

# **Student Handbook 2018 - 2019**

**Lincoln Law School of Sacramento**

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Sacramento, CA 95816  
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[www.lincolnlaw.edu](http://www.lincolnlaw.edu)

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*Subject to change*

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## **YOUR QUESTIONS ANSWERED**

This student handbook is provided to assist you with any questions you may have about your legal education. Additional information may be found on our website [www.lincolnlaw.edu](http://www.lincolnlaw.edu) or in our catalog.

**All students are required to read and comply with the policies and procedures set forth in this handbook.** The information provided, while current at the time of printing, is subject to change. Lincoln Law School reserves the right to amend any of its policies or procedures at any time. If any information needs clarification, please ask the Administration Office staff.

## **MISSION STATEMENT**

The Mission of Lincoln Law School of Sacramento is to provide an excellent legal education at an affordable cost to qualified applicants. By selecting students based on the total person, with an emphasis on life experience, Lincoln Law School aims to provide educational opportunities to a diverse student population. Through an affordable, four-year evening program, the School strives to meet the special needs of students who may be raising families, working full time, or preparing for a second career.

The balanced curriculum, by active members of the legal community, is designed to encourage students to develop the intellectual, analytical, and practical lawyering abilities necessary to pass the California Bar Examination and become effective practicing attorneys, business people, and government leaders. In addition, Lincoln Law School of Sacramento aims to cultivate in its students a high degree of professionalism and an aspiration toward excellence.

## **DIVERSITY STATEMENT**

Lincoln Law School of Sacramento appreciates the importance of creating an environment which recognizes each person's unique life experience and the benefit it brings to our School. Our employees and students are diverse in not only age, gender identity, race, ethnicity, sexual orientation, religion and disability, but also in cultural backgrounds, perspectives and viewpoints. By fostering an atmosphere of inclusion and respect for all people and their ideas, we strive to create an environment where people may achieve their personal and professional goals.

We all share the responsibility to ensure diversity and inclusion are part of our daily interactions with others to create and maintain a positive environment for all. We will annually assess and review our diversity and inclusion practices to ensure they continue to align with our educational and business objectives.

### WHAT ARE THE OFFICE HOURS?

During the school year, office hours for the Administration Office are as follows:

- 10:00 am – 9:30 pm, Monday through Thursday. Friday, from 10:00 am – 5:00 pm.
- The office may also close at 5:00 pm on nights when no classes are being held. The office is closed on all school holidays.

To reach the Administration Office during office hours, call us at (916) 446-1275.

### HOW WILL THE SCHOOL NOTIFY ME IF NEEDED?

The school may need to notify you of a cancelled class, among other important reasons. **We need your most current contact information.** Please edit any changes to your contact information through your Populi portal. You may also submit a Change-of-Address form at the front office, the website, or on Populi.

We can notify you using your current contact information in Populi. However, you also have the option to sign up for text notifications to receive important messages via text messages. To sign up for this option, please go to your Account Settings on Populi.

### WHEN SHOULD I CONTACT THE SCHOOL?

- You change your address or telephone number(s) – You can edit your profile on Populi or obtain a Change-of-Address form at the Administration Office or online in Populi under the dropdown menu item Files, then select Forms.
- You cannot take an examination when scheduled.
- You plan to withdraw from school.

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

### 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

Class schedules are printed each year with exact dates and are available from the Administration Office or on the school's website at [www.lincolnlaw.edu](http://www.lincolnlaw.edu), under "Currently Attending."

### 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 ARE CLASSES HELD?

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

**1L** Tuesday, Wednesday, and Thursday

\*1L students also attend Legal Writing class on twelve scheduled Saturday mornings during the year. Copies of this schedule are provided on Populi.

**2L** Monday, Tuesday, and Thursday

**3L** Monday, Wednesday, and Thursday

**4L** Monday, Tuesday, and Wednesday

## SUMMER CLASSES

During Summer Semester, classes are scheduled for Monday/Wednesday or Tuesday/Thursday sessions. A student taking one Summer class will attend school two nights per week, and a student taking two Summer classes will attend school four nights per week.

