Juris Doctor-Attorney TrackSM Program

THE MISSION

The mission and purpose of The Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary educational system, is to offer unique and innovative distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence, travel requirements are constraining factors.

**THE OBJECTIVES AND GOALS OF THE JURIS DOCTOR-ATTORNEY
TRACKSM PROGRAM**

The School is committed to providing a quality education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions and ethnic backgrounds in the world today, the School seeks students from all regions of the United States, and English-speaking students from around the world.

It is an objective of the School to utilize advancing technologies in the delivery of its educational services to support the mission of the School, the administration and faculty have committed themselves to the attainment of the following objectives for the *Juris Doctor-Attorney TrackSM Program*:

- To offer courses in law which contribute to any diligent student becoming a better informed citizen, voter and/or businessperson;
- To explore the art of the argument and develop the students' ability to apply the law to the facts in a logical and persuasive manner;
- To develop students' abilities and skills in legal fundamentals and practical legal skills;
- To make students' aware of the ethical responsibilities of attorneys; and
- To develop in students an understanding of the common law, analytical skills and writing approach necessary to perform well on the California Bar Examination.

To achieve these objectives, Taft Law School has established the following goals:

- To maintain a directed study educational program that is designed to qualify its graduates for admission to the California Bar, offering instruction in the traditional theoretical subjects generally regarded as the core of the law school curriculum while providing exposure to and training in the approach and skills necessary to successfully complete the California Bar Examination;

Taft Law School
Juris Doctor-Attorney TrackSM Program

**THE OBJECTIVES AND GOALS OF JURIS DOCTOR-ATTORNEY
TRACKSM PROGRAM**

- To utilize an electronic learning management system to deliver instruction and which supports regular and substantive interaction between faculty and students;
- To establish appropriate and clearly defined learning objectives for each course in the curriculum;
- To maintain and adhere to a sound standard of scholarship, including clearly defined standards for good standing, probation, advancement and graduation. The School shall not, either by initial admission or subsequent retention, enroll or continue a person whose inability to do satisfactory work is sufficiently manifest that the person's continuation would encourage false hopes or constitute economic exploitation; and
- To maintain a system of performance accountability in all possible areas, but particularly in that of program effectiveness and student learning outcomes, through continuous assessment of course materials, faculty, and staff.

INTRODUCTION

During your academic studies with Taft Law School you must comply with the Rules and Regulations of the Committee of Bar Examiners (CBE) of the State Bar of California as well as with the policies and procedures of the School. This *Handbook* summarizes those rules, regulations, policies and procedures which are most likely to affect you.

Changes and additions to policies and procedures will be directed to your attention by notices via e-mail to your e-mail address of record and/or posted on the "News" section of your student homepage. You are responsible for reading and complying with this supplementary information.

If you have a question regarding a specific policy or procedure, you should refer to this *Handbook*, the *School Catalog* or the *Consumer Information Guide*. If after such referral, you are still in doubt, you should then contact the Records Office at records@TaftU.edu.

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirement inquiries should be directed to the Director of Student Services.

It is the responsibility of the student to inform the Records Office in writing of any change in address, telephone number, or e-mail address from that reflected on the Application for Admission.

| |
|--|
| <p>Study Hint: Carefully reading this <i>Handbook</i> at the time you commence studies in each academic year will help make you a more effective student and avoid misunderstandings which could delay the completion of Program or Committee of Bar Examiner requirements.</p> |
|--|

Taft Law School
Juris Doctor-Attorney TrackSM Program

ACADEMIC REQUIREMENTS AND EXPECTATIONS

Before you commence study in any academic year, you will be provided with login instructions on to how to access your individual home page and courses. If you have any technical problems you should contact our Information Technology Specialist at technical.support@TaftU.edu or call (714) 850-4800.

As a Taft law student, you must be prepared to participate in asynchronous, computer-based class discussions with the faculty and members of your study group. Faculty members assigned to this Program are all licensed attorneys. Many have years of experience in teaching law students and some have graduated from Taft. They understand your challenges and are there to help.

Students who commence study in the same month and who are taking the same courses with you will constitute your study group. Your study group will likely include individuals from all regions of the United States (and sometimes foreign countries), who have diverse backgrounds and varying career objectives.

As a Taft law student you need to be prepared to write. Nearly all communication in the Program, as well as the practice of law, is written. Law students need strong English reading and writing skills. You will also need the basic computer skills outlined in our Catalog.

The key elements of the Program are set forth below. Some are required actions you will need to take. Others are optional services that are available to students.

A. Academic Integrity

Taft Law School encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, it should be understood that written assignments are required to be performed independently. It is expected that you will conduct your own independent research and study for assignments and essays, and the writing that you do is your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of Taft Law School, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone

Taft Law School
Juris Doctor-Attorney TrackSM Program

else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources, and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. Common knowledge in law school includes the definitions or elements of legal terms you have memorized from your reading material. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or study group discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Following are examples of plagiarism:

The following examples were retrieved May 7, 2014 from the Purdue University *Academic Integrity*.

Here's the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an UNACCEPTABLE paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

Taft Law School
Juris Doctor-Attorney TrackSM Program

What Makes this Passage Plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. the writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Following are examples of plagiarism:

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. accurately relays the information in the original;
2. uses her own words;
3. lets her reader know the source of her information.

Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centers of commerce and trade" (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. records the information in the original passage accurately;

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2. gives credit for the ideas in this passage;
3. indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Dean for investigation. The Dean will collect relevant information and give it to the Academic Review Committee which will review the issue at the earliest possible convenience. **Violating standards of academic integrity is a serious offence that may result in the failure of a course or dismissal from Taft Law School altogether.**

Review Process

It is the responsibility of every student, faculty member or staff member to report any form of dishonesty to the Dean. Once a violation has been reported, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and inform him/her of the alleged violation and discuss the academic review process;
2. The student has the following rights:
 - a. to review any evidence of the allegations;
 - b. to ask questions about the allegations;
 - c. to provide any information that is relevant to the allegations;
 - d. to request a meeting with the Dean or the ARC to exercise his/her rights in person.
3. If the student chooses to not meet with the Dean or the ARC in person, the Dean will seek a written response from the student regarding the alleged violation and any other information the student wishes to provide;

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4. The Dean will organize all information available from the student, faculty and staff regarding the alleged violation and present it to the ARC;
5. The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 - a. a grade reduction;
 - b. failing the student on the assignment, test, or course;
 - c. expelling the student;
 - d. such other sanctions as may be appropriate.

Once a decision has been reached, the student will be notified in writing of the decision.

Appeal Process

The student has the right to appeal the decision of the ARC to the Chief Academic Officer. The Chief Academic Officer will review all of the evidence available to the ARC. The Chief Academic Officer may seek any new or additional information from the student. The Chief Academic Officer will then render a decision. That decision may uphold the decision of the ARC, or may nullify the decision of the ARC. If the Chief Academic Officer chooses to nullify the decision, he or she may exonerate the student or impose a lesser or harsher penalty. The decision by the Chief Academic Officer will be final.

If it is determined that the student committed academic dishonesty, the decision will be noted in the student's academic record.

Petitions for Reevaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of 1.67 ("C-") through 0.00 ("F") under the following conditions:

1. The student must prepare a petition addressed to the Director of Student Services and point out very specifically why the grade should be raised.
2. Upon receipt of a petition for a reevaluation of a grade, a Dean or Associate Dean will review all relevant information, may speak with faculty members, and in his/her sole judgment may raise the grade, lower the grade, or make no change. The decision of the Dean or Associate Dean is final.

B. Requirement to Logon and participation

To confirm you're in attendance and continuing participation in the Program, for the first 50 weeks of an academic year, you must log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a

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midterm exam. If you fail to log on and participate for 14 days you will be dismissed from the program. Attendance and participation is monitored weekly.

C. Weekly Assignments Submitted for Faculty Review

Each academic year is divided into weekly assignments. These assignments can include case briefs, essays, and examinations. (Term papers are generally not used in law schools.) These are required to be submitted for evaluation by faculty within the timetable set forth in your course syllabus. The failure to submit any assignment will result in a reduction of your grade.

D. The Assignment Discussion Board

The Assignment Discussion Board is one of the primary avenues for your interaction with our faculty about your work. Your participation is required.

You will be expected to be an active online participant. In most courses this participation constitutes 20% of the course grade.

All weekly assignments and certain examinations are discussed on this board. You will be expected to engage in academic discourse with faculty and other members of your Study Group. Your comments must be posted contemporaneously during the week of the assignment. After your Study Group has moved on to the next lesson assignment, the Assignment Discussion Board will be locked and will not accept any new posts related to past lessons.

At the end of each course, your faculty member for the course will evaluate your participation. (Our learning platform will allow the faculty member to review all of your posts for the entire course.) The faculty member will consider not only the number of your posts but the quality of your posts.

E. Weekly Discussion Questions

Your courses will have Discussion Questions each week for all students to answer. You will be expected to post your answer to all questions. You are also welcome to post comments about other students' answers. This is a great way to interact with the faculty and other students. You will earn Participation Points for answering the Discussion Questions.

F. The Course Forums

Each course has an online forum. Participation in a course forum is optional. The forums are the best way to informally interact with other students about the subjects covered in that course. Although the faculty monitors the forums, students are given the first opportunity to respond to questions posted. After students have had an opportunity to discuss any issues raised, faculty may inject any information that may still be missing. While optional, you will be able to earn extra credit if you make significant contributions to the Course Forums.

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As with the Assignment Discussion Board, your participation will be automatically recorded by the learning platform and evaluated by the faculty at the end of the course.

G. The Electronic Classroom

The Electronic Classroom is a monthly live online exchange between the faculty and students. The week prior to the Electronic Classroom, a topic, an essay question, or a series of multiple-choice questions are emailed to you to study. During the Electronic Classroom, the faculty and the students will debate the topic or the answers to the questions. Participation in the Electronic Classroom is optional and will not affect your grade.

H. Study Log

It is the responsibility of the student to provide the School with appropriate documentation on the number of hours of preparation and study the student has spent in a given year. To assist the student in providing this documentation, the School has designed a *Study Log* for *Handbook*.) At the time of final examinations, the student will be required to submit that log.

***Important Reminder:* To confirm your continuing participation in the Program, for the first 50 weeks of an academic year, you are required to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz or take a midterm exam. If you fail to logon and participate for 14 days you will be dismissed from the program.**

ACTIONS REQUIRED OF LAW STUDENTS BY THE CALIFORNIA CBE

A. Registration as A Law Student

1. Deadline

Every student enrolled in the *Juris Doctor-Attorney Track Program* must register with the Committee of Bar Examiners (CBE) of the State Bar of California within 90 days after the beginning of the first year of law study.

2. Applications for Registration

To file a *Registration as a Law Student* application, you should go to the CBE's (also known as the State Bar of California's Office of Admissions) website at www.calbar.ca.gov. Under "Bar Exam" you will find information and forms regarding registration, as well as information and forms for the other requirements for admission to practice law in California.

To register, you can file the registration application online.

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Should you have any questions, you can contact the State Bar's Office of Admissions at the following address:

Office of Admissions
The State Bar of California
845 S. Figueroa St.
Los Angeles, CA 90017-2515
(213) 765-1000

3. Registration Number

After your registration application has been processed, the CBE will notify you, within approximately three months, a notice of your registration as a law student, along with your registration number. Upon your receipt of this Notice of Registration, you must mail, e-mail in a PDF attachment or FAX a copy of this notice to the School's Records Office.

B. File Completion (45-Day Rule)

Rules of the CBE require the School to have complete files on each entering student prior to the 45th day after enrollment if the student is to remain enrolled as a law student. This includes official transcripts of all your college work mailed directly to Taft from all previous colleges and universities, a government issued photographic identification, and any other information requested by the School. **This policy is rigorously enforced by the School.** See Exhibit "A" for a *Request for Transcript* form. The government issued photographic identification can be a driver's license, passport, military ID, etc. Please copy the identification and mail/email it to the Student Services Department at Taft Law School.

C. First-Year Law Students' Examination (FYLSX) "Baby Bar"

1. FYLSX Requirement

All *Juris Doctor-Attorney Track Program* students are required to take and pass the FYLSX after the conclusion of their first year of study. All first year course work and final examinations must be successfully completed before a student may sit for the FYLSX. The FYLSX is a one-day examination consisting of four essay-style questions in a four hour time period.

