

# Concord Law School

## Mission

### Mission Statement

Concord Law School of Kaplan University delivers an unrivaled legal education. Our intellectually rigorous programs prepare students to effectively advocate, making a positive impact. Our online curriculum allows students the opportunity to attend law school while staying in their communities and balancing work and family schedules.

### Purposes

To accomplish its mission, Concord Law School of Kaplan University has established the following purposes:

1. Provide intensive and comprehensive instruction.
2. Assist students in developing professional attitudes, values, and skills expected of a legal professional.
3. Maintain the relevance of its programs to the expectations of legal professionals through regular review and assessment by faculty, staff, and members of the educational, professional, and business communities.
4. Provide a valuable legal education at a reasonable price.
5. Provide a learning platform that is readily accessible, flexible, and easy to navigate.

# Overview

At Concord Law School, you may choose a program of study leading to a Juris Doctor (JD) or Executive Juris Doctor (Executive JD/EJD) degree. Employing Internet-adaptive technologies, Concord programs offer excellent course instruction while allowing you the flexibility of choosing when and where you study. Graduates of the JD or EJD programs may register to take courses on an individual basis.

## Concord History

Concord Law School was founded in 1998 as the nation's first wholly online law school and one of Kaplan's first efforts in the area of higher education. Concord was accredited by the Distance Education Accrediting Commission (DEAC), formerly the Accrediting Commission of the Distance Education and Training Council (DETC) ([www.deac.org](http://www.deac.org)), before it formally merged with Kaplan University. Concord is an institutional member of the Council for Higher Education Accreditation (CHEA, [www.chea.org](http://www.chea.org)).

Concord is registered as a distance learning law school with the California Committee of Bar Examiners ([www.calbar.ca.gov](http://www.calbar.ca.gov)). Concord's Juris Doctor (JD) graduates meet the legal education requirements of the Committee of Bar Examiners, State Bar of California, and if other regulatory requirements are satisfied, may sit for the California Bar Examination.

Concord also awards an Executive Juris Doctor (EJD) degree, a professional law degree that offers individuals interested in an education in law the chance to take courses without becoming a licensed lawyer. The EJD is designed to offer students more flexibility in their studies, as the degree is not aligned with the requirements to sit for the California Bar Exam.

## Accreditation

Concord Law School at Kaplan University is accredited by The Higher Learning Commission (HLC). For more information, visit their website at [hlcommission.org](http://hlcommission.org). Use the links under "Contact Us" to reach the Commission.

Concord's degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtaining admission to the practice of law in California (Juris Doctor Program) is based on its registration as an unaccredited law school with the Committee of Bar Examiners.

Concord Law School is authorized to operate as a degree-granting institution in the state of California and is registered as an unaccredited law school in the distance learning category with the California Committee of Bar Examiners:

180 Howard Street  
San Francisco, CA 94105  
Tel: 415.538.2000  
Website: [www.calbar.ca.gov](http://www.calbar.ca.gov)

Concord's unique method of delivering its program—utilizing the Internet without a fixed classroom facility—places it in the "distance learning" category under California law. The California Committee of Bar Examiners registers distance learning schools, and if study is completed in conformance with Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) and all other requirements are met, graduates of the Juris Doctor program are eligible to sit for the California Bar Examination.

For additional state approval information, refer to the Accreditation, Approvals, and Memberships section.

## American Bar Association Approval

Concord is not on the list of schools approved by the American Bar Association (ABA). The ABA Standards for the Approval of Law Schools currently do not allow for JD programs that are delivered fully or substantially online. The ABA does not formally approve any program other than the first degree in law (JD).

## Curriculum

### The Curriculum

Concord Law School provides comprehensive, rigorous, and dynamic instruction leading to the Juris Doctor and Executive Juris Doctor degrees. Unlike most of its fixed-facility counterparts, Concord utilizes technology and the Internet to communicate its instructional material and enhance and streamline the learning process.

Concord's course of study is presented in a variety of formats. The casebooks and other textbooks required in the Concord programs are those regularly used at law schools nationwide. Lectures are presented over the Internet while assignments are researched and prepared using electronic research engines. You may access lectures, curriculum, and the law library virtually 24 hours a day, 7 days a week. In addition, Concord professors conduct classes over the Internet. You are required to complete online course modules that include multiple-choice tests and essays.

## Student and Faculty Interaction

At Concord, you interact with faculty and fellow students through online classes, emails, interactive bulletin boards, and telephone calls. The program incorporates synchronous classes convened over the Internet at regularly scheduled times each week. These classes function like classes in a traditional law school setting. You are expected to come to class prepared on the day's assigned reading. The professor engages the class in a discussion of the assigned material, which includes questions that may be directed to the class or to a particular student in the class.

At the time of publication of this Catalog, these classes are generally audio/video streamed from professor to student and text-based responses are sent from student to professor. Professors can also arrange for students to respond by audio/video stream. The classroom is led by the professor, who has the capacity to transmit some or all of the responses that are offered to a particular question by students to the class as a whole. An online student roster provides an additional opportunity to contact fellow classmates. Those who have experienced the Concord classroom as either a student or teacher typically remark on the richness and interactivity of the class sessions.

## Statement of Assessment

Exams are administered in a variety of forms, including:

- **Modular quizzes:** Administered asynchronously on the School site.
- **Essay writing assignments:** Administered asynchronously on the School site.
- **Final exams and first-year midterm exams:** Administered at fixed dates and times to be determined by the School administration. Unless otherwise noted in the specific course syllabus, all final exams and first-year midterm exams are taken under timed and closed-book conditions.

Each course may include any or all forms of these assessments. The specific assessments are listed in the grading policy of the individual course. Concord may scale assessment scores, including final exams, in certain courses.

## Statement of Nondiscrimination

Concord Law School does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Concord's policies and practices are in accordance with all applicable laws and regulations including:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex);
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992).

Concord is committed to full compliance with these laws. Pursuant to the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans With Disabilities Act (ADA), Concord will provide reasonable and individualized academic modifications for students who provide proper documentation outlining their disabilities and request reasonable and appropriate accommodations. Because each student's disabilities may differ in degree and impact, reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability.

Documentation to support the disability must be provided to Concord at the time of the request. Information pertaining to a student's disability is voluntary and confidential. If this information is supplied, it will be used to seek to overcome the effects of conditions that limit the participation of qualified disabled students.

Questions regarding Concord's Statement of Nondiscrimination or about ADA accommodations may be directed to:

Associate Dean  
Concord Law School  
10100 Santa Monica Blvd., Suite 365  
Los Angeles, CA 90067  
Email: [associatedean@concord.kaplan.edu](mailto:associatedean@concord.kaplan.edu)  
Tel: 866.522.7747

# Policy Information

Concord Law School reserves the right to change provisions of this Catalog, with or without notice, subject to accreditation and licensing requirements. Where the Concord policies set forth in this section differ from general Kaplan University policies, the Concord policies apply to students in any of the Concord programs.

## Admissions

In this section, you can find the University's general requirements for admission as well as requirements for admitted students. Information on technology requirements and the School's acceptable use policy is also featured.

## Admissions Requirements

As a first-year student, you may begin your program of study on one of three start dates during the year: January, April, or August. As an upper-division student, you may begin your program on one of two start dates during the year: winter (usually January) or summer (June or July).

You must complete Concord's online admissions tests. The Law School Admissions Test (LSAT) is not required; however, if you have taken that test, you may also submit those scores.

If you have earned a bachelor's degree from a regionally accredited institution approved by the State Bar of California, or if you have earned a bachelor's degree from an institution accredited by an accrediting organization recognized by the U.S. Department of Education (such as the Distance Education and Accrediting Commission) and have met the prelegal education requirements of the State Bar of California, you may be considered. In addition to Concord's admissions requirements, you must also meet the statutory requirements for prelegal education required by California law and State Bar rules. In general, you must have a 3.0 or better cumulative GPA from your undergraduate work.

You must complete a telephone interview, which is crucial to determining your motivation, desire to succeed, and suitability for distance learning. Your completed application and admissions file is then reviewed and decided by the School's Admissions Committee, or its designee, who will decide whether to admit you to the program.

If you have completed your undergraduate and/or graduate study outside the United States, you must have your study evaluated by a credential evaluation service approved by the Committee of Bar Examiners and must demonstrate English proficiency. Such proficiency may be demonstrated by having earned a TOEFL score of 550/213/80 or higher or completion of at least 2 years of college-level study within the United States. All courses offered are conducted in English. You must be able to speak, read, and write English fluently. English abilities will be determined through the School's interview and application process.

Concord Admissions Advisors are available to provide additional information on Concord's admission requirements. For more information about the requirements of the State Bar of California, contact it directly at 213.765.1500 or via its website at [www.calbar.ca.gov](http://www.calbar.ca.gov).

## Application for Readmission

If you wish to return to Concord after withdrawing or having been dismissed, contact the Admissions Department for application documents.

If you withdrew from your program, you may apply for readmission and enroll in a term that begins a minimum of 6 months from the date of withdrawal. If you were dismissed from Concord for nonattendance, failing to progress in your studies, financial reasons, or other nonacademic reasons, you may apply for readmission and enroll in a term that begins a minimum of 6 months from the date of dismissal. If you were dismissed for academic or disciplinary reasons, you may apply for readmission and enroll in a term that begins a minimum of 24 months from the date of dismissal.

Guideline 5.34 of the Guidelines for Unaccredited Law School Rules states:

1. At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or
2. After at least two (2) years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

If your enrollment and financial aid were terminated because of either failure to comply with the Attendance Policy or the Satisfactory Academic Progress policy, refer to the Reinstatement/Title IV Ineligible policy for appeal procedures.

# Technology Requirements and Acceptable Use

## Technology Requirements

### Equipment, Internet Connection, and Technological Competency

The computer equipment utilized to access Concord's online program must meet the minimum requirements below. Elective courses may have additional requirements. Note: the computer and software requirements may evolve during your course of study, in particular, as third-party vendors discontinue support for older versions of a product.

### Internet Connection

- A dedicated, reliable connection to the Internet consisting of at least a 1.5 Mbps modem or faster
- An email address for your exclusive use that will accept all emails, including attachments, from the domain names concord.kaplan.edu and kaplan.edu (Note: students are presumed to receive the messages sent to designated email addresses. You are responsible for ensuring that messages from Concord Law School are not blocked and that the mailbox is not too full to receive messages.)
- You are responsible for ensuring constant and reliable access to a network that does not block Adobe Flash content.

Note: some private, company, military, and governmental networks may block Flash content due to security and bandwidth concerns.

## PC Requirements

### System Requirements

- Windows 7 or a more recent version with the operating system's recommended requirements for processor and hard drive (see the Microsoft website for additional requirements; Windows Surface tablets [Windows RT] are not supported)
- 4 gigabytes (4 GB) of system memory
- A printer
- A USB headset microphone
- A webcam (please note not all professors are currently using a webcam; however, opportunities for this type of interaction will increase)

### Additional Software Requirements

- Internet Explorer 9.0 or higher or the most recent version of Firefox (Microsoft Edge, Google Chrome, Safari, and Opera are currently not supported)
- The latest version of Adobe Flash Player
- DigiCert Personal Digital Certificate
- Microsoft Word 2007 or newer
- The latest version of Adobe Reader
- A current antivirus application with up-to-date virus definitions and a current antispyware program

## Apple Macintosh Requirements

### System Requirements

- Mac OS X 10.8 or a more recent version with the operating system's recommended requirements for processor and hard drive (See the Apple website for additional requirements)
- 4 gigabytes (4 GB) of system memory
- A printer
- A USB headset microphone
- A webcam (please note not all professors are currently using a webcam; however, opportunities for this type of interaction will increase)

### Additional Software Requirements

- The most recent version of Firefox (Google Chrome, Safari, and Opera are currently not supported)
- The latest version of Adobe Flash Player
- DigiCert Personal Digital Certificate

- Microsoft Word 2011 or newer
- The latest version of Adobe Reader
- A current antivirus application with up-to-date virus definitions and a current antispyware program

## Technological Competency

- Ability to use email to correspond with faculty, staff, and students
- Ability to access, create, and save documents in Microsoft Word (this includes the ability to cut-and-paste, edit documents, and search for files)
- Ability to browse the web
- Ability to run antivirus and antispyware applications to ensure that files are virus free
- Ability to open .pdf files
- Ability to play Adobe Flash Player files

Note: some courses and programs may have additional software and hardware requirements.

## Acceptable Use Policy

Concord Law School operates in a virtual environment. All students, faculty, and any other user of the secure school site shall:

1. Abide by certain rules governing use of that virtual environment, and
2. Use the Concord Law School ("Concord") secure School website ("Concord Site") in a responsible, ethical, and legal manner.

While it is not possible to enumerate every type of conduct that may violate these principles, the following rules form a framework for proper use of the Concord Site.

### 1. No Improper Use of Concord Law School's Intellectual Property

The Concord Site contains textual, graphic, and audiovisual materials ("Site Materials"). Concord owns or licenses all intellectual property rights in such Site Materials. You shall abide by all laws and regulations protecting such intellectual property rights including all copyright notices and restrictions contained in the Site Materials. Respect for the intellectual property rights of others is particularly essential given the fact that Concord is a law school and many students may become members of the legal profession.

You may reproduce Site Materials only:

1. For personal, noncommercial, and educational purposes;
2. In the number necessary for these purposes; and
3. Without altering the text or removing any trademark, copyright, or other notice displayed on the copies.

If you have any doubt as to whether it is permissible to copy Site Materials, you should contact the Concord administration to request clarification.

Other than such permitted copying, you may not copy, distribute, save or collect into a database, display, perform, create derivative works of, transmit, or otherwise use any Site Materials (including computer programs or other code).

### 2. No Display of Concord Trademark or Trade Name Without Written Permission

CONCORD LAW SCHOOL, the Concord Logo, and other logos and indicia on the Concord Site are trademarks owned by Concord Law School ("Concord Trademarks"). Improper use of the Concord Trademarks can affect Concord's academic reputation as well as its trademark rights. Accordingly, you may not display or otherwise use the Concord Trademarks unless you first obtain written permission from Concord Law School, which Concord may grant or withhold at its sole discretion.

### 3. Use of Roster Information

You are given the option of disclosing contact information to the rest of the student body ("Roster Information"). Roster Information is released solely to permit Concord students to contact each other for personal, educational, and noncommercial reasons such as forming study groups, communicating regarding personal or educational issues, or participation in Concord student organizations and activities.

You may not use the Roster Information to send any unsolicited communications, chain letters, spam, commercial solicitations, or any other bulk, unsolicited messages to your fellow classmates. You may not enter Roster Information into a database, "spider" Roster Information, or otherwise extract Roster Information through automated means.

For postings that are directed to the general student body, such as notices regarding bar review preparation programs, invitations to join study groups, or invitations to form content-based interest groups, you may submit a posting to the Connector Classifieds.

#### **4. No Entry Into Secure Areas**

The Concord Site contains some areas to which access is restricted to authorized employees and certain students. Unless you are so authorized, you may not enter these online areas. If you inadvertently gain access to a restricted area, or if you become aware of others who have gained unauthorized access, you must immediately inform the Concord administration.

#### **5. No Sharing of Student Passwords**

You are responsible for maintaining the security and secrecy of your password, digital certificate, and any account information. Sharing this information is strictly prohibited.

You are provided a password for use as a Concord student that authorizes you, and only you, to enter the Concord Law School site. If you share your student ID and password with your spouse, family members, friends, or others, you give access to services that they are not authorized to use.

