



**AMERICAN HERITAGE
UNIVERSITY**
SCHOOL OF LAW

Academic Catalog



2017 - 2018

PROOF OF ISSUE OF CATALOG

American Heritage University School of Law
1802 East G St, Ontario, CA 91764

I have received a copy of the AHUSC Catalog which contains the rules, regulations, course completion requirements, and costs of the specific course in which I have enrolled.

Print Name: _____

Signature: _____

Social Security or Student I.D. #: _____

Enrolled by: _____ Date: _____

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Introduction

Welcome Message from the Dean



It is with great honor to serve you as the new Dean of American Heritage School of Law. I am a graduate of American Heritage University School of Law (AHUSOL) where I passed the California First Year Examination and the California General Bar Examination. After completing my education, I started my own practice law firm; The Law Offices of Ronda Baldwin-Kennedy located in Valencia, California. I have a general practice with clients that range from corporate law to family law.

As the new dean of the law school, I come with a drive and passion for the law and all legal professions. My goal as the new Dean of the School of Law is to introduce a culture of knowledge that will empower and equip you with tools for rigorous excellence as a student of AHUSOL.

The 2016-17 academic-year program of instruction and exam preparation will soon begin. From case briefs to qualifying past baby bar exams, sub-law online lectures to MBE practices, and study groups—you will be lending your part to our shared mission of creating new knowledge and teaching our students to participate in that process.

Regards,

A handwritten signature in black ink that reads "Rhonda Baldwin-Kennedy, Esq." with a stylized flourish at the end.

Rhonda Baldwin-Kennedy, Esq
Dean, School of Law

Mission Statement

Our mission is to provide quality, affordable, legal education to qualified individuals, wherever located, using the most effective educational technology available.

The primary objective is to educate and prepare students for the legal profession. The School of Law is committed to treating each person as an Individual and welcomes the diverse experiences of its students.

Objectives and Goals

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

Why AHUSOL?

Portability, Flexibility and Convenience

Attend only two sessions per week. Your lectures, chat sessions, workshops and study groups are viewable live or fully downloadable to fit your busy schedule. Watch live or archived lectures on your Android or iOS devices. Watch archived classes, 24 hours a day, 7 days a week!

Live Interactive, Face-to-Face video Conferencing

Use your computer or laptop to see and speak to your classmates and professor in real time. You can ask questions like you would in a regular classroom setting.

Integrated System

AHUSOL utilizes one system for everyone which includes your personal login portal—all materials and all the information that you will ever need during the course of your education all in one "Face Book-like", web-based interface. Students, faculty, and staff log in for everything—courses, billing, you name it. Your data is private, secure, backed up, firewalled, encrypted, password-protected and actively monitored.

Reports

Students can view or print your grade reports 24/7. Students, faculty, and staff can view progress and grade reports. In addition AHUSOL has a Law School Social Networking feel which enables interaction with other students in the program.

The following are just some aspects to compare American Heritage University School of Law with older campus based models:

Similar ABA Curriculum

- The basic curriculum of most law schools including American Heritage University is largely similar. Since one of the primary purposes of all law schools is to prepare students to pass the various state bar examinations, a review of most legal curriculum reveals a common structure. American Heritage University School of Law shares this common curriculum and uses the same case books from Aspen, Foundation, and West as most ABA schools.

Technology

- The most significant difference is in our use of Internet technology to organize and concentrate the materials to increase your learning experience. You can communicate live to our instructors as you watch, live and "real time"! If you miss a lecture, you can access it anytime, anywhere! You can listen, see, review as many times as you need at your own schedule anytime and anywhere in the world. So,

you never have to worry about missing class or not have proper notes for midterms and finals.

Live Academic Support

- Additionally, academic support by California licensed attorneys is available online through live audio and video chat rooms, by email and by phone.

Online Attendance

- Since you will learn through live interactive webcasts, online chat rooms and access academic support through the phone, physical attendance is not required. By interacting through the Internet, you can save the time and expense of gas, travel and parking and you can review law lectures 24 hours a day, 7 days a week.

Quarterly Admissions

- Another major benefit of selecting American Heritage is our quarterly admissions schedule. Instead of delaying your dreams for an entire year, you can start in the next Fall or Spring Term.

No LSAT Required

- AHUSOL does not require the Law School Admissions Test.

Affordable Tuition

- Tuition is just one factor in calculating the total cost of attending law school. AHUSOL has one of the lowest tuition rates in the country. But beyond tuition, we allow you to continue your present career. All ABA schools prohibit first year fulltime students from working more than 15 hours a week, and the time and energy of travel and campus attendance unavoidably results in loss of income and loss of career opportunities during the years of attendance and bar preparation. Through AHUSOL, you can stay employed full-time and advance your career as you start applying your legal knowledge of such things as contracts, real property and corporation law to your current position.

Scope of Practice

- After graduating from AHUSOL, you will be fully eligible to sit for the California Bar Examination (CBE). After passing the bar, you will have the full and complete scope of practice in California equal to any other lawyer. In addition, you have the full rights and privileges in the Federal court system, including immigration, bankruptcy, and patent law. California has one of the world's most vibrant, globally connected economies. As the 5th largest "country" in the world, the professional opportunities for a lawyer in California are nearly limitless.

Ownership

AHUSOL is owned by Heritage University Corporations, INC., and incorporated in the State of California.

Board of Directors

Tony B.E. Ogiamien, Ph.D. Chairman of the Board of Directors
Godwin U. Amobi, MPA Member
Gerrick Drutchas, Ph.D. Member
Solomon O. Ukhuegbe, Ph.D. Member
Jyotirmay "Jay" Deb, Ph.D. Member
Isoken Tito Aighewi, Ph.D. Member
Jim Akhere, Ph.D. Member
Adesuwa Adetosoye, Ph.D. Member

Administration, Academics and Student Affairs

Dr. Tony B.E. Ogiamien, *President*
Rhonda Baldwin-Kennedy, *Dean/Law School Administrator*
Dr. Alex Naghibi, *Dean of Admissions*
Dr. Fathiah Inserto, *Registrar*
Aitua Ogiamien, *Vice President, Marketing & Information Technology*
David Carrasco, *Academic Development & Compliance*
Pat Ogiamien, *Director of Operations*
O.G Ogiamien, *Book Keeper*
Amina Shabir, *Peer Mentor*

Admissions Support Staff

Aitua Ogiamien
David Carrasco

Faculty

Ronda Baldwin-Kennedy, Law School Administrator/Dean/Professor of Law

State Bar of California, April 2015
J.D., American Heritage University School of Law
Bachelor of Art in Political Science, Ashford University, 2014
Bachelor of Science in Law, AHUSC, 2013

Hon. Eric V. Isaac, Adjunct Professor

Judge, Riverside County, California.
B.S., Education, Training and Development, Southern Illinois University, Carbondale IL
Juris Doctor May 1996, American College of Law, Anaheim CA
Areas of Practice include: Tort Law, Criminal & Criminal Procedure

Mark Shafer, Esq, Adjunct Professor

Juris Doctor May 2007
Chapman University School of Law, Orange CA
Bachelor of Arts, Organizational Leadership emphasis Communication, May 2002
Chapman University School of Law, Orange CA

Nicholas B. Grossman, Esq, Adjunct Professor

Northwestern California University, School of Law, Juris Doctor (JD), June 2008 Sacramento, CA
Northwestern California University, Bachelors of Science (BS) in Law, June 2006
Inland Valley University, College of Law, Certified Immigration Consultant, December 2005 Upland, CA

Kenneth A. Roberts, Esq, Adjunct Professor

Juris Doctor, May 1980, USC
State Bar of California, 1974
U.S Federal District Court, 1974 to present
U.S Supreme Court, 1980 to present
Adjunct Professor, Trinity Law School 1998 - 2008

Crystal Haly Niebals, Esq, Adjunct Professor

State Bar of California, May 2014
State Bar of Texas, November 2012
Juris Doctor, May 2012, South Texas College of Law
Bachelor of Arts in History, May 2008, California State University Fullerton, Fullerton, California

Ivonne De La Cruz, Esq, Adjunct Professor

State Bar of California, December 2003
Juris Doctor, May 2003, Western State University College of Law, Fullerton, CA
Bachelor of Arts in Political Science, June 2000, University of California, Riverside, CA

Patricia L. Ray, Adjunct Professor

J.D. Duquesne University (1979)
LL.M. National University in Singapore (1997)
M.A. University of Pittsburgh (1981)
B.S. Carnegie Mellon University (1971)
Member of the California, New York and Pennsylvania Bar Associations
Member of the U.S. Patent and Trademark Office Bar and International Bar Association
Currently employed as a Legal Consultant for Financial Markets, Inc., and East West Management, Inc.

