

# Lincoln Law School of Sacramento



STUDENT HANDBOOK Fall 2011/Spring 2012

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# INFORMATION ABOUT LINCOLN LAW SCHOOL OF SACRAMENTO

## WHERE CAN I FIND THE ANSWERS TO MY QUESTIONS?

This handbook is designed to answer the questions most frequently asked by Lincoln Law School of Sacramento students. If you do not find the answer here, please consult the following sources:

- The current Lincoln Law School of Sacramento catalog
- The Administration Office
- The Dean
- The School's website: [www.lincolnlaw.edu](http://www.lincolnlaw.edu)

## WHEN IS THE ADMINISTRATION OFFICE OPEN?

Normal business hours for the Administration Office are:

- 9:00 a.m. to 7:00 p.m., Monday through Friday.
- During the summer semester and during registration periods the office closes at 5:00 p.m. on Fridays.
- The office may also close at 5:00 p.m. on nights when no classes are being held. The office is closed on all school holidays.

## HOW CAN I REACH THE SCHOOL?

Address: 3140 J Street  
Sacramento, CA 95816  
Telephone: 916-446-1275  
Fax: 916-446-5641  
E-Mail: [information@lincolnlaw.edu](mailto:information@lincolnlaw.edu)

To reach a particular extension when the voice mail system is active, simply dial the extension during the voice mail message.

Library	117
Registrar Angelia Harlow	110
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Dean James M. Schiavenza	114

## **ACCREDITATION**

### **IS LINCOLN LAW SCHOOL OF SACRAMENTO ACCREDITED?**

In recognition of the integrity of our educational program, the Committee of Bar Examiners of the State Bar of California (“the Committee”) has granted Lincoln Law School of Sacramento accreditation. The Committee accredits law schools for the State of California. To become accredited, a law school must establish that its paramount objective is to provide a sound legal education and that it has met specific standards set by the Committee. Information about those standards is available from the Committee or the Dean of the School. Because the School is accredited, our regular students who have successfully completed one year of studies are exempt from taking the First Year Law Students Examination ("FYLSX").

### **IF I GRADUATE FROM LINCOLN, CAN I PRACTICE LAW IN ANOTHER STATE?**

Most states require graduation from a law school approved by the American Bar Association or approved or accredited by that state's supreme court or examining committee as a prerequisite to taking the bar examination in that state.

Study at, or graduation from, Lincoln Law School may not qualify a student to take the bar examination in other states or satisfy the requirements to practice law in other states. Therefore, if a student intends to seek admission to practice law in a state other than California, the student should contact the admitting authority in that state for information regarding the legal education requirements for admission to practice law.

### **WHY IS LINCOLN NOT AN ABA SCHOOL?**

The American Bar Association (“ABA”) is a private organization that approves law schools nationwide. Lincoln Law School of Sacramento has not sought ABA approval. The School chooses, instead, to focus on its mission of providing affordable legal education in the evenings to the local community. It is believed that seeking ABA approval would be detrimental to achieving this mission. ABA approval usually requires that the law school have a program of daytime classes and a full-time faculty. Lincoln Law School does not meet this requirement.

# CALIFORNIA COMMITTEE OF BAR EXAMINERS

## **WHY DO I NEED TO INTERACT WITH THE CALIFORNIA COMMITTEE OF BAR EXAMINERS?**

The California Committee of Bar Examiners oversees legal education and admissions to the bar in California. As a law student, you will need to communicate with the Committee for the following purposes:

- ◆ Registration as a law student (during your 1st semester);
- ◆ Application to take the First-Year Law Student Examination, if you were admitted as a Special Student (1<sup>st</sup> year);
- ◆ Certification as a law student (no sooner than 3<sup>rd</sup> year);
- ◆ Multi-State Professional Responsibility Examination (anytime after registration as a law student);
- ◆ Moral Character Application (4<sup>th</sup> year);
- ◆ Application to take the California Bar Examination (4<sup>th</sup> year).

## **HOW DO I REGISTER AS A LAW STUDENT?**

Registration as a law student with the California State Bar is required by each student. Students can register online at [www.calbar.ca.org](http://www.calbar.ca.org). This registration need only be done once. Therefore, transfer students previously registered at another school need not register again. Students are responsible for the registration number they receive from the Bar. This number is not given to the law schools.

## **WHAT IS A CERTIFIED LAW STUDENT AND HOW DO I BECOME ONE?**

The California State Bar's Practical Training of Law Students Program certifies students to make court appearances under the supervision of a licensed attorney. To become certified, you must have completed or be enrolled in Civil Procedure and Evidence. You may become certified regardless of whether you are receiving internship units for the activity for which you wish to become certified.

## **KEEPING IN TOUCH WITH THE SCHOOL**

### **HOW WILL THE SCHOOL NOTIFY ME IF THEY NEED TO?**

Typically, the school will notify you one of several ways:

- ❖ Postal mail;
- ❖ Either work or home telephone;
- ❖ Students' mailboxes located upstairs in Classroom A;
- ❖ Via the school's website, student resources pages;
- ❖ The school also has e-mail capability and can respond to your e-mail. .

It is important to keep student records accurate and current so that all correspondence from the school is received in a timely manner.

You need to:

- Make sure the school has your current email and daytime (work) telephone numbers so we can reach you if a class is cancelled or rescheduled at the last minute.
- Check your student mailbox regularly as you are assumed to have received administrative notices delivered there.

### **HOW DO I NOTIFY THE SCHOOL IF I CHANGE MY ADDRESS?**

Changes of Address forms are available at the Administrative Office.

### **WHEN DO I NEED TO CONTACT THE SCHOOL?**

You need to contact the school if:

- ❖ You change your address or telephone number(s);
- ❖ You cannot take an examination when scheduled (see Make-Up Examination policy on page 15- 14 -);
- ❖ You are unable to register during the scheduled registration period;
- ❖ You plan to withdraw from school (see Withdrawal policies on page 7) ; or
- ❖ You need to discuss financial arrangements.

You may also contact the school anytime you have questions or concerns about your legal education.

