

**2023-2024 STATE BAR OF CALIFORNIA  
APPROVED AND ACCREDITED  
PROGRAM OF LEGAL EDUCATION  
STUDENT HANDBOOK**

## **SENIOR ADMINISTRATION**

Kevin Marshall	Dean & Professor of Law
Krystal Rodriguez-Campos	Associate Dean, Academic Affairs
Evelyn De Anda	Registrar & Director of Academic Affairs
Kelly Fragiacomio	Director, Student Services and Interim Director Career Development
Jennifer Argueta	Branch Manager, Law Library

## **WELCOME**

Welcome to the University of La Verne College of Law and Public Service (CLPS). 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 CLPS. It contains academic information as well as information about support services and student life at the CLPS. The handbook will answer questions you may have while you are a member of the University community. Please take the time to familiarize yourself with the handbook contents.

## **ACCREDITATION**

The University of La Verne College of Law and Public Service is approved and accredited by the California Committee of Bar Examiners for the State Bar of California. The California Accreditation Rule and Standards are located on the California State Bar Website at:

<http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Rules/Rules-of-the-State-Bar/Title-4-Admissions-and-Educational-Standards>. <http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Rules/Rules-of-the-State-Bar/Title-4-Admissions-and-Educational-Standards>.

All enrolled law students will have the opportunity to earn a JD and graduate from a school that is approved and accredited exclusively by the State Bar of California. Study at, or graduation from the University of La Verne College of Law and Public Service may not qualify a law student to take the bar examination or be admitted to practice law in jurisdictions other than California. A law student who intends to seek admission to practice outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements. [See [Title 4. Admissions and Educational Standards, Division 2. Accredited Law School Rule 2.3\(D\) Required Disclosures](#)].

Credits earned in non-JD courses will not qualify a student to take a bar exam or be eligible to be admitted to practice law in California or any other jurisdiction.

The University of La Verne is accredited by the Senior College Commission of the [Western Association of Schools and Colleges](#) (WASC), a regional accrediting agency recognized by the U.S. Department of Education as certifying institutional eligibility for federal funding in a number of programs, including student access to federal financial aid. Through its work of peer review, based on standards agreed to by the membership, the Commission encourages continuous institutional improvement and assures the membership and its constituencies, including the public, that accredited institutions are fulfilling their missions in service to their students and the public good.

## **MANUAL OF ACADEMIC POLICIES AND PROCEDURES (MAPP)**

[The Manual of Academic Policies and Procedures \(MAPP\)](#) is the official statement of the University of La Verne College of Law and Public Service policies. The handbook serves as a secondary reference for questions that 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.

**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 and Public Service 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 and Public Service 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

The College of Law and Public Service 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 College of Law and Public Service at the University of La Verne provides a synergistic approach to educating professionals in the fields of law and public service. The college places emphasis on the importance of good governance, effective public service, professional public management and leadership, and the observance of the rule of law. It is in the intersectionality of these two disciplines that we find multiple venues for the professionalization of government and the education of lawyers with an affinity for public service.

### CORE VALUES

#### University Values:

**Ethical Reasoning:** The University of La Verne affirms a value system that actively supports peace with justice, respect of individuals and humanity, and the health of the planet and its people. Students are reflective about personal, professional, and societal values that support professional and social responsibility.

**Diversity and Inclusivity:** The University supports a diverse and inclusive environment where students recognize and benefit from the life experiences and viewpoints of other students, faculty, and staff.

**Lifelong Learning:** The University promotes intellectual curiosity and the importance of lifelong learning. It teaches students how to learn, to think critically, to be capable of original research, and to access and integrate information to prepare them for continued personal and professional growth.

**Community and Civic Engagement:** The University asserts a commitment to improving and enhancing local, regional, and global communities. <https://laverne.edu/2025-vision/vision-mission/>.

**The College of Law and Public Service 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.

## **THE UNIVERSITY OF LA VERNE COLLEGE OF LAW AND PUBLIC SERVICE**

Welcome to the College of Law and Public Service—our institution is dedicated to fostering the next generation of legal and public service professionals. Our college is a vibrant and forward-thinking academic community that combines excellence in legal education with a strong commitment to educating public servants and serving the public interest.

