

# American International School of Law Student Catalog



**American International  
School of Law**

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## **Mission Statement**

Our mission at American International School of Law is to provide the highest caliber legal training in a flexible, cost effective and yet a globally-collaborative environment, such that graduates will be able to apply theory and practice to significantly enhance not only their own lives, but the lives of others. Designed by attorneys and academics from the top schools in the country, our Juris Doctor degree will assist in preparing our students and graduates -- whether they wish to sit for the California Bar exam and become practicing attorneys, or are in pursuit of this valuable degree to enhance their own varied personal endeavors.

## **Vision Statement**

American International School of Law's vision is to become the premier global law school for achievement-oriented individuals pursuing a challenging and thorough Juris Doctor program that will prepare them for the challenges and rewards of becoming an attorney at law. Law is both a great and noble profession and, in addition, a classical training of the mind. Our borderless school will only serve to enhance the viewpoints, experiences, abilities, and success-actualization of all those who journey with us, from the faculty to the students . . . and to those whose lives they touch.

## **American International School of Law Faculty**

### **Andy J. Szeto, Interim Dean and Professor of Law**

Cal Poly Pomona, Bachelors of Science in Business Administration, Emphasis: Computer Information Systems, Chapman University, MBA, Chapman University School of Law, Juris Doctorate, Chapman University School of Law, LL.M., Licensed California Practicing Attorney, Shatford Law - Managing Partner

### **Daniel B. McNerney, Professor of Law**

Michigan State University, B.S., Magdalen College, Oxford University, International Law, Western State University, Juris Doctorate, Serving as Judge of the Superior Court, County of Orange.

### **Thomas Goethals, Professor of Law**

Santa Clara University, B.A., Loyola Law School, Juris Doctorate, Serving as Judge of the Superior Court, County of Orange, Adjunct Professor Loyola Law School.

### **Adrian Ibarra, Academic Dean and Professor of Law**

University of California of Irvine, BA in Economics and Political Science; Chapman University School of Law, Juris Doctorate, Chapman University School of Law, LL.M., Licensed California Practicing Attorney, Shatford Law - Partner

## **Guideline 2.3(D) for Unaccredited Law School Rules**

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

Students enrolled in the J.D. degree program at this school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code Section 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the Bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in jurisdictions other than California 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.

## Curriculum

Students wishing to earn a Juris Doctorate Degree from American International School of Law program must complete a four year curriculum that is explained below. In order to graduate American International School of Law students must meet the criteria that the school has set, which is in accordance to the State Bar of California.

American International School of Law's Juris Doctorate program is divided into four years. The First-year program consists of four key first-year subjects and is of one year (48 to 52 weeks) in duration. Three of those subjects will be tested on the First Year Law Students' Examination, unless they qualify for an exemption given under the Rules Regulating Admission to Practice Law in California, Rule VIII, § 1(c).

American International School of Law's curriculum is presented in module system, in order to give the professor the flexibility to concentrate on the items that students need help with. Each syllabus will have 12 modules consisting of 4 weeks. During the 12 modules students will complete assignments that are assigned for each module. Since American International School of Law is a correspondence school, students will complete the assignments and midterms at their own pace, however all assignments and midterms must be completed by the 48th week of the course.

Moreover, the professor has the ability to change the syllabus at anytime to adapt to the learning style of the class he or she is teaching. The 12 modules will be done independently and students will receive live interactive help via chat sessions. The student is solely responsible for scheduling the chat sessions with the chat advisor or professor. Students can schedule as many chat sessions as needed and must give 24 to 48 hour notice so the chat advisor and/or professor can be prepared to help the student understand the law. While enrolled in our independent study program the student will have a chat session once a month to review the monthly module to ensure that the student understands the materials and to answer any questions that the student may have. These chat sessions are not mandatory however they are highly recommended to ensure that the student is on track and understanding the material. If the student needs more chat sessions the school will accommodate the student's needs and work around the student's schedule and provide the student with multiple chat session to ensure that the student understands the material in the subject or subjects that the student is enrolled in.

All courses are studied concurrently. At the 6 month period the student will be given midterms for all classes that they are enrolled in, and at the 48th week the student may begin finals for the four courses. Students must complete all finals by the end of the 52th week. Midterms and finals are to be administered by a proctor which the school approves. During the 52th week the faculty/chat advisor will work with the student to prepare the student for the First-Year Law Students' Examination. Furthermore, faculty interaction is limited to chat sessions and pre- recorded lectures.

The students will be required to take the First-Year Law Students' Examination and will not receive credit from the Committee for any law study until the student has passed the

examination. Students successfully completing their first year of law study at an unaccredited law school must take and pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it. Only one year of law study will be granted if the examination is passed or attempted later than within three (3) administrations of the examination after the student becomes eligible to take it.

A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from the school's J.D. program. A student who passes the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it will receive credit for all legal studies completed up to the time the examination is passed. A student who does not pass within the three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the law school's J.D. program, but will receive credit for only one year of legal study.

**Upper class students:** Upper class students (second and third-year students) may advance into the next year courses as long as the student is either in good academic standing or is on probation as a result of the grade received for the last class of the previous year. Students on academic probation will then be allowed in the first course of the subsequent year to raise their cumulative average to a C, which will then place the student in good academic standing.

**Graduation:** For a student to graduate, a student must pass all of the required courses offered by American International School of Law. In addition, the student must finish their studies with a cumulative grade point average of C (2.0) or greater to receive the Juris Doctor (JD) from American International School of Law. Furthermore, a student must successfully complete a total of 68 units (12.7 study hours per unit) study for a minimum of 864 hours during each academic year.



