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## **INTRODUCTION**

Welcome to the University of La Verne College of Law. In this Student Handbook (“Handbook”) we hope to provide information that will make your law school experience a productive and successful one, and as problem-free as possible. The Handbook serves as a secondary reference as questions may arise from time to time during your law school career. Please consult the most current version of the Manual of Academic Policies and Procedures (MAPP) as the official statement of the law school’s policies. Feel free to ask the administration, faculty, or staff if you have any questions. In case of any conflict between the MAPP and Handbook provisions, the MAPP provisions are controlling. As of this writing, the January 2009 version of the MAPP is the most current version.

## **GENERAL INFORMATION**

### **THE UNIVERSITY**

The University of La Verne was founded in 1891 and has a rich tradition and history. It has played a vital role in the development of surrounding communities through the offering of bachelors, masters, and doctoral degrees. The University consists of the College of Arts and Sciences, the College of Business and Public Management, the College of Education and Organizational Leadership, the College of Law, and the Regional Campus Administration. The University’s major units are located throughout California.

The University, through its academic and co-curricular programs, provides educational opportunities that relate to both the academic and personal development of its students. Philosophically, the University emphasizes four major concerns that affirm a positive and rewarding life for its students: a values orientation; community and diversity; lifelong learning; and community service. Please consult the current University catalog (available online at <http://www.laverne.edu/catalog/> ) for a more detailed description of the history and mission of the University.

### **THE COLLEGE OF LAW**

#### **1. HISTORY AND MISSION**

Established in 1970, the College of Law provides an environment for law students that integrates time honored methods in teaching law with technology. Located on a seven-acre site within the Ontario Civic Center Plaza complex, all law graduates receive the Juris Doctor degree. The College of Law received American Bar Association provisional approval on February 13, 2006.

The College of Law’s mission is to “teach our students to be effective legal professionals who use their skills and talents for the benefit of their communities;

to imbue these students with pride in the legal profession; and to promote diversity within the law school community, accomplished by providing full-time and part-time law programs with high academic standards.”

Our goals are to merit recognition as one of southern California's leading law schools and to be known as the preeminent ABA approved law school serving the regional needs of inland southern California.

We will achieve these goals by providing our students with a quality legal education in which they gain an understanding of the practice of law, develop dedication to the needs of individual clients, and value the promotion of justice carried out with integrity and civility.

The following are our Tenets:

- Excellence in teaching is our highest priority.
- Faculty research and scholarship inform teaching and advance the body of legal knowledge.
- Motivating our students to reach and use their individual potential is one of our primary objectives as educators.
- A well-rounded legal education includes practical applications of legal principles.
- Instilling ethical values is an integral part of a legal education.
- The development of written and oral communication skills is essential to a complete legal education.
- Diversity enriches the educational experience by bringing a variety of backgrounds and viewpoints to the classroom.
- Small classes maximize the potential for learning.
- The legal profession is a noble one, in which action should be guided by principle.
- The legal profession can effect social change and our students should be sensitive to their potential roles in effecting that change.
- A law school should actively serve the community.
- A law school should encourage its students to participate in public service.
- Alumni commitment is important to the success of an institution.

## **2. ACCREDITATION**

The American Bar Association granted provisional approval to the University of La Verne College of Law on February 13, 2006, making it the only ABA-approved law school in Inland Southern California.

Provisional approval precedes full ABA approval. A law school must remain in provisional status for a minimum of two years before becoming eligible for consideration for full approval.

The University of La Verne is accredited by the Western Association of Schools and Colleges. Among the other memberships maintained by the University are those in the American Council on Education, Association of Independent California Colleges and Universities, and Independent Colleges of Southern California.

## **ACADEMIC INFORMATION**

### **THE JURIS DOCTOR (J.D.) PROGRAM**

The rigorous academic program of the College of Law is designed to provide grounding in legal theory, lawyering skills, and ethics—areas critical to the modern practice of law. The J.D. degree at the University of La Verne College of Law requires successful completion of a total of 88 units.

In order to provide a complete and comprehensive legal education, the College of Law has structured the curriculum so that the general legal education is related to the actual practice of law. Legal research and the writing of legal memoranda are expected in several courses. Required courses and many regularly offered electives stress the practical application of legal rules. In addition, the Lawyering Skills Practicum, clinics, and externship programs provide opportunities to counsel clients and effectively represent varied legal positions. As a result, J.D. recipients from the College of Law enter the legal profession not only with a solid comprehension of the law, but also with a strong understanding of professional expectations and rules of conduct in the practice of law.

#### **1. Full-Time Study**

The course of study in the full-time day division requires three academic years and usually includes five days of classroom attendance per week and 14-15 units per semester in fall and spring. Full-time students may not be employed for more than 20 hours per week outside of law school. The faculty recommends that first-year full-time students not work at all outside of law school.

#### **2. Part-Time Study**

To accommodate the needs of working adults or others who cannot devote themselves to the full-time study of law, the College of Law offers an evening part-time program. The part-time program requires four academic years of study. Students generally complete 9-10 units per semester and enroll in summer courses. A typical part-time program includes classroom attendance three to four days weekly.

#### **3. Required Programs of Study**

Whether enrolled in the full-time or part-time program, students are required to follow the schedule of courses set for each program. The programs do not allow for an

individualized curriculum, and students may not choose classes according to personal inclinations. While there are electives that a student may choose from, the subject matter and schedules of these classes have been pre-determined and must also be taken when scheduled.

Both the full-time and part-time programs require students to take classes in the proper sequence. Any deviation from the set full-time or part-time schedule (to meet family, job, personal, etc. goals) requires the filing and approval of a petition. Even if the petition is granted, this may still result in delaying a student's graduation.

## **DUAL DEGREE PROGRAMS**

To help students gain a competitive advantage in the job market, the College of Law provides opportunities for interdisciplinary study with other graduate programs at the University of La Verne. The College of Law requires admission to both the law school and the University of La Verne graduate program through which the other degree will be granted. Currently there are two dual degrees: the Juris Doctor/Master of Business Administration (J.D./MBA) and Juris Doctor/ Master of Public Administration (J.D./MPA). Before embarking on a dual degree program, permission from the Office of the Dean must first be obtained. For more information on these dual degree programs, contact the Associate Dean for Academic Affairs or the Registrar's Office.

## **MANUAL OF ACADEMIC POLICIES AND PROCEDURES (JANUARY 2009) SELECTED PROVISIONS**

The Manual of Academic Policies and Procedures (MAPP) is the official statement of the law school's policies. In case of any conflict between the MAPP and Handbook provisions, the MAPP provisions are controlling. A copy of the MAPP is available online ([http://law.ulv.edu/student\\_services/mapp.html](http://law.ulv.edu/student_services/mapp.html)) and in the law library. Feel free to ask the administration, faculty, or staff if you have any questions.