## ATTENDING LINCOLN LAW SCHOOL OF SACRAMENTO

### WHEN ARE CLASSES HELD?

During the Fall and Spring semesters, students attend class three nights per week from 6:30 p.m. to 9:15 p.m.

Pre First Year - Spring	Wednesday and Friday
First Year	Tuesday, Wednesday and Friday (First-year students also attend class on twelve scheduled Saturday mornings during the year. Copies of this schedule are provided during registration or at the Orientation.)
Second Year	Monday, Tuesday and Thursday
Third Year	Monday, Wednesday and Thursday
Fourth Year	Monday, Tuesday and Thursday

### SUMMER CLASSES:

During Summer semester, classes are scheduled for Monday/Wednesday or Tuesday/Thursday sessions. A student taking one summer class would attend school 2 nights per week and a student taking two summer classes would attend school 4 nights per week.

### HOW LONG ARE THE SEMESTERS?

The Fall and Spring semesters are 18 weeks each including exams.

The Summer semester is 7 weeks including exams.

### WHEN DO CLASSES START?

Classes typically begin as follows:

Fall Semester	Mid-August
Spring Semester	First week of February
Summer Semester	First week of June

Schedules are printed each year with exact dates and are available from the Administration Office or on the schools website [www.lincolnlaw.edu](http://www.lincolnlaw.edu).

## **REGISTRATION**

### **WHEN DO I HAVE TO REGISTER?**

Registration usually takes place prior to the start of classes. Registration dates are set forth generally in the school catalog and specifically in the schedule printed for each academic year.

- Registration must typically be done in person at the Administration Office.
- If a student cannot register in person during the specified registration period, they must make specific arrangements with the Administration Office. Registration forms must be completed in person by the first night of class.

### **CAN I REGISTER EARLY?**

Students may pre-register as early as two weeks before the registration period. If you register early, please check with the administration office or the website during the first week of school to pick up any course syllabi or handouts that were unavailable when you registered.

### **WHAT IF I REGISTER LATE?**

A late registration fee of \$50.00 is charged for any check received or dated after the last day of registration. All late fees are donated to the Faculty Scholarship fund and distributed at the end of the academic year to students exhibiting excellent achievement.

## **ATTENDANCE**

Regular and punctual attendance is essential at Lincoln Law School. The Committee of Bar Examiners' rules require regular and punctual attendance. An official class record is required to be maintained by the School, which shows the attendance record for every student. Lincoln Law School must certify to the Committee of Bar Examiners that each student has attended classes as required in order to qualify to take the bar examination. The School requires faculty to take attendance and turn in roll sheets after each class.

Absences due to illness or emergency require verification. Only the Dean may excuse an absence and documentation must be presented at the time of request. Students who have been disqualified must petition the Academic Standards Committee for reinstatement.

### **CAN I LEAVE AT THE BREAK?**

You are expected to remain in class for the entire scheduled class period. Students who leave before the class is dismissed may be marked absent on the roll sheet.

### **WHAT HAPPENS WHEN I AM ABSENT?**

If you are absent, you must fill out an absence form at the Administration Office. Absences due to illness or emergencies require verification. Only the Dean may excuse an absence and documentation must be presented at the time of request. Students who have been disqualified must petition the Academic Standards Committee for reinstatement.



**WHAT IF I AM LATE?**

It is your responsibility to ensure that you receive credit for being present. If you arrive late for class, check with the Professor to assure that your attendance is noted on the roll sheet.

**CAN A CLASSMATE SIGN THE ROLL SHEET FOR ME?**

A student may not sign or initial a roll sheet for another student. To do so would result in a falsification of the official records of the school and could subject the student to discipline.

**HOW MANY ABSENCES AM I ALLOWED PER CLASS?**

6 unit class	=	6 absences (3 each semester)
4 unit class	=	4 absences (2 each semester)
2 unit class	=	2 absences
1 unit class	=	1 absence*

Students exceeding the maximum number of absences, as noted above, are subject to Administrative Disqualification.

**\*NOTE=** This may not be the case for one unit classes held on weekends which require mandatory attendance to earn the unit. Please ask the administration if there is any confusion on how many absences are allowed per class.

**LEGAL INTERNSHIPS**

Lincoln Law School of Sacramento encourages students to acquire practical experience in the legal field by performing legal work as a student intern under the direct supervision of a licensed attorney. Third and fourth year students who are academically in good standing are eligible for internship units. A maximum of four Internship units is allowed, on a Credit/No Credit basis.

**WHERE CAN I GET MORE INFORMATION ABOUT INTERNSHIPS?**

The Internship Policy, setting forth the procedure for registering for Internship units, and required forms are available at the Administrative office. Professor Robert Perry oversees internships and will meet with you to discuss any questions you have.

**WITHDRAWAL**

**CAN I WITHDRAW FROM A CLASS?**

Notice of withdrawal from Law School courses must be made in writing to the Administrative Office and is effective upon receipt or date of postmark.

Any student who withdraws from a course or courses during or after the last week of instruction or, at any time, without following the above procedure will receive a grade of “F” in each course.

Veterans who withdraw from courses or do not complete courses will receive refunds on a pro rata basis as provided for in Veterans Administration regulations sections I4254 and I4255.

#### **WHAT IF I JUST STOP COMING TO CLASS?**

If no notice of withdrawal is received, prior to the final examination, for a class, the grade of "F" will be posted to the transcript. The student will be responsible for any unpaid tuition. If you withdraw the week before or the week of examinations, you will receive an "F" for all examinations.

#### **CAN I WITHDRAW COMPLETELY FROM SCHOOL?**

You may withdraw from school completely at any time by providing written notice to the Administration Office. A form is available at the office for that purpose.

#### **REFUNDS**

Upon withdrawal, you may be eligible for a refund according to the school's refund policy. (see Tuition, Payments and Refunds on page - 10 -.)

## **VISITING STUDENT**

#### **CAN I TAKE CLASSES AT ANOTHER LAW SCHOOL?**

Occasionally a student will request permission to take a course at another law school. Requests must be made in writing and are considered on an individual basis. The law school must be approved by the American Bar Association or accredited by the California State Bar. Credit may be granted only for courses in which the student received a grade at the good standing level or higher from the awarding school.