Soheila Hosseini, Esq. Adjunct Professor

State Bar of California, December 2000
Juris Doctor, 1997
Thomas Jefferson School of Law
Bachelor of Science (ICS), UCI, 1988

Licenses and Procedures

State Bar of California, Committee of Bar Examiners

The School of Law is registered with the State Bar of California. Law graduates are eligible to sit for the California Bar and practice law in California. Applicants of the JD Program are advised to contact The State Bar if they have further questions or concerns.

The Committee of Bar Examiners

180 Howard Street, San Francisco, CA 94105

Telephone: (415) 538-2303

Website: <http://www.calbar.ca.gov/admissions>

Main Campus

1802 East G Street, Ontario, CA 91764

Contact Information

Website: www.ahulaw.com

Contact & Email: info@ahulaw.com

Admissions: admissions@ahulaw.com

Technical Support: support@ahulaw.com

Law School Registrar: registrar@ahulaw.com

Dean: dean@ahulaw.com

Telephone: (909) 884-9000

Fax (909) 467-1199

Hours of Operation

Monday through Friday: 9:00 a.m. – 5:00 p.m.

Closed Saturdays and Sundays

Online Access Information

To enable continuous student accessibility, My AHU NoteBook, also known as "Populi," is open 24/7 including holidays. Down time for maintenance and software updates is kept to a minimum and students are notified ahead of the schedule. Archived lectures captured on weekends will generally be available the next business day. Due to the accessibility of online systems, faculty members are generally available to students continuously through e-mail, chat and discussion board postings.

AHUSOL observes the following holidays:

January 1, 2018 New Year's Day

January 18, 2018 Martin Luther King Jr. Day

February 15, 2018 Presidents Day

May 29, 2018 Memorial Day

July 4, 2018 Independence Day

September 5, 2018 Labor Day

November 23, 2018 Thanksgiving Day

December 24-31, 2018 Season's Holiday

Admission Requirements

The Juris Doctor Degree program adheres to the California State Bar Pre-Legal Education Regulations under Title 4 Admissions and Educational Standards. Chapter 3. Required Education Rule 4.25 General Education in determining the qualifications of those applicants who plan to attend law school and become members of the California Bar.

Seeking admissions into AHU School of Law is a simple process. We welcome diverse students from different backgrounds and experiences that can and will continue to contribute to our environment of educational excellence. The following are the minimum entrance requirements: (Must possess or complete one of the following):

- Associates Degree or greater: Degree must be from an accredited US college or equivalent.
- A combined total of 60 qualifying semester or 90 qualifying quarter units/credits or greater: Units/credits must be from an accredited US college or equivalent.
- Must pass the College-Level Examination Program (CLEP) requirements with a 50 or greater (satisfactory completion of exams): this solution is for all students who do not possess sufficient units.
- For students with foreign degrees, a foreign course-by-course evaluation must be provided by one of the California Bar approved Evaluation Providers.
- An official copy of all transcripts or evaluations must be received by Law School. Students must complete the admissions application, enrollment agreement, and sign any relevant disclosure statements. Students must also submit a resume and personal statement.

Computer Equipment Requirements

Since all courses are taken online, it is important to have the right computer equipment to ensure the best possible learning experience.

Electronic communication is the preferred method of communication for students, faculty and staff. To take advantage of this technology, it is required that students, instructional and administrative staff acquire and maintain email access with the capability to send/receive attached files. Because all courses are primarily taught online, it is absolutely necessary that you have the right computer equipment.

Computer Hardware

- A processor of 1.6 GHz or faster
- 256 MB RAM or greater
- 20 GB hard drive or larger
- High-speed Internet connection (3MBPS or higher recommended)
- Monitor and video card with 1024x768 ppi or greater resolution
- Sound card with speakers
- HD Webcam
- Headset

Operating System

A computer running minimum of Windows XP, Vista, or 7 or MAC 10.X+

Software

- Adobe® Reader ® 7.0 or later
- Microsoft® Office 2003+
- Browsers plug-ins for eLecta Live

Steps for Admission

Since the J.D. degree program will qualify students for the California State Bar, it is important that the application be accurate and complete. Knowledgeable admissions counselors are available to assist students step by step in the application process.

1. Completed Online Application with a *non-refundable* \$50.00 Application Fee. Apply online at <https://ahulaw.com/signup.php>
2. Upload Unofficial Transcripts: Unofficial Transcripts may be PDF, JPG, PNG, TIFF or GIF file formats. They must be legible for us to evaluate them.
3. Personal Statement between 300-500 words addressing the following subjects;
 - a. Why do you want to attend Law School?
 - b. What commitments will you make to achieve this goal?
4. Professional Resume
5. Provide Official Transcripts: AHUSOL must receive your official transcript(s) from the institution(s) you listed in your application within 30 days of the start of the course. If your official transcripts are not on file within this 30-day period, AHUSOL will not be able meet the Committee of Bar Examiner's requirement for transcripts and all students who have failed to submit official transcripts will be administratively dismissed by the 45th day.
6. Provide a current government issued photo ID. All students are required to submit documentation of a current government issued photo ID.
7. Complete an Enrollment Agreement

College Level Examination Program

AHUSOL offers the opportunity to submit the results of CLEP for credit in most of the Subject Examinations. Credit earned through CLEP Subject Exams may be used to fulfill liberal education requirements, to fulfill specific course requirements, or used as elective credits.

International Applicants

Students whose primary language is not English must have sufficient command of the English language to benefit from instruction at this university. Coursework is offered entirely in English. It is required that students must be able to communicate effectively in English to complete courses. A Test of English as a Foreign Language (TOEFL) result of five hundred and fifty (550) or above will be used to determine the extent of English proficiency, and thereby student placement. Presently, the University offers English as a Second Language (ESL) course that is licensed by BPPE. Students who do not demonstrate a sufficient command of the English language must complete an ESL course as this program is not offered online.

Applicants with Foreign Qualifications

Applicants who have qualifications from foreign institutions of higher education need to have their credentials evaluated by any of the following third parties:

Evaluation and Education, Inc.
International Evaluation Service
P.O. Box 20348
Long Beach, CA 90801

Educational Records Evaluation Service, Inc.
777 Campus Commons Rd., Ste. 200
Sacramento, CA 95825-8309
(916) 565-7475/Fax: (916) 565-7476

Educational Credential Evaluators, Inc.
P.O. Box 5140 98011-8029

Foundation for International Services, Inc.
19015 North Creek Parkway, Suite 103

Milwaukee, WI 53202-3470
(414) 289-3400/Fax: (414) 289-3411

Bothell, WA 98011-8029
(206) 487-2245/Fax: (206) 487-1989

Global Services Associates
The Foreign Educational Document Service
P.O. Box 4091
Stockton, CA 95204

Global Services
2554 Lincoln Blvd. #445
Marina del Rey, CA 90291-5082
(310) 828-5709 /Fax:(310)-828-5709
global@iccas.com

Evaluation is intended to ensure that foreign degrees are equivalent to the degrees offered by institutions of higher learning in the United States. It is recommended that applicants obtain a course-by-course evaluation. Prospective Law Students seeking more information are strongly advised to contact the Admission's Office.

Credit Transfer Information

The School of Law allows transferable credit of completed law course(s) from approved law schools that comparably meet university course work requirements and standards, which are documented on official transcripts. Each transcript is evaluated by the Office of the Registrar and the Dean to determine what course work can be transferred into the current program. However, the following conditions will apply:

- a) No transfer credit may be granted unless the requirements of § 6060(h) of the California Business and Professions Code have been met, that is, unless the applicant has passed the First-Year Law Students' Examination or became exempt while attending an accredited law school. To be exempt from the examination, the student must have successfully completed the first year at the accredited law school and have been advanced to the second year by the same law school.
- b) For students who were disqualified for academic reasons at the prior law school, credit should be granted only for courses in which the applicant received a grade above passing. For students who were in good standing at the prior law school, credit may be granted for all passing grades. For all applicants who have passed the First-Year Law Students' Examination, credit may be allowed in Torts, Contracts, and Criminal Law, even if the grades at the prior law school were not above passing.