### **1. SCHOLASTIC STANDARDS**

Part II of the MAPP, as of January 2009, contains the law school's scholastic standards. The following standards are discussed:

- A. Good Standing
- B. Academic Warning
- C. Disqualification and Probation
- D. Procedure to Review Academic Exclusion
- E. Policy on Review of Petitions
- F. Minimum Unit Load and Course Load Reductions
- G. Study Abroad Credit
- H. Credit for Courses Taken at Other Law Schools
- I. Clinical Externship Credit
- J. Moot Court Credit

- K. Attendance
- L. Graduation Requirements
- M. Academic Honors

## **2. EXAMINATIONS**

Part III of the MAPP contains the law school's policies and procedures regarding examinations:

- A. Identification Numbers
- B. Scheduled Examinations
- C. Missed Examinations
- D. Special Examinations
- E. Review of Examinations
- F. Re-Examination
- G. Grade Challenges, Re-Reading, or Review of Examination Answers
- H. Reading Week
- I. Participation Credit
- J. Mandatory Examination Requirement
- K. Composition of Examination
- L. Administration of Examination (see Appendix A for L.5)
- M. Typing Examination Answers
- N. Laptop Use

## **3. GRADES AND GRADING**

The law school's policies on grades and grading are found in Part IV of the MAPP. Provisions of Part IV include:

- A. Grading Objectives
- B. Grading System
- C. Other Transcript Grades
- D. Grading Procedures – General
- E. Repeat Courses
- F. Grade Changes
- G. Release of Grades
- H. Grades of "0.0"- "1.6"

## **4. STUDENT DISCIPLINE**

Part V of the MAPP deals with Student Discipline. Topics included under this section are:

- A. Prohibited Conduct
- B. Sanctions
- C. Investigation and Prosecution
- D. Summary Disposition
- E. Student Rights

- F. The Judicial Board
- G. The Hearing
- H. Appeal

## **ACADEMIC SERVICES AND ACTIVITIES**

### **1. CLINICAL EXTERNSHIPS**

The Externship Program places upper-division students with government agencies, public interest organizations, non-profits, and judges to provide an opportunity to study the legal process through community-based clinical placements 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. Professor Jane Egly, the Director of Clinical Programs, can be contacted at (909) 460-2042.

### **2. CLINICS**

The college has two clinics: the Disability Rights Legal Center and the Justice and Immigration Clinic.

The Disability Rights Legal Center focuses on disability civil rights litigation and special education issues for low-income and minority families. It addresses some of the most extreme problems for people with disabilities in the Inland Empire, including the failure to provide free and appropriate education for students with disabilities; the treatment of youth with disabilities in the juvenile justice and foster care systems; lack of access to the justice system; and lack of access to health care.

Visit [www.disabilityrightslegalcenter.org](http://www.disabilityrightslegalcenter.org) to learn more about the Disability Rights Legal Center, or contact the clinic's director, Heather McGunigle, at [heather.mcgunigle@lls.edu](mailto:heather.mcgunigle@lls.edu).

The Justice and Immigration Clinic focuses on asylum cases for foreign nationals who cannot return to their respective home countries because of past persecution or fear of future persecution on account of race, religion, nationality, political opinion, or membership in a particular social group. One of the clinic's goals is to allow students to work on cases from beginning to end. The students have a low case load; working in a partnership on one asylum case for the entire semester. The JIC also aims to educate law students to advocate for justice on behalf of those most in need. The training interns receive, throughout the semester, focuses on a client-centered approach, and teaches them advocacy skills applicable to other areas of practice besides immigration.

For those interested in participating in JIC as volunteers, please contact Professor Diane Uchimiya at [duchimiya@ulv.edu](mailto:duchimiya@ulv.edu).

### **3. ACADEMIC SUPPORT PROGRAM**

The law school curriculum is augmented by the Academic Support Program. This program is designed to facilitate mastery of the foundational analytical tools required for academic success in the law school environment. All first- and second-year students are encouraged to participate in academic support activities. The program is available to both day and evening students through a series of workshops presented by the Director of Academic Support and peer assistance from upper division students (the Peer Assistance and Support System). Graduate Academic Mentors may also provide assistance.

Workshop topics in the past have focused on adjusting to a new learning culture, thinking like a lawyer, outlining, and exam-taking strategies such as spotting issues, factual analysis, and avoiding conclusory analysis. Students are encouraged to take full advantage of all academic support resources available at the College of Law.

Additional information can be found in the Academic Support Handbook and on Westlaw's TWEN network, or may be obtained from Professor Kathy Garcia, Director of Academic Support. She can be reached at [kgarcia@laverne.edu](mailto:kgarcia@laverne.edu) or (909) 460-2045.

### **4. PEER ASSISTANCE AND SUPPORT SYSTEM (PASS)**

The Peer Assistance and Support System (PASS) consists of selected upper-division students who have achieved the highest academic distinction. PASS students are available for individual or small group tutorials free of charge. The list of PASS students for the semester will be posted on the bulletin boards and on the Academic Support page on TWEN.

Further information about the PASS program can be found in the Academic Support Handbook and on Westlaw's TWEN network, or may be obtained from Professor Kathy Garcia, Director of Academic Support. She can be reached at [kgarcia@laverne.edu](mailto:kgarcia@laverne.edu) or (909) 460-2045.

### **5. GRADUATE ACADEMIC MENTORS**

Several outstanding recent graduates have been asked to volunteer their academic expertise as Graduate Mentors to current students. These practicing attorneys were excellent students at La Verne, enjoying academic and extra-curricular success. Many participated in law review or moot court competitions as well. They are available for individual consultations.

Further information about the PASS program can be found in the Academic Support Handbook and on Westlaw's TWEN network, or may be obtained from Professor Kathy Garcia, Director of Academic Support. She can be reached at [kgarcia@laverne.edu](mailto:kgarcia@laverne.edu) or (909) 460-2045.

## 6. SERVICES FOR STUDENTS WITH DISABILITIES

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 Assistant Dean of Students in order to become informed of these requirements.

## 7. INTERNATIONAL STUDENTS

You are responsible for maintaining both your academic standing, as well as your F-1 student status. If you also have dependent family members in the U.S. on F-2 visas, maintaining your valid immigration status is extremely important to your family members' status. You should always think of these as parallel tracks. **Immigration statutes and regulations change so make sure that you aware of any and all changes.** Just as you consult with your academic advisor and/or the Registrar's Office regarding particular academic issues, you must also consult with the Designated School Official (DSO), Phil Hofer, **before** you withdraw from classes, work, register for a reduced course load, among others. Phil Hofer's contact information is listed below. Immigration regulations generally require you to seek advance permission from the DSO for such actions. Acting without the prior approval of the DSO may cause you to fall out of F-1 student status.

Students who are attending law school on F-1 visas must be full-time students. In law school, that means a three year program. The University of La Verne requires 88 credits to graduate. Law students must complete 28-30 credits per year, or 14-15 credits per semester. Because of this requirement, withdrawing from classes, taking a reduced course load, and failing classes may jeopardize your student visa status.