Please be advised that grades earned at another law school are not calculated into a student's grade point average at Lincoln Law School of Sacramento. In addition, students who do not complete their entire law school program at Lincoln Law School of Sacramento are not eligible for graduation awards, including Valedictorian, Salutatorian and Outstanding Graduate awards.

## **LEAVE OF ABSENCE**

A leave of absence may be granted on a case-by-case basis with the approval of the Dean. Requests must be by written petition. Leaves of absence are granted for a maximum of one year.

## **DISMISSAL**

#### **CAN THE SCHOOL DISMISS ME?**

Lincoln Law School reserves the right to dismiss any student for the following reasons:

- ◆ Excessive absences (see Attendance on page 7);

- ◆ Failure to take exams (see Examination policy on page 15);
- ◆ Failure to pay tuition and fees or repeated failure to promptly make tuition payments when due;
- ◆ Academic disqualification; or
- ◆ Violation of the Student Conduct policy (see Student Conduct policy on page 22).

## **MISCELLANEOUS**

### **CAN I BRING MY CHILDREN TO SCHOOL WITH ME?**

With the exception of the Administrative Office, children are not allowed in the building. Although your children may be well-behaved, it is distracting to your classmates to have children in the classroom and it is inappropriate to leave children unattended in the building.

### **WHERE CAN I PARK?**

Student parking is allowed in the parking spaces behind the school and on the street in commercial areas around the school. However, on First Year Legal Writing days students are not allowed to park in the school's parking lot (unless they are using the handicapped spots and must have a handicapped placard displayed). Students may not park along the side of the building or in areas not clearly marked as parking spaces. In consideration of our neighbors, students are requested not to park in residential areas around the school.

If you are parked illegally, your car will be towed. Safeway and the Eye Clinic have warned us that they will tow students' cars parked in their parking lots. In addition, U.S. Bank will tow cars parked in front of their ATM.

### **WHAT DO I DO IF MY CAR IS TOWED?**

If your car is towed from the school's parking lot, call Rincon Towing at 916-452-2303.

## TUITION, PAYMENTS AND REFUNDS

### HOW MUCH IS TUITION FOR A YEAR?

	2011-2012
<b>Tuition (20 Units @ \$430 per unit)</b>	<b>\$ 8,600.00</b>
<b>Students Activity Fee</b>	<b>60.00</b>
<b>(Deferred Payment Fee - optional **)</b>	<b>50.00</b>
<b>(Returned Check Fee - per incident)</b>	<b>25.00</b>

\*\*Does not apply if tuition is paid in full.

### WHEN DO I HAVE TO PAY MY TUITION?

Tuition is due the day you register. Payment may be made by check, credit card (there is a \$2.00 charge per credit card transaction), or cash. If you are using the deferred payment plan, your first installment of tuition and school fees are due the day you register. Upon registering, you will pay 1/5 of your tuition for that semester and all student fees. Thereafter, you will make monthly installments, there are ten monthly payments total. Payments are due on or before the 15<sup>th</sup> of every month. If the 15<sup>th</sup> of the month falls on a weekend or a holiday your tuition payment must be made the day to which the administration office is open prior to the 15<sup>th</sup>. A payment schedule will be given to you upon registering. If you have any questions, please contact the Administrative office.

### WHAT IF I CANNOT PAY MY TUITION ON TIME?

- Late Fee: There will be a \$25.00 late fee charged to any account for which payment is not made when due.
- Administrative Dismissal: Failure to make two consecutive payments is grounds for administrative dismissal. Students subject to dismissal will be notified via certified mail at the last address provided to the school.
- Ineligibility for Examinations: Students who have outstanding tuition owed are not eligible to register or take exams. A letter will be sent at least one week before a scheduled exam advising you if will not be allowed to take the exam until all amounts have been paid.
- Revocation of Deferred Payment Privileges: Students who fail to make payments as agreed will become ineligible for future deferred payment privileges.
- Financial Arrangements: If you are having financial difficulties, please contact the office to make appropriate financial arrangements.

### WHAT IF MY TUITION CHECK BOUNCES?

Each student who attends this school and ultimately registers for the California State Bar must be certified by the school to the Bar Committee as being a fit candidate to be admitted to the Bar. This certification includes a survey of personal information on the applicant including knowledge of credit. It becomes a difficult situation when a student seeking admission to the Bar issues a check with insufficient funds, which is a felony or misdemeanor depending on the amount and decision of the District Attorney.

**CAN I GET A STUDENT LOAN?**

Lincoln Law School participates with Sallie Mae Loans and is arranged directly between the lender and the student, are based on the student’s credit worthiness and may be made only for the amount of tuition and fees. Lincoln Law School in no way makes, guarantees, or is in any way responsible for a student's decision to obtain such loan or ability to repay. We do not participate in TITLE IV funding through the Department of Education, therefore we do not have a DOE school code. Information about these loan programs can be obtained from the following:

SLM Financial Corporation - Sallie Mae Career Training Loan (Private Loan)  
Phone: 1-888-272-5543  
FAX Number: 1-317-806-4871  
Web Address: [www.slmfinancial.com](http://www.slmfinancial.com)

Lincoln Law School believes it is in the best interest of the student to avoid student loan debt. The School offers an interest free tuition payment plan to assist students in paying for their education as it is received. However, the School recognizes that financial demands often necessitate obtaining loans. It is for this reason that the School has applied to be included in these loan program.

**IF I WITHDRAW FROM SCHOOL CAN I GET A TUITION REFUND?**

If a student determines prior to the start of the semester that he or she will not attend the School, any tuition previously paid will be refunded. All tuition refunds are calculated based upon the date of withdrawal.

Refund of tuition will be made according to the schedule below. Additional fees are nonrefundable. The amount of refund will be computed by the date of official withdrawal in writing, effective upon receipt or date of postmark. Tuition refunds are based upon the total cost of tuition per semester.

