ACADEMIC RULES AND PRACTICES

Overview

Along with the rules and practices here, please see additional rules and practices applicable to the Juris Doctor (JD) (p. 2) and Master of Legal Studies (MLS) (p. 12) degree programs.

Academic Year

Please see the Academic Calendar (https://catalog.tiu.edu/law-cat/academic-calendar/) in this Catalog for JD semester and session start and end dates, MLS term start and end dates, registration deadlines, and holidays.

Administrative Balancing of Course Sections

Trinity Law School prides itself on smaller class sizes which allow our professors to provide more individualized instruction. At the start of each JD semester or session or MLS term, for courses with multiple sections in the same format, the Registrar's Office may redistribute students between sections in an effort to better balance the class sizes. Priority to remain in a section will be given based on the registration order of students in the course.

Auditing Courses

Courses required for graduation in a student's degree program may not be audited. A student may not audit a course in which the student is enrolled for academic credit. Registration for a course on an audit basis must occur prior to the published Add/Drop deadline for the applicable semester, session, or term. Audit enrollment is not permitted after the Add/Drop deadline. Audited courses do not earn academic credit, satisfy degree requirements, or affect grade point average (GPA). Transcript notation for audited courses will reflect "AU." Audit enrollment is subject to approval by the Registrar's Office. Any request that does not comply with the conditions in this section requires written approval from a Dean. Audit enrollment is subject to the published Audit Fee. Audit tuition is non-refundable after the Add/Drop deadline.

Catalog

Students are subject to the residency, unit, grade, and course requirements of the Trinity Law School Catalog in effect at the time of their matriculation. Students who withdraw from their degree program and are later re-admitted will be subject to the Catalog requirements current at the time of re-admission.

Contesting Grades

The Registrar's Office will release course grades via the TLS Portal (https://tls.edu/portal/). Once a final course grade is posted in the TLS Portal, the final course grade cannot be changed except after consultation with the professor of record and with the approval of the Law Faculty Senate. Changes subsequent to posting of final course grades by the Registrar's Office will only be made to correct mathematical errors or for an evident error.

A student who claims that a final course grade was the product of unfairness or a departure from established grading policy may elect to have the Law Faculty Senate review the claim. Students requesting a final course grade change must submit a completed Student Petition Form to the Registrar's Office within 20 calendar days of the date that the Registrar's Office posts the final course grades. Students are advised to include a sufficient level of detail and evidence in the Student Petition Form so that the Law Faculty Senate can understand the student's position as to how or why the final course grade was the product of unfairness or a departure from established grading policy. The Law Faculty Senate reviews these final course grade change requests and may seek input from the professor of record. The Law Faculty Senate makes the final decision on final course grade change requests.

Emergencies Affecting Coursework

In order to request an extension for completion of course requirements, students should send a completed Student Petition Form to the Registrar's Office. These requests are considered only in cases of serious illness or other unforeseeable emergencies; they are authorized on a case-by-case basis.

Law School Student Petition Form

The Student Petition Form has been devised as a convenient medium of communication between the student and administration. This form is available through the Registrar's Office. It should be filled out completely and forwarded to the Registrar's Office.

Release of Transcripts

Unofficial transcripts are available through the TLS Portal (https://tls.edu/portal/).

Official transcripts may be ordered online (https://www.tiu.edu/law/) by expanding the Student or Alumni dropdown menu at the top of the page and choosing "Request Transcript (https://tsorder.studentclearinghouse.org/school/ficecode/00177212/)." Once on the Transcript Ordering Center website (https://tsorder.studentclearinghouse.org/school/welcome/), students will need to select Trinity International University - Law School.

Specific Course Requirements

Specific requirements and weighting for graded components that constitute the course grade are set forth in the course syllabus and/or Canvas.

Transfer Credit

The transferability of units earned at Trinity Law School is entirely at the discretion of the institution to which the student may seek to transfer. Acceptance of the JD degree earned in the JD program or the MLS degree earned in the MLS program is also at the sole discretion of the institution to which the student may seek to transfer. If the JD or MLS degrees that the student earns at Trinity Law School are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. Students should ensure that their attendance at Trinity Law School aligns with their educational goals; this may include contacting an institution to which they may seek to transfer after attending Trinity Law School to determine whether the student's JD or MLS degree units will transfer.

Transcript Notations

Credit/No Credit grades will be reflected as follows:

CR - Credit: Represents the successful completion of a course offered on a credit/no credit basis. These units apply toward graduation requirements but are not calculated in the student's GPA.

NC - No Credit: Represents the failure to complete successfully a course offered on a credit/no credit basis. These units are calculated as units attempted but do not apply toward graduation requirements and are not calculated in the student's GPA.

Transcript notations where no grade is given will be reflected as follows:

AU - Audit: Indicates registration for a course on an audit basis, which normally indicates regular class attendance and participation in discussion. Students who audit courses are not enrolled for credit. No grade is assigned, and grade points and units are not awarded for courses audited.

N - In Progress: Represents coursework in progress.

AW - Authorized Withdrawal: Indicates when a student submits a timely, authorized withdrawal request through the TLS Portal prior to the published withdrawal deadline, or when the institution administratively withdraws a student due to documented institutional ineligibility (e.g., unpaid balance, enrollment ineligibility).

These units do not apply toward graduation requirements and are not calculated in the student's GPA.

UW - Unauthorized Withdrawal: Indicates a student's removal from a course or program due to disciplinary action, structural enrollment requirements, or administrative action not based on failure to meet minimum verifiable academic engagement (VAE) requirements.

However, a UW remains on the transcript to indicate non-completion of a course.

FW - Failure to Withdraw: Indicates when a student fails to meet minimum VAE requirements, as formally determined by the institution after notice from the Dean's Office.

These units do not apply toward graduation requirements and are calculated in the student's GPA as an "F" (0.0).

JD Program

Academic Advancement, Probation, and Dismissal

Applicable to all JD Students Regardless of Matriculation date

If a student's cumulative GPA after any semester or session is less than 2.0 (the GPA required to maintain good standing), the student will be placed on academic probation for the following semester or session in which the student is enrolled in courses – the student's Academic Probation Semester/Session (defined below). Any student failing to earn a cumulative GPA of at least 2.0 at the end of the Academic Probation Semester/Session will be academically dismissed. Academic dismissal and academic probation are noted on student transcripts.

For purposes of academic probation, the "Academic Probation Semester/Session" is any academic term in which a JD student on academic probation remains enrolled in courses after the third week of a fall or spring semester, or after the second week of the summer session, regardless of whether the student subsequently receives an Authorized Withdrawal (AW) or Failure to Withdraw (FW) in one or more courses during that term.

A student placed on academic probation has one Academic Probation Semester/Session to raise the cumulative GPA to good academic standing and, in all cases, must return to good academic standing no later than 12 months after being placed on academic probation.

Applicable to Students Matriculating Starting Fall 2026

A JD student may only have one Academic Probation Semester/Session while enrolled at Trinity Law School. If a student raises his or her cumulative GPA to at least 2.0 and returns to good standing at the end of an Academic Probation Semester/Session, but the student's cumulative GPA later falls below 2.0 again, the student will be automatically academically dismissed.

Students will be placed on Monitored Academic Progress (MAP) until their cumulative GPA reaches 2.5. MAP requires students to reduce their working load or unit load, as appropriate, and successfully complete all Academic Support/On Course events outlined on the student's individualized Academic Plan for the semester/session that the student is on MAP.

For students who matriculated prior to Fall 2026: please refer to the Academic Probation rules in the Catalog effective at the time of your matriculation.

Students will not be allowed to graduate with a cumulative GPA below 2.0.