Located in downtown Ontario, CA our college is renowned for its exceptional faculty, diverse student body, and comprehensive curriculum. Our faculty comprises distinguished legal scholars, public policy/public administration academicians, and experienced practitioners who bring real-world insights into the classroom. They are not only committed to delivering top-notch discipline specific education but also instilling a sense of responsibility towards public service and social justice in our students.

At the College of Law and Public Service, we believe that legal education goes beyond just learning the intricacies of the discipline. We strive to create an environment that encourages critical thinking, ethical decision-making, and a deep understanding of the impact law and public service have on society. Our interdisciplinary approach allows students to explore various perspectives and develop well-rounded skills that will serve them well in their future careers.

One of the hallmarks of our college is our strong emphasis on public service. We believe that lawyers and public servants have a vital role to play in advancing the greater good and addressing pressing societal challenges. Through clinics, externships, internships, and pro bono opportunities, we offer our students hands-on experiences to engage with real cases, real world applications and the tools to make a positive impact on their communities from day one.

The College of Law and Public Service also takes pride in its strong alumni network. Our graduates have made significant contributions to the legal profession and public service sector, holding positions in government, non-profit organizations, international agencies, and private practice.

Beyond academics, our college offers a vibrant campus life with numerous student organizations, events, and moot court competitions that provide ample opportunities for personal and professional growth. We value diversity, equity, and inclusion and are committed to creating a supportive and inclusive learning environment for all students.

Whether you aspire to become a skilled attorney, an advocate for social justice, a policy expert, or a public servant, the College of Law and Public Service is the ideal place to launch your career and leave a lasting impact on the world. Join us in our journey to make a difference and shape a more just and equitable society for all.

## **UNIVERSITY POLICIES AND PROCEDURES**

The University of La Verne and College of Law and Public Service are committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse.

The Code of Student Conduct exists to protect the interests of the community and to challenge those whose behavior is not in accordance with university policies. 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 of La Verne and the CLPS 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 [Non-Discrimination Policy](#) for further information concerning discrimination and harassment.

College of Law and Public Service law students will follow the same “Manual of Academic Policies and Procedures”, “Code of Student Conduct” and “University Policies” as outlined in this document. Cases of Social Misconduct will be referred to the Office of Student Services for an administrative review process.

Professionalism is an integral part of the legal profession. Students at the College of Law and Public Service are required to take an Oath of Professionalism at orientation, prior to commencing their educational program. Students must abide by this oath throughout their education. A copy of the professionalism oath is attached to this handbook.

To maintain a professional environment conducive to learning and student safety, students' minor children are not allowed in the CLPS building, unless expressly authorized by administration. Any CLPS guests must register at the front desk with security.

**College of Law and Public Service Manual of Academic Policies and Procedures (Code of Conduct):**

[Cal-Bar-MAPP-August-2023.pdf \(laverne.edu\)](#)

**University of La Verne Student Conduct:** <https://laverne.edu/student-affairs/student-conduct/>

**Emergency Procedures:** <https://myportal.laverne.edu/web/campus-safety/emergency/procedures>

**Non-Discrimination Policy:** <https://law.laverne.edu/discrimination/>

**Title IX:** <https://laverne.edu/title-ix/>

**University Policies:** <https://laverne.edu/policies/>

## **STUDENT RESOURCES**

### **Accessibility Services**

The Accessibility Services Department has been designated by the University of La Verne to ensure access for all students with disabilities to all academic programs and university resources. Types of disabilities include medical, physical, psychological, attention-deficit, and/or learning disabilities, and reasonable accommodations are provided to minimize the effects of a student's disability and to maximize their potential for success.