You should remember to log off or sign out of the School Site and close your browser window when you have finished your work. This practice ensures that others cannot access the School Site or personal information and correspondence. The risk of inadvertent sharing is particularly acute if the computer is accessible to others, shared with someone else, or located in a public place.

#### **6. Chain Email, Hoax or Active Viruses, Worms, and Other Destructive Programs Are Strictly Forbidden**

It is strictly forbidden to introduce viruses (whether active or hoax), worms, Trojan horses, or any other such destructive files into the School Site. Such activities are illegal and violators will be referred to the appropriate civil or criminal authorities. It is also strictly forbidden to send email bombings, chain emails, or other types of large emails that may disrupt the operation of the School Site. Any such activities are subject to disciplinary action, up to and including permanent dismissal.

#### **7. Use Electronic Communications Responsibly and With Civility**

The School values freedom of expression and encourages diverse viewpoints endemic to an academic institution and the legal community, but a value of equal importance is treating others with civility and respect. Students, faculty, and staff should honor both these principles when sending electronic communications within the Concord Law School community.

Because Concord does not provide Internet service for its students, it does not have control and cannot censor electronic communications submitted by students from their personal computers. It may, however, monitor the Concord Site, including any message boards, bulletin boards, or forums that are part of that site, in an effort to ensure that offensive, harassing, or other communications jeopardizing the integrity of the School have not been made available to other students. Sending repeated and unwanted messages to a specific individual or individuals through the Concord Site with the intent to harass or threaten constitutes harassment. Such conduct is grounds for disciplinary proceedings. If you become aware of any such communication, you should promptly report such communication pursuant to the procedures set forth in the School's General Report/Complaint Procedures.

#### **8. Procedures for Violations**

If a violation of any provision of this Acceptable Use Policy is determined after a full investigation, including an opportunity for the violating individual to respond to the charges, Concord Law School may impose one or more of the following disciplinary measures:

1. A formal reprimand to the student involved;
2. A temporary suspension from the School; or
3. Permanent dismissal.

Note that, for JD candidates, such behavior may jeopardize a student's ability to meet the moral character requirement to be admitted to the practice of law. Further, note that any activity that is illegal under local, state, or federal law may also be referred to the relevant authorities.

## **Admitted Students**

### **Orientation**

The Concord experience begins with a thorough orientation to the study of law and the online learning environment. Through the online orientation, you will learn how to operate in the School, how to study law, and how to access the resources available at Concord.

## Prestart Fundamentals Program

Many law students start their law school career with little knowledge of the legal system, what is expected of them, or how to get the most from their studying. At Concord, the Prestart Fundamentals Program relieves some of the stress of the first few months of law school. The course provides an introduction to the skills necessary for success and the background and context that are important for first-year studies at Concord.

A Fundamentals course begins each month, and as a first-year student admitted to the JD or EJD program, you will be enrolled into a specific Fundamentals course depending on your requested term's start date. The Fundamentals course is designed to provide a robust orientation to Concord and the study of law within a cohort-based program, and includes course modules and assignments that mirror what students will experience in their first-year courses. You are expected to complete the Fundamentals course prior to the start of your first term. The Fundamentals course is not available if you are accepting advanced standing admission to Concord.

## Deferment of Start Date

You are accepted for a specific term, for example, January or June. After acceptance, but before you complete the orientation, you may request to defer your start date to the next term.

A deferral may be approved prior to the end of the first week of the term. After the first week of the term, you are subject to the Withdrawal Policy.

Deferrals are granted with the understanding that you must begin your studies the next term.

- **Example 1.** If you are a first-year student accepted for the September term, a deferral may be requested to start the following January, which is the start of the next term.
- **Example 2.** If you are an upper-division student starting in January, a deferral may be requested to start in July, which is the start of the next term.

## Student Information and Services

In this section, you can find information on student conduct, the honor code, educational rights and privacy, directory information, and student services. Concord's problem resolution and grievance procedures are also included.

## Educational Rights and Privacy

### Inspection/Review of Academic Records

If you are a current or former student and wish to inspect or review part of your academic record, other than standard transcript information, you must make a request in writing in an administrative email or a letter sent to:

Office of the Registrar  
Concord Law School at Kaplan University  
550 West Van Buren Street, Suite 700  
Chicago, IL 60607  
Fax: 800.588.4127

The request must identify specifically which record(s) you wish to inspect and whether the inspection of the records will be in person at Concord's Office of Academic Administration in Los Angeles or by receipt of a copy by U.S. mail. If any portion(s) of the academic record requested for review are maintained in electronic format, they will be made available in printed form, in general, or offered by the relevant software application.

#### Requesting a Review in Person

To request an in-person review, you must suggest the date and time for the review with a minimum of 10 days advance notice. Reviews must take place during the normal business hours of the Office of Academic Administration.

#### Requesting Copies by Mail

Requests for copies will be answered within 45 days of receipt of the request and are normally sent by U.S. Priority Mail, Certified, Return Receipt Requested. Other methods of delivery are available upon request. You must pay in advance a fee to cover the cost of copying and delivering the documents.

Requests for amendments to any academic records must be made in writing as set forth above. If Concord declines to amend the academic record, a reason will be provided in writing. This decision may be reviewed using the General Report/Complaint Procedures.

# Privacy Policy

Concord Law School is committed to honoring a student's privacy while also providing a forum for legal discourse among fellow students and faculty. This policy statement is intended to inform you of what information Concord collects after admission to the School, how Concord uses that information on the School Site, and what information is available to persons other than the School.

The policies and systems are designed to provide you with a private, secure means of interacting and communicating with School faculty, administration, and classmates while utilizing the School Site.

In accordance with federal and state law, educational records are maintained at Concord's Administrative Site in Los Angeles, California, and on the School Administrative Site. Within the Administrative Site, the security of the student record information is maintained by affording different levels of access for administrators and faculty. Faculty and administrators are afforded the appropriate access to information to assist them in doing their assigned job.

Concord does not release these records to other persons outside the School without written consent from the student or as required by law. The School Site, [www.concord2.kaplan.edu](http://www.concord2.kaplan.edu), is also secure. Only persons with digital certificates can access and utilize the site.

## 1. Sites and Services to Which This Statement Applies

As a Concord student, you are granted access to the School Site, [www.concord2.kaplan.edu](http://www.concord2.kaplan.edu). Information submitted to this School Site is not shared with the [concordlawschool.edu](http://concordlawschool.edu), [info.concordlawschool.edu](http://info.concordlawschool.edu), [kaplan.edu](http://kaplan.edu), or [kaplanuniversity.edu](http://kaplanuniversity.edu) sites, which may have initially been utilized to research or apply to the School. For information about the Kaplan University Privacy policy, visit [www.kaplanuniversity.edu](http://www.kaplanuniversity.edu).

## 2. Information Students Provide to Concord Via the School Site and How It Is Used

When you are granted admission into the School, you will be asked to provide certain personal information such as your name and contact information. Concord asks for this to complete enrollment, properly place you in the correct program of study and class group, and allow the School administration to contact you, if needed, throughout your studies with Concord. As part of this process, Concord asks that you notify the administration immediately if you change your email address. This allows the School to contact you in a timely manner.

## 3. Information Available to Persons Other Than the School

Your personal homepage requires you to give the School contact information such as your permanent/ mailing address, phone, and email address. This information is for School purposes only and is not shared with persons outside the School.

Your personal homepage also provides a "Roster Info" option that requests information such as name, city, state, email addresses, phone numbers, photograph, occupation, title, company, education, and other information. Each individual item requested is optional. You may opt out of providing this information and, therefore, it will not be released. Once you voluntarily submit this information to the School, it will be posted and available to other Concord students. If, after submitting this information, you wish to update or delete specific items released, you may do so by returning to the "Roster Info" option.

Entries submitted in discussion boards (such as the Student-to-Student Board) are available to all Concord students. Be aware that discussion boards are for students only and Concord does not control what information is submitted, nor does it censor this site. However, if you become aware of any offensive, harassing, or other communications on these sites, you should report such communications following the procedures set forth in the General Report/Complaint Procedures.

Entries submitted in classrooms are available to all Concord students and faculty. Concord faculty serve as moderators to the chat and monitor the content of direct legal discussions. Moderators may also delete comments and content that is inappropriate or profane.

## 4. Links to Other Sites

You will find links from the Concord School Site to independently owned, controlled, and/or managed websites that contain content the School believes will be of possible interest and value to students (e.g., the Concord Law Library).

In many cases, these links represent cooperative projects or mutual links established with the organizations connected with these sites. Concord does not control the content of these linked sites. These other sites may send you their own cookies, collect data, or solicit personal information. While Concord identifies sponsor and advertiser areas of its websites, it does not control these cookies or the content of these third parties.

Once you leave Concord servers (you can, in general, tell where you are by checking the URL in the address bar of your browser), the use of any information you provide is governed by the privacy policy of the operator of the site you are visiting. That policy may differ from Concord's. If you cannot find the privacy policy of any of these sites via a link from that site's homepage, you should contact the site directly for more information. Concord is not responsible for the privacy practices or the content of such sites.

## 5. Security

The importance of security for students' personally identifiable information is of utmost concern to Concord. The School has physical, electronic, and managerial procedures in place to assist it in providing the secure transmission of students' information from their personal computers to Concord servers. Unfortunately, no data transmission over the Internet can be guaranteed to be secure. As a result, while Concord strives to protect students' personal information, Concord cannot and does not ensure or warrant the security of any information you transmit to the School and you do so at your own risk.

Concord's policy does not extend beyond its website to anything inherent in the operation of the Internet, except to the extent that this policy applies to how you use your own computer to communicate with the Concord site and its faculty and staff. Concord's policy is also not to be applied in any manner contrary to applicable law or governmental regulation.

## 6. Contact Us

If you have questions or concerns regarding this privacy statement, contact the School as follows:

Concord Law School  
10100 Santa Monica Blvd., Suite 365  
Los Angeles, CA 90067  
Tel: 866.522.7747  
Email: [associatedean@concord.kaplan.edu](mailto:associatedean@concord.kaplan.edu)

## Directory Information Public Notice

You have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon withdrawal from the School, student directory information will be removed, and upon graduation from the School, student directory information will become eligible for inclusion in an alumni directory.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Concord Law School at Kaplan University maintains an online directory for the School community. Upon the first day of attendance at the School, your profile listing, including your name and user name, become available to the School community (students, faculty, and administrators). The online directory may also include information commonly referred to as "directory information." The School designates the following categories of student information as directory information:

- Name
- Address
- Telephone number
- Email address
- Photographic representations of students
- Field of study
- Grade level
- Enrollment status
- Dates of attendance at the School
- Degrees, honors, and awards received
- Participation in officially recognized campus activities

The School does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. If you improperly use the directory or any information it contains, you may be subject to disciplinary action.

Additionally, the School may release directory information to third parties without your prior consent. Directory information may be disclosed by the School at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

If currently enrolled, you may choose to withhold disclosure of your directory information by obtaining the Directory Information Withholding Request Form from the Registrar's Office, completing the form, and returning it to the Kaplan University Office of the Registrar. The School will honor your request to withhold directory information; however, cannot assume responsibility for subsequently contacting you for permission to release information to prospective employers, relatives, or other persons. The absence of a specific request to withhold your directory information indicates your approval for disclosure. Additionally, your request to withhold directory information will not affect previous disclosures made by the School prior to receipt of the request.

Concord maintains student rosters that are separate from the Kaplan University directory. You may choose to opt out entirely or restrict the information available to third parties. All information posted to the student rosters must comply with School policies, such as the Student Conduct policy, Acceptable Use policy, Family Educational Rights and Privacy Act (FERPA) of 1974, and Statement of Nondiscrimination.

# Student Conduct and Honor Code

## Student Conduct

Concord Law School requires students to conduct themselves at all times in accordance with the professional standards and conduct expected of attorneys and future attorneys. If you fail to meet these standards or disrupt the learning environment, community, culture, or operations of the school, or insult, harm, or harass the School, students, staff, administrators, faculty, or other school-related personnel, you may be subject to disciplinary action up to and including dismissal from the School. Without in any way limiting the general requirement of professional conduct, the following illustrate some specific forms of prohibited conduct:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Concord Law School or Kaplan University documents (see also the Honor Code).
2. Theft, deliberate destruction, damage, misuse, or abuse of Concord Law School or Kaplan University property or the property of private individuals associated with the University or Concord Law School.
3. Physical or verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
4. Inappropriate or profane language or behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Concord Law School activities.
5. Unauthorized presence in, or forcible entry into, a Concord Law School facility or Concord Law School–related premises, including event locations.
6. Failure to comply with Concord Law School officials acting within the scope of their employment responsibilities.
7. Failure to comply with all Concord Law School and Kaplan University regulations, whether contained in official school publications or announced as administrative policy by a school official or other person authorized by the Dean of Concord Law School or the President of the University.
8. Violence or threats of violence toward persons or property of students, faculty, staff, Concord Law School, or Kaplan University.
9. Improper use of email, Internet access, and school sites and facilities (see also the Acceptable Use Policy.)
10. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials.
11. Flagrant or repeated abuse or misuse of school process or resources, including unfounded or vexatious requests or demands.
12. Sharing Concord Law School-provided user name and password information with another person, allowing another to impersonate you while logged into any school system, or logging into any school system with another person's user name and password.

This Student Conduct Code incorporates Kaplan University student conduct policies, except where inconsistent. The requirements of this Student Conduct Code apply online, in person, at school-sponsored events, and to students undertaking coursework at another institution through arrangements made by or through Concord Law School. The requirements of the Report/Complaint Procedure apply to student conduct-related matters.

## The Honor Code

### Statement of Purpose

Concord functions on a global campus, with a diverse student population, on a unique asynchronous platform of study modules. These and other unique constraints make an Honor Code core to Concord's educational mission and vital to the integrity of its learning outcomes.

The purpose of this Honor Code is to establish rules and procedures of Concord Law School governing student conduct with respect to academic integrity. As a vehicle through which standards of personal conduct and self-regulation are established, the Code is more than an aspirational goal. Rather, it represents an integral part of Concord's legal educational philosophy. Nowhere is such a system more important than in a profession such as the law, which is so dependent on high ideals of personal ethics. The Code is intended to promote an atmosphere of confidence and trust among students. The governing philosophy and premise of the Code is that students striving to study or enter the legal profession are capable of adherence to ethical standards and the self-regulation of their own conduct. With this goal, above all, you are warned to avoid any actions that give even the appearance of impropriety or reflect negatively on Concord, its educational mission, or its students.

### Scope

The Honor Code applies to any academic matter relating to the attendance, enrollment, and performance of a student at the School. An academic matter means any activity that may affect a grade, one's status as a student, another student's entitlement to a legal education, or another student's satisfaction of the requirements for graduation, and includes, but is not limited to:

1. Any application for admission or supporting documentation relating to law school;

2. Any final or midterm examination;
3. Any quiz;
4. Any essay, research paper, or other assignment for a course; or
5. Any misrepresentation concerning GPA, academic honors, class rank, or personal history that is made for the purpose of inducing another person to act or refrain from acting on the basis of that misrepresentation.

## Prohibited Activities

You shall not give, receive, or solicit aid in completing any graded assignment. You shall not submit as your own the work of another. You shall not share, divulge, or discuss the content of any graded assignment (including, but not limited to, Concord's quiz, essay, midterm exam, or final exam questions) with other students or third parties, either before or after completing the assignment. The "content" includes, but is not limited to, the questions, issues list, model answers, explanations, topics, and the content or language of student answers to the question (whether your own answer or that of another student). The proscribed activities include, but are not limited to, copying, posting, publishing, transferring, and otherwise discussing the content, either in person, by phone, through bulletin boards, via Internet-based discussion groups, or in chat rooms.