Students are prohibited from completing the JD program in less than 24 months as required by State Bar rules.

Failing a required course necessitates that the course be repeated. No units will be earned for a failed course. Failing a course has implications on registration and may delay the anticipated graduation date.

See JD Flex Academic Support Classes (https://catalog.tiu.edu/law-cat/programs/jd/#flextrackprogramtext) for further information.

Academic Honors

Dean's List

The Dean's List is compiled after the fall semester, spring semester, and summer session and includes all students who have a cumulative GPA of 3.0. When determining eligibility for the Dean's List, grades earned at another law school are not included in the student's GPA.

Law-Student-of-the-Year Award

The Law-Student-of-the-Year Award goes to the JD student who, by vote of the faculty, exemplifies the mark of a complete lawyer: warm of heart, scholarly in thought, rich in vision, vigorous in act, steadfast in ethics, exemplary in bringing honor to Trinity Law School, and inspiring to all with whom the student comes in contact. The Law-Student-of-the-Year Award is presented at Commencement.

Dean's Award

The Dean's Award is presented to the JD student who has maintained excellence in scholarship while at the same time advancing the interest and reputation of Trinity Law School. The Dean's Award is presented at Commencement.

Add/Drop/Withdrawal

To add or drop a course or to change a class schedule, a student must submit an ADD/DROP request through the TLS Portal (https://tls.edu/portal/). The last day to add a course is the Friday of the third week of the fall and spring semesters and the Friday of the second week of the summer session.

The date the ADD/DROP request is submitted to the TLS Portal will be considered the date that the student has dropped, withdrawn from, or enrolled in a course. Tuition refunds are based on the date the ADD/DROP request is submitted, as logged in the records maintained by the Registrar's Office.

Students may drop 1-unit modular courses no later than the end of the first date of the course and receive an AW (see below). However, in 1-unit online courses, students should contact the Registrar's Office for the proportional calculation of the final day to withdraw and receive an AW.

Exact dates may be found on the JD Academic Calendar (https://catalog.tiu.edu/law-cat/academic-calendar/jd/).

Authorized Withdrawal ("AW")

Students are responsible for completing every course in which they are enrolled.

The last day to withdraw from a course and receive an AW is Friday of the twelfth week of class for fall and spring semesters and the Friday of the tenth week of class for the summer session. See Transcript Notations (https://catalog.tiu.edu/law/academic-life/academic-rules-practices/#academic).

Failure to Withdraw ("FW") and Unauthorized Withdrawal ("UW")

After the deadline to withdraw from a course and receive an AW, withdrawal requests are no longer permitted. If a student fails to meet minimum verifiable academic engagement (VAE) requirements, an FW will be assigned. If removal occurs for disciplinary or structural reasons unrelated to VAE, a UW will be assigned. See Transcript Notations (https://catalog.tiu.edu/law/academic-life/academic-rules-practices/#academic).

Special Rules for Students Enrolled in Legal Research & Writing 1 and 2

Trinity Law School strongly believes that successful completion of Legal Research & Writing 1 and 2 is critical to students' ability to write well on law school exams. As such, students required to be enrolled in LA 559 or LA 560b may not withdraw from or drop that course without withdrawing from or dropping all courses.

Similarly, if a student receives an FW in one of these courses, the student will automatically receive a UW in all remaining courses in which the student is enrolled in accordance with structural enrollment requirements.

Special Rules for Students Enrolled in JD Flex Academic Support Classes

For students enrolled in the JD Flex Academic Support Classes, an AW, UW, FW, or F in any one course will result in a UW for the remaining courses in progress and an administrative withdrawal from Trinity Law School.

Attendance and Preparedness

Attendance

Students must complete at least 80% of verifiable academic engagement (VAE) required in each course in which the student is enrolled. Students administratively withdrawn from courses due to insufficient hours of VAE will receive an FW on their transcript. An FW receives the same GPA value as an "F" (0.0). Students must monitor their VAE in each course and are solely responsible for this requirement.

VAE may include, but is not limited to, any of the following:

- Physical classroom time.
- Participating in a synchronous class session.
- Viewing and listening to recorded classes or lectures.
- Participating in a live or recorded webinar offered by the law school.
- Participating in any synchronous or asynchronous academic assignment in any course monitored by a faculty member.
- Taking an examination, quiz, or timed writing assignment.
- Completing an interactive tutorial or computer-assisted instruction.
- Conducting legal research assigned as part of the curriculum in any course.
- Participating in any portion of an approved clinical or experiential course or activity offered through distance learning technology totaling no more than 12.5 percent of the units required for graduation.

VAE does not include activities that would generally be considered "homework," such as reading texts and briefing cases.

In-Person Courses

Students taking in-person courses may be required to complete assignments outside of the physical classroom in order to satisfy the VAE requirement. If applicable, the course syllabus will indicate these requirements.

Failure to meet the VAE standard can take place through:

- Absence: Absence from class is never excused; a student is either "present" or "absent." A student who is not present for a significant period of time during a class shall be deemed "absent" for that period of time. The professor may round the time absent to the nearest one-half of an hour.
- Class Sign-In Sheets: VAE in an in-person course can be recorded in several ways, including through a professor's coded entries on a seating chart or roll sheet or by each student personally signing a sign-in sheet for that day's class. Where a sign-in sheet is used, failure to sign the sheet may result in the student being marked absent; school records will not be changed to accommodate a student who attended a class but neglected to sign in. By signing attendance sheets, students certify that they are present, did not affix the "signature" of other students enrolled in that class, and complied with the attendance rules. Any false attendance certifications may subject the student who signed as well as the student for whom the certification was signed to disciplinary action.
- Tardiness/Early Departure: If a student is tardy for or leaves early from a class, then the student's VAE may be proportionally reduced. If a student is unprepared or disruptive, the professor

may ask a student to leave class; in this situation, once the student has departed, the student's VAE may be proportionally reduced.

- Failure to Submit Assignments At All, or Submission of Assignments Below a Good Faith Standard or in Violation of the Standards of Conduct and Honor Code (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/).
  - On rare occasions, with the permission of the professor and Dean's Office, students may arrange to earn missed VAE.
  - When the professor reviews an assignment, the professor will determine the extent to which the student has engaged in, or completed, the assignment. If the professor determines that a student's work product does not reflect the estimated time to complete the assignment, the professor will notify the student of this discrepancy and adjust the amount of VAE the student will receive for the assignment.
  - The professor will audit students' assignments to determine participation, substance, and any violations of the Standards of Conduct and Honor Code (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/) contained in the Catalog. If the professor discovers such violations (*e.g.*, plagiarism, sharing explanations with other students who have not completed the assignment, or other attempts at working around the system), the student may be subject to disciplinary action.
- Late Enrollment in the Course: If a student switches sections or enrolls in a course at any time during the add/drop period, the student does not receive VAE for the work completed in the previous section.