The mission of Accessibility Services is to collaborate with students and campus partners in creating an equitable and inclusive educational experience for students with disabilities. Accessibility Services is committed to assuring that all students are able to fully participate in the University's curricular and co-curricular programs. We emphasize growth and individual achievement and address this goal through the provision of academic accommodations, support services, self-advocacy, skill training, and disability-related educational programming for the university community. In order to obtain services from Accessibility Services, a student must submit appropriate documentation of their disability from a qualified professional (i.e. a psychiatrist, psychologist, and/or physician). The Director of Accessibility Services will provide information on the types of documentation required and referrals to qualified professionals upon request.

The information and accommodations packet and process are located at the following link:

[https://cm.maxient.com/reportingform.php?UnivofLaVerne&layout\\_id=30](https://cm.maxient.com/reportingform.php?UnivofLaVerne&layout_id=30).

Please note that all accommodations requests are processed through the University's Office of Accessibility Services, subject to the condition that the accommodation does not change the essential nature of the JD educational program. Students requesting accommodations for the California bar exam must file a request with the State Bar of California, in accordance with its admissions rules. [Requesting Testing Accommodations \(ca.gov\)](#).

## **Contact**

[accessibilityservices@laverne.edu](mailto:accessibilityservices@laverne.edu)

(909) 448-4938

2150 1st Street

La Verne, CA 91750

## **Career Development & Externships Office**

The Career Development & Externships Office offers 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. 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. 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.

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 contact 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 Office of Career Development & Externships can assist.

One credit of externship is equal to 45 hours of work at the placement. In addition to the 45 hours of work, externship students are expected to: 1) complete several on-campus classrooms 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 Externship Faculty Supervisor; 3) complete a goals memo detailing what they hope to achieve with their placement; 4) conduct a mid-semester review of their performance; 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.

The University of La Verne and Public Service's active memberships with local bar associations provide students and alumni with additional networking opportunities and career resources necessary for success in the legal profession.

## **Contact**

Jonathan Ibanez, Externship Faculty Supervisor

[jibanez@laverne.edu](mailto:jibanez@laverne.edu)

[lawexternships@laverne.edu](mailto:lawexternships@laverne.edu)

Kelly Fragiacomio, Director of Student Services  
[kfragiacomio@laverne.edu](mailto:kfragiacomio@laverne.edu)  
[lawcareers@laverne.edu](mailto:lawcareers@laverne.edu)

## **Counseling and Psychological Services (CAPS)**

The mission of [CAPS](#) is to educate and to promote personal growth and psychological well-being for students at the University of La Verne. CAPS provides a full range of counseling services designed to aid each person to achieve his or her full human potential. All services are free to College of Law and Public Service students. CAPS is located on the second floor of the Hoover Building at the University of La Verne campus. CAPS is currently offering in-person and video appointments. Hours are Monday – Friday, 9 am – 5 pm. Call (909) 448-4105 or email [CAPS@laverne.edu](mailto:CAPS@laverne.edu) to schedule an appointment.

If you are in crisis, call the National Suicide Prevention Lifeline at **9-8-8** or **1-800-273-8255** or text **TALK to the Crisis Text Line at 741741**. If case of a life-threatening emergency, please call **9-1-1**.

### **Contact**

[caps@laverne.edu](mailto:caps@laverne.edu)  
2215 E Street, La Verne, 91750  
(909) 448-4105

## **OFFICE OF THE REGISTRAR**

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

### **Contact**

Evelyn DeAnda, Registrar & Director of Academic Affairs  
[edeanda@laverne.edu](mailto:edeanda@laverne.edu), (909) 460 -2060  
[lawreg@laverne.edu](mailto:lawreg@laverne.edu)

Cherice Sirna, Assistant Registrar  
[csirna@laverne.edu](mailto:csirna@laverne.edu), (909) 460-2012

## **Office of Student Affairs**

[The Office of Student Affairs'](#) mission is to provide holistic support for students to enhance the quality of their University of La Verne College of Law and Public Service experience.

The Student Affairs department at La Verne Law strives to create an environment that is student centered and promotes holistic growth for each and every student through programing, activities, and partnerships. By collaborating with other departments, curriculum and co-curriculum, we endeavor to promote student learning and development that is both purposeful and contributes to student success inside and outside of the classroom. Our Values include: community, tradition, service, social justice, diversity, inclusivity, belonging leadership, holistic wellness.