The rules against giving or receiving aid and sharing the content of Concord materials are absolute. This prohibition is applicable at all times and in all places—real time and real space, as well as cyber time and electronic space. This prohibition includes oral, written, and electronic communications of all kinds. This prohibition governs discussions both before and after the completion of any quiz, essay, or exam. In addition, under no circumstances may you misuse Concord's proprietary or copyrighted materials.

Instructions provided by the syllabus, an administrator, or a faculty member may modify or abrogate some of the restrictions contained in this section for purposes of that particular course, assessment, examination, or assignment. It is incumbent on you to communicate in writing with the professor and to be clear about what materials may be shared or passed among others in the class. The burden is on you to ask, document, and follow the instructions received. Errors of judgment will be read against those who failed to ask in advance.

The prohibitions described in this section of the Honor Code are examples of violations of the Code and are not meant to be an all-inclusive list of possible Honor Code violations that may occur.

Above all, you are warned to avoid any actions that give even the appearance of impropriety or reflect negatively on Concord, its educational mission, or its students. The School reserves the right to determine alleged violations on a case-by-case basis. Without limiting, in any way, Concord's right to enforce the Honor Code, the following examples are offered to enhance understanding and facilitate compliance with the Honor Code:

## 1. Final and Midterm Examinations

Unless specifically permitted to do so by specific written instructions of the professor or School administration, it is a violation of the Honor Code, in connection with a midterm or final examination, to:

1. Communicate with anyone about a midterm or final examination, except the School administration or the Technology Department, during the midterm or final examination;
2. Give, receive, or solicit aid during any midterm or final examination;
3. Use any materials during any midterm or final examination not specifically permitted in writing by the professor;
4. Begin reading any part of the midterm or final examination prior to the start of the midterm or final examination;
5. Continue writing or typing any final or midterm examination answer when the midterm or final examination time has expired;
6. Retain examination questions beyond the time when examinations have been completed or transfer copies of any examination to another person;
7. Discuss with, or otherwise communicate, by any medium or in any forum, to any person, the content of the exam question or questions, explanations, topics, list of issues, model answer, your own answer, or any other student's answer before or after the exam (the phrase "content of the exam" includes, but is not limited to, the following: any communication of the exam question or topic, issue list or summary, model answer, or any student answer to the exam question as provided in section 3 of the Honor Code);
8. Discuss the midterm or final examination with the professor after the midterm or final examination and before the grade(s) have been submitted;
9. Engage in any conduct prior to, or during, the midterm or final examination that unreasonably interferes with another student's ability to concentrate or otherwise complete the midterm or final examination; or
10. Engage in any other conduct in the preparation or taking of a midterm or final examination that gives a student an unfair advantage or seeks to hinder or harm another's ability to do his or her best.

## 2. Other Assessments (Quizzes, Essays, Papers, and Other Assignments)

Unless specifically permitted to do so by specific written instructions of the professor or School administration, it is a violation of the Honor Code, in connection with an assessment, to:

1. Communicate with anyone about the assessment, except the School administration or the Technology Department, during the assessment;
2. Give, receive, or solicit aid during any assessment;
3. Use any materials during any assessment not specifically permitted in writing by the professor or administration;
4. Transfer copies of any assessment, model, or student answer (your own or another's) to another person;
5. Discuss with, or otherwise communicate, by any medium or in any forum, to any person, the content of the assessment, explanations, topics, list of issues, model answer, your own answer, or any other student's answer before or after the assessment (the phrase "content of the assessment" includes, but is not limited to, the following: any communication of the assessment question or topic, issue list or summary, model answer, or any student answer to the assessment as provided in section 3 of the Honor Code);
6. Discuss an assessment with the professor before or after completion of the assessment and before the grade(s) have been submitted;
7. Engage in any conduct prior to or during an assessment that unreasonably interferes with another student's ability to concentrate or otherwise complete the assessment; or
8. Engage in any other conduct in the preparation or taking of an assessment that gives you an unfair advantage or seeks to hinder or harm another's ability to do his or her best.

## 3. Academic Record

You are prohibited from purposely, knowingly, or intentionally misrepresenting factual information about the academic performance or record of any student including your own academic record.

### Permitted Activities

The situations described in this section of the Honor Code are examples of activities that do not constitute a violation of this Honor Code if conducted as described. Other activities may be permissible. The School reserves the right to determine alleged violations on a case-by-case basis. Before taking any action involving sharing or publishing any of Concord's curricular material, you should ask a Law Advisor for assistance in understanding and applying the Honor Code. In case of doubt, the burden is on you to ask, document, and follow the instructions received. Errors of judgment will be read against those who failed to ask in advance. Note that issues of copyright, appropriate use of electronic communications, and privacy may also be present in these situations, and you should take care to comply with the law and School policies in those areas. Without limiting, in any way, Concord's right to enforce the Honor Code, the following examples are offered to enhance understanding and facilitate compliance with the Honor Code:

### 1. Administrators and Faculty Members

You may discuss or communicate about quizzes, essays, exams, and other assessments only as follows:

1. With an administrator at any time, including the technical support staff, about access issues;
2. With your professor, but only after the grade(s) have been recorded; this maintains student-professor anonymity in grading;
3. With any person if given explicit written permission by an administrator or a professor;
4. In a chat specifically established to go over the material, for example, a midterm or other assignment, with the explicit permission of the professor or the administration;
5. With the Honor Code Committee as a whole (but not with its members individually), as requested and directed in the course of Honor Code Committee proceedings; or
6. In other circumstances that shall from time to time be explicitly raised and formally given an exception in writing by a professor or administrator.

### 2. Study Groups

Students in study groups are bound by the Honor Code in regard to all Concord materials, questions, answers (their own or those of others), model answers, issues lists, explanations, topics, and outlines, as described in section 3 of the Honor Code, except that individual students and study groups may freely and fully share, subject to copyright and any other intellectual property law limitation, any and all of the following:

1. Computer-Assisted Legal Instruction (CALI) exercises and materials
2. Study questions in any textbook
3. Any and all hornbooks or treatises
4. Start on Skills (SOS) essays and sample answers (Concord's own voluntary, study-group based essay materials)

5. Concord Essay Outreach (CEO) essay questions and answers (available on the site)
6. Concord First (CF), Concord's unique FYLSE preparation materials (available on the site)
7. Any questions, whether multiple choice or essay, that a study group prepares on its own (the group may even write multiple-choice questions and sample essays and trade them with another study group), so long as these materials do not contain prohibited content
8. Any outlines, flashcards, or other study aids that a study group prepares on its own (the group may even create these tools and trade them with another study group), so long as these materials do not contain prohibited content
9. Commercial materials (PMBR "Finals," PLI materials, etc.) available online for purchase (although of differing quality and purpose), from outlines, to case notes, to multiple-choice collections, to compendiums of essays, to flash cards, etc. (There are print sources, CDs, audiotapes, and videos as well as resources available on the Internet.)
10. Materials purchased in advance from a Bar Review (Many Bar Examination preparation courses offer early admission, for a reduced fee, and as a part of early enrollment, provide law outlines and practice questions for the subjects tested on the FYLSE or the State of California Bar Examination.)

### **3. Tutoring Other Students**

Individuals and study groups may tutor other Concord and non-Concord students, but under no circumstances may any Concord materials—including, but not limited to, lectures, quizzes, essays, or exams—be used in this endeavor, whether conducted pro bono or for a fee. Students tutoring other students should comply with all of the prohibitions in section 3 of the Honor Code at all times.

#### **Additional Violations**

##### **1. Failing to Report an Honor Code Violation Is, Itself, a Violation**

If you have reason to believe that a violation of the Honor Code occurred during the course of an examination, quiz, essay, paper, practicum, or assessment, you are obligated to report it. If you have reason to believe that a violation of the Honor Code occurred in any forum, in any place, under any circumstances, by any means, you are obligated to report it following the procedures set forth in the General Report/Complaint Procedures.

##### **2. False Statements**

The Honor Code imposes upon you the same duties of honesty in fact and complete candor that are owed by attorneys in practice. You have an affirmative duty, on your own initiative, to correct any misunderstanding, misrepresentation, or misstatement that you reasonably believe may have occurred in any context or communication you participated in with Concord's administration, staff, or faculty. By way of illustration and not limitation, it is a violation of the Honor Code to:

1. Purposely, knowingly, or intentionally make any false statement of fact, material or immaterial, to any member of the Concord administration or faculty including any member of the Honor Code Committee. This includes, but is not limited to, making a false Honor Code accusation about any other Concord student.
2. Fail or refuse to cooperate with any Honor Code investigation or proceeding.
3. Purposely, knowingly, or intentionally mislead, by omission or affirmative statement, any member of the Concord administration, staff, or faculty, or any member of the Honor Code Committee, during the investigation of an Honor Code matter or any portion of an Honor Code proceeding.

##### **3. Abuse of Honor Code Process**

Students making bad-faith reports of violations abuse the Honor Code process and may themselves be found in violation of the Honor Code.

#### **Enforcement**

##### **1. Notice**

A notice shall be placed on each examination, quiz, or assignment, advising students that the final examination, midterm examination, quiz, practicum, or assignment is being conducted under the terms of the Honor Code. To complete the examination, you are required to restate your understanding of and assent to the provisions of the Honor Code and acknowledge receipt of the notice.

##### **2. Reporting Obligation and Procedure**

If you have reason to believe that a violation of the Honor Code occurred in any forum, in any place, under any circumstances, by any means, you are obligated to report it. Remember, however, that a formal report is a serious matter and deserves due consideration of the possible consequences.

If you have reason to believe that a violation of the Honor Code occurred in any forum, in any place, under any circumstances, by any means, you are obligated to report it following the procedures set forth in the General Report/Complaint Procedures.

### 3. Sanctions

One or more of the following sanctions may be imposed for Honor Code violations:

1. Dismissal from the School;
2. Suspension from the School for a specified time period;
3. Mandatory failing grade in all courses involved;
4. Written reprimand, either temporary or permanent; or
5. Any other sanction the Associate Dean finds just and appropriate under the circumstances.

### 4. Questions

Any questions about the interpretation or application of the Honor Code should be addressed to the Honor Code Committee through the Administrative Question email link from your personal homepage.

## Problem Resolution and Grievance Procedures

### Policy on Petitions Not Related to Grade Reviews

You may petition for an exception to or waiver of the School policies set forth in this Catalog, except for policies relating to Title IV federal financial aid eligibility. Petitions related to program completion and graduation requirements will only be considered in regards to extensions of time to complete a Concord program.

Petitions seeking an exception to policies related to academic standing, disqualification, and advancement shall be submitted via the Petition—Associate Dean form, which may be found on the school site using the Administrative Forms link under the Student Services heading or by requesting a copy from school administration at [administration@concord.kaplan.edu](mailto:administration@concord.kaplan.edu) or 800.439.4794. These petitions shall be reviewed by a committee of faculty appointed by the Dean or the Dean's designee. Petitions seeking an exception to administrative policies, such as exam rescheduling, late enrollment, and readmission requirements, may be submitted via the Petition—Associate Dean form, by email, or by fax. These petitions shall be reviewed by the Associate Dean for the program, the Associate Dean's designee, or a committee convened by the Associate Dean. For programs where there is no Associate Dean, the Program Director will have the same authority as an Associate Dean for a program.

The grant of any petition is at the sole discretion of the School.

### Policy on Petitions for Grade Reviews

You may petition for review of course grades only. No petitions regarding grades on interim assessments will be considered, except as part of a petition regarding a course grade. Petitions for grade reviews shall be submitted on the Petition for Academic Review form, which can be found on the school site using the Administrative Forms link under the Student Services heading or by requesting a copy from school administration at [administration@concord.kaplan.edu](mailto:administration@concord.kaplan.edu) or 800.439.4794.

Grade appeals will be considered only on the grounds of unfairness, departure from the grading policy, or mistake by the School. If you are seeking a review of a course grade, you bear the burden of establishing the grounds for a grade change and should expect to provide supporting documentation. Concord supports the academic freedom of its faculty and the mere fact that a higher grade was possible is not, in and of itself, a reason for a grade change.

## General Report/Complaint Procedures

The following are the School's standard procedures that govern reports of alleged violations of the Student Conduct Code, Honor Code, Privacy Policy, Acceptable Use Policy, grievance policy, and any other matter deemed appropriate for these procedures by the Associate Dean. Concord Law School does not permit retaliation against any student who files a complaint and will investigate and handle promptly any complaint of retaliation.

1. If you who wish to report an alleged violation or incident that may merit action by the School, submit an email message requesting a reporting form to: [associatedean@concord.kaplan.edu](mailto:associatedean@concord.kaplan.edu). Only reports and complaints made using this form shall be considered by the School.
2. Upon receipt of a completed reporting form, the Associate Dean may choose to resolve the matter based upon the facts alleged in the report or the Associate Dean may appoint a committee of one to three faculty members and/or administrators to investigate and recommend to the Associate Dean the appropriate resolution. The appointed committee shall report back to the Associate Dean within 45 days of appointment, which may include a report that additional time is needed for investigation. You shall be informed of any decision made by the Associate

Dean or of the appointment of a Committee within 45 days of the receipt of the complaint. Any committee so appointed by the Associate Dean shall conduct itself as follows:

- a. If the committee concludes upon preliminary investigation that no further action is warranted, the committee shall provide the Associate Dean with written findings of fact and conclusions. Should the Associate Dean agree with the committee, no further action need be taken unless the Associate Dean deems additional action, such as a notice to the School, is appropriate.
- b. If the committee concludes that there are reasonable grounds to believe a possible violation has occurred, the committee shall give notice to the student(s) that there is an investigation pending, the factual basis for the investigation, and an opportunity to respond. Each committee may adopt specific procedures as it deems necessary for the proper conduct of its proceedings, as long as the procedures provide notice and an opportunity to respond.
- c. Upon the completion of any additional investigation, including review of any responses submitted by the student(s) in question, the committee shall make written findings of fact and conclusions and recommend a course of action to the Associate Dean. Upon the Associate Dean's approval, the committee shall notify all appropriate parties of its findings of fact and conclusions as well as the discipline to be imposed or the consequent action, whichever is appropriate.
- d. You may have the assistance of counsel, at your expense, who may be present during any disciplinary proceeding. Counsel may not question witnesses or address the committee during the proceedings. You may also provide the names and contact information of any witnesses on your behalf along with a short description of the witnesses' expected testimony.
- e. There is no appeal of the decisions resulting from any of these proceedings. However, allegations that any committee proceedings were tainted by serious misconduct or conducted arbitrarily and capriciously, resulting in abuse of discretion, may be raised under the procedures for Review by the Dean. A request for Review by the Dean must be filed within 30 days of the date of the decision. The burden is on you to establish by clear and convincing evidence that misconduct by the committee, or any member thereof, occurred and that only as a result of such misconduct was the sanction imposed or consequent action taken.
- f. All General Report/Complaint forms, findings of fact, and final decisions of the Associate Dean and/or committee shall be maintained at the administrative offices for a period of no less than 5 years.

## **Review by the Dean**

If you are requesting a Review by the Dean pursuant to the School's General Report/Complaint Procedures, submit an email to the administration using the link through your personal homepage with the first line of the message being "Request for Review by the Dean." The request must clearly identify the proceeding and decision you are requesting to have reviewed, provide a summary of supporting facts, and provide a list of supporting evidence (e.g., email messages, copies of bulletin board postings, letters, names of potential witnesses), if any, you have in your possession and/or directions where supporting evidence may be found. The Dean will conduct a timely review of the matter. This review will be on the written record and shall give appropriate regard to the outcome of the prior proceedings on the matter. The Dean may affirm those proceedings, or in exceptional circumstances and for good cause shown, may overrule the prior outcome and enter a different result.

