ACADEMIC INFORMATION

Academic Calendar
Review the Concord Law School Academic Calendar (https://www.concordlawschool.edu/documents/concord-academic-calendar.pdf) for important dates, including term start and end dates, withdrawal deadlines, and official school holidays.

Concord records its courses in semester credit hours.

Definition of a Unit of Credit
Concord Law School defines a credit hour as the reasonable equivalent of fifteen hours of documented in-class activity (face-to-face classroom instruction and/or academically engaged activity in a virtual classroom) and thirty hours of documented out-of-class activity, combined to total forty-five hours for sixteen weeks for one semester hour of credit.

Academically engaged and documented activity in a virtual classroom includes, but is not limited to, such examples as time spent: participating in seminars and discussion threads, completing exams/quizzes, reviewing recorded lectures, completing skills-related assessments such as legal research and writing and other professional project work, and participating in interactive simulations/exercises.

Out-of-class documented activity includes, but is not limited to, such examples as time spent in: reading course-related material, research, team work, study time, and tutoring.

Attendance
Purdue Global courses are designed with you in mind and, as such, offer multiple ways of engaging with the course material, the faculty, and classmates. To succeed in any course, you should expect to be actively engaged by completing assignments on time and participating in any discussion boards, seminars, and other features designed to enrich your learning. The expectation is that you will be active in your course(s) each week.

Your official attendance record will update only when you submit coursework, like an assignment, a discussion board post, a quiz, or other graded activity in the Brightspace Learning Management System (LMS). Other activities, like reading course material or viewing a seminar, will not update your attendance record. This is an important consideration as sustained nonattendance has negative implications both in terms of your learning and overall course performance. Failure to post attendance in a course at the start of the term may result in administrative removal from the course or withdrawal from your program. Refer to the Administrative Withdrawal policies for more information.

If you travel to or relocate outside of the U.S. to countries or regions subject to economic and/or trade sanctions by the Office of Foreign Assets Control (OFAC) (https://www.treasury.gov/about/organizational-structure/offices/pages/office-of-foreign-assets-control.aspx) or other authorities, you may be unable to access the Purdue Global campus, services, and courses. See Sanctioned Countries in the Accreditation, Approvals, and Memberships (https://catalog.purdueglobal.edu/policy-information/university-information/accreditation-approvals-memberships/) section of the Catalog for more details.

Registration

Requesting to Add/Drop a Course
After the term begins, you will have a 7-day add/drop period in which to add or drop courses without penalties.

Withdrawal from individual courses after the add/drop period is at the discretion of Concord, may be subject to conditions, and you will incur 100 percent financial responsibility for the course. For courses withdrawn after the add/drop period, a grade of "W" will be posted, unless the withdrawal is in the final four weeks of the term in which case you will receive a temporary "IP" grade that will be finalized at the end of the term.

If you enrolled in the JD program prior to Concord being granted accreditation by the Committee of Bar Examiners of the State Bar of California, you are responsible for ensuring that you are carrying sufficient credit hours for a qualifying half-year or year of law study, as required by the State Bar of California.

Administrative Withdrawal From a Course
Any course in which you do not log attendance by the twenty-first day of the term will administratively be removed from your schedule. These courses will not appear on your transcript.

At the end of the term, each course without a grade posted or dropped with an "IP" grade will be reviewed to determine if you finished the course or withdrew before finishing the course.

- If you achieved an overall passing grade or received any points in the final four modules of the course, you will be considered to have finished the course and will be awarded the grade determined by the grade scale. (See Academic Grades (https://catalog.purdueglobal.edu/concord-law-school/policy-information/academic-standards/academic-grades/).
- If you did not receive any points in the final four modules of the course, you will be considered to have withdrawn from the course and receive a "W" grade.

Leave of Absence and Withdrawal

Leave of Absence
If you have completed at least one term of your degree program at Concord Law School and can demonstrate extenuating circumstances beyond your control, you may request a leave of absence. A leave generally permits you to suspend studies and return to the version of the program that you left.

You must complete and sign a Leave of Absence Request Form and submit it through the Office of Student Support for approval. As appropriate, provide documentation to support your request. If you are seeking a leave of absence in the middle of a term, there may be impacts to your funding; therefore, you should speak with the Student Finance Office prior to submitting the leave request.

You may request up to one period of leave per calendar year. A leave may be no less than four weeks to no more than one complete term in duration, though your return date will be dependent on course and term scheduling and availability.