Notice Concerning Transferability of Credits Earned at AHUSOL

The transferability of credits you earn at American Heritage University School of Law is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the educational program you earn in AHUSOL is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AHUSOL to determine if your degree(s) will transfer. AHUSOL DOES NOT IMPLY, PROMISE, OR GUARANTEE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION.

Official Acceptance to AHUSOL

After all required items have been received and reviewed by the Admissions Committee, the student will receive the following:

1. Official Acceptance Letter
2. AHUSOL Student ID

3. WestLaw ID Access
4. Access to eLearning Portal (eLecta Live)
5. Access to School Platform (My AHU NoteBook)
6. Course Schedule & Textbook List

State Bar Registration

Every law student who intends to be a general applicant for admission to practice law in California must register with the Committee of Bar Examiners of the State Bar of California. First, a student will need to create an account. Next, they will need to register. The registration inquires into the applicant's age, addresses, general education and legal education. The registration form must be completed under penalty of perjury and may be accessed at

https://www.calbarxap.com/Applications/CalBar/California_Bar_Registration/default.asp

Registration forms are also available directly from the Committee of Bar Examiners of the State Bar of California from their offices. Potential students with any questions may contact the Committee of Bar Examiners of the State Bar of California. Registration must be completed no later than **90 days** after beginning the study of law.

Academic Information

Online Distance Education

The JD program is administered entirely on-line. Currently, the school utilizes a state-of-art college management system. Specifically developed Learning Modules including evaluations were developed to enable students to attain degree program objectives through the Distance Learning education method. Through this system, the program objectives are achieved in a flexible, but sensible manner via Distance Learning (DL).

Each Learning Module includes the course syllabus, learning objectives, textbook chapters, key terms, assignments, mid-term examinations, case studies and the final exam. Written assignments may be in any one of the following formats: essays, problems, case study, critical thinking papers, and mini-research project. This process ensures that the Law School students, upon successful completion of a course, have the opportunity to demonstrate that they have attained the goals and objectives for the program. Independent study is an important part of overall academic strategy as well. Students are given outside reading, research, and assignments, to complement their online learning.

Learning Platforms

The School of Law utilizes three platforms:

- E-Lecta (www.elearning.ahusc.net) for delivering lectures to students on real-time basis.
- My AHU NoteBook (www.ahulaw.populiweb.com) for academic management and student records.
- Wistia (www.ahusc.wistia.com) for streaming and downloading archived video lectures.

eLecta allows students to log in and collaborate face-to-face with the instructor and view or download previous lectures. Most important, eLecta is user friendly and meets the need of today's generation of technology as students or staff can join in with a PC, Mac, iPad, iPhone, or an Android device. Today's generation is more familiar with the digital media as opposed to the traditional note taking typically used by the previous generation.

My AHU NoteBook is essentially a data management system used for student records. This is accessible to the faculty, students and authorized personal. It is a web-based platform, no CD, no downloads no upgrades. You simply log in. Student records are stored in one place with the same level of protection and security. My AHU NoteBook runs in a web browser such as Mac, Windows, or Linux.

Wistia is our video channel for streaming and downloading video content such as announcements, pre-recorded lectures and other student related content.

The benefits of the system:

- Improved student-to-student communication in each course level
- Students are able to create their own discussion topics.
- Professors are easily able to comment on submitted essays as it is user-friendly.
- Enhanced reporting and tracking capabilities
- Quality face-to-face, real live-time interface, voice to voice communication on multiple platforms.

Tools:

- Posting of Course Materials: (text, graphics, video and audio files) on a course page allows a student to access reading materials, assignment criteria, instructions and links to supplemental resources.
- File Exchange: Allows a student using e-mail attachments, digital drop box, or file-transfer-protocols to exchange files between students.
- E-Mail: Allows digital communication between students and instructors.
- Discussion Boards: Allows multiple- person discussions (either posted to a web site via e-mail) to

occur within the class.

First Year Start Dates

Fall: Sep 3, 2017 – August 25, 2018					
Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 104-A	Introduction to Law & Legal Research	2	1	40	09/02/2017
LAW 101-I	Contracts I	8	4	160	09/16/2017
LAW 101-II	Contracts II	8	4	160	11/11/2017
LAW 104-B	Legal Research & Writing	2	1	40	01/13/2018
LAW 102	Torts	14	7	280	01/27/2018
LAW 104-C	Legal Research & Writing	2	1	40	05/05/2018
LAW 101-2	Criminal Law	12	6	240	05/19/2018
LAW 105	First Year Review	2	1	40	08/11/2018

Spring Term: May 20, 2018 – May 18, 2019					
Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 100	Introduction to Law	2	1	40	05/20/2018
LAW 103	Criminal Law	12	6	240	06/3/2018
LAW 104(b)	Legal Research & Writing	4	2	80	08/16/2018
LAW 101	Contracts	14	7	280	09/23/2018
LAW 104(c)	Legal Research & Writing	4	2	80	12/30/2018
LAW 102	Tort Law	14	7	280	01/27/2019
LAW 105	First Year Review	2	1	40	05/05/2019

2017-2018 Second Year Term

Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 221	Civil Procedure	18	9	360	9/10/2017
LAW 224	Criminal Procedure	8	4	160	1/14/2018
LAW 223	Remedies	8	4	160	3/11/2018
LAW 222	Real Property	18	9	360	5/06/2018

2017-2018 Third Year Term

Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 231	Evidence	18	9	360	9/10/2017
LAW 233	Corporations	8	4	160	1/14/2018
LAW 224	Agency & Partnerships	8	4	160	3/11/2018
LAW 232	Constitutional Law	18	9	360	5/06/2018

2017-2018 Fourth Term

Course ID	Course Name	Weeks	Unit(s)	Hours	Date Offered
LAW 402	CA Civil Procedure	8	4	160	9/10/2017
LAW 404	Professional Responsibility	8	4	160	11/05/2017
LAW 403	Wills & Trusts	18	9	360	12/31/2017
LAW 401	Community Property	10	5	200	5/06/2018
LAW 405	Advanced Legal Research & Writing	8	4	160	7/15/2018

Required Study Hours

The School of Law program requires a minimum of one-hundred and eight (108) hours of live study during the academic year. Students must participate in eighty 80% of the regularly scheduled interactive classes in each course. You are required to complete Eight Hundred and Sixty-Four (864) clock hours per year which means that an additional minimum of 756 clock hours have to be accounted for through other mediums such as archived lectures, chat sessions, study groups, case readings, online preparation, outline preparation, essay preparation and more.

The student is required to keep an activity log using the spreadsheet provided in the resource center or online through the student portal. The logs track Live Lectures, Archived Lectures, Chat Sessions, Study Groups, Case Readings, Outline/Essay Preparation and other (User Defined).

California Bar Rule requires 24-26 weeks consecutive study, to receive ½ year credit or 48-52 weeks 1 year; consecutive study to receive 1 year credit.

Attendance

The AHUSOL requires that, once enrolled in a session, a student must make satisfactory progress toward completion of the session. It is the student's responsibility to maintain contact with his or her faculty advisor. Students are expected to attend and take an active part in all online experiences. Students enrolled in the Law School program will have to meet the minimum required study hours.

Regular and punctual attendance as well as active student participation is important part of the student's education. Except for emergencies, students will notify the structure 24 hours in advance if any absences. Students must maintain satisfactory academic progress. Attendance is monitored. All missed assignments or additional assignments must be completed according to the professor's guidelines. Students may not miss more than 80% of class sessions. Three (3) consecutive absences require formal notice.

Committee of Bar Examiners (CBE) Minimum Requirements

Students must participate in a **minimum of 80% of the regularly scheduled and required events** (lectures and chats) in each course by the time of the syllabus's date for the Final Exam in order to receive credit for the course:

The following meet CBE's attendance requirements:

- Attend at least 80% live (online or in-studio) lecture class AND chats;
- View at least 80% archived streaming video AND archived chats

The following do not meet CBE attendance requirements:

- Downloading/replaying archive lectures only
- Attending optional sessions

Graduation Requirements

Students enrolled in the JD program must successfully pass all courses and complete at least 103 units, pursuant to the California State Bar attendance and continuous study requirements and AHUSOL policies. JD students must be in good financial standing to graduate and must have successfully completed all academic requirements to participate in the graduation commencement ceremony.