After a one and one-half hour lunch break, students will be given three hours to answer 100 multiple choice questions. The examination will cover only the subjects of *Torts, Contracts, and Criminal Law*.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of

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the *Rules Regulating Admission to Practice Law in California* as part of the requirements to qualify to take the California Bar Examination.

A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for the first year of legal study.

2. Examination Dates and Locations

The FYLSX is given twice a year, in the summer and in the fall. (Normally the last Tuesday in June and the third or fourth Tuesday in October) Students taking this examination at the end of their first year of law study should apply to the CBE no later than three months prior to the date of the FYLSX. *Students are encouraged to apply early - there are significant late filing fees imposed by the CBE.*

Applications can be submitted to the CBE before the completion of first year course work and final examinations. Please check the California Bar Association website for the location, date and fees for the FYLSX applicable for you.

3. Application Forms

Application forms for the FYLSX are online and downloadable at the CBE website. Forms can also be obtained by calling or writing the CBE at the address on the previous page.

4. Commencing Second Year Studies

Students completing their first year of study may elect to start their second year courses before passing the FYLSX. *Students considering this option should carefully read Exhibit "E" to this Handbook.* The School generally recommends students pass the FYLSX before enrolling in second year courses.

D. Special Petitions to the CBE

On rare occasions, it may be necessary for a student to petition the CBE to request a certain action be taken. *Any student petitions to the CBE must be submitted to the School for review at least two weeks before filing with the CBE.* (This is intended to avoid unnecessary communications and allows the School to intelligently respond to any CBE questions directed to the School.)

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TRANSCRIPTS

All students must provide the School with official transcripts of all previous college work within 45 days of the date of enrollment. Transcripts must be received by Taft Law School directly from the student's prior college or university. Student copies are not acceptable. *Exhibit "A"* to this *Handbook* is a form which can be photocopied and used to request transcripts.

**START DATES FOR SECOND, THIRD AND
FOURTH YEAR STUDENTS**

Second and third year students may commence study in June or October. Fourth year students may commence study on in June or December.

COUNSELING AND PETITIONS

A. Academic Counseling

Many references are made throughout this *Handbook* advising the student of the need to observe the rules, regulations, and practices, not only of the School, but also of the CBE. A student may need some advice concerning his/her program, a specific course, methods of study, or a host of other items too numerous to cover in this *Handbook*. Experience has shown that if students take the time to read and study this *Handbook* and the course syllabi, many of their questions can be answered without the need of counseling.

However, the School provides counseling services administered by its faculty and staff. Students are encouraged to e-mail or call us regarding an inquiry or problem. Written questions should include the student's name, student identification number and current telephone number.

B. Petition for Re-Read of Final Examinations

Automatic re-reads of final examination answers are limited solely to certain students whose final examination grades have placed them on academic dismissal. Any other student may, during the one-month period following receipt of grades, request a re-read of any final examination under the following conditions:

1. A student may petition for a grade review if he/she believes that the examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake and presents credible evidence in support of such claim. The student may have the claim considered by the Grade Review Committee. Grade review procedures do not require a hearing.
2. The student must request a copy of their examination be sent to the student's email address of record. Students who believe that they did not receive fair treatment from the reader (grader), must prepare a petition addressed to the Grade Review Committee and point out *very specifically* just where in the examination the error on the part of the reader exists. In other words, each student must plead his/her case that a grade should be adjusted.

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3. Upon receipt of a petition for re-read, another faculty member grader will read the exam answer. Both the first and second grades will be made available to the Grade Review Committee. Under these conditions, the Grade Review Committee may raise the grade, lower the grade, or make no change. The decision of the Grade Review Committee is final and resubmission of petitions will not be authorized.

Multiple choice questions and student answer sheets may be reviewed by students only by appointment in the School offices. Since such questions are reused, they cannot be released to students outside of the School offices.

C. Petition Procedures

The *Student Request and Petition Form* has been devised as a convenient medium to effect communication between the student and the administration and to receive a reply when appropriate. A copy of this form, which may be reproduced, is included as Exhibit "B" of this *Handbook*. Each petition must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. Petitions can be submitted via mail, e-mail in a PDF attachment or FAX.

EXAMINATIONS

A. Student Number

In order to preserve anonymity in examination grading, every student is assigned a student number which is used throughout the law school program. The student number is to be used on every examination in lieu of the student's name. A student will jeopardize an examination grade by placing a name or an incorrect student number on an examination paper. The student number appears on the transmittal letter sent with the program materials as well as on the Student Identification Card.

B. Midterm Examinations

Midterm examinations are given in most required courses. They are *graded* on the same basis as final examinations. Midterms should be taken under final examination conditions although no proctor is necessary. Midterm examinations are mandatory for all students and must be submitted during the week listed on the course syllabus schedule. For courses that contain a practice essay exam, students should not take the midterm examination before receiving faculty comments for the practice exams.

C. Final Examinations

1. Timing

Students may take final examinations anytime between the start of the 46th week and the end of the 52nd week of each academic year. However, at least one final examination must be taken between the beginning of the 49th week and the end of the 52nd week. The academic year begins on the date formal study commences for

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your study group. To determine the final examination period, refer to Exhibit "C" of this *Handbook*.

2. Proctors

All final examinations (with the exception of *Introduction to Law, Legal Writing* and certain electives) must be proctored. There is no exception to this rule. Students have the following three options with respect to proctors:

a. Remote Proctoring

An alternative option to in-person testing is to complete your examinations at home while being monitored by a live proctor remotely via webcam and microphone through our third party servicer called Proctor360. You can find more information at <https://us.proctor360.com/taftu-exam-appointments/>. With the remote proctoring service, students will still have the option to take their exams either via their computer using the free Examsoft software if they wish to type, or in Taft provided Bluebooks if they prefer to handwrite their exam answers. However please note that the handwritten option does require a secondary camera which is provided by Proctor360 for an additional testing fee. The cost of Proctor360 will depend on how long your exam is and if you have selected to handwrite or use Examsoft for your exam. You can verify your testing fees on their appointment scheduling page. Like in-person testing centers, Proctor360 testing fees are the responsibility of the student. If Proctor360 is what you wish to utilize to complete your final exams, when completing the Request for Final Examinations form select "Remote Proctor" as your testing center.

b. The Consortium of College Testing Centers

The School is a member of the *Consortium of College Testing Centers (CCTC)*. The CCTC is a group of college and school testing centers throughout the world that has come together to support distance learning. In January 2019, there were 363 member institutions representing 45 states and 4 foreign countries. CCTC's website address is <http://www.ncta-testing.org/cctc/>. Students are responsible for any proctor fees incurred in connection with this alternative.

c. Other Proctor Alternatives

If a student resides more than one hour's drive from Taft or a CCTC testing site, a student may arrange for the examinations to be proctored at a local Community College or University more convenient to the student.

The nominated Community College/University must have a testing facility or location that provides a monitored testing environment where disruptions and distractions will not interfere with exam taking. The proctor themselves must be an employee of the educational institution. The proctor must have no direct personal involvement with the student, be at least 21 years of age, speak English, be of good moral character, legally competent, not reside at the same address as the student, not be an employee of the student, and not related to the student by

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blood or marriage. Current or prior Taft Law School students may not be proctors.

Examples of individuals at educational institutions that have been found to qualify as proctors include Directors of Education, Counselors, and Testing Coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a non-CCTC Community College/University proctor, must petition the Director of Student Services specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden. The petition must also explain the student's relationship to the nominated proctor and the qualifications of the nominated proctor (as described in second paragraph above). The School, in its sole discretion, may approve or disapprove nominated proctors.

d. Special Accommodations

If a student needs special accommodations due to health issues and has current medical documentation to establish the need for special testing services, they can submit the *Student Request and Petition Form* "Exhibit B" along with the medical documentation to be reviewed by the Director of Student Services for approval. This **must** be received at least two months prior to the first scheduled exam date.

3. Requesting Your Exams

It is recommended you submit your *Request for Final Examinations* and petition (if necessary) at least **two months** before the first examination date. It **must** be received by the School **at least one month** prior to the first proposed proctored examination date. The examinations will be emailed to the proctor or uploaded in the platform approximately 10 days before the examination date.

4. Content

Normally, the final examination will consist of one or two bar exam-type essay questions with a time allowance of 60 minutes per question. Some courses may also contain 33 bar style objective questions which must be answered in one hour. Students may write in ink or use a laptop computer. Deviations in the questions given may occur, based upon course content and/or changes in curriculum and examination techniques. For example, some final examinations contain bar exam type objective questions in addition to the normal one or two subjective (essay) questions. Specific examination content information can be found in the individual course syllabi.

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5. Failure to Take a Final Examination

Any student who fails to take any scheduled final examination or fails to take final examinations during the final examination period will receive an **Administrative Dismissal** for that course unless such student has:

- a. petitioned the Records Office to withdraw from the course without prejudice and such petition was submitted prior to the first day of the 12th month of the academic year, *or*
- b. petitioned the School for an incomplete or for a make-up examination and such petition has been approved.

6. Make-Up Examinations and Re-examinations

No make-up exams or re-examinations are permitted unless the student has a justifiable reason for missing or performing poorly on the regularly scheduled examination.

A make-up examination or re-examination will be scheduled upon approval of a petition. Such petition must establish the petitioner's eligibility and the reason for the petitioner's inability to take the regularly scheduled final examination must be heavily justified and documented

(e.g., physician's written opinion of petitioner's state of health at that time.) If the petition is to retake a final examination, the petition should state why a re-examination should be allowed. The deadline for make-up/re-examination petitions is 30 days after the missed examination date or the mailing of the grade report, whichever shall first occur. The make-up examination, if allowed, will be scheduled at a mutually agreeable time, but will not be more than three months after the petition is granted.

There will be a fee of \$75.00 for each make-up examination payable upon scheduling of the make-up exam.

D. Comprehensive Examinations

Students who complete their third year of study may be required to pass a comprehensive examination as a condition of enrollment into their fourth year courses. The comprehensive examination will test subject matter covered in your first three years of study. Students with a cumulative grade point average of 2.50 or higher are exempt from this requirement but are nonetheless encouraged to take the examination.

Students should look upon the comprehensive examination as the first direct step in preparing for the bar examination. Students who fail the examination will not be given a second opportunity to take and pass the examination.

There is no charge for the comprehensive examination.

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E. Final Examination Rules

1. Student Identification

You must provide your proctor with an appropriate photo identification. This can be a driver's license or passport. Other forms of identification should be discussed with the Director of Administration *before the examination date*.

2. Time Allotment

Exam sessions must begin promptly at the time scheduled with the proctor. Normally, each essay question will be allotted 60 minutes. If one question is completed in less than 60 minutes, the remaining time may be spent on the next essay question (if applicable).

Any student who continues to write after time has been called will be disqualified, and his/her papers will not be graded. The student will receive an "F" for the examination grade. In addition, writing overtime on an examination is "cheating" and is treated as such.

3. Labeling Bluebooks

Students choosing to handwrite must answer each essay question in a separate Bluebook (provided by the School) appropriately labeled before the exam begins with the student number, the course, the date and the question number. *Do not put your name on the Bluebook.*

4. Turning in Papers

If the questions are completed before time is called, the student may leave after giving the Bluebooks to the examination proctor or by exiting their examination, shutting down their computer, and advising the proctor that they have completed the examination.

5. Objective Examinations

Objective examinations may be graded by machine and only answers marked in #2 pencils can be scored. Students must bring a #2 pencil to all examinations.

6. Writers

Writers should have several pens, either in blue or black ink, to use in their Bluebooks. No other color will be permitted. Pencils are never permitted on essay examinations. Write your answers on one side of the paper only.

7. Laptop Users

Any student who wishes to use a laptop computer on an examination may do so by notifying the School on the *Request for Final Examinations* form (*The use of a typewriter is not permitted.*) Students must furnish their own laptop computer and utilize the ExamSoft software. (ExamSoft is the program used by the State Bar of California to administer the bar examination.) To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

Bring a personal laptop computer that has ExamSoft's Examplify software pre-installed and that has been registered by a deadline announced by Taft Law School;

Have had experience working with the computer and the software prior to administration of the examination;

Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, or other technical difficulties; and,

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Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that Taft Law School assumes no liability in the event there is a malfunction of the software or equipment, etc.

