

University of
La Verne | College of Law

**2021-2022 STATE BAR OF CALIFORNIA
APPROVED AND ACCREDITED
PROGRAM OF LEGAL EDUCATION
STUDENT HANDBOOK**

SENIOR ADMINISTRATION

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Placido Gomez	Associate Dean, Academic Affairs
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Evelyn De Anda	Registrar & Director of Academic Affairs
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Jennifer Argueta	Branch Manager, Law Library

WELCOME

Welcome to the University of La Verne College of Law (COL). 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 COL. It contains academic information as well as information about support services and student life at the university on the law school campus. 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 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>.

Students enrolled fall 2020 and after 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 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 2.3(D) Required Disclosures].

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 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.*

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 The University of La Verne College of Law (COL) 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 COL 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:

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/>

College of Law Core Principles and Values

As an institution dedicated to teaching and training the next generation of lawyers and leaders, The College of Law operates 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: A BRIEF HISTORY

Members of the Church of the Brethren founded the Lordsburg College in 1891. The University of La Verne enjoys a 126-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.

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 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 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 [Non-Discrimination Policy](#) for further information concerning discrimination and harassment.

College of 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.

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

<https://law.laverne.edu/students/wp-content/uploads/sites/15/2020/08/Manual-for-Academic-Policies-and-Procedures%E2%80%94California-Approved-and-Accredited-Law-Program.pdf>

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 Director of Student Services 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 Services. The information and accommodations packet and process is 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)

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.

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 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.

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. For questions about the Career Development & Externships Office please contact [Jonathan Ibanez](#) at (909) 460-2036 or [Leah Wissink](#) at (909) 460-2056.

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.

Counseling and Psychological Services (CAPS)

The mission of CAPS is to educate and promote personal growth and psychological well-being for all students. 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 students. CAPS is located on the second floor of the Hoover Building at the University of La Verne campus.

Monday - Friday | 9:00 a.m. - 5:00 p.m. (909) 448-4105

After Hours Crisis Line (909) 448-4650

Email: caps@laverne.edu

Website: <https://laverne.edu/counseling/>

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 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.

Registrar & Director of Academic Affairs	Evelyn De Anda	(909) 460-2060	edeanda@laverne.edu
Coordinator	Cherice Sirna	(909) 460-2012	csirna@laverne.edu

Student Services

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, Title IX, accessibility, the academic awards ceremony, and commencement. Our doors are always open for students to come by and visit. The Office of Student Affairs looks forward to supporting you.

Director	Akita Mungaray	(909) 460-2017	amungaray@laverne.edu
Associate Director	Kelly Fragiaco	(909) 460-2004	kfragiaco@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. You may also meet with the Director of Student Affairs.

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

CLINICAL PROGRAMS

Disability Rights Legal Center Clinic (DRLC)

Los Angeles-based Disability Rights Legal Center (DRLC) opened an Inland Empire clinic on the campus of the College of Law in Spring 2007. COL students participating in DRLC's clinic address some of the 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.

The DRLC 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 (8:00 a.m. to 6:30 p.m.).

To learn more about the Disability Rights Legal Center Clinic, please contact Elizabeth Eubanks at eebanks@laverne.edu

Justice and Immigration Clinic (JIC)

Our Justice and Immigration Clinic provides *pro bono* assistance to immigrants seeking asylum in the United States. Students participate in client interviews, find and retain experts, draft and file briefs, draft direct examinations, prepare witnesses, and represent their clients before the Immigration Court in Los Angeles.

For more information about the Justice and Immigration Clinic, please contact Professor Krystal Rodriguez-Campos at krodriguez-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.

For more information about the San Bernardino Misdemeanor Appellate Advocacy Clinic, please contact Professor Michele Assael-Shafia at 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. For more information, please contact Professor Ezra Goldschlager, egoldschlager@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. For more information, please contact Professor Paul Naccachian, pnaccachian@laverne.edu.

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 COL'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. For more information, please contact Associate Dean, Placido Gomez at pgomez@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 COL 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. For more information, please contact Associate Dean, Placido Gomez at pgomez@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. For more information, please contact Associate Dean, Placido Gomez at pgomez@laverne.edu.

Alternative Dispute Resolution (ADR) Competition Teams

The ADR Competition teams consist of COL students chosen for their ability to resolve a dispute outside the courtroom, via mediation and/or negotiation. The teams are coached by 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. For more information, please contact Associate Dean, Placido Gomez at pgomez@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 COL. 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 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 Melinda Davenport, Assistant Director of Administrative Services at mdavenport@laverne.edu.

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 Services 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
- The work must have served clients with modest means

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.

Candidates 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 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 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 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 College of Law organization for a specific achievement or holding an elected office may wear one College of Law approved stole in recognition of this

achievement. Graduates are allowed to wear multiple College of Law approved cords at Commencement. 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 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 on the first-floor lobby of the COL building, is the central location for La Verne Law’s lost and found service. Hours of operation coincide with facility hours.

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 logbook 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 try to contact the owner directly.
4. 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.
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 the calendar year will be donated to a local charity or disposed of at the sole discretion of the COL.

CALENDARING EVENTS AND POSTER POLICIES

INTRODUCTION

The La Verne Law campus is a professional institution and environment. As such, the COL 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.

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 [EMS 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 completed, signed and approved before each COL 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. The organization's President AND Advisor must electronically sign the ECR Form.
 - iii. Email the completed form to the [Office of Student Services](#).
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](#), Coordinator in the Registrar's office.
3. Students will receive confirmation of the submission within three business days of submitting the request.

II. POSTER POLICY

A. All paper posters must be approved and stamped by the Office of Student Services 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 class being held in that classroom.

2. Approved poster locations are:

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

2. Posting and Removal of Posters

- i. 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 damaged caused.
- ii. Posters placed in the bathroom may be posted up to three weeks prior to the event.
- iii. Posters placed on the bulletin board outside the Student Lounge may be posted one month prior to the event.
- iv. Posters placed on each Student Organization's bulletin board may be placed at the organization's discretion.
- v. 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 organizations must first send their E-Poster to the Office of Student Services for approval before being posted.
2. Once a poster has been approved, E-Poster submissions can be sent directly to [Melinda Davenport](#).

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 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.

- 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.
- Proper spelling and grammar is required.
- 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.
- 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 CLUBS & ORGANIZATIONS

The study of law is challenging, rigorous, and time consuming. While the faculty and administration of the COL 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 COL mission and foster effective leadership skills. The COL 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. Please refer to the University of Law Verne College of Law Student Club and Organization Guidebook for additional information.

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. Students will not be able to complete the moral character or bar exam applications or apply for the State Bar of California's Practical Training of Law Students (PTLS) program, until after the bar registration application is *approved*. Note, “students 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/.

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/>

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 Bureaus’ 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.

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