## **Grievance Policy**

You may address grievances or complaints not covered under any other specific school code or policy to the Associate Dean by requesting a reporting form as set forth in the School's General Report/Complaint Procedures.

## **Arizona Residents**

If the complaint can't be resolved after exhausting the School's grievance procedure, you may file a complaint with the Arizona State Board for Private Postsecondary Education. You must contact the State Board for further details. Their address is:

1400 West Washington Street, Room 260

Phoenix, AZ 85007

Tel: 602.542.5709

Website: [www.ppse.az.gov](http://www.ppse.az.gov)

## **Florida Residents**

If the complaint cannot be resolved after exhausting Kaplan University's grievance procedures, you may file a complaint with the Florida Commission for Independent Education. The Commission may be contacted at the below address or telephone number:

Commission for Independent Education

Florida Department of Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Tel: 888.224.6684

## **Maryland Residents**

This institution is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

## Missouri Residents

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy can be found at [www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf](http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf).

This web page contains information about the complaint process and includes instructions on how to file a formal complaint. Note: the policy states that a student who wishes to file a complaint with the Department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

## New Mexico Residents

If the complaint cannot be resolved after exhausting the School's grievance procedures, you may file a complaint in writing with the New Mexico Higher Education Department (NMHED). You must file complaints with NMHED within 3 years of your last date of enrollment. The contact information for NMHED is:

New Mexico Higher Education Department  
2048 Galisteo Street  
Santa Fe, NM 87505-2100  
Tel: 505.476.8400

You may obtain the required forms and further information to file the complaint at [hed.state.nm.us/students/](http://hed.state.nm.us/students/).

## Wisconsin Residents

Any questions or concerns about Concord Law School that have not been satisfactorily answered or resolved by the School should be directed to the Wisconsin Educational Approval Board. Their address is:

210 West Washington Avenue, 3rd Floor  
Madison, WI 53703  
Tel: 608.266.1996  
Email: [EABmail@eab.state.wi.us](mailto:EABmail@eab.state.wi.us)

## Student Services

### Career Services

Concord is committed to supporting your efforts to enter the legal field or law-related employment after graduation and to obtain legal experience while enrolled at the School. Recognizing that career development is an ongoing, lifelong process, Concord Career Services provides legal career management tools and resources for its current students and graduates. Resources provided include materials and lectures designed to assist in thinking about and planning a legal job search; explore employment opportunities; prepare application documents; and develop and utilize a personal and professional network.

Concord professors host periodic webinars on employment opportunities, which often feature alumni and other experts in a particular field. The School site includes links to Internet and subscription-based resources. You also may contact Career Services for individual assistance with your career development.

Note that career services offered by Concord are not an obligation or guarantee of employment. Although Concord will assist you, finding a job is ultimately your responsibility. Concord's programs are designed to prepare you to pursue employment in the law, or in related fields. However, Concord does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

### Student Groups

Concord Law School recognizes and registers student groups that comply with the established procedures for registration of such groups. This registration remains in effect as long as the group conducts itself in accordance with Concord's policies and procedures. A proposed student group applies to the Dean of Students or the Dean's designee for recognition using the procedures and forms provided on the Concord School site. Once a group is recognized and registered, it must maintain a roster of at least 10 active members at all times. All members must be current JD or EJD students who are actively engaged in legal studies and who have access to the site. Should the number of active members fall below 10, the group may be delisted. The membership roster on the site is the official roster for group membership.

A recognized student group may use "Concord Law School" in its group's name. Concord supports registered student groups in a variety of ways, including with a link on the Concord School site under the Student Organizations tab, a bulletin board, and other technical support as appropriate.

Groups must specifically obtain permission from the Dean of Students or the Dean's designee to use the Concord Law School logo and may not have any other logo that identifies the group. See the Student Groups tab on the Concord School Site for further instructions on forming official student groups and student group guidelines. All Concord student groups are bound by the Honor Code, the Academic Use policy, the Net Etiquette policy, and any other Concord policies that govern student behavior and communication on the Internet and elsewhere.

## **Law Library**

You can access a complete law library from your computer. On Concord's website, a law library interface is available that gives you access to the Internet's free legal library. The library includes, among other things, all U.S. Supreme Court cases, the U.S. Constitution (with annotations to Supreme Court cases), all U.S. Codes, the Federal Rules of Evidence, the Federal Rules of Civil Procedure, codes of professional responsibility, all California codes and laws, and recent appellate cases and law review articles.

The School provides you with access to Westlaw, an electronic legal library, after you have been enrolled for a month. In addition to the Concord Librarian's tutorial, Westlaw offers research training and materials to help navigate through the wealth of information available.

The School also provides you with access to HeinOnline, an image-based retrospective of more than 1,000 law journals with substantial historical coverage, as well as access to historical copies of the Federal Register, U.S. treaties, and other international agreements.

The Concord Law Librarian is also available to assist you in developing research skills to find the resources you need on the Internet.

## **Academic Information**

In this section, you can find information on the academic calendar, attendance requirements, transfer credit, and program changes. Policies related to withdrawing from courses or your program are also included.

### **Academic Calendar**

Concord Law School has three starts each year for first-year students and two starts each year for upper-division students enrolled in the JD and EJD programs. Some start dates, as well as academic events, may conflict with religious or secular holidays. Concord will attempt to avoid these conflicts or schedule around them on a case-by-case basis, but may not be able to do so in all instances.

Concord records its courses in semester credit hours.

Review the Concord Law School Academic Calendar for important dates.

### **Attendance/Module Progress Policy**

Concord's learning management system captures when you complete academically related activities. The data captured on this learning management system will be used to monitor your progress and determine if you are "attending" the School.

Through Concord's learning management system (LMS), you progress through courses by completing units of study called modules. The number of modules in a course may vary; however, in general, there are 15 modules for courses that are 6 months or shorter in duration and 30 modules for courses that are longer than 6 months in duration. Progress through course modules is gated so that you may not advance to the next module until you have completed all the study assignments in the previous module. Study assignments may consist of readings, video lectures, document uploads, essay assignments, bulletin board assignments, and quizzes, as well as other academically related activities.

As a JD student, you must maintain a module pace in your required courses that will result in the completion of each academic term in 48 to 52 weeks, as required by the State Bar of California. As an EJD student, you must note as complete at least one module in every course every 30 days. This minimum progress is designed to ensure that you remain engaged in your studies and applies to you even if you are ahead of the ideal module pace in your studies or if you may be behind the ideal module pace.

Refer to the Withdrawal policy for information about withdrawal due to nonattendance and probation/withdrawal due to lack of module progress.

## **Withdrawal**

### **Add/Drop Policy for Courses**

After the term begins, you will have a 14-day add/drop period in which to change an elective choice. Only one "add/drop" is permitted per term. The course dropped under this policy within the 14-day period will not appear on your transcript.

Required courses are not subject to the Add/Drop policy. If you are enrolled in the JD program, you are responsible for ensuring that you are carrying sufficient credit hours for a "qualifying year of law study" as required by the State Bar of California. If you are enrolled in the EJD program, you are responsible for ensuring that you are carrying sufficient credit hours to complete the program within the 6-year time limit.

Withdrawal from individual courses after the add/drop period is at the discretion of Concord and may be subject to conditions. Withdrawal after the start of the term is, in general, reflected with a "W" for course grades on the transcript. Withdrawals made within a week of the first scheduled final exam (JD students) or the end of the term (EJD students) will result in a grade of "F" for those courses in which you did not sit for final exams or submit final course papers.

## **Requesting to Withdraw from the University**

If you wish to withdraw from Concord, you must make a request to the School containing the reasons you are no longer able to complete the program. The request may be made in writing, by email, or over the telephone to Education Advising. You will be responsible for all tuition and fees per the enrollment agreement. (Please see Application for Readmission in the Admissions section.)

## **Withdrawal Due to Nonattendance**

During a term of study, you must be in compliance with the Attendance/Module Progress Policy to be in good standing and to be eligible for financial aid.

Concord's learning management system is the official record for implementing the Attendance Policy:

1. If you do not complete academically related activities within the first 7 days of the term start date, you will be withdrawn from your classes and your enrollment will be administratively cancelled.
2. If you fail to complete academically related activities for 21 consecutive calendar days, excluding scheduled breaks, you will be administratively withdrawn from the program, will no longer be eligible for financial aid, and will be dismissed from the School.
3. If you are withdrawn due to nonattendance, you must apply for readmission with the Associate Dean and follow the Application for Readmission procedures for Concord. If you feel an error has been made in your attendance calculation, you may appeal to the Associate Dean by filing a petition. All appeals must follow the Reinstatement/Non-Title IV Eligible policy for the program.

## **Probation/Withdrawal Due to Lack of Module Progress**

If you fall an average of five modules behind the ideal module pace in your required courses (as noted on the student homepage and syllabus), you will be placed on probation for failure to progress. A notice of probation for failure to progress appears automatically when you enter the site. If you are receiving financial aid and are on probation for failure to progress, you are not eligible for a second disbursement.

If you fail to respond to the notice of probation for failure to progress, you are in jeopardy of dismissal from the program. If you fall an average of eight modules behind the ideal module pace in your required courses (as noted on the student homepage and syllabus), you will be dismissed from Concord. You will receive an automatic notification of dismissal when you enter the site. A dismissal may negatively affect your funding or student loans.

## **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), Rule 4.31, and Guidelines for Unaccredited Law Schools Rule 5.35. 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. 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**

In addition to law school courses that may qualify for transfer credit for the JD program, transfer credit may also be considered for courses taken in a JD program at a state-approved law school whose graduates may sit for the bar exam in that state. Transfer credit will be granted at the discretion and determination of the Associate Dean.

If you completed preapproved Kaplan University courses while a Kaplan University student or have completed similar courses in graduate programs, you may petition for transfer credit for these previously completed courses after the completion of your first year of study.

## **Transfer Credit for Concurrent Outside Law School Courses**

You may make arrangements to take elective courses at other appropriately accredited law schools. If you wish to receive credit for an external course you must petition for approval from the Associate Dean prior to taking the course. The petition should include a statement of your academic credentials, a course description (usually available in the School Catalog), syllabus (if available), and dates the course begins and ends.

### **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. The entire course must start and end within the student's Concord Law School term.
5. You are responsible for ensuring that you are admitted to the external JD program, enroll and complete the course in a manner that will meet the State Bar of California requirements, and maintain the appropriate course load at Concord to earn a qualifying year of legal education.
6. If you enroll in excess credit hours in a single year, you must still receive passing grades in at least 22 semester credit hours per year in each 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 school in a law or graduate program.
3. The course is appropriate for the EJD program.
4. 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 of Kaplan University 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 at Kaplan University. This is standard transfer of credit procedure. Neither Concord Law School nor Kaplan University can guarantee the transferability of any credits to other institutions.

## **Program Changes**

### **Transfer to EJD Program**

As a JD student in good academic and financial standing, you may transfer to the EJD program at any time prior to the completion of your third year of study. If you are on academic probation, on probation for failure to progress, or are subject to dismissal for failure to meet the academic standards for JD students set forth in this Catalog, you may petition to transfer to the EJD program.

If you transfer in the middle of a term, all credits earned in the JD program and all work in progress will automatically transfer to the EJD program at the time of transfer. If you transfer after the end of a term, you will receive credit for all courses completed in the JD program with a grade of "C" or better. Courses completed with a grade of "C-" or lower may be credited at the discretion of the Associate Dean of the EJD program. Adjustments in credits transferred may also be made due to the different academic standards for how credits are earned between the JD and EJD programs.

After transferring out of the JD program into the EJD program, you may not transfer back into nor be readmitted into the JD program.

If you were previously enrolled in a JD program, but are now beginning a new term of study in the EJD program, satisfactory academic progress for the previously completed term is defined according to the JD program's specifications. Satisfactory academic progress for all subsequent terms will be defined according to the EJD program's specifications.

## Transfer to JD Program

EJD students may not transfer to the JD program; however, if you have not yet completed your first term of study, you may withdraw and apply for readmission to Concord in the JD program. If you have completed your first term and withdraw, you may not be readmitted into the JD program.

## Academic Standards

In this section, you can find information on academic grades, honors, and satisfactory academic progress.

## Academic Grades

### Academic Grades

Concord generally grades examinations using standards similar to those employed by the Committee of Bar Examiners of the State Bar of California. All exams, written assignments, and other assessments are governed by the Concord Honor Code.

Grade	Numeric	Points	Definition
A	83 – 100	4.0	Superior
A-	80 – 82	3.7	Superior
B+	78 – 79	3.3	Excellent
B	73 – 77	3.0	Excellent
B-	70 – 72	2.7	Excellent
C+	68 – 69	2.3	Proficient
C	63 – 67	2.0	Proficient
C-	60 – 62	1.7	First Year JD Students: Below Standard Proficiency  EJD/Upper- Division JD Students: Proficient
D+	58 – 59	1.3	Below Standard Proficiency
D	53 – 57	1.0	Below Standard Proficiency
D-	50 – 52	0.7	Below Standard Proficiency
F	Below 50	0.0	Failure
AU			Audit
IP			Class in Progress
NG			No Grade
P			Pass
W			Withdrawal

Any first-year JD student who receives a grade of “C-” or any “D” grade (which includes “D+,” “D,” and “D-”) earns credit for only half of the total number of hours possible for that course. Any upper-division JD student who achieves any “D” grade (which includes “D+,” “D,” and “D-”) earns credit for only half of the total number of hours possible for that course. Any student who receives a grade of “F” earns no credit for that course.

GPA is determined by multiplying the point value of the grade received by the number of credit hours in that course. This is done for each course completed. These numbers are then added together and divided by the total number of credit hours completed. Any course with a pass (“P”) grade will have no effect on GPA.

## Retaken Work Policy

You must successfully complete all required courses for the degree program. You must repeat any required course for which you received a failing grade. When you repeat a course, all attempts are included on the transcript and all grades received are included in the calculation of the cumulative GPA.

The following policies govern the grading of retaken work.

### Entire Course

If you retake an entire course, you will receive your actual grade or a “65” (“C”) for the final grade, whichever is lower. Essay assignments, papers, and quizzes will reflect your actual level of achievement during the term, but the final entry on the transcript can be no higher than “C.”

### Partial Course

When you repeat modules, the essay assignments, papers, and quizzes taken will reflect your actual level of achievement during the term; however, for purposes of finalizing the grade, all retaken module scores will be the actual score you received during the retake or the previous score, whichever is lower.

## Satisfactory Academic Progress

### Maximum Time Frame

As a JD student, you are required to complete the program within 5 years after passing the FYLSE, or, for prior law students offered advanced standing, within 4 years after commencing studies at Concord. As an EJD student, you are required to complete the program within 6 years of starting your studies at Concord. Deferrals and leaves of absence granted do not extend this time limit.

### Academic Progress Evaluations

Concord's nonstandard academic term has two payment periods: one payment at the beginning of the term and a second payment halfway through the academic term. Satisfactory Academic Progress is measured at the end of each payment period as follows:

Compliance with the Attendance/Module Progress Policy is measured at the time of the second payment. To be in compliance with the Module Progress Policy, you must be at or no more than an average of four modules behind the ideal module pace as set forth in the ideal module table on the School site (see Probation/Withdrawal Due to Lack of Module Progress). If you are not in compliance with these policies, you are not eligible for financial aid.