- If you are experiencing difficulties in your courses, you should consult your faculty advisor and seek assistance through academic support:

Professor Diane Uchimiya  
Faculty Advisor to Foreign Students  
(909)460-2031  
Email: [duchimiya@laverne.edu](mailto:duchimiya@laverne.edu)

Professor Kathy Garcia  
Director of Academic Support  
(909)460-2045  
Email: [kgarcia@laverne.edu](mailto:kgarcia@laverne.edu)

- If you have questions regarding student visa matters, reduction in course load, withdrawal from classes, extension of program of study, transfer to another school, and other similar matters, you must contact the Designated School Official (DSO), Philip Hofer:

Director of the International and Study Abroad Center and Designated School Official (DSO, as referred to in immigration regulations)  
(909) 593-3511 extension 4330  
Email: [phofer@laverne.edu](mailto:phofer@laverne.edu)

The **International and Study Abroad Center (ISAC)** is a great resource for international students. It is part of the Division of Student Affairs of the University of La Verne, provides information on issues related to immigration, the university, American culture, and living in the United States. The ISAC also provides information to La Verne students and faculty on study abroad opportunities.

The office is located at the University of La Verne main campus, not at the College of Law.

- **ISAC - International and Study Abroad Center**  
Office located at the main campus; First floor, East Wing/ Abraham Campus Center; University of La Verne; 1950 Third Street, La Verne, CA 91750.  
(909) 593-3511 extension 4331  
Email: [isac@laverne.edu](mailto:isac@laverne.edu)

However, the University of La Verne website has helpful information regarding student visas, maintaining your student visa status, information regarding employment, and an international student handbook:

<http://www.laverne.edu/students/international-study-abroad-center/>

Students on F-1 visas are not allowed to work except under certain circumstances. Please see the Assistant Dean of Career Services for additional information and contact Phillip Hofer, the Director of the International and Study Abroad Center. For more information, you may also check the following website:

<http://www.region12.nafsa.org/r12hiringintl.htm>

Important tips:

- 1) **Your I-20.** Keep your I-20 in your passport and both in a safe place. If you lose the I-20, immediately contact the International and Study Abroad Center at the main campus in La Verne to obtain a replacement copy. **KEEP YOUR I-20 CURRENT.**

- 2) **Your passport.** Keep your passport valid at all times. If your passport has expired, or will expire within the next six months, you will not be able to travel to your home country and return to the U.S. This is very important in cases of emergency. Your passport can be renewed at the nearest consulate of your country and addresses and phone numbers of many consulates are available at:

<http://www.laalmanac.com/immigration/im01.htm>

- 3) **Visa expiration.** Know when your visa expires. Your visa is affixed to your passport and is presented when you are at a port of entry to the U.S. If your visa expires while you are studying, you will need to renew it the next time you return home. Remember that you may remain in the U.S. on an expired F-1 visa, as long as you are a full time student, completing a course of study. To avoid difficulties in re-entering the U.S. DISCUSS ALL TRAVEL PLANS WITH AN INTERNATIONAL STUDENT ADVISER at ISAC. IT IS NOT POSSIBLE TO RENEW YOUR VISA WHILE YOU ARE IN THE U.S. YOU MUST RENEW THE VISA AT A U.S. CONSULATE OUTSIDE THE U.S. THE BEST CHOICE IS THE CONSULATE IN YOUR HOME COUNTRY.
- 4) **Before leaving the U.S.** Before you leave the U.S., have your I-20 signed and updated by the International Student Office. This is done on page 3 of the I-20.
- 5) **Applicable immigration regulations:** The United States immigration regulations for F-1 non-immigrant visa holders are found in the Code of Federal Regulations at 8 CFR 214.2 (f).

## 8. FACULTY ADVISOR

Full-time faculty hold regular office hours and part-time faculty make themselves available for office hours as well. Students are encouraged to meet with their faculty advisors often. After the first year of study, faculty advisors may be of assistance in scheduling required courses and selecting electives. Moreover, if you believe you are having academic difficulty or that you are encountering a problem that does not seem addressable through the Registrar's Office, the Financial Aid Office, Student Accounts, etc. you should meet with your faculty advisor (or any other member of the faculty with whom you feel comfortable) in order to discuss the situation. You may also meet with the Assistant Dean of Students.

## 9. FACULTY SUPPORT

The law faculty is both collectively and individually committed to the success of each student admitted to the College of Law. Towards that end, most faculty members conduct sessions, outside of the scheduled classroom times, that are designed to facilitate the learning process. Based on the discretion of individual professors, such

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

## **10. MOOT COURT COMPETITIONS**

The College of Law participates in several national Moot Court competitions, including the National Criminal Procedure Tournament (sponsored by the University of San Diego School of Law), the National Entertainment Law Moot Court Competition (sponsored by Pepperdine University School of Law), the Thomas Tang National Moot Court Competition (sponsored by the National Asian Pacific American Bar Association), the Burton D. Wechsler First Amendment Moot Court Competition (sponsored by the American University Washington College of Law), the Frederick Douglass Moot Court Competition (sponsored by the National Black Law Students Association), and the Hispanic National Bar Association Moot Court Competition. The College of Law has participated in several other competitions in the past, as well.

Generally, students who have demonstrated superior oral advocacy or brief writing skills in the Appellate Advocacy course and who have successfully completed the Honors Moot Court class during the summer term are competitively selected to represent the College of Law in these exciting competitions. This is an opportunity for qualified students to argue a simulated case against students from other law schools.

## **11. LAWYERING SKILLS PRACTICUM**

The College of Law emphasizes the teaching of skills needed in the daily practice of law. The Lawyering Skills Practicum (LSP) is an integral part of the curriculum; designed to create realistic simulations of law office and courtroom settings. LSP utilizes the law school's courtroom, which is ideal for realistic trial advocacy exercises. The practicum teaches and strengthens professional skills so that legal theories learned in class become real tools used to solve real legal problems.

## **12. PRO BONO AND PUBLIC SERVICE**

The college encourages students to engage in pro bono and public service activities throughout their law school career as service is an integral part of being an attorney. Students who volunteer the required number of hours (see Appendix C) are recognized at graduation for their commitment. The Assistant Dean of Students oversees the public service component and should be contacted for assistance.

## **STUDENT RESOURCES AND ORGANIZATIONS**

### **OFFICES AND SERVICES**

#### **1. ADMISSIONS**

All questions related to admissions requirements or to the application process should be directed to the Director of Admissions. In addition, the Admissions Office may be able to provide general information regarding the College of Law to enrolled students. The Admissions Office can be reached at (909) 460-2001.

#### **2. ASSISTANT DEAN OF STUDENTS**

The Assistant Dean of Students serves as the principal liaison for the students with the administration, assists the students in achieving their educational goals, and administers programs concerning student life and activities at the college. Students who have questions about special accommodations under the Americans with Disabilities Act (ADA) should consult the Assistant Dean of Students. The Assistant Dean of Students can be reached at (909) 460-2023.

#### **3. BOOKSTORE**

The College of Law branch of the University Bookstore, located on the second floor opposite the Student Lounge, carries the required textbooks and has a copy of the booklist for the semester. The Bookstore can be reached at (909) 460-2091.