## Sample Study Week for a Student

### Sample Student Study Week for Torts

Description	Study Hours
-------------	-------------

Live Lectures not mandatory	1
Chat Sessions	0.5
Case Briefing	2
Supplemental Reading	0.5
Flash Cards/Outline/Definitions	0.2
Take Home Assignment	1

Total Hours Studying for the Week	5.2
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### Sample Student Study Week for Criminal Law

Description	Study Hours
-------------	-------------

Live Lectures not mandatory	1.25
Chat Sessions	0.45
Case Briefing	1.5
Supplemental Reading	1
Flash Cards/Outline/Definitions	0.1
Take Home Assignment	0.2

Total Hours Studying for the Week	4.5
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### Sample Student Study Week for Contracts

Description	Study Hours
-------------	-------------

Live Lectures not mandatory	1
Chat Sessions	1
Case Briefing	0.5
Supplemental Reading	0.4
Flash Cards/Outline/Definitions	0.4
Take Home Assignment	1

Total Hours Studying for the Week	4.3
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### Sample Student Study Week for Legal Writing

Description	Study Hours
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Live Lectures not mandatory	0.45
Chat Sessions	1.2
Case Briefing	1
Supplemental Reading	1.5
Flash Cards/Outline/Definitions	0.25
Take Home Assignment	0.35

Total Hours Studying for the Week	4.75
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# **Course Description**

## **First Year Courses**

### **Contracts**

Students will study both the Common Law contractual principles relating to contracts for services and the Uniform Commercial Code contractual principles relating to contracts for goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, i.e., the Statute of Frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Also, students will study contractual conditions, and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract, and warranty liability for goods under the Uniform Commercial Code. Finally, the students will study third-party rights and obligations, i.e., third-party beneficiaries, assignments and delegations.

### **Criminal Law**

Students will examine Common Law and modern criminal justice systems including their classification of crimes and the necessary elements of various crimes. Students will study the criminal culpability rules applicable to perpetrators such as principals, accessories and accomplices. Students will learn the elements of various crimes committed against persons such as homicide, assault, battery, rape and mayhem. Students will also study property crimes such as larceny, embezzlement, false pretenses, receiving stolen property, robbery, burglary and arson.

Further, students will examine the inchoate crimes of attempt, solicitation and conspiracy, and will also learn many justifications and excuses including mistake, self-defense, defense of others, crime prevention, force used to effectuate an arrest, consent, insanity, infancy, intoxication, public authority, duress, necessity and entrapment.

### **Legal Research & Writing**

An introduction to the fundamental sources and techniques of legal research, including using a law library and its various resources. The course also presents an in-depth study of legal writing, with the goal that students develop their analytical writing skills. This first year focuses on essay writing, case analysis, the legal memorandum, and legal philosophy and reasoning. Additionally, the course focuses on objective writing and computer-aided research skills.

### **Tort Law**

This course is a survey of civil causes of action for which an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including intentional torts to person and property such as assault, battery, false imprisonment, infliction of emotional distress, trespass to land and chattel, and conversion. Students will also examine the law relating to causes of action for ordinary and professional negligence, wrongful death, products liability, and dignitary torts such as invasion of privacy, defamation, constitutional torts and nuisance. They will also examine strict liability causes of action such as animal and products liability. Finally, students will examine tort defenses of privilege, mistake, self-defense, consent,

necessity, immunity, contributory and comparative negligence and assumption of the risk.

## **Second Year Courses**

### **Civil Procedure**

This course examines the rules governing civil proceedings and the jury trial system with emphasis on California civil procedural rules. Students will study various phases of civil litigation and learn how to proceed with litigation in a court of law. Students will study and contrast California and federal civil procedure rules as they relate to federalism, allocations of power between state and federal courts, personal and subject matter jurisdiction, rules of pleading, claim and party consolidation, venue, pre and post-trial motion practice, claim and issue preclusion, discovery, summary judgment, dismissals, and the appellate process.

### **Professional Responsibility**

This course is a survey of attorneys' legal and ethical obligations, and the standards that are attendant to the practice of law and the legal profession. Students will study California and model statutory codes and decisional law that define an attorney's legal and ethical obligations to clients, the courts, opposing counsel and the profession. They will study various legal conflicts that may arise during client representation while fulfilling the varying roles of advocate, officer of the court, public icon and working practitioner. Students will study the business and economic aspects of the practice of law, restraints on practice, the role of the judiciary and the state bar in enforcing attorney rules of professional conduct, and sanctions for violating the rules.

### **Real Property**

The course provides doctrinal analysis of various common and modern real property rules. Students will examine ownership, possessory, alienable rights and other legal interests in freehold and non-freehold estates, future interests, land covenants, equitable servitudes and easements. Students will study the law related to the recordation, use and transfer of property interests, and landlord/tenant law.

### **Remedies**

Students will learn equitable and legal remedies that are available to civil litigants. They will learn how to allege, measure and define the scope of monetary damage awards, restitution, legal fees, constructive trusts and apportionments in tort and contract actions. Students will explore coercive remedies such as temporary restraining orders, preliminary injunctions, permanent injunctions, specific performance, contempt and declaratory relief.

## **Third Year Courses**

### **Criminal Procedure**

Students will learn the constitutional limitations of convictions as included in the Bill of Rights; Search and Seizure, Confessions, Right to Counsel, Cruel and Unusual Punishment, Habeas Corpus and other constitutional issues relevant to criminal procedure.

### **Constitutional Law**

Students will study the United States Constitution, the three branches and structure of the federal government, limitations and scope of government power, judicial review, the role of the United States Supreme Court, the Bill of Rights, and personal liberties. Students will examine the constitutional distribution of power between the federal government and the individual states, and personal liberties under the Due Process clauses with special focus on fundamental rights, equal protection, freedom of assembly, press, religion and speech.

### **Community Property**

Students will examine the California law relating to community, quasi-community and separate property, the division of marital assets upon divorce and death of a spouse, marital agreements, business assets, commingling of funds, property improvements, spousal liability for community and separate debts, education expenses, spousal rights to pension and disability income, lawsuit settlements, life insurance proceeds, and management and transfer of community property assets.

### **Evidence**

This course teaches the standards that regulate the admissibility of proof at judicial proceedings placing special emphasis on the Federal Rules, California rules and general principles of evidence law. Students will study burdens of proof, relevancy, the hearsay rule and its exceptions, policy-based exclusionary rules, legal privileges, expert and lay opinions, scientific, forensic and demonstrative evidence, impeachment, authentication, character and habit evidence, and presumptions.

## **Fourth Year Course**

### **Agency & Partnership**

This course is a survey of the law of various unincorporated business associations. Its purpose is to acquaint students with the fundamental legal elements of these business relationships and entities. This course will focus on the laws of agency and partnership including formation, termination, fiduciary responsibilities and raising capital concern.