If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadlines, you will not be allowed to use the computer and you will be required to handwrite the examination.

8. Bluebooks

Blank Bluebooks are provided by the school free of cost at the beginning of each examination for those students wishing to handwrite their examinations.

9. Notebooks, Outlines, Cell Phones, Tablets, etc.

No Bluebooks, notebooks, outlines, books, papers, attaché cases, calculators, tape players, cell phones, BlackBerrys, etc. should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored at the front of the examination room and turned off during the exam.

10. Eating, Drinking, and Smoking

No eating, drinking or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom provided that the proctor is notified.

Persons who require food or drink for medical reasons should present a medical certificate to such effect to the School with the *Request for Final Examinations* form.

11. Taking Materials Outside the Examination Room

Examination questions may not be taken from the examination room during the examination. A student may not remove Bluebooks from the examination room under any circumstances.

12. Illness During an Examination

A student who becomes ill while taking an examination that the examination cannot be finished should advise the proctor immediately of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that those examinations be waived.

A medical certificate may be required to take a make-up examination.

13. Students With Disabilities

Students with disabilities which require special attention should notify the School well in advance of the final examination period and contact the CBE to petition for special arrangements for the bar examinations. The School will generally follow for final examination purposes the same arrangements approved by the CBE for the bar examinations. Please go to the Disability Services sections of the website for more information. That section has the forms that must be used to request accommodations.

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F. Cheating on Examinations

The *Canons of Professional Ethics* admonish the profession to "avoid the appearance of impropriety." This admonition is equally applicable to law students while they are taking their examinations.

In order to avoid any problems in this area, students must adhere to the following practices:

1. No student may bring any related books or papers into the room in which the examination is to be conducted.
2. Personal items, such as briefcases or purses are subject to inspection by the proctor and must be placed in the front of the room.
3. Scratch paper will be furnished by the proctor; thus there is no need to bring any scratch paper into the examination room. Scratch paper will not be distributed until the beginning of the essay portion of the exam in those courses having a multi-state exam. A student finishing the multi-state (multiple-choice) questions early may not use the extra time for the making of an outline to be used during the essay portion of the exam.
4. If the student has to leave the room during the examination, he/she cannot take any paper with him/her, including the questions themselves. Further, no student may leave the examination room without first advising the proctor and the reason.
5. The use of telephones, cell phones pagers or similar devices during examinations is prohibited. Any incoming call of an emergency nature will be relayed to the concerned immediately upon receipt.
6. The use of the bathrooms, particularly the stalls, for the purpose of looking at prepared outlines, or other related papers, is strictly prohibited.
7. Students who turn in one examination answer instead of answering all questions because they failed to realize that the examination contained more than one question will be graded on the one question for the entire examination grade. No make-up will be allowed on the other question(s), the grade(s) for which will be recorded as an "F".
8. Students arriving late to begin an examination at the School generally will not be given extra time to complete the examination.
9. Students who claim that they took their Bluebook(s) home, forgetting to turn them in, or failed to upload their examinations to ExamSoft will not be given a chance to a later date; instead such student will be given the grade of "F" for those particular examination question(s).
10. Any student who permits another person to substitute for him/her in taking any examination, or who pays another person to take the examination may be dismissed from the School. If both persons are currently students at the School, both are subject to dismissal. If

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a student and a member of the Bar conspire, the student is subject to dismissal and all the information concerning the Bar member will be sent directly to the Committee of Bar Examiners recommending disbarment of such individual.

11. ***Copying any examination question or discussing a question with another individual or group (either in person or electronically) are grounds for expulsion for a student and possible criminal and civil prosecution.***

12. Students must notify the Director of Student Services via telephone and in writing *immediately* should student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *Handbook*. Students should not complete any examination offered inconsistent with School policies. This includes but is not limited to circumstances where a proctor makes examination questions available to the student in advance of the examination date and time or fails to follow time limitations.

While it is impossible to list all of the situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an "academic" matter, **students caught cheating will be expelled from the School.**

STUDENT DISCIPLINE POLICY

Taft Law School has developed this written policy for the imposition of student discipline. It will be applied when Taft Law School has reason to believe that a student has cheated on work or examinations submitted to Taft Law School or has taken some action toward another student, faculty member or Taft Administrator that requires discipline. This policy, which provides for a hearing may also be requested by a student who feels that he or she may have been harmed or prejudiced by a Taft Law School policy or administrative decision. It is our intent that this policy be fair to both the student, the student body as a whole and to Taft Law School.

(A) This policy on Student Discipline, shall apply to all of the situations discussed above, where the penalty may be but is not limited to, cancellation of an examination, denial of course credit, suspension, or dismissal.

(B) Under this policy the student will receive:

- (1) Written notice of the specific charge(s);
- (2) An opportunity to confer with counsel and respond to the charge(s) in writing;
- (3) An opportunity to review any written evidence Taft Law School possesses;
- (4) An opportunity for a hearing before a panel of disinterested members of the faculty, administration, and/or students, as Taft Law School chooses;

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(5) An opportunity to have the assistance of counsel (at the student's expense) at the hearing and the opportunity to call witnesses.

(6) A written final determination, which includes a statement of the facts, conclusions, and sanctions, if any.

(C) Taft Law School's imposition of this Student Discipline Policy does not apply to academic probation or disqualification; other failures to meet academic standards; or failure to pay tuition, fees, or charges billed to the student.

Transcripts

Taft Law School will prepare and keep a permanent transcript for each student who was or is enrolled in any course at Taft Law School. The Transcript will contain:

(1) Information sufficient to clearly identify the student;

(2) Information sufficient to establish admission status as a Regular or Special Student;

(3) Date of admission;

(4) Whether the student is or is not a J.D. degree candidate;

(5) Any credit allowed for law study at another institution, either at the time of admission or thereafter, listing law school, course or courses taken, when taken, unit credit allowed, and grades received;

(6) All academic credit granted for courses taken at the law school and all courses in which the student registered, clearly indicating, by beginning and ending dates the semester, quarter, or other applicable academic period and year, the courses and their unit value, credit granted and grade(s) received, and if there is a change or correction on the face of the transcript, a notation of the reason(s) for the change;

(7) The date or dates on which the student took the First-Year Law Students' Examination and whether the student passed or failed each examination;

(8) A notation of any academic, administrative, or disciplinary action taken, indicating the nature and date thereof;

(9) A notation of any leaves of absence granted or other interruptions in study, whether authorized or not; and

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(10) The date and nature thereof as withdrawal, disqualification, transfer, graduation, or otherwise, and if graduated, the degree conferred.

ACADEMIC STANDING AND RETENTION

A. Grades

1. **Numerical Grades.** Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

| Grade | GPA | Percentage | Comments |
|--------------|------------|-------------------|---------------------------------|
| A | 4 | 90-100 | (Outstanding) |
| A- | 3.67 | 88-89 | |
| B+ | 3.33 | 84-87 | |
| B | 3 | 80-83 | (Superior) |
| B- | 2.67 | 78-79 | |
| C+ | 2.33 | 74-77 | |
| C | 2 | 70-73 | (Satisfactory) |
| C- | 1.67 | 68-69 | |
| D+ | 1.33 | 64-67 | |
| D | 1 | 60-63 | (Poor) |
| D- | 0.67 | 59 | (Lowest Passing Grade) |
| F | <0.67 | 58 or below | (Failure, Course Grade is 0.00) |

Only grades assigned by graders (readers) to individual papers are in letter-grade form. From that point forward (including recording on transcripts), number grades (i.e., 0.00 to 4.00) are used.

2. **Non-Numerical Grades.** In addition, the following grades may also be assigned:

CR = Credit

At the option of the School, certain courses may be graded on a Credit/No-Credit basis. An example is *Introduction to Law*. Students will be notified in advance if an examination or course is to be graded on a Credit/No-Credit basis.

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I = Incomplete

I's are given only upon approval of a petition from a student who has otherwise completed the course but is unable to take the final examination or who has been approved to retake the examination. If an "I" is approved, the successful petitioner must take (or retake) the final examination on or before the date set by the School in the approved petition. The numerical grade received at such time will be substituted for the "I" grade in overall unit and GPA calculations.

ACADEMIC STANDING AND RETENTION

A. Grades

Any student who has not taken the final examination and fails to remove the "I" grade within the permitted time will have the "Incomplete" grade changed to an "Administrative Dismissal" and will be required to repeat the course in order to receive credit for it. Any student who has previously taken a final examination and fails to retake the examination within the permitted time will receive the original grade.

W = Withdrawal

Granted upon receipt of a petition submitted to the Admissions or Records Office or an automatic withdrawal from a course for student's failure to remove a grade of "I" in such course within the permitted time period.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies including failure to complete final examinations or maintain satisfactory attendance. X's are not computed in the grade-point average.

0.0 = Academic Dismissal

Students that fail a course are subject to dismissal from the Program. Although dismissal is not automatic, failure in any course is a strong indicator that the student does not have the aptitude to succeed in the Program.

B. Repeated Courses / Re-Examinations

If a failing grade has been received in a course, to receive credit for the academic year which included the course, the grade must be raised to a passing level. Students have no absolute right to a re-examination or to repeat a course. However, the School will consider a petition for re-examination or repeating the course.

The petition should state in detail the circumstances of the student which resulted in the failing grade and the steps the student will take to improve the learning outcome. If the student is approved to repeat the course, an incomplete will be entered on the student's academic record during the period of time in which the course is being repeated. In either

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circumstance only the re-examination or repeat grade will be reflected on the student's academic record.

C. Grade-Point Average (GPA)

1. Annual GPA. The annual grade-point average (GPA) is determined by dividing the total "grade points" earned that year by the total number of "units" attempted that year. The total "grade points" earned in a year is the product of the course units and the student's course grade, totaled for all courses in which a numerical grade was received that year.

Example:

| <i>Name of Course</i> | <i>Units</i> | <i>Grade</i> | <i>Grade Points</i> |
|-----------------------|--------------|--------------|---------------------|
| Introduction to Law | 1 | CR | - |
| Contracts | 8 | 2.00 | 16.00 |
| Legal Writing | 3 | CR | - |
| Torts | 7 | 2.33 | 16.31 |
| Criminal Law | <u>5</u> | 1.67 | <u>8.35</u> |
| | <u>24</u> | | <u>40.66</u> |

The annual GPA is 40.66 divided by 20 = 2.03.

2. Cumulative GPA. Generally, the cumulative GPA is computed in the same manner except that the grade points and the units attempted are totaled for every course which the student has taken in the Program and for which the student has received a numerical grade.

3. Good Standing. Any student with a cumulative grade-point average of 2.00 or above is considered in good standing. A student must be in good standing to graduate and continue under any grant-in-aid.

D. Academic Recognition

Students who graduate from the Juris Doctor Program with the following cumulative GPA's are awarded the following honors:

| | |
|--------------|------------------------------|
| 3.40 to 4.00 | <i>Summa Cum Laude</i> |
| 3.20 to 3.39 | <i>Magna Cum Laude</i> |
| 3.00 to 3.19 | <i>Cum Laude</i> |
| 2.80 to 2.99 | <i>With Scholastic Merit</i> |

Notice of graduation honors are placed on the student's diploma.

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SATISFACTORY ACADEMIC PROGRESS POLICY

This section applies to all students regardless of whether or not they are receiving financial aid through the Federal Direct Student Loan programs.

In this section, an individual receiving Title IV funds will be referred to as a “Title IV student.”

The Federal government has an interest in assuring that students who receive Federal Student Aid achieve their academic goals by making satisfactory academic progress. Therefore, Federal regulations impose certain requirements on Title IV students beyond the academic requirements of the Taft Law School.

All students must continually maintain the following standards of satisfactory academic progress to maintain eligibility to obtain Federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements for the Juris Doctor – Attorney Programs consist of:

- A Qualitative Component;
- A Quantitative Component; and
- Appeal Procedures.

Qualitative and Quantitative Components

A Title IV student is subject to all of the requirements set forth in the *ACADEMIC REQUIREMENTS AND EXPECTATIONS* section of the *Handbook* and the *ACADEMIC STANDING AND RETENTION* section of the *Handbook*. In addition, once a Title IV student has been enrolled in the Program for two academic years, he or she must have earned a minimum grade point average that would allow them to graduate with at least a 2.00 GPA and maintain this minimum cumulative grade point average at the end of year three.