#### **4. CAREER SERVICES**

The Career Services and Professional Development 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 preparation, 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, Symplicity. Opportunities are also provided for on-site and on-campus interviews. 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 College's active memberships with the National Association for Law Placement (NALP), the Law School Career Advisors of Southern California (LSCA), and Equal Justice Works provide our students and alumni with additional networking opportunities and career resources necessary for success in the legal profession. Please contact August Farnsworth, Assistant Dean of Career Services and Professional Development at (909) 460-2016 or

Tammy Pettinato, Assistant Director of Career Services and Professional Development, for more information.

## **5. FINANCIAL AID**

The University's Financial Aid Office administers financial aid programs (including loans) for students. A financial aid officer is on site at the law school and can be reached at (909) 460-2006.

## **6. LIBRARY**

The College of Law Library strives to provide the highest level of legal information service possible. Its primary purpose is to support the study, teaching, and research needs of the students, faculty, and staff of the College of Law.

The Law Library is central to all legal studies. In addition to providing a pleasant, quiet surrounding in which to study, the research materials necessary to complete inquiries that apply to legal problems are located here. Westlaw, LexisNexis, and other research databases are available to all students. Computers are provided in the Computer Lab/Classroom for student use as well as audio, videotape, and microfilm materials. Photocopy machines are also provided for the convenience of library users. The library staff will assist students as they develop their research skills, but they should not be asked to do assigned homework or class work for students.

For more information about library services and hours, see the website: <http://law.laverne.edu/lawlibrary/>. The Law Library's Circulation Desk can be reached at (909) 460-2070; Reference Desk at (909) 460-2061.

## **7. REGISTRAR**

The Registrar's Office in the College of Law maintains the records of all students and alumni of the college and prepares class and examination schedules. Questions or problems concerning examinations, grades, programs, academic policies and procedures, State Bar requirements, transfer credits, and graduation requirements should be directed to the College of Law Registrar's Office. Transcripts of school records are available through the university Office of the Registrar in Woody Hall at the University's La Verne Campus. It is important to note that it is the responsibility of each individual student to know what the graduation requirements are, to regularly assess the courses and units completed, the courses and units yet to be completed, and to meet all graduation requirements in a timely manner.

Please stop by or call the College of Law Registrar's Office if you have any questions about the registration procedures. The Registrar's Office telephone numbers are (909) 460-2010 and (909) 460-2012.

## **8. SCHOLARSHIPS**

The Scholarship Committee awards scholarships. Scholarship questions can be directed to the Director of Admissions at (909) 460-2001; or to the Registrar at (909) 460-2010.

## **9. PSYCHOLOGICAL COUNSELING**

The University Counseling Center offers psychological counseling services that are designed to help students work on feelings, thoughts, and problems that affect their personal, social, and academic effectiveness. The services are available at a nominal fee and the center is located on the second floor of the Hoover Building on the main campus. The Center can be contacted at (909) 593-3511, ext. 4831.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

### **1. American Constitution Society**

The American Constitution Society is a student chapter of The American Constitution Society for Law and Policy. The ACS believes deeply in the importance of law as the mechanism which governs the relationships between and among the individuals and institutions that form our society. Members recognize the direct relationship between legal theory and the broader political debate about the kind of society in which we live.

### **2. Asian Pacific American Law Student Association**

Founded in 1981, the National Asian Pacific American Law Student Association (NAPALSA) is the first and oldest national Asian Pacific American law organization. NAPALSA promotes the advancement of Asian minorities in the legal community and focuses on the interests of the general Asian community. Each year, NAPALSA hosts an Annual National Conference on Law & Public Policy for members, alumni and the legal community. The conference is an opportunity not only to discuss legal issues and public policies but also to establish ties among member chapters.

The goals of the College of Law chapter include fostering and developing future leaders who will care about, support, and understand the history and concerns of the Asian Pacific American community.

### **3. Black Law Students Association**

The goal of BLSA is to advance the interests of black law students and other minority law students and to instill in the black attorney and law student a greater awareness of and commitment to the needs of the black community. The College of Law chapter is part of a national organization, the National Black Law Students Association, which is the largest student-run organization in America. NBLSA conducts the prestigious Frederick Douglass Moot Court Competition and sponsors the Nelson Mandela

Scholarship Program, which annually awards scholarships to black law students. BLSA's activities have included voter registration drives, street law clinics, and a speaker series that addresses issues affecting minority communities.

#### **4. Criminal Law Society**

The mission of the Criminal Law Society is to provide a forum in which to address the unique legal issues facing the criminal justice system, create opportunities for students interested in criminal law to interact with faculty, practitioners, judges, and community organizations that work in the field, and to empower the law graduates of the college to pursue their career goals in criminal law.

#### **5. Delta Theta Phi Law Fraternity**

The College of Law has an award-winning chapter of Delta Theta Phi, one of the leading professional law fraternities in the world. Membership is open to all students. Information about the fraternity can be obtained from any member of the Delta Theta Phi Law Fraternity.

#### **6. Federalist Society**

The student chapter of the Federalist Society was recognized on November 6, 2006. The Federalist Society is a group of conservatives and libertarians interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be.

#### **7. Hispanic National Bar Association**

On May 3, 2000, the HNBA recognized the George Lopez Chapter of the Hispanic National Bar Association at the University of La Verne College of Law as the first school to charter a student chapter of the HNBA. The group is active in the local community.

#### **8. J. Reuben Clark Law Society**

The J. Reuben Clark Law Society, La Verne Student Chapter, was approved on July 6, 2005. Its purpose is to help students recognize the strength that can be brought to the study of law through students' personal religious convictions. Values such as (1) public service, (2) loyalty to the rule of law, and (3) appreciation for the religious dimension within the law student's personal life guide the organization in promoting fairness and virtue founded upon the rule of law.

## **9. Jewish Law Students Association**

The purposes of the JLSA are to provide a forum for Jewish law students to interact; further education about Judaism, its traditions, history, and ideals; encourage diversity and unity among law students; sponsor and maintain such services and activities as may be deemed beneficial to the JLSA and its members; and facilitate communication among the faculty, administration, alumni, and students.

## **10. 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.ulv.edu/academics/lawreview/index.html> for more information about the Law Review.

## **11. Pride Law Alliance**

The Pride Law Alliance is a student organized and run group, representing the interests of the lesbian, gay, bisexual, transgender, intersex, questioning, and queer (LGBTIQQ) community at the law school. PLA's mission is community, education, and activism.

## **12. Public Interest Law Foundation**

The goal of the organization is to provide a forum for the discussion of issues of public interest law and aid students in finding jobs and opportunities in public interest law.

## **13. Society of Legal Studies and Business**

As the primary academic society for law and business within the University of La Verne College of Law, it is the organization's mission to advance the interdisciplinary interests of the law and business programs at the University of La Verne College of Law.

The Society of Legal Studies and Business strives to provide its members with opportunities to better themselves through a network of mutually supportive relationships between members, private organizations, and government agencies creating a community of students and professionals interested in the fields of law, business, and public policy. Scheduled social events provide members with opportunities to meet with distinguished individuals that contribute to the fields of law, business, and public policy and learn from their experiences.

## **14. Sports and Entertainment Law Society**

The Sports and Entertainment Law Society seeks to explore legal issues and trends in the sports and entertainment industries, cultivate interest therein, and provide a forum in which students can meet and interact with attorneys, agents, artists, etc.