Online Courses

Failure to meet the VAE standard can take place through:

- Absence: Absence from a Live Session is never excused; a student is either "present" or "absent." A student who is not present for a significant period of time during a Live Session shall be deemed "absent" for that period of time. The professor may round the time absent to the nearest one-half of an hour.
- In order to be considered present for a Live Session, students shall remain visible and audible during the entire class session. A student who does not remain visible and audible for any period of time during the Live Session will be counted as "absent" for the duration of the time the student is not visible/accessible by video and/or microphone. Students shall join the Live Session with a live video feed (by camera) and live audio (microphone) from their devices. Students should join the Live Session from a location free of visible or audible distractions, including, but not limited to, while driving, other people, pets, food, and ambient noise. The professor will mute any students' audio and/or video which distracts from the virtual classroom experience.
- Tardiness/Early Departure: If a student is tardy for or leaves early from a Live Session, then the student's VAE may be proportionally reduced. If a student is unprepared or disruptive, the professor may ask a student to leave the Live Session; in this situation, once the student has departed, the student's VAE may be proportionally reduced.
- Failure to Submit Assignments At All, or Submission of Assignments Below a Good Faith Standard or in Violation of the Standards of Conduct and Honor Code (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/):
  - On rare occasions, with the permission of the Dean's Office, students may arrange to earn VAE even if the course's late work penalties provide that no assignment grade or credit will be given for an assignment.
  - When the professor reviews an assignment, the professor will determine the extent to which the student has engaged in, or completed, the assignment. If the professor determines that a student's work product does not reflect the estimated time to complete the assignment, the professor will notify the student of this discrepancy and adjust the amount of VAE the student will receive for the assignment.
  - The professor will audit students' assignments to determine participation, substance, and any violations of the Standards of Conduct and Honor Code (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/) contained in the Catalog. If the professor discovers such violations (*e.g.*, plagiarism, sharing explanations with other students who have not completed the assignment, or other attempts at working around the system), the student may be subject to disciplinary action.
- Late Enrollment in the Course: If a student switches sections or enrolls in a course at any time during the add/drop period, the student does not receive VAE for the work completed in the previous section.

Students enrolled in online courses will be administratively withdrawn and receive a UW on their transcript if they have not logged into Canvas, completed at least two assignments, and attended at least one Live Session within the first two-week period of the semester or session.

Preparedness

Each student must be prepared at each class meeting and/or Live Session, as applicable to the assignments in each course, to:

- Brief assigned cases.
- Discuss video lectures.
- Discuss any preparatory work.
- Participate meaningfully in class discussions.

The professor has the authority to impose sanctions against any student who exhibits a pattern of unpreparedness in accordance with the policies set forth in the course syllabus. A professor and/or Dean may also refer a student, who is repeatedly not prepared for class/Live Sessions and/or does not complete assignments, to the Registrar's Office for further investigation. Students are encouraged to review the section titled, "Failure to Perform the Responsibilities of a Student," in the Standards of Conduct (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/).

Assignment Grades

JD students can expect weekly assignments to be graded within one week of the due date with the exception of LA 559 and LA 560b courses which may take up to two weeks. JD professors are asked to submit grades for Midterm Exams and Final Exams within two weeks of the date that the exam was administered.

Exam Regulations

The following exams and assessments will be taken in Canvas utilizing Honorlock for exam-integrity purposes:

- Midterm Exams and Final Exams for in-person and online courses.
- The Subject Matter Assessment (SMA) in all Bar-tested courses.
- Other closed-book, closed-notes assessments in online courses (will be indicated in Canvas).

The Standards of Conduct and Honor Code (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/) governs student actions before, during, and after exams. The Registrar's Office will distribute instructions to students each semester and summer session.

Unless otherwise stated in Canvas, all Midterm Exams and Final Exams are closed-book, closed-notes. The SMA is administered in Canvas for all courses, regardless of modality. Please see Online Courses below for the applicable SMA exam regulations as this is a closed-book, closed-notes exam.

Students must obtain prior written permission from the Registrar's Office for any deviations from these regulations. Petitions for make-up Midterm and Final Exams will only be considered for the limited reasons outlined in the Make-Up Exams section below.

In-Person Courses: Regulations for Midterm Exams and Final Exams

Students taking in-person courses must complete the Midterm Exam and Final Exam on campus at the scheduled exam time. Failure to appear on campus for these exams will result in a score of 0 on the exam.

Before the Exam

- Students must complete the Mock Exam for the current semester/session through the Honorlock Course in Canvas no later than Sunday, Week 2 of each semester and summer session.
- Students must ensure that they have downloaded the latest version of Google Chrome as well as any required Honorlock applications and extensions.
- Students are responsible for ensuring that their computers are compatible at the time of the exam or assessment with the Honorlock requirements as well as following the guidance sent out by the Registrar's Office to minimize any preventable testing disruptions and technical difficulties.
- Students should review the Exam Information in Canvas ahead of time.
- Students are not permitted to open their laptops or begin the exam until the proctor instructs them to do so.
  - The time limit is managed within the Canvas exam; however, the proctor will tell students when to begin the exam.
- Backpacks, purses, phones, and materials must be moved to the back of the room.
- Cell phones must be turned off, not put on vibrate, and placed in the back of the room.
- If students are wearing glasses, they must remove the glasses and show the front and back of the glasses to the proctor.
- The only application that should be open on the student's computer is Google Chrome; no open documents should be visible in the student's taskbar/dock.

At the Start of the Exam

- Students are required to show a government-issued ID card with a photograph (state-issued driver's license, state-issued identification card, or passport) for the purpose of verifying the student's identity.
  - The name on the ID must match the name that the student uses at Trinity Law School.
- Whiteboards must be blank.

Allowed Items During the Exam and Permittted Breaks

- One computer.
- One whiteboard (no larger than 8.5 x 11 inches, may be double-sided), whiteboard markers, and one whiteboard eraser (a felt brick or fabric cloth).
- Non-electronic earplugs designed solely to reduce sound. They cannot have wires or cables.
- One bottle of water is permitted. The bottle must be clear, plastic, with a lid, and no larger than 32 ounces. The bottle cannot have writing or labels.

Prohibited Items During the Exam and Breaks

- Headphones, earbuds, or other Bluetooth or WiFi-capable devices.
- Any "smart" device, including but not limited to watches and glasses.
- A second monitor, second computer, or any electronic device other than one computer.
- Scratch paper.
- Pens or highlighters.
- Food or chewing gum (a snack is permitted during the break - See "During Breaks" below).
- Hats, caps, hoods, or any other type of headwear, unless the headwear is for religious reasons.

During Exams

- Students must use Google Chrome.*
- Students must have an operating, forward-facing camera aligned with their full forward-facing face and upper body.
  - The camera must be turned on, and the student's shoulders and upper body must be fully visible at all times during the exam.
  - The computer's microphone must be operational during the exam.
  - Students must maintain their focus on the computer screen during the exam.
  - Students may not stop sharing their screen at any time during the exam.
- The use of speech-to-text, dictation software, AI-assisted writing tools, immersive reader, or any similar technology is prohibited during examinations unless approved in writing as an authorized accommodation.
- Talking is prohibited.
- Printing or duplicating any content from the exam is not permitted.

- No leaving the testing room until the exam has been submitted in Canvas.
  - Students can submit their exam if they finish early (and may leave the room, unless the exam is submitted during the final ten minutes of the testing period) but must submit the exams in Canvas no later than when the proctor calls time.
  - No breaks of any kind are permitted outside of the scheduled break (including leaving the room to use the bathroom) during a three-hour Final Exam. Students leaving the exam room for unapproved breaks are prohibited from later submitting the exam for credit.
  - No breaks are permitted for exams shorter than three hours.
- Late arrivals do not receive extra testing time.
- Personal notes, comments, or names may not be written in exams as they may be construed as an attempt to influence the professor's grading of the exam.
- If technical issues arise:
  - Prior to seeking assistance from the proctor, students should live chat with an Honorlock representative for any Honorlock-related issues.
  - For any non-Honorlock issues, students should quietly solicit the proctor's attention.
  - No extra time will be awarded in either situation.

* Google Chrome is a trademark of Google LLC.

Before Leaving the Room for a Permitted Break

- Whiteboards must be erased.
- Whiteboards, whiteboard markers, and the eraser must remain in the testing room.