## GRADUATION REQUIREMENTS

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

- A minimum of 86 semester units in accordance with the School's prescribed curriculum;
- Maintained a grade point average of 2.00 or better throughout your study at the Law School;
- Obtained a grade point average of 2.00 during your final year; and
- Filed a Petition for Graduation during your final semester, but not later than March 1st. Petitions, available at the Administration Office, will be evaluated by the Administration.
- No outstanding debt with the School. The School reserves the right to withhold one's grades, transcript, and diploma if there is an outstanding balance.

## 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 in good academic standing are eligible for internship units. Second- year students and students on academic probation must receive approval from the dean to be 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 Administration Office or on Populi. The Director of Admissions and Accreditation, Brittney Adkins Neumann, oversees internships and will meet with you to discuss any questions you have.

### 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

### TUITION, PAYMENTS, AND REFUNDS

#### HOW MUCH IS TUITION PER SEMESTER? \*

<b>Fall 2018/Spring 2019</b>	
Tuition (9-10 Units @ \$600.00 per unit)	\$5,400-\$6,000
Student Activity Fee	\$60.00
Deferred Payment Plan fee per semester	\$25.00
Late deferred payment fee for 1 <sup>st</sup> time, per semester; thereafter, if account is not current, per semester	\$25.00 \$100/thereafter
Returned Check Fee – per incident	\$25.00
Student Services Fee	\$50.00

\*Tuition and fees subject to change

## WHEN DO I HAVE TO PAY MY TUITION?

Tuition is due the day you register. If paying in full and not utilizing the deferred payment plan, payment may be made online, by check, credit card, or cash. If you are using the deferred payment plan, your first installment of tuition and school fees are due the day you register. The remaining payments are due on or before the 15th of each month, as indicated on your financial tab on Populi.

## DEFERRED PAYMENT PLAN

Students may choose this option for payment, which allows tuition payments to be made on a monthly basis. Arrangements for the Deferred Payment Plan must be made prior to registration. There is a \$25 per semester service charge for using this plan. Payments are due on or before the 15<sup>th</sup> of each month. Timely payments are a condition for remaining on the program. Invoices will be sent through Populi, and payment may be made online from your invoice or through your Populi financial tab. This plan may be revoked if compliance is not adhered to.

**A late fee of \$25 will be applied for the 1<sup>st</sup> late payment per semester. Thereafter, a \$100 fee will be applied to your account each month until the account is considered current.**

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

- **Late Fee:** There will be a \$25.00 **first-time** late fee charged to any account per semester for which payment is not made when due. **Thereafter, a \$100 penalty fee will be administered for each additional month, per semester, that has an outstanding balance.**
- **The school reserves the right to withhold one's grades, transcript, and diploma if there is an outstanding balance.**
- **Administrative Dismissal:** Failure to make two consecutive payments is grounds for administrative dismissal. Students subject to dismissal will be notified in advance.
- **Ineligibility for Examinations:** Students who have outstanding tuition owed are not eligible to register or take exams. Students with past due balances will be contacted and informed that they will not be allowed to take the exam unless their account is current. All checks and credit card payments must be cleared for payment 24 hours before the exam.
- **Revocation of Deferred Payment Privileges:** Students who fail to make payments as agreed will become ineligible for future deferred payment privileges.

Financial questions may be addressed to the Registrar, Melissa Fuller Haskin.

## WHAT IF MY CHECK BOUNCES?

A \$25.00 return check fee will be applied to your tuition account. Be aware that each student who attends Lincoln Law School and, ultimately, prepares for the California State Bar exam, 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 discretion of the District Attorney.

### STUDENT LOANS

We do not participate in TITLE IV funding through the Department of Education (DOE); therefore, we do not have a DOE school code. Lincoln Law School believes it is in the best interest of the student to avoid student loan debt. The School offers an interest-free deferred 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 participates in the SallieMae Law School Loan<sup>SM</sup> program.