The Office of Student Services serves as the principal liaison for students with the administration



and provides student support and resources throughout the law school experience. The Office of Student Services oversees the following programs and activities: new student orientation, student clubs and organizations, The Docket, Student Code of Conduct, ceremonies, commencement and institutional events. This office is also the liaison between the College of Law and Public Services Title IX, and Accessibility Services. Our doors are always open for students to come by and visit. The Office of Student Affairs looks forward to supporting you.

### **College of Law Student Organizations**

The College of Law and Public Service offers students numerous opportunities to become involved in extracurricular activities to support student engagement, diversity, inclusivity & belonging initiatives, wellness and building community. These organizations give students a chance to engage in service, professional, educational and social activities.

The study of law is challenging, rigorous, and time consuming. While the faculty and administration of the CLPS believe that a student should spend most of his/her time studying and learning the law, the administration also supports student organizations that provide opportunities that support the CLPS mission and foster effective leadership skills. The CLPS believes 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.

#### **Contact**

Kelly Fragiaco, Director of Student Affairs  
[kfragiaco@laverne.edu](mailto:kfragiaco@laverne.edu) (909) 460-2004  
[lawstudentaffairs@laverne.edu](mailto:lawstudentaffairs@laverne.edu)

### **FACULTY ADVISORS**

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.

### **FACULTY SUPPORT**

The CLPS 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. Sessions may include online problem solving or dialogue, small group study sessions, individual support meetings, and individual or group writing/exam analysis.

#### **Contact**

Melinda Davenport, Associate Director of Administration & Faculty Support  
[mdavenport@laverne.edu](mailto:mdavenport@laverne.edu)  
(909) 460-2035



## **CLINICAL PROGRAMS**

### **Justice and Immigration Clinic (JIC)**

The Justice and Immigration Clinic (JIC) provides *pro bono* legal representation to noncitizens. Law students represent clients before U.S. Citizenship and Immigration Services (USCIS) and the Executive Office for Immigration Review (EOIR) in their applications for asylum, U visa, DACA, and other humanitarian forms of relief.

Law students are assigned to teams that represent live clients under the supervision of Director Rodriguez-Campos. Students are responsible for client communication, including interviewing and counseling, case planning, and development of case strategy. They draft client declarations, gather evidence including witness statements and expert reports, conduct legal research, and write legal briefs.

Immigration Law is a prerequisite/corequisite to enrolling in the JIC. Students must be in good academic standing and have completed their first year of study. Enrollment is subject to director approval.

Students may enroll in the JIC for 1-4 units per semester. Those who wish to complete their upper division writing requirement may do so by writing a case-related brief but must have passed LAW II prior to their enrollment. Students must attend JIC classes Monday and Wednesday evenings, as well as weekly meetings with the JIC director.

#### **Contact**

Krystal Rodriguez-Campos, Associate Dean & JIC Director  
[krdriguez-campos@laverne.edu](mailto:krdriguez-campos@laverne.edu)

### **San Bernardino Misdemeanor Appellate Advocacy Clinic**

The San Bernardino Misdemeanor Appellate Clinic provides students with an intensive appellate experience in the San Bernardino Superior Court. The Appellate Advocacy Clinic litigates appellate misdemeanor cases primarily before local Superior Court Appellate Panels. The clinic also considers drafting amicus briefs. The clinic selects cases that offer the highest pedagogical value for its students.

The Appellate Clinic accepts between 8 and 12 students each semester. Students register for 1 – 4 units a semester. Students work closely with professors and paralegals in a law office setting. The work varies depending on the types of cases accepted. Cases include Driving Under the Influence, Assault, Theft and Domestic Violence. Students have the primary responsibility for reading and analyzing the case record, developing substantive legal positions, researching substantive issues, developing appellate strategies, drafting briefs, and presenting oral arguments.

The Appellate Clinic includes a classroom component that meets 2 hours a week. Subjects for the weekly classes include law office management, reviewing an appellate record, organizing and drafting an appellate brief, and developing and presenting an appellate oral argument.