If you request and receive approval to start a leave of absence during a term, you will receive a "W" grade for each attended course, unless
the start of the leave is in the final four weeks of the term in which case you will receive a temporary "IP" grade until it is finalized at the end of the term as defined under Administrative Withdrawal From a Course (p. 1). You are strongly encouraged to register for those courses again in your returning term.

If you are administratively withdrawn, you must apply for readmission following the term as defined under Administrative Withdrawal From a Course (p. 1). You are strongly encouraged to register for those courses again in your returning term.

If you are administratively withdrawn, you must apply for readmission following the term as defined under Administrative Withdrawal From a Course (p. 1). You are strongly encouraged to register for those courses again in your returning term.

If you receive withdrawal grades for all courses in a term, you will be administratively withdrawn from your program at the end of that term.

If you are administratively withdrawn, you must apply for readmission following the Application for Readmission (https://catalog.purdueglobal.edu/concord-law-school/policy-information/admissions/) procedures for Concord.

Transfer Credit

Transfer Credit for Prior Law Studies

You must complete at least one-half of the program requirements at Concord to qualify for the degree. No credit is offered for experiential learning (work experience).

JD Students

All credit transfers will be made in compliance with the requirements of Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules), and Guidelines for Accredited Law Schools Rule 5.7 and 5.8 (http://www.calbar.ca.gov/Portals/0/documents/admissions/ AccreditedLawSchoolGuidelines.pdf). (For students who enrolled into Concord's JD program prior to Concord being granted accreditation by the Committee of Bar Examiners of the State Bar of California, all credit transfers will be made in compliance with the requirements of Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) and Guidelines for Unaccredited Law Schools Rule 5.35 (http://www.calbar.ca.gov/Portals/0/documents/admissions/ GuidelinesforUnaccreditedLawSchoolRules.pdf).) Concord reserves the right to use its discretion not to award transfer credit to the maximum amount allowed by the Rules and Guidelines.

Credit may ordinarily be granted only for whole courses completed within the thirty-six (36) calendar months prior to the date the student begins their studies at Concord, unless the student qualified for an exemption from the First-Year Law Students’ Examination (FYLSE) because they successfully completed the first year at an accredited law school. Credit may be granted only for courses in which the applicant received a grade at the good standing level or higher from the awarding law school. However, in the case of an applicant who has passed the FYLSE, Concord may consider acknowledging the credit previously granted for each completed course in Torts, Criminal Law, and Contracts, even if the grade was less than would be required for good standing.

Concord will not grant credit for a course completed at the prior law school in excess of the number of units Concord would award for a course with the same number of classroom or participatory hours.

If the student was not previously disqualified from a law school for academic reasons, and is seeking to transfer credits from an unaccredited registered law school, Concord may accept credit for all courses passed if the student has passed the FYLSE. However, if the student has not passed the FYLSE, Concord cannot accept no more than six (6) credits. If the student was previously disqualified from a law school for academic reasons, no transfer credit may be awarded from an accredited law school unless the student has passed the FYLSE.

In addition, note that transfer credit will be considered only for courses taken in a JD program at a school that is: (a) ABA approved; (b) accredited by the State Bar of California; or (c) registered with the State Bar of California, subject to the limitations above. Law courses taken in a non-JD program, such as a master’s degree program, or in a JD program at a school that does not meet (a), (b), or (c) cannot be considered.

If you completed study at a law school described above, you must have your legal study evaluated and certified by the Committee of Bar Examiners prior to Concord's acceptance and application of those credits...
into its JD program. If you completed law study outside of the United States, it is recommended that you obtain an evaluation of your law studies by the Committee of Bar Examiners.

**EJD Students**

Transfer credit will be granted at the discretion and determination of the Dean’s Office and only for courses taken in a doctorate program at a law school with ABA accreditation, state accreditation, or registered with the State Bar of California. Courses not taken at a law school may only be accepted if preapproved through agreements made by Concord Law School.

**Transfer Credit for Concurrent Courses at Another Law School**

**Requirements for Acceptance of Credit into JD Program**

1. Prior approval from Concord is obtained.
2. The course is offered through a JD program at an appropriately accredited school.
3. The education must meet all requirements to be considered qualifying legal education under the rules of the State Bar of California.
4. For students who enrolled in Concord’s JD program prior to Concord being granted accreditation by the Committee of Bar Examiners of the State Bar of California, you are responsible to ensure that you maintain the appropriate course load at Concord to earn a qualifying half-year or year of legal education. If you enroll in excess credit hours in a single year, you must still receive passing grades in at least 10 semester credit hours per term at Concord to receive credit for that half-year from the State Bar of California, or passing grades in at least 20 semester credit hours per year at Concord to receive credit for that year from the State Bar of California.