Law School Policies & Procedures

These policies have been put in place to create a safe and productive academic work environment. It is generally expected that staff and students be familiar with them. For further information, please contact the office of the Registrar at registrar@ahulaw.com

Attendance, Withdrawal, Leave of Absence

Attendance

Generally students may begin their education at any of the start dates for the next closest term. Terms and their dates are listed on the web site at www.ahulaw.com/ahulaw_academic_calendar.php and are available through the Admissions Office at 1-888-484-8689.

Complete Withdrawal/Termination Procedures

Students who wish to withdraw from all classes during a session must notify the University in writing by completing and signing Withdrawal Form [AD-1007](#). Students may contact the Registrar by mail, email, or fax. A student can also call the Registrar's office to request the Withdrawal Form (Form AD-1007). A student who stops attending classes without notifying the University will receive a grade of "FW" (failure to withdraw). A grade of "FW" is equivalent to a failing ("F") grade and is calculated as such when determining Grade Point Averages (GPA).

Students must officially withdraw before the end of the third week of classes in order to avoid being responsible for a grade in their classes.

A student who wishes to withdraw from his/her program must complete and submit the course withdrawal form. The notice of cancellation and withdrawal is effective when delivered, postmarked, or emailed. Once received, the Academic Office may approve or request further information. Cancellation must be received before any withdrawal from the University is processed.

Leave of Absence

The University is fully aware that an emergency may occur that may interrupt class attendance. In such situations students may then apply for Leave of Absence (LOA) directly from the registrar. When a student is granted a LOA, consequences may include:

- a) Receiving an F grade for all courses that were uncompleted
- b) Repeating failed courses, and
- c) Extending the graduation date

Course Cancellation

When student enrollment in any given section of a course falls below 4 students, the University reserves the right to:

- Close that section or combine it with another section of the same course.
- Conduct directed studies using a combination of live and directed studies.

If a course is cancelled, a student may receive academic advisement on how to amend his or her program of study to academic goals. Although the University will provide notification of closures or time changes as far in advance of a course's start day as possible, it is the student's responsibility to monitor the cancellation or time changes of classes prior to the 1st day of attendance.

Add/Drop Procedure

To add or drop a class a student must submit an Add/Drop form before or by the end of the second week of the session. Drops that are officially processed prior to or by the end of the second week will not appear

on the student's transcripts. Students who wish to withdraw from a course must submit an Add/Drop form between the third and seventh week of the term. A grade of "W" will appear on the student's transcripts indicating the withdrawal. Students cannot drop a course beyond the third week of the session. It is the student's responsibility to officially withdraw from a course. Failure to attend a course does not constitute a withdrawal from a course. Students who stop attending courses without notifying the Registrar will receive an "FW" (failure to withdraw). A grade of "FW" is calculated as 0.00 in the student's Grade Point Average.

Administrative Drop

Students who do not attend a class (in which they are registered) during the first week of classes may be administratively dropped from the class, unless they have made arrangements with the instructor prior to the first day of class. Students should not assume that nonattendance will automatically result in an administrative drop. To avoid financial obligation to the University, it is the responsibility of the student to verify if he or she has been dropped from the course by completing an Add/Drop form.

Course and Instructor Evaluations

Course and Instructor Evaluations are conducted near the completion of each course at AHUSOL. Evaluations are completed electronically by each student and are utilized as a major resource for curriculum retirement and instructor training. Evaluations are compiled and communicated to Academic Deans, faculty and students via email or regular mail after the completion of the semester.

Academic Progress

Students must show satisfactory academic progress toward their degree by completing 24 units of coursework per year and by earning a grade point average of 2.0.

Academic Probation

A student who fails to maintain a cumulative C (2.0) average will be placed on academic probation.

Academic Dismissal

A student who is placed on academic probation will have until the end of the next subsequent class to raise their cumulative average to a C (2.0). If the student fails to raise their cumulative average to the required C (2.0) average, the student will be academically dismissed.

Academic Integrity

Academic integrity is a fundamental value upon which all colleges and universities are built. The ability of students, faculty and staff to engage in candid discussions regarding academic and administrative matters is vital to initiating and sustaining free-flowing discussion and exchange of ideas. It is this discourse that is the core of intellectual growth and development within the academic community. For the pursuit of knowledge and scholarship to thrive, academic communities cannot tolerate acts of academic misrepresentation or acts of plagiarism.

According to the Center for Academic Integrity there are five fundamental values that characterize an academic community of integrity.

- Honesty
- Trust
- Fairness
- Respect
- Responsibility

Academic dishonesty compromises these core values and damages the ability of the University to function as a center of learning. Faculty and students must recognize and accept the responsibility to ensure academic integrity is valued and practiced on our campus.

Auditing a Course

Permission to audit a course conveys the privilege of listening and observing but not of handing in papers, taking part in discussion, or receiving evaluations. An auditor does not receive university credit for the course, nor is the course recorded on a transcript. However, an applicant may apply to audit one course to meet entrance required.

Any AHUSOL student who wishes to audit a law course should obtain the consent of the course instructor and dean for the department of school. A non-student must obtain the consent of the instructor and appropriate dean and must also pay a twenty-dollar auditor's fee for each course; those who are sixty-five or older are exempt from this fee.

Auditors are permitted only when space is available. Nothing in these rules prohibits an instructor from permitting guests and visitors.

Code of Conduct

Students who enroll at the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of an academic community. The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University's best interest.

Administrative Policies & Procedures

Enrollment Agreement

Students must sign an enrollment agreement before beginning classes at American Heritage University. The agreement includes topics pertaining to tuition and other matters of enrollment. Contact an admissions advisor for further information.

Payments and Release of Records

The university grants degrees and releases transcripts only after a student satisfies all financial obligations to the university. All records and services are withheld from students who have any outstanding financial obligations to the University.

Address and/or Name Change

Students must notify the University immediately of any change in name or address. Forms are available by contacting the Admissions Office.

Externship & Internship

Students may be required to attend mandatory Externship and Internship programs depending on their major. Consult the Academic Affairs Office for more information.

Class Size

Maximum class size is 4-30 students.

Course Load

Undergraduate students are required to complete 24 - 26 credits in 12 months. A normal Course load will typically range between 3,6, and 9 credit hours per session. On some occasions, based on student needs, course load per session may reach 12 hours.

Course Numbering System

Courses offered at AHUSOL are identified by department abbreviation and number. Courses available to undergraduates are categorized by the following levels:

Juris Doctor (JD):

- Law 100 – 105 for first year classes
- Law 221 – 224 for second year classes
- Law 231 – 234 for third year classes
- Law 401 – 405 for fourth year classes

Cumulative Grade Point Average

A student's grade-point average is the weighted mean value of all grade points he/she earned by enrollment or through credit by examination, in a semester of attendance at AHUSOL.

Discipline

The Academic Standards Committee (ASC) is responsible for matters involving student discipline. There are three (3) categories of discipline that may be imposed for student infractions of Law School rules:

- Reprimand
- Suspension
- Dismissal

Sanctions are imposed only if the ACS votes to institute formal disciplinary charges against a student.

Students have the right to a full disciplinary hearing conducted by the ACS and the right to be represented by counsel. Reprimands, Suspensions or Dismissals, become part of the Student's File and will be placed on the student's transcript, as may be reported, on appropriate inquiry, to CBE.

Reprimand

If reprimanded, a student is allowed to continue their education without interruption. However, if a student is reprimanded a second time, for the same or different offense, the sanction will automatically be raised to a suspension, with the length of absence to be determined by the ACS.

Suspension

Once suspended, the affected student will not be allowed to continue their studies for a specified length of time. The length of suspension is primarily dependent upon the severity of the infraction, and may be calculated by class(es), or any other length of time the ASC deems appropriate.

Dismissal

Reserved for the most serious of offenses, dismissal requires permanent separation from AHUSOL and must be approved by the ACS as well as the Dean.

Warnings

In cases in which an infraction by a student is not sufficiently serious to warrant the imposition of formal discipline, the ASC may issue a warning. If a student who has previously received a warning again violates University or Law School rules, however she/he may face disclosure outside the Law School of the initial warning, and/or more serious discipline for the subsequent violation than might otherwise have been imposed.