During Permitted Breaks

- Students are not permitted to view notes, speak to other students, or look at phones or other electronic devices.
- Students are permitted to go to the restroom and have a snack during the break. However, the snack must be placed on top of the student's backpack in the back of the classroom prior to the start of the exam.
- If a student does not return from the break on time, the student will not receive extra time.

After Permitted Breaks

- Upon returning from a scheduled break, students must complete any environment re-verification prompts required by the software before they resume the exam.

After Exams

- No make-up opportunities will be granted if a student fails to: (i) answer a question for any reason, or (ii) take the exam within the time period indicated by the Registrar's Office. Unanswered questions will receive no credit.

Online Courses: Regulations for Midterm Exams, Final Exams, and Any Other Closed-Book, Closed-Notes Exams

Before the Exam

- Students must complete the Mock Exam for the current semester/session through the Honorlock Course in Canvas no later than Sunday, Week 2 of each semester and summer session.
  - Students in online courses should ensure that the Mock Exam is complete prior to the first closed-book, closed-notes assessment in a course as some may be due prior to the Sunday, Week 2 deadline.
- Students must ensure that they have downloaded the latest versions of Google Chrome as well as any required Honorlock applications and extensions.
- Students are responsible for ensuring that their computers are compatible at the time of the exam or assessment with the Honorlock requirements as well as following the guidance sent out by the Registrar's Office to minimize any preventable testing disruptions and technical difficulties.
  - This includes ensuring internet stability during the exam. It is recommended to use a wired (ethernet) connection.
- Students should review the Exam Information in Canvas ahead of time.
- Students should ensure that their computers are set to Pacific Standard/Daylight Time (PST/PDT) as exams are administered in U.S. Pacific Time rather than a student's local time zone.
- Students must establish a quiet testing location free of distractions, noise, interruptions, and other individuals.
- Students should ensure that there will be sufficient lighting in the testing location throughout the exam.
- Online students may not take Midterm Exams and Final Exams on campus.
- The only application that should be open on the student's computer is Google Chrome; no open documents should be visible in the student's taskbar/dock.
- Students are responsible for ensuring that their entire immediate testing area, including the desk surface, the chair, and the surrounding floor space, remains completely free of unauthorized materials for the duration of the exam, regardless of the specific verification method utilized by the software.

At the Start of the Exam

- Students are required to show a government-issued ID card with a photograph (state-issued driver's license, state-issued identification card, or passport) for the purpose of verifying the student's identity.
  - The name on the ID must match the name that the student uses at Trinity Law School.
- Students must complete the Honorlock environment verification step exactly as prompted by the software, ensuring their testing surface and surrounding workspace are completely visible.
  - Permitted whiteboards must be blank; students must show the front and back of the whiteboards to the camera during the environment verification process.
  - If students are wearing glasses, they must remove the glasses and show the front and back of the glasses to the camera during the environment verification process.
- After completing the environment verification, students may not leave the testing area, move items around on the testing surface, or utilize any prohibited devices or materials.

Allowed Items During the Exam and Permitted Breaks

- One computer.
- One whiteboard (no larger than 8.5 x 11 inches, may be double-sided), whiteboard markers, and one whiteboard eraser (a felt brick or fabric cloth).
- One bottle of water is permitted. The bottle must be clear, plastic, and no larger than 32 ounces. The bottle cannot have writing or labels.

Prohibited Items During the Exam and Permitted Breaks

- Headphones, earbuds, earplugs, or other Bluetooth or WiFi-capable devices.
- Any "smart" device, including but not limited to watches and glasses.
- A second monitor, second computer, or any electronic device other than one computer.
  - Students must disconnect any dual monitors.
  - Only one keyboard and one mouse are allowed.
- Scratch paper.
- Pens or highlighters.
- Food or chewing gum (a snack is permitted during the break - See “During Breaks” below).
- Any other individuals or pets in the testing space.
- Any note taking options beyond the permitted whiteboard.
- Hats, caps, hoods, or any other type of headwear, unless the headwear is for religious reasons.

During Exams

- Students must use Google Chrome.
- Students must have an operating, forward-facing camera aligned with their full forward-facing face and upper body.
  - The camera must be turned on, and the student's shoulders and upper body must be fully visible at all times during the exam.
  - The computer's microphone must be operational during the exam.
  - Students must maintain their focus on the computer screen during the exam.
  - Students must place the computer on a hard surface such as a desk or table.
  - Students may not stop sharing their screen at any time during the exam.
- The use of speech-to-text, dictation software, AI-assisted writing tools, immersive reader, or any similar technology is prohibited during examinations unless approved in writing as an authorized accommodation.
- Talking is prohibited.
- Printing or duplicating any content from the exam is not permitted.
- No leaving the testing space until the exam has been submitted in Canvas.
  - Students can submit their exam if they finish early (and may leave the room) but Canvas will automatically submit the exam when the time has expired.
  - No breaks of any kind are permitted outside of the scheduled break (including leaving the room to use the bathroom) during a three-hour Final Exam. Students leaving the exam room for unapproved breaks are prohibited from later submitting the exam for credit.
  - No breaks are permitted for exams shorter than three hours.
- Students beginning the exams late do not receive extra testing time.
- Personal notes, comments, or names may not be written in exams as they may be construed as an attempt to influence the professor’s grading of the exam.
- If technical issues arise:
  - Prior to seeking assistance from the Registrar’s Office (for Midterm Exams and Final Exams) and TLS Support (for other closed-book, closed-notes exams), students should live chat with an Honorlock representative for any Honorlock-related issues.
  - For any non-Honorlock issues, students should call the Registrar’s Office (for Midterm Exams and Final Exams) and contact TLS Support (for other closed-book, closed-notes exams),
  - If a student gets disconnected during a Midterm Exam or Final Exam, the student has no more than 60 minutes to resolve the issue.
    - Students should begin all other closed-book, closed-notes assessments with enough time to allow for unexpected technical difficulties.
  - No extra time will be awarded for technical issues.

Before Leaving the Room for a Permitted Break

- Whiteboards must be erased, and whiteboard markers and the eraser must remain in the testing room.

During Permitted Breaks

- Students are not permitted to speak to other students or look at phones or other electronic devices.
- Students are permitted to go to the restroom and have a snack during the break.
- Students are permitted to skip their breaks and start the next section of the exam, if applicable, as soon as it is available.
- If a student does not return from the break on time, the student will not receive extra time.

After Permitted Breaks

- Upon returning from a scheduled break, students must complete any environment re-verification prompts required by the software before they resume the exam.

After Exams

- No make-up opportunities will be granted if a student fails to: (i) answer a question for any reason, or (ii) take the exam within the time period indicated by the Registrar’s Office. Unanswered questions will receive no credit.

Exam Biometric Data And Security Policy

Trinity Law School has adopted the following Exam Biometric Data and Security Policy, which applies to all JD students. By enrolling at Trinity Law School, JD students consent to this Exam Biometric Data and Security Policy, including the collection and processing of biometric data as described in this policy as well as the most current policies articulated by Honorlock. For purposes of this Exam Biometric Data and Security Policy, “biometric data” means a scan of the student’s face geometry,

along with information based on that scan, that is used to authenticate the student's identity.

Trinity Law School has selected Honorlock to provide identity verification and proctoring services for exam proctoring.