### **Corporations**

This course is a didactic inquiry into the law governing American business enterprises. Students will study model, statutory and decisional law related to the formation and dissolution of private, public, close and limited liability corporations. Students will study the law governing public stock and securities transactions, dividends, mergers and hostile takeovers, and the rights of corporate shareholders. Students will study the respective roles, duties, liabilities, rights and remedies of shareholders and business decision-makers, including corporate directors, officers and subordinate employees.

### **Trusts**

Students will study common law revocable and irrevocable trusts and the statutory, doctrinal and decisional law pertaining to trust creation, modification and termination, trust management, the powers, duties and obligations of trustees, and beneficiary rights. This course is a companion course to Wills which may be taken concurrently.

**Wills**

Students will learn California probate law as it relates to the formation and validity of testamentary wills, revocation and revival, will contracts, will substitutes, intestacy succession, and disposition of probate assets. This is a companion course to Trusts, which may be taken concurrently.

**Performance Exam**

The Performance Exam class is a step-by-step program structured to teach a prescribed method for mastering the Performance Exam. One will learn the differences between the types of Calls presented on the Performance Exam, how to interpret the Calls properly, how to manage the materials in the testing packet itself, how to gather relevant legal and factual data in the testing packet, how to outline, how to manage test time, how to write an appropriate answer, and much more. This unique program provides all the information necessary to help prepare for the Performance Exam.

## **Elective Courses**

### **Drafting Legal Documents**

In this course, students will take a more hands-on approach to simulating the practice of law at a fundamental level. This course develops the student's legal writing skills in a variety of areas not covered in a traditional first year legal research and writing course. Regardless of what type of practice you pursue, drafting legal documents will be a necessary part of your routine: civil litigators draft complaints, other pleadings, interrogatories, jury instructions, settlement agreements, appellate briefs, etc. Criminal lawyers draft plea agreements, motions in limine, writs of habeas corpus, appellate briefs, etc. Transactional attorneys draft contracts of all types, leases, promissory notes, articles of incorporation, etc. Additionally students may also learn to draft wills, contracts, pleadings, discovery plans, discovery, closing arguments to a jury legislation, client letters, demand letters, settlement proposals, tactical memoranda, and more.

### **Medical Jurisprudence**

Medical Jurisprudence is a course in medical law which is intended to provide a survey of the main issues in this field of law, considering both the legal and the ethical dimensions. Ethics, human rights, consent, negligence and confidentiality are examined at the beginning of the course and thereafter are considered more specialized topics. The aim of the course includes developing the analytical and critical skills of students by detailed examination of the contemporary problems that arise in the field of law and medical ethics in the United States and abroad.

### **International Law**

International law covers the nature and sources of international law and its major developments. The course introduces concepts of international law and how they achieve legitimacy in the international system through United Nations organs and conferences, the International Court of Justice, the International Law Commission, treaty bodies, and state practice. The law of foreign sovereign immunity and the act of state doctrine are considered along with the role of international law in the U.S. legal system and the allocation of foreign affairs powers between the President and Congress. Topics include but are not limited to discussions of international claims, human rights, norms governing the use of force, and the law of the sea and environmental issues.

### **Trial & Appellate Advocacy**

The course requires the student to evaluate the nature and quality of the client's claim and/or defense in a civil case, prepare and file a complaint, answer, counterclaim, and reply to a counterclaim, as appropriate, serve process, as applicable, develop a discovery plan, conduct discovery, prepare witnesses for deposition and trial, prepare a proposed pre-trial order including jury instructions, and try the case to a verdict before a jury. In the spring semester, the side that lost at trial will notice an appeal. The two sides will then settle the record on appeal, brief and

argue the appeal. Students in the course will serve as appellate judges and will issue the court's decision and opinion on appeal.

### **Creditors Rights / Bankruptcy Law**

A study of federal bankruptcy law and the law of debtors and creditors under the state law. Specific topics include the property of the estate, the automatic stay, exemptions, discharge, preferences, and reorganization. Such topics as judgment liens, executions, attachments, garnishments, and fraudulent transfers are covered in the non-bankruptcy portion of the course.

### **Family Law**

This course will examine the relationship between the American family and the law. Topics will include the legal definitions of marriage and family; the rights and obligations among family members; the government's role in marriage and family life, as well as constitutional limitations on governmental intrusion; dissolution of marriage and the related issues of equitable distribution of marital assets, alimony, child custody and child support; and jurisdiction and choice of law complications.

### **Jurisprudence**

A broad look at the law and the competing approaches are explained, analyzed and debated. The course gives a foundation to all legal theory.

## **Admission Dates**

At American International School of Law we have open enrollment for our independent study program with privately custom tailored chat sessions designed specifically for students. If you meet the requirements for enrollment you can enroll immediately as American International School of Law enrolls students on a daily basis.



## **Admission Requirements**

American International School of Law assesses the academic qualifications of each applicant by examining the student's academic record, admission test scores, work history, submitted writing sample, personal reference recommendations and prior LSAT score (if any). LSAT's scores are not mandatory for admissions.

Applicants for admission must have successfully completed at least two years of college work (60 semester hours or 90 quarter hours), which college work shall be not less than one-half of the collegiate work acceptable for a bachelor's degree granted by a college or university. The college or other institution that grants this credit must fit into one of the following categories: (1) it is approved by one of the six regional associations accrediting institutions of higher education; (2) its credits are acceptable by a state university in the state wherein such college or university is situated; or (3) it is approved by the Department of Education of the state wherein such college or university is situated.

As an alternative to this requirement, an applicant may take three College Level Examination Program (CLEP) examinations and must score at or above the minimum levels established by the Committee of Bar Examiners.

Although not a prerequisite to admission, American International School of Law strongly encourages, but does not mandate prospective students to also take the Law School Admission Test (LSAT) as an indicator to American International School of Law of one's legal aptitude.

Furthermore, the applicants must have all items in before the 15th of the start date of courses. No applicant will be admitted if the undergraduate and or law school official transcript is not received prior to the 15th of the start dates.

After thorough evaluation of a prospective student's admission file, a determination will be made whether the student should be admitted or not. If admitted, a further determination must be made as to whether or not the student will be admitted in "good standing" or "on probation." If admitted "on probation," the student will be explicitly instructed in writing on the effects of the "on probation" status.