Procedures for Disciplinary Cases

Cases requiring discipline typically involve cheating, false statements on financial aid applications, and similar departures from generally accepted standards of integrity. In such cases the Academic Board (AB) may impose sanctions including reprimand and suspension. In the most severe cases, the Board may recommend to the faculty sanctions of expulsion or dismissal, imposition of which requires the majority vote of the AB. In many instances the University believes that minor disciplinary infractions can be dealt with on an informal basis. Accordingly, the Dean may, either investigate, or appoint another AB member to investigate the incident before the undertaking of any formal disciplinary procedures. If disciplinary proceedings are required, the AB will proceed in accordance with the following rules:

1. The AB will only institute any disciplinary proceedings upon allegations submitted in writing by a student, staff or faculty member. The accused student will have the right to see the allegations, but not the identity of the author
2. The Dean and AB shall form an Investigative Committee (IC) and the IC will begin the proceedings by issuing a written charge that explains the nature of the infraction.
3. Should the IC find, by clear and convincing evidence, the student in writing of its intent to continue its investigation and its intent to establish a formal hearing debate. The hearing date shall be set within a reasonable amount of time. The writing will also inform the student of his/her right to independent counsel (professional or lay- person), as well as the right to waive their right to a formal hearing.
4. Hearings may be held via electronic transmission. In all instances, the University will use its best efforts to insure the privacy interests of all the parties to the proceedings.
5. In certain circumstances, it may be appropriate for a student to ask an individual member of the AB to rescue him or herself for cause. If a member is rescued, the Dean shall appoint an alternate member to take his/her place.
6. The formal hearing itself will in many ways resemble a typical legal proceeding, the major difference being relaxed rules of evidentiary production and admission, namely, the AB may hear and admit any evidence it feels relevant and reliable to determine the outcome of the case. The IC may also consider the cooperative or uncooperative nature of the student in rendering its decision.

The student shall be entitled to the following provisions:

Representation by Legal Counsel or Lay Advisor

A record shall be kept and will be made available to the student or his/her representative upon request without charge. The student may call their own witnesses, and have the right to examine all witnesses to the proceeding. The student may submit physical evidence in support of his/her exoneration and may examine any physical evidence submitted in support of the charges. It shall be the duty of the Dean to aid and assist the student in reasonable preparation for the hearing.

Lastly, disciplinary sanctions shall not be imposed unless conduct warranting sanction is established by clear and convincing evidence.

General Policy on Grading

Faculty is required to provide careful evaluation, timely assignments and appropriate grades for each enrolled student. Where there is the absence of compelling reasons, such as mistake, fraud, deceit, bad faith an act of recklessness, or incompetence, the instructor's grade will be considered final. Final course grades must be submitted by the faculty to the Registrar within two weeks after the session has ended.

Regarding late assignments, it is required that students meet all deadlines relative to discussions and assignments. Each instructor has full discretion to handle late assignments.

Grading Scale

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

Authentication of Student Work

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

W Withdrawal- AHUSOL will award a "W" grade upon the student's official withdrawal from the course within the first seven (7) weeks of the semester.

I Incomplete- If a student has not satisfied the requirements for a course by the end of semester, and the student has completed seventy-five (75) % of the course work required, the learner may request an incomplete grade through his or her faculty. If approved, the Dean will issue a grade of "I." The semester end date to finish the course. At the end of the thirty (30) days, a letter grade, A through F, will be recorded based on work submitted. Incomplete grades do not apply to dissertation or practicum courses.

IP In Progress- Applies only to dissertation or practicum courses. If a student has not satisfied the requirements for a course by the end of the semester but is making satisfactory progress, the

Dean will issue a grade of "IP". If an "IP" is issued for a dissertation course, the Dissertation Committee Chair will committee that action to the other members of the Dissertation Committee. Students who receive an "IP" must re-enroll in the course, and pay the additional tuition. Zero (0) course units will be awarded for an "IP" grade.

S Satisfactory- Indication of satisfactory academic progress.

U Unsatisfactory- Indication of unsatisfactory academic progress. Students who receive a "U" grade may not be allowed to continue with their program of study.

CX Cancelled Course- Course is cancelled before the official course start date.

RC Repeated Course- Students who wish to repeat a course must get written permission from the appropriate Professor and Dean. The cost for the repeated course will be at the currently published per-credit tuition rate. Both the original course and the repeated course will be used to determine the student's GPA. A note will be placed on the original grade to designate it as a repeated course.

Failed Course

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

Re-Enrollment/Reinstatement

Students who fail to file a Request for Leave of Absence and wish to return to the University must submit an Official Request for Re-enrollment. These students will be held to the catalog requirements in effect at the time of their re-enrollment. Furthermore, departmental approval maybe required for students to pursue other majors. Students seeking re-enrollment after a one year (1) absence from the University (whether or not a leave of absence form was submitted) are required to submit a full application for re-admission and must meet all current academic entrance requirements. Approval of leave does not alter the seven year (7) period for completion of all graduate degree requirements.

Reproduction of Copyrighted Materials

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

Textbooks and Instructional Materials

Timely submission of book orders ensures that sufficient textbooks are available on time for students. This facilitates the buyback and resale of used textbooks, an initiative useful for budget conscious students.

Self-Authored Instructional Materials

All orders of self-authored instructional materials that entail financial gain for the instructor must be approved by the Dean. Use of such materials is strongly discouraged unless the Instructor is the sole source of the material or can provide the material at the lowest price.

Transcripts

Students who have attended the University may need to submit an official transcript to potential employers, or other universities for the purpose of transfer or application. The Registrar is responsible for filling transcript requests and will make every attempt to process these requests within five (5) working days.

Student's Right to Appeal

Any student who feels that any course grade has been based upon something other than academic performance has the right to appeal. All appeals shall be submitted to and heard by the Academic Standards Committee.

Tax Deductions for Education Expenses

The Internal Revenue Code provides both tax credits and deductions that may be taken to reduce the federal income tax burden for students or those paying the costs of a student's higher education. Please contact the IRS or a trusted practitioner in the field for further information.

Photo Release

As condition employment with AHUSOL, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to AHUSOL with respect to the reproduction, display or other use of any photographs in connection with their employment with AHUSOL. Students, as a condition of their enrollment and attendance at AHUSOL, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to AHUSOL with respect to reproduction, display or other use of any photographs depicting them on campus or in connection with their coursework at the university.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, or offices; directory shoots or with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by faculty or staff and the copyrights with respect thereto are and/or become the property of AHUSOL. The digital photos or video footage are added to AHUSOL's library of images, which becomes a resource for the university's publications.

Right to Withhold Transcripts, Grades, or Information For Nonpayment of Tuition

The University Registrar may withhold a student's transcripts or grades if the student is in default on a student tuition contract. The university will not provide documentation for any student or graduate who is delinquent in payment of tuition, fees or any other financial obligation incurred through the school.

Availability of Physical Student Records

Student permanent records are maintained on-site for a minimum of five (5) years in a secure fire-proof cabinet only accessible by the registrar or authorized officer. Students have access to their own personal records through the student portal of the University's website and through Populi, AHUSOL's online college management system. Transcripts are kept permanently.

Rights and Access by Others

The law provides that right of access to student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.

Student Services

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

Peer Mentoring Program

Upper class students who are in good standing and have passed the First-Year Law Student Exam (FYLSX) are given the opportunity to serve as volunteer mentors to JD (first-year) students. Mentors provide advice, direction options and encouragement to first-year students. Mentors will be given their own password-protected chat room that only "designates" first-year students may utilize. The peer mentoring program greatly increases students' morale and give mentors a chance to participate in the encouragement of the

students who will follow in their footsteps.

Library and Bookstore

The Law School is primarily an interactive distance learning institution utilizing web- based methods with students residing in different locations. Law students have access to Westlaw.com and the University local campus library. WestLaw provides exclusive access to leading primary law publications such as United States Codes Annotated (USCA)®, the National Reporter System®, and the industry's only annotated CFR. It also provides all the same titles found in law libraries across the US and complete American Law Reports (ALR)®, one of the leading research and case- finding tools. Also included are top jurisdictional and practice area analytical resources such as Wright and Miller's Federal Practice and Procedure®, State Jurisprudence titles, and Williston on Contracts®. WestLaw's bar admitted reference attorneys' offer world-class service and can help students find what is needed. They are always available (24/7/365), and always free.

Each student will receive a WestLaw ID Card, a unique password, and have access to 95% of all WestLaw content – no public records content. Students have time- restricted access to WestLaw. From 10:00 am- 3:00 pm Pacific Time on weekdays access is blocked, but there are no time restrictions on the weekends.

Authenticating Student Identity

Live Lectures

Students must login into e-lecta to view live lectures. The student must enter their unique password that has been provided to gain access to any live lectures.