A Title IV student must complete his or her studies in not more than 150% of the published length of the Program. (For purposes of this component, “published length of the Program” refers to the required number of units.)

The Juris Doctor – Attorney Track Program requires completion of 96 units for graduation. Therefore, any student who attempts more than 144 units will become ineligible for additional Federally insured student loans. Therefore a student must complete the program within 114 attempted units or will become ineligible for Federally insured student loans to pay for tuition beyond that point.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis. Transfer credit may only be accepted for courses offered at Taft Law School. Any transfer credit accepted will be calculated for determining the 150% of the

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published length of the Program. Transfer student must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid eligibility.

If a student fails or withdraws from a course, such course shall be calculated as units attempted in the calculation in determining the 150% of the published length of the Program.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from or failed. However, if a student fails one course in the Juris Doctor – Attorney Track (JDAT) Program, pursuant to the Committee of Bar Examiners rules, he or she must repeat the entire year. Only the most recent grade is computed into a student’s grade point average. However, repeated courses are included in the 150% computation.

Incomplete grades are not calculated into the measures of quantitative or qualitative process. All students must complete all courses before moving forward. If a student does not complete final examinations during the academic period, that student may petition for an Incomplete. Upon establishing extraordinary circumstances, an Incomplete may be granted for a specific period of time to allow the student to complete his or her final examinations. When a student completes a course for which he or she has received an Incomplete, the course is evaluated as set forth in the syllabus for that course. If a student does not complete a course during the period of an Incomplete, that student will fail that course and the failure will be calculated into the measures of quantitative and qualitative process.

A student may only transfer from the Juris Doctor – Attorney Track (JDAT) Program to the Juris Doctor – Executive Track (JDET) Program; and only at the end / completion of an academic year. Units earned or attempted in the JDAT Program will be used in the calculation for determining the 150% of the published length of the JDET Program.

As with other students, a Title IV student must complete an academic year of 52 weeks (two payment periods) which includes 45 weeks of instruction. (The remaining weeks are reserved for review and final examinations.) All students in directed study courses are required for the first 50 weeks of an academic year, to log into the platform and either participate in a discussion forum, assignment discussion forum, submit an assignment, take a quiz, a midterm or final examination. If you fail to logon and participate for 14 days you will be dismissed from the program and therefore deemed NOT to be making satisfactory academic progress.

Evaluation Points

A student’s academic progress is evaluated at the end of each academic year. The definition of an academic year consists of a period of time of not less than 48 nor more than 52 consecutive weeks and usually consists of 24 semester credits. For students on a Student Academic Improvement Plan (SAIP), satisfactory academic progress is evaluated at the end of each payment period.

The Qualitative Component in the Juris Doctor Programs

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A. Academic Probation

A student whose cumulative grade point average (GPA) is less than a 2.00 after the most recent academic year is not making Satisfactory Academic Progress (SAP) and will be placed on Academic Probation and is subject to dismissal. However, a student may appeal the Satisfactory Academic Progress determination. If the appeal is granted, the student will be allowed to continue as a student on Academic Probation, but will be placed on a Student Academic Improvement Plan (SAIP). Satisfactory Academic Progress for a student on Academic Probation will be monitored at the midpoint and end of the next academic year. If at the midpoint or end of the next academic year, while on Academic Probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal.

Once a student has been enrolled in the Program for two academic years, he or she must have earned a cumulative grade point average of 2.00 or higher and maintain a minimum 2.00 cumulative grade point average at the end of year two in order to be making satisfactory academic progress. Transfer student must also earn a minimum cumulative grade point average of 2.00 or higher at program midpoint to meet Financial Aid eligibility

All Juris Doctor Program students are subject to all of the requirements set forth in the ACADEMIC REQUIREMENTS AND EXPECTATIONS section of the Student Handbook and the *ACADEMIC STANDING AND RETENTION* section of the Handbook.

B. Curing Academic Probation by Passing the First Year Law Students Examination

A student that is on Academic Probation after the first year will be removed from First Year Academic Probation and his or her first year GPA will be raised to a 2.00 at the time Taft Law School receives verification that the student has passed the First Year Law Students' Examination (FYLSX).

Such a student's first year course grades will be raised to a 2.00 on the student's transcript. However, the transcript will note that the student's grades were raised due to passing the FYLSX. The first year course grades that were replaced will show up in the transcript in a comment section.

C. Failure to Cure Academic Probation

Failure to meet the aforementioned minimum standards prior to the program length midpoint will subject a student to dismissal from the program. Once a student fails to make SAP, Academic Probation will be in effect until the completion of the next grading period. At the program length midpoint and beyond, student with a cumulative grade point average below 2.00 is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed. (See Academic Appeal process.)

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D. Financial Aid Probation

Students who do not achieve Satisfactory Academic Progress (SAP) at the end of an academic year (a 2.00 GPA) will lose further federal financial aid eligibility. Student may appeal this Financial Aid status determination to regain financial aid eligibility for one payment period. (See Financial Aid Appeals process.) If the appeal is granted, a student will be put on Financial Aid Probation, may retain financial aid eligibility for one additional payment period and is put on a Student Academic Improvement Plan (SAIP). SAP will be monitored at the end of each payment period in the next academic year to determine the student's financial aid eligibility status.

If at the end of the first payment period while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

If at the end of that academic year, while on Financial Aid Probation, a student fails to satisfy the SAIP requirements, the student will lose further Financial Aid eligibility.

Should the minimum SAP requirement not be achieved at the midpoint of the program or thereafter, the student loses further financial aid eligibility, until SAP is achieved.

Qualifying for Financial Aid

During Year One

Financial Aid is distributed in two equal installments. To qualify for the first installment, a student must:

1. Submit official transcripts for degree determination program eligibility.
2. Pass *Introduction to Law* (the first three-week course).
3. Successfully complete 30 days of enrollment.
4. Satisfy all Financial Aid requirements, including being fully packaged.

To qualify for the second installment after midpoint, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses in which the student is enrolled.
3. Midterms must be completed timely.

* Second installments cannot be requested prior to the last scheduled midterm due date as stated on Syllabi.

After Year One (for Advanced Students and Students Re-Enrolling)

If a student did not make satisfactory academic progress in his/her prior year, he/she will be placed on a Student Academic Improvement Plan (SAIP). Academic progress for students on SAIP will be evaluated at midpoint and at the end of the academic year. If the student has

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not satisfied the SAIP requirements, he/she may lose financial aid eligibility unless the student appeals and appeal is approved.

To qualify for the first installment of financial aid after year one, a student must:

1. If a transfer student, submit official transcripts for degree determining program eligibility and prior law for which transfer credit was granted.
2. Successfully complete 30 days of enrollment.
3. Satisfy All Financial Aid requirements, including being fully packaged.

To qualify for the second installment, a student must:

1. Successfully complete at least 26 weeks of study.
2. Complete all midterms for all courses that have midterms.
3. Midterms must be completed timely.
4. If a student is enrolled in a course that does not have a midterm, the student must have completed at least half of the assignments for that course.

* Second Installments cannot be requested prior to the last scheduled midterm due date or half of the assignments for courses without midterms due date as stated in the Syllabi.

Special Rules for First Year Students

California Business and Professional Code Section 6060 requires that Bar candidates must pass the First-Year Law Students' Examination in order to receive credit for their time studying law. To ensure the best possible outcome on the First-Year Law Students' Examination, only students who achieved a 2.00 GPA or above on their first year courses may automatically advance to year two, prior to taking the First-Year Law Students' Examination.

For students in the JDAT Program

To Advance from first to second year:

- A student must pass all first year courses to advance.
- A student with a GPA of 2.00 or above may advance at his or her discretion.
- A student with a GPA of 1.33 to a 1.99 may petition to advance.
- A student with a GPA below 1.33 must pass the First-Year Law Students' Examination before allowed to advance or appeal is approved based on extenuating circumstances.

In all other years a student must pass all courses to advance and meet the Law School's standards for measuring Satisfactory Academic Progress.

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Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make satisfactory academic progress, at the midpoint of the program or thereafter, the student will be on Academic Probation and is subject to dismissal. However, a student may be eligible to continue but will not be eligible for financial aid. The decision to allow a student to continue on Academic Probation will be made by the Dean of the School of Law or his designate. During this period, the student is not eligible for federal financial aid but may continue to take courses and will be responsible for tuition and fees.

Academic Appeal

Review of Academic Standing, Disqualification, Advancement and Graduation

It is the responsibility of Taft Law School to fairly evaluate the performance of each student and disqualify a student if the school does not believe that the student will ultimately be successful. Satisfactory Academic Performance (SAP) is evaluated at the end of each academic year. Information about SAP, how it is determined, and the consequences for failing to meet the SAP standards can be found in both this Handbook and also the Consumer Information Guide Catalog Supplement.

Once a student fails to make SAP and is subject to dismissal, the following steps will be taken:

1. The Dean, on behalf of the Academic Review Committee (ARC) will contact the student and provide written information to the student of the failure to meet the SAP requirement and information about the academic review process;
2. The student has the following rights:
 - a. to review the student's work product, including final examinations;
 - b. to ask questions about the evaluation of the work product;
 - c. to provide any information that is relevant to the failure to meet SAP;
 - d. to request a meeting with the Academic Review Committee (ARC) to exercise his/her rights in person or via a teleconference.
 - e. During each step of the Academic Review Process, the Student has the right to consult with Counsel and to have Counsel present. It will be the student's responsibility to pay for any fees and cost of such Counsel.
3. If the student chooses to not meet with the ARC, the Dean will seek a written response from the student regarding any reason for the Student failing to meet SAP and any other information the student wishes to provide;

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4. The Dean will organize all information available from the student, faculty and staff regarding the failure to meet SAP and present it to the ARC;
5. The ARC will review all information available and render a decision. The basis of the decision will be recorded in the minutes of the ARC.
6. Once a decision has been reached, the student will be notified in writing of the decision. The decision will also be noted in the student's file.

Financial Aid Appeal

A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Financial Aid at the Financial Aid Office of the Law School. The appeal should set forth in detail a concise statement detailing what extenuating circumstances occurred that caused student the inability to meet satisfactory academic progress (SAP), and what has changed so that student may now meet SAP.

The appeal will then be given to the Director of Financial Aid who will review the student's financial aid file and evaluate the student's written comments. The Financial Aid Director may also request information from the Academic Committee and/or may question the student or request additional information.

If the Financial Aid Director denies the appeal, the student will be notified and the Probation status will stand.

If the Financial Aid Director approves the appeal, the Probation status may be cleared.

Once the appeal is resolved and if any action is required, the Director of Financial Aid will notify the student of its outcome and whether appeal was approved or denied.

Reinstatement as a Title IV Student

A student may, subject to the approval of the Financial Aid Director, be reinstated as a Title IV student after failing to make satisfactory academic progress if the student meets the following minimum criteria:

- a. The student has successfully completed at least one academic year on Academic Probation.
- b. A recalculated grade point average indicates that the student now has a cumulative grade point average of 2.00 or higher; and
- c. It is possible for the student to complete the Program in not more than the maximum number of units allowed (144 for the Juris Doctor – Attorney Track).

For additional information about all financial aid policies, please carefully study the Consumer Information Guide Catalog Supplement. The Consumer Information Guide may be found on the Taft Law School website at <https://taftu.edu/wp-content/uploads/2022/12/Binder1.pdf>.

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GRADUATION

The professional degree of *Juris Doctor* is awarded to those students in the *Juris Doctor-Attorney TrackSM Program* who have fulfilled all of the following requirements:

1. Satisfactory completion of 96 units within a period of not more than seven years with at least 48 units completed at Taft;
2. Cumulative grade point average (GPA) of 2.00 or higher in Taft Law School courses; and
3. Completion and submission of the School's *Program Evaluation Form*.

Any student who sits for the California Bar Examination without having first completed both items 1 and 2 above will have a subsequent petition for a Juris Doctor degree denied.

Failure to comply with any financial obligation to the School will result in the School invoking a "delinquency" status on the student. At the option of the School, in accordance with Section 94312 (k) of the California Education Code, during such status no documentation of any kind (including transcripts) will be provided by the School to the student or others.

LEAVES-OF-ABSENCES, WITHDRAWAL, AND READMISSION

A. Leaves-of-Absences

The CBE requires that a student complete a minimum of 864 hours of study during an academic year of not less than 48 nor more than 52 consecutive weeks. Due to this CBE rule, leaves of absences are not permitted during the academic year. If due to unforeseen circumstances, a student cannot fulfill these academic requirements, a student may withdrawal. After withdrawal, such student may petition to start over in a new academic year.