## **15. The Student Bar Association**

All students at the College of Law are members of the Student Bar Association (SBA). SBA officers, who direct and oversee various student-initiated activities, are elected annually. Student concerns can be communicated to SBA officers.

## **16. Women's Legal Society**

The mission of the Women's Legal Society is to provide a forum to address the unique legal issues facing women, provide networking opportunities for law students, promote philanthropy both within the school and our community, and to empower the women law graduates to pursue their career goals, including those not traditionally held by women.

## **17. ABA Law Student Division Representative**

According to the American Bar Association Law Student Division's web site (<http://www.abanet.org/lzd/sba-rep.html>), the ABA LSD representative serves as "a crucial link between the ABA Law Student Division" and the law students. The ABA representative communicates the benefits and value of ABA membership and allows students to "look outside their academic walls" and see the issues facing legal professionals.

## **APPENDICES**

### **APPENDIX A: EXAMINATION POLICY TO ACCOMMODATE STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE [To be incorporated in the next version of the MAPP, as Part III.L.5. This policy was approved by the faculty on May 13, 2009]**

#### **5. Students for Whom English is a Second Language**

- a) Students for whom English is a second language may qualify to receive extra time during written examinations. Any student seeking extra time must submit a written request to the Assistant Dean of Students as early as possible but no later than five working days before the examination.
- b) The Assistant Dean of Students will meet with the student to determine whether extra time is appropriate. The decision will be based on recommendations from the student's professors, the Director of Academic Support, the Director of Legal Analysis and Writing, the student's LSAT and TOEFL (Test of English as a Foreign Language) scores, undergraduate or graduate institutions attended, length of time in the country, language accommodations received in the past, and any other relevant information.

- c) Accommodations for English as a second language shall apply to any written examination that is administered under timed conditions and is required for completion of a Law School course, including but not limited to final examinations and mid-term examinations. Accommodations for English as a second language will not be provided for any other assignments.

A full-time student who qualifies to receive extra time during written examinations shall receive up to 50 percent more time for each examination during the first two semesters of study and up to 25 percent more time for each such examination during the third and fourth semesters of study. No extra time is permitted during the fifth and sixth semesters.

A part-time student who qualifies to receive extra time during written examinations shall receive up to 50 percent more time for each examination during the first two semesters of study and up to 25 percent more time for each examination during the third to the sixth semesters of study. No extra time is permitted during the seventh and eighth semesters.

- d) Students for whom English is a second language will be permitted to use a language dictionary while taking examinations. The dictionary is to be purchased by the student and is to contain no additional writing in any language. Dictionaries that do contain additional writing may not be used in the examination, except when allowed by the examination rules (e.g., for open-book examinations). Students may use a dedicated electronic dictionary provided that it does not have communication capabilities.

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## **APPENDIX B: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The University of La Verne (La Verne) abides by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. The University's 2009-2010 catalog, pages 46 to 47, contains a statement regarding FERPA. To access this information, go to <http://www.laverne.edu/catalog/assets/0910-laverne-catalog>.

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## **APPENDIX C: PRO BONO AND PUBLIC SERVICE POLICY (Approved on January 29, 2009)**

### **INTRODUCTION**

The University of La Verne's Mission Statement identifies Community Service as one of four major concerns that "affirm a positive and rewarding life for its students." The University believes that "service is a primary goal of the educated person. The University therefore encourages its students to experience the responsibilities and rewards of serving the human and ecological community."

The American Bar Association also sets forth what it believes is a lawyer's pro bono responsibility in Model Rule 6.1<sup>1</sup> and in Standard 302 (b)(2) of the Standards for Approval of Law Schools of the American Bar Association<sup>2</sup>. "Pro bono publico" means "for the public good."

The ABA states that "[i]t is important to remember that all pro bono work is public service, but not all public service work is pro bono. Although some law schools permit students to count credit-bearing public interest clinics and externships toward their school's pro bono goal or graduation requirement, these activities are not typically considered 'pro bono.' Similarly, non-legal community-based volunteer activities such as painting a school in a low-income neighborhood or serving meals in a homeless shelter are not pro bono, either, because they do not involve the use of legal skills."<sup>3</sup>

### **THE COLLEGE OF LAW'S PRO BONO AND PUBLIC SERVICE PROGRAM**

#### **A. Program Description**

The College of Law's pro bono and public service program is:

1. A voluntary program for the law students.
2. Students should perform pro bono volunteer work. They may also engage in non-legal community-based volunteer activities.

Students who volunteer for pro bono work should work under the supervision of a practicing attorney and must engage in work that utilizes legal skills. Non-legal community-based volunteer activities must primarily benefit the community outside the law school and not the college and/or university.

3. To be considered, the pro bono and/or public service volunteer work must not receive compensation, income, or some form of tangible reward. However, pro bono academic credit-granting activities may still be considered.

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<sup>1</sup> Model Rule 6.1 provides in part that "Every lawyer has a professional responsibility to provide legal services to those unable to pay. A lawyer should aspire to render at least (50) hours of pro bono publico legal services per year."

<sup>2</sup> Standard 302(b)(2) provides that a law school shall offer substantial opportunities for student participation in pro bono activities.

<sup>3</sup> American Bar Association Center for Pro Bono, *Everything You Wanted to Know About Law School Pro Bono But Were Afraid to Ask*, [http://www.abanet.org/legalservices/probono/everything\\_you\\_always\\_wanted\\_to\\_know.pdf](http://www.abanet.org/legalservices/probono/everything_you_always_wanted_to_know.pdf) (last accessed on January 21, 2009).

## **B. Procedures**

1. Students must inform the Director of Clinical Programs of the pro bono work they intend to do before they do it. For public service work, students must inform the Assistant Dean of Students.
2. The information students submit regarding the pro bono and/or public service work must include the name of the sponsoring organization/event/clinic; the number of volunteer hours; a detailed description of the activities; where the activities were performed; the person in charge of the activity/project; and the contact information of the person/persons who can verify the students' information.
3. Students are encouraged to report their pro bono/public service work in a regular and timely manner.
4. In the year a student expects to graduate, any information regarding pro bono/public service work must be submitted before April so that it may be considered for recognition during graduation.

## **C. Opportunities**

Pro bono opportunities should involve the rendering of “meaningful law-related service to persons of limited means or to organizations that serve such people.” Such opportunities may be provided by pro bono programs administered by local/state bar associations. Placements may also be through legal services and other non-profits that provide legal services to persons of limited means, private attorneys in the community who work on pro bono matters, and through postings on pro bono websites (e.g., [www.LawHelpCalifornia.org](http://www.LawHelpCalifornia.org)).