## **Orientation**

After the applicant is accepted prior to starting classes there will be a one day orientation which will cover the following:

- Chat Session Time Set Up for Independent Study Program
- System Overview
- Faculty Overview
- Meet the Administrative Staff
- Overview of American International School of Law Policies and Procedures
- Registering as First Year Law Student with the California Bar
- First Year Law Student Exam
- Pre Legal Education Certification with State Bar
- AISOL learning methodologies
- If applicable, AISOL First Year Law Student Exam Review Course

## **Method of Instruction**

American International School of Law offers instruction via correspondence (Independent Study with private custom tailored chat sessions for AISOL students) that is recognized by the educational community as an effective method of learning. With innovative technology and traditional law school methods, American International School of Law will use creative ways to deliver its classes with an interactive system that promotes student, faculty and administrative communication via American International School of Law's Dashboard. American International School of Law understands that students learn by various methods and to ensure that the student is provided with a quality education, our students will use the following methodologies to learn: reading and briefing cases, participating in live lectures, watching archived lectures, attending chat sessions, attending academic counseling sessions, quizzes and exams.

Faculty will provide archived lectures for students who enroll in our independent study program and will assist the student through chat sessions to ensure that the student understands the material which will be tested on their finals, First Year Law Student Exam and the California Bar exam. The student will use prepared outlines and/or commercial outlines such as Gilberts or Emanuels to help digest that information. During the substantive lectures, there is explanation and clarification by auditory and visual presentation. References are made to the required reading material, thus, emphasizing the benefit of careful and complete compliance of the reading requirements. During the practical application lectures, there is an explanation of the analysis process for the presented fact pattern. Furthermore, students will brief cases for that week to help understand how the law is applied to specific items that were covered in the archived lectured.

It is not required that a student participate in chat sessions, but it is imperative that they watch the archived lectures so that they do not fall behind. In addition, it is the student's responsibility to set up the chat sessions or request the chat sessions. During the pre-recorded substantive lectures, there is note taking and incremental creation of a course outline. For the practical application lectures, there is the articulation in written form of the analysis and application of the substantive law to fact scenarios prior to the lecture presentation. During the chat session, there is student input prior to the discussion and clarification as to how the material from the substantive lectures is applied, and is not applied, to various short fact patterns. In addition, the chat advisor discusses, not only correct analysis of the short fact patterns presented, but also common misconceptions that lead to incorrect issue analysis. By the use of multiple, short fact patterns at each chat session, the students are exposed to many opportunities to increase their correct conceptual knowledge and analytical skills.

To avoid overloading the student, each pre-recorded substantive lecture and chat sessions will not last more than 75 minutes. Should the lecture need to last more than 75 minutes the professor or chat advisor shall take a general consensus from the students to continue or continue another day.

Students in American International School of Law's Correspondence Law Study Program are required to study independently and use the American International School of Law's Proprietary

online technology, including online discussion boards, online audio/video lectures and a virtual classroom. Students can enroll for entry to this program at any time during the calendar year. A rolling enrollment process allows immediate commencement of law study. Rolling enrollment makes possible student-initiated, independent participation without a precise enrollment schedule such as by quarter or semester.

Regular and punctual participation in assigned activities, including timely submission of all assignments, is required. The school requires that all students in this program complete 864 study hours per year during a period of not less than 48, nor more than 52, consecutive weeks of study in accordance with California State Bar Regulations. There is no minimum/mandatory requirement for participation in interactive classes in this program though frequent participation is encouraged. Each course will consist of at least 216 hours and will be completed over the course in 48-52 weeks. The 864 self study hours will consist of chat sessions, independent study, classroom participation, curriculum course work and exams. In the first year the student will be taking 4 classes so the student should dedicate a minimum of 16.8 study hours per week.

Furthermore, students can refer to the catalog section of a sample study week for a student to see how many hours a student may need to spend to study for a course.

## **Independent Study Program**

Independent Study is where a student learns by watching pre-recorded lectures via online and has a chat advisor assigned to the student that will conduct a chat session once a month or more than one chat session per month on a as needed basis. The chat session is one on one to ensure the student understands the materials that they are learning. From time to time faculty will provide tutorials on selected issue to assist students in comprehending difficult legal issues.

Live interaction is used for our First Year Law Student Exam Review course. This will be done twice a year lasting two months with the first session starting May 1st and ending June 10th and with the second session starting August 1st and ending October 10th.

Verification of Study Hours by Students - Throughout the year students will be required to keep a study log of the hours spent on each course. The study log will be maintained online via AISOL Dashboard. After the year is completed before final exams, students will be required to print out the study log and sign a Declaration under penalty of perjury verifying the hours spent studying for the all courses. The signed declaration will be placed into the student file.

## Course Schedule

Year	Code	Subject	Units	Weeks	Hours
First Year	100	Contracts	4	52	216
	110	Criminal Law	4	52	216
	120	Torts	4	52	216
	130	Legal Research & Writing	4	52	216
<b>Total</b>			<b>16</b>		<b>864</b>
Second Year	200	Professional Responsibility	4	52	216
	210	Civil Procedure	4	52	216
	220	Real Property	4	52	216
	230	Remedies	4	52	216
<b>Total</b>			<b>16</b>		<b>864</b>
Third Year	300	Criminal Procedure	4	52	216
	310	Community Property	4	52	216
	320	Constitutional Law	4	52	216
	330	Evidence	4	52	216
<b>Total</b>			<b>16</b>		<b>864</b>
Fourth Year	400	Agency & Partnership	4	52	216
	410	Wills	4	52	216
	420	Trust	4	52	216
	430	Corporations	4	52	216
	440	Performance Exam	4	52	216
<b>Total</b>			<b>20</b>		<b>1080</b>

## **Tuition and Expenses**

The First year student's tuition at American International School of Law is \$2,900 and for Second, Third and Fourth Year students who have successfully passed the First Year Law Students Exam (Baby Bar) the one year tuition is \$2,000. American International School of Law's cost effective tuition is the lowest tuition compared to other online law schools and traditional law schools. Students can pay the tuition in full or make payments of \$200 for 11 months with an immediate payment of Eight Hundred and Twenty Five Dollars (\$825), (this includes the deposit and first month tuition of Two Hundred Dollars (\$200) and the application fee of Fifty (\$50) and Seventy Five Dollars (\$75) WestLaw fee). An administration fee of \$25.00 per month will be assessed to all payment plans.