Students should keep in mind the Committee of Bar Examiner's requirement of 864 hours of study must be completed in the new 48 to 52 week period and the *Study Log* should reflect the new period.

B. Voluntary Withdrawal from School

1. Students may withdraw from school without prejudice by written notification to the Admissions Office any time prior to the final examination period. (The final examination period is the 48th to 52nd week of each academic year.) To voluntarily withdraw after the 100% refund period referred to in the Enrollment Agreement, a Student must be in good "administrative standing". Good administrative standing means the Student has submitted all required documents.

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LEAVES-OF-ABSENCES, WITHDRAWAL, AND READMISSION

B. Voluntary Withdrawal from School (Concluded)

2. Any request to withdraw during the final examination period must be made in the form of a written petition to the Dean of the School of Law who will notify the petitioner as to the final determination of such request.
3. A student who has not voluntarily withdrawn and who fails to take final examinations within the final examination period will receive an "Administrative Dismissal" for the subject course(s).
4. Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the Enrollment Agreement. Withdrawal after the refund period as set forth in the Enrollment Agreement does *not* relieve students paying tuition on an installment basis from future monthly installment payments.
5. Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all the financial options which may be available to School students.

C. Readmission

1. Readmission After Withdrawal "In Good Standing". A student who withdraws during the first year of law study shall be treated as a new admission and a petition for readmission should be submitted to the Admissions Office.

A student who has successfully completed any units at the School and who has chosen not to re-enroll for a period longer than one calendar year must petition the Dean of the School of Law (or his/her designate) to be allowed to re-enroll as a continuing student. As a condition to his/her readmission, a student who has been out for longer than one calendar year may be required to repeat courses and/or final examinations taken prior to his/her absence. Since admission criteria in existence at the time of readmission will apply, readmission is not guaranteed.

2. Readmission After Academic or Administrative Dismissal. An individual who wishes to be readmitted after academic or administrative dismissal must petition the Admissions Office directly and show the requisite ability for successful law study or evidence a stronger potential for law study.

- a. Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

- (1) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

- (2) After at least two years have elapsed since the disqualification, if the applicant demonstrates that work, study or other experience during

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the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

COMMUNICATIONS WITH THE SCHOOL

The office hours of the School are 9:00 a.m. to 5:00 p.m., Pacific Time, Monday through Thursday and from 9:00 a.m. to 3:30 p.m., Pacific Time, Friday. You have several options for contacting faculty or other student services personnel. When emailing, faxing, or mailing information to the school, please include your full name, student number, program enrolled in and when you started.

Mail

Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA 92704-6954

E-Mail

student_services@TaftU.edu *(Normally the preferred method of communication.)*

FAX

(714) 708-2082

Telephone (714) 850-4800 (Normal School of Law faculty office hours are 10:00 a.m. to 11:30 a.m. Mondays, Wednesdays, and Fridays. You may e-mail or FAX at any time.)

COMMUNICATION WITH FACULTY

Developing strong communication skills is vital to your success in this program. Your entire grade in the class will be based upon your ability to communicate the correct information on the writing assignments, the tests, and in the Assignment Discussion Board.

In the practice of law, despite what you may see on television, most of your communications will be in writing. The writing will include letters, briefs, and memorandums. For this reason, we emphasize writing in very course. Almost every week, you will have a writing assignment to complete. These assignments will generally be worth 20% of your course grade. There will also be an online discussion of these assignments with your instructor. These online discussions will take place on the Assignment Discussion Board and will consist of an asynchronous discussion of the writing assignment that you just turned in.

COMMUNICATION WITH FACULTY

All writing assignments must be submitted by 9:00 a.m. (PST) on the Monday after they are assigned. The Assignment Discussion Board will be open at this time. Your instructor will grade the assignments submitted and post comments by Wednesday at noon. You may respond to the faculty comments, comments posted by other students, or post original thoughts. Participation on the Assignment Discussion Board and Weekly Discussion Questions are generally worth 20% of your course grade. It is therefore very important that

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you post something substantive to the discussion. The faculty will be awarding points based primarily upon the contribution you make to the discussions, not simply the number of posts that you make. Remember, to earn this 20% of your grade, your posts must be on the Assignment Discussion Board and Weekly Discussion Questions. You may also earn “extra credit,” as discussed below. However, this is not the same as participating in the Assignment Discussion, which is required part of the course.

COMMUNICATIONS WITH OTHER STUDENTS

Individuals who commence study in the same month and who are taking the same courses constitute what we refer to as a study group. Your study group will likely include individuals from all regions of the United States (and sometimes foreign countries), who have diverse backgrounds and varying career objectives. You will have the ability to interact with members of your study group regarding assignments on a scheduled basis as addressed above. In addition, Forum Message Boards allow you to discuss other matters related to the subject of the course.

The School also provides an electronic *Student Lounge* as part of the forums. The *Lounge* can be used for general discussions.

You may also choose to post your address, telephone number, and/or e-mail address on the website. By so doing, you will have access to similar information posted by other students.

For other than electronic communications, if a student wishes his or her name, address, telephone number and year of study be made available to other School students who request such information, the student should request such action on a School *Student Request and Petition Form* (Exhibit "B" to this *Handbook*). Students requesting inclusion on this list may request a complete copy of other students on this list.

Names will be provided only for the purpose of encouraging communications amongst students and cannot be used for any other purpose. Names may be deleted from the list upon withdrawal or completion of the current academic year.

SYNCHRONOUS INSTRUCTION

The Electronic Classroom discussed on page 5 of this *Handbook* is live lecture presented by a faculty member. All students are encouraged to participate in the E-Classes. However, these lectures are recorded and available for review at a later date for students who are unable to participate live.

Throughout your term of enrollment, similar calls or conference calls will be arranged shortly after you complete your last midterm examination and/or shortly after you schedule your first final examination.

LIBRARY RESOURCES

Due to the independent study nature of the Program, the School does not maintain a traditional law library for student use. Most public and college law libraries are available for

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public use at no charge. However, in some circumstances, students may incur library charges for certain services. Upon submission of a paid receipt and petition form, the School will reimburse students in an amount not to exceed \$25.00 per academic year for library charges paid by a student.

All Taft Law School law students can access *Lexis Advance*[®], a computer research library, through their own personal computer. Students are encouraged to take advantage of this valuable research tool. First year law students are provided with *Lexis Advance*[®] login information upon successful completion of the *Introduction to Law* course final examination.

The School also subscribes to The Center for Computer Assisted Legal Instruction (CALI[®]). The CALI[®] Library is a collection of over 1000 Internet-based and computer-based lessons covering approximately 40 legal education subject areas. The CALI[®] lessons are written by law faculty and librarians of American Bar Association approved law schools.

In order to access the on-line lessons, you will first need to register as a user on the CALI[®] website (<http://www.cali.org/>). The authorization code for Taft University Students is: **WILHOWstu240**

PREPARATION FOR ADMISSION TO PRACTICE

A. Length of Study in Law School

Title 4, Division 1, Rule 4.28(A) of the Rules of The State Bar of California (Admissions Rules) requires a student of a distance education or correspondence law school to have received passing grades in courses requiring not less than 864 hours of preparation and study during a period of not less than 48 nor more than 52 consecutive weeks to receive credit for one year of law study. The completion of not less than 24 units in an academic year will satisfy the 864 hour requirement. To be eligible to sit for the General Bar Examination, a student must successfully complete four academic years of law study.

The Committee of Bar Examiners has ruled that while an academic year may be completed as early as the first day of the 49th week of study, the next academic year cannot commence before the anniversary date of the start of the previous year. For example, a student who commences study on March 1, 2018 could complete the academic year as early as January 31, 2019 but could not commence study for the next academic year until March 1, 2019.

It is the responsibility of the student to provide the School and, if required, the Committee of Bar Examiners, with appropriate documentation on the number of hours of preparation and study the student has spent in a given year. To assist the student in providing this documentation, the School has designed a *Study Log* for use by students. (A sample completed *Study Log* is included as Exhibit "D" to this *Handbook*.) At the time of

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final examinations, the student will be asked to certify under oath the student has expended at least 864 hours of preparation and study of law during the academic year and submit that log.

B. Summary of Requirements for Admission to Practice Law in California

The various statutory and administrative rules governing law study in California are highly complex, technical, and subject to change without notice. In the final analysis, it is the student's burden to assure compliance with the veritable maze of rules involved. These rules are strictly enforced by the Committee of Bar Examiners without exception.

The following is a summary of the requirements for admission to practice law in California. The full text of all requirements for admission are set forth in the *Rules of the State Bar of California*, Title 4, Division 1, which are available online through the Admissions portion of The State Bar of California's Web site at www.calbar.ca.gov.

To be admitted to practice law in California, an applicant must:

1. Complete the necessary general education;
2. Register with the Committee of Bar Examiners as a law student or attorney applicant;
3. Complete the requisite legal education;
4. File an application to take the First-Year Law Students' Examination and pass, or establish exemption from the examination;
5. File an application to take the bar examination and after eligibility has been confirmed, take and pass the examination;
6. File an application for a moral character determination and receive a positive moral character determination from the Committee of Bar Examiners;
7. File an application, take the Multistate Professional Responsibility Examination and achieve a minimum scaled score as determined by the Committee of Bar Examiners, which examination is administered and graded by the National Conference of Bar Examiners; and,
8. Be in compliance with California court ordered child or family support obligations.

Separate and distinct applications are required for registration, a moral character determination and the bar examination. Applications for registration and moral character determination are available online anytime. Applications for the February Bar Examination

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are available online beginning October 1 and March 1 for the July Bar Examination. All applications can be accessed through the Admissions' portion of The State Bar of California's Web site at www.calbar.ca.gov.

Applications and other information for the Multistate Professional Responsibility Examination are available through the National Conference of Bar Examiners' Web site www.ncbex.org or www.act.org/mpre.

C. Admission to Practice Law Outside California

Taft students, as a result of the School's registration with the Committee of Bar Examiners, are qualified immediately upon graduation to take the Bar Examination in California. Since most Taft law students intend to practice law in California, the School has not previously sought approval from the American Bar Association and has no plans to seek such approval in the future. In fact, the ABA has made it clear that it would not consider an application for approval by a distance learning institution.

Most states require graduation from a law school approved by the American Bar Association or approved or accredited by the state supreme court or examining committee as a prerequisite to taking the bar examination in that state. Study at, or graduation from this law school is not accepted as qualifying the student for admission in some states. Therefore, if you intend to seek admission in a state other than California, you should consult the admitting authority in that state to determine if study at this school will be accepted.

California attorneys are eligible to apply for admission to United States Federal Courts in California and after three years of practice are eligible to apply for admission to practice before the United States Supreme Court. California Bar membership also allows members to apply to practice before the United States Tax Court, the United States Patent Court, and most Federal agencies.

Some states have a requirement that California Attorneys who have practiced for a period of time (generally five years) may be admitted by examination or motion.

**GENERAL BAR EXAMINATION DATES, APPLICATION
PROCEDURES**

The California General Bar Examination is traditionally given during a two-day period during the last week of February and July. Applications are generally available online from the Committee of Bar Examiners approximately 5 months before the examination dates. **To avoid a large late filing fee, applications must generally be received by the CBE approximately 4 months before the examination dates.** You should visit the CBE's website at www.calbar.ca.gov under "Bar Exam" or contact the CBE for specific application filing requirements. (See this *Handbook* for the CBE address and telephone number.)

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HARASSMENT POLICY

The institution strives to provide an academic environment that is free from intimidation, hostility or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

A. What Is Harassment?

Harassment can take many forms. It may be, but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

B. Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director of Student Services or any administration representative with whom they feel comfortable. When administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

C. Reporting

Any incidents of harassment must be *immediately* reported. ***The school can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good faith* report of alleged harassment.

RELEASE OF ACADEMIC INFORMATION

The School adheres to the Family Educational Rights and Privacy Act. Therefore, students, by appointment, may review contents of their permanent records as they are maintained at

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the School offices. Such inspection must be completed in person by the student at the location where the information is retained.

Since the School subscribes to the policy that a student's academic record is confidential, information will generally be released only upon written instructions from the student except as noted below.