Biometric Data Collection

Honorlock collects biometric data primarily for identity verification and to monitor exam integrity. The types of biometric data collected include:

- **Facial Detection**: Honorlock does not use face recognition, fingerprints, voiceprints, or other biometric technologies to identify test takers. Honorlock does not identify any individual test taker's face, store facial elements, or match the face to a database. If no face is detected, or if multiple faces are detected, artificial intelligence will flag the incident and a live human proctor may intervene.
- **Photo Capture**: Before starting the exam, Honorlock may prompt students to take a photo of themselves as part of the identity verification process. This photo is used to help confirm that the person taking the exam matches the registered test-taker.
- **Photo ID Verification**: Honorlock may also request that students scan and upload a government-issued photo ID for verification purposes. The name on the ID will be matched to the name in the student's exam registration to ensure the correct person is taking the exam. A photo of the ID is logged for this verification step.
- **Room Scan**: As part of the authentication process, students may be asked to conduct a 360-degree room scan. This ensures that the test space complies with exam administrator requirements and that no unauthorized materials or individuals are present.
- **Webcam and Screen Recording**: During the exam, Honorlock records the student's webcam and screen activity to monitor for any signs of academic dishonesty and ensure the integrity of the exam process.

Data Security and Retention

Trinity Law School is committed to ensuring the security and confidentiality of student data. Honorlock follows industry-standard security practices to protect biometric and other personal data collected during exams:

- **Data Encryption**: All student data is encrypted both during transmission and while stored. Honorlock utilizes Amazon Web Services (AWS) to provide secure cloud hosting.
- **Data Retention**: Honorlock retains biometric and exam data for up to 12 months after the exam. After this period, the data is automatically deleted unless Trinity Law School requests an extension for investigation into academic integrity violations. Students can also request the deletion of their data following the exam.
- **Recordings:** Any recordings will only be made available to persons who have been authorized to review them for exam security purposes. These tools will help ensure a fair and equal assessment for every student.

Privacy and Data Protection Practices

Honorlock has robust privacy measures in place to ensure the protection of student data:

- **No Sale or Sharing of Data**: Honorlock does not sell, share, or monetize any student data. All data collected is used solely for proctoring the exam and is held securely by Trinity Law School.
- **No Access to Cell Phones or Secondary Devices**: Honorlock does not have access to students' mobile phones or other secondary devices. Only the primary device used for the exam is monitored.
- **No Access to the Student's Network**: Honorlock does not access students' home networks or personal internet connections. The system only checks the quality of the student's internet connection to ensure a stable exam session.
- **No Access to Webcam or Microphone After the Exam**: Once the exam is finished, Honorlock's access to the student's webcam and microphone ends immediately.

Compliance with Legal and Regulatory Standards

Honorlock complies with relevant laws and regulations related to data privacy, including:

- **FERPA (Family Educational Rights and Privacy Act)**: Honorlock adheres to FERPA regulations, ensuring the privacy and confidentiality of student educational records.
- **Data Ownership**: All student data is owned by Trinity Law School, and Honorlock only processes and holds the data to provide proctoring services. Honorlock does not use student data for any other purpose.

Trinity Law School reserves the right to update this Exam Biometric Data and Security Policy in response to changes in regulations, technology, or institutional needs. Students will be notified of any updates through official communication channels, and it is recommended that students periodically review this policy.

Midterm and Final Exams

With the exception of LA 559, LA 599x, LA 560b, LA 560d, and LA 560e, Midterm Exams must be administered in required courses; they may be administered in elective courses at the professor's discretion. In all required courses tested on the California Bar Exam, Final Exams must be administered. In required courses not tested on the California Bar Exam, a final paper may be assigned in lieu of a Final Exam. A Final Exam is required for LA 559 and LA 560b but not LA 560d or LA 560e. In elective courses, Final Exams are not required but Take-Home Final Exams are often administered.

Review of Exams

Students have access to their own essay examinations in Canvas. Multiple-choice questions and answers for Midterm and Final Exams will not be released to students.

For the SMA, students will have one opportunity to view the questions and answers in Canvas after completing the SMA.

Students are not permitted to take photos or screenshots while taking their Midterm and Final Exams or reviewing their SMA results. Any retention or distribution of multiple-choice questions from Midterm Exams, Final Exams, or the SMA is considered a violation of the Standards of Conduct and Honor Code in the Catalog.

Honorlock recordings will only be released to a student within the context of the Disciplinary Committee holding a student hearing. See Standards of Conduct and Honor Code (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/) for further information.

Make-Up Exams

Students are required to take and complete their Midterm and Final Exams on the dates at the times specified. Failure to take an exam at the regularly scheduled date and time will result in a score of "0" for the exam.

In extraordinary circumstances, students may file a petition for a make-up exam with the Registrar's Office; however, the petition must: (1) be filed within 48 hours from the date and time of the regularly scheduled exam administration, (2) state the specific grounds for why a make-up exam is being requested, and (3) include any necessary supporting documentation.

The Registrar's Office will conduct an initial evaluation of the petition and administratively deny any petitions that do not conform to the requirements noted in the preceding paragraph. The Dean's Office is then responsible for either granting or denying the petition; these decisions by the Dean's Office are not appealable.

Emergency situations may be an adequate basis for the granting of a make-up exam but are generally limited to (i) hospitalization of the student or a member of the student's immediate family that requires the student's presence at the hospital, (ii) vehicular accidents occurring while traveling to the law school for an in-person exam or the student's intended destination for an online exam, and (iii) extraordinary circumstances that, in the sole discretion of the Dean's Office, justify a make-up exam.

The following situations are never a proper basis for a make-up exam to be granted and will be administratively denied by the Registrar's Office: (i) oversight in accurately calendaring an exam, (ii) failure of a student to prepare for an exam, or (iii) failure of a student's computer equipment and related technological needs. Students are responsible for completing the Honorlock Course in Canvas (see Exam Regulations above) and ensuring that their computer (and internet service, if taking the exam remotely) satisfies the requirements outlined in the exam instructions distributed by the Registrar's Office each semester and summer session.

If a make-up exam petition is granted, the student must: (1) promptly pay the required fee to cover the cost of preparing and administering the make-up exam, (2) timely communicate with the Registrar's Office regarding the make-up exam date and time, (3) extraordinarily make themself available for the make-up exam date and time, and (4) take the make-up exam within 14 calendar days of the originally scheduled exam date.

The make-up exam fee is not intended to be punitive and applies without regard to the reason for the make-up exam. This fee is calculated on a per-essay basis plus an administrative fee. For example, if a make-up petition is granted for a Midterm Exam consisting of one essay, the charge would be $250.00 for the make-up essay plus $100.00 administrative fee for a total of $350.00. However, if the make-up petition is granted for a Final Exam consisting of two essays, the charge would be $500.00 plus $100.00 administrative fee for a total of $600.00. Additionally, if the make-up exam only includes multiple-choice questions, only the $100.00 administrative fee will be charged.

In order to protect the student's anonymity, the student should not contact the professor regarding the need for or the taking of a make-up exam. Students who contact their professor regarding these topics forfeit their anonymity.

Course Grades

Grading Curves

Final course grades in the JD program are graded using a strict curve rather than on a criteria basis.

In applying the curve, the Registrar's Office will use the distribution of grades with reference to class size as shown in the tables below. Professors may petition a Dean to slightly deviate from the curve in classes where a strict application of the curve would not properly measure student performance.

The curve applies to classes of five or more students. When classes are smaller than five students, subject to the approval of a Dean, professors may assign grades that are generally consistent with grades given in other classes.

Table A

Table A is only used for the following courses:

Code	Title	Units
LA 521/521x	Contracts 1	3
LA 522a/522x	Contracts 2	3
LA 531a/531x	Criminal Law	3
LA 541/541x	Torts 1	3
LA 542/542x	Torts 2	3
LA 550/550x	Foundations of Law	3
LA 559	Legal Research and Writing 1: Objective Writing	3
LA 560b	Legal Research and Writing 2: Persuasive Writing	3
LA 599x	FYLSX Skills	3
LA 783i/783x	Criminal Procedure	3

Scores Per Class Size

Under this curve, 40% of each class will receive a grade of C- or below, 20% will receive a C, and 40% will receive a grade of C+ or higher.