The following are examples of pro bono programs:

Inland Counties Legal Services (Rancho Cucamonga, San Bernardino, and Victorville offices)  
Inland Empire Latino Lawyers Legal Aid aka IELLA Legal Aid Project (Riverside)  
Legal Aid Society of San Bernardino (San Bernardino)  
Neighborhood Legal Services of Los Angeles County  
Protection & Advocacy, Inc. (Los Angeles office)  
Resource Center (San Bernardino Superior Court's self-help assistance center; Rancho Cucamonga, San Bernardino, and Victorville offices)  
Self Help Legal Access Center (Pomona office)

Public service work, on the other hand, involves meaningful services that are not law-related and which primarily benefit the community outside the law school, and not the college or the university. Services may include work in hospitals, prisons, non-profit organizations (e.g. religious organizations, hospices, homeless shelters, centers for victims of domestic violence), schools, senior centers, museums, etc.

Public service work may also take place within the law school, e.g. an event encouraging diverse high school students to think about college and beyond, a mock

trial for elementary school students to explain the court and the various roles of the people appearing before the court, translation services for clinic clients, etc.

**D. Recognition**

Students who commence study in fall 2009 or later who are able to perform 50 or more hours of pro bono and/or public service work will be recognized during graduation.

Students who commenced study prior to fall 2009 who are able to perform 30 or more hours of pro bono and/or public service work will be recognized during graduation.

Recognition may include bestowing of a pro bono/public service academic cord (to be worn as part of the student's academic regalia) and the reading of the student's name during the commencement program.

**E. Effectivity**

Activities performed before May 18, 2009 that would have qualified for recognition under the previous policy but no longer qualify under this policy may be considered if the appropriate form is completed and submitted no later than May 18, 2009.

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**APPENDIX D: SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The University and the College of Law are committed to maintaining an environment free of harassment for students, faculty, and staff. Consequently, sexual and other unlawful harassment of students or employees is unacceptable and will not be tolerated. Complete information concerning harassment can be obtained online at <http://www.laverne.edu/hr/assets/s22.pdf>.

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**APPENDIX E: SHOWING COPYRIGHTED MOTION PICTURES INTERIM POLICY (Approved on February 12, 2009)**

The University of La Verne College of Law is committed to strict adherence to the copyright laws of the United States. At the same time, we understand that under some circumstances, Section 110 of Title 17 of the United States Code permits, without a license, the showing of a copyrighted motion picture.

In order for Section 110 to apply, the University of La Verne College of Law requires that all of the following requirement be met:

- (1) the copy of the motion picture must be legally obtained (for example, by purchase or rent; no "bootleg" or illegally downloaded copies may be shown);
- (2) the event must include "face-to-face" teaching, preferably by a member of the University of La Verne College of Law faculty;

- (3) the event must occur in a classroom;
- (4) the event must be open only to University of La Verne College of Law students, and a sign in sheet must be kept by which each attendee so certifies (Sample Sign-In Sheet attached).

So long as these requirements are met, it is the belief of the University of La Verne College of Law that the showing of a copyrighted motion picture on campus at the University of La Verne College of Law does not violate the copyright laws of the United States.

*Title 17 U.S.C. 110. Limitations on exclusive rights: Exemption of certain performances and displays*

Notwithstanding the provisions of section 106, the following are not infringements of copyright:

- (1) performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made;

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## APPENDIX F: STATE BAR REGULATIONS

Statutory requirements for Admission to the Practice of Law in the State of California are set forth in California Business and Professions Code Section 6060. The Committee of Bar Examiners of the State Bar of California examines all applicants for admission to the practice of law in this state and administers the requirements for admission to practice. The Committee certifies to the California Supreme Court admission to practice only those persons who fulfill the requirements for admission set forth in the Business and Professions Code and the Rules published by the Committee.

Those persons who, upon graduation from law school, seek admission to practice in California **must register** with the Committee of Bar Examiners **within three months after beginning their law studies**. Registration forms are available from the State Bar; its website is [www.calbar.ca.gov](http://www.calbar.ca.gov). It is each individual student's responsibility to see that these forms are properly completed and filed in a timely manner.

Students who may wish to practice in states other than California are cautioned to make their own investigations into the rules for admission to practice in those states. Registration at the commencement of law school studies often is required.

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## **APPENDIX G: STUDENT ORGANIZATION RECOGNITION POLICY (Approved on June 5, 2006)**

### **INTRODUCTION**

The study of law is challenging, rigorous, and time consuming. While the Faculty and Administration of the College of Law believe that a student should spend most of his/her time in studying and learning the law, we also believe that student organizations play an important role in assisting us achieve our Mission. We believe that organized student activities are an integral part of the educational program of the College and these activities provide opportunities for personal and professional growth.

### **I. CRITERIA FOR RECOGNITION OF STUDENT ORGANIZATIONS**

1. Purpose of the Organization: The organization's purpose must be related to the academic, social, or community service Missions of the College and University. Recognized organizations must comply with all College and University policies, regulations, and local, state, and federal laws.
2. General Expectations and Responsibilities: Students and recognized student organizations are expected to show respect for the rights of others and to conduct themselves in accordance with University, College, and professional standards of behavior.
3. Membership/Participation: Membership and participation in a recognized organization is limited to currently enrolled students in the College who are in good academic standing. Recognized organizations may not discriminate on the basis of race, color, gender, religion, age, sexual orientation, marital status, disability, or national or ethnic origin in their membership. A new organization must have at least ten (10) members.
4. Affiliations: An organization that seeks recognition may be affiliated with a national, state, or regional organization.
  - a. The recognized organization must have, and maintain, active control over the operation and activities of its chapter.
  - b. The organization may be recognized if it is not an agent for an off-campus group and if the organization's major or sole purpose is not to support the off-campus group's access to the College's facilities, equipment, and resources.
  - c. A recognized organization may not affiliate with another organization that requires a specific position or practice in conflict with any College or University regulation or any local, state, or federal laws.
5. Required Submissions: A new organization must submit all required documents and information as outlined in this policy.

## **II. RECOGNITION PROCEDURE**

1. Students who wish to have an organization recognized must submit the following to the Office of the Assistant Dean of Students:

- a. The organization's constitution. The constitution should contain basic information about the organization and is similar to a corporation's articles of incorporation.
- b. The organization's bylaws. Provisions should include the following: the official name of the organization; a detailed declaration of purpose(s)/goals; the criteria for voting membership; the duties and privileges of membership; the frequency of meetings; the officers, their duties, and authority; procedures for selection and removal of officers; procedures for organization decision-making (including a definition of quorum, the procedures for expenditures, and the procedures for payment of debts); the procedure for establishing committees and their authority; an amendment process; provisions for a faculty advisor (all organizations must have a law faculty advisor on record); and provision for dispersal of funds and assets if the organization ceases to exist.
  - b. Completed Organization Officers and Advisor Form
  - c. Completed Initial Membership Roster Form
  - d. Other relevant information

2. In addition to the documents enumerated in II.1., the Office of the Assistant Dean of Students may request other information and documents regarding the operation of the organization.

## **III. PRIVILEGES AND RESPONSIBILITIES**

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

- a. Use of the College's facilities, services, and resources according to established policies.
- b. Participation in College activities (e.g. New Student Orientation).
- c. Inclusion in College catalogs and its website.

