



UNIVERSITY OF LAVERNE

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College of Law

**Student Handbook 2017 - 2018**

## SENIOR ADMINISTRATION

Gilbert A. Holmes	Dean
Kevin Marshall	Associate Dean, Academic Affairs and Faculty Development
Jendayi Saada	Assistant Dean, Center for Academic & Bar Readiness
Krystal Lyons	Senior Director, Operations and Budget
Jullie McCurdy	Director, Student Affairs
Robin Apodaca	Director, Career Development & Externships
Kenneth Rudolf	Director, Law Library & Professor of Law
Rick Garcia	Director, Admissions and Enrollment Management
Sharilyn Berry	Director, Development
Melinda Davenport	Assistant Director, Administrative Services
Colleen Murray	Registrar

## WELCOME

Welcome to the University of La Verne, College of Law. We are glad you are here. This student handbook, hereby referred to as handbook, will provide you with information that will help make your law school experience a productive and successful one. The Office of Student Affairs has prepared this handbook to assist students while enrolled at the University of La Verne, College of Law. It contains academic information as well as information about support services and student life at the university. It was designed to answer the many questions you may have while you are a member of the university community. Students are urged to thoroughly familiarize themselves with the handbook contents.

## MANUAL OF ACADEMIC POLICIES AND PROCEDURES (MAPP)

The Manual of Academic Policies and Procedures (MAPP) is the official statement of the College of Law policies. The handbook serves as a secondary reference as questions may arise from time to time during your law school career. Feel free to ask the administration, faculty, or staff if you have any questions. In case of any conflict between the MAPP and handbook provisions, the MAPP provisions are controlling.

As of this writing, the MAPP (updated April 2017) is the most current version which can be found here: <http://law.laverne.edu/academics/mapp/> and in the law library. Feel free to ask the administration, faculty, or staff if you have any questions.

**NOTICE:** *The reader should take notice that while every effort is made to ensure the accuracy of the information contained herein, the College of Law retains the right to modify the Student Handbook and the Manual of Academic Policies and Procedures at any time without advance notice. The University and the College of Law provide the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.*

## **GENERAL INFORMATION**

### **VISION**

La Verne Law is an incubator for innovation in legal education, thought, and advocacy for individuals passionate about serving their communities and promoting access and justice.

### **MISSION**

The mission of La Verne Law is to guide our students in the discovery of law and self as they prepare for the practice of law or other professional careers. Our faculty of scholars and teachers is committed to creating an innovative, collaborative learning environment designed to develop the knowledge and skills relevant to achieving individual and professional success.

Our mission encompasses educating, as well as enhancing the professional lives of, the members of the local, regional, national, and international communities we encounter – students, faculty, staff, administrators, alumni, members of the bench and bar, and others who pursue social justice. Our mission is grounded in the core values of the University of La Verne – life-long learning, ethical reasoning and decision-making, diversity and inclusivity, and community and civic engagement. Difference-making is our legacy.

### **CORE VALUES**

#### **University Values:**

As a College within the University of La Verne, we adopt and endorse the University core values of Life-long Learning, Diversity and Inclusivity, Community Engagement, and Ethical Reasoning.

#### **College of Law Core Principles and Values**

As an institution dedicated to teaching and training the next generation of lawyers and leaders, we operate institutionally and individually on the principles of professionalism, innovation, ethics, student centeredness, and community enhancement. In our actions and interactions, we are and seek to be affirming, respectful, humble, accountable, committed, inclusive, empathetic, responsive, passionate, and positive

## **ACCREDITATION**

The Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association granted full approval to the University of La Verne, College of Law on March 14, 2016. In addition, the University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges. Among the memberships maintained by the University are those in the American Association of Colleges and Universities, the American Council on Education, the Association to Advance Collegiate Schools of Business, the Association of Independent California Colleges and Universities, the College Board, the Council for Higher Education Accreditation, the Hispanic Association of Colleges and Universities, the National Association of Independent Colleges and Universities, the National Association of Schools of Public Affairs and Administration, the National Collegiate Athletic Association, the National Collegiate Honors Council, and the National Council of Colleges of Arts and Sciences.

## **THE UNIVERSITY OF LA VERNE COLLEGE OF LAW: A BRIEF HISTORY**



Members of the Church of the Brethren founded the Lordsburg College in 1891. The University of La Verne enjoys a 125 year reputation for providing a sound education built on lifelong learning, community service, diversity, and a values-based orientation. In 1977, the college became the University of La Verne, which has since grown to include 11 campuses and four colleges, including the College of Law.

The law school opened in 1970 as the La Verne College Law Center, offering a part-time evening program on the La Verne campus. It was renamed the University of La Verne College of Law seven years later when the University of La Verne completed the transition to university status. In 2001, La Verne Law moved into its permanent campus in Ontario. Today, La Verne Law is the only ABA-approved law school in all of the San Gabriel Valley, Riverside, and San Bernardino counties.

Located just east of Los Angeles in inland Southern California, La Verne Law is situated in a growing metropolitan region of more than six million people. Graduates of La Verne Law are as diverse as the populations they will go on to serve. The La Verne Law students graduating today are the latest to join the ranks of more than 1,800 alumni, many of whom hold prominent positions as judges, law firm partners, public officials, and civic leaders. Graduates are encouraged to continue their relationship with the law school by mentoring students, participating in mock interviews, panels, and receptions, and assisting future graduates through a smooth transition into inland Southern California's legal community.

The University of La Verne College of Law was founded more than 40 years ago with the purpose of educating and training generations of attorneys committed to making a difference in their communities. Today, La Verne Law remains dedicated to teaching and training the next generation of lawyers and leaders.

## UNIVERSITY POLICIES AND PROCEDURES

The University of La Verne and College of Law are committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The University of La Verne considers the behavior described in the **University Policies** as inappropriate for the University of La Verne community and in opposition to its core values. The **Code of Student Conduct** exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Individuals residing or visiting on-campus housing facilities are also subject to **Housing Code of Student Conduct**. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, CAPA or professional.