**SallieMae Law School Loans are arranged directly between the lender and the student** and are based on the student's credit-worthiness. Lincoln Law School in no way makes, guarantees, or is in any way responsible for a student's decision to obtain a loan or ability to repay. Information about the SallieMae loan program can be obtained from the following:

SLM Financial Corporation  
Phone: 1-877-279-7172

Web Address: [www.salliemae.com/student-loans/graduate-student-loans/law-school-loan](http://www.salliemae.com/student-loans/graduate-student-loans/law-school-loan)

### REFUNDS

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. **No fees are refundable.** To view the current refund schedule, please see the Academic Calendar on the website or in the School Catalog.

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.



## **COMMITTEE OF BAR EXAMINERS OF THE STATE BAR OF CALIFORNIA**

The Committee of Bar Examiners oversees legal education and admission to the bar in California. As a law student, you will need to contact the State Bar for the following purposes: <http://www.calbar.ca.gov/>

- **Register as a law student during your first semester;**
- If you were admitted as a Special Student during 1L, you may choose to apply to take the First-Year Law Student Examination (FYLSE);
- Sign up for the Multi-State Professional Responsibility Examination (MPRE). This can be done any time after registering as a law student;
- Certify as a law student, no sooner than 3<sup>rd</sup> year of studies;
- Submit your Moral Character Application, 4<sup>th</sup> year. Contact the State Bar for exact dates;
- Apply to take the California Bar Examination, 4<sup>th</sup> year. Visit the State Bar website for exact dates, as they are subject to change.

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

Registration as a law student with the California State Bar is **required** for each student. Students can register online at [www.calbar.ca.gov](http://www.calbar.ca.gov), under the "Admissions Requirements" tab. This registration need only be done once, and as soon as possible in the beginning of 1L. 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.

### **POPULI**

Our student information system, Populi, offers students a convenient place to find items pertaining to their school experience, all in one area. Your home page consists of a number of important tabs leading to the following:

- Courses
- The School calendar
- Personal contact information
- Posted grades and transcripts
- Course/faculty evaluations
- Financial information, including a history of financial transactions and a link to pay tuition and fees online

News and events will be noted on The Feed, and communications with others may be made on one's Bulletin Board.

Populi Support is always just a "Help" click away! In the upper-right corner, find the orange "Help" button to discover an abundance of information about all that Populi has to offer and tutorials to get you there.

### **FORMS AVAILABLE ON POPULI UNDER SHARED FILES**

- Absence Notification
- Change of Address/Phone
- Exam Request
- Transcript Request
- Notice-of-Withdrawal
- Request for Refund
- Make-up Exam Request
- Request for Letter of Standing

### **COURSE/FACULTY EVALUATIONS**

Our students' opinions are greatly valued. Your evaluations of faculty and courses help to improve our program. With your input, we are able to continually improve the law school experience for our students. At the end of each course, your professor will allow time to participate in the faculty/course evaluations, done through on Populi. Each submittal is anonymous. The professors do not see any comments until after grades are submitted, and those comments never reveal one's name. Although these evaluations are not required, it is expected and strongly encouraged that you participate.

### **REDUCE VIRUS RISK**

If your computer gets infected with a virus, all your information can be compromised, including your Populi account. Use an updated anti-virus program, and avoid downloading and running software from untrusted web sites or emails. Always install the latest updates for Windows or Mac, since these updates often patch serious security holes.

### **ATTENDANCE**

#### **DO I HAVE TO ATTEND EACH CLASS SESSION?**

Please make every effort to attend all classes. Regular and punctual attendance is essential at Lincoln Law School. The School requires faculty to take attendance during each class. **It is your responsibility to monitor your attendance** on your Populi account under each course enrolled. While the School will notify you if you have used your last absence, Lincoln is under no obligation to do so. If you miss more classes than allowed, a meeting with the dean will be necessary, as required by the State Bar.

At the professor's discretion, those who are unprepared for class, arrive late, or leave early may also be treated as absent.