Satisfactory Academic Progress is measured at the beginning of the first payment period and the end of the second payment period. To be considered meeting Satisfactory Academic Progress standards, you must meet the requirements stated below.

### JD Program Without Prior Law Studies

1. Achieve a cumulative GPA of at least 2.0 in the first year and maintain a cumulative GPA of at least 2.0 in each of the upper-division years;
2. Complete each year of study, earning at least 22 credit hours acceptable for graduation;
3. Pass or be granted an exemption from the FYLSE before starting the third year; and
4. Be on pace to meet the graduation requirements including completing the program within 5 years of passing the FYLSE.

### JD Program With Prior Law Studies

1. Achieve a cumulative GPA of at least 2.0 in the first year and maintain a cumulative GPA of at least 2.0 in each of the upper-division years;
2. Complete each year of study, earning at least 22 credit hours acceptable for graduation;
3. Pass the FYLSE before starting the second year; and
4. Be on pace to meet the graduation requirements including completing the program within 5 years of passing the FYLSE or within 4 years of beginning studies at Concord, if you are exempt from taking the FYLSE as a Concord student based upon attendance at a prior law school.

### EJD Program

1. Achieve a GPA of at least 1.7 in the first term and maintain a cumulative GPA of at least 1.7 in all upper-division terms;
2. Complete each year of study with at least 22 credit hours; and

3. Be on pace to meet the graduation requirements, including completing the program, within 6 years of beginning studies at Concord.

If you are not in compliance with the Satisfactory Academic Progress policy and wish to continue your studies, you are no longer eligible for financial aid and will be placed on academic probation for the subsequent year of study. While on academic probation, if you fail to meet Satisfactory Academic Progress standards, you are subject to dismissal from Concord.

## Reinstatement/Non-Title IV Eligible

If you are receiving financial aid and are not eligible for a second disbursement during the term because you are on probation for failure to progress in your studies, you may establish eligibility by complying with the requirements of the Module Progress Policy.

If your enrollment and financial aid are terminated because of either failure to comply with the Attendance Policy or the Satisfactory Academic Progress policy, you may appeal the termination by submitting a written appeal to the Associate Dean at [associatedean@concord.kaplan.edu](mailto:associatedean@concord.kaplan.edu).

Appeals must:

1. Be submitted within 30 business days of notification of the termination for failure to comply, and
2. Explain the circumstances surrounding the failure to comply with School policies and provide appropriate supporting documentation.

You will be notified within 10 business days of the Associate Dean's decision. If you are reinstated, you will be placed on satisfactory academic progress (SAP) dismissed status. You are not eligible for financial aid while in SAP dismissed status.

You may not appeal your SAP dismissed status during the academic term. However, if you become compliant with the Satisfactory Academic Progress policy, you may petition the Associate Dean to be placed on regular status for a future term of study with potential eligibility for financial aid.

## Academic Honors

### Term Honors

You may receive term honors if you earn a GPA in a given term of 3.0 to 3.29 ("Dean's List") or 3.3 or higher ("Distinguished Scholar"). This honor will appear on your transcript.

### Degree Honors

You may receive degree honors if you graduate from your program with a cumulative GPA of 3.0 to 3.29 ("With Honors") or 3.3 or higher ("With Highest Honors"). This honor will appear on your diploma and your transcript.

## Financial Information

In this section, you can find information on academic eligibility for financial aid and financial aid services. The School's definition of an academic year and the refund policy are also featured.

To view tuition and fee information, visit [www.concordlawschool.edu/Tuition.aspx](http://www.concordlawschool.edu/Tuition.aspx).

## Enrollment Status and Definition of an Academic Year

The academic year for JD students is 51 weeks and for EJD students is 52 weeks and consists of one term of instruction, during which a full-time student will complete at least 22 credit hours. Concord measures its programs in semester credit hours. Concord is required on different occasions to report the number of students in full-time or part-time status. Your enrollment status can impact financial aid eligibility.

- Full-time = 22 credit hours per term
- Three-quarter-time = 16 credit hours per term
- Half-time = 11 credit hours per term

The Veterans Administration may have different definitions for full-time and part-time status. If you are receiving veterans benefits, you should talk to the School's Certifying Official.

## Financial Aid Services

Prior to enrolling at Concord, you are encouraged to explore all options available for financing your education including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the School's Financial Aid Office to help you understand your options.

If you receive loans to pay for your course of instruction, it is your responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

You may be eligible for third-party funding sources from outside agencies and are encouraged to seek out such funding and familiarize yourself with the policies of such agencies. Although the School will assist you in completing the necessary forms and will provide any required information to the agency, it is ultimately your responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by federal, state, or institutional funding. You are encouraged to take advantage of federal Title IV funding before applying to alternative loan programs. You and, when applicable, your parents have the right and ability to choose any lender you wish, and Concord does not require that any loans be obtained from any particular lender or source.

Concord is approved for the following loans and programs:

- Loans (available to all students, subject to eligibility requirements)
  - Unsubsidized Federal Stafford Loan
  - Federal PLUS Loan
  - Alternative Loans
- Other Agencies or Programs
  - Promise Jobs
  - Veterans Administration Benefits
  - Division of Vocational Rehabilitation
  - Defense Activity for Non-Traditional Education Support (DANTES)

## Refund Policy

### Notice to Students

#### Return of Title IV Financial Aid

If you withdraw or are dismissed from the School up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the School, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education. In these situations, federal Title IV financial aid must be recalculated. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

1. To determine the percentage of the payment period or term completed, the number of days completed up to the last date of academic attendance is divided by the total days in the payment period or term. (Any break of 5 days or more is not counted as part of the days in the term.) This percentage is also the amount of Title IV financial aid earned.
2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, you will have earned 100 percent of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in you owing additional funds to the School to cover tuition charges previously paid by federal financial aid prior to your withdrawal.

If you earned less aid than was disbursed, the institution would be required to return a portion of the funds and you are required to return a portion of the funds. Keep in mind that when Title IV funds are returned, you, the student borrower, may owe a debt balance to the institution. If you earned more aid than was disbursed to you, the institution would owe you a post-withdrawal disbursement, which must be paid within 180 days of your withdrawal.

If you plan to withdraw from the School, you should contact the Financial Aid or Business/Bursar's Office to determine the amount of funds that must be returned on your behalf, if applicable. All refunds due will be made within 30 days of your effective withdrawal date. The last date of actual attendance is used in calculating any refund amount.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (FPLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other Title IV assistance
8. Other state funds (unless otherwise mandated by the state)
9. Private and institutional aid
10. Student

## Withdrawal After Commencement of Classes

The effective withdrawal date shall be when any of the following occur:

1. The date you notify Concord of withdrawal or the date of withdrawal, whichever is earlier,
2. The last date of attendance if you do not complete academically related activities within the first 7 days of the term start date,
3. The last date of attendance if you fail to complete academically related activities for 21 consecutive calendar days (not including breaks),
4. The date when Concord terminates your enrollment, or
5. The date you are scheduled to return from a leave of absence and fail to do so.

All refunds due will be made within 30 days of your effective withdrawal date. The last date of actual participation is used in calculating any refund amount.

If you cancel prior to or on the first day of commencing instruction, you will receive a full refund of tuition paid. If you are a continuing student and cancel prior to or on the first day of a new term, you will also receive a full refund of fees and tuition paid. All refunds will be made within 30 days of cancellation.

If you have obtained a loan to pay for tuition, it is your responsibility to repay the full amount of any loans plus interest, less any amount of any refund to the lender. You are advised that some financial refunds are due directly to the lender.

If you begin a term, you are entitled to a prorated refund of tuition paid, up to the time 60 percent of the academic term has lapsed. Thus, if you withdraw from or are dismissed by the School any time after commencing instruction, but prior to 60 percent of the academic term, you will receive a prorated refund.

For the JD program, 60 percent of the academic term is defined as the lapse of 31 weeks of instruction in an academic year of 51 weeks. The refund is strictly based on the lapse of time and not on the amount of utilization of the Internet program.

For the EJD program, 60 percent of the academic term is defined as completion of 60 percent of the 24 credit hours per year of which the program is composed, or 14.4 credit hours. The credit hours completed during a term will be calculated based on the percentage of modules completed in each current course at the time of withdrawal and that percentage applied to the total credit value of the course. For example, if you completed 15 of 30 modules in an 8-credit course, the 50 percent of modules completed would result in a refund based on 4 credit hours completed.

If you withdraw from or are dismissed by the School any time after completing 60 percent of the term, there will be no refund. If you are paying tuition on installment, you may owe a balance due, depending upon the installment payment schedule.

## Iowa Residents

For all Iowa residents attending Concord Law School the following refund policy shall apply:

STUDENTS WITHDRAWING	REFUND
Prior to the first day of the term	100%
During the first 6 days of the term (first time students only)	100% Tuition

For the remainder of the term until completion, the tuition refund will be calculated as follows:

- Number of calendar days remaining in the term/number of calendar days in the term multiplied by the total tuition multiplied by 90%.

- A term is considered completed if a student receives a letter grade for any class and no tuition refund will be granted.
- No administrative fee will be charged to a student who withdraws from Kaplan University.

### **For Iowa Servicemembers and Their Spouses With Dependent Children**

Any Kaplan University student residing in the state of Iowa who is a military servicemember (active duty, guard, or reservist) who gets deployed or mobilized, or is a spouse with a dependent child of a servicemember who gets deployed or mobilized, may request a full refund of tuition and fees for all classes attended in the term for which the deployment or mobilization occurred.

### **New Mexico Residents**

On the student's request, Concord Law School will provide, within 5 business days, an estimated accounting of any amounts retained, and will provide a final accounting following the Department of Education's determination regarding any federal financial aid disbursed.

# Juris Doctor

## Description and Outcomes

Students seeking to practice law and develop a wide range of career opportunities should enroll in the Juris Doctor program. The JD program focuses on the knowledge and skills necessary to be a responsible and effective member of the legal profession. Law study and the JD degree have also been widely recognized as providing a foundation for individuals who work in business, government, education, and public interest positions.

The JD program at Concord strives to develop students' abilities, skills, and perspective in legal fundamentals, professional and practical skills, and critical thinking skills.

The JD program at Concord is a 92 credit hour, 4-year program. You are required to successfully complete at least 22 to 24 credit hours of coursework between 48 to 52 consecutive weeks each year. The program consists of required courses and electives. You are required to submit periodic statements of the time spent in study, class preparation, and class attendance. These statements will be embedded in each course. You will have met the legal education requirement of the Committee of Bar Examiners of the State Bar of California upon graduating from this program and may apply for admission to the State Bar of California.

## Learning Outcome Objectives

Concord has established the following core learning goals in connection with its Juris Doctor program:

- Demonstrates knowledge of the role of law in society and the U.S. legal system.
- Demonstrates ability to analyze and explain legal solutions to a particular fact situation (critical thinking).
- Communicates clearly and effectively both in writing and orally.
- Demonstrates competency with legal practice skills.
- Demonstrates knowledge of the law in courses tested on the California bar exam.
- Demonstrates the knowledge and skills to recognize and resolve dilemmas in an ethical manner.
- Models professionalism and knowledge of the importance of service to the profession and to the community at large.

## Required Disclosures

The method of instruction at this law school for the Juris Doctor (JD) degree program is principally by technological means including interactive classes.

After you successfully complete the first year of law study in the JD degree program at this law school, you must pass the First-Year Law Students' Examination required by Business and Professions Code 6060(h) and Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) as part of the requirements to qualify to take the California Bar Examination. If you pass the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it, you will receive credit for all legal studies completed to the time the examination is passed. If you do not pass the examination within three (3) administrations of the examination after first becoming eligible to take it, you must be promptly disqualified from the law school's JD degree program. If you pass the examination subsequent to dismissal, you are eligible for re-enrollment in this law school's JD degree program, but will receive credit for only 1 year of legal study.

Study at, or graduation from, this law school may not qualify you to take the bar examination or satisfy the requirements for admission to practice in jurisdictions other than California. If you are intending to seek admission to practice law in a jurisdiction other than California, you should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

## Policies

### State Bar Registration

As a student enrolled in the Juris Doctor program, you must register with the State Bar of California after beginning law studies at Concord.

Pursuant to Rule 4.16 (B) of Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules), "The Application for Registration must be filed first, before any other application is transmitted to the Committee. The applicant is required by law either to provide the Committee with a Social Security Number or to request an exemption because of ineligibility for a Social Security Number. Registration is deemed abandoned if all required documentation and fees have not been received within sixty days of filing. No refund is issued for an abandoned registration."

For more information, see [www.calbar.ca.gov](http://www.calbar.ca.gov).

Note: registration as a first-year student is distinct from registering to sit for the California State Bar First-Year Law Students' Examination (FYLSE). If you successfully complete your first year at Concord and satisfy all other requirements, you will be certified to sit for this examination.

## Progression Requirements

To maintain good academic standing in the JD program at Concord, you must actively progress toward the completion of each academic year as required by the State Bar of California. You must maintain a module pace dictated by State Bar of California rules that require students to complete their studies (a minimum of 864 hours of Concord curriculum) within 48 to 52 weeks in each year of the program.

## First-Year Requirements

In the first academic year, you must pass every course with a "C" or better to receive credit for the credit hours studied at Concord and to be certified for the First-Year Law Students' Examination (FYLSE), as required by the State Bar of California. Should you fail any individual course (receive a grade below a "C"), you will not be certified for the FYLSE and will be dismissed from the JD program.

## Upper-Division FYLSE Requirements

You are required to take and pass the FYLSE, unless you qualify for an exemption based upon attendance at a prior law school or because you have already passed the FYLSE. If you have prior law studies, Concord may require, as a condition of admission, that you petition the State Bar of California to restart your law studies.

Upon successful completion of the first year, before starting the second year, you must either pass the FYLSE or complete Concord First with a grade of "B-" or better. While you are permitted to continue and complete the second year of studies while the second or third administration to pass the FYLSE is pending, under no circumstances may you begin the third year at Concord in the JD program without successfully passing the FYLSE. You may be enrolled into Concord First so long as you are still within the first three administrations of the FYLSE, but only the grade for the first enrollment into Concord First will be used to determine if you may continue on to the second year in the JD program if you have not yet passed the FYLSE. There are no course credits associated with Concord First.

If you fail to pass the FYLSE within three consecutive administrations of first becoming eligible to take the examination, you are automatically dismissed from the JD program. If you are otherwise in good academic standing, you may be eligible to transfer to the nonbar-track EJD program (See Program Changes). If you are repeating the second year because you passed the FYLSE on a fourth or subsequent administration, you are considered not in compliance with the Satisfactory Academic Progress policy set forth in this Catalog.

## Upper-Division Students Who Fail a Year

If you fail to complete the minimum 22 credit hours required for a "qualifying year of law study," under the rules of the State Bar of California, you may continue your studies at Concord but will have to make up the failing year of law study. The course load for the makeup year will be constituted as follows:

1. Any course in which you received a grade of "C-" or lower in the failing year must be repeated.
2. You may choose to repeat any course in which you received a grade of "C" or better in the failing year, as long as the current course offerings at Concord will allow you to successfully complete 4 qualifying years of law study.

You shall be allowed to make up 1 year of law study. If you achieve another failing year, you are subject to dismissal from Concord.