The university encourages community members to report all incidents that involve the actions listed under University Policies to University of La Verne officials. Any student found to have committed or to have attempted to commit misconduct as described in University Policies or Student Housing Policies is subject to the sanctions outlined in the Code of Student Conduct.

The University and La Verne Law are committed to maintaining an environment free of discrimination and harassment for students, faculty, and staff. Consequently, discrimination and harassment of students or employees is unacceptable and will not be tolerated. Please reference the **Anti-Discrimination and Harassment Policy** for further information concerning discrimination and harassment.

College of Law students will follow the same “Code of Student Conduct” and “University Policies” as outlined in this document. Cases of Social Misconduct will be referred to the Office of Student Affairs for an administrative review process.

University Policies:

<http://sites.laverne.edu/university-policies/>

Code of Student Conduct:

<http://sites.laverne.edu/student-affairs/code-of-student-conduct/>

Housing Code of Student Conduct:

<http://sites.laverne.edu/housing/resident-information/conduct/>

Anti-Discrimination and Harassment Policy:

<http://laverne.edu/title-ix/files/2015/12/Policy-Against-Discrimination-and-Harassment-2014.pdf>

Emergency Procedures:

<https://sites.laverne.edu/campus-safety/emergency-procedures/>

## STUDENT RESOURCES

### Student Affairs

The Office of Student Affairs serves as the principal liaison for students with the administration. We are here to support you through your law school experience. The Office of Student Affairs oversees the following programs and activities: new student orientation, student clubs and organizations, The Docket, Student Code of Conduct, Title IX, disability accommodations, awards ceremony, and commencement. Our doors are always open for you to come by and visit. We look forward to seeing you.

Director	Jullie McCurdy	(909) 460-2046	<a href="mailto:jmccurdy@laverne.edu">jmccurdy@laverne.edu</a>
Coordinator	Jennifer Perez	(909) 460-2008	<a href="mailto:jperez3@laverne.edu">jperez3@laverne.edu</a>

### Students with Disabilities

The Director of Student Affairs serves as the Americans with Disability Act Compliance Officer for the College of Law. We are committed to assuring every student with a documented physical, psychological and/or learning disability access to appropriate academic adjustments and/or auxiliary aids and to empower those students to use their full potential. The goal is to ensure full participation in the University's educational programs and student activities whenever possible. Students whose disabilities necessitate accommodation must comply with the notice and documentation requirements of the College of Law. Students who wish to receive an accommodation should, within the first month following initial registration, make an appointment with the Director of Student Affairs. The information and accommodations packet and process can be found here:

<https://sites.laverne.edu/disabled-student-services/information-accommodation-packet/>

### Psychological Counseling

University of La Verne **Counseling and Psychological Services (CAPS)** provides a full range of counseling services designed to assist each person to achieve his or her full human potential. The services are available at a nominal fee and the center is located on the second floor of the Hoover Building at the University of La Verne campus. We do not have counseling services available at the College of Law.

Monday - Friday 8 a.m. - 5 p.m.	(909) 448-4105
After Hours Crisis line	(909) 448-4650

### Registrar

The Registrar's Office is responsible for maintaining the records of all students and alumni of the College of Law and prepares class and examination schedules. Questions or problems concerning examinations, grades, programs, academic policies and procedures, State Bar requirements, transfer credits, and graduation requirements should be directed to the Registrar's Office.

Registrar	Colleen Murray	(909) 460-2010	<a href="mailto:cmurray@laverne.edu">cmurray@laverne.edu</a>
Administrative Assistant	Cherice Sirna	(909) 460-2012	<a href="mailto:csirna@laverne.edu">csirna@laverne.edu</a>

**Career Development & Externships Office**

The Career Development & Externships Office offers comprehensive career and professional development services and resources to assist current students and alumni in achieving their career goals. Services include career counseling sessions and informational and skill development presentations on a number of topics--- including career planning, resume and cover letter preparation, networking, negotiating offers, and interviewing. Employment opportunities with law firms, government agencies, corporate legal departments, public interest organizations, judicial externships and clerkships, fellowships, and alternative career options are advertised to students and alumni through an online job listing service, Law Employment Opportunities (LEO).

Opportunities are also provided for on campus interviews in the spring and fall. Numerous networking opportunities are provided for students and alumni at receptions, panel discussions, and workshops hosted on campus and in the local community throughout the year featuring prominent legal professionals.

La Verne Law’s active memberships with the National Association for Legal Career Professionals (NALP), the Law School Career Advisors of Southern California (LSCA), PSJD.org (Public Service Juris Doctor), Los Angeles Area Legal Recruiters Association (LAALRA), Orange County Legal Recruiters Association (OCLRA), Equal Justice Works, and local bar associations provide students and alumni with additional networking opportunities and career resources necessary for success in the legal profession.

Director	Robin Apodaca	(909) 460-2018	<a href="mailto:rapodaca@laverne.edu">rapodaca@laverne.edu</a>
Associate Director	Akita Mungaray	(909) 460-2017	<a href="mailto:amungaray@laverne.edu">amungaray@laverne.edu</a>
Coordinator	Felicia Rodriguez		<a href="mailto:frdriguez@laverne.edu">frdriguez@laverne.edu</a>

**Center for Academic & Bar Readiness (CABR)**

CABR is a resource to help College of Law students identify and strengthen critical academic and legal skills during law school. CABR counselors are available to counsel students on study skills, outlining and exam techniques. CABR counselors also provide support and guidance to those who find it challenging to adapt to law school. Through its academic and bar readiness programs, the CABR supports and collaborates with students as they develop and enhance the critical skills necessary for achievement in law school, on the bar exam, and in the legal profession.