#### **Contact**

Michele Assael-Shafia, Director  
[massael-shafia@laverne.edu](mailto:massael-shafia@laverne.edu)

## **ACADEMIC ORGANIZATIONS AND TEAMS**

## **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.

### **Contact**

Paul Naccachian, Professor  
[pnaccachian@laverne.edu](mailto:pnaccachian@laverne.edu)

## **Journal of Law, Business & 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.

### **Contact**

Paul Naccachian, Professor  
[pnaccachian@laverne.edu](mailto:pnaccachian@laverne.edu)

## **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 CLPS 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.

### **Contact**

Krystal Rodriguez-Campos, Associate Dean  
[krdriguez-campos@laverne.edu](mailto:krdriguez-campos@laverne.edu)

## **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 coached by experienced trial attorneys. 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 are displayed 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.

### **Contact**

Krystal Rodriguez-Campos, Associate Dean  
krodriguez-campos@laverne.edu

## **STUDENT COMMUNICATIONS**

Email is the primary mode of official University communication with students. Students are given an @laverne.edu email account upon enrolling at the CLPS. All students must **check this email account regularly** as it is used for all official email communication.

## **STUDENT ATTENDANCE**

Regular class attendance is required and there are no excused absences. Regardless of reason, missing more than 20% of a class will result 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 Melinda Davenport, Associate Director of Administrative Services at [mdavenport@laverne.edu](mailto:mdavenport@laverne.edu).

## **PRO BONO AND PUBLIC SERVICE**

The College of Law and Public Service 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 50 hours are recognized through the awarding of a Pro Bono graduation cord. 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 or other official;  
You must not have received credit or any form of pay for the hours; and  
The work must have served clients with modest means.

All pro bono forms will be collected in April, prior to the May Commencement. Please send your completed forms to [lawstudentaffairs@laverne.edu](mailto:lawstudentaffairs@laverne.edu). The Pro Bono Form can be found here: <https://law.laverne.edu/students/organizations/forms/>.

## **COMMENCEMENT**

A graduating class consists of the students 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 allowed to participate in the current year Commencement. The Commencement Ceremony is held each May. All graduates are encouraged

to take part in this meaningful ceremony. Multicultural ceremonies are also offered for all students to attend.

The California Committee of Bar Examiners for the State Bar of California has accredited the La Verne College of Law and Public Service as a 3-year full-time JD program and as a 4-year part-time JD program. Students enrolled in the full-time 3-year JD program are not allowed to graduate early, or within less than 3 academic years.

Candidates must complete a Graduation Application and submit it to the CLPS 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 take part 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 about graduation. Students planning to graduate must submit the completed Graduation Application form and graduation fee regardless of whether they plan to take part in the ceremony. 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. Graduates often do not receive their diplomas 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 and Public Service 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 CLPS student organization/club (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 a CLPS organization for a specific achievement or holding an elected office receives recognition of this achievement. Graduates are allowed to wear multiple CLPS approved cords. Graduates may wear only one stole at Commencement.

### **SECURITY AND LOST AND FOUND**

Students with a security concern, including lost or stolen articles, should contact the security guard located on the first floor by dialing "2099" from a campus phone or (909) 460-2099 from an outside phone. As a courtesy, the CLPS 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 on the first-floor lobby of the CLPS building, is the central location for the lost and found service. Hours of operation coincide with facility hours.

### **LOST AND FOUND POLICY AND PROCEDURES:**

All lost items found throughout the College of Law and Public Service building should be brought to the Security Guard Desk as soon as possible. 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 logbook by the Security Guard on duty. The items will be stored in a locked cabinet. If the lost and found item includes any identifying

information, the Security Guard will try to contact the owner directly.

After a week, unclaimed student ID's will be sent to the Registrar's office located on the second floor (Room 210) for disposition. Other unclaimed ID's such as driver's licenses or state ID's will be returned to the issuing agency.

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. Items in the Lost and Found cabinet that are not claimed by the end of the calendar year will be donated to a local charity or disposed of at the sole discretion of the CLPS.