## Final Exam Qualification Policy

You are required to attend regularly and punctually to your studies. To sit for final exams, you must comply with the Attendance and Satisfactory Academic Progress policies and be in good academic standing. Good academic standing for exams requires that you complete a minimum of 80 percent of your modules in each course. If you have not attended at least 80 percent of the required classes in any course at least 1 week prior to the regularly scheduled date for the final examination in that course, you cannot take the final examination. This requirement can only be satisfied from the class attendance tracker available on the School site, which is reflected on the student homepage. The School site must show that you have attended 80 percent of the required classes to be eligible for the final examination in that course. You must attend 80 percent of the required classes in all your first-year courses to sit for the first-year final exam.

If you have not advanced to module 25 in any 30-module course or to module 13 in any 15-module course at least 1 week prior to the regularly scheduled date for the final examination in that course, you cannot take the final examination. This requirement can only be satisfied from the progress tracker device available on the School site, which is reflected on the student homepage. The School site must show that you have completed through module 24 of a 30-module course or through module 12 of a 15-module course to be eligible for the final examination in that course. You must advance to module 25 in all your first-year courses to sit for the first-year final exam.

Failure to take the final examination in any required course will result in academic dismissal from the JD program. If you have advanced to at least module 25, but have not completed all graded assessments in the course, you will not be deemed to have maintained the good faith effort necessary to benefit from grading policies allowing dropped grades and will receive a zero for any essays or quizzes not taken or incomplete on the date of the final examination. Individual course grading policies may include other requirements for application of any good faith drop.

## Graduation Requirements

You must successfully pass all required courses and complete at least 92 credit hours within the time frame required by the State Bar of California within 5 years of passing the State Bar of California's FYLSE to graduate with a JD degree from Concord.

You must be in good financial standing to graduate and must have successfully completed all academic requirements to participate in the graduation ceremony.

## Degree Plan

### Degree Plan

#### Program Requirements

<b>First Year</b>	<ul style="list-style-type: none"> <li>•CL 6000: Introduction to Legal Analysis (2 credit hours)</li> <li>•CL 6100: Contracts (8 credit hours)</li> <li>•CL 6200: Torts (8 credit hours)</li> <li>•CL 6300: Criminal Law (6 credit hours)</li> </ul>
<b>Second Year</b>	<ul style="list-style-type: none"> <li>•CL 7000: Constitutional Law (6 credit hours)</li> <li>•CL 7100: Real Property (8 credit hours)</li> <li>•CL 7200: Civil Procedure (6 credit hours)</li> <li>•CL 7300: Criminal Procedure (4 credit hours)</li> </ul>
<b>Third Year</b>	<ul style="list-style-type: none"> <li>•CL 7500: Corporations and Business Organizations (4 credit hours)</li> <li>•CL 7600: Evidence (6 credit hours)</li> <li>•CL 7800: Legal Analysis and Writing (JD) (4 credit hours)</li> <li>•CL 7875: Electronic Legal Research (2 credit hours)</li> <li>•CL 7900: Professional Responsibility (2 credit hours)</li> <li>•CL 7925: Future of Law Practice (2 credit hours)</li> <li>•Major Electives (2 credit hours)</li> </ul>
<b>Fourth Year</b>	<ul style="list-style-type: none"> <li>•CL 7150: Wills and Trusts (4 credit hours)</li> <li>•CL 7700: Community Property (4 credit hours)</li> <li>•CL 7975: Remedies (4 credit hours)</li> <li>•CL 7999: Capstone (JD) (4 credit hours)</li> <li>•Major Electives (6 credit hours)</li> </ul>

# Executive Juris Doctor

## Description and Outcomes

The Executive Juris Doctor (EJD) program is a program pioneered by Concord to provide a law-based degree for those individuals who do not intend to become practicing attorneys. It is designed for individuals who are seeking an understanding of the U.S. legal system to enhance their current career, to open up employment opportunities, or for their personal growth. In addition to obtaining a thorough legal background, graduates will have sharpened their analytical reasoning and communication skills. Students in the EJD program will not be certified as meeting the requirements of the State Bar of California to sit for the California Bar Examination. The EJD offers more flexibility than the JD program without sacrificing a rigorous education in core legal subjects.

The EJD program is a 72 credit hour, 3-year program. To graduate, you are required to complete 38 credit hours in specific core classes and an additional 34 credit hours of electives.

## Elective Tracks

In addition to general law studies, you may opt to participate in an area of concentration or "track" by taking suggested courses within the open elective requirements. There are six tracks in the specialty areas of law and technology, criminal justice, innovation protection, business law, health law, and education law.

The law and technology track is designed for individuals with a technology background who seek to enhance their current position or who seek new employment opportunities.

The criminal justice track is designed for individuals with a background in criminal justice who seek to enhance their current position or who seek new employment opportunities.

The innovation protection track is designed for individuals with a science or technology background interested in expanding their knowledge in the areas of patents and trademarks to enhance their current position or seek new employment opportunities.

The business law track could be beneficial for students who seek to enhance their knowledge of the law for use in their current position or to seek new employment opportunities in both private and public sector industries as well as nonprofits.

The education law track could be beneficial to students who are interested in the educational system or advocating for parents and students, including students with disabilities, in the education process. It is also a good fit for students who have a background in, or currently work in, a K-12 or postsecondary education setting who seek to enhance their knowledge of the law for use in their current position, or to seek new employment opportunities.

The health law track is designed for individuals with a background in the health care profession who seek to enhance their current position or seek new employment opportunities.

While the tracks are designed to prepare you to pursue employment in your field of study, or in related fields, Concord does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

## Learning Outcome Objectives

Concord has established the following core learning goals in connection with its Executive Juris Doctor program:

- Demonstrates knowledge of the role of law in society and the U.S. legal system.
- Demonstrates ability to analyze and explain legal solutions to a particular fact situation.
- Communicates clearly and effectively both in writing and orally.
- Demonstrates competency with specific legal practice skills.
- Demonstrates knowledge of the law in foundation law courses.
- Demonstrates the knowledge and skills to recognize and resolve dilemmas in an ethical manner.
- Models professionalism and knowledge of the importance of service to the profession and to the community at large, and an understanding of the unauthorized practice of law.

## Required Disclosures

The method of instruction at this law school for professional law degree programs other than the Juris Doctor degree is principally by technological means including interactive classes.

Completion of a professional law degree program at this law school, other than the Juris Doctor degree, does not qualify you to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify you to take the bar examination or satisfy the requirements for admission to the practice of law in any other jurisdiction. If you are intending to seek admission to practice law, you should contact the admitting authority in the jurisdiction where you intend to qualify to sit for the bar examination or for admission to practice to receive information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

## **Policies**

### **EJD Courses in Partnership With Kaplan University**

You may request enrollment in up to three approved Kaplan University courses. If you wish to enroll in more than three approved Kaplan University courses, you must submit a petition to the Associate Dean of the EJD program and provide supporting information, including appropriate documentation, on why additional courses would be an educational benefit to you. These petitions should be submitted to: [ejd\\_associatedean@concord.kaplan.edu](mailto:ejd_associatedean@concord.kaplan.edu). You will have all preapproved course-level prerequisites waived for the Kaplan University courses. Additional courses may be available to you as they are introduced by Kaplan University.

### **Progression Requirements**

To maintain good standing in the EJD program at Concord, you must meet the following criteria:

1. You must maintain a cumulative GPA of 1.7 to advance to the second and third years of study at Concord. If your cumulative GPA for any academic year falls below 1.7, you shall be placed on academic probation for the next year of study at Concord. If you again fail to maintain a cumulative GPA of 1.7 for the academic year while on academic probation, you are subject to dismissal from the School.
2. You must pass each of the required core courses in the EJD program you have selected. You must repeat any required course for which you received a failing grade, and may repeat a failed elective course once. If you fail a required course a second time, you are subject to dismissal.
3. If your GPA for the term falls below 1.5, you are subject to dismissal from the School.

### **Final Exam Qualification Policy**

If you have advanced to module 25 in any 30-module course or to module 13 in any 15-module course, you may take the final examination for that course. If you have advanced to at least module 25, but have not completed all graded assessments in the course, you will not be deemed to have maintained the good faith effort necessary to benefit from grading policies allowing dropped grades and will receive a zero for any essays or quizzes not taken or incomplete on the date of the final examination. Individual course grading policies may include other requirements for application of any good faith drop.

### **Graduation Requirements**

You must successfully pass all required courses, complete 72 credit hours within 6 years of commencing study, and maintain a cumulative GPA of 1.7 to graduate with an EJD degree from Concord.

You must be in good financial standing to graduate and must have successfully completed all academic requirements to participate in the graduation ceremony.

# Degree Plan

## Degree Plan

### Program Requirements

<b>First Year</b>	<ul style="list-style-type: none"><li>•CL 6000: Introduction to Legal Analysis (2 credit hours)</li><li>•CL 6100: Contracts (8 credit hours)</li><li>•CL 6200: Torts (8 credit hours)</li><li>•CL 6300: Criminal Law (6 credit hours)</li></ul>
<b>Second Year</b>	<ul style="list-style-type: none"><li>•CL 7000: Constitutional Law (6 credit hours)</li><li>•Open Electives (18 credit hours)</li></ul>
<b>Third Year</b>	<ul style="list-style-type: none"><li>•CL 7850: Legal Analysis and Writing (EJD) (4 credit hours)</li><li>•CL 7875: Electronic Legal Research (2 credit hours)</li><li>•CL 7955: Cross Profession Ethics (2 credit hours)</li><li>•Open Electives (16 credit hours)</li></ul>

## Elective Tracks

<p><b>Law and Technology</b></p>	<ul style="list-style-type: none"> <li>•CL 7100: Real Property (8 credit hours)</li> <li>•CL 7200: Civil Procedure (6 credit hours)</li> <li>•CL 8600: Intellectual Property (4 credit hours)</li> <li>•CL 8620: Cyberlaw (4 credit hours)</li> <li>•Complete 6 credit hours from the following courses:</li> </ul> <p>*Course taken through Kaplan University</p>
<p><b>Criminal Justice</b></p>	<ul style="list-style-type: none"> <li>•CL 7300: Criminal Procedure (4 credit hours)</li> <li>•CL 7600: Evidence (6 credit hours)</li> <li>•Complete 6 credit hours from the following courses:</li> </ul> <p>*Course taken through Kaplan University</p>
<p><b>Innovation Protection</b></p>	<ul style="list-style-type: none"> <li>•CL 7100: Real Property (8 credit hours)</li> <li>•CL 7200: Civil Procedure (6 credit hours)</li> <li>•CL 8600: Intellectual Property (4 credit hours)</li> <li>•CL 8620: Cyberlaw (4 credit hours)</li> <li>•CL 8650: Patent Law Fundamentals (2 credit hours)</li> <li>•CL 8655: Patent Litigation (2 credit hours)</li> <li>•CL 8660: Patent Claim Drafting (2 credit hours)</li> <li>•CL 8665: Patent Application Drafting (2 credit hours)</li> </ul>
<p><b>Business Law</b></p>	<ul style="list-style-type: none"> <li>•CL 7500: Corporations and Business Organizations (4 credit hours)</li> <li>•CL 8110: Administrative Law (4 credit hours)</li> <li>•Complete 8 credit hours from the following courses:</li> </ul>
<p><b>Education Law</b></p>	<ul style="list-style-type: none"> <li>•CL 8110: Administrative Law (4 credit hours)</li> <li>•CL 8150: Education Law (4 credit hours)</li> <li>•CL 8155: Special Education Law (2 credit hours)</li> <li>•Complete 6 credit hours from the following courses:</li> </ul> <p>*Course taken through Kaplan University</p>
<p><b>Health Law</b></p>	<ul style="list-style-type: none"> <li>•CL 8110: Administrative Law (4 credit hours)</li> <li>•CL 8700: Health Law (4 credit hours)</li> <li>•Complete 8 credit hours from the following courses:</li> </ul>

# Course Descriptions

## Courses in Partnership with Other Law Schools

### ADVANCED ADVOCACY

Offered at the William Mitchell College of Law (WMCL) Summer Skills Program in St. Paul, Minnesota, this is an 8-day, in-person course. The course is an intense, learning-by-doing trial skills course. Students continually perform and are critiqued live and on videotape by experienced trial lawyers. Topics include: case analysis; opening statements; direct and cross examinations; examination of lay and expert witnesses; impeachment, rehabilitation, and refreshing recollection; introduction of evidence and demonstrative exhibits; closing arguments; jury selection; and ethics and professional responsibility. (Students register directly with and pay tuition, at the WMCL JD rate, directly to William Mitchell College of Law. The course is graded on a pass/fail basis by WMCL.)

Credit Hours: 3

Prerequisite: Advocacy—Theories, Tactics, and Techniques; JD only

## JD and EJD (CL)

### CONCORD FIRST

Concord First is a not-for-credit review program designed to prepare Concord JD students for the First Year Law Student's Exam (FYLSE). Although participation in Concord First is not mandatory, students may not continue on to the second year unless they either achieve a grade of "B-" or better in Concord First or pass the FYLSE. Concord First includes essay and multiple choice exercises covering contracts, criminal law, and torts, as well as class sessions to review these exercises and discuss exam-taking techniques and strategies. Concord First culminates in a residential weekend where students will undertake a mock exam under timed conditions and review the answers to the exam questions.

Credit Hours: No Credit Value

Prerequisite: JD only

### CL 6000: INTRODUCTION TO LEGAL ANALYSIS

This first-year course is designed to introduce students to the study of law and the American Legal System. It teaches students the ability to spot and analyze legal issues in factual situations. The course also introduces students to legal reasoning and legal writing.

Credit Hours: 2

Prerequisite: JD and EJD (required)

### CL 6100: CONTRACTS

This course examines the legal theories and principles relating to parties and agreements and their resultant obligations or benefits. Covered topics include: formation, conditions, and remedies of contracts; bargained-for consideration; third-party contracts (including assignments and delegations); statute of frauds; parole evidence; impossibility of performance; and frustration of purpose.

Credit Hours: 8

Prerequisite: JD and EJD (required)

### CL 6200: TORTS

This course explores the study of civil liability relating to intentional acts and violation of duties imposed by law. In addition, legal wrongs committed by a private person upon the person or property of another independent of a contractual relationship are covered in detail in this course. Topics include intentional torts, negligence, strict liability, product liability, nuisance, defamation, invasion of privacy, and misrepresentation.

Credit Hours: 8

Prerequisite: JD and EJD (required)

## **CL 6300: CRIMINAL LAW**

This course examines the state's ability to punish individuals for wrongs committed. Homicide, theft (including robbery and burglary), assault, rape, kidnapping, and arson as well as attempts, conspiracies, and solicitation are covered in depth. The state of mind required to commit a crime, including justifications and excuses, is thoroughly covered.

Credit Hours: 6

Prerequisite: JD and EJD (required)

## **CL 7000: CONSTITUTIONAL LAW**

This course examines the organization and framework of the federal government, the distribution of political and governmental authorities and functions, and the fundamental principles that regulate the relationship between the government and its citizens. Specific topics include the source of judicial review, the powers of legislative and executive branches, the authority reserved for the states, due process, equal protection, and First Amendment freedoms.

Credit Hours: 6

Prerequisite: JD and EJD, second term (required)

## **CL 7100: REAL PROPERTY**

The law governing all aspects of real property and the creation of rights is the focus of this course. Additional topics include ownership rights (including present estates), cotenancy, future interests, and the relations between landlord and tenant. Real property contracts, statute of fraud problems, real property mortgages, conveyancing, and adverse possession are also discussed.

Credit Hours: 8

Prerequisite: JD and EJD—Law and Technology Track (required)

## **CL 7150: WILLS AND TRUSTS**

This course covers the law of estates and trusts as applied in California and gives a general overview of how it applies in the rest of the country. Issues dealing with the validity and revocation of wills are examined in particular, as they may affect distribution of assets of an estate. In addition, the laws of express trusts (including creation and administration), charitable trusts, and consecutive trusts are covered.