Class Size	F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A
5	0	0	0	1	1	1	0	0	0	1	0	1
6	0	0	0	1	1	2	0	0	0	1	0	1
7	0	0	0	1	1	2	1	0	0	1	0	1
8	0	0	1	1	1	2	1	0	0	1	0	1
9	0	0	1	1	1	2	1	0	1	1	0	1
10	0	0	1	1	2	2	1	0	1	1	0	1
11	0	0	1	1	2	2	1	1	1	1	0	1
12	0	0	1	1	2	3	1	1	1	1	0	1
13	0	1	1	1	2	3	1	1	1	1	0	1
14	1	1	1	1	2	3	1	1	1	1	0	1
15	1	1	1	1	2	3	2	1	1	1	0	1
16	1	1	1	1	2	3	2	2	1	1	0	1
17	1	1	1	1	3	3	2	2	1	1	0	1
18	1	1	1	1	3	4	2	2	1	1	0	1
19	1	1	1	1	3	4	3	2	1	1	0	1
20	1	1	1	2	3	4	3	2	1	1	0	1
21	1	1	1	2	3	4	3	2	1	1	1	1
22	1	1	2	2	3	4	3	2	1	1	1	1

23	1	1	2	2	3	5	3	2	1	1	1	1
24	1	1	2	2	4	5	3	2	1	1	1	1
25	1	1	2	2	4	5	4	2	1	1	1	1
26	1	1	2	2	4	5	4	3	1	1	1	1
27	1	1	2	3	4	5	4	3	1	1	1	1
28	1	1	2	3	4	6	4	3	1	1	1	1
29	1	1	2	3	4	6	4	3	2	1	1	1
30	1	1	2	3	5	6	4	3	2	1	1	1
31	1	1	2	3	5	6	5	3	2	1	1	1
32	1	1	2	3	5	7	5	3	2	1	1	1
33	1	2	2	3	5	7	5	3	2	1	1	1
34	1	2	2	3	5	7	5	4	2	1	1	1
35	1	2	2	4	5	7	5	4	2	1	1	1
36	1	2	2	4	5	7	5	4	2	2	1	1
37	1	2	2	4	5	7	5	4	3	2	1	1
38	1	2	2	4	5	8	5	4	3	2	1	1
39	1	2	2	4	6	8	5	4	3	2	1	1
40	1	2	3	4	6	8	5	4	3	2	1	1
41	1	2	3	4	6	8	6	4	3	2	1	1
42	1	2	3	4	7	8	6	4	3	2	1	1
43	1	2	3	4	7	9	6	4	3	2	1	1
44	1	2	3	4	7	9	7	4	3	2	1	1
45	1	2	3	4	7	9	7	5	3	2	1	1
46	1	2	3	5	7	9	7	5	3	2	1	1
47	1	2	3	5	8	9	7	5	3	2	1	1
48	1	2	3	5	8	10	7	5	3	2	1	1
49	1	2	3	5	8	10	8	5	3	2	1	1
50	1	2	3	6	8	10	8	5	3	2	1	1
51	1	2	3	6	8	10	8	6	3	2	1	1
52	1	2	3	6	9	10	8	6	3	2	1	1
53	1	2	3	6	9	11	9	6	3	2	1	1
54	1	2	3	6	9	11	9	6	3	2	1	1
55	1	2	3	6	10	11	9	6	3	2	1	1
56	1	2	3	6	10	11	10	6	3	2	1	1
57	1	2	4	6	10	11	10	6	3	2	1	1
58	1	2	4	6	10	12	10	6	3	2	1	1
59	1	2	4	6	10	12	10	6	4	2	1	1
60	1	2	4	6	11	12	10	6	4	2	1	1

Table B

Table B is used for all other courses, including elective courses, with the exception of LA 953, LA 959 Clinics, LA 989, and LA 991a, which are graded on a credit/no credit basis.

Allocation

F/D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
2%	3%	4%	8%	13%	20%	20%	13%	8%	4%	3%	2%

Scores Per Class Size

Class Size	F/D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
5	0	0	0	0	1	1	1	0	0	1	0	1
6	0	0	0	0	1	2	1	0	0	1	0	1
7	0	0	0	0	1	2	2	0	0	1	0	1
8	0	0	1	0	1	2	2	0	0	1	0	1
9	0	0	1	0	1	2	2	0	1	1	0	1
10	0	0	1	1	1	2	2	0	1	1	0	1
11	0	0	1	1	1	2	2	1	1	1	0	1
12	0	0	1	1	1	3	2	1	1	1	0	1
13	0	0	1	1	1	3	3	1	1	1	0	1
14	1	0	1	1	1	3	3	1	1	1	0	1
15	1	0	1	1	1	3	3	2	1	1	0	1
16	1	0	1	1	2	3	3	2	1	1	0	1
17	1	0	1	1	2	3	3	2	1	1	1	1
18	1	0	1	1	2	4	3	2	1	1	1	1
19	1	0	1	1	2	4	4	2	1	1	1	1
20	1	1	1	1	2	4	4	2	1	1	1	1
21	1	1	1	1	2	4	4	3	1	1	1	1
22	1	1	1	1	2	5	4	3	1	1	1	1
23	1	1	1	1	2	5	5	3	1	1	1	1
24	1	1	1	1	3	5	5	3	1	1	1	1
25	1	1	1	1	3	5	5	3	2	1	1	1
26	1	1	1	2	3	5	5	3	2	1	1	1
27	1	1	1	2	3	6	5	3	2	1	1	1
28	1	1	1	2	3	6	6	3	2	1	1	1
29	1	1	1	2	3	6	6	4	2	1	1	1
30	1	1	1	2	4	6	6	4	2	1	1	1
31	1	1	1	2	4	6	6	4	3	1	1	1
32	1	1	1	3	4	6	6	4	3	1	1	1
33	1	1	1	3	4	7	6	4	3	1	1	1
34	1	1	1	3	4	7	7	4	3	1	1	1
35	1	1	1	3	4	7	7	4	3	2	1	1
36	1	1	2	3	4	7	7	4	3	2	1	1
37	1	1	2	3	4	7	7	5	3	2	1	1
38	1	1	2	3	4	8	7	5	3	2	1	1
39	1	1	2	3	4	8	8	5	3	2	1	1
40	1	1	2	3	5	8	8	5	3	2	1	1
41	1	1	2	3	5	8	8	5	4	2	1	1
42	1	1	2	4	5	8	8	5	4	2	1	1
43	1	1	2	4	5	9	8	5	4	2	1	1
44	1	1	2	4	5	9	9	5	4	2	1	1
45	1	1	2	4	5	9	9	6	4	2	1	1
46	1	1	2	4	5	10	9	6	4	2	1	1
47	1	1	2	4	5	10	10	6	4	2	1	1
48	1	1	2	4	6	10	10	6	4	2	1	1
49	1	1	2	4	6	10	10	7	4	2	1	1
50	1	1	2	4	7	10	10	7	4	2	1	1
51	1	1	2	4	7	10	10	7	4	2	2	1
52	1	1	2	4	7	11	10	7	4	2	2	1
53	1	1	2	4	7	11	11	7	4	2	2	1
54	1	2	2	4	7	11	11	7	4	2	2	1
55	1	2	2	4	7	11	11	8	4	2	2	1
56	1	2	2	4	8	11	11	8	4	2	2	1
57	1	2	2	4	8	11	11	8	5	2	2	1
58	1	2	2	4	8	12	11	8	5	2	2	1

59	1	2	2	4	8	12	12	8	5	2	2	1
60	1	2	2	5	8	12	12	8	5	2	2	1

Anonymity

Courses requiring the professor to interact extensively with students' written work and/or during 1:1 meetings, such as Legal Research and Writing and certain writing-intensive elective courses, do not require complete anonymity in grading. It is also impossible to have complete anonymity in courses where students have to submit video recordings of their work product. Students should refer to the course syllabus to determine whether the course is graded anonymously.