## **CALENDARING EVENTS AND POSTER POLICIES**

The College of Law and Public Service campus is a professional institution and environment. As such, the CLPS is diligent in ensuring campus events are well planned and that the esthetics of our environment is always professional. To help in keeping an organized and professional environment, La Verne Law has adopted the following processes and procedures.

### **EVENT AND CALENDAR REQUEST (ECR) FORM**

Use the ECR Form to:

Reserve a classroom or location.

Add the event to La Verne Law's Master Calendar [25 Live](#)

Add the event to the E-Poster calendar of events.

Add the event to the [25Live](#) on the La Verne Law website.

Add the event to NewsCLPS, a weekly publication that is sent out to all CLPS faculty, and staff.

The ECR Form is a fillable PDF that must be completed, signed and approved before each COL event. Completed forms are to be submitted via email.

Student clubs and organizations must: Confirm that the event time and date are available on the [25Live](#) calendar.

The organization's President AND Advisor must electronically sign the ECR Form.

Email the completed form to the [Office of Student Services](#). All other parties must:

Confirm that the event time and date are available on the [25Live](#) calendar.

Submit their form to [Cherice Sirna](#), Assistant Registrar. Students will receive confirmation of the submission within three business days of submitting the request.

### **POSTER POLICY**

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

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 class being held in that classroom.

Approved poster locations are:

- In the bathrooms
- The bulletin board outside the Student Lounge- one (1) poster per event.
- On the Student Organization's designated bulletin board.
- Posting and Removal of Posters
- Posters affixed to painted walls may only be posted using Painter's Tape. Parties using other, non-approved methods of posting materials will be responsible for any damage caused.
- Posters placed in the bathroom may be posted up to three weeks prior to the event.
- Posters placed on the bulletin board outside the Student Lounge may be posted one month prior to the event.

Posters placed on each Student Organization's bulletin board may be placed at the organization's discretion.

ALL posters must be removed the day after the event has taken place.

Welcome signs for special visitors may be placed in the Lobby on the date the visitor is on campus.

#### *E-Poster Process*

Student organizations must first send their E-Poster to the Office of Student Affairs for approval before being posted.

Once a poster has been approved, E-Poster submissions can be sent directly to [Melinda Davenport](#).

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

Image format must be **high quality JPEG or PNG**. No TIFF or BMP files are permitted.

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.

Proper use of any University of La Verne symbols, logos, and phrasing is required as designated by the ULV style manual.

Official College of Law logos may be obtained through the Office of Student Services.

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.

### **STATE BAR REGULATIONS**

All law students who are planning to apply for admission to the California Bar and take the California Bar Exam must register with the State Bar of California no later than 90 days after beginning law school. The registration fee must be paid with a credit card. Students who are interested in sitting for a Bar Exam in another state should check with the State Bar in the state in which they intend to practice.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

The State Bar of California and the University of La Verne College of Law and Public Service may require additional documentation for your admission file that may not have been provided on the original application. We require notification as to any change of status including, but not limited to, attendance at another law school prior to beginning at La Verne Law, enrollment in a summer law program, disciplinary actions, sanctions, or a criminal record. A criminal record, academic

dishonesty or sanctions may have an adverse effect on your admission to the College of Law and Public Service and to the Bar. Students who have a criminal record are advised to check with the Committee of Bar Examiners of the state in which they intend to practice.

Students can find additional registration information at [Admission Requirements \(ca.gov\)](#)

## **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 said 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 Dean](#) at (909) 460-2030.

A student may also [contact the Office of the Provost](#) at (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  
(916) 431-6924  
(916) 263-1897 FAX

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 Bureau's complaint procedure can be found [here](#) and [here](#).

Students may also contact the California Department of Consumer Affairs – Consumer Assistance with complaints. The toll-free telephone line, (800) 952-5210, is staffed Monday through Friday from 8:00am-4:50pm except the first and third Wednesday of each month. Automated services are available 24 hours a day, seven days a week. Consumer service representatives can answer consumer and licensee questions in 140 different languages, assist in the filing of complaints, mail helpful publications and refer callers to the appropriate government or private agency for more assistance. Hearing-impaired persons may call TDD (800) 326-2297. Sacramento-area consumers may call (916) 445-1254 or TDD (916) 928-1227.