Even though American International School of Law has the lowest tuition that does not mean that we have sacrificed on the quality of the education or the services to the students. American International School of Law truly believes that quality education can be delivered at affordable prices.

## Academic Standard

American International School of Law has adopted academic standards that deal with the student in a fair and reasonable manner. Changes in the adopted academic standards will not be made without adequate prior notice to all affected students. Students are aware that good academic standing is necessary for advancement and graduation. American International School of Law has adopted the following academic standards:

**Good standing:** In order for a student to be in good standing, the student must maintain a cumulative C average (2.0 or above). A student who fails to maintain a cumulative C average will be placed on academic probation. The student will have until the end of the next subsequent class to raise their cumulative average to a C. If the student fails to raise their cumulative average to the required C average, the student will be academically dismissed.

**Advancement:** American International School of Law has different standards for advancement for the first-year and upper class students.

American International School of Law students will be required to take the First-Year Law Students' Examination and will not receive credit from the Committee for any law study until the student has passed the examination. Students successfully completing their first year of law study at an unaccredited law school must take and pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it. Only one year of law study will be granted if the examination is passed on an attempt later than within three (3) administrations of the examination after the student becomes eligible to take it.

A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program. A student who passes the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass within the three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the law school's J.D. program, but will receive credit for only one year of legal study.

**Upper class students:** Upper class students (second and third-year) may advance into the next year courses as long as the student is either in good academic standing or is on probation as a result of the grade received for the last class of the previous year. Students on academic probation will then be allowed on the first course of the subsequent year to raise their cumulative average to a C, which will then place the student in good academic standing. Dismissal is mandatory if good standing is not achieved.



## **Graduation Requirements**

For a student to graduate, a student must pass all of the required courses offered by American International School of Law. In addition, the student must pass the First-Year Law Students' Examination given by the State Bar of California and finish their studies with a cumulative grade point average of C (2.0) or greater to receive a Juris Doctor (JD) from American International School of Law. Furthermore, a student must also successfully complete a total of 68 units (12.70 study hours per unit) study for a minimum of 864 hours during each academic year.

## Grading System

The grading statement will be provided to all students.

Grade point average required for good standing, advancement, and graduation:

**Good Standing:** In order for a student to be in good standing, the student must maintain a cumulative Coverage (2.0 or above). A student who fails to maintain a cumulative C average will be placed on academic probation. The student will have until the end of the next subsequent class to raise their cumulative average to a C. If the student fails to raise their cumulative average to the required C average, the student will be academically dismissed.

**Advancement:** American International School of Law has different standards for advancement for the first-year and upper class students.

American International School of Law students will be required to take the First-Year Law Students' Examination and will not receive credit from the Committee for any law study until he or she has passed the examination. Students successfully completing their first year of law study at an unaccredited law school must take and pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it. Only one year of law study will be granted if the examination is passed on an attempt later than within three (3) administrations of the examination after the student becomes eligible to take it.

A student who does not pass the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program. A student who passes the First-Year Law Students' Examination within three (3) administrations after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass within the three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the law school's J.D. program, but will receive credit for only one year of legal study.

**Upper class students:** Upper class students (second and third-year) may advance into the next year courses as long as the student is either in good academic standing or is on probation as a result of the grade received for the last class of the previous year. Students on academic probation will then be allowed the first course of the subsequent year to raise their cumulative average to a C, which will then place the student in good academic standing.

# Course Repetition Policy

## Eligibility and number of credit hours

Students at American International School of Law may retake courses under this Course Repetition Policy under the following conditions:

Law students, who receive a grade of D+ or lower in a particular course, may repeat that course once.

## Grade point average calculation for American International School of Law

The original earned grade shall remain permanently on the student's American International School of Law transcript. The original grade earned, upon completion of the course again for a letter grade in the A-F scale or as P/F, will be removed from calculating the grade point average only for American International School of Law purposes.

The repeated grade under this Course Repetition Policy will be the grade used for calculation by American International School of Law in credit hours and grade point average even if the repeated grade is lower than the original grade.

Graduation: For a student to graduate, a student must pass all of the required courses offered by American International School of Law and pass the First Year Law Student Examination which is given by the State Bar of California. In addition, the student must finish their studies with a cumulative grade point average of C (2.0) or greater to receive the Juris Doctor (JD) from American International School of Law.

Anonymous grading is used to protect against favoritism or bias in grading. The procedure used to maintain the anonymity of examinees is by computer generated random identification numbers that will be used for the graders. Once the exams are graded, the computer will convert the identification numbers back to student numbers and populate the student database with the grades issued by the grader(s). Student midterms and finals will be graded by two graders. An average of the score will determine the student's final grade on the midterm or final.

A student who fails to maintain a cumulative C average will be placed on academic probation. The student will have until the end of the next subsequent class to raise their cumulative average to a C. If the student fails to raise their cumulative average to the required C average, the student will be academically dismissed.

## **A student who fails to maintain a cumulative C average will be placed on academic probation.**

The process for a review of grades is for the student to petition the Grade Review Committee, within 30 calendar days of the publication of the grades, and present credible evidence in support of such a claim that a course grade resulted from unfairness, a departure from established grading

policy, or a clearly shown mistake. The petition process is at no cost to the student and submission of petitions is permitted on-line.

## Policy for Calculation of Final Grade

American International School of Law uses a combination of quizzes, mid-term examinations, final examinations, written assignments, online interaction and virtual classroom participation to determine final course grades.

### Mid-term and Final Examinations

Final grades for American International School of Law Student's will be primarily determined on the performance on the midterm and final exams. The midterm will be four percent of the final grade and the final exam will be ninety five percent of the grade.

### Homework, Online Interaction, E-Classroom Participation, Written Assignments and Quizzes

Other items that will be considered in determining the final grades are: homework, quizzes, written assignments online interaction and virtual classroom participation. It will constitute of the final one percent of the grade and will be determined by the professor.

Anonymous grading is used to protect against favoritism or bias in grading. The procedure used to maintain the anonymity of examinees is by computer generated random identification numbers that will be used for the graders. Once the exams are graded, the computer will convert the identification numbers back to student numbers and populate the student database with the grades issued by the grader(s). Student midterms and finals will be graded by two graders.