Student Center

Students must login into Populi (college management system) to access their student portal. Upon entry, students have access to archived classes and materials, their grades, faculty, staff and the rest of the student body. The student must enter their unique password that has been provided to gain access to the Student Center.

Student's Rights and Grievance Procedure

In accordance with the Federal Compliance Policy, the Law School keeps a record of all formal student complaints. Students who have a complaint should follow the procedures listed in the Student Handbook. Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions.

Confidentiality of Student Privacy and Records

Sensitive material such as examinations and keys are kept on a secure server and can only be accessed by authorized personnel. A student who has registered for a particular online course can gain access to the exam after completing the prescribed lesson plans with an ID and protected password.

The Law School maintains a permanent record/file per Guidelines for Unaccredited Law School Rules, Division 9.1(B) containing:

- Initial application
- Official Transcript of Previous work
- Resume
- Acceptance Letter for Admission
- Enrollment Agreement
- Grade Report Forms
- Law School Admission Test Scores
- College Level Examination Program (CLEP) Scores

All admissions documents are scanned and maintained as digital files as well. All student and financial records are maintained in a safe and secure storage area.

Non-Discrimination Policy

The Law School does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices in compliance with title VI of the Civil Rights Act of 1964 (pertaining to race, color, or national origin); Title IX of the Educational Amendments of 1972 (pertaining to sex); Section 504 of the Rehabilitation Act of 1973 (pertaining to age).

Placement Services

The Law School currently does not offer placement services.

Housing

The Law School is administered entirely on-line. Therefore, housing is not offered and or necessary.

Tuition

The tuition for one year of instruction is \$4250.

Fees

There will be an initial non-refundable application fee of \$50. Once accepted, each student will pay yearly, reoccurring, nonrefundable fees of \$100 for registration, \$150 for West Law Membership and Student Technology Fee of \$180. There will be an additional one-time graduation and diploma fee of \$250 that will be applicable only to prospective graduating fourth-year students.

Tuition Payment Options

The Law School is aware of and responsive to the needs of its students. Accordingly, various payment schedules and plans are available. Please contact the Director of Admissions for further details.

Juris Doctor (Cost per Unit)	\$163.46 per unit
Tuition	\$4,250
Registration Fee	\$100
Student Technology Fee	\$180
West Law Membership Fee	\$150
Total:	\$4,680

Note: Students must purchase textbooks and other required study materials, estimated between \$350 - \$700 per year. Students will not be able to pass a course without the required course materials.

Other Costs

- 1) Law Student Registration with Cal Bar
- 2) First-Year Law Student Exam Check for Cal Bar Website
- 3) California Bar Examination for Current Fees
- 4) Application for Determination of Moral Character
- 5) Multistate Professional Responsibility Exam (MPRE)

Tuition Refund Policy

Student refunds will be prorated based on the weeks the student attended our institution and the progress made each class. After 50% of course completion, the student is responsible for the cost of the course. RP-1002 (https://ahulaw.com/forms/RP_1002.pdf) illustrates the amount of refund a student is entitled to according to the date the withdrawal Form is received in our office.

Term Fees Refund Policy

\$30 of the Student Technology Fee will be refunded in the event of a withdrawal. The registration fee is non-refundable. WestLaw is not refundable after 30 days.

Example I: *On a standard 8-week course, if a student were to withdraw on week two, the refund will be calculated as follows: \$85 (Cost per week) X 2 (Weeks) = \$170; Total Tuition Paid (\$4250) + Term Fees (\$150 WestLaw + \$30 Student Technology Fee) – \$170(Student's Financial Responsibility) = Refund to Student*

Example II: *On a 14-week course, if a student decides to withdraw on week 11, because the student has passed the 50% mark which will be week 7, the student will be responsible for the total cost of the course which will be: \$85 (Cost per week) X 14 (Weeks) = \$1,190;*

The period of given instruction is counted on a weekly basis, regardless of the actual day that a particular course begins. Each week starts every Sunday at 12:00am and ends on Saturday at 11:59pm (Pacific Time zone). If notice is received after a particular week starts, then, that week is counted as a week of given instruction. If the school cancels a course, the student will receive a full refund of all charges.

Academic Standing

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

Good Standing

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

Probation

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

Academic Dismissal

If the student fails to raise their cumulative average to the required C- average, the student will be academically dismissed. In addition, pursuant to section 5.22 *Disqualification of Students for Failure to Pass the First-Year Law Students' Examination 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 will be promptly disqualified from American Heritage University School of Law's J.D. program. A student who passes the First-Year Law Students' Examination within three (3) administrations 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 within the three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the law school's J.D. program, but will receive credit for only one year of legal study.

Advancement

All students may advance into the next year courses as long as the student is either in good academic standing or is on probation as of the last class of the previous year. Students on academic probation will then be allowed the subsequent year to course, have the opportunity to demonstrate that they have attained the goals and objectives for the program. Independent study is an important part of overall academic strategy as well. Students are given outside reading, research, and assignments, to complement their online learning.

The Law Degree Program: Juris Doctor (JD)

The JD is a professional degree in law. It is the degree that most law students must attain to entitle them to take a bar examination and, upon passing, become a licensed attorney. The School of Law offers a four-year, part-time, JD Program, which is a non-accredited Law School. This program allows students to continue to work full-time while they attend law school.

Also, the Law School awards law students a BSL degree with the completion of two (2) years of law study. This law degree is included in the tuition for the JD program. Students must complete at least one of the two required years for the degree.

The JD degree is a traditional law school program that is designed to prepare students for entry into the legal field, particularly the practice of law in the State of California and within the Federal Court System. This program allows students to receive comprehensive instruction beginning with Contracts, Tort, and Criminal Law, and upon successful completion of the First Year Law Students' Exam (FYLSX), continues through intermediate and upper-level legal topics. The main objective of the School of Law program is to provide students with a strong background in the legal profession in becoming a successful attorney.

Students who are enrolled in the JD program and successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California as part of the requirements to qualify to take the California Bar Examination.

A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed.

A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment into the program, but will receive credit for only one year of legal study.

First Year Course Descriptions

LAW 100: Introduction To Law, 1 Semester Unit, 2 Weeks – In this introductory course, the student discovers the basic concepts of law and the history of the American system of jurisprudence and juristic theory that originated from, and was developed and formulated through, the common law of England and is now recognized as an organic part of the jurisprudence of most of the United States. Students are introduced to important legal terminology, basic legal analysis, and practice of the law. An orientation to legal writing is presented, with the goal that students develop their analytical writing skills, case analysis, and legal philosophy and reasoning.

LAW 101: Contracts, 7 Semester Units, 14 Weeks – Students will study both the Common Law contractual principles relating to contracts for services and the Uniform Commercial Code contractual principles relating to contracts for goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, i.e., the Statute of Frauds, incapacity, contractual conditions, and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract, and warranty liability for goods under the Uniform Commercial Code. Finally, the students will study third-party rights and obligation, i.e., third-party beneficiaries, assignments and delegations.

LAW 102: Torts, 7 Semester Units, 14 Weeks – This course is a survey of civil causes of action for which

an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including intentional torts to person and property such as assault, battery, false imprisonment, infliction of emotional distress, trespass to land and chattel, and conversion. Students will also examine the law relating to causes of action for ordinary and professional negligence, wrongful death, product liability, and dignitary torts such as invasion or privacy, defamation, constitutional torts and nuisance. They will also examine strict liability causes of action such as animal and products liability. Finally, students will examine defenses of privilege, mistake, self-defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.

LAW 103: Criminal Law, 6 Semester Units, 12 Weeks – Student will examine Common Law and modern criminal justice systems including their classification of crimes and the necessary elements of various crimes. Students will study the criminal capability rules applicable to perpetrators such as principals, accessories and accomplices. Students will learn the elements of various crimes committed against person such as homicide, assault, battery, rape and mayhem. Students will also study property crimes such as larceny, embezzlement, false pretenses, receiving stolen property, robbery, burglary and arson.

Further, students will examine the inchoate crimes of attempt, solicitation and conspiracy, and will also learn many justifications and excuses including mistake, self-defense, defense of others, crime prevention, force used to justifications and excuses including mistake, self-defense, defense of others, crime prevention, force used to effectuate an arrest, consent, insanity, infancy, intoxication, public authority, duress, necessity and entrapment.