[Department of Consumer Affairs](#) Consumer Information Division  
1625 North Market Blvd., Suite N 112, Sacramento, CA 95834

[Attorney General's Office](#) California Department of Justice Attn: Public Inquiry Unit  
P.O. Box 9044255 Sacramento, CA 94244-2550

Pursuant to the United States Department of Education's Program Integrity Rule, each institution of higher education is required to provide all prospective and current students with the [contact information for the state agency or agencies](#) that handle complaints against postsecondary education institutions offering distance learning within that state. Students are encouraged to utilize the University of La Verne's internal complaint or review policies and procedures prior to filing a complaint with a state agency.

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.





**OATH OF PROFESSIONALISM AND PROFESSIONAL CONDUCT  
JURIS DOCTOR**

I, \_\_\_\_\_, do solemnly affirm that I hereby freely enter into the legal profession as I embark upon the study of law. As I begin the study of law, I acknowledge and accept the privileges and responsibilities inherent in my becoming a lawyer, and the high standards and ideals that accompany such an undertaking.

Accordingly, I commit myself to service without prejudice, integrity without compromise, and the diligent performance of my duties with the utmost good faith.

I affirm that I will act with courtesy and cooperation toward others, and I will at all times behave in a professional manner. I will remember that my responsibilities to the legal profession permeate my actions both as a student of the law and as a future member of the bar. I accept my new status as a professional, and will approach my colleagues and adversaries alike with the same integrity, professionalism and civility that I expect from them.

I will abide by the Manual of Academic Rules and Procedures of the University of La Verne College of Law and Public Service (MAPP). I will refrain from engaging in the Prohibited Conduct in the Student Discipline section of the MAPP, or any other conduct of a similar nature. I will remember that my actions reflect not only upon myself, but upon the University of La Verne College of Law and Public Service and the legal profession.

This oath I take freely and upon my honor.

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## Cal Bar Accreditation Disclosures

The University of La Verne College of Law and Public Service is approved and accredited by the California Committee of Bar Examiners for the State Bar of California.

The California Accreditation Rule and Standards are located at the California State Bar Website at: Title 4. Admissions and Educational Standards Division 2. Accredited Law School Rules (<https://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Rules/Rules-of-the-State-Bar/Title-4-Admissions-and-Educational-Standards>).

All enrolled students this fall and after have the opportunity to earn a JD and graduate from a school that is approved and accredited exclusively by the State Bar of California.

Accordingly, the study at, or graduation from the La Verne College of Law and Public Service may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements. [See Title 4. Admissions and Educational Standards, Division 2. Accredited Law School Rule 4.160(A)(4)Consumer Protection and Transparency:].

Credits earned in non-JD courses will not qualify a student to take a bar exam or be eligible to be admitted to practice law in California or any other jurisdiction.

Additionally, the course delivery of the juris doctorate program at the College of Law and Public Service is in person and face-to-face with a few exceptions. In this regard, the State Bar has granted the College the authority to offer a limited number of courses remotely via zoom or another platform. The determination of such courses will be made by administration on a term-by-term basis. Finally, some courses may be scheduled for Friday evenings and/or Saturdays.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

he Manual of Academic Policies and Procedures (MAPP) is the official statement of the University of La Verne College of Law policies. The handbook serves as a secondary reference for questions that 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. 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.

This MAPP shall only apply to students enrolled in the State Bar of California approved and accredited program of legal education at the University of La Verne College of Law. All updates to the MAPP shall apply to all students enrolled in the State Bar of California approved and accredited program of legal education at the University of La Verne College of Law from the date they are adopted, regardless of the student's date of enrollment.

State of California Bar Approved and Accredited Program of Legal Education MAPP is available online at: [law.laverne.edu/registrar](http://law.laverne.edu/registrar).

I confirm that I have received and reviewed the Manual of Academic Policies and Procedures.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_