### 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**. Faculty may take roll a second time, after break.

### WHAT HAPPENS WHEN I AM ABSENT?

Please try your best to avoid any absences. To check how many absences you have, you may see your attendance record on your Populi account. Check your Populi course page for any materials that may have been posted. Excused 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. **Any dispute about absences MUST be made in a timely manner, prior to the course ending.**

**Excessive absences will result in Administrative Disqualification.** Students who have been disqualified due to absences must petition the Academic Standards Committee for reinstatement.

### HOW MANY ABSENCES ARE ALLOWED PER CLASS?

6-unit class	=	6 absences – 3 for the Fall / 3 for the Spring
4-unit class	=	4 absences – 3 for the Fall / 1 for the Spring
3-unit class	=	3 absences
2-unit class	=	2 absences
1-unit class	=	No absences

*If any clarification is needed, please contact the Administration Office.*

### WHAT IF I AM LATE?

It is your responsibility to ensure prompt arrival out of respect for the professor and your classmates. Late arrival may be disruptive to the class. **If you arrive late for class, it is your responsibility to verify with the professor that your attendance is noted.**

### MAY A CLASSMATE SIGN THE ROLL SHEET FOR ME?

No. A student may not sign a roll sheet for another student. This action would result in a falsification of the official records of the School and could subject both students to disciplinary action.

## **LIBRARY**

### **WHAT ARE THE LIBRARY HOURS?**

The library is open to Lincoln Law School students, faculty, and alumni only. The library hours are as follows:

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

The library hours may be extended during final exam periods and may be 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?**

- Yes, books may be checked out, with approval of the librarian on duty, by Lincoln students, alumni, and faculty members.
- 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 and a late fee.
- If a book is lost by the borrower, the cost of a replacement may be charged to the borrower.
- Grades and transcripts may be withheld if library materials are not returned.

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

Past examination questions for most courses are kept on the computers in the library. Sample student answers may also be available. You may also find past questions and sample answers under the files tab on Populi.

### **WHERE CAN I MAKE COPIES?**

A copy machine is located in the computer room in the library located on the bottom floor. Copies cost \$.10 each. Copies may be purchased from the Administration Office or online using PaperCut: [print.lincolnlaw.edu/user](http://print.lincolnlaw.edu/user)

## **REGISTRATION**

### **WHEN DO I HAVE TO REGISTER FOR NEXT YEAR'S COURSES?**

Continuing students will be enrolled in their consecutive required courses automatically by the Administration staff after confirmation of a plan for payment. Registration for electives desired may be done by emailing the Registrar at [Melissa@lincolnlaw.edu](mailto:Melissa@lincolnlaw.edu).

**Prerequisites may apply.**

**Registration must be completed by the first night of class to avoid a late-registration fee of \$100 for continuing students.**

### **MAY I REGISTER EARLY?**

Students may pre-register as early as two weeks before the registration period with permission from the Administration Office. If you register early, please check your Populi portal during the first week of school to view any course syllabi or handouts that were unavailable when you registered.

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

A LATE REGISTRATION FEE OF \$100.00 IS CHARGED FOR ANY CHECK RECEIVED OR DATED AFTER THE LAST DAY OF REGISTRATION.

## **Course Transfer**

### **MAY I TAKE CLASSES 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 Committee of Bar Examiners of the State Bar of California. Credit may be granted only for courses in which the student received a grade of good standing 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. In addition, students who do not complete their entire law school program at Lincoln are not eligible for graduation awards, including valedictorian, salutatorian, attendance, and outstanding graduate awards.

## **WITHDRAWAL**

### **MAY I WITHDRAW FROM A CLASS?**

Yes. To withdraw from a course, written permission from the Administration Office is required. A withdrawal form is available at the Administration Office, on Populi under the files tab, or on our website under Currently Attending > Administration > Forms.

## **HOW DO I WITHDRAW COMPLETELY FROM SCHOOL?**

To withdraw from school completely, you must provide written notice to the Administration Office. Notice-of-Withdrawal forms are found at the front office counter, on Populi under the Files tab, and online under Currently Attending > Administration Office > Forms.

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

If no Notice-of-Withdrawal form is received prior to the final examination for a class, the grade of F will be posted to your transcript. You will be responsible for any unpaid tuition.