LAW 104: Legal Research & Writing, 2 Semester Units, 4 Weeks - This course will provide students with instruction related to both the concepts behind and practical applications of legal writing, research, and analysis. This course will include instruction in understanding and utilizing primary sources of law including case law, statutory and constitutional law as well as secondary, non-binding sources of law. Students will also receive instruction related to the basics of legal research, both traditional and online, and its importance to the legal process. Students will be introduced to the use and benefits of their Westlaw account.

LAW 105: First Year Review, 3 Semester Units, 6 Weeks – This course is designed to assist in the student in preparation for the First Year Law Students' Exam (FYLSX). All of the classes will include substantive review, exploring the answers to multistate questions and analyzing essay techniques and approaches. Every week students are required to write answers to two essays distributed each week. The answers the students submit for the questions will be returned with sample answers.

Second Year Course Descriptions

LAW 221: Civil Procedure, 9 Semester Units, 18 Weeks – This course examines the rules governing civil proceedings and the jury trial system with emphasis on federal procedural rules. Students will study various phases of civil litigation and learn how to proceed with litigation in a court of law. Students will study the statutory and decisional law related to federalism, allocations of power between state and federal courts, personal and subject matter jurisdiction, rules of pleading, claim and party consolidation, venue, pre and post-trial motion practice, claim and issue preclusion, discovery, summary judgments, dismissals, and the appellate process.

LAW 222: Real Property, 9 Semester Units, 18 Weeks – The course provides doctrinal analysis of various common and modern real property rules. Students will examine ownership, possessory, alienable rights and other legal interests in freehold and non-freehold estates, future interest, land covenants, equitable servitudes and easements. Students will study the law related to the recordation, use and transfer of property interests, and landlord/tenant law.

LAW 223: Remedies, 4 Semester Units, 8 Weeks – Students will learn equitable and legal remedies that are available to civil litigants. They will learn how to allege measure and define the scope of monetary damage awards, restitution, legal fees, constructive trusts and apportionments in tort and contract actions. Students will explore coercive remedies such as temporary restraining orders, preliminary injunctions, permanent injunctions, specific performance, contempt and declaratory relief.

LAW 224: Criminal Procedure, 4 Semester Units, 8 Weeks – Students will study the rights of the accused in criminal matters by examining various provisions to the Bill of Rights of the United States Constitution. Students will learn the law governing searches and seizures, confessions, double jeopardy, the right to counsel, jury trials, speedy trials, pleas, exclusionary rules, and the appellate rights of an accused to enforce constitutional guarantees.

Third Year Course Descriptions

LAW 231: Evidence, 9 Semester Units, 18 Weeks – This course teaches the standards that regulate the admissibility of proof at judicial proceedings placing special emphasis on the Federal Rules, California rules and general principles of evidence law. Students will study burdens of proof, relevancy, the hearsay rule and its exceptions, policy-based exclusionary rules, legal privileges, expert and lay opinions, scientific, forensic and demonstrative evidence, impeachment, authentication, character and habit evidence, and presumptions.

LAW 232: Constitutional Law, 9 Semester Units, 18 Weeks – Students will study the United States Constitution, the three branches and structure of the federal government, limitations and scope of government power, judicial review, the role of the United States Supreme Court, the Bill of Rights, and personal liberties. Students will examine the constitutional distribution of power between the federal government and the individual states, and personal liberties under the Due Process clauses with special focus on fundamental rights, equal protection, and freedom of assembly, press, religion and speech.

LAW 233: Corporations, 4 Semester Units, 8 Weeks – This course is a didactic inquiry into the law governing American business enterprises. Students will study model, statutory and decisional law related to the formation and dissolution of private, public, close and limited liability corporations. Students will study the law governing public stock and securities transactions, dividends, mergers and hostile takeovers, and the rights of corporate shareholders. Students will study the respective roles, duties, liabilities, rights and remedies of shareholders and business decision-makers, including corporate directors, officers and subordinate employees.

LAW 234: Agency & Partnership, 4 Semester Units, 8 Weeks – This course is a survey of the law of various

unincorporated business associations. Its purpose is to acquaint students with the fundamental legal elements of these business relationships and entities. This course will focus on the laws of agency and partnership including formation, termination, fiduciary responsibilities and raising capital concern.

Fourth Year Course Descriptions

LAW 401: Community Property, 5 Semester Units, 10 Weeks - Students will examine the California law relating to community, quasi- community and separate property, the division of marital assets upon divorce and death of a spouse, marital agreements, business assets, commingling of funds, property improvements, spousal liability for community and separate debts, education expenses, spousal rights to pension and disability income, lawsuit settlements, life insurance proceeds, and management and transfer of community property assets.

LAW 402: CA Civil Procedure, 4 Semester Units, 8 Weeks – This course examines the rules governing civil proceedings and the jury trial system with emphasis on California civil procedural rules. Students will study various phases of civil litigation and learn how to proceed with litigation in a court of law. Students will study and contrast Californian and federal civil procedure rules as they relate to federalism allocations of power between state and federal courts, personal and subject matter jurisdiction, rules of pleading, claim and party consolidation, venue, pre and post-trial motion practice, claim and issue preclusion, discovery, summary judgment, dismissals, and the appellate process.

LAW 403: Wills, Trusts & Successions, 9 Semester Units, 18 Weeks - This course is a two-part survey of the law of probate. Students will learn California probate law as it relates to the formation and validity of testamentary wills, intestacy succession, and disposition of probate assets. Then, students will study common law revocable and irrevocable trusts and the statutory, doctrinal and decisional law pertaining to trust creation, modification and termination, trust management, the powers, duties and obligations of trustees, and beneficiary rights.

LAW 404: Professional Responsibility, 4 Semester Units, 8 Weeks - This course is a survey of attorneys' legal and ethical obligations, and the standards that are attendant to the practice of law and the legal profession. Students will study California and model statutory codes and decisional law that define an attorney's legal and ethical obligations to clients, the courts, opposing counsel and the profession. They will study various legal conflicts that may arise during client representation while fulfilling the varying roles of advocate, officer of the court, public icon and working practitioner. Students will study the business and economic aspects of the practice law, restraints on practice, the role of the judiciary and the state bar in enforcing attorney rules of professional conduct, and sanctions for violating the rules.

LAW 405: Advanced Legal Research & Writing, 4 Semester Units, 8 Weeks - This course will provide students with instruction related to both the concepts behind and practical applications of legal research, writing and analysis. This course will include instruction in understanding and utilizing primary sources of law including case law, statutory and constitutional law as well as secondary, non-binding sources of law. Students will also receive instruction related to the basics of legal research, both traditional and online, and its importance to the legal process. Lastly, students will be required to draft several legal documents including a legal memorandum and an appellate brief.

Fourth -Year Elective Courses

LAW 407: Family Law, 3 Semester Units, 6 Weeks - This course examines the legal aspects of the relationships associated with marriage and parenthood, including spousal and parental rights and responsibilities, children's rights, marital dissolution, annulment, unmarried cohabitation, child custody, illegitimacy, adoption, and guardianship. It further considers new reproductive technologies and case law arising thereto.

LAW 409: Immigration Law, 3 Units, 6 Weeks - This course explores the statutory, regulatory, and administrative foundations of United States immigration law, policy and practice, criminal law aspects as well as basic principles of nationality law and naturalization procedures: Citizenship. Other topics include immigrant and non-immigrant visa categories such as family based immigration, business and employment-based immigration and visas, refugee and asylum law, and deportation law and practice. The course also analyzes the constitutional basis for federal control over immigration and surveys the historical and social context of U.S. immigration policy.

Student Disclosure Statements of AHUSOL

Student Tuition Recovery Fund (STRF) Disclosure Statement

American Heritage University School of Law is regulated by the Committee of Bar Examiners of the State Bar of California and does not participate in the Student Tuition Recovery Fund (STRF) which is administered by the Bureau for Private Postsecondary Education (BPPE). Students who are enrolled in the Juris Doctor Program at American Heritage School of Law are not eligible to participate in the Student Tuition Recovery Fund.

The disclosures included herein are required by Rule 4.241 of the Unaccredited Law School Rules and Guideline 2.3(D) of the Guidelines for Unaccredited Law School Rules. This Disclosure statement must be provided to each prospective student upon payment of an application fee, but before payment of a registration fee, and to each new or returning student, prior to payment for any academic term. This disclosure must be signed by the enrolling student and the student shall receive a copy of the signed statement.