<b>Week of Withdrawal</b>	<b>Tuition Refund</b>
Before Fall/Spring classes start	100%
1 <sup>st</sup> -2 <sup>nd</sup> week	100%
3 <sup>rd</sup> -4 <sup>th</sup> week	75%
5 <sup>th</sup> -6 <sup>th</sup> week	50%
7 <sup>th</sup> -8 <sup>th</sup> week	25%
9 <sup>th</sup> -16 <sup>th</sup> week	0
Before Summer classes start	100%
1 <sup>st</sup> week	100%
2 <sup>nd</sup> week	50%
3 <sup>rd</sup> week	25%
4 <sup>th</sup> -6 <sup>th</sup> week	0

Refunds are made within 30 days of the withdrawal date or the student's last day of attendance. Should subsequent Federal or California regulation require a change to this Refund Policy, Lincoln Law School will adhere to such requirements.

If a student is a loan recipient with a credit at the time of withdrawal, the credit will be returned to the lender. No loan credits will be refunded to the student.

# SCHOLASTIC REQUIREMENTS

## HOW WILL I BE GRADED?

Written examinations are given at the end of each class (most classes also have a midterm at approximately midway through the class). Your final grades are determined by these examinations.

## EXAMINATION ADMINISTRATION RULES AND POLICIES

Failure to follow oral and written instructions while an examination is in progress may result in not having the exam graded and/or other disciplinary action decided by the Dean or the administrative staff.

Conduct that results in a violation of security or disrupts the administration of the examination includes, but is not limited to, bringing in unauthorized items or notes of any kind into the testing room, writing or typing after time has been called, talking or making disruptive noises during the examination, looking at another student's exam, being abusive to other students, staff, or proctors could result in not having the exam graded and/or other disciplinary action decided by the Dean or the administrative staff.

## **Only the following items are allowed into the testing room:**

- Examination materials distributed.
- Pens, pencils, highlighters, and white out.
- SILENT analog watches, timers and clocks (nothing digital will be allowed).
- Back support.
- One book stand.
- Eyeglasses.
- Earplugs (headphones are not acceptable).
- Medicine.
- Something to drink (i.e. bottled water, coffee, etc.).

Students who wish to bring items into the testing room which is not listed above may file a request for such items. This request must be received 10 calendar days before the date of the examination and must be filed at the administration office. Permission to use specific items will not be granted as a matter of convenience or preference.

**\*\*PLEASE NOTE\*\*:** No cell phones will be allowed in the building on exam days.  
**NO EXCEPTIONS.**

**Testing environment:**

Although all efforts are made to keep room temperature at an appropriate level, students should be prepared for either warm or cold temperatures. Also, the testing room will be kept as quiet as possible although there may be forces outside the administrations control during an examination. Students should be prepared for such an event.

# EXAMINATION PROCEDURES

## EXAMINATION RULES

1. Students who may require special accommodations for examinations should obtain a copy of the accommodation policy from the administrative office well in advance of their first examination.
2. Essay questions may be handwritten in ink or typed. Multiple choice questions must be answered on the answer sheet provided.
3. Students wishing to type an examination should obtain a copy of the Securexam policy from the administrative office well in advance of the examination.
4. Students wishing to use their laptop computer must register for and participate in the Securexam training class and pre-register with the administrative office. There is a \$10.00 charge per exam to use laptops and will be billed following each exam to the students tuition card.
5. The school will furnish all bluebooks, Securexam floppy disks and scratch paper needed for examinations.
6. Each handwritten answer must be written in a separate bluebook. Students may use as many bluebooks as are necessary to answer each question, but the answer to each question must be kept separate.
7. The student must label all necessary identification on each examination answer. All social security numbers, seat numbers, course names, professors name, and question label (ex: Question #1; Book 1 of 2, etc.) must be provided by the student. The Administration Office will **NOT** provide any identification after the examination has been administered.
8. Each answer written in a bluebook must be properly stapled. Example: If Question 1 ends up being 3 (three) bluebooks long, you must staple the blue books in order and on the **SEAM** of the bluebook so the Professor will be able to open the bluebook to read the exam. The Administration Office will not staple your bluebooks together for you after the exam has been administered.
9. Social Security numbers and examination seat numbers are to be written on all examination answers as a means of identification. Answers with student names on them may not be accepted.
10. Students taking an examination may not have at their desk, nor refer to, any notes, casebooks, textbooks, outlines or briefs during the examination, except upon permission granted by the faculty member giving the examination.
11. Students taking an examination must sign in at the Administration Office prior to the examination and obtain an examination seat number. Please print your name clearly on the sign-in sheet.
12. Students shall not discuss the examination with each other during examination. Students taking an examination other than during the regularly schedule examination time shall not discuss the examination with any person until all students have taken the examination.
13. Students are free to leave the examination rooms for brief periods, but must return to complete the examination. Students may not leave the building during an examination. Students who leave the examination room may not take any notes or papers with them, may not consult any notes or other reference materials while out of the examination room, and may not return to the examination room with such materials.
14. Students may not begin typing until the Proctor starts an examination. All students must stop writing or typing when the proctor announces the end of the time for the examination. If a student continues to write or type after time is called, the proctor may refuse to accept the examination and the student may be subject to discipline.



These rules apply to all examinations, except for deviations posted by the faculty member giving the examination. It is each student's responsibility to check for posted notices prior to the examination.

Violation of these rules may constitute cheating. Students who violate the above rules may receive a failing grade for any examination during which an infraction of these rules occurs and may also be subject to discipline or disqualification.

#### **WHAT IF I CANNOT ATTEND A SCHEDULED EXAMINATION?**

Any student who is ill or otherwise unavailable on the day of an examination must request approval from the Dean and Registrar for a makeup exam. A \$50 fee will be charged for all makeup exams to cover the costs of exam administration and the highest grade allowed is a C. It is within the discretion of the Dean and Registrar to waive the grade restriction under the following circumstances:

1. A doctor's note is provided for exams missed due to illness;
2. A note from a student's employer/supervisor explaining the need to miss an exam due to work conflicts;
3. A letter from a student explaining the need to miss an exam due to personal reasons.