Assistant Dean	Jendayi Saada	(909) 460-2038	<a href="mailto:jsaada@laverne.edu">jsaada@laverne.edu</a>
Director	Steven Chew	(909) 460-2011	<a href="mailto:schew@laverne.edu">schew@laverne.edu</a>
Assistant Professor	Krista Correa	(909) 460-2059	<a href="mailto:kcorrea@laverne.edu">kcorrea@laverne.edu</a>
Assistant Professor	Sarira Sadeghi	(909) 460-2036	<a href="mailto:ssadeghi@laverne.edu">ssadeghi@laverne.edu</a>
Administrative Assistant	Ally McKenna	(909) 460-2056	<a href="mailto:amckenna@laverne.edu">amckenna@laverne.edu</a>

## STUDENT ORGANIZATIONS

The study of law is challenging, rigorous, and time consuming. While the faculty and administration of La Verne Law believe that a student should spend most of his/her time in studying and learning the law, we also believe that student organizations play an important role in assisting us achieve our mission. We believe that organized student activities are an integral part of the educational program of the law school and these activities provide opportunities for personal and professional growth. The following clubs/organizations are active at La Verne Law:

### **American Constitution Society (ACS)**

The American Constitution Society is a student chapter of The American Constitution Society for Law and Policy. The ACS believes deeply in the importance of law as the mechanism that governs the relationships between and among the individuals and institutions that form our society. Members recognize the direct relationship between legal theory and the broader political debate about the kind of society in which we live. For more information please contact [ACS.club@laverne.edu](mailto:ACS.club@laverne.edu).

### **Armenian Law Society (ALS)**

The Armenian Law Society's express purpose is to further strengthen bonds between law students of Armenian and non-Armenian heritage, to address issues of concern that face people of Armenian descent, both within the United States and abroad, and finally, to provide a springboard for enlightenment on the six-millennia-old Armenian Nation. By educating future members of the legal community, providing forums for thought, discourse and doctrine and actively aiding future jurists in obtaining a greater knowledge of Armenia, the Armenian people, and other legal issues the community faces, has faced, and will continue to face in the future the Armenian Law Society hopes to further those goals. For more information please contact [armenianlawsociety.club@laverne.edu](mailto:armenianlawsociety.club@laverne.edu).

### **Black Law Students Association (BLSA)**

The goal of BLSA is to advance the interests of black law students and other minority law students and to instill in the black attorney and law student a greater awareness of and commitment to the needs of the black community. The La Verne Law chapter is part of a national organization, the National Black Law Students Association, which is the largest student-run organization in America. NBLSA conducts the prestigious Frederick Douglass Moot Court Competition and sponsors the Nelson Mandela Scholarship Program, which annually awards scholarships to black law students. BLSA's activities have included voter registration drives, street law clinics, and a speaker series that addresses issues affecting minority communities. For more information please contact [BLSA.club@laverne.edu](mailto:BLSA.club@laverne.edu).

### **Christian Fellowship (CF)**

The purpose of the Christian Fellowship is to provide a faith-based support system for the community of students and faculty at the University of La Verne who desire "to follow Jesus Christ as Savior and Lord, guided by God's Word in the pursuit of legal excellence for the service of all God's people." For more information please contact [Christianfellowship.club@laverne.edu](mailto:Christianfellowship.club@laverne.edu).



### **Delta Theta Phi Law Fraternity (DTP)**

La Verne Law has an award-winning chapter of Delta Theta Phi, one of the leading professional law fraternities in the world. Membership is open to all students. Information about the fraternity can be obtained from any member of the Delta Theta Phi Law Fraternity. For more information please contact [DTP.club@laverne.edu](mailto:DTP.club@laverne.edu).

### **Journal of Law, Business and Ethics**

The *Journal of Law, Business & Ethics*, is the official publication of the Pacific Southwest Academy of Legal Studies in Business, Inc. It is a double-blind, peer-reviewed interdisciplinary publication issued and distributed in February of each year. The journal is uniquely governed and operated by dual structured editorial board consisting of faculty and students. The faculty board of editors are invited and selected from faculty candidates from around the world, and once selected each are required to serve for a five year evolving term culminating in them serving as the Journal's faculty Editor-In-Chief. Membership on the student editorial board is the result of a selective process board based on background, experience, academic performance and a write-on competition. For more information please contact Dean Marshall, [kmarshall@laverne.edu](mailto:kmarshall@laverne.edu) or Dean H. Randall Rubin, [hrrubin@laverne.edu](mailto:hrrubin@laverne.edu).

### **Latino Law Students Association (LLSA)**

The Latino Law Student Association promotes the academic and professional success of Latinos the University of La Verne, College of Law by providing education, support, and opportunities to facilitate success. Through unity and support, Latinos will thrive as law students and go on to advocate as attorneys on matters of law, justice, and equal opportunity that concern the Latino community. For more information please contact [LLSA.club@laverne.edu](mailto:LLSA.club@laverne.edu)

### **University of La Verne Law Review**

The *University of La Verne Law Review* is the sole scholarly publication of the University of La Verne, College of Law. It is student-run and student-edited. Membership on the *University of La Verne Law Review* is the result of a selective process, based on both grades and successful completion of a write-on competition. Go to <http://law.laverne.edu/law-review/law-review-home/> for more information about the Law Review. For more information please contact Professor Ezra Goldschlager, [egoldschlager@laverne.edu](mailto:egoldschlager@laverne.edu).

### **Phi Alpha Delta Law Fraternity (PAD)**

Phi Alpha Delta Law Fraternity, International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community. Bound together by tradition and our common interest in the law, we share these core values: Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation. For more information please contact [Phialphadelta.club@laverne.edu](mailto:Phialphadelta.club@laverne.edu).

### **Pride Law Alliance (PLA)**

The Pride Law Alliance is a student organized and run group, representing the interests of the lesbian, gay, bisexual, transgender, intersex, questioning, and queer (LGBTIQ) community at the law school. PLA's mission is community, education, and activism. For more information please contact [PLA.club@laverne.edu](mailto:PLA.club@laverne.edu).