## **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
- Failure to take exams
- Failure to pay tuition and fees or repeated failure to promptly make tuition payments when due
- Academic disqualification
- Violation of the Student Conduct Policy

## **EXAMINATION PROCEDURES**

### **EXAMINATION RULES**

1. All financial obligations must be current.
2. **Students may not begin writing or 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 disciplinary action.**
3. Essay questions may be handwritten in ink or typed, and must be legible.
4. Students wishing to use their laptop computer must register for Exemplify online. Students will receive notification of registration two weeks prior to exams.
5. The Law School will furnish all bluebooks 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 from other answers.
7. **The student must label all necessary identification on each examination answer.** Exam ID number, course name, professor's name, and question label must be provided by the student. Example: (Ex: Question #1, Book 1 of 2)  
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 three bluebooks, you must staple the bluebooks in order. **Please staple 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 bluebooks together after the exam has been administered.
9. Your Exam ID number is 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 shall not discuss the examination with each other during the examination. Students taking an examination other than during the regularly scheduled examination time, shall not discuss the examination with any person until all students have taken the examination.
12. Students may leave the examination room to use the restroom. 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.
13. Students who require special accommodations for examinations must obtain and complete the Accommodation Policy, which can be obtained at the Administration Office. Approval must be received no later than 30 days before their first examination.

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.

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 disciplinary action or disqualification.

#### WHAT IF I MISS AN EXAM?

If you miss an exam and have not received prior permission to be absent for such exam, you will receive a grade of "F" in the course. Approval to miss a scheduled examination will be given **only in cases of serious emergencies and illnesses where the administration is notified in writing**. Verification of the emergency or illness is required.

If the Administration approves your absence from an examination, a make-up examination may be given. **There will be a make-up exam fee of \$200 associated with the rescheduling of an exam.**

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

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



# Grades

## HOW WILL I BE GRADED?

Each course syllabus will outline the parameters for grading. Written examinations are given at the end of each class, and most classes also have a midterm approximately midway through the class. Each professor grades his/her students' exams.

## 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 until the professor has submitted all the grades for that examination. Anonymity is accomplished by using assigned exam numbers. The staff checks each exam to ensure that names have not 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.

## WHEN WILL I KNOW MY GRADES?

The professors are asked to return the grades within three weeks. After the professor has scored the exams, the dean must approve the grades for release. Grades will then be visible on your Populi account. **Your grades may be locked on your account if any financial obligations are still pending.**

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

As grades are approved for release, an email will be sent informing you. **Please do not call the office requesting your grades.** If you have a question about a lock on your grades, call the office for more details.

## WHEN CAN I GET MY EXAMS?

In compliance with the Rules of the Committee of Bar Examiners, students' final examination answers are kept on file for one year. These answers are kept in the library. Students must fill out an Exam Request form at the Administration Office or on the website. The librarian will then pull the exam and email it to the student. After one year, you may pick up your exams in the library. Any exams older than one year that have not been picked up by September 15, will be discarded. When discarding examination answers, all identifying information and grades are shredded.

## WHAT IF I HAVE A QUESTION FOR 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, make a copy of the answer or make arrangements with the Administrative Office for the original answer to be made available to the professor. No grade changes are permitted.

### **Grade Review Policy**

#### I. Policy Statement

The grading system is one which normally involves a subjective judgment by the professor. Students who review their answers and question a grade on one or more issues should recognize that they may have received more points on other issues than they earned. It is not the intent of this policy to allow students to question the subjective judgment of Lincoln Law School professors. However, the Law School recognizes that it is possible for a professor to fail to give sufficient points to a student answer which deserves those points. The purpose of this policy is to allow a student to challenge a grade by showing that a professor substantially deviated from his or her grading policy on one or more issues in an exam answer.

#### II. Resolution with Professor

A student and a willing professor are always allowed to meet to discuss grades. However, any grade change outside the Grade Review Policy must be submitted to the dean or registrar by the professor within ten (10) days of posting. All grades, except those which are subject to a Grade Challenge Petition, are final ten (10) days after posting.

