

# ACADEMIC INFORMATION

## Academic Calendar

Review the Purdue Global Law School Academic Calendar (<https://www.purdueglobal.law.school.edu/academic-calendar.pdf>) for important dates, including term start and end dates, withdrawal deadlines, and official school holidays.

Purdue Global Law School records its courses in semester credit hours.

## Definition of a Unit of Credit

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

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

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

## Attendance

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

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

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

## Registration

### Requesting to Add/Drop a Course

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

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

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

### Administrative Withdrawal From a Course

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

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

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

## Leave of Absence and Withdrawal

### Pausing Your Studies With a Leave of Absence

When circumstances create a situation where your studies are compromised, we encourage you to take a pause with a leave of absence and plan your return for a time when you can better focus on being a successful learner.

To pause your studies, a leave of absence request must be submitted in writing, signed, dated, and approved by the Dean (or designee) prior to the requested start date of the leave. Contact your advisor who will help you to complete a leave of absence (LOA) request. There will be some occasions when we will require documentation in support of your request. Pausing in the middle of a term can impact your funding and/or loan deferment. You should speak with the Student Finance Office prior to submitting the LOA request.

You may request up to one LOA in any 12-month period, and each pause in studies may be between four weeks and 180 days long. Your return date may depend on course availability. For a pause of less than

four weeks, discuss with your faculty options to make up the missed coursework.

If you pause your studies during a term, you will receive a "W" grade for each attended course, unless the start of the leave is in the final four weeks of the term in which case you will receive a temporary "IP" grade until it is finalized at the end of the term as defined under Administrative Withdrawal From a Course (p. 1).

If you are an active-duty servicemember, in the National Guard or Reserves, or are a military family member, you may take a military leave of absence for a period of up to 12 months. You may also have the option to renew this status one time for up to a total of 24 months of leave; however, if you exercise this option, you will return to the version of the degree program in effect at the time of your return.

If you do not return to class by the scheduled date and later choose to return to Purdue Global Law School, you will need to reapply for admission to return to the current version of the program. You are not eligible for financial aid during a pause. Please note that your lender entitles you to a 6-month grace period before entering repayment on your student loans. If you have already exhausted your student loan grace period, you will enter loan repayment immediately.

## Requesting to Officially Withdraw From the University

Circumstances sometimes require that you withdraw from Purdue Global Law School. If your situation warrants withdrawal, please first refer to the Refund Policy (<https://catalog.purdueglobal.edu/purdue-global-law-school/policy-information/financial/>) and then follow the steps below:

1. Meet with your Student Advisor via telephone or electronically to discuss your decision to withdraw. We will seek to make reasonable efforts to assist you in continuing your education.
2. Once you have officially notified your Student Advisor of your intent to withdraw, you should meet with a representative of the Student Finance Office only if you intend to withdraw in the middle of a term. They can answer questions regarding financial obligations to Purdue Global Law School and student loan repayment responsibilities. Refer to the Refund Policy (<https://catalog.purdueglobal.edu/purdue-global-law-school/policy-information/financial/>) for specific calculation information.
3. If you are using veterans benefits and withdraw from Purdue Global Law School, a notice of termination of enrollment will be sent to Veterans Affairs.
4. A request to withdraw from the University during a term will result in a "W" grade for each attended course, unless the withdrawal is in the final four weeks of the term in which case you will receive a temporary "IP" grade until it is finalized at the end of the term as defined under Administrative Withdrawal From a Course (p. 1).

If you withdraw from Purdue Global Law School and wish to return, you must apply for readmission following the Application for Readmission (<https://catalog.purdueglobal.edu/purdue-global-law-school/policy-information/admissions/>) procedures for Purdue Global Law School.

## Administrative Withdrawal From the University

You will be administratively withdrawn from your program if you have not logged attendance in any of your current classes by the end of the twelfth day of the term.

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

If you are administratively withdrawn, you must apply for readmission following the Application for Readmission (<https://catalog.purdueglobal.edu/purdue-global-law-school/policy-information/admissions/>) procedures for Purdue Global Law School.