2. Recognized student organizations must:

- a. Comply with all College and University rules and regulations and all local, state, and federal laws.
- b. Provide programs and activities that will contribute to the College's and University's Missions.
- c. Inform the Office of the Assistant Dean of Students in writing of any substantial changes in its organization within a reasonable time after the change occurs. Examples of "substantial changes" include amendments to the organization's constitution and/or bylaws, changes in officers and/or advisor, membership numbers fall below seven (7) students, etc.
- d. File a yearly report with the Office of the Assistant Dean of Students.

#### **IV. YEARLY REPORT**

Recognized student organizations are required to submit to the Office of the Assistant Dean of Students a yearly report that will contain, among others, the names and contact information of the organization's officers, members, and advisor; a list of the organization's activities during the past year; its planned activities; and budget.

#### **V. SUSPENSION OR TERMINATION OF RECOGNITION**

1. Recognition of a student organization may be suspended or terminated because:
  - a. The organization ceases to abide by its approved constitution and bylaws.
  - b. Failure of the organization and/or its members to fulfill its responsibilities and obligations.
  - c. Membership falls below seven (7) students.
2. Depending on the circumstances, the Assistant Dean of Students may impose sanctions, other than suspension or termination, on the student organization.

#### **VI. APPEALS**

Decisions regarding student organizations may be appealed to the Dean of the College of Law. His/her decision shall be final.

#### **VII. EXEMPTIONS**

Existing student organizations (Student Bar Association, Asian Pacific American Law Students Association, Black Law Students Association, Delta Theta Phi Law Fraternity, Entertainment Law Society, and the Hispanic National Bar Association) are exempted from these provisions.

Sources: **The following sources were used in preparing the 2004 version of the Student Organization Recognition Policy: ULV Clubs & Organizations Handbook 2004 and internet websites (of selected ABA law schools and various student organizations).**

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#### **APPENDIX H: WRITTEN NOTICE FOR CHANGES IN STUDENT INFORMATION**

A student has the duty to inform the College of Law, in writing, of any change in his/her status and/or file information. Examples of changes that should be reported to the appropriate office include, but are not limited to, changes of:

1. Name
2. Address (including email address)
3. Phone numbers (work, home, cell)
4. Status as full or part-time student

5. Name and contact information for Permanent Contact (someone who will always know how to contact you)
6. Admissions information. This information includes changes in information regarding (1) probation, dismissal, or suspension from any school or educational institution previously or concurrently being attended; (2) charges, convictions, or pleas of “no contest” to any criminal (felony or misdemeanor) violations or offenses (other than minor traffic violations) including any deferred, expunged, or sealed judgments arising prior to or during enrollment; and (3) any criminal charges that were pending during the admissions process.
7. Enrollment in another academic program. Transcripts for all courses taken in those programs should also be submitted.
8. Immigration status

Students should consult the rules and regulations of the bar-admitting authority of the state in which they intend to practice to determine what other information/change in status should be reported that may affect their eligibility for admission to the Bar.

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**FORMS**

**1. FORM NO. 1**

**UNIVERSITY OF LA VERNE COLLEGE OF LAW  
PRO BONO & PUBLIC SERVICE TIME LOG**

**Instructions:** The student engaging in pro bono and public service activities must record on this form the date/s, time/s, and descriptions, of the activities performed. The person supervising the activities must then sign and date the form before it is submitted to the Assistant Dean of Students.

**Name of Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Home No.** \_\_\_\_\_ **Cell No.** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name & Title of Supervisor:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Work No.** \_\_\_\_\_ **Cell No.** \_\_\_\_\_

Date Activity Performed	Hours Worked	Activity Description

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have read, reviewed, and certify that the student performed the foregoing activities, with their corresponding times.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**2. FORM NO. 2**

**University of La Verne College of Law  
Sign-In Sheet for Movie Event**

Pursuant to the requirements of Title 17, U.S. Code, Section 110, the undersigned certify that each of them

(1) participated in face-to-face instruction about \_\_\_\_\_ (subject to be described);

(2) is an enrolled student at the University of La Verne College of Law.

Student's Printed Name	Student's Signature

### 3. FORM NO. 3A, 3B, 3C

#### 3A. STUDENT ORGANIZATION CHECKLIST

##### CHECKLIST FOR NEW STUDENT ORGANIZATIONS

- \_\_\_\_\_ Organization's Name
- \_\_\_\_\_ Organization's Constitution (similar to a corporation's Articles of Incorporation)
- \_\_\_\_\_ Organization's Bylaws, with provisions for:
  - the official name of the organization
  - a detailed declaration of purpose(s)/goals
  - the criteria for voting membership
  - the duties and privileges of membership
  - the frequency of meetings
  - the officers, their duties, and authority
  - selection and removal of officers
  - organization's decision-making (including a definition of quorum, the procedures for expenditures, and the procedures for payment of debts)
  - the procedure for establishing committees and their authority
  - an amendment process
  - a faculty advisor (all organizations must have a law faculty advisor on record)
  - dispersal of funds and assets if the organization ceases to exist
  
- \_\_\_\_\_ Faculty Advisor
- \_\_\_\_\_ Student Organization Officers and Advisor Form
- \_\_\_\_\_ Initial Membership Roster Form (a new organization must have at least ten (10) members)
- \_\_\_\_\_ Other relevant information (e.g. parent organization information)

**3B. Student Organization Officers and Advisor Form**

Name of Organization: \_\_\_\_\_

Officers:

President: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (H) \_\_\_\_\_ (O) \_\_\_\_\_

Cel Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (H) \_\_\_\_\_ (O) \_\_\_\_\_

Cel Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Secretary: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (H) \_\_\_\_\_ (O) \_\_\_\_\_

Cel Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (H) \_\_\_\_\_ (O) \_\_\_\_\_

Cel Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (H) \_\_\_\_\_ (O) \_\_\_\_\_

Cel Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (H) \_\_\_\_\_ (O) \_\_\_\_\_

Cel Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Submitted By: (Printed Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3C. Initial Membership Roster Form**

Name of Organization: \_\_\_\_\_

Statement of Understanding:

We, the undersigned, are all students currently enrolled in the College of Law. We are all in good academic standing and have read the organization's constitution and the COL Student Organization Policy.

Printed Name	Signature	Phone Number

Submitted By: (Printed Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONTACT INFORMATION

## University of La Verne College of Law

August 2009

320 East D Street, Ontario, CA 91764

Main Line: (909) 460-2000; Security Desk: ext. 2099 ~ After hour Emergency: 208-4903