American International School of Law has the right to use professors, internal staff or outside graders to grade the midterms and finals. An average of the scores will determine the student's final grade on the midterm and final.

American International School of Law's staff will enter the final grades into the official records after calculating the final grades according to the procedure set above.

American International School of Law will use the following alphabetical grading system:

A+	4.33	Excellent
A	4	
A-	3.67	
B+	3.33	Good
B	3	
B-	2.67	
C+	2.33	Satisfactory
C	2	
D	1	Inadequate
F	0	Fail

Authorized grade entries also include:

- W - Withdrawal
- CR - Credit
- NC - No credit
- R - Repeated Course
- I - Incomplete (Exam not yet taken or research paper not yet submitted)
- IP - In progress (Grade not yet received. Delay approved by faculty and Dean)

## Reporting of Class Rank

Class rank is not computed, nor is any entry concerning class rank recorded on the official record of any student.

### Honors

Summa cum laude - 3.90 to 4.00

Magna cum laude - 3.75 to 3.89

Cum laude - 3.5 to 3.74

American International School of Law, at the present time, does not foresee the immediate use of "Pass/Fail" or "Credit/No Credit" for Bar Classes. "Pass/Fail" or "Credit/No Credit" designations may be used for elective courses as long as they are not Bar Classes.

A course with "R" as a grade indicates that the student has repeated the course at a later time and received a passing grade in the subsequent class. No credit will be given for the initial course with the R designation. The repeat may have been necessary because the student failed the course initially and passed on the retake. A student who fails a required course must repeat that course before graduation and earn a passing grade. Another reason for a repeated course may be because the student continued into the second year of study and did not pass the First Year Law School Exam within the first three administrations that the student was eligible, but passed on a subsequent administration. In that case the student will not receive any credit beyond the first-year of law study and must repeat all courses beyond the first-year to receive credit toward graduation and qualification to sit for the general bar examination.

The points given for the subsequent, repeated course will be the points achieved on the repeated class.

## **Policy and Procedures for Review of Grades**

American International School of Law students will have 60 days from the final grade being posted to request review of the grade. American International School of Law students must make the request in writing to the Academic Dean of the School in the form of a petition for appeal of grade.

The petition must give facts with specific examples on why the appeal should be considered.

The grade determined through the appeal process shall be recorded as the final official grade, without regard to whether it is identical to, higher than, or lower than the original grade.

All grades that are entered by faculty will be considered to be final and will not be changed. A grade change may only be considered if a student files an appeal for review of grade and if the grade change is approved by the Academic Dean of American International School of Law.

Before an appeal is accepted the student must show that he or she has made an effort to communicate with the respective faculty for the subject. The student and faculty will discuss in writing or orally the reason for the grade and the relative items that pertain to the grade and students performance.

American International School of Law students should only submit an appeal if they reasonably believe that the grade that was assigned to them was a direct violation of American International School of Law policy, procedure, or regulation; substantial error; prejudice; or that it is arbitrary or capricious.

American International School of Law student as the appellant will have the burden of establishing the grounds for the appeal. The mid-term examination, final examination and the final grade will be the only items that a student may appeal.

American International School of Law Academic Dean may dismiss the appeal if he or she thinks that the appeal is not warranted. Upon the submission of the appeal the Academic Dean will look to see if the student has provided enough facts to support the appeal. The Academic Dean in writing will notify the student of the dismissal and explain the reasons for the dismissal. In addition the Academic Dean will notify the student in writing that the petition has been accepted and provide a timeline for the review process. The Academic Dean will notify the review committee, which will consist of the Dean, President, and Chief Operating Officer. The committee will review the appeal and then in writing notify the student of the results or whatever action that may be needed.

The student and faculty member will each be interviewed by the committee and will use all relevant information obtained by the interview to determine the outcome. The interview may take place by phone, in person and/or teleconference.



The committee will give the written decision to the Academic Dean within 10 business days. The decision by the committee shall be final and no other review will be granted.

If the Academic Dean was the Professor of the course, the Dean will be the relevant authority.

## **Policy on Academic Standing, Academic Disqualification and Advancement in Good Standing**

In order for first year American International School of Law students to progress to the second year they must successfully complete all of their first year courses

A student that earns a cumulative GPA below 1.0 for the first year will not be able to advance and will be disqualified from the school.

American International School of Law students who obtain and maintain a cumulative GPA of 2.0 will be considered in good standing with the School. Those who fail to maintain a 2.00 cumulative GPA are subject to the academic policies of probation or dismissal.

Academic Standing for each student will be evaluated at the end of every academic term of 48 to 52 consecutive weeks of study.

American International School of Law student will be placed on Academic probation should their grade point average for final grades for an academic term of 48 to 52 consecutive weeks of study, or their cumulative GPA, fall below minimum retention standards. Once a student is placed on probation, American International School of Law will still maintain their enrollment, however they will only be limited to the standard curriculum.

The minimum GPA retention standards are:

Academic term 2.00  
Cumulative 2.00

Transfer students will be held to same academic standards as American International School of Law students. When transferring to American International School of Law, any transfer student who was on academic probation or academically dismissed at the law school last attended will automatically be placed on probation if accepted at American International School of Law.

Transfer credits will be granted for first, second and third year should the student meet the State Bar of California and American International School of Law requirements. In order to graduate from American International School of Law Students must complete 40 units and must be in good standing. Transfer credit is recorded on the transcript as CR and is not part of the GPA calculation. Transferability of credit is recorded on a student's transcript upon receipt of an official transcript.

The Academic Probation designation will appear on the student's transcript.

Students whose GPA falls below minimum retention standards for two consecutive final grading periods must be academically dismissed. Academically dismissed students may not be enrolled in any courses at the School.

The Academic Dismissal designation will appear on the student's transcript. Once the decision has been made as to dismissal for academic reasons the student may appeal it in accordance with the following specified process.

If a student wishes to appeal the academic dismissal it must be done in writing to School's Committee on Academic Standing. The grounds for an appeal are limited to the following:

1. Extreme and unusual medical and/or legal circumstances;
2. Personal tragedy.

Clear and Concise documentary evidence in support of the appeal must be submitted to the Committee. If it is an extreme and unusual medical and/or legal circumstance the contact information shall be provided of the attorney, physicians, clergy and therapists.