The student's academic records are open for inspection only by the student and those members of the School staff who have responsibility for working with the student or maintaining records.

Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the student's permanent records.

Information regarding an individual's address, attendance dates, degrees earned, and date of degrees are considered public information and may be released.

RESERVATION OF RIGHTS

The School reserves the right to change any of its policies, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. All affected students will be given adequate prior notice before the changes to the academic standards are implemented. The School further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student.

This *Handbook* and each subsequent *Handbook* supersedes all previous *Handbooks* and the policies expressed in this *Handbook* and each subsequent *Handbook* will be controlling regardless of any policies stated in a previous *Handbook* received by the student upon his or her admission.

This *Handbook* and each subsequent *Handbook* are supplemented by the School Catalog. Where conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

NOTICE OF COPYRIGHTS

All midterm examinations, final examinations, issue analysis, handbooks, course materials and concepts used by the School are copyrighted by The Taft University System, Inc. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All School publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by

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Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of the School.

Violation of the above copyright restrictions can result in dismissal of the student in addition to possible civil and/or criminal penalties.

The Juris Doctor-Attorney Track Program
Student Handbook

Copyright, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992,
1993, 1994, 1995, 1997, 1998, 1999, 2000, 2002, 2003, 2004, 2005, 2007, 2008, 2009,
2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021

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REQUEST FOR TRANSCRIPT

From (Print Name) _____

Former Name (if any) _____

Home Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Social Security # _____

I attended (Name of College) _____

From (Month, Yr.) _____ To (Month, Yr.) _____

Graduated on _____ Degree _____

Student Signature _____ Date _____

Remarks: _____

Please send one copy of my Official Transcripts to:

**Taft Law School
3700 South Susan Street, Office 200
Santa Ana, CA. 92704-6954**

and

***The Committee of Bar Examiners
845 South Figueroa Street
Los Angeles, CA. 90017-2515**

**Only if you do not hold a Bachelor's Degree.*

Note to Student: We recommend you check with the college or university to determine their transcript fees, if any. If you are a transfer student and have already provided the Committee of Bar Examiners with transcripts, cross-out the reference above. Taft Law School and the Committee of Bar Examiners must receive official transcripts directly from the college or university. Student copies are not acceptable.

Send this Form to Colleges or Universities Attended

Exhibit "A"

TAFT LAW SCHOOL
STUDENT REQUEST AND PETITION FORM

To: _____

Date: _____ Date When Receipt of Answer is Essential _____

From:
Name _____ Student # _____

Street _____

City _____ State _____ Zip _____

Telephone:(____) _____ Cell Number :(____) _____ E-Mail _____

*CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND
ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:*
(Use additional sheet if more space is required)

Student Signature _____

RESPONSE BY SCHOOL STAFF MEMBER TAKING ACTION:

Signature of School Staff Member _____

Date _____

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

A student's final examination period is dependent on when the student commences law study in a given year. Final examinations can be scheduled anytime between the start of the 46th week and the end of the 52nd week. However, to comply with CBE requirements, at least one examination must be taken after the 48th week and before the end of the 52nd week.

To determine a student's final examination period, simply locate the date the student commenced study for the academic year and refer to the appropriate column. (Note: If the academic year includes a February 29th date, (a "Leap Year"), subtract one day from Columns 2, 3, and 4.)

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| January 1 | Nov. 12th | Dec. 3rd | Dec. 30th |
| January 2 | Nov. 13th | Dec. 4th | Dec. 31st |
| January 3 | Nov. 14th | Dec. 5th | Jan. 1st |
| January 4 | Nov. 15th | Dec. 6th | Jan. 2nd |
| January 5 | Nov. 16th | Dec. 7th | Jan. 3rd |
| January 6 | Nov. 17th | Dec. 8th | Jan. 4th |
| January 7 | Nov. 18th | Dec. 9th | Jan. 5th |
| January 8 | Nov. 19th | Dec. 10th | Jan. 6th |
| January 9 | Nov. 20th | Dec. 11th | Jan. 7th |
| January 10 | Nov. 21st | Dec. 12th | Jan. 8th |
| January 11 | Nov. 22nd | Dec. 13th | Jan. 9th |
| January 12 | Nov. 23rd | Dec. 14th | Jan. 10th |
| January 13 | Nov. 24th | Dec. 15th | Jan. 11th |
| January 14 | Nov. 25th | Dec. 16th | Jan. 12th |
| January 15 | Nov. 26th | Dec. 17th | Jan. 13th |
| January 16 | Nov. 27th | Dec. 18th | Jan. 14th |
| January 17 | Nov. 28th | Dec. 19th | Jan. 15th |
| January 18 | Nov. 29th | Dec. 20th | Jan. 16th |
| January 19 | Nov. 30th | Dec. 21st | Jan. 17th |
| January 20 | Dec. 1st | Dec. 22nd | Jan. 18th |
| January 21 | Dec. 2nd | Dec. 23rd | Jan. 19th |
| January 22 | Dec. 3rd | Dec. 24th | Jan. 20th |
| January 23 | Dec. 4th | Dec. 25th | Jan. 21st |
| January 24 | Dec. 5th | Dec. 26th | Jan. 22nd |
| January 25 | Dec. 6th | Dec. 27th | Jan. 23rd |
| January 26 | Dec. 7th | Dec. 28th | Jan. 24th |
| January 27 | Dec. 8th | Dec. 29th | Jan. 25th |
| January 28 | Dec. 9th | Dec. 30th | Jan. 26th |
| January 29 | Dec. 10th | Dec. 31st | Jan. 27th |
| January 30 | Dec. 11th | Jan. 1st | Jan. 28th |
| January 31 | Dec. 12th | Jan. 2nd | Jan. 29th |

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Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | Start <u>49th Week</u> | End <u>52nd Week</u> |
|-----------------------------|---|---------------------------|-------------------------|
| February 1 | Dec. 13th | Jan. 3rd | Jan. 30th |
| February 2 | Dec. 14th | Jan. 4th | Jan. 31st |
| February 3 | Dec. 15th | Jan. 5th | Feb. 1st |
| February 4 | Dec. 16th | Jan. 6th | Feb. 2nd |
| February 5 | Dec. 17th | Jan. 7th | Feb. 3rd |
| February 6 | Dec. 18th | Jan. 8th | Feb. 4th |
| February 7 | Dec. 19th | Jan. 9th | Feb. 5th |
| February 8 | Dec. 20th | Jan. 10th | Feb. 6th |
| February 9 | Dec. 21st | Jan. 11th | Feb. 7th |
| February 10 | Dec. 22nd | Jan. 12th | Feb. 8th |
| February 11 | Dec. 23rd | Jan. 13th | Feb. 9th |
| February 12 | Dec. 24th | Jan. 14th | Feb. 10th |
| February 13 | Dec. 25th | Jan. 15th | Feb. 11th |
| February 14 | Dec. 26th | Jan. 16th | Feb. 12th |
| February 15 | Dec. 27th | Jan. 17th | Feb. 13th |
| February 16 | Dec. 28th | Jan. 18th | Feb. 14th |
| February 17 | Dec. 29th | Jan. 19th | Feb. 15th |
| February 18 | Dec. 30th | Jan. 20th | Feb. 16th |
| February 19 | Dec. 31st | Jan. 21st | Feb. 17th |
| February 20 | Jan. 1st | Jan. 22nd | Feb. 18th |
| February 21 | Jan. 2nd | Jan. 23rd | Feb. 19th |
| February 22 | Jan. 3rd | Jan. 24th | Feb. 20th |
| February 23 | Jan. 4th | Jan. 25th | Feb. 21st |
| February 24 | Jan. 5th | Jan. 26th | Feb. 22nd |
| February 25 | Jan. 6th | Jan. 27th | Feb. 23rd |
| February 26 | Jan. 7th | Jan. 28th | Feb. 24th |
| February 27 | Jan. 8th | Jan. 29th | Feb. 25th |
| February 28 | Jan. 9th | Jan. 30th | Feb. 26th |
| March 1 | Jan. 10th | Jan. 31st | Feb. 27th |
| March 2 | Jan. 11th | Feb. 1st | Feb. 28th |
| March 3 | Jan. 12th | Feb. 2nd | Mar. 1st |
| March 4 | Jan. 13th | Feb. 3rd | Mar. 2nd |
| March 5 | Jan. 14th | Feb. 4th | Mar. 3rd |
| March 6 | Jan. 15th | Feb. 5th | Mar. 4th |
| March 7 | Jan. 16th | Feb. 6th | Mar. 5th |
| March 8 | Jan. 17th | Feb. 7th | Mar. 6th |
| March 9 | Jan. 18th | Feb. 8th | Mar. 7th |
| March 10 | Jan. 19th | Feb. 9th | Mar. 8th |
| March 11 | Jan. 20th | Feb. 10th | Mar. 9th |
| March 12 | Jan. 21st | Feb. 11th | Mar. 10th |

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Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | Start <u>49th Week</u> | End <u>52nd Week</u> |
|-----------------------------|---|---------------------------|-------------------------|
| March 13 | Jan. 22nd | Feb. 12th | Mar. 11th |
| March 14 | Jan. 23rd | Feb. 13th | Mar. 12th |
| March 15 | Jan. 24th | Feb. 14th | Mar. 13th |
| March 16 | Jan. 25th | Feb. 15th | Mar. 14th |
| March 17 | Jan. 26th | Feb. 16th | Mar. 15th |
| March 18 | Jan. 27th | Feb. 17th | Mar. 16th |
| March 19 | Jan. 28th | Feb. 18th | Mar. 17th |
| March 20 | Jan. 29th | Feb. 19th | Mar. 18th |
| March 21 | Jan. 30th | Feb. 20th | Mar. 19th |
| March 22 | Jan. 31st | Feb. 21st | Mar. 20th |
| March 23 | Feb. 1st | Feb. 22nd | Mar. 21st |
| March 24 | Feb. 2nd | Feb. 23rd | Mar. 22nd |
| March 25 | Feb. 3rd | Feb. 24th | Mar. 23rd |
| March 26 | Feb. 4th | Feb. 25th | Mar. 24th |
| March 27 | Feb. 5th | Feb. 26th | Mar. 25th |
| March 28 | Feb. 6th | Feb. 27th | Mar. 26th |
| March 29 | Feb. 7th | Feb. 28th | Mar. 27th |
| March 30 | Feb. 8th | Mar. 1st | Mar. 28th |
| March 31 | Feb. 9th | Mar. 2nd | Mar. 29th |
| April 1 | Feb. 10th | Mar. 3rd | Mar. 30th |
| April 2 | Feb. 11th | Mar. 4th | Mar. 31st |
| April 3 | Feb. 12th | Mar. 5th | Apr. 1st |
| April 4 | Feb. 13th | Mar. 6th | Apr. 2nd |
| April 5 | Feb. 14th | Mar. 7th | Apr. 3rd |
| April 6 | Feb. 15th | Mar. 8th | Apr. 4th |
| April 7 | Feb. 16th | Mar. 9th | Apr. 5th |
| April 8 | Feb. 17th | Mar. 10th | Apr. 6th |
| April 9 | Feb. 18th | Mar. 11th | Apr. 7th |
| April 10 | Feb. 19th | Mar. 12th | Apr. 8th |
| April 11 | Feb. 20th | Mar. 13th | Apr. 9th |
| April 12 | Feb. 21st | Mar. 14th | Apr. 10th |
| April 13 | Feb. 22nd | Mar. 15th | Apr. 11th |
| April 14 | Feb. 23rd | Mar. 16th | Apr. 12th |
| April 15 | Feb. 24th | Mar. 17th | Apr. 13th |
| April 16 | Feb. 25th | Mar. 18th | Apr. 14th |
| April 17 | Feb. 26th | Mar. 19th | Apr. 15th |
| April 18 | Feb. 27th | Mar. 20th | Apr. 16th |
| April 19 | Feb. 28th | Mar. 21st | Apr. 17th |
| April 20 | Mar. 1st | Mar. 22nd | Apr. 18th |
| April 21 | Mar. 2nd | Mar. 23rd | Apr. 19th |
| April 22 | Mar. 3rd | Mar. 24th | Apr. 20th |