### **Public Interest Law Foundation (PILF)**

The goal of the organization is to provide a forum for the discussion of issues of public interest law and aid students in finding jobs and opportunities in public interest law. For more information please contact [PILF.club@laverne.edu](mailto:PILF.club@laverne.edu).

### **Society of Legal Studies and Business (SLSB)**

The organization's mission is to advance the interdisciplinary interests of the law and business programs at the University of La Verne, College of Law. Providing its members with opportunities to better themselves through a network of mutually supportive relationships between members, private organizations, and government agencies creating a community of students and professionals interested in the fields of law, business, and public policy. Scheduled social events provide members with opportunities to meet with distinguished individuals that contribute to the fields of law, business, and public policy and learn from their experiences. In essence, SLSB is about *Creating Value*. For more information please contact [SLSB.club@laverne.edu](mailto:SLSB.club@laverne.edu).

### **Student Bar Association (SBA)**

All students at the College of Law are members of the Student Bar Association (SBA). SBA officers, who direct and oversee various student-initiated activities, are elected annually. Student concerns can be communicated to SBA officers. For more information please contact [SBA.club@laverne.edu](mailto:SBA.club@laverne.edu).

### **Women's Legal Society (WLS)**

The mission of the Women's Legal Society is to provide a forum to address the unique legal issues facing women, provide networking opportunities for law students, promote philanthropy both within the school and our community, and to empower the women law graduates to pursue their career goals, including those not traditionally held by women. For more information please contact [WLS.club@laverne.edu](mailto:WLS.club@laverne.edu)

## **COURT OBSERVATION WEEK**

Court Observation Week is a week-long project that is a mandatory part of the College of Law's curriculum for first year law students. Completion of each day of Court Observation Week is a condition of graduation. In lieu of classes, first year and transfer students attend court observation at the San Bernardino Superior Court in San Bernardino during the last week in January.

Court Observation Week has several learning objectives. One of those objectives is to prepare you for a meaningful learning experience during the Litigation Track. We believe that the courses that comprise the Litigation Track (Criminal Procedure, Evidence & Trial Advocacy) will make more sense to you if you have seen a trial from beginning to end. Second, many of you will participate in Moot Court, Trial Team and/or Advanced Appellate Advocacy courses. Observing a real trial helps you identify and build good lawyering skills. Finally, by watching trial proceedings, you develop a baseline understanding of civil procedure and trial practice skills that are useful after you graduate, pass the bar and enter the practice of law.

## **EXTERNSHIP PROGRAM**

The Externship Program gives upper-division students opportunities with government agencies, public interest organizations, non-profits, and judges to study the legal process through community-based extern positions and to apply the knowledge and skills developed in law school in a practical setting. Externships allow students to perform practice-related activities such as interviewing clients or witnesses, factual investigation, discovery, counseling and negotiating, making court appearances, and legal research and writing.

Students are encouraged to make contact with public interest organizations to secure a position. If a student would like an externship opportunity, but does not have local contacts or ideas about how to proceed, the Director of Career Development & Externships can help.

One credit of externship is equal to 52 hours of work at the placement. In addition to the 52 hours of work, externship students are expected to: 1) complete a number of on-campus classroom sessions where they learn to reflect on their law practice experiences; 2) complete weekly reflective memos where they journal their experiences in an ongoing communication with the Director of Clinical Programs & Professor of Law at La Verne Law; 3) complete a goals memo detailing what they hope to achieve with their placement; 4) conduct a mid-semester review of their performance; 5) write a self-evaluation upon the completion of their work; and finally, 6) assure that the supervising attorney at their placement completes a comprehensive evaluation of their work performance and certification of their hours worked.

If students have questions regarding appropriate externships or how to successfully complete the program, they should contact the Director of Career Development & Externships, Robin Apodaca, [rapodaca@laverne.edu](mailto:rapodaca@laverne.edu), or Professor Diane Uchimiya, [duchimiya@laverne.edu](mailto:duchimiya@laverne.edu), Director of Clinical Programs.

## **ACADEMIC ACTIVITIES**

### **Board of Advocates**

One component of La Verne Law's practice-ready commitment to its graduates is the Board of Advocates, the umbrella organization for the school's advocacy competition teams. The Board of Advocates consists of the Mock Trial Competition Teams, the Moot Court Competition Teams, and the ADR Competition Teams. In each of these divisions, students can showcase their exceptional advocacy skills by competing against other nationally ranked law schools. Competition teams also provide students with advanced advocacy skills, mentorship, and networking possibilities that can lead to strong ties to the legal community.

Students are selected for all three divisions at the conclusion of tryouts, which are typically held in the spring with a secondary and more limited tryout opportunity in the fall. Students must maintain a GPA of 2.3 or higher to be eligible. Please contact Professor Krista Correa, [kcorrea@laverne.edu](mailto:kcorrea@laverne.edu), for more information.

### **Moot Court Competition Teams**

The Moot Court Competition Teams consist of students who have demonstrated their excellence in written and oral advocacy and are looking to improve further by representing the school at outside competitions. The teams are primarily coached by Professor Dean McVay, a highly experienced litigator and moot court advisor who has led the teams to many victories. As members of a moot court team, students have the opportunity to work closely with other experienced attorneys as well and to hone their brief writing and oral advocacy skills. La Verne Law students participate, and excel, in several moot court competitions each year. In recent years, students have competed in the National Criminal Procedure Tournament, the National Entertainment Law Moot Court Competition, the Thomas Tang National Moot Court Competition, the Frederick Douglass Moot Court Competition, the Williams Institute Moot Court Competition, and the Uvaldo Herrera National Moot Court Competition. Please contact Professor Correa, [kcorrea@lavernelaw.edu](mailto:kcorrea@lavernelaw.edu), for more information.