Students should not include their name on assignments unless specifically instructed to do so. Students who include their name or other personal identifying information on their assignment submissions forfeit their anonymity.

Grade Point Values

Grades Calculated into GPA	
A+	4.33
A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00
FW	0.00
Grades Not Calculated into GPA	
AU	N.A.
AW	N.A.
CR	N.A.
N	N.A.
NC	N.A.
UW	N.A.

Juris Doctor Ranking

To assist students in assessing their own academic performance, students enrolled in the JD program who have completed 18 or more units will be provided a rank in the TLS Portal (https://tls.edu/portal/) under "Registrar Services." Students who have completed 18 or more units will be ranked within two tiers: those students completing 18-54 units are considered the middle tier while those students earning 55-89 units are considered the upper tier. The ranking information on the TLS Portal will indicate the number of students in their tier and their ranking within that tier.

By October 1st of each year, all students who have graduated within the preceding 12 months can request an electronic document indicating their rank among all the students who graduated during that year. Ranking is not indicated on the students' transcripts.

Leaves of Absence and Withdrawal from the Law School

A Leave of Absence

JD students, excluding those enrolled in the JD Flex Academic Support Classes, may request a leave of absence for up to two semesters or sessions. To initiate a leave of absence, the student must request a leave of absence via the TLS Portal (https://tls.edu/portal/). When calculating the duration of a leave of absence, the first semester or session of the leave of absence is the semester or session of the requested leave of absence, even if the student attended classes for part of that semester or session. With the exception of JD students matriculating in the spring semester – who are required to attend their first summer session – students are not required to take a leave of absence during the summer session if they are not enrolled in courses.

JD students on academic probation are ineligible to request a leave of absence after the third week of the fall or spring semesters, or after the second week of the summer session. If a JD student on academic probation timely requests a leave of absence, the student must, within 12 months from the time that the student was first placed on academic probation, earn a cumulative GPA of at least 2.0 at the end of the student's Academic Probation Semester/Session. JD students in good standing may request a leave of absence until the date on the JD Academic Calendar (https://catalog.tiu.edu/law-hb/academic-calendar/jd/) when students may request to drop a course with an AW on their transcript.

Students enrolled in JD Flex Academic Support Classes do not have the option to request a leave of absence.

A Permanent Withdrawal

A permanent withdrawal occurs when a student leaves Trinity Law School at any time after registration, does not intend to complete the current semester, and does not wish to return in any subsequent semester. Failure to register for courses without seeking a leave of absence will also constitute a permanent withdrawal. Students wishing to return to Trinity Law School after a permanent withdrawal must seek re-admission through the Admissions Office. Re-admitted students are subject to the Catalog requirements current at the time of their re-enrollment.

Students who withdraw or are deemed withdrawn while on academic probation are likely to have re-admission denied except under unusually compelling circumstances.

Registration

Registration generally begins in June for the fall semester, November for the spring semester, and March for the summer session. Exact dates may be found on the JD Academic Calendar (https://catalog.tiu.edu/law-cat/academic-calendar/jd/).

Repeating Courses

A JD student on academic probation or in good standing who receives a grade below C in a course may retake that course to seek to earn a higher grade when that course is regularly offered. A student will not be permitted to repeat a course in which the student received a grade of C or higher. When a student retakes a course, both grades will be reflected on the student's transcript but only the highest grade will be used for purposes of computing the student's cumulative GPA. Students cannot earn units more than once for substantially similar coursework.

In all cases of repeating courses, students will be charged the normal rate of tuition.

Students in the JD Flex Academic Support Classes do not have the option to retake those courses.

Special Students

Students admitted as Special Students are those who have not completed the minimum two years of college work but have demonstrated equivalent intellectual achievement by achieving acceptable scores on College-Level Examination Program (CLEP) examinations approved by the Committee of Bar Examiners (CBE), prior to beginning the study of law. Once a Special Student has completed the first year of study at Trinity Law School, a Special Student is required to take the First-Year Law Students' Examination (FYLSX). A Special Student must take and pass the FYLSX within the three administrations of first becoming eligible to take the FYLSX. If a Special Student does not pass the FYLSX within three administrations of first becoming eligible to take the FYLSX, the Special Student will be dismissed from Trinity Law School. Additionally, Special Students must pass the FYLSX before they can enroll in a semester or session in which they would exceed 40 units earned mat Trinity Law School. Special Students must pass the FYLSX before any course credit can be awarded after their third term.

Spring Matriculants

Students who start their legal studies in the spring semester are subject to distinct rules regarding academic advancement, probation, and dismissal. All year-long courses started in the spring semester must be completed during the immediately following summer session.

Transfer Credit

The maximum age of units that will be considered for transfer credit is 36 months, and the maximum number of units that can be transferred is 45 units. A unit of credit is equivalent to 15 academic hours. Transfer credit is only granted for courses taken at an ABA-approved or California Accredited Law School. Transfer credit is evaluated on a case-by-case basis. Courses are individually considered for transfer and only courses with grades at the prior school's good standing level may be accepted for transfer credit subject to similarity to Trinity Law School course contents.

Credit may only be transferred for whole courses, in an amount not to exceed the units granted by the awarding law school and shall only be awarded for courses for which the student earned a grade in good standing at that awarding law school; however, for a student who has passed the FYLSX, Trinity Law School may acknowledge the units previously granted for Contracts, Criminal Law, and Torts, even if the grade was less than would be required for good standing at Trinity Law School. No units will be granted for work completed at a registered, unaccredited law school unless that student has passed the FYLSX. No units shall be awarded beyond the first year of study for that student and prior to passing the FYLSX unless the student passed the FYLSX within three administrations of becoming eligible to take it.

Experiential Credit

Experiential credit may only be granted in the JD program under the following conditions:

- the prior learning must be equivalent to a college or university-level of learning.
- the learning experience must demonstrate a balance between theory and practice.
- the units awarded for the prior learning experience must directly relate to the student's degree program and be applied toward satisfying degree requirements.

Students must document in writing the learning experience for which they seek credit.

For the first 30 units awarded a student in the JD program, no more than 6 units may be awarded for prior experiential learning. Of the second 30 units (i.e., units 31 to 60) awarded a student in the JD program, no more than 3 units may be awarded for prior experiential learning. No experiential credit will be awarded once a student has earned 60 units in the JD program. The quantity of units awarded for prior experiential learning may not be related to the amount charged the student for the assessment process.

Faculty Evaluation

The learning experience will be evaluated by faculty qualified in that specific subject area. The faculty member will determine the extent to which the student's prior experience is equivalent to university-level learning and assign the appropriate number of units toward the degree. The faculty member will prepare a written report indicating the following:

- The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience.
- The bases for determining that the prior experience:
  - Is equivalent to college or university level learning.
  - Demonstrates a balance between theory and practice.
- The bases for determining:
  - To what college or university level the experience is equivalent.
  - The proper number of units to be awarded toward the degree for that experience.

The Registrar's Office will review and either confirm or disconfirm the faculty determination regarding the award of unit for prior experiential learning. The Registrar's Office shall document Trinity Law School's periodic review of these faculty evaluations to ensure that the faculty written evaluations and awards of unit comply with this section.