A personal tragedy shall be considered a death of an immediate family member. For documentation purposes a death certificate will be the only type of satisfactory evidence.

Academically dismissed students, either from American International School of Law or any other law school may otherwise be readmitted to the School on probation if the student meets all of the following prerequisites:

- Submit a readmission application
- Personal statement on why they should be readmitted to the school. The personal statement should address what they have done the two years to address the issues on why they were dismissed.
- Passed the California First-Year Law Students' Examination,
- Must sit out two years from American International School of Law or from law school that student was disqualified from,
- Was academically dismissed not more than once.

If the student is readmitted they will be accepted on a probationary status and the student will be monitored with monthly evaluations. The probationary status will last for 3 months. Should they meet the standards of the probationary period then student shall be removed from probation status.

The Academic Dean in writing will notify all students in writing for the following reasons:

- Student is placed on academic probation;
- Academic probation has been rescinded or status of student has been changed;
- The student is academically dismissed, or;
- The student is readmitted.

Copies of such written notices are to be placed in the student's file.

## **Policy on readmitting student previously disqualified for academic reasons**

Academically dismissed students may otherwise be readmitted to the School on probation if the student meets all of the following prerequisites:

- Submit a readmission application
- Personal statement on why they should be readmitted to the school. The personal statement should address what they have done the two years to address the issues on why they were dismissed.
- Passed the California First-Year Law Students' Examination,
- Must sit out two years from American International School of Law
- Was academically dismissed not more than once.

If the student is readmitted they will be accepted on a probationary status and the student will be monitored with monthly evaluations. The probationary status will last for 3 months. Should they meet the standards of the probationary period then student shall be removed from probation status.

The Academic Dean in writing will notify all students in writing for the following reasons:

- Student is placed on academic probation;
- Academic probation has been rescinded or status of student has been changed;
- The student is academically dismissed, or;
- The student is readmitted.

Copies of such written notices are to be placed in the student's file.

## **Authenticating the Student Identity**

Students will be required to log on to the AISOL Dashboard. Students verify that they will be the ones completing the assignments. In addition, students must email the assignments and midterms to American International School of Law staff. Furthermore, the students IP address will be logged and entered for authenticity purposes.

All students must login to American International School of Law's secure website and learning center to submit homework and, view and participate in the available lectures. All student activities are monitored for verification of attendance. Student will be allowed to login from only two IP addresses (computer locations). This method assures that only American International School of Law students, and more specifically, only a particular student is accessing the material and submitting their own work. American International School of Law will utilize random security questions, the type that are used by banking institutions to ensure that only authorized customers can access their accounts. All activity is monitored and recorded for attendance and identification purposes.

## **Student Services**

American International School of Law provides students tools to ensure a consistent and integrated approach in the learning environment. American International School of Law's faculty and or chat advisors via our technology will coach students in developing and applying the legal principles; to successfully develop and implement their academic plans, improve specific weaknesses in study habits, comprehension or test taking.

American International School of Law professors are responsible to maintain reasonable office hours and to correspond with students in a timely manner.

The initial practical application classes will focus on strategies for success. These will include topics such as, time management, case briefing, how to create a class outline, how to form and maintain a successful study group and, exam taking strategies and techniques.

## **Refund Policy**

If the student cancels this agreement prior to midnight of the fifth business day after the student has been granted access to AISOL's Proprietary System and Course Material the student the student has a right to a full refund, however there will be an initial non-refundable application fee of \$50 and \$75 for Westlaw Membership. Furthermore, any administration fee paid on monthly fees will be nonrefundable.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable monies, if the student has been enrolled for a period of time that does not exceed 40% of the planned instruction. For example, if the student was enrolled for 6 months of a 12 month course and paid \$3,000.00 tuition, the student would receive a refund of \$1,500.00. However, by way of another example, if the student was enrolled for 8 months of a 12 month course and paid \$3,000.00 tuition, the student would receive no refund since the student will have been enrolled for more than 60% of the instruction. For all purposes related to refunds, even though completion times vary, instruction begins on the date of enrollment and ends one year later.

A cancellation by a American International School of Law student that occurs later than midnight of the fifth business day after the student has been granted access to AISOL's Proprietary System and Course Material but before that student has completed 40 percent or less of the course of instruction shall result in a prorated refund of tuition based upon the length of time that the student has been in the program. This shall occur according to the below stated prescribed time for duration of study. No refund will be granted after the 4th month of admission as it will constitute 40 percent of completion of the course.

AISOL will mail and notify the student of a refund within 15 business days of the approved cancellation and withdrawal. If the tuition was paid by a 3rd party the 3rd party will be notified and mailed the refund within 15 business days of the approved cancellation and withdrawal.

The student may withdraw or cancel this agreement and receive a refund by providing notice to the Director of Admissions by either email sent to: [admin@aisol.org](mailto:admin@aisol.org) or sent by U.S.P.S. Certified Mail, addressed to: Director of Admissions, American International School of Law, 16491 Scientific Way, Irvine, CA 92618. All such notices will be effective on the date received.

## **Law Library Access (Westlaw)**

American International School of Law students have access to Westlaw online research services that can be accessed online. Westlaw services are used by many attorneys, judges, and other legal professionals around the world for quick and easy access to statutes, up-to-date cases, law reviews, annotations, and many other research and reference tools. This service will assist students in learning and applying the law and will be an integral part of their training.



## Student Records

American International School of Law will keep files in electronic and hard copy format. Both electronic and hard copy formats will ensure that the adequate information is maintained by American International School of Law shows student progress, grades, and that satisfactory standards are enforced relating to progress and performance. American International School of Law will maintain records for a five year period electronically and hard copy. All electronic materials will be held on secure server and will be backed up on an offsite server to secure data integrity.

The hard copy and electronic format will be located at 16491 Scientific Way, Irvine, CA 92618. The documents will be readily available during normal business hours, for inspection by officials from the State of California Committee of Bar Examiners, and the State of California Attorney General's office, showing information that includes, but is not limited to, the following:

- The names and addresses, telephone numbers and social security numbers of each of its students;
- The courses of study offered by the School;
- The names and addresses of its instructional and administrative staff, together with a record of the educational qualifications of each;
- The degrees granted, the date of granting, together with the curricula upon which the degrees were based.
- All applicant information, along with the detailed application that was submitted which contains the pertinent information on the applicant.
- All transcript information for applicants and current students in their respective electronic and hard files.
- All Examination and grade tabulation for each student.
- Board Minutes and Operating Agreements.
- Catalogs, Brochures and Bulletins.
- Committee correspondence
- Financial Records

## Bar Registration

Students intending to seek admission to practice law in California are required to register with the Committee of Bar Examiners after commencement of studies. Official forms for registration with the Committee are provided to students during orientation.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Rule VIII of the *Rules Regulating Admission to Practice Law in California* as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California 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.