### **Mock Trial Competition Teams**

The Mock Trial Competition Teams consist of a select group of students who participate in a for-credit program that prepares them to be successful trial attorneys. The teams are primarily coached by Professor Justin Crocker, who uses his experience as a District Attorney to help students learn the intricacies of trial work. In addition, many members of the College of Law legal community including sitting judges, defense attorneys, and prosecutors work with the student competitors. Team members learn evidence, trial planning, effective examinations, and persuasive oral argument skills while preparing a case file for trial. Each team of students prepares motions in limine, opening statements, direct and cross examinations, and closing arguments for either a civil or criminal case that is showcased over a weekend of head-to-head competitions. In recent years, students have competed in the San Diego Defense Lawyers' Mock Trial Competition, the CACJ's National Criminal Trial Advocacy Competition, and the Texas Young Lawyers' National Trial Competition. Please contact Professor Correa, [kcorrea@lavernelaw.edu](mailto:kcorrea@lavernelaw.edu), for more information.

### **Alternative Dispute Resolution (ADR) Competition Teams**

The ADR Competition teams consist of students chosen for their ability to resolve a dispute outside the courtroom, via mediation and/or negotiation. The teams are primarily led by Professor Susan Exon, with the assistance of skilled mediators and negotiators. The teams participate in competitions designed to develop their skills in the growing field of dispute resolution. In recent years, students have competed in the ABA Negotiations Competition and ABA Representation in Mediation Competition. Please contact Professor Correa, [kcorrea@lavernelaw.edu](mailto:kcorrea@lavernelaw.edu), for more information.

## Disability Rights Legal Center Clinic (DRLC)

Los Angeles-based Disability Rights Legal Center (DRLC) opened an Inland Empire clinic on the campus of La Verne College of Law in Spring 2007. La Verne Law students participating in DRLC's clinic address some of the most extreme problems for people with disabilities in the Inland Empire by providing services in the following projects: the Education Advocacy Project (EAP), the Civil Rights Litigation Project, and the Community Advocacy Program (CAP). These services are provided free of charge for low income families.

**EAP**: Through EAP, students provide representation in special education proceedings on behalf of parents of children with disabilities. Students participate in every aspect of the case, which may include case planning, client interviews and meetings, individualized education program (IEP) meetings, section 504 meetings, mediations, and due process hearings.

**Civil Rights Litigation Project**: The Civil Rights Litigation Project provides representation for low-income individuals with disabilities facing discrimination. This can include representation in large class actions as well as in smaller, individual instances of discrimination. Students may participate in client interviews, mediations, negotiations, hearings, trials, and appeals; conduct legal and factual research (including site visits); and, draft written discovery, memoranda, complaints, briefs, and amicus submissions.

**CAP**: Through CAP, our students interview callers seeking representation or services from DRLC. Students are charged with gathering pertinent information such that DRLC can evaluate whether there is a viable legal claim.

This clinic is available for 3 - 6 units; 52 hours must be completed for each unit. Students are required to attend regular weekly meetings with DRLC staff and occasional joint classes with the Justice and Immigration Clinic. Students set their own weekly work schedule, which must be completed between regular business hours (8a.m. to 6:30 p.m.).

To learn more about the Disability Rights Legal Center Clinic, you may contact Elizabeth Eubanks at (909) 460-2034 or [elizabeth.eubanks@drlcenter.org](mailto:elizabeth.eubanks@drlcenter.org). You may also visit the DRLC website at [drlcenter.org](http://drlcenter.org).

## **STUDENT COMMUNICATION**

Email is the primary mode of communication with students. Students are given an @laverne.edu email account upon enrolling at La Verne Law. All students are **required to check this email account regularly** as it is used for all official email communication. Messages sent from addresses that are not on record will not be given confidential information.

## **STUDENT ATTENDANCE**

Regular class attendance is required and there are no excused absences. Regardless of reason, missing more than 20% of a class results in the automatic exclusion of the student from the class, and in some circumstances, a failing grade. Although attendance records are maintained by the Registrar's Office, students are encouraged to track their own absences. Professors have the discretion to mark students who are unprepared absent from the class; additionally, failure to be punctual to a class may constitute an absence.

## **STUDENT LOCKERS**

Each law student is entitled to the use of one individual on-campus locker at no charge. Lockers are assigned randomly and may be requested by contacting Faculty Support staff.

## **FACULTY ADVISOR**

Full-time faculty hold regular office hours and part-time faculty make themselves available for office hours as well. Students are encouraged to meet with their faculty advisors often. After the first year of study, faculty advisors may be of assistance in scheduling required courses and selecting electives. You may also meet with the Director of Student Affairs.

## **PRO BONO AND PUBLIC SERVICE**

La Verne Law encourages students to engage in pro bono and public service activities throughout their law school career since service is an integral part of being an attorney. Students who volunteer the required number of hours are recognized at the graduate brunch for their commitment. The Director of Student Affairs oversees the public service component. Pro Bono hours must meet the following criteria:

- The work must be "For the Public Good"
- The hours must be supervised by an attorney
- You must not have received credit or any form of pay for the hours
- The work must have served clients with modest means

## **FACULTY SUPPORT**

The law faculty is both collectively and individually committed to the success of each student admitted to the College of Law. Towards that end, most faculty members conduct sessions outside of the scheduled classroom times that are designed to facilitate the learning process. Based on the discretion of individual professors, such sessions may include online problem solving or dialogue, small group study sessions, individual support meetings, and individual or group writing/exam analysis.

## COMMENCEMENT

A graduating class consists of those graduates who earn their degrees in December and May of the same academic year. The academic year begins with the fall term and ends with the spring term. Students who graduate in July at the end of the Summer Session are included with the following class year, even though they may have been permitted to participate in the current year Commencement. The Commencement Ceremony is held each May. All graduates are encouraged to participate in this meaningful ceremony.

To be considered a candidate for graduation, students must complete a Graduation Application and submit it to the College of Law Registrar's Office. Students must be in good academic standing and have satisfied all financial obligations to the University of La Verne to be eligible to graduate and participate in Commencement.