All students taking makeup exams are required to sign a form stating that they have not and will not speak with other students about the exam. The form will be provided to the student by the Administration Office.

#### **WHAT IF I MISS AN EXAM?**

If you are enrolled in a course on the date scheduled for any examination and are absent from the examination without the administration's prior permission, you will receive a grade of "F" in the course. If the administration approves your absence from an examination, a make-up examination may be given.

#### **WHAT IF I MISS ALL MY EXAMS?**

If you failed to take all of your examinations and do not contact the school, grades of "F" will be posted for all courses and you will be dismissed from school.

# GRADES

## WHEN WILL I KNOW MY GRADES?

The instructors are asked to return the grades within a four-week period. Instructors are required to score each question by a clear numerical designation. After the professor has scored the bluebooks and the Dean has approved the grades, grades are made available to the students. Grades are posted on the Lincoln Law School website at [www.lincolnlaw.edu/grades](http://www.lincolnlaw.edu/grades). Grades are identified by the students registered LSAC number.

## HOW CAN I FIND OUT IF GRADES ARE POSTED?

**Please do not call the Administration Office to inquire about grades.** You can check the website address, which is [www.lincolnlaw.edu](http://www.lincolnlaw.edu)

## WHEN CAN I GET MY BLUEBOOKS?

In compliance with the Rules of the Committee of Bar Examiners, students' midterm and final examination answers are kept on file in the library for one year. Students may view and copy their own answers when a librarian is on duty. After one year, you may pick up your bluebooks or typed answers in the library. Any bluebooks or typed answers older than 1 year that have not been picked up by September 15<sup>th</sup> will be discarded. When discarding examination answers, all identifying information and grades are shredded.

## DO THE PROFESSORS KNOW THEY ARE GRADING MY EXAMS?

It is the policy of Lincoln Law School to preserve the anonymity of the student throughout the grading process in each written examination until after the instructor has recorded all the grades for that examination. This is accomplished by using social security numbers and examination seat numbers to identify answers. The administration checks off each bluebook to ensure that no names have been included. In courses such as Moot Court and Trial Advocacy, which rely on oral presentations, the grading is monitored by video camera or by judges and the instructor. Anonymity is not applicable in these "Pass/Fail" classes.

## WHAT IF I WANT TO ASK THE PROFESSOR ABOUT MY EXAM?

A student wishing to review an examination answer with a professor should, prior to scheduling a meeting with the professor, either make a copy of the answer or make arrangements with the administrative office for the original answer to be made available to the professor.

## HOW IS MY GPA CALCULATED?

Letter grades have the following grade point value:

A	4.0 grade points per unit
A-	3.7 grade points per unit
B+	3.3 grade points per unit
B	3.0 grade points per unit
B-	2.7 grade points per unit
C+	2.3 grade points per unit
C	2.0 grade points per unit

C-	1.7 grade points per unit
D+	1.3 grade points per unit
D	1.0 grade points per unit
D-	0.7 grade points per unit
F	0.0 grade points per unit

Your GPA is calculated by multiplying the number of units for each graded course completed by the grade points per unit for the grade received. The total grade points for all classes are then divided by the total number of units earned in graded courses to determine your average.

The following is a suggested grading scale to be used by faculty in scoring exams and assigning letter grades:

89-100	A
87-88.9	A-
83-86.9	B+
79-82.99	B
77-78.99	B-
75-76.99	C+
70-74.9	C
66.51-69.99	C-
63-66.50	D+
58-62.99	D
56-57.99	D-
0-55.99	F

If a professor uses a grade scale different from the above, that alternative grade scale must be published in the course syllabus.

### **HOW DO I INTERPRET MY GRADES?**

Letter grades have the following subjective interpretations:

A = Exceptional, outstanding performance

B = Very good, skillful

C = Satisfactory. Demonstration of professional competence

C- = Satisfactory, but some deficiency in knowledge or analysis or both

D = unsatisfactory, showing substantial deficiencies in knowledge and analysis

F = Failing, no demonstration of knowledge or analytic ability

### **HOW WILL I KNOW MY GPA?**

A transcript is sent to each student at the end of the academic year. If a transcript is needed at any other time, a written request to the Registrar is required. Forms for requesting a transcript are available at the Administrative Office. There is a fee of \$10.00 for each transcript requested after the first.

### **HOW WILL MY GPA BE AFFECTED BY A CREDIT/NO CREDIT COURSE?**

In a credit/no credit course, you will receive credit for a course if a grade of "CR" is earned and will receive no credit if a grade of "NC" is earned. Neither grade will affect your grade point average.

**HOW WILL MY GPA BE AFFECTED BY A PASS/FAIL COURSE?**

In a pass/fail course, you will receive credit for a course if a grade of "P" is earned and will receive no credit if a grade of "F" is earned. Only an "F" grade will affect your grade point average.

**IF I RECEIVE NO CREDIT, WILL I HAVE TO REPEAT THE COURSE?**

If you receive an NC or F grade in a required course, you will be required to repeat the course to meet the school's graduation requirements. Because you are required to earn sufficient units to graduate, if you receive NC or F in an elective course, you will have to repeat the course or take a different course with the same number of units. If you repeat a course in which you received a grade of F, your new grade will replace the F, which will no longer affect your GPA.

## **ACADEMIC STANDING**

### **HOW IS MY ACADEMIC STANDING DETERMINED?**

Academic standing is determined at the close of the Spring semester of each school year. If you have obtained a grade point average of 2.00 or better for the year and have a cumulative grade point average of 2.00 or better, you will be advanced in good standing. First-year students must additionally pass two of the three core first-year courses (Contracts, Criminal Law and Torts) with a grade of “C” or better to advance to the second year in good standing.

### **WHAT IF I AM NOT ADVANCED IN GOOD STANDING?**

If you fail to obtain a grade point average of 2.00 or better for the year or cumulatively, you will be subject to academic disqualification. You will receive a letter with a copy of your transcript at the end of the academic year notifying you of your right to petition the Faculty Committee on Academic Standards for review of your academic disqualification. The Committee may allow you to advance on academic probation, may require that you repeat a year of study or may allow your academic disqualification to take effect. The Committee’s decision is final and there is no appeal available.