Credit Hours: 4

Prerequisite: JD (required)

## **CL 7200: CIVIL PROCEDURE**

Access to the U.S. court system is the focus of this course. Proper jurisdiction and venue (including long-arm statutes and minimum contacts) are covered in detail. Other topics include pleadings, joinder of parties and claims, class actions, discovery, summary judgment, directed verdict, res judicata, collateral estoppel, and the appeal process.

Credit Hours: 6

Prerequisite: JD and EJD—Law and Technology Track (required)

## **CL 7300: CRIMINAL PROCEDURE**

This course focuses on the law governing the rights of the accused. The topics of arrest, search, seizure, confession and self-incrimination, police lineups, and ineffective assistance of counsel are covered in detail.

Credit Hours: 4

Prerequisite: JD and EJD—Criminal Justice Track (required)

## **CL 7500: CORPORATIONS AND BUSINESS ORGANIZATIONS**

This course covers the area of law relating to artificial persons or legal entities, consisting of members acting with a common purpose. Particular emphasis is placed on the formation of the corporate unit, the sale of shares (including federal securities law), the operation and management of the corporation, and the law covering dividends, repurchases, and redemptions.

Credit Hours: 4

Prerequisite: JD and EJD—Business Law Track (required)

## **CL 7600: EVIDENCE**

This course covers the substance of and means by which alleged matters of fact are proved or disproved in court. Central topics include the requirements for the introduction and impeachment of evidence, relevancy, character evidence, expert testimony, privileges, and hearsay. The course also covers the requirements of the originals and roles of judges and juries in the evaluation of evidence.

Credit Hours: 6

Prerequisite: JD and EJD—Criminal Justice Track (required)

## **CL 7700: COMMUNITY PROPERTY**

This course covers the Law of Community Property and Division of Marital Assets in California. Specific topics include the characterization of property as separate or community, creditors' rights, third-party transfers, and the resolving of disputes upon the termination of a relationship or the death of a party.

Credit Hours: 4

Prerequisite: JD (required)

## **CL 7800: LEGAL ANALYSIS AND WRITING (JD)**

This course covers the practical basis of “how to” write the kinds of documents that make up a lawyer’s traditional practice: a client advice letter, an office (research) memorandum, and a memorandum of law in support of—or in opposition to—a dispositive motion, for example, a Motion for Summary Judgment. The course will also include an oral argument.

Credit Hours: 4

Prerequisite: JD only (required)

## **CL 7850: LEGAL ANALYSIS AND WRITING (EJD)**

This legal writing and analysis course will teach students how to synthesize complex information, analyze and formulate strategy, and predict outcomes in client letters and office memorandums. Students will learn to communicate in “plain English” to avoid legalese, unnecessary jargon, and other styles that call attention to the writing itself or in other ways obscure or detract attention from the meaning. Students will develop professional skills and values pertinent to the legal analyzer.

Credit Hours: 4

Prerequisite: EJD, third term (required)

## **CL 7875: ELECTRONIC LEGAL RESEARCH**

This course focuses on research skills and techniques including the use of an online library. Students will be assigned various research projects to be completed under the tutelage of their professor.

Credit Hours: 2

Prerequisite: JD and EJD, third term (required)

## **CL 7875: LEGAL RESEARCH**

See Electronic Legal Research.

Credit Hours: 0

Prerequisite: None

## **CL 7900: PROFESSIONAL RESPONSIBILITY**

The law relating to the ethical standards that govern attorneys and judges is the focus of this course. It covers the ABA Rules of Professional Conduct, the ABA Model Rules of Professional Conduct, and the ABA Code of Judicial Ethics. The course will also include materials on professional conduct of the attorney, the role of a lawyer, the lawyer as an officer of the court, and the relationship of the lawyer to society.

Credit Hours: 2

Prerequisite: JD only (required)

## **CL 7925: FUTURE OF LAW PRACTICE**

This course will explore emerging topics in law practice and culminate in a solution-oriented project which students will present to the class. Topics will include challenges and opportunities emerging in ethics, societal and legal industry change, and technology. Specific emphasis will be placed on application of the ABA Rules of Professional Responsibility to contemporary law practice. Student skills emphasized in the course are: research, analysis, communication, and strategic planning.

Credit Hours: 2

Prerequisite: JD only (required)

## **CL 7955: CROSS PROFESSION ETHICS**

This course is divided into two segments. The first focuses on fundamental, contemporary ethical questions in the practice of law and examines the basic premises underlying the lawyer-client relationship and some of the duties of lawyers including duties to clients, the public, the courts, and other professionals. The second segment compares the ethics of the legal profession with other professions including medicine and the clergy. The disciplinary process and professional malpractice are considered. The course incorporates various forms of media to illustrate ethical dilemmas in everyday professional life, including movies, television, and print media, in addition to a traditional text.

Credit Hours: 2

Prerequisite: EJD, third term (required); available as a JD elective

## **CL 7975: REMEDIES**

This course reviews both legal and equitable remedies, focusing on the underlying liability theories that give rise to the remedy and the remedy itself. Special attention is given to contract and tort remedies. Students will be exposed to the types of problems that they may encounter in law practice, with particular emphasis on ones that cross a variety of disciplines. Final papers are similar to the performance tests currently administered by the State Bar of California.

Credit Hours: 4

Prerequisite: JD (required)

## **CL 7999: CAPSTONE COURSE (JD)**

This course provides students with an effective means of integrating what they have learned over the course of their legal education, building on a strong substantive and skills foundation to make critical judgments about the law and policy as a practicing attorney. Special attention will be devoted to the skills necessary for success on the California Bar Examination. Through work with testing forms currently employed by the California Committee of Bar Examiners, students will refine their ability to analyze legal principles and express their thoughts in an appropriate legal fashion.

Credit Hours: 4

Prerequisite: JD only (required)

## **CL 8000: COMMERCIAL LAW**

This survey course covers essential business transactions involving the transfer of interests in personal property and the means by which the obligation to pay is secured and satisfied. Commercial Law will expose students to a wide variety of concepts governed by the articles of the Uniform Commercial Code including Sales (Article 2), Negotiable Instruments (Article 3), and Secured Transactions (Article 9). Students will gain experience working with statutory law in the commercial arena. Special attention will be paid to security interests, checks, and securities. This is an important course for students seeking exposure to fundamental business law concepts, creditor/debtor issues, and banking transactions.

Credit Hours: 4

Prerequisite: None

## **CL 8010: CONTRACT DRAFTING**

A lawyer once said, "Legal drafting is legal thinking made visible." The drafter's work makes explicit the parties' understanding of the deal, but also fills the "gaps" sometimes left in contract negotiations and anticipates problems that might arise in the future. This course uses contract drafting to (1) exemplify the principles of contract law; (2) illustrate those principles in a planning context rather than a litigation context; and (3) develop the legal skills of reading, writing, and analysis. Through a series of readings and drafting exercises, students will learn to analyze and draft contracts that accomplish the particular needs and objectives of their client.

Credit Hours: 2

Prerequisite: CL 6100

## **CL 8020: BUSINESS PLANNING AND SKILLS TRAINING—PRACTICUM**

This course focuses on the role of the lawyer as an advisor to closely held businesses and their owners. The required course materials include an online cyberworkbook entitled Drake on Representing Closely Held Entities, which is written by Dwight Drake on business planning and integrates case study problems written by Andrea Johnson. During the course, students will study and plan the creation, operation, and dissolution of a closely held company called “Compu Devices.” This course’s workbook integrates a primary textbook, course materials, and assessment tools that focus on California law. This is a practicum course and, as such, the focus in this course will be to provide hands-on skills training for business lawyers in devising strategies, negotiating agreements, and drafting business documents. Students will work individually and in teams to negotiate and draft different types of documents used during the life of a business. Students will be required to participate in one or more small group projects and must be able to accommodate conference calls and virtual meetings with their business partners outside of the regularly scheduled classes. Note: this course will utilize additional technologies that will require the student to have a working headset and microphone, in addition to a high-speed Internet connection. Students are also required to have Microsoft PowerPoint.

Credit Hours: 4

Prerequisite: CL 7500 (can also be taken as a corequisite)

## **CL 8030: DEBTOR-CREDITOR LAW**

Debtor-creditor law encompasses state and nonbankruptcy federal law that governs how a creditor collects money a debtor owes the creditor. Debtor-creditor law mainly concerns when and how a creditor can acquire property of a debtor to satisfy an obligation the latter owes the former. A closely related concern is the extent to which a creditor’s rights to do so, as against the debtor, are also valid and enforceable against the debtor’s other creditors. This law applies without regard to the nature of the underlying debt, whether tort, contract, statutory liability, or any other substantive law. It applies, too, whether the debtor is a natural person or business entity and whether the debt is consumer or commercial. Debtor-creditor law has wide applicability in everyday practice and also drives, to an extent, the substance and practice of bankruptcy law, which in large part is a reaction to state debtor-creditor law. Therefore, this course is useful in itself and is foundational (even essential) to understanding and practicing bankruptcy law.

Credit Hours: 2

Prerequisite: None

## **CL 8110: ADMINISTRATIVE LAW**

This course provides an overview of administrative law and procedure including the creation and authority of federal agencies and the ways that agencies exercise their authority to govern certain areas. It includes a review of agency rulemaking, investigation, and adjudicatory functions. It also includes judicial review of administrative agency actions. The assessments in the course give students some hands-on opportunities to apply what they learn in a “real-world” way by completing projects on federal agencies that they are interested in and by addressing situations that are based on agency actions.

Credit Hours: 4

Prerequisite: None

## **CL 8120: CONFLICT OF LAWS**

This course examines the problems that arise in choosing the law to be applied to transactions, relationships, or occurrences that have contact with more than one state in the United States or with the United States and a foreign nation. The course begins with the problem of enforcing nonforum and foreign judgments in U.S. courts. Enforcement of judgments logically leads next to the consideration of U.S. constitutional constraints in the choice of substantive and procedural law that courts use in rendering a judgment. Finally, the course focuses on the various approaches, theories, and rules that courts have developed to guide them in choosing the law to be applied to interstate and international transactions, relationships, occurrences, and litigation.

Credit Hours: 4

Prerequisite: CL 7200

## **CL 8130: EMPLOYMENT DISCRIMINATION**

This course will focus on the federal statutory responses to the issues surrounding employment discrimination on the basis of age, disability, race, color, religion, sex, national origin, and alienage. In this context, students will examine the manner in which Congress and the federal courts have balanced the competing interests of preserving the rights to control private property with the nation’s commitment to equal opportunity in employment. To that end, students will carefully examine the provisions of Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, national origin, and sex, the nineteenth-century federal Reconstruction Civil Rights Acts, the Age Discrimination in Employment Act, and the Americans With Disabilities Act.

Credit Hours: 2

Prerequisite: None

## **CL 8140: PRODUCTS LIABILITY**

This course explores the legal aspects of injuries caused by products including design and warning defects, strict liability, and other causes of action. Students will evaluate the current laws applicable to these areas and how they are applied through litigation and other remedies.

Credit Hours: 2

Prerequisite: None

## **CL 8150: EDUCATION LAW**

Education Law provides students with an overview of key topics in the field by examining the constitutional principles, statutes, agency regulations, and judicial decisions that have shaped public and private education. The course will help students understand how these various sources of law affect schools and the students and staff in schools. Topics include: foundational principles; school funding; employment issues; school liability; instruction and curricular issues; privacy rights and Right-to-Know laws; student and teacher rights in areas such as the First Amendment, discipline, discrimination, and religion; search, seizure, and interrogation; special education; No Child Left Behind; and cutting-edge topics such as electronic speech, discipline for off-campus behavior, cyberbullying, strip searches, and education reform. The course uses a problem-based approach that allows students to apply what they learn by discussing and addressing real-world situations through various problems, activities, and assessments. Students will also go outside of the classroom materials to gather information about how education law works in practice and in their own states.

Credit Hours: 4

Prerequisite: None

## **CL 8155: SPECIAL EDUCATION LAW**

Special Education Law provides students with an overview of key topics in the field by examining the statutes, agency regulations, and judicial decisions that have shaped special education. Topics include evaluations, eligibility, the meaning of a Free and Appropriate Public Education (FAPE), Individual Education Programs (IEPs), placement, least restrictive environment requirements, discipline, procedural safeguards, dispute resolution, Section 504/ADA, and remedies. The course will help students understand how the legal standards that govern these topics impact the services that schools must provide to students with disabilities. The course allows students to apply what they learn by discussing and addressing real-world situations through various problems and assessments. Students will also go outside of the classroom materials to gather information about how special education law works in practice and in their own states.

Credit Hours: 2

Prerequisite: EJD—Education Law Track (required)

## **CL 8350: INTERNATIONAL TRADE**

The World Trade Organization and the General Agreement on Tariffs and Trade restrain nations from adversely impacting trade with self-serving restrictions. The course will address, among other things, tariff and nontariff barriers, discrimination, regionalism, antidumping, countervailing duties, and safeguards. The course will also consider other facets of globalization such as economic policy, most-favored-nation status, and the relationship between trade and other regulatory areas or social values including environmental protection, health and safety standards, human rights, and intellectual property protection.

Credit Hours: 2

Prerequisite: None

## **CL 8500: FEDERAL TAXATION**

This course examines the fundamental concepts underlying the federal income tax system, with emphasis on its history and current operation. Major topics that will be explored include determination of gross income and deductions, timing issues, and disposition of property, with emphasis on taxation of the individual. Students will gain an understanding of the research tools used by lawyers in analyzing taxation issues.

Credit Hours: 4

Prerequisite: None

## **CL 8600: INTELLECTUAL PROPERTY**

This is a survey course in the field of intellectual property law. Topics include patent, copyright, and trademark law. It would be valuable for students to have completed or be concurrently enrolled in Real Property, Constitutional Law, and Civil Procedure.

Credit Hours: 4

Prerequisite: EJD—Law and Technology Track (required)

## **CL 8620: CYBERLAW**

This broad survey course is designed to explore the legal, ethical, and technological issues involved in working in cyberspace. Topics will include: Internet history, policy development, governance, and regulation; jurisdiction; First Amendment and privacy; copyright and fair use; trademark and domain names; cybercrime and Internet security; electronic commerce and virtual transactions; discovery of electronic evidence; and legal practice issues on the Internet. It would be valuable for students to have completed or be concurrently enrolled in Constitutional Law, Civil Procedure, and Real Property.

Credit Hours: 4

Prerequisite: EJD—Law and Technology Track (required)

## **CL 8650: PATENT LAW FUNDAMENTALS**

This class focuses on the law relating to the procurement of patents, which is commonly referred to as the “patentability requirements.” The goal of this course is to allow students to obtain a broad overview of the patent laws as applied by the U.S. Patent and Trademark Office and by the various federal courts (primarily the U.S. Court of Appeals for the Federal Circuit) having jurisdiction to hear patent matters.

Credit Hours: 2

Prerequisite: None

## **CL 8655: PATENT LITIGATION**

This course will focus on the law associated with enforcing patents through the U.S. district court system including the elements of the complaint (i.e., standing/jurisdiction, infringement, damages), issues arising in discovery (potential defenses), trial (the role of the judge and jury), and a potential appeal to the U.S. Court of Appeals for the Federal Circuit (CAFC).

