STANDARDS OF CONDUCT AND HONOR CODE

Preamble

Trinity Law School is a Christ-centered, gospel-driven institution of learning. The administration, faculty, and staff are committed to providing excellent education rooted in a biblical perspective of human nature, law, and government. We promote academic rigor, truth, integrity, and virtue to form students for vocations in law, dedicated to advocating for justice, serving their neighbors, and pursuing the truth for the common good. Toward those ends, Trinity Law School faculty, staff, and students will conduct themselves in a Christ-like and professional manner, striving to reflect God's love in their interactions with others.

These Standards of Conduct and Honor Code apply to students in both the JD and MLS degree programs.

Violations of the Standards of Conduct and Honor Code are subject to discipline, including dismissal from Trinity Law School, as described in Disciplinary Procedures.

Standards of Conduct

As a community of future leaders and a part of Trinity International University (TIU), Trinity Law School seeks to maintain high standards of integrity in all areas of life, including academic work, ministry, and community relationships. Given these objectives, students are expected to maintain appropriate personal standards and use wise judgment in matters pertaining to personal conduct.

Students are also expected to uphold the laws of the local community, state, and nation, except on those occasions where obedience to civil authority would require behavior directly in conflict with scriptural principles.

Trinity Law School students are required to comply with the State Bar of California Rules of Professional Conduct in addition to the Standards of Conduct contained in this Catalog. Where there is a rule conflict or lack of clarity between these two sources, the Catalog prevails.

Cheating and Plagiarism

In an academic community, academic dishonesty, including cheating and plagiarism, is regarded as a serious violation. Further details regarding cheating and plagiarism standards are set forth below under Honor Code.

Defamation and Invasion of Privacy

The elements of defamation or an invasion of privacy violation include the following elements:

- Publication by any means, including, but not limited to, oral and written forms, of representations of fact concerning a professor, student, staff member, TIU or Trinity Law School employee, any other member of the Trinity Law School community, or a person with ties to the Trinity Law School community, such as a spouse of a student, staff or faculty member, or other protected person.
- The information communicated is false or an invasion of the subject's reasonable expectation of privacy.
- The disseminator of the allegations has no reasonable basis to believe that the allegations are true or that the matter is not within the subject's reasonable expectation of privacy.
- The information is likely, in the mind of a reasonable person, to cause damage to the reputation of the subject person.
- The subject of the information is offended or otherwise distressed by the dissemination of the information.

Failure to Perform the Responsibilities of a Student

Failure to perform the responsibilities of a student refers to any material failure to comply with the duties, policies, procedures, responsibilities, rules, and regulations of Trinity Law School, including, but not limited to, those stated in the Catalog.

A student's most basic responsibility is to be prepared for the class session so that the student can actively engage in discussion. Preparedness for class extends beyond merely reading the material or watching the video lectures assigned for the class session. Students must have a sufficient depth of understanding to support statements made in class and to engage in meaningful dialog with the professor.

Gambling, Drugs, and Alcohol

Gambling, although not specifically forbidden by Scripture, is a questionable practice and therefore is not allowed on campus.

Trinity Law School is a drug-free campus. The purchase, possession, distribution, or consumption of any harmful substance, such as non-prescribed stimulants and depressants, hallucinogenic, and illegal drugs, is not permitted. Students suspected of the foregoing will be asked to undergo drug testing at a local medical center or on campus. Any student refusing to submit to these tests will be held in violation of the Standards of Conduct. Any student involved in the purchase, possession, distribution, or consumption of illegal drugs is subject to immediate dismissal from Trinity Law School. Trinity Law School may report instances of illicit drug use to the proper authorities.

Trinity Law School is an alcohol-free and tobacco-free campus. Trinity Law School's alcohol and tobacco policies also apply to students while they are participating in Live Sessions and/or any other synchronous Trinity Law School activity. Trinity Law School students, regardless of age, are not permitted, to purchase, possess, distribute, or consume alcoholic beverages or tobacco products of any kind on campus. Nonalcoholic beer and other drinks containing a percentage of alcohol are also prohibited on campus. Individuals may be subject to having their breath smelled and/or tested by a breathalyzer exam given by a staff member.

Any student involved in the purchase of alcohol for a minor is subject to immediate dismissal. Trinity Law School may report instances of alcohol possession or use by a minor to the proper authorities.

Harassment

Trinity Law School values a community environment free from all forms of discrimination or harassment. Trinity Law School will not tolerate any discrimination and harassment of any type toward any individual (including domestic relationships).

Harassment includes, but is not limited to, the following:

- Verbal, physical, written (including electronic transmission) abuse, threats, or stalking.
- A persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner inappropriate or threatening.

- Abuse because of one's race, sex, nationality, religion, or disability.
- Sexual harassment (including unwanted advances), assault, or intentional infliction of emotional distress.
- Any actions, verbal attacks, or personal demeanor directed at another person, which is inconsistent with the ethical practice of law.
- Any reprisal or intimidation or attempt to commit any reprisal or intimidation against any person for making an accusation of or concerns related to a suspected Honor Code violation.

In the event of threats or the potential for stalking, Trinity Law School may contact law enforcement agencies. A formal complaint procedure has been established to respond to allegations of discrimination and harassment and is available to all students through the Registrar's Office.