**Requirements for Acceptance of Credit into EJD Program**

1. Prior approval from Concord is obtained.
2. The course is offered through an appropriately accredited law school.
3. You are responsible for ensuring that you are admitted to the external program, enroll and complete the course, and maintain the appropriate course load at Concord.

At the conclusion of the course, you must provide Concord with an official transcript indicating course grades before credit can be awarded.

**Transfer of Concord Credits to Other Schools**

If you wish to continue your education at other schools, you must not assume that credits earned at Concord Law School will be accepted by the receiving institution. It is your responsibility to acquaint yourself with the requirements of the selected school and the requirements of that state’s licensing, certification board, and accrediting body. Institutions of higher education vary in nature and number of credits they will accept toward any program. It is at the sole discretion of that receiving institution to accept credits earned at Concord Law School. This is standard transfer of credit procedure. Neither Concord Law School nor Purdue Global can guarantee the transferability of any credits to other institutions, including other law schools.

**Academic Dishonesty**

Dishonesty in connection with any University activity is prohibited. The expectation to uphold the standards of academic integrity and honesty is a responsibility of every member of the University community. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. Accordingly, the following behaviors will be considered violations of these standards and are subject to disciplinary action as set forth in these procedures.

- **Cheating:** You are expected to adhere to the guidelines provided by instructors for academic work so that you do not gain an unfair advantage. Using or attempting to use unauthorized materials, information, study aids, model answers (even if obtained by previously taking the course), prior answers, previously administered exams, notes, or any other device in any academic exercise will not be tolerated. Unauthorized materials may include anything that or anyone who gives assistance that has not been approved by the instructor in advance. Cheating includes directly or indirectly sharing your work by posting it to a third-party website.

- **Plagiarism:**
  - Using another person’s words, ideas, results, or images without giving appropriate credit to that person; giving the impression that it is your own work.
  - Copying work, written text, or images from another student, the Internet, or any document without giving due credit to the source of the information.
  - Purchasing or contracting another person or company to complete coursework, including obtaining a paper from the
Internet, from a term paper company, or from another student, and submitting it as your original work.

- Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation in any academic exercise. This includes but is not limited to:
  - The changing and/or manipulation of research data, results, processes, or research record
  - The omission of results from the research record

- Coursework Resubmission: Re-using previous work in any Concord course is prohibited except as expressly permitted by the faculty member for the course in writing.
Students repeating courses are not permitted to use model answers, sample answers, previously submitted work, outlines, or other materials that they may have had rightful access to or possession of during the original taking, if non-retaking students would not. Resubmitting prior work without written authorization from faculty is considered self-plagiarism.
Some reuse of prior work within a course or from other courses may be done with proper permission:
  - Repurpose: You repurpose academic coursework when you submit parts of a previously submitted assignment for work in a different course. Repurposing is allowed only with prior permission from the instructor, proper self-citations, and substantial revisions.
  - Rework within a course: You may rework an assignment created within a course with the written permission of the faculty member or where reworking an assignment is specifically allowed by the written curriculum of the course. You must follow all instructions from the faculty member as to the rework process.

- Collusion: Intentionally or knowingly helping or attempting to help another to violate any regulation governing the standards of academic integrity described in these regulations. You may only collaborate on academic work within the limits prescribed by the instructor.

An act of academic dishonesty may also be investigated as a violation of the Code of Student Conduct (https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-rights-responsibilities/student-conduct/).

**Academic Dishonesty Charges**

Your instructor will notify you if a charge against you of academic dishonesty has been submitted to the Office of the Provost. The Office of the Provost, after conducting a full review, will send you and the instructor notification of the findings with any resulting sanctions, which may include one or more of the following:

- Failure of the assignment in which the action occurred
- Failure of the class in which the action occurred
- Suspension or permanent dismissal from the University

All charges are recorded in Purdue Global's database and remain there permanently. All offenses you accumulate while completing a program will be carried over to any subsequent program at Purdue Global.

Please see the Appeals Policy (https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-rights-responsibilities/appeals-grievances/) for information on how to appeal a charge of academic dishonesty.