Credit Hours: 2

Prerequisite: CL 8600 or CL 8650, and CL 7200 (can also be taken as corequisites)

## **CL 8660: PATENT CLAIM DRAFTING**

This class will focus almost entirely on the law and rules associated with writing claims that pass muster at the U.S. Patent and Trademark Office. Such claims must include the invention and, at the same time, avoid the “prior art.” Such claims should be of varying scope, commercially relevant, and stand up to validity challenges during litigation. This course will introduce a student to sufficient principles regarding patent law to be able to understand the patent application prosecution process and write claims.

Credit Hours: 2

Prerequisite: CL 8650 or CL 8600 (can also be taken as corequisites)

## **CL 8665: PATENT APPLICATION DRAFTING**

This class is designed to be an introduction to drafting a patent application, filing the application, and understanding basic patent office procedure. A patent application consists of many parts and drafting requires the creator to understand the invention, understand the “prior art,” and adequately describe the invention so that it is capable of being made by those skilled in the relevant art. The goal of this course is not mastery, but rather for students to become familiar with basic drafting techniques and rules.

Credit Hours: 2

Prerequisite: CL 8660

## **CL 8700: HEALTH LAW**

This course introduces students to the legal issues involving the health care system and health care providers. Areas covered include the legal issues surrounding licensing, quality control regulations, patient-professional relationships, health care organizations and structures, bioethical issues, and liability of health care professionals and institutions. It would be valuable for students to have completed or be concurrently enrolled in Civil Procedure and Constitutional Law.

Credit Hours: 4

Prerequisite: None

## **CL 8710: MEDICAL MALPRACTICE/PROFESSIONAL LIABILITY**

This course examines the duty of health care professionals and organizations to provide appropriate care by addressing specific tort issues, practice guidelines and standards, applicable regulations, and data bank issues.

Credit Hours: 2

Prerequisite: CL 8700

## **CL 8720: HEALTH CARE POLICY**

This course explores the legal, political, and socioeconomic principles underlying the development, implementation, and trends in public health policies related to national and international health care initiatives and other legislative efforts in progress. Students will analyze the development of health policies and will propose and negotiate future policy directions. Students are encouraged to take both Equine Law I and Equine Law II to gain a more complete understanding of this area of the law, but do not have to take these courses in any particular order.

Credit Hours: 4

Prerequisite: CL 8700

## **CL 8730: MEDICAL PRODUCTS LIABILITY**

This course explores the legal aspects of health-related products liability, including medical devices, pharmaceuticals, and genetically engineered treatment modalities, plus relevant toxic tort issues. Students will evaluate the current laws applicable to these areas and how they are applied through product liability claims and through administrative agencies like the U.S. Food and Drug Administration (FDA). The course will emphasize health law issues in products liability and will also cover aspects of administrative law. The course assessments provide students with some hands-on opportunities to apply what they learn in a “real-world” way by completing projects on the FDA and on litigation involving medical devices and pharmaceuticals and by drafting pleadings and a judicial decision to address hypothetical situations.

Credit Hours: 2

Prerequisite: None

## **CL 8740: RISK MANAGEMENT IN HEALTH CARE**

This course explores various models and trends in risk management programs, along with their components. The course will focus on all forms of risk and risk management in health care environments, from initiation of care through completion of care.

Credit Hours: 2

Prerequisite: CL 8700

## **CL 8750: BIOETHICS**

This course examines legal, ethical, and political implications of biological and technological advances in the following areas: human reproduction, fetal-maternal decision making, surrogacy, human genetics, death and dying of children and adults, physician-assisted death, human subjects research, and distributive justice in health care. These issues are addressed from the standpoint of the stakeholders—patients, health care providers, and government policy makers. Students will draft legislation and codes of ethics, negotiate contracts, and write legal memoranda related to these topics.

Credit Hours: 4

Prerequisite: CL 8700

## **CL 8799: HEALTH LAW INDEPENDENT STUDY**

This course affords students in their third or fourth year the opportunity to write a major paper on a health law topic. Papers will have to be original, be significant in length, and reflect a high level of research and thorough analysis of a topic. Students will develop a thesis or prepare an expository piece on a particular area of health law.

Credit Hours: 2

Prerequisite: CL 8700

## **CL 8800: ADVOCACY—THEORIES, TACTICS, AND TECHNIQUES**

Offered online in partnership with William Mitchell College of Law, this course introduces students to the fundamentals of the courtroom and oral advocacy. Interactive modules allow students to study the foundation of effective advocacy and to learn by doing. Students are exposed to trial tactics and techniques including opening statements, direct and cross examinations, introduction of evidence, and closing arguments. Students are assessed and receive feedback on their own performances via online video presentations. Students must have access or arrange access to a webcam or other recording device that allows them to record videos online.

Credit Hours: 3

Prerequisite: JD only

## **CL 8805: EJD PRACTICUM**

The EJD Practicum provides students with the opportunity to experience the law in a practical setting. EJD students apply their knowledge of the law in a business or other appropriate setting that may be law related but is not the practice of law. The student works with the Director of the EJD Practicum to identify and obtain approval for an appropriate externship in his or her location. This elective also requires additional coursework including lectures, discussion groups, and writing assignments. Not available to residents of Minnesota or North Carolina.

Credit Hours: 4

Prerequisite: EJD only, cumulative GPA requirement

## **CL 8810: LEGAL EDUCATION EXPERIENCE PROGRAM**

The Legal Education Experience Program (LEEP) provides students with the opportunity to experience the law in a practical setting. JD students work under a supervising attorney in a judicial, law firm, public law office, corporate, or government setting. The student works with the Director of LEEP to identify and obtain approval for an appropriate externship in his or her location. This elective also requires additional coursework including lectures, discussion groups, and writing assignments. Not available to residents of Minnesota or North Carolina.

Credit Hours: 4

Prerequisite: JD only, cumulative GPA requirement

## **CL 8820: ORAL ARGUMENT TRAINING AND PRACTICE**

This course covers effective oral argument and how to implement presentational skills in the context of how to argue a case before an appellate court. The skills, however, apply equally to (1) students who will argue a motion before a trial court and (2) students who never intend to practice law but, on occasion, need to speak before a group of people. Students will analyze and apply legal principles and policy to a complicated fact pattern and improve their skills in organization and logical thinking. While there are written assignments, success in the course turns on two oral arguments, one on each side of the case. Students will work with partners and on teams. The overarching goal of this course is “collaborative learning,” and students will research, analyze, and plan arguments in “law firm” teams. This is an opportunity to work in cooperative groups toward a final collective goal.

Credit Hours: 2

Prerequisite: None | Corequisite: CL7875

## **CL 8831: ADR AND TECHNOLOGY**

ADR and Technology explores how technology can facilitate dispute resolution and problem solving. Students will analyze online dispute resolution platforms that already exist and each student will have an opportunity to resolve disputes using those platforms. Students first will be introduced to different traditional offline dispute resolution processes. Students then will use and critically evaluate different audio, video, and text-based technologies that can assist in resolving disputes; become familiar with several existing dispute resolution software programs that are available commercially; study and discuss current literature concerning technology-mediated dispute resolution; and be expected to use video and audio technology to make a presentation to the entire class. Each student is expected to attend select live class sessions. Every student must have, or have ready access to, a web camera (webcam) as well as a sufficiently fast Internet connection to allow the student to participate in a direct negotiation via webcam. Students are also required to participate in dispute resolution simulations using email and instant messaging.

Credit Hours: 2

Prerequisite: None

## **CL 8899: INDEPENDENT STUDY**

This course is open to fourth-term JD students and third-term EJD students who have at least a 3.0 Concord GPA at the time the course begins. Enrollment is conditioned upon the student finding a faculty sponsor and advance approval by the Associate Dean. The course requires the design and execution of a research project that generally will result in a paper of at least 15 pages for each unit of credit earned. Students considering this elective should review the Independent Study Request Form under the Administrative Forms tab in the Student Services section of the website for further information on the expectations for student work in the course and the process for getting approval of an independent study project. In addition to the research paper, members of Concord’s moot court competition teams may also qualify for independent study credit. Concord’s moot court competition teams will consist of fourth-term JD students and third-term JD students who are invited to participate in the Moot Court Honors Program by the Moot Court Team Advisor. These students must be willing to travel to the chosen competition locale to participate in the oral argument portion of the competition, as well as prepare and submit an appellate brief that conforms to the requirements of the moot court competition in which they participate. They must also prepare for and participate in all practice appellate arguments, as directed by their advisor, in advance of the competition date. Independent study credit will also be determined by the Moot Court Team Advisor consistent with Concord’s credit hour requirements.

Credit Hours: 2-4

Prerequisite: Faculty approval

## **CL 8910: EQUINE LAW I**

Equine Law I explores the law relating to the equine industry and of use to equine law practitioners. Major topics covered include: law of common equine contracts, such as sale, boarding, indemnity and release agreements, warranty issues, and duties and obligations of agents, which include trainers, co-owners, and independent contractors; secured transactions; and insurance issues. Students will gain an appreciation of the duties and obligations of industry participants and a working knowledge of legal issues necessary to draft contracts in this field. Students are encouraged to take both Equine Law I and Equine Law II to gain a more complete understanding of this area of the law, but do not have to take these courses in any particular order.

Credit Hours: 2

Prerequisite: None

## **CL 8920: EQUINE LAW II**

Equine Law II is a continuation of Equine Law I and covers such major topics as Equine Activity Liability legislation, associations and the law relating to industry governance, tax issues, land use law, employment law and immigration issues, family law including divorce and estate planning, Internet gambling legal issues, veterinary malpractice and animal cruelty issues, and ethics. Students will gain an understanding of the challenges faced by industry participants and the legal landscape of use to equine law practitioners in these areas. Students are encouraged to take both Equine Law I and Equine Law II to gain a more complete understanding of this area of the law, but do not have to take these courses in any particular order.

Credit Hours: 2

Prerequisite: CL 8910

# **EJD Courses in Partnership with Kaplan University**

## **CJ 500: CRITICAL LEGAL ISSUES IN CRIMINAL JUSTICE**

This course involves the study of recent legislation and case law, both state and federal, that impact criminal justice professionals and the administration of criminal justice in the context of professional practice. The topics will depend upon current legal developments, but will include such areas as law enforcement, criminal procedure, civil and criminal liability, civil rights, employment law, substance abuse, corrections, and judicial review of administrative decisions.

Credit Hours: 3

Prerequisite: EJD only

## **CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE**

This course will address critical issues affecting the major tenets of the criminal justice profession including, but not limited to, homeland security, training and education, ethics and morality in professional practice, and community-based law enforcement and corrections programs. Other current trends and any other critical issues facing the fields of policing, private security, and corrections are addressed as needed.

Credit Hours: 3

Prerequisite: EJD only

## **CJ 506: ADVANCED TOPICS IN CRIMINAL LAW**

This course addresses complex issues related to substantive criminal law, focusing on the sources of modern criminal law, the purposes and types of laws, the interpretation of criminal laws, the categories of crime and penalties, the similar characteristics of criminal violations, the elements of complex crimes, and the types of criminal defenses. This course is best suited for those students working in the area of law enforcement/policing.

Credit Hours: 3

Prerequisite: EJD only

## **CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS**

This course involves the study of legislation and case law that affect the daily practice of criminal justice professionals in the context of investigative techniques and the prosecution of cases. Students examine such areas as white-collar crime; the Racketeer Influenced and Corrupt Organizations (RICO) Act; money laundering; health care fraud; wire, mail, and bank fraud; identity and access device fraud; securities fraud; insurance fraud; corporate criminal liability; tax enforcement; and public corruption. In addition, the USA PATRIOT Act, Title III wiretaps, and grand jury procedures are also discussed.

Credit Hours: 3

Prerequisite: EJD only

### **CJ 513: CRITICAL ISSUES IN TERRORISM**

This course is designed to provide students with a critical analysis and understanding of issues related to terrorism. This includes historical analyses of the causes and effects of social, political, economic, and religious conflict as they pertain to terrorist groups from source countries; protective intelligence gathering and associated legal issues; threat assessment; emergency first-responder plans and policies; counterterrorism tactics and strategies; cyberterrorism and the role of technology; and concerns for the future.

Credit Hours: 3

Prerequisite: EJD only

### **CJ 521: CRITICAL ISSUES IN CORRECTIONS**

This course provides a critical analysis of contemporary issues facing the U.S. correctional system. Students address issues such as the philosophies and theories that guide practice, community-based policies and practices, prison reform, special populations, recidivism, and legal mandates affecting the administration and operations of correctional facilities.

Credit Hours: 3

Prerequisite: EJD only

### **CJ 523: CRITICAL ISSUES IN JUVENILE JUSTICE**

This course is designed to explore the social context of delinquency, law, the history of the juvenile court, policing in juvenile justice, and court and corrections interventions with regard to children who have been victimized or are criminal. The course integrates scholarship and case law to investigate the many layers of the juvenile justice system including how the juvenile court works and why it works the way it does. Upon completion, students will have much more than a cursory understanding of the juvenile justice system.

Credit Hours: 3

Prerequisite: EJD only

### **ED 552: EDUCATIONAL LEADERSHIP**

This course introduces the concept of instructional leaders and explores strategies for managing change in educational settings including best practices for collaborative decision-making in schools. You will critically examine your current knowledge base, skillsets, and leadership abilities with the goal of improvement and increased self-awareness and reflection. You will explore the importance of the instructional leader in school cultures, the instructional leader's impact on student learning, and how you can help facilitate effective change in school culture and student achievement.

Credit Hours: 3

Prerequisite: None

### **HE 520: HIGHER EDUCATION LAWS AND REGULATIONS**

This course explores the legal environment of postsecondary educational institutions in the United States through an examination of legal structures, principles, and analysis. Specifically, this course will focus on the competing interests, rights, and responsibilities of state and federal governments, institutions, faculty, staff, students, and external stakeholders in various higher education settings.

Credit Hours: 3

Prerequisite: None

### **IT 504: MANAGING INFORMATION TECHNOLOGY IN A BUSINESS ENVIRONMENT**

Business strategies, organizational structures, and information technology must be aligned to achieve organizational goals. In this course, you will identify innovative solutions to business problems. Specific topics include the analysis of cost and benefits found in emerging technologies, the legal and regulatory implications of various information technology infrastructure strategies, and the complexity enterprises face in integrating new technology with existing infrastructure (humans, machines, and processes).

Credit Hours: 3

Prerequisite: EJD only

### **IT 560: MANAGING TECHNOLOGY IN A BUSINESS ENVIRONMENT**

Businesses are faced with many challenges when managing their information technology. Since information technology is continually evolving, businesses that stick with their current IT systems may be left behind. In this course, students identify innovative solutions to business problems. Specific topics include the analysis of cost and efficiency benefits found in emerging technologies, the legal and regulatory implications of various IT infrastructure strategies, and the complex process enterprises face in integrating new technology with existing infrastructure.

Credit Hours: 3

Prerequisite: EJD only

## **IT 590: LEGAL AND ETHICAL ISSUES IN IT**

This course provides a detailed discussion of the legal and ethical issues associated with the information technology age. Topics covered in this course include: ethical theories related to information technology, protection of intellectual property, privacy, computer and network security, cybercrimes, and ethical behavior for working in the computer industry.

Credit Hours: 3

Prerequisite: EJD only

## **LS 510: INTELLECTUAL PROPERTY AND DIGITAL ENTERTAINMENT**

This course will explore the progression of content distribution and entertainment intellectual property laws, how these two have impacted each other, and the challenges caused. Students will examine questions that arise on a daily basis regarding content distribution, licensing, and syndication, explore the philosophy of “ownership” around content, discuss the legal differences between content for promotion versus content for revenue generation, and examine the challenges faced in determining those differences.

Credit Hours: 3

Prerequisite: EJD only