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Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|---|----------------------------|--------------------------|
| April 23 | Mar. 4th | Mar. 25th | Apr. 21st |
| April 24 | Mar. 5th | Mar. 26th | Apr. 22nd |
| April 25 | Mar. 6th | Mar. 27th | Apr. 23rd |
| April 26 | Mar. 7th | Mar. 28th | Apr. 24th |
| April 27 | Mar. 8th | Mar. 29th | Apr. 25th |
| April 28 | Mar. 9th | Mar. 30th | Apr. 26th |
| April 29 | Mar. 10th | Mar. 31st | Apr. 27th |
| April 30 | Mar. 11th | Apr. 1st | Apr. 28th |
| May 1 | Mar. 12th | Apr. 2nd | Apr. 29th |
| May 2 | Mar. 13th | Apr. 3rd | Apr. 30th |
| May 3 | Mar. 14th | Apr. 4th | May 1st |
| May 4 | Mar. 15th | Apr. 5th | May 2nd |
| May 5 | Mar. 16th | Apr. 6th | May 3rd |
| May 6 | Mar. 17th | Apr. 7th | May 4th |
| May 7 | Mar. 18th | Apr. 8th | May 5th |
| May 8 | Mar. 19th | Apr. 9th | May 6th |
| May 9 | Mar. 20th | Apr. 10th | May 7th |
| May 10 | Mar. 21st | Apr. 11th | May 8th |
| May 11 | Mar. 22nd | Apr. 12th | May 9th |
| May 12 | Mar. 23rd | Apr. 13th | May 10th |
| May 13 | Mar. 24th | Apr. 14th | May 11th |
| May 14 | Mar. 25th | Apr. 15th | May 12th |
| May 15 | Mar. 26th | Apr. 16th | May 13th |
| May 16 | Mar. 27th | Apr. 17th | May 14th |
| May 17 | Mar. 28th | Apr. 18th | May 15th |
| May 18 | Mar. 29th | Apr. 19th | May 16th |
| May 19 | Mar. 30th | Apr. 20th | May 17th |
| May 20 | Mar. 31st | Apr. 21st | May 18th |
| May 21 | Apr. 1st | Apr. 22nd | May 19th |
| May 22 | Apr. 2nd | Apr. 23rd | May 20th |
| May 23 | Apr. 3rd | Apr. 24th | May 21st |
| May 24 | Apr. 4th | Apr. 25th | May 22nd |
| May 25 | Apr. 5th | Apr. 26th | May 23rd |
| May 26 | Apr. 6th | Apr. 27th | May 24th |
| May 27 | Apr. 7th | Apr. 28th | May 25th |
| May 28 | Apr. 8th | Apr. 29th | May 26th |
| May 29 | Apr. 9th | Apr. 30th | May 27th |
| May 30 | Apr. 10th | May 1st | May 28th |
| May 31 | Apr. 11th | May 2nd | May 29th |

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Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>End</u> |
|-----------------------------|--------------------|----------------------------------|------------|
| | <u>First Final</u> | <u>Start</u> <u>49th Week</u> | |
| June 1 | Apr. 12th | May 3rd | May 30th |
| June 2 | Apr. 13th | May 4th | May 31st |
| June 3 | Apr. 14th | May 5th | June 1st |
| June 4 | Apr. 15th | May 6th | June 2nd |
| June 5 | Apr. 16th | May 7th | June 3rd |
| June 6 | Apr. 17th | May 8th | June 4th |
| June 7 | Apr. 18th | May 9th | June 5th |
| June 8 | Apr. 19th | May 10th | June 6th |
| June 9 | Apr. 20th | May 11th | June 7th |
| June 10 | Apr. 21st | May 12th | June 8th |
| June 11 | Apr. 22nd | May 13th | June 9th |
| June 12 | Apr. 23rd | May 14th | June 10th |
| June 13 | Apr. 24th | May 15th | June 11th |
| June 14 | Apr. 25th | May 16th | June 12th |
| June 15 | Apr. 26th | May 17th | June 13th |
| June 16 | Apr. 27th | May 18th | June 14th |
| June 17 | Apr. 28th | May 19th | June 15th |
| June 18 | Apr. 29th | May 20th | June 16th |
| June 19 | Apr. 30th | May 21st | June 17th |
| June 20 | May 1st | May 22nd | June 18th |
| June 21 | May 2nd | May 23rd | June 19th |
| June 22 | May 3rd | May 24th | June 20th |
| June 23 | May 4th | May 25th | June 21st |
| June 24 | May 5th | May 26th | June 22nd |
| June 25 | May 6th | May 27th | June 23rd |
| June 26 | May 7th | May 28th | June 24th |
| June 27 | May 8th | May 29th | June 25th |
| June 28 | May 9th | May 30th | June 26th |
| June 29 | May 10th | May 31st | June 27th |
| June 30 | May 11th | June 1st | June 28th |
| July 1 | May 12th | June 2nd | June 29th |
| July 2 | May 13th | June 3rd | June 30th |
| July 3 | May 14th | June 4th | July 1st |
| July 4 | May 15th | June 5th | July 2nd |
| July 5 | May 16th | June 6th | July 3rd |
| July 6 | May 17th | June 7th | July 4th |
| July 7 | May 18th | June 8th | July 5th |
| July 8 | May 19th | June 9th | July 6th |
| July 9 | May 20th | June 10th | July 7th |
| July 10 | May 21st | June 11th | July 8th |
| July 11 | May 22nd | June 12th | July 9th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|---|----------------------------|--------------------------|
| July 12 | May 23rd | June 13th | July 10th |
| July 13 | May 24th | June 14th | July 11th |
| July 14 | May 25th | June 15th | July 12th |
| July 15 | May 26th | June 16th | July 13th |
| July 16 | May 27th | June 17th | July 14th |
| July 17 | May 28th | June 18th | July 15th |
| July 18 | May 29th | June 19th | July 16th |
| July 19 | May 30th | June 20th | July 17th |
| July 20 | May 31st | June 21st | July 18th |
| July 21 | June 1st | June 22nd | July 19th |
| July 22 | June 2nd | June 23rd | July 20th |
| July 23 | June 3rd | June 24th | July 21st |
| July 24 | June 4th | June 25th | July 22nd |
| July 25 | June 5th | June 26th | July 23rd |
| July 26 | June 6th | June 27th | July 24th |
| July 27 | June 7th | June 28th | July 25th |
| July 28 | June 8th | June 29th | July 26th |
| July 29 | June 9th | June 30th | July 27th |
| July 30 | June 10th | July 1st | July 28th |
| July 31 | June 11th | July 2nd | July 29th |
| August 1 | June 12th | July 3rd | July 30th |
| August 2 | June 13th | July 4th | July 31st |
| August 3 | June 14th | July 5th | Aug. 1st |
| August 4 | June 15th | July 6th | Aug. 2nd |
| August 5 | June 16th | July 7th | Aug. 3rd |
| August 6 | June 17th | July 8th | Aug. 4th |
| August 7 | June 18th | July 9th | Aug. 5th |
| August 8 | June 19th | July 10th | Aug. 6th |
| August 9 | June 20th | July 11th | Aug. 7th |
| August 10 | June 21st | July 12th | Aug. 8th |
| August 11 | June 22nd | July 13th | Aug. 9th |
| August 12 | June 23rd | July 14th | Aug. 10th |
| August 13 | June 24th | July 15th | Aug. 11th |
| August 14 | June 25th | July 16th | Aug. 12th |
| August 15 | June 26th | July 17th | Aug. 13th |
| August 16 | June 27th | July 18th | Aug. 14th |
| August 17 | June 28th | July 19th | Aug. 15th |
| August 18 | June 29th | July 20th | Aug. 16th |
| August 19 | June 30th | July 21st | Aug. 17th |
| August 20 | July 1st | July 22nd | Aug. 18th |
| August 21 | July 2nd | July 23rd | Aug. 19th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|--------------------|--|----------------------------|--------------------------|
| | <u>First Final</u> | | | |
| August 22 | July 3rd | | July 24th | Aug. 20th |
| August 23 | July 4th | | July 25th | Aug. 21st |
| August 24 | July 5th | | July 26th | Aug. 22nd |
| August 25 | July 6th | | July 27th | Aug. 23rd |
| August 26 | July 7th | | July 28th | Aug. 24th |
| August 27 | July 8th | | July 29th | Aug. 25th |
| August 28 | July 9th | | July 30th | Aug. 26th |
| August 29 | July 10th | | July 31st | Aug. 27th |
| August 30 | July 11th | | Aug. 1st | Aug. 28th |
| August 31 | July 12th | | Aug. 2nd | Aug. 29th |
| September 1 | July 13th | | Aug. 3rd | Aug. 30th |
| September 2 | July 14th | | Aug. 4th | Aug. 31st |
| September 3 | July 15th | | Aug. 5th | Sept. 1st |
| September 4 | July 16th | | Aug. 6th | Sept. 2nd |
| September 5 | July 17th | | Aug. 7th | Sept. 3rd |
| September 6 | July 18th | | Aug. 8th | Sept. 4th |
| September 7 | July 19th | | Aug. 9th | Sept. 5th |
| September 8 | July 20th | | Aug. 10th | Sept. 6th |
| September 9 | July 21st | | Aug. 11th | Sept. 7th |
| September 10 | July 22nd | | Aug. 12th | Sept. 8th |
| September 11 | July 23rd | | Aug. 13th | Sept. 9th |
| September 12 | July 24th | | Aug. 14th | Sept. 10th |
| September 13 | July 25th | | Aug. 15th | Sept. 11th |
| September 14 | July 26th | | Aug. 16th | Sept. 12th |
| September 15 | July 27th | | Aug. 17th | Sept. 13th |
| September 16 | July 28th | | Aug. 18th | Sept. 14th |
| September 17 | July 29th | | Aug. 19th | Sept. 15th |
| September 18 | July 30th | | Aug. 20th | Sept. 16th |
| September 19 | July 31st | | Aug. 21st | Sept. 17th |
| September 20 | Aug. 1st | | Aug. 22nd | Sept. 18th |
| September 21 | Aug. 2nd | | Aug. 23rd | Sept. 19th |
| September 22 | Aug. 3rd | | Aug. 24th | Sept. 20th |
| September 23 | Aug. 4th | | Aug. 25th | Sept. 21st |
| September 24 | Aug. 5th | | Aug. 26th | Sept. 22nd |
| September 25 | Aug. 6th | | Aug. 27th | Sept. 23rd |
| September 26 | Aug. 7th | | Aug. 28th | Sept. 24th |
| September 27 | Aug. 8th | | Aug. 29th | Sept. 25th |
| September 28 | Aug. 9th | | Aug. 30th | Sept. 26th |
| September 29 | Aug. 10th | | Aug. 31st | Sept. 27th |
| September 30 | Aug. 11th | | Sept. 1st | Sept. 28th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|--------------------|------------------|------------------|
| | <u>First Final</u> | <u>49th Week</u> | <u>52nd Week</u> |
| October 1 | Aug. 12th | Sept. 2nd | Sept. 29th |
| October 2 | Aug. 13th | Sept. 3rd | Sept. 30th |
| October 3 | Aug. 14th | Sept. 4th | Oct. 1st |
| October 4 | Aug. 15th | Sept. 5th | Oct. 2nd |
| October 5 | Aug. 16th | Sept. 6th | Oct. 3rd |
| October 6 | Aug. 17th | Sept. 7th | Oct. 4th |
| October 7 | Aug. 18th | Sept. 8th | Oct. 5th |
| October 8 | Aug. 19th | Sept. 9th | Oct. 6th |
| October 9 | Aug. 20th | Sept. 10th | Oct. 7th |
| October 10 | Aug. 21st | Sept. 11th | Oct. 8th |
| October 11 | Aug. 22nd | Sept. 12th | Oct. 9th |
| October 12 | Aug. 23rd | Sept. 13th | Oct. 10th |
| October 13 | Aug. 24th | Sept. 14th | Oct. 11th |
| October 14 | Aug. 25th | Sept. 15th | Oct. 12th |
| October 15 | Aug. 26th | Sept. 16th | Oct. 13th |
| October 16 | Aug. 27th | Sept. 17th | Oct. 14th |
| October 17 | Aug. 28th | Sept. 18th | Oct. 15th |
| October 18 | Aug. 29th | Sept. 19th | Oct. 16th |
| October 19 | Aug. 30th | Sept. 20th | Oct. 17th |
| October 20 | Aug. 31st | Sept. 21st | Oct. 18th |
| October 21 | Sept. 1st | Sept. 22nd | Oct. 19th |
| October 22 | Sept. 2nd | Sept. 23rd | Oct. 20th |
| October 23 | Sept. 3rd | Sept. 24th | Oct. 21st |
| October 24 | Sept. 4th | Sept. 25th | Oct. 22nd |
| October 25 | Sept. 5th | Sept. 26th | Oct. 23rd |
| October 26 | Sept. 6th | Sept. 27th | Oct. 24th |
| October 27 | Sept. 7th | Sept. 28th | Oct. 25th |
| October 28 | Sept. 8th | Sept. 29th | Oct. 26th |
| October 29 | Sept. 9th | Sept. 30th | Oct. 27th |
| October 30 | Sept. 10th | Oct. 1st | Oct. 28th |
| October 31 | Sept. 11th | Oct. 2nd | Oct. 29th |
| November 1 | Sept. 12th | Oct. 3rd | Oct. 30th |
| November 2 | Sept. 13th | Oct. 4th | Oct. 31st |
| November 3 | Sept. 14th | Oct. 5th | Nov. 1st |
| November 4 | Sept. 15th | Oct. 6th | Nov. 2nd |
| November 5 | Sept. 16th | Oct. 7th | Nov. 3rd |
| November 6 | Sept. 17th | Oct. 8th | Nov. 4th |
| November 7 | Sept. 18th | Oct. 9th | Nov. 5th |
| November 8 | Sept. 19th | Oct. 10th | Nov. 6th |
| November 9 | Sept. 20th | Oct. 11th | Nov. 7th |
| November 10 | Sept. 21st | Oct. 12th | Nov. 8th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) | Start | End |
|-----------------------------|-------------------|-----------|-----------|
| | First Final | 49th Week | 52nd Week |
| November 11 | Sept. 22nd | Oct. 13th | Nov. 9th |
| November 12 | Sept. 23rd | Oct. 14th | Nov. 10th |
| November 13 | Sept. 24th | Oct. 15th | Nov. 11th |
| November 14 | Sept. 25th | Oct. 16th | Nov. 12th |
| November 15 | Sept. 26th | Oct. 17th | Nov. 13th |
| November 16 | Sept. 27th | Oct. 18th | Nov. 14th |
| November 17 | Sept. 28th | Oct. 19th | Nov. 15th |
| November 18 | Sept. 29th | Oct. 20th | Nov. 16th |
| November 19 | Sept. 30th | Oct. 21st | Nov. 17th |
| November 20 | Oct. 1st | Oct. 22nd | Nov. 18th |
| November 21 | Oct. 2nd | Oct. 23rd | Nov. 19th |
| November 22 | Oct. 3rd | Oct. 24th | Nov. 20th |
| November 23 | Oct. 4th | Oct. 25th | Nov. 21st |
| November 24 | Oct. 5th | Oct. 26th | Nov. 22nd |
| November 25 | Oct. 6th | Oct. 27th | Nov. 23rd |
| November 26 | Oct. 7th | Oct. 28th | Nov. 24th |
| November 27 | Oct. 8th | Oct. 29th | Nov. 25th |
| November 28 | Oct. 9th | Oct. 30th | Nov. 26th |
| November 29 | Oct. 10th | Oct. 31st | Nov. 27th |
| November 30 | Oct. 11th | Nov. 1st | Nov. 28th |
| December 1 | Oct. 12th | Nov. 2nd | Nov. 29th |
| December 2 | Oct. 13th | Nov. 3rd | Nov. 30th |
| December 3 | Oct. 14th | Nov. 4th | Dec. 1st |
| December 4 | Oct. 15th | Nov. 5th | Dec. 2nd |
| December 5 | Oct. 16th | Nov. 6th | Dec. 3rd |
| December 6 | Oct. 17th | Nov. 7th | Dec. 4th |
| December 7 | Oct. 18th | Nov. 8th | Dec. 5th |
| December 8 | Oct. 19th | Nov. 9th | Dec. 6th |
| December 9 | Oct. 20th | Nov. 10th | Dec. 7th |
| December 10 | Oct. 21st | Nov. 11th | Dec. 8th |
| December 11 | Oct. 22nd | Nov. 12th | Dec. 9th |
| December 12 | Oct. 23rd | Nov. 13th | Dec. 10th |
| December 13 | Oct. 24th | Nov. 14th | Dec. 11th |
| December 14 | Oct. 25th | Nov. 15th | Dec. 12th |
| December 15 | Oct. 26th | Nov. 16th | Dec. 13th |
| December 16 | Oct. 27th | Nov. 17th | Dec. 14th |
| December 17 | Oct. 28th | Nov. 18th | Dec. 15th |
| December 18 | Oct. 29th | Nov. 19th | Dec. 16th |
| December 19 | Oct. 30th | Nov. 20th | Dec. 17th |