#### III. Grade Challenge Petition

- A. A student who contends that a substantial deviation from grading policy has occurred may file a Grade Challenge petition. The petition shall be submitted to the dean or his designee within fourteen (14) days after posting of the grade.
- B. The Grade Challenge petition shall:
  1. Include a copy of the student's exam answer.
  2. Identify the issue or issues for which the student contends he/she did not receive a proper score.
  3. Describe why the student contends that there was a substantial deviation in grading policy by the professor.
- C. Upon receipt of the Grade Challenge petition, the dean shall submit the petition to the professor in question. The professor shall review the petition and provide a written response to the dean.
- D. The response from the professor shall state whether or not the student's score is to be changed and the reasons for the decision.
- E. Upon receipt of the professor's decision, the dean shall provide the response to the student. If the student is not satisfied with the decision, the student may, within five (5) days of receipt of the decision, file a written Notice of Appeal to the dean.

#### IV. Appeal Process

- A. The Law School shall have a Grade Review Committee, consisting of professors with at least three years of essay grading experience. The Committee shall hear all Grade Challenge Petitions. The Committee shall schedule a hearing with the student appellant. The Committee may elect to have one of its members conduct the hearing and report the findings to the other members. The professor whose grade is challenged shall attend the hearing whenever possible.
- B. The Grade Review Committee shall make decisions by majority vote. At the hearing, there will be a presumption of regularity as to the grade bestowed and the student shall bear the burden of proving a substantial deviation in grading by the professor.
- C. The proceeding will be informal. The amount of time allotted and the direction of the questioning shall be at the discretion of the Committee. The Committee may, in its discretion, ask either party to furnish additional evidence, and all parties shall have the right to inspect all relevant documents.
- D. The Chairperson will reduce the decision to writing and furnish copies to the parties. The decision shall be forwarded to the dean and will be final and binding.

#### 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 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 GPA.

## **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 Administration Office or online at [www.lincolnlaw.edu](http://www.lincolnlaw.edu). There is a fee of \$10.00 for each **official** transcript requested. Unofficial transcripts can be printed from Populi by clicking on - My Profile > Student > Gear Icon > Export Transcript.

## **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 2.0 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 GOODSTANDING?**

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, may require that you repeat certain classes, or may allow your academic disqualification to take effect. **The Committee's decision is final, and there is no appeal available.**

### WHAT IS THE FACULTY COMMITTEE ON ACADEMIC STANDARDS?

The Committee consists of three to five faculty members. Its duty is to review such academic matters as petitions to continue at Lincoln when the student is subject to academic disqualification. Petitions must be made in writing, and **decisions of the Committee are final.**

### ACADEMIC DISQUALIFICATION

#### WHY WOULD I BE ACADEMICALLY DISQUALIFIED?

- Failure to maintain a cumulative academic grade point average of 2.00
- Failure to obtain a grade point average of 2.00 for any academic year
- 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 include the following:

1. Demonstrate that you possess the ability to succeed 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, or major family difficulties).
2. Explain the change in circumstances, conditions etc., 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.**

## **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, on the street, and in public parking lots nearby. Please leave the spots on the side of the building open for staff and faculty. **Our professors MUST have a spot to park!** However, on 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). We need the extra spaces for our Legal Writing readers and tutors.

Students may only park in areas that are clearly marked as parking spaces. Any cars parked in non-designated parking spaces may be towed. 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 any 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 Inc. at (916)452-2303.

## **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 responsibilities, respect for and obedience to the laws of the state and the nation, along with 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:

- Using, giving, or receiving unauthorized aid, equipment, or materials during an examination;
- 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;
- Manufacturing, distributing, dispensing, possessing or using of any controlled substance, explosive or firearm (except peace officers) on the Law School property;
- 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;
- 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
- Willful commission and conviction of acts in violation of city, state, or federal laws or ordinances.