Completing the Graduation Application and paying the Graduation Fee allows the Registrar's Office to request the Juris Doctor diploma and ensures that the student will receive mailings and email updates regarding graduation. Students planning to graduate must submit the completed graduation application form and graduation fee whether or not they plan to participate in Commencement. Also, completing the form and paying the fee does not include regalia rental, which is a separate process.

Graduates do not receive their diplomas on the day of Commencement. The Registrar mails (or holds for pick up) diplomas to graduates after certifying that all degree requirements have been completed and all tuition and fees have been paid. Because a contracted vendor prepares the diplomas, graduates often do not receive them until several months after their graduation date.

## GRADUATION STOLES AND CORDS POLICY

Any student who earns academic honors (*cum laude*, *magna cum laude*, or *summa cum laude*), is recognized for achievement through selection to the Law Review or a College of Law sponsored traveling competition team, or earns recognition for working the required pro bono and public service hours, may wear at commencement the cords that recognize these achievements.

In addition, a student who was an active member of a recognized College Of Law student club or organization (including, but not limited to legal fraternities), and who is certified by the current President of that student club or organization to have been an active member of that organization during the year prior to commencement, may wear at commencement a cord or other suitable graduation paraphernalia representing that organization.

A student who earns recognition from their College of Law club or organization for a specific achievement or holding an elected office and is given a stole to wear in recognition of this achievement may wear the stole in lieu of their Club or organization cord. Multiple cords and stoles may be worn at commencement.

## STATE BAR REGULATIONS

Students must register as a law student with the state bar *and have their application approved* before filing any other applications with the state. You will not be able to complete your moral character or bar exam applications, or apply for the State Bar of California's Practical Training of Law Students (PTLS) program, until after your bar registration application is approved. Note, “you must have an approved Registration on file within 10 days of submitting your examination application [, or] your examination application will be terminated.”

[https://www.calbarxap.com/applications/calbar/California\\_Bar\\_Registration/](https://www.calbarxap.com/applications/calbar/California_Bar_Registration/).

It is HIGHLY recommended that students register at the beginning of their second semester of law school. Students can find additional registration information at <https://www.calbarxap.com/>.

## SECURITY AND LOST AND FOUND

Students with a security problem, including lost or stolen articles, should contact the security guard in the first floor by dialing “2099” from a campus phone or (909) 460-2099 from an outside phone.

As a courtesy, after dark the College of Law security guard on duty may, upon request from a student, accompany the student to his/her vehicle parked in the parking lot.

The Security Guard Desk, located in the first floor lobby of La Verne Law’s building, is the central location for La Verne Law’s lost and found service. Hours of operation coincide with facility hours of the College of Law.

### LOST AND FOUND POLICY AND PROCEDURES:

1. All lost items found throughout the College of Law building should be brought to the Security Guard Desk as soon as possible.
2. When turned in, all items regardless of value (e.g., wallets, purses, keys, backpacks, electronic devices, notebooks, articles of clothing, books, umbrellas, etc.) will be immediately logged into the Lost and Found log book by the Security Guard on duty.
3. The items will be stored in a locked cabinet. If the lost and found item includes any identifying information, the Security Guard will attempt to contact the owner directly.
4. After a week, unclaimed student ID’s will be forwarded to the Registrar’s office located in the second floor (Room 210) for disposition. Other unclaimed ID’s such as driver’s licenses or state ID’s will be destroyed after one week.
5. To ensure that lost items are returned to the rightful owners, persons claiming items will be asked to describe the items and to provide identification. Claimants must sign for items and include their student ID/photo identification information before the items will be released to them.
6. Items in the Lost and Found cabinet that are not claimed by the end of each semester will be donated to a local charity or disposed of at the sole discretion of the College of Law.



## STUDENT ORGANIZATION POLICY

The study of law is challenging, rigorous, and time consuming. While the Faculty and Administration of La Verne Law believe that a student should spend most of his/her time in studying and learning the law, we also believe that student organizations play an important role in assisting us achieve our Mission. We believe that organized student activities are an integral part of the educational program of the law school and these activities provide opportunities for personal and professional growth. **Student funds may not be used to purchase alcohol.**

### I. CRITERIA FOR RECOGNITION OF STUDENT ORGANIZATIONS

A. Purpose of the Organization: The organization's purpose must be related to the academic, social, or community service missions of the college and university. Recognized organizations must comply with all college/university policies, regulations, and local, state, and federal laws.

B. General Expectations and Responsibilities: Students and recognized student organizations are expected to show respect for the rights of others and to conduct themselves in accordance with University, College, and professional standards of behavior, as well as the **mission, vision, and values** of the University and the College of Law.

C. Membership/Participation: Membership and participation in a recognized organization is limited to currently enrolled students in the law school who are in good academic standing. Recognized organizations may not discriminate on the basis of race, color, gender, religion, age, sexual orientation, marital status, disability, or national or ethnic origin in their membership. A new organization must have at least ten (10) members and a continuing organization must have at least (7) seven members.

D. Provisional Recognition of Student Interest Groups: If a new organization does not meet the ten (10) member threshold, this organization will be provisionally recognized as a student interest group and be given one semester to build its membership and contribute significantly to the College of Law community. Student Interest Groups (SIGs) are restricted to only community service/pro-bono or social justice education programming. If after a period of one semester a SIG has not increased its membership to ten (10) members, then the group will no longer be recognized.

E. Affiliations: An organization that seeks recognition may be affiliated with a national, state, or regional organization.

1. The recognized organization must have, and maintain, active control over the operation and activities of its chapter.
2. The organization may be recognized if it is not an agent for an off-campus group and if the organization's major or sole purpose is not to support the off-campus group's access to the law school's facilities, equipment, and resources.
3. A recognized organization may not affiliate with another organization that requires a specific position or practice in conflict with any law school or University regulation or any local, state, or federal laws.

F. Required Submissions: A new organization must submit all required documents and information as outlined in this policy.