Taft Law School
Final Examination Periods – Juris Doctor-Attorney TrackSM Program

| <u>Date Study Commenced</u> | (Start 46th Week) <u>First Final</u> | <u>Start 49th Week</u> | <u>End 52nd Week</u> |
|-----------------------------|---|----------------------------|--------------------------|
| December 20 | Oct. 31st | Nov. 21st | Dec. 18th |
| December 21 | Nov. 1st | Nov. 22nd | Dec. 19th |
| December 22 | Nov. 2nd | Nov. 23rd | Dec. 20th |
| December 23 | Nov. 3rd | Nov. 24th | Dec. 21st |
| December 24 | Nov. 4th | Nov. 25th | Dec. 22nd |
| December 25 | Nov. 5th | Nov. 26th | Dec. 23rd |
| December 26 | Nov. 6th | Nov. 27th | Dec. 24th |
| December 27 | Nov. 7th | Nov. 28th | Dec. 25th |
| December 28 | Nov. 8th | Nov. 29th | Dec. 26th |
| December 29 | Nov. 9th | Nov. 30th | Dec. 27th |
| December 30 | Nov. 10th | Dec. 1st | Dec. 28th |
| December 31 | Nov. 11th | Dec. 2nd | Dec. 29th |

| Date | Course | Sample study log Subject Area Studied | Hours |
|---------|--------------|--|-------|
| 7/1/22 | Intro to Law | Exercise 1 – Read Handbook | .75 |
| 7/2/22 | Intro to Law | Exercise 1 – Read Suggested Approach | .75 |
| 7/3/22 | Intro to Law | Exercise 2 – Study Schedule | 1.0 |
| 7/4/22 | Intro to Law | Exercise 3 – Read “Getting Started” | 1.0 |
| 7/5/22 | Intro to Law | Exercise 4 – Read + Study “Law & the Legal System” Pg 1-35 | 1.5 |
| 7/6/22 | Intro to Law | “ “ – P. 36-70 | 2.0 |
| 7/7/22 | Intro to Law | “ “ – P. 71-100 | 1.75 |
| 7/8/22 | Intro to Law | “ “ – P. 101 – 138 | 2.0 |
| 7/9/22 | Intro to Law | “ “ – P. 357 – 396 | 2.0 |
| 7/10/22 | Intro to Law | Exercise 5 – Read & Study “Legal Research” Pg. 81-102 | 1.5 |
| 7/11/22 | Intro to Law | Exercise 6 – Read & Study “Legal Research” Pg. 135 | 1.0 |
| 7/12/22 | Intro to Law | “ “ Pg. 36 – 60 | 1.25 |
| 7/13/22 | Intro to Law | “ “ Pg. 61 – 90 | 1.0 |
| 7/14/22 | Intro to Law | “ “ Pg. 91 – 117 | 1.25 |
| 7/15/22 | Intro to Law | Exercise 7 – Answer Q’s 1-3 | 1.50 |
| 7/16/22 | Intro to Law | “ “ – Answer Q’s 4-6 | 2.0 |
| 7/17/22 | Intro to Law | “ “ – Review and submit answers | .75 |
| 7/18/22 | Intro to Law | Review all readings | 1.0 |
| 7/19/22 | Intro to Law | “ “ | 2.0 |
| 7/20/22 | Intro to Law | “ “ | 1.5 |
| 7/21/22 | Intro to Law | Final Exam | 1.0 |
| 7/22/22 | Torts | Lesson #1 – Listen and outline audio tape | 3.5 |
| 7/24/11 | Torts | “ “ | |

Sample Study Log
Example “D”

Taft Law School
Juris Doctor-Attorney TrackSM Program
Student Handbook

Request to Commence Second Year of Law Studies

After my review of Senate Bill 1950 and the School policies set forth on the next page of this exhibit, I hereby request enrollment materials for my second year of law studies. I realize if I don't pass the First Year Law Students' Examination within the specified time period it will be necessary to repeat second year courses in order to obtain Committee of Bar Examiners credit.

Signature of Student

Student Number

Date

Senate Bill 1950
Major Revisions to Baby Bar Requirements

On July 15, 1996 Governor Wilson signed into law Senate Bill 1950 resulting in the first major revision to the First Year Law Students' Examination (Baby Bar) requirements in over 40 years. This law is substantially similar to a proposal presented to the Committee of Bar Examiners and Governor Wilson by Taft University in 1994 in opposing a bill which would have substantially weakened certain consumer protection aspects of California law.

Under the old law, students were required to pass the Baby Bar Examination after completion of their first year of study ***and before*** commencing their second year. The examination is given twice a year, traditionally in late June and early October. The result of this law was that many students experienced a significant delay in their law studies between the first and second years and thereby delayed graduation and qualification for the California General Bar Examination.

Under the new law, students may continue their law studies and receive full School and Committee of Bar Examiners credit provided they pass the examination within 3 administrations after they become eligible.

The full text of Section 6060 (g) of the Business and Professions Code is set forth below. With respect to students required to take the Baby Bar, the law now reads as follows:

(g)(1) Have passed a law students' examination administered by the examining committee after completion of his or her first year of law study. Those who pass the examination within its first three administrations upon becoming eligible to take the examination shall receive credit for all law studies completed at the time the examination is passed. Those who do not pass the examination within its first three administrations upon becoming eligible to take the examination, but who subsequently pass the examination, shall receive credit for one year of law study only.

Exhibit "E"
(Page 1 of 2)

Senate Bill 1950

Answers to Commonly Asked Questions

1. **Q.** *What happens if I'm ill or otherwise can't take a Baby Bar Examination?*

A. The law refers to three administrations, not three attempts. Accordingly, if a student fails to sit for an examination, it still counts as one of the three administrations referred to in the statute.

2. **Q.** *From a School standpoint, what happens if I complete my second year of study but don't pass the Baby Bar until after the third administration?*

A. Under this scenario, you would have to repeat your second year to receive Committee of Bar Examiners (CBE) credit.

3. **Q.** *If I'm on academic probation after my first year of study, can I enroll in the second year of studies?*

A. Students in good standing after their first year of studies can enroll by signing this form and the normal enrollment materials. Students on academic probation are strongly encouraged to delay enrollment in their second year of studies until after successfully completing the Baby Bar Exam. However, students on academic probation may prepare a petition directed to the Director of Student Services requesting permission to enroll in second year courses. The petition should set forth in detail why it is in the best interests of the student to commence second year studies at this time and why the student believes he or she will have a greater success during the second year.

4. **Q.** *What is the effective date of the legislation?*

A. The law formally took effect January 1, 1997.

Student Initials: _____

TAFT LAW SCHOOL
Juris Doctor-Attorney TrackSM Program

Disclosure Statement

“The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

“Students enrolled in the J.D. Attorney Track degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students’ Examination required by Business and Professions Code §6060 (h) and Title 4, Division 1, Rule 4.28(A) of the Rules of The State Bar of California (Admissions Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students’ Examination within three (3) administrations of the examination after becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law schools J.D. Attorney Track degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school’s J.D. Attorney Track program, but will receive credit for only one year of legal study.”

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

The Committee of Bar Examiners classifies distance education law schools into two categories, “distance-learning law schools” and “correspondence law schools.” By rule, a “distance-learning law school” must require that students participate in not less than 135 hours of synchronous (live) interactive classes per year.

Because Taft Law School students reside in many time zones, Taft faculty believe it would be an unreasonable hardship to require students to be available on specific days and at specific times. Therefore, it has NOT implemented any policies that would require its students to participate in live classes. As a result, for Committee of Bar Examiner purposes, Taft Law School has elected to be classified as a correspondence law school. (It is important for students to note that this classification has no bearing whatsoever on a student’s requirements to sit for the bar examination or admission to practice law in California.)

Exhibit “F”