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by technological means including interactive classes.

American Heritage University School of Law has not applied for accreditation in the previous five years.

American Heritage University School of Law pass rates of students who have taken the California First-Year Law Students' Examination (FYLX) or the California Bar Examination (GBX) for the past five years are as follows (Data Source: State Bar of California):

First-Year Law Students' Examination (Fylsx) Passage Statistics

Exam Date	All Takers			First Timers			Repeaters		
	Took	Passed	% Passed	Took	Passed	% Passed	Took	Passed	% Passed
October 2015	12	2	16.7	8	1	12.5	4	1	12.5
June 2015	7	0	0.0	1	0	0.0	6	0	0.0
October 2014	6	3	50.0	3	2	66.7	3	1	33.3
June 2014	9	1	11.1	8	1	12.5	1	0	0.0
October 2013	7	0	0.0	4	0	0.0	3	0	0.0
June 2012	10	3	30.0	6	3	50.0	4	0	0.0
October 2012	7	2	28.6	6	1	16.7	1	1	100.0
Total	58	11	19.00	36	8	22.00	22	3	14.00

General Bar Examination (GBX) Passage Statistics

All Takers First Timers Repeaters

Exam Date	Took	Passed	% Passed	Took	Passed	% Passed	Took	Passed	% Passed
July 2015	5	2	40.0	3	0	0.0	2	2	100.0
February	7	2	29.0	3	2	67.0	4	0	0.0
July 2014	10	3	50.0	4	0	0.0	6	3	50.0
February	2	1	50.0	2	1	50.0	0	0	0.0
July 2013	4	1	25.0	3	1	33.0	1	0	0.0
February	1	0	0.0	1	0	0.0	0	0	0.0
July 2012	0	0	0.0	0	0	0.0	0	0	0.0
February	0	0	0.0	0	0	0.0	0	0	0.0
July 2011	0	0	0.0	0	0	0.0	0	0	0.0
February	0	0	0.0	0	0	0.0	0	0	0.0
Total	29	9	31.00	16	4	25.00	13	5	38.40

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 are as follows:

Faculty Qualifications

Ronda Baldwin-Kennedy, Dean/Law School Administrator
Member, State Bar of California
J.D., American Heritage University School of Law
B. A., Political Science, Ashford University, San Diego, CA

Practice Experience: Civil Litigation, Business Transaction
Adjunct Faculty, Law, Contracts, Torts, American Heritage University School of Law, Ontario, CA
Private Practice: The Law Office of Ronda Baldwin-Kennedy
Former Paralegal Office Manager, Alexander, Odunze & King, The Law Offices of Ryan Alexander

Patricia L. Ray, Member, California, New York, Pennsylvania, U.S. Patent & Trademark Office/International Bar Associations
J.D., Duquesne University, Pittsburgh, PA
LL.M., National University, Singapore
M.A., University of Pittsburgh, Pittsburgh, PA
B.S., Carnegie Mellon University, Pittsburgh, PA
B.S., Mechanical Engineering, Carnegie Mellon University, Pittsburgh, PA

Adjunct Professor, Law, Contracts, American

Nicholas Grossman, Member, State Bar of California, Federal Bar, Central District of California, Southern District of California
J.D., Northwestern California University School of Law, Sacramento, CA
B.S.L., Northwestern California School of Law
Certified Immigration Consultant, Inland Valley University College of Law

Adjunct Professor, American Heritage University School of Law, Ontario, CA

Practice Experience: Civil Litigation, Appellate Law, Family Law Worker's Compensation-Applclicant
Tobin Lucks, LLP, Worker's Compensation-Defense
Frank R. Sariol, PC DBA Sariol Legal Center, Worker's Compensation

Crystal Haly Nieblas, Member, California & Texas State Bar of Associations
J.D., South Texas College of Law, May 2012, South Texas College of Law, Houston, Texas
B. A., History, California State University Fullerton, Fullerton, CA

Adjunct Professor, Law, Contracts, Corporation, Agency/Partnership, Wills, Trusts & Succession

Heritage University School of Law, Ontario, CA
Kaplan University, Fort Lauderdale, FL
Marymount California University, Rancho Palos Verdes, CA
Former Associate General Counsel, Lora; Corporation, Rockville, MD Hong Kong & China
Former Senior Legal Counsel, Texas Instruments, Inc., Singapore
Former Associate Attorney, Morgan & Finnegan Law Firm, New York
Former U.S. Court of Appeals, Federal Circuit, Unfair Imports

Hon. Eric V. Isaac, Judge Riverside County

Member, State Bar of California

J.D., American College of Law, Anaheim CA
B.S., Education, Training and Development, Southern Illinois University, Carbondale IL

Practice Experience: Civil Litigation
Adjunct Professor, Law, Criminal Procedure
Former Deputy Public Defender I, II, III & IV
Riverside County Law Offices of the Public Defender
Law Clerk, Los Angeles County Office of the District Attorney
Administrative Legal Researcher, United States Air Force, Criminal/Court Martial Actions

Ivonne De La Cruz, Member, State Bar of California

J.D., Western State University College of Law, Fullerton, CA
B.A., Political Science, University of California, Riverside, CA
Adjunct Professor, Law, Criminal Law, Civil Procedure
Deputy Public Defender,
Los Angeles County Public Defender's Office, Los Angeles, CA
Associate Attorney, Law Offices of Ollie P. Manago, Los Angeles, CA
Law Clerk, Orange County Public Defender's Office, Santa Ana, CA

Mark Shafer, Member, State Bar of California, Federal Bar, Central District of California
J.D., Chapman University School of Law, Orange, CA
B.A., Organizational Leadership Emphasis Communication, Chapman University School of Law, Orange CA

American Heritage University School of Law

Practice Experience: Volunteer Attorney, Law Offices of the Public Defender, Riverside County, CA
Law Clerk, Semnar Law Firm, Inc, Hartman Law Office Inc, Evans Law Office, Houston Texas, Harris County District Attorney's Office

Kenneth A. Roberts, Member, State Bar of California, U.S. Federal District Court & U.S. Supreme Court
J.D., Pepperdine University School of Law, Santa Ana, CA
Undergraduate, San Bernardino Valley College, San Bernardino, CA
Orange Coast College, Costa Mesa, CA

Adjunct Professor, Law, Torts, Contracts, Evidence, Civil Procedure, Jurisprudence & Oral Advocacy, Trinity Law School, American Heritage University School of Law

Practice Experience: Civil Litigation, Medically related Cases, Products Liability, Business & Real Estate Litigation
License Maritime or Admiralty Law
Judge, Pro Tem for Orange County Superior & Municipal Courts

Soheila Hosseini, Member, State Bar of California, Ninth Circuit Court of Appeals, District Court, California Supreme Court, US Bankruptcy court, Orange County Superior Courts, Los Angeles Superior Courts
J.D., Thomas Jefferson School of Law, San Diego, CA
B. Sc. (ICS), University of California, Irvine, CA

Adjunct Professor, Law, Community Property, Professional Responsibility, Legal Research & Writing, American Heritage University School of Law, Ontario, CA

Solo Practitioner, Law Office of Soheila Hosseini
Practice Experience, Immigration, Criminal Law

Practice Experience: Criminal Law, Civil Litigation, Torts, Bankruptcy, Immigration

Solo Practitioner, Civil Litigation, Criminal Law
Appellate Law, Family Law

Adjunct Professor, Law, Contracts, Torts, Criminal Law, American Heritage University School of Law

The ratios of faculty to students since the establishment of the Law School are as follows:

2017: 1 Faculty member per 4 students
2016: 1 Faculty member per 11.5 students
2015: 1 Faculty member per 17.5 students
2014: 1 Faculty member per 19.5 students
2013: 1 Faculty member per 10.5 students

The education American Heritage University School of Law provides 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.

American Heritage University School of Law was issued a Notice of Noncompliance by the Committee of Bar Examiners regarding noncompliance with Guidelines 2.1, 2.2(B), 2.3(B), 5.1, 5.2(D), 5.2(J) and 9.1(D) of the Guidelines for Unaccredited Law School Rules on June 24, 2015.

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

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by technological means including interactive classes.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(1) of the Rules of the State Bar of 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 reenrollment 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.

I acknowledgement receipt of a copy of this disclosure statement on the date listed below.

Printed Name: _____

Student Signature: _____

Date: _____

Authorized Administrator: _____

Printed Name: _____

Date: _____