The Faculty Committee on Academic Standards consists of not less than three and not more than five faculty members. Their duty is to review such academic matters as petitions for advancement to the next year when the grade point average is not adequate for advancement or a petition to repeat a year. The Committee also reviews petitions for review of a grade claimed to be arrived at in violation of school grading policies. Membership on this Committee shall be rotated among current faculty members all of whom have a minimum of two years of teaching experience at Lincoln Law School of Sacramento. All petitions must be made in writing.

## **ACADEMIC DISQUALIFICATION**

### **WHY WOULD I BE ACADEMICALLY DISQUALIFIED?**

1. Failure to maintain a cumulative academic grade point average of 2.00
2. Failure to obtain a grade point average of 2.00 for any academic year.
3. Failure to pass two of the three core first-year courses (Contracts, Criminal Law and Torts) with a grade of “C” or better, regardless of grade point average.

### **WHAT DO I DO IF I AM ACADEMICALLY DISQUALIFIED?**

Upon notice that you are subject to academic disqualification, you may petition the Faculty Committee on Academic Standards for review of your academic record and request advancement on probation or other appropriate action, in writing. The petition should:

1. Demonstrate that you possess the ability to perform in the study of law and that your academic disqualification was due to causes other than lack of academic capacity (e.g. unforeseen personal problems, illness, major family difficulties, etc.);
2. Explain the change in circumstances and conditions that would enable you to devote a substantial amount of time to the study of law in order to achieve academic good standing;

The petition may, additionally, be accompanied by any supporting documentation and letters of reference that you feel support the petition. Letters from faculty members, however, will not be considered by the Committee. The Committee's decision is final and there is no appeal available.

## **GRADUATION**

### **HOW DO I QUALIFY FOR MY J.D.?**

You are eligible for the degree of Juris Doctor (J.D.) when you have:

1. Completed a minimum of 86 semester units in accordance with the School's prescribed curriculum;
2. Maintained a grade point average of 2.00 or better throughout your study at the Law School;
3. Obtained a grade point average of 2.00 during your final year; and
4. Filed a petition for graduation by March 15 of your final semester. Petitions are available at the administration office and will be evaluated by the administration.

### **HOW DO I QUALIFY FOR GRADUATION HONORS?**

You may qualify for graduation honors by achieving the required cumulative grade point average, as follows:

Summa Cum Laude	3.50 to 4.00
Magna Cum Laude	3.30 to 3.49
Cum Laude	3.00 to 3.29

To be awarded these honors, you must have completed your entire legal education at Lincoln Law School.

### **HOW ARE THE CLASS VALEDICTORIAN AND SALUTATORIAN CHOSEN?**

The student with the highest cumulative grade point average at time of graduation will be honored as Valedictorian. The student with the second highest grade point average will be honored as Salutatorian. These students must have completed their entire legal education at Lincoln Law School.

# LIBRARY

## WHEN IS THE LIBRARY OPEN?

The library is open to Lincoln Law School students, faculty, and alumni only.

The library hours are as follows:

Monday - Friday	9:00 a.m. - 9:30 p.m.
Saturday/Sunday	10:00 a.m. - 6:00 p.m.

The library hours are extended during final exam periods and decreased during school breaks and holidays.

## WHEN IS THE LIBRARIAN ON DUTY?

The library office is staffed Monday through Friday from 1:30 p.m. to 6:30 p.m. and during all weekend hours. Materials on reserve in the library office are available only during these hours.

## CAN I CHECK OUT BOOKS?

1. Books may be checked out, with approval of the librarian on duty, only by Lincoln students, alumni, and faculty members and attorneys and staff of the Smolich and Smolich law firm.
2. Failure to return books when due may result in a phone call from the librarian and temporary suspension of borrowing privileges. Repeated failure to return books may result in permanent suspension of borrowing privileges.
3. If a book is lost by the borrower, the cost of a replacement may be charged to the borrower.
4. Grades and transcripts may be withheld if library materials are not returned.

## WHERE CAN I SEE PREVIOUS EXAMINATIONS FOR STUDY PURPOSES?

Past examination questions for most courses are held on reserve in the library office. Where students have released their answers to these examination questions, sample answers may also be available. You may view or copy past questions and sample answers, but may not remove them from the files in which they are kept or from the library.

## WHERE CAN I MAKE COPIES?

A coin operated machine is located in the library on the bottom floor. Copies cost \$.10 each and the machine accepts \$1 and \$5 bills. Please put the cover of the copier down when copying is completed to protect the photo-sensitive equipment and glass. **Photocopying is not allowed at the copy machine in the Administration Office.**

## **STUDENT CONDUCT AND DISCIPLINE**

Lincoln Law School expects its students to uphold the highest standards of ethics and good moral character while enrolled at the Law School. Good moral character includes qualities of honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the laws of the state and the nation and respect for the rights of others and for the judicial process.

### **WHAT CONDUCT ON MY PART COULD RESULT IN DISCIPLINE?**

Administrative disciplinary action may be taken by the Law School against any student whose personal conduct raises serious questions, in the opinion of the Administration, as to such student's fitness to remain at an institution of legal education. Such action may be imposed for any conduct by a student which violates the high standards of ethics expected of potential officers of the legal community, interferes with the rights of other students, disrupts the intended functioning of the Law School or otherwise violates any of the established policies of the Law School, including but not limited to the following conduct or situations:

1. Using, giving, or receiving unauthorized aid, equipment or materials during an examination;
2. Defacing, vandalizing, stealing or removing without proper authorization any property belonging to or leased by the Law School, including books or other materials from the School's library;
3. Manufacturing, distributing, dispensing, possessing or using of any controlled substance, explosive or firearm on the Law School property;
4. Engaging in harassment of any person while on the Law School premises, or at any School function (whether or not on School premises) sponsored by or conducted under authority of the School or by any student organization, such as the Student Bar Association, affiliated with the Law School;
5. Engaging in plagiarism or knowingly making false statements or entries in any application for admission to the Law School, or any other document affecting the records of the Law School; and
6. Willful commission and conviction of acts in violation of city, state or federal laws or ordinances.