## **II. RECOGNITION PROCEDURE**

A. Students who wish to have an organization recognized must submit the following to the Office of Student Affairs:

1. Constitution and Bylaws, with provisions for:
  - The official name of the organization;
  - A detailed declaration of purpose(s)/goals;
  - The criteria for voting membership;
  - The duties and privileges of membership;
  - The frequency of meetings;
  - The officers, their duties, and authority;
  - Executive Cabinet Officers must be an enrolled student at the COL for the entirety of the elected term/academic year and may hold only one (1) officer position within the COL;
  - Selection and removal of officers;
  - Organization's decision-making (including a definition of quorum, the procedures for expenditures, and the procedures for payment of debts);
  - The procedure for establishing committees and their authority;
  - An amendment process;
  - A faculty advisor (all organizations must have a law faculty advisor on record);
  - Dispersal of funds and assets if the organization ceases to exist.
2. Student Club/Organization Faculty/Staff Advisor Agreement
3. Student Organization Officers and Advisor Form
4. Student Clubs/Organizations Membership Roster (new organizations must have at least 10 members)
5. Organization's mission and vision statements (COL specific)
6. Completed Accounts Payable Signature Authorization Form
7. Biannual Reporting with supporting documents (calendar of events, Pre/Post Evaluation, accounting statement, etc.)
8. Other relevant information (i.e. parent organization information)

B. In addition to the documents enumerated in II.A the Director of Student Affairs may request other information and documents regarding the operation of the organization.

## **III. PRIVILEGES AND RESPONSIBILITIES**

A. College recognition is a privilege granted to student organizations. Recognition will entitle an organization to the following:

1. Use of the law school's facilities, services, and resources according to established policies.
2. Participation in law school activities (e.g. Student Enrollment Days, New and Continuing Student Orientation, and Commencement).
3. Inclusion in law school catalogs and its website.

B. Recognized student organizations must:

1. Comply with all law school and University rules and regulations and all local, state, and federal laws.
2. Provide programs and activities that will contribute to the College of Law and the University's mission, vision and values. Each year recognized student organizations must do at least: one (1) community building program, one (1) social justice education program and one (1) community service/pro-bono activity or event to remain in good standing as an organization.
3. Executive cabinet officers (President, Vice President, Treasurer, and Secretary) must be an enrolled student at the COL for the entirety of their elected term/academic year. The only exception to this is if the constitution/by-laws for the club or organization allows for the election of co-executive officers, where one officer stays on for the entirety of the elected term/academic year.
4. Executive Cabinet Officers may hold only one (1) officer position within the COL.
5. Inform the office of Student Affairs in writing of any substantial changes in its organization within a reasonable time after the change occurs. Examples of "substantial changes" include amendments to the organization's constitution and/or bylaws, changes in officers and/or advisor, or membership numbers fall below seven (7) students.
6. If membership of a recognized student organization falls below seven (7) students in any given semester, or does not meet the student programming the organization will be provisionally recognized for a period of one additional semester. After one semester of provisional recognition the organization must increase its membership to the ten (10) member threshold or it will be designated as a Student Interest Group (SIG). After a currently recognized student organization is designated as a SIG that organization will be allowed one semester of SIG status before being dissolved.
7. Complete the **Student Club/Organization Checklist** and email the checklist, with supporting documentation, to **Student Affairs** *prior* to the start of each academic year.
8. Complete the **Student Club/Organization Biannual Reporting Checklist** and email supporting documentation to **Student Affairs** *prior* to the start of fall and spring semester.

#### IV. REPORTS

A. In order for organizations to be recognized by the COL they must complete the Student Club/Organization Checklist and email the checklist with all supporting documentation to **Student Affairs**.

1. The **Student Club/Organization Checklist** contains:
  - Constitution and Bylaws with specific provisions as listed
  - **Students Club/Organization Faculty/Staff Advisor Agreement**
  - **Student Organization officers and Advisor Form**
  - **Students Club/Organization Membership Roster**
  - **Accounts Payable Signature Authorization Form**
  - **Biannual Reporting**
  - Organization's mission and vision statements
  - Other relevant information (i.e. parent organization information)
2. Continuing organizations must have these requirements completed and emailed *before* the start of the Fall Semester to be recognized as active for the coming academic year.

3. New organizations must have these requirements completed and emailed before the start of the semester in which they wish to be active.

B. Continuing student organizations are required to complete their Biannual Reporting and email the Student Club/Organization **Biannual Reporting Checklist** with required documents prior to the start of the fall and spring semester. This contains:

1. Updated **Membership Roster Form** (if applicable);
2. Calendar of events held over the previous semester;
3. **Student Organization Pro Bono & Community Service Time Log**;
4. **Event Pre/Post Evaluation** forms for large events held over the semester (2 forms for each event)
5. Results of elections;
6. Accounting Statement;
7. and planned activities for the upcoming semester/year.

#### **V. SUSPENSION, TERMINATION, REDISIGNATION OF RECOGNITION**

A. Recognition of a student organization may be suspended, terminated or re-designated because:

1. The organization ceases to abide by its approved constitution and bylaws.
2. Failure of the organization and/or its members to fulfill its responsibilities and obligations.
3. Violation of Policies and Procedures regarding calendaring, room reservation, facilities, etc.
4. Membership falls below seven (7) students.

B. Depending on the circumstances, the Director of Student Affairs may impose sanctions, other than suspension or termination, on the student organization.

#### **VI. APPEALS**

Decisions regarding student organizations may be appealed to the Judicial Board. Their decision shall be final.

## CALENDARING EVENTS AND POSTER POLICIES

(Effective September 19, 2016)

### INTRODUCTION

The La Verne Law campus is a professional institution and environment. As such we are diligent in making sure the events we hold are well planned and that the esthetics of our environment is professional at all times. To help in keeping an organized and professional environment La Verne Law has adopted the following processes and procedures.