## Transfer Credit

### Transfer Credit for Prior Law Studies

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

### JD Students

All credit transfers will be made in compliance with the requirements of Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules), and Guidelines for Accredited Law Schools Rule 5.7 and 5.8 (<http://www.calbar.ca.gov/Portals/0/documents/admissions/AccreditedLawSchoolGuidelines.pdf>). Purdue Global Law School reserves the right to use its discretion not to award transfer credit to the maximum amount allowed by the Rules and Guidelines.

Credit will ordinarily be granted only for whole courses completed within the thirty-six (36) calendar months prior to the date the student begins their studies at Purdue Global Law School, unless the student qualified for an exemption from the First-Year Law Students' Examination (FYLSE) because they successfully completed the first year at an accredited law school.

Credit may be granted only for courses in which the applicant received a grade at the good standing level or higher from the awarding law school. However, in the case of an applicant who has passed the FYLSE, Purdue Global Law School may consider acknowledging the credit previously granted for each completed course in Torts, Criminal Law, and Contracts, even if the grade was less than would be required for good standing.

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

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

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

If you completed study at a law school described above, you must have your legal study evaluated and certified by the Committee of Bar Examiners prior to Purdue Global Law School's acceptance and

application of those credits into its JD program. If you completed law study outside of the United States, it is recommended that you obtain an evaluation of your law studies by the Committee of Bar Examiners.

### EJD Students

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

## Transfer Credit for Concurrent Courses at Another Law School

### Requirements for Acceptance of Credit into JD Program

1. Prior approval from Purdue Global Law School 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.

### Requirements for Acceptance of Credit into EJD Program

1. Prior approval from Purdue Global Law School is obtained.
2. The course is offered through an appropriately accredited law school.
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 Purdue Global Law School.

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

## Transfer of Purdue Global Law School Credits to Other Schools

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

*Note regarding the transfer of credits to an unaccredited, registered law school: Purdue Global Law School is fully accredited by the Committee of Bar Examiners of the State Bar of California. Study at Purdue Global Law School will not necessarily correlate to an equivalent number of qualifying years of study or qualifying half-years of study as required by Cal. Bus. & Prof. 6060(e)(2) and Unaccredited Guideline 5.3(C) for unaccredited, registered law schools. Because Purdue Global Law School operates on three 16-week terms per year, a student who attempts to transfer credits to an unaccredited, registered law school for one or two terms of study at Purdue Global Law School (or any number of terms not evenly divisible by three) will most likely not be recognized as having completed a qualifying year of study or qualifying*

*half-year of study for that work, and so will likely have to repeat or take additional coursework.*

## Program Changes

As a JD student, you may request to change to the EJD program at any time.

As an EJD student, you may only transfer to the JD program, with prior petition approval from the Dean's Office, if you successfully completed your first year of law study in the JD program, and are in good academic standing in the EJD program. Note that none of the coursework you completed in the EJD program can satisfy JD program requirements, so you may be required to retake previously passed courses.

EJD students who do not meet all of the above stipulations may not transfer to the JD program and must withdraw and reapply for JD admission. If you previously completed any coursework in the JD program, you may be required to petition to restart your studies with the State Bar of California. Refer to the Application for Readmission (<https://catalog.purdueglobal.edu/purdue-global-law-school/policy-information/admissions/>) policy for more information.

## Academic Dishonesty

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

- **Cheating:** You are expected to adhere to the guidelines provided by instructors for academic work so that you do not gain an unfair advantage. Using or attempting to use unauthorized materials, information, study aids, model answers (even if obtained by previously taking the course), prior answers, previously administered exams, notes, or any other device in any academic exercise will not be tolerated. Unauthorized materials may include anything that or anyone who gives assistance that has not been approved by the instructor in advance. Cheating includes directly or indirectly sharing your work by posting it to a third-party website.
- **Plagiarism:**
  - Using another person's words, ideas, results, or images without giving appropriate credit to that person; giving the impression that it is your own work.
  - Copying work, written text, or images from another student, the Internet, or any document without giving due credit to the source of the information.
  - Purchasing or contracting another person or company to complete coursework, including obtaining a paper from the Internet, from a term paper company, or from another student, and submitting it as your original work.
- **Fabrication:** Intentional and/or unauthorized falsification or invention of any information or citation in any academic exercise. This includes but is not limited to:
  - The changing and/or manipulation of research data, results, processes, or research record
  - The omission of results from the research record

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

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

## Academic Dishonesty Charges

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

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

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

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