MLS Program Academic Advancement, Probation, and Dismissal

The minimum cumulative GPA to earn a degree and maintain good standing is 3.0. If a student's cumulative GPA, after completion of any term, is less than 3.0, the student will be placed on academic probation. The probationary status will remain in effect until the student raises the cumulative GPA to 3.0. Any student who earns a C- or below in any three courses will be academically dismissed. Academic dismissal and academic probation are noted on student transcripts.

Students will not be allowed to graduate with a cumulative GPA below 3.0.

Failing a required course necessitates that the course be repeated. No units will be earned for a failed course. Failing a course has implications on registration and may delay the anticipated graduation date.

Add/Drop/Withdrawal

To add or drop a course or to change a class schedule, a student must submit an ADD/DROP request through the TLS Portal (https://tls.edu/portal/). The last day to add a course is the end of the first week of the term.

The date the ADD/DROP request is submitted to the TLS Portal will be considered the date that the student has dropped, withdrawn from, or enrolled in a course. Tuition refunds are based on the date the ADD/DROP request is submitted, as logged in the records maintained by the Registrar's Office.

Exact dates may be found on the MLS Academic Calendar (https://catalog.tiu.edu/law-cat/academic-calendar/mls/).

Authorized Withdrawal ("AW")

Students are responsible for completing every course in which they are enrolled.

The last day to withdraw from a course and receive an "AW" is the Friday of the fifth week of class. See Transcript Notations (https://catalog.tiu.edu/law/academic-life/academic-rules-practices/#academic).

Unauthorized Withdrawal ("UW")

After the deadline to withdraw from a course and receive an AW, withdrawal requests are no longer permitted. If removal occurs for disciplinary or structural reasons, a UW will be assigned. See Transcript Notations (https://catalog.tiu.edu/law/academic-life/academic-rules-practices/#academic).

Attendance and Preparedness

Attendance

Attendance is defined as participating in qualified academic events, which includes:

- Submitting an academic assignment in Canvas.
- Attending a Live Session.

On rare occasions, a student may arrange to make up qualified academic events with the professor's permission.

Students enrolled in MLS 450 and MLS 451 have unique attendance requirements and should review the course syllabi for more information.

Students will be administratively withdrawn and receive a UW on their transcript if they have not submitted at least one academic assignment or attended one Live Session during the first two weeks of an MLS term. As a result, the student must repeat the course to meet graduation requirements.

Preparedness

Each student must be prepared to participate meaningfully in class discussions.

The professor has the authority to impose sanctions against any student who exhibits a pattern of unpreparedness in accordance with the policies set forth in the course syllabus. Repeated unpreparedness is a violation of the Standards of Conduct (https://catalog.tiu.edu/law-hb/standards-conduct-honor-code/).

Assignment Grades

MLS students can expect weekly assignments to be graded within 72 hours of the due date.

Course Grades

Grading in the MLS program is on a criterion basis. Professors determine the criteria for each assignment. At the completion of a course, student scores for assignments will be totaled. Based on the total point percentage, students will be assigned a final letter grade as follows:

Grading Scale		
A = 92-100% = 4.00 Grade Points	A- = 90-91% = 3.66 Grade Points	B+ = 88-89% = 3.33 Grade Points
B = 82-87% = 3.00 Grade Points	B- = 80-81% = 2.66 Grade Points	C+ = 78-79% = 2.33 Grade Points
C = 72-77% = 2.00 Grade Points	C- = 70-71% = 1.66 Grade Points	D+ = 68-69% = 1.33 Grade Points
D = 62-67% = 1.00 Grade Points	D- = 60-61% = 0.66 Grade Points	F = 0-59% = 0.00 Grade Points

Anonymity

When possible, assignments are graded anonymously. Unless otherwise instructed by the professor, students should not use their names on assignments submitted through Canvas; if students do so, they voluntarily forfeit anonymity.

Graduation with Honors

The following criteria are established for the determination of graduation honors for students in the MLS program:

Summa cum laude	3.90
Magna cum laude	3.80
Cum laude	3.50

Leaves of Absence and Withdrawal from the Law School

A Leave of Absence

MLS students may request a leave of absence for up to six, eight-week MLS terms. To initiate a leave of absence, the student must request a leave of absence via the TLS Portal (https://tls.edu/portal/). When calculating the duration of a leave of absence, the first term of the leave of absence is the term of the requested leave of absence, even if the student attended classes for part of that term. MLS students cannot obtain a leave of absence after the sixth week of the term in which leave is requested.

A Permanent Withdrawal

A permanent withdrawal occurs when a student leaves Trinity Law School at any time after registration, does not intend to complete the current semester, and does not wish to return in any subsequent semester. Failure to register for courses without seeking a leave of absence will also constitute a permanent withdrawal. Students wishing to return to Trinity Law School after a permanent withdrawal must seek re-admission through the Admissions Office. Re-admitted students are subject to the Catalog requirements current at the time of their re-enrollment.

Students who withdraw or are deemed withdrawn while on academic probation are likely to have re-admission denied except under unusually compelling circumstances.

Midterm and Final Exams

There are no Midterm Exams or Final Exams in the MLS program.

Registration

Exact dates for registration for the MLS program may be found on the MLS Academic Calendar (https://catalog.tiu.edu/law-cat/academic-calendar/mls/).

Repeating Courses

An MLS student may elect to repeat any course in which a grade of B- or lower is earned provided that the repeated course is taken through a regularly scheduled course; the higher grade earned in the course will be used in the GPA calculation. A repeated course for which units have been earned may produce an improved grade and cumulative GPA but will not provide additional units. A required course in which a C or higher is earned may be repeated only once. Students cannot earn units more than once for substantially similar coursework. All courses, grades, and GPA calculations will remain printed on the transcript.

In all cases of repeating courses, students will be charged the normal rate of tuition.

Transfer Credit

The maximum number of units that can be transferred from an outside institution is 20% of the degree.

Students who have completed JD courses at Trinity Law School or graduated with their JD from Trinity Law School can transfer up to 18 units from the completed JD courses toward the 30 required units for the MLS degree. These students must complete a minimum of 12 MLS units.

Transfer credit is only granted for units earned at institutions approved by the California Bureau for Private and Post-Secondary Education, public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the California Bureau for Private and Post-Secondary Education or accredited by an accrediting association recognized by the U.S. Department of Education. A minimum of 12 units must be taken in the Trinity Law School MLS program. A unit of credit is equivalent 15 academic hours. Transfer credit is evaluated on a case-by-case basis. Courses are individually considered for transfer and only courses with grades of C- or higher at the prior school may be accepted for transfer credit subject to similarity to Trinity Law School course contents.

Experiential Credit

Experiential credit may only be granted in the MLS program under the following conditions:

- the prior learning must be equivalent to a college or university-level of learning.
- the learning experience must demonstrate a balance between theory and practice.
- the units awarded for the prior learning experience must directly relate to the student's degree program and be applied toward satisfying degree requirements.

Students must document in writing the learning experience for which they seek credit.

For the 30 units awarded a student in the MLS program, no more than 6 units may be awarded for prior experiential learning. The quantity of units awarded for prior experiential learning may not be related to the amount charged the student for the assessment process.

Faculty Evaluation

The learning experience will be evaluated by faculty qualified in that specific subject area. The faculty member will determine the extent to which the student's prior experience is equivalent to university-level learning and will assign the appropriate number of units toward the degree. The faculty member will prepare a written report indicating the following:

- The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience.
- The bases for determining that the prior experience
  - is equivalent to college or university level learning.
  - demonstrates a balance between theory and practice.
- The bases for determining
  - to what college or university level the experience is equivalent.
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