## **Honor Code**

As members of American International School of Law, we believe in sustaining and promoting a high level of personal honor and integrity. We are committed to academic excellence and social responsibility and to demonstrating respect and honesty. As individuals, we assume the responsibility to preserve the ethical, academic and moral values of American International School of Law. The success of this Honor Code depends upon trustworthy behavior on the part of all involved.

Everyone at American International School of Law, regardless of age or status, must treat one's self and each other with respect, honesty and compassion, and will do their best in all they undertake. American International School of Law students carry the responsibility of appropriate and respectful behavior in all their dealings. American International School of Law Students shall not lie, cheat, plagiarize, steal, interfere with another student's academic pursuits, falsify or misuse academic records, or fail to report another student's violation of these rules.

## **Academic Freedom**

American International School of Law adheres to the following principles of academic freedom. As a higher education institution, AISOL holds the pursuit of education in highest regard and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification.

Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. It is reasonable that the teaching and learning environments will be open to diverse opinions and voices and that the same course content can be presented in multiple ways in order to achieve the same outcome goals. Teaching and learning styles may differ and it is not unexpected that differences in styles, opinions, and approaches may occur.

The following guidelines should be followed:

American International School of Law recognizes that each faculty member will express his or her opinions and philosophies freely without censorship. Concurrently, it is important that faculty members realize their responsibility to this University to make their students understand that their expression does not represent the opinions of American International School of Law.

The thorough discussion of topics from diverse perspectives within the faculty members' subject is encouraged. Controversial subject matter outside of each faculty member's area of expertise is strongly discouraged within courses.

## **Nondiscrimination Policy**

American International School of Law is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is therefore American International School of Law 's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

## **ADA Policy**

All students with verified disabilities must provide to the ADA Coordinator verification of and requested accommodations for their disabilities. This can be done at the time of admissions or at any time during the student's program when a disability is identified. Students who suspect they might have a disability should contact the ADA Coordinator for assistance. AISOL will allow for the implementation of reasonable and appropriate accommodations necessary for participation in the college's programs. Modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability, including non-learning disabilities will be made for students with verified disabilities. AISOL is committed to the facilitation of learning for all students. AISOL complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and supports the provision of reasonable and appropriate accommodations in order to foster student success.

Requests for accommodations should be made in writing to:

Nitesh Patel  
American International School of Law  
16491 Scientific Way  
Irvine, CA 92618

We have admitted one student with disabilities who provided documentation of his disability and ensured that we provided him reasonable accommodations as required Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

## **Student Privacy Policy**

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent record.

American International School of Law's policy regarding confidentiality and student privacy is in keeping with the U.S. Family Educational Rights and Privacy Act (FERPA). Student Privacy, Integrity and Identity, which affords students certain rights with respect to their education records, a summary of which follows:

The right to inspect and review the student's education records within 45 days of the day American International School of Law receives a request for access.

The right to request the amendment of the student's education records that the student believes are inaccurate.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As allowed within FERPA guidelines, American International School of Law may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S Department of Education and State Bar concerning alleged failure by American International School of Law to comply with the requirements of FERPA. At its discretion, American International School of Law may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

To protect student privacy, students' directory information is released only upon approval of the registrar. Students may withhold directory information by notifying the registrar in writing; please note that such withholding requests are binding for all information to all other parties, including faculty, other than for those exceptions allowed under the Act.

## **Student Formal Grievance Procedures**

AISOL grievance policy addresses issues requiring resolution and promotes honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators and faculty of AISOL. A grievance may involve a complaint that includes administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, or library services. AISOL will review all grievances in a timely, fair, and equitable manner. If the complaint concerns a faculty member or administrator, AISOL will consult with the faculty member regarding the complaint. To resolve a grievance AISOL uses a two-step process.

### **Step 1**

If a grievance has not been satisfactorily resolved by informal procedures, the student or interested party may file written grievance with the Dean of School of Law within 60 days of the act or event which is the subject of the grievance, by submitting a written grievance outlining the issues and concerns. Within five working days of receiving the grievance, the Dean shall conduct any necessary investigation and meet or call with the student or interested party in an effort to resolve the grievance. The Dean shall present all concerned parties with a written answer to the grievance within ten working days after the meeting or calls.

### **Step 2**

If a grievance has not been satisfactorily resolved at step 1, the student or interested party may file an appeal with a written grievance with the President of the school within ten working days of receiving the answer at step 1. All information presented at step 1 shall be included with the grievance, and the Dean shall submit to the President a report describing attempts to resolve the grievance at step 1. At this point the President will create a committee to hear the matter. The committee will consist of three members (President, Faculty Member, and COO).

Within thirty working days of receiving the grievance, the Committee shall conduct any necessary investigation and meet with the student or interested party in an effort to resolve the grievance. The Committee shall present all concerned parties with a written answer to the grievance within ten working days after the meeting.

The Committee will make the decision within 40 days of the written appeal and shall mail the decision to all concerned parties. The Committee's decision shall be final.



## **Requirements for Admission to Practice Law in California**

In order for a student to successfully be admitted to practice law in California, the Student must complete the following:

- Successfully pass first, second, third and fourth year of law studies.
- Successfully pass the First Year Law Student of Exam.
- Successfully pass the California Bar Exam.
- Successfully pass Multistate Professional Responsibility Exam.
- Have a positive Moral Character Determination.

## **Contact Information**

Should any student, member of the general public or prospective student have any questions regarding the catalog or any other items that pertain to American International School of Law, they can contact the school in the following methods:

Mail

16491 Scientific Way  
Irvine, CA 92618

Email

[admin@aisol.org](mailto:admin@aisol.org)

Phone

888-875-5175

Join us in our excellence, creativity, opportunity, idealism, success and become part of an outstanding team of students at American International School of Law.