**IN ADDITION**, Lincoln Law School is equipped with wireless internet access. The system should be of benefit to students with laptop computers for the Legal Research class and other research assignments.

The system is not to be used for a student's personal business, visiting inappropriate web sites (such as gambling, pornography, etc), illegal activities, or other matters not relating to law study. Each professor will have the discretion to disable access to the system during class time.

Please be advised that any violation of this policy will result in student disciplinary action.

### **WHAT TYPE OF DISCIPLINARY ACTION CAN BE TAKEN AGAINST ME?**

Disciplinary action under this policy may include, but is not limited to, one or more of the following:

1. Written or verbal reprimand, concerning which a notation or a copy thereof may be placed in the student's file.
2. Cancellation of an examination or course grade or denial of course credit.
3. Probation, Suspension or Expulsion.



### **WHAT HAPPENS IF I AM ACCUSED OF A CONDUCT VIOLATION?**

Before administrative charges are formally made, the Dean will contact the student to be charged and attempt to mediate the problem through discussion. If this fails, charges will be formally made and the Dean will appoint a Faculty Discipline Committee to review the charges. The panel will be composed of three faculty members, the Dean and the President of the Student Bar Association or his/her appointee from the student body.

The student so charged may have assistance of counsel of the student's own choosing. The student may have the opportunity to call witnesses on the student's own behalf and to examine adverse witnesses.

A final determination shall be provided, in writing, which shall contain a statement of the facts found and conclusions and decision reached. If a sanction is imposed, it shall be clearly stated.

This procedure does not apply to matters relating to academic probation, academic disqualification, other failure to meet academic standards (except for concerns in regards to a student who has improperly signed an attendance roster or signed an attendance roster on behalf of another person), or financial matters.

## **STUDENTS RIGHTS AND SERVICES**

A student with a non-academic or non-financial grievance should discuss the matter with the Dean. If no resolution is forthcoming the student has the right to have a hearing before a panel of disinterested members of the faculty and administrators, have assistance of counsel, and the opportunity to call witnesses. A final determination in writing will be made and will contain a statement of the facts found and conclusions and decisions reached.

### **ACADEMIC RIGHTS - GRADING AND ADVANCEMENT**

Students have the right to appeal a grade arrived at in violation of school grading policies or academic disqualification by petitioning to the Faculty Committee on Academic Standards. (See Academic Disqualification information on page 19).

### **ACCOMMODATION OF DISABLED STUDENTS**

Students with a disability have a right to reasonable accommodation in accordance with the Americans with Disabilities Act. Accommodation requests must be submitted to the Registrar's Office in accordance with the School's policy for accommodation of disabled students. Reasonable accommodation decisions are made by the Dean with the assistance of the Registrar. Should a dispute arise with respect to the accommodation afforded, the decision will be reviewed by the ADA Committee which consists of three faculty members all of whom possess a minimum of five years of teaching experience at Lincoln Law School of Sacramento. Neither the Dean nor the Registrar are eligible to sit on the Committee.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Lincoln Law School abides by the Family Educational Rights and Privacy Act of 1974 as amended. No one outside Lincoln Law School may have access to, nor will Lincoln Law School disclose, any information from a student's education or personal record without the written consent of the student. Exceptions are Lincoln Law School personnel, officials of other institutions in which the student seeks to enroll, accrediting agencies carrying out their accreditation functions, organizations providing the student's financial aid and persons in compliance with a judicial order. Exceptions also may be made for persons in an emergency in order to protect the health or safety of the student.

Within the Lincoln Law School community, only members acting in the students' educational interest are allowed access to student education records. These members include personnel from the Registrar's office, the Registrar, the Dean, as well as academic personnel within the limitations of their need to know. Lincoln Law School is committed to maintaining student confidentiality.

### **COUNSELING AND TUTORING SERVICES**

The faculty at Lincoln Law School is available to provide general counseling and specific tutoring services to students. Tutoring services generally consist of identifying areas where additional assistance is necessary and referring the student to appropriate tutors, who may be upper-class students or recent alumni, or other resources that will be helpful to the student. Adjunct faculty members are also generally available by appointment to provide one-on-one assistance to students. In addition, the Dean maintains an open-door policy, which allows students access to discuss any problems or concerns.

# **POLICY STATEMENT ON SEXUAL HARASSMENT**

## **PURPOSE**

To provide a work and study environment free from sexual harassment.

## **RESPONSIBILITY**

It will be the responsibility of the Dean to support the requirements of Title VII of the 1964 Civil Rights Act as amended, California Government Code Section 12940, and of the California Fair Employment and Housing Act.

## **DEFINITION**

The general definition of sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or a student's academic success; 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or 3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

Courts have used the above definition to define two distinct forms of illegal sexual harassment; 1. Quid pro quo, which means "this for that" or "something for something" and is typified by conditions 1 and 2 above; and 2. A hostile environment which is typified by condition 3 above.

## **PROCEDURES**

Students, staff or faculty who believe they have been the victim of sexual harassment should immediately report the incident to the Dean in writing. After an investigation as to the truth of the accusation of sexual harassment, the Dean shall convene the Faculty Committee on Academic Standards to review the allegations.

## **CONSEQUENCES**

Any student, staff member or faculty who has been accused of such conduct will have the opportunity for a hearing before a panel composed of disinterested members of the faculty and administrators. Anyone found guilty of violating this policy will be subject to immediate disciplinary action, which may include letters of reprimand, suspension or dismissal. If it should be a student who was found guilty, a statement of the facts shall be forwarded to the Committee of Bar Examiners of the State Bar of California.

## SEXUAL ASSAULT POLICY

Lincoln Law School of Sacramento is committed to offering a safe environment that promotes the furthering of higher education. Unfortunately, no educational institution can be a guarantor that no crime will occur.