**Computer Usage:** Lincoln Law School is equipped with wireless Internet access. Please be respectful of your professors by paying attention in class and not surfing the Internet. Each professor will have the discretion to disable access to the system during class time. 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 the study of law. 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 these policies may include, but is not limited to, one or more of the following:

- Written or verbal reprimand, of which a notation or a copy thereof may be placed in the student's file.
- Cancellation of an examination/course grade or denial of course credit.
- Probation, suspension, or expulsion.

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

Written notice of the specific charge or charges will be issued to the student, at which time 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 hearing panel 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, along with the 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 regarding 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 or CEO. If no resolution is forthcoming, the student has the right to have a hearing before a panel of disinterested members of the faculty and administration, 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, 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 in accordance with the Grade Review Policy.

### **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 Administration Office in accordance with the school's policy for accommodation of disabled students.

### **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 Administration Office 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 by appointment 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. In addition, all members of the administrative staff maintain an open-door policy, which allows students access to discuss any problems or concerns.

## **POLICY STATEMENT ON SEXUAL HARASSMENT**

### **PURPOSE**

This policy is designed to provide an environment free from sexual harassment.

### **RESPONSIBILITY**

It will be the responsibility of the dean and/or the CEO 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 unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature.

### **PROCEDURES**

Students, staff, or faculty who believe he/she has been a victim of sexual harassment should immediately report the incident to the dean or CEO in writing. After an investigation, the dean or CEO 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 administration. 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 is 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 of a crime-free setting.

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 9-1-1. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary, whether it is 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, try to 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 the following information:

- 1) Name and telephone number from which the 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 should a sexual assault occur. 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, when 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 Administration Office and the law school Library Office. The Administration Office is typically open Monday through Friday from 10:00 a.m. to 9:30 p.m. The Library Office is open daily 1:30 pm to 6:30 pm and on weekends from 10:00 a.m. to 10:00 p.m., except during their lunch hour.

## AVAILABLE SERVICES

A list of available services for victims of sexual assault is available in the Administration 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 and/or the CEO. The dean and/or the CEO 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 ensure 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 and/or CEO.

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 and/or director. 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 and/or CEO, along with 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 may 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**

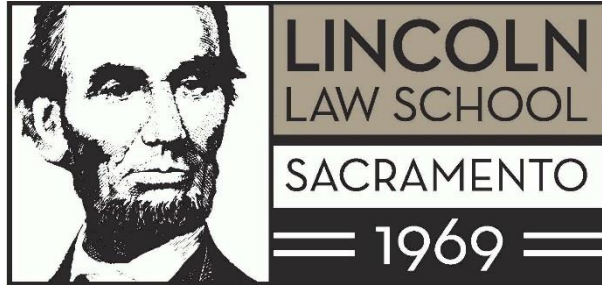
- |   |                |
|---|----------------|
| ▪ Police/Paramedics   | 9-1-1          |
| ▪ Sacramento Police, 813 6th Street, Sacramento                             | (916) 264-5151 |
| ▪ WEAVE, INC. 24-hour Crisis Line<br>(Women Escaping a Violent Environment) | (916) 920-2952 |

### **MEDICAL EMERGENCIES**

- |                           |                |
|---------------------------|----------------|
| ▪ UCD Medical Center      | (916) 734-2011 |
| ▪ Mercy General Hospital  | (916) 484-2100 |
| ▪ Sutter General Hospital | (916) 733-8900 |

### **PROVIDING LEGAL SERVICES**

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. We refer those requesting advice to the State Bar website where there are resources listed under Public > Legal Information > Legal Help and Other Options: <http://www.calbar.ca.gov/Public/LegalInformation/AboutLegalHelp.aspx>



## ACKNOWLEDGEMENT OF UNDERSTANDING OF STUDENT HANDBOOK POLICIES AND PROCEDURES

I, the undersigned, have read and understand the Lincoln Law School of Sacramento Student Handbook. I am aware of the Law School's Policies, procedures, and rules as presented in the 2018-2019 Student Handbook, including compliance with the financial requirements to keep my account in good standing. I understand my obligations to the School and agree to adhere to such policies in the Student Handbook.

I understand the course and graduation requirements of the Juris Doctor degree.

My E-Signature is required upon registration through Populi.