### I. EVENT AND CALENDAR REQUEST (ECR) FORM

A. Use this **form** to:

1. Reserve a classroom or location.
2. Add the event to La Verne Law's Master Calendar (**EMS**).
3. Add the event to the E-Poster calendar of events.
4. Add the event to the **events calendar** on the La Verne Law website.
5. Add the event to The Docket, a weekly publication that is sent out to all La Verne Law students, faculty, and staff.

B. The ECR Form is a fillable PDF that must be filled out using Adobe Acrobat reader and **electronically** submitted at least 6 weeks before your event.

C. Completed forms are to be submitted via email.

1. Student clubs and organizations must:

- i. Confirm that the event time and date are available on the **EMS** calendar.
- ii. Have their President AND advisor electronically sign the ECR Form.
- iii. Email the completed form to **Jennifer Perez**, Coordinator of Student Affairs.

2. All other parties must:

- i. Confirm that the event time and date are available on the **EMS** calendar.
- ii. Submit their form to **Cherice Sirna**, Administrative Assistant in the Registrar's office.

3. You will receive confirmation of your submission within two business days of submitting the request.

### II. POSTER POLICY

A. All paper posters must be approved and stamped by **Student Affairs** prior to being posted.

1. Posters, flyers about events, announcements and notices may **not** be placed on the bulletin boards outside of the classroom, unless they are related to a particular class being held in that classroom.

2. Approved poster locations are:

- i. In the bathrooms- one (1) poster per stall/urinal per organization/event.
- ii. The bulletin board outside the Student Lounge- one (1) poster per event.
- iii. On the Student Organization's bulletin board.

2. Poster posting and removing

- i. Posters placed in the bathroom may be posted one (1) week prior to the event.

- ii. Posters placed on the bulletin board outside the Student Lounge may be posted one (1) month prior to the event.
  - iii. Posters placed on each Student Organization's bulletin board may be placed at the organizations discretion.
  - iv. ALL posters must be removed the day after the event has taken place.
3. Welcome signs for special visitors may be placed in the Lobby on the date the visitor arrives at the COL.

#### B. E-Poster Process

1. Student clubs or organizations must first send their E-Poster to **Student Affairs** for approval before being posted.
2. All other E-Poster submissions can be sent directly to **Lisa Oropeza**.

#### C. Requirements for documents to be posted in the E-Poster System:

1. The following requirements must be followed for digital imagery to be posted on the E-Posters in the College of Law:
  - Image format must be **high quality JPEG or PNG**. No TIFF or BMP files will be accepted.
  - All images must be submitted in two formats: one with 1080 x 1920 pixels in size at 120ppi and the other with 1080 x 1800 pixels in size at 120ppi.
  - Absolutely no artifacts from low quality images will be allowed.
  - Background colors should be black (RGB palette 0, 0, 0), white (RGB palette 255, 255, 255), green (RGB palette 0, 72, 17), grey (RGB palette 122, 122, 122), or cream (RGB palette 248, 245, 236).
  - All images must be created on the size required and may not be stretched to fit the frame.
  - No borders that cut the screen into frames (i.e., borders on a square shaped flyer pasted onto a rectangle background)
  - No font smaller than 18pt.
  - Color palette should be easy to read.
  - Font style should be easy to read quickly and from a distance.
  - Proper spelling and grammar is required.
  - Proper use of any University of La Verne symbols, logos, and phrasing is required as designated by **style manual**.
  - Official College of Law logos may be obtained through the Dean of Students office.
  - Abbreviations and time designations should be consistent throughout the image (i.e., 10:00 a.m. to 1p is incorrect; 10:00 a.m. to 1:00 p.m. is correct)
  - Information should include: the name of the group holding the event, what the event is for, when the event takes place, where the event takes place, contact information, whether or not attendance and/or RSVP is required, and any further details regarding attendance to the event.

## **STUDENT COMPLAINT POLICY AND PROCEDURES**

The University of La Verne takes complaints and concerns regarding the institution very seriously. If a student has a complaint regarding the University or one of its schools, the student may present a complaint or grievance according to the applicable policies and procedures found in the University of La Verne Catalog.

A student who has a complaint concerning academic program quality and/or accrediting standards (including complaints that the University has violated state consumer protection laws) is invited to contact the Office of the Provost at [provost@laverne.edu](mailto:provost@laverne.edu) or (909) 448-4748.

An individual may also contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**Telephone: (916) 431-6924**  
**FAX: (916) 263-1897**  
**Website: [bppe.ca.gov](http://bppe.ca.gov)**

The Bureau accepts all types of complaints related to the University, and may refer any complaint it receives including complaints related to institutional policies or procedures, or both, to the University, an accrediting agency, or another appropriate entity for resolution. More information concerning the Bureaus' complaint procedure can be found at: [bppe.ca.gov/enforcement/faqs.shtml](http://bppe.ca.gov/enforcement/faqs.shtml) and [bppe.ca.gov/enforcement/complaint.shtml](http://bppe.ca.gov/enforcement/complaint.shtml).

The University has provided this information in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34 §600.9, and the California Education Code §94874.9.

## COLLEGE OF LAW STUDENTS

Any student at La Verne Law wishing to bring a formal complaint to College Of Law administration of a significant problem directly implicating La Verne Law program of legal education and its compliance with ABA Standard 510 should do the following:

1. Submit the complaint in writing Dean of the Law school via email.
2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).
3. The writing must provide the name, official law school e-mail address, and a street address of the complaining student, for further communication about the complaint.
4. The administrator to whom the complaint is submitted will acknowledge the complaint within five (5) business days of receipt of the written complaint.
5. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
6. Appeals regarding decisions on complaints may be taken to the Provost at [provost@laverne.edu](mailto:provost@laverne.edu). Any decision made on appeal by the Provost shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of eight years from the date of final resolution of the complaint.

ABA Standard 510, Student Complaints Implicating Compliance with the Standards, may be found at:

[http://www.americanbar.org/content/dam/aba/publications/misc/legal\\_education/Standards/2015\\_2016\\_chapter\\_5.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2015_2016_chapter_5.authcheckdam.pdf)