Main Campus: 1950 Third Street, La Verne, CA 91750 ~ (909) 593-3511

FALL 2009

<u>NAME</u>	<u>TITLE</u>	<u>E-Mail</u>	<u>EXT</u>
Amrine, Edith	Senior Library Assistant – Acquisitions	<a href="mailto:eamrine@laverne.edu">eamrine@laverne.edu</a>	2066
Austin, David	Senior Library Assistant – Circulation	<a href="mailto:daustin@laverne.edu">daustin@laverne.edu</a>	2071
Becerra, Irma	Administrative Secretary – Faculty	<a href="mailto:ibecerra@laverne.edu">ibecerra@laverne.edu</a>	2035
Berry, Sharilyn	Director of Development	<a href="mailto:sberry@laverne.edu">sberry@laverne.edu</a>	2024
Chaney, Megan	Assistant Professor of Law	<a href="mailto:mchaney2@ulv.edu">mchaney2@ulv.edu</a>	2025
Conaway, Terry	Head of Library Public Services	<a href="mailto:tconaway@laverne.edu">tconaway@laverne.edu</a>	2067
Daniel, Juanda	Professor of Law	<a href="mailto:jdaniel@laverne.edu">jdaniel@laverne.edu</a>	2044
Doskow, Charles	Dean Emeritus & Professor of Law	<a href="mailto:dosklaw@aol.com">dosklaw@aol.com</a>	2041
Easley, Allen	Dean and Professor of Law	<a href="mailto:aeasley@laverne.edu">aeasley@laverne.edu</a>	2020
Egly, Jane	Dir. of Clinical Programs & Professor of Law	<a href="mailto:jhegly@aol.com">jhegly@aol.com</a>	2042
Exon, Susan	Professor of Law	<a href="mailto:sexon@laverne.edu">sexon@laverne.edu</a>	2043
Farnsworth, August	Assistant Dean of Career Services & Professional Development	<a href="mailto:afarnsworth@laverne.edu">afarnsworth@laverne.edu</a>	2016
Fragiacomo, Kelly	Assistant Director of Admissions	<a href="mailto:kfraggiacomo@laverne.edu">kfraggiacomo@laverne.edu</a>	2004
Gaetano, Darlene	Head of Library Technical Services	<a href="mailto:dgaetano@laverne.edu">dgaetano@laverne.edu</a>	2064
Garcia, Kathy	Assistant Professor of Law & Dir. of Academic Support	<a href="mailto:kgarcia@laverne.edu">kgarcia@laverne.edu</a>	2045
Gaytan, Cindy	Communications/Special Events Coordinator	<a href="mailto:cgaytan@laverne.edu">cgaytan@laverne.edu</a>	2018
Graham, Tiffany	Associate Professor of Law	<a href="mailto:tgraham@laverne.edu">tgraham@laverne.edu</a>	2036
Haneman, Victoria	Associate Professor of Law	<a href="mailto:vhaneman@laverne.edu">vhaneman@laverne.edu</a>	2032
Held, Kenneth	Dean Emeritus & Professor of Law	<a href="mailto:heldk@ulv.edu">heldk@ulv.edu</a>	2047
Hennings, Leslie	Administrative Secretary – Faculty	<a href="mailto:lhennings@laverne.edu">lhennings@laverne.edu</a>	2060
Hultman, John	Professor of Law	<a href="mailto:hultmanj@ulv.edu">hultmanj@ulv.edu</a>	2040
Jones, Malana	Bar Exam Coordinator	<a href="mailto:mjones@laverne.edu">mjones@laverne.edu</a>	2007
Ketchum, William	Reference Librarian	<a href="mailto:wketchum@laverne.edu">wketchum@laverne.edu</a>	2063
Klein, Diane	Associate Professor of Law (on leave)	<a href="mailto:dianeklein@aol.com">dianeklein@aol.com</a>	
Larson, Stephen	Jurist in Residence	<a href="mailto:stephen_larson@cacd.uscourts.gov">stephen_larson@cacd.uscourts.gov</a>	
Linarelli, John	Associate Dean for Academic Affairs & Professor of Law	<a href="mailto:jlinarelli@laverne.edu">jlinarelli@laverne.edu</a>	2046
Lipson, Ashley	Professor of Law	<a href="mailto:ashley@objection.com">ashley@objection.com</a>	2037
Malagrino, Dylan	Visiting Assistant Professor of Law	<a href="mailto:dmalagrino@laverne.edu">dmalagrino@laverne.edu</a>	2038
Marshall, Kevin	Associate Professor of Law	<a href="mailto:kmarshall@laverne.edu">kmarshall@laverne.edu</a>	2030
McMurtry-Chubb	Assistant Professor of Law & Director of Legal Writing	<a href="mailto:tmcmurtry-chubb@laverne.edu">tmcmurtry-chubb@laverne.edu</a>	2039
Murray, Colleen	Registrar	<a href="mailto:cmurray@laverne.edu">cmurray@laverne.edu</a>	2010
Parker, Brian	Equipment/Systems Analyst	<a href="mailto:bparker@laverne.edu">bparker@laverne.edu</a>	2079
Pettinato, Tammy	Assistant Dir of Career Services & Professional Development	<a href="mailto:tpettinato@laverne.edu">tpettinato@laverne.edu</a>	2019
Roark, Marc	Assistant Professor of Law	<a href="mailto:mroark@laverne.edu">mroark@laverne.edu</a>	2059
Rowland, Sarah	Cataloging Assistant	<a href="mailto:srowland@laverne.edu">srowland@laverne.edu</a>	2073
Rubin, H. Randall	Professor of Law	<a href="mailto:hrrubin@laverne.edu">hrrubin@laverne.edu</a>	2022
Rudolf, Kenneth	Director of the Law Library & Professor of Law	<a href="mailto:krudolf@lavernue.edu">krudolf@lavernue.edu</a>	2065
San Juan, Vintonio	Assistant Dean of Students	<a href="mailto:vsanjuan@laverne.edu">vsanjuan@laverne.edu</a>	2023
Schander, Deborah	Reference Librarian	<a href="mailto:dschander@laverne.edu">dschander@laverne.edu</a>	2062
Stacy, Robert	Assistant Professor of Law	<a href="mailto:rstacy@laverne.edu">rstacy@laverne.edu</a>	2033
Startsman, Heather	Administrative Assistant – Career Services & Prof. Dev.	<a href="mailto:hstartsman@ulv.edu">hstartsman@ulv.edu</a>	2007
Stovall, Stephanie	Financial Aid Coordinator	<a href="mailto:sstovall@ulv.edu">sstovall@ulv.edu</a>	2006
Swaim, Tina	Assistant to the Deans	<a href="mailto:tswaim@laverne.edu">tswaim@laverne.edu</a>	2021
Thompson, Alexis	Assistant Dean of Admissions	<a href="mailto:athompson@laverne.edu">athompson@laverne.edu</a>	2002
Uchimiya, Diane	Dir. of Justice & Immigration Clinic & Assoc. Professor of Law	<a href="mailto:duchimiya@laverne.edu">duchimiya@laverne.edu</a>	2031
Yousef, Evette	Admissions Representative	<a href="mailto:eyousef@laverne.edu">eyousef@laverne.edu</a>	2009

Disability Rights Legal Center

McGunigle, Heather	Director	<a href="mailto:heather.mcgunigle@lls.edu">heather.mcgunigle@lls.edu</a>	2034
Montano, Norma	Administrative Assistant	<a href="mailto:norma.montano@lls.edu">norma.montano@lls.edu</a>	2026

Justice and Immigration Clinic

Uchimiya, Diane	Director	<a href="mailto:duchimiya@laverne.edu">duchimiya@laverne.edu</a>	2014 2031
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Bookstore

Sheridan, Marlene	Bookstore Manager	<a href="mailto:3032mgr@fhcg.follett.com">3032mgr@fhcg.follett.com</a>	2091
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