Therefore, in accordance with California Education Code Section 94385, the following policy has been adopted in the event a sexual assault occurs on the law school campus or at events sponsored by the School.

### GENERAL STATEMENT

Of paramount importance to the School is providing assistance to victims and witnesses of sexual assault. The School strongly recommends immediate reporting of sexual assaults or any other crime to law enforcement authorities and to the School's administration. Immediate reporting will most likely result in apprehending the one committing the assault and in deterring additional assaults.

### PROCEDURES FOR NOTIFICATION FOLLOWING SEXUAL ASSAULT

**Notification of Authorities:** If possible, the victim or witness of a sexual assault should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it be paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance: therefore a victim or witness should first go to a safe place. Once in a safe place, the police should be called immediately.

When reporting a sexual assault stay as calm as possible and do not hang up until the authorities have all necessary information. The reporter of a sexual assault should give:

- 1) Name and telephone number (of telephone from which call is made).
- 2) Address and location (i.e. room, building, floor, etc.) where the victim or witness is located. The same information should be given for the location of the assault.
- 3) The crime being reported and a brief statement of what has occurred.
- 4) Suspect Information
  - a) Is the suspect's location known or has the suspect fled?
  - b) If the suspect has fled, in which direction last headed.
  - c) Description of the suspect.
    - (1) Male or female
    - (2) Race
    - (3) Approximate age
    - (4) Height
    - (5) Weight
    - (6) Hair color
    - (7) Eye color
    - (8) Description of clothing worn by suspect
  - d) If the suspect fled by vehicle
    - (1) Type of vehicle

- (2) Color of vehicle
- (3) License plate number - even if partial
- (4) In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing worn by the victim at the time of the assault must be saved. The area where the assault occurred must not be disturbed.

**Notification of Lincoln Law School of Sacramento Administration:** Lincoln Law School of Sacramento administration also should be notified immediately that a sexual assault has occurred. The victim of an assault should seek assistance and information from any available member of the administration or faculty. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both.

Unless directed by the assault victim not to report the assault, Lincoln Law School of Sacramento without delay will report the assault to the authorities. The law school will honor the decision of an assault victim, but believes strongly that any sexual assault must be reported as soon as possible. Lincoln Law School of Sacramento will report immediately, where in the best judgment of the administration, reporting is necessary to safeguard the victim or other individuals. The law school will preserve to the utmost extent possible the privacy of the victim.

#### **LOCATION OF TELEPHONES**

Victims and witnesses of an assault can make emergency calls from telephones located on the law school premises. Telephones are located in the administrative office and the law school library. The administrative office is typically open Monday through Friday from 9:00 a.m. to 7:00 p.m. The library office is also open on weekends from 10:00 a.m. to 5:00 p.m.

#### **AVAILABLE SERVICES**

A list of available services for victims of sexual assault is available in the administrative office. Upon notification of the administration, a list of all services will automatically be given to any victim of sexual assault.

#### **CONFIDENTIALITY**

Any report of sexual assault will be kept in strictest confidence. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to the Dean. The Dean shall have sole access to the file which will include information about events that have occurred and all future action that transpires.

In order to assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal, will be the responsibility of the Dean.

The staff of the School will be instructed about the importance of strictest confidentiality.

No information will be released without the express consent of the victim, except upon court order. Should the School receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena.

Absent legal incapacity, the information will not be released to the victim's family.

### **ACADEMIC IMPACT OF ASSAULT**

Every effort possible will be afforded the victim of an assault in relation to any academic difficulties that may arise as a result of the assault. The victim may discuss the options available with the Dean. This may include (but is not limited to) a leave of absence, tutoring or extensions of time for completion of courses. Appropriate assistance will be determined by the Dean in consultation with the student.

### **LEGAL RECOURSE BY VICTIM OF SEXUAL ASSAULT**

**Criminal Action:** The victim of an assault will receive information about any criminal prosecution against the person committing the assault. A sample crime report will be kept on file at the school and will be given to the victim.

**Civil Action:** Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

## **EMERGENCY NUMBERS**

Police/Paramedics	911
Sacramento Police, 813 6th Street, Sacramento	264-5151
WEAVE, INC. (Women Escaping a Violent Environment) 24-hour Crisis Line	920-2952

## **MEDICAL EMERGENCIES**

UCD Medical Center	734-2011
Mercy General Hospital	484-2100
Sutter General Hospital	733-8900

## **OUTPATIENT CLINICS**

Feminist Women's Health Center	451-0621
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## **LEGAL SERVICES RESOURCE GUIDE**

Students at Lincoln Law School of Sacramento are subject to the California Rules of Professional Conduct while in law school. Those rules prohibit the practice of law without a license. Students, therefore, are not authorized to engage in the practice of law, except as permitted by the Committee of Bar Examiners when the student has registered as a Certified Law Student. Often family, friends, and members of the public will ask a law student for legal advice. Students should in no circumstances provide the requested legal advice. Practicing law without a license is a serious offense and could prevent or delay a student's admission to practice even after passage of the bar examination. While we do not endorse or warrant the services of any of the following organizations, the following resources may be helpful to those who request legal advice.

### **Lawyer Referral and Information Service**

901 H Street, Suite 101  
Sacramento, CA 95814  
916-444-2333

### **Legal Services of Northern California**

515 12th Street  
Sacramento, CA 95814  
916-444-6760/916-551-2150

### **McGeorge School of Law Community Legal Services**

3130 Fifth Avenue  
Sacramento, CA  
916-739-7161/916-340-6080

### **Ridgeway Family Relations Courthouse**

3341 Power Inn Road  
Sacramento, CA  
916-875-3400

### **Superior CA Legal Clinic**

3220 El Camino  
Sacramento, CA 95821  
916-972-1188

### **Sacramento County District Attorney's Office**

#### **Domestic Violence Unit**

1st Floor - Victim-Witness Conference Room  
901 G Street  
Sacramento, CA 95814  
916-440-9771

### **Small Claims Advisory Clinic**

Carol Miller Justice Center  
301 Bicentennial Circle, 3rd Floor  
Sacramento, CA  
916-875-7300