Lying

Lying includes making any materially false statement or representation to a Trinity Law School or TIU official, staff person, or faculty member concerning any matter relevant to:

- Trinity Law School, including but not limited to, providing false information for full- or part-time employment at Trinity Law School.
- The education of any person, including but not limited to, providing false information on an application for law school.
- The right to practice law or the future licensing to practice law of any person, including but not limited to, an application to take the bar exam.
- The reputation of a Trinity Law School or TIU official, staff person, or faculty member, including but not limited to, falsely charging another person with a violation of the Honor Code.
- Class attendance.
- Honor Code violations or accusations, including but not limited to, petitions to the Registrar's Office or Law Faculty Senate or proceedings relevant to the investigation or adjudication of accusations of Honor Code violations.
- Reporting material as read that a student has not read or watched that a student has not watched.

Unfair Competition and Violation of Library Rules

Unfair competition refers to any practice designed to undermine the education or work of students or the faculty to gain personal advantage. This may include, but is not limited to, the destruction or hiding of library materials, the property of students or faculty, or disruption of electrical, computer, or other technical or support services. A material violation of the rules and procedures of the Trinity Law School Library constitutes a violation of this section.

Unprofessional Conduct

As law students training to become attorneys, they are expected to act with the same decorum, high ethical standards, and honesty as they will once admitted to the bar.

Unprofessional conduct includes, but is not limited to, the following:

- Inappropriate noise at any location on the Trinity Law School campus, in any Live Session, or in any other synchronous Trinity Law School-sponsored event.
- Insolence or disrespectful language or behavior toward Trinity Law School staff or faculty members as well as Honorlock or any other live proctors.
- Insolence or disrespectful language or behavior toward another student, whether during class/Live Session, anywhere on campus or in the online community, or in the presence of other students, staff, or faculty members.
- Repeated or chronic failure to prepare for class.
- Deliberately or recklessly preventing others from attending class.
- Vandalism against school property or the property of Trinity Law School staff, faculty members, or students.
- Distributing or posting to any website in the public domain of Trinity Law School course or On Course materials, including but not limited to, reading materials, exams and assessments, model answers, professor-provided outlines, commercial outlines provided by Trinity Law School, video lectures, Live Session recordings, or any screenshots of a Live Session.
- Providing to anyone outside of the Trinity Law School community, Trinity Law School course or On Course materials, including but not limited to, reading materials, exams and assessments, model answers, professor-provided outlines, commercial outlines provided by Trinity Law School, video lectures, Live Session recordings, or any screenshots of a Live Session.
- Actions which have or threaten to have a significant negative impact on the education of students and the work of Trinity Law School.
- Any act which is a *malum in se* crime in the jurisdiction in which Trinity Law School is located.
- Conviction of any *malum in se* crime in any jurisdiction.
- Acts or omissions evidencing significant moral turpitude.
- Fraud, deceit, dishonesty, or failure to disclose information when there is a legal duty to disclose.
- Refusal to cooperate with an investigation pursuant to the Disciplinary Procedures below.
- Refusal to abide by the request of an Honorlock or any other live proctor for the student to take or refrain from taking certain actions during exams or for the student to interfere in the proctoring of an exam.

In order to facilitate orderly community life, students are expected to abide by other procedural rules and regulations as announced.

Violations of the Standards of Conduct also include aiding or abetting any violation or attempting to commit an act or omission in violation of the Standards of Conduct.

Honor Code

Law school is designed to teach law students how to think, organize, communicate, and behave as competent, responsible, professional, and ethical attorneys. As such, it is necessary for all students to do their own work so that they develop these skills. The process can be lengthy, difficult, and even painful. Nonetheless, the experience is necessary for developing the critical skills of attorneys.

For this reason, plagiarism and cheating in any form, and any other attempt to gain an unfair advantage, will not be tolerated. These practices not only evidence a lack of responsibility, as well as professional and

ethical integrity, they also serve to stunt the development of student skills and wrongfully penalize students who refrain from those practices.

Students must recognize and acknowledge that plagiarism, cheating, and taking unfair advantage are violations of the Honor Code. Students who are suspected to be using models, examples, another person's work, or other unauthorized sources without properly citing or prior professorial permission to complete their assignments or exams may be referred to the Registrar's Office for further investigation.

Students must therefore do their own work and be careful not to engage in any activity that may give rise to allegations against them. Students are charged with the responsibility of reading, understanding, and adhering to the Honor Code.

Along with being ethical in their academic pursuits, students are charged to behave professionally at all times, including with fellow students, staff, faculty, and administration. They must treat all those with whom they interact with respect and courtesy. Finally, they must refrain from any sort of activity that could disrupt their classes or Live Sessions, cause the unnecessary expenditure of school resources, or bring disrepute of any kind upon themselves or Trinity Law School.

Each member of Trinity Law School is responsible for maintaining his own integrity and the integrity of the Trinity Law School community in all academic matters. It will be considered a violation of the Honor Code to commit any of the offenses listed below.

Cheating

Cheating is a form of deception and includes but is not limited to:

- Copying even a single word or answer from another student's test paper.
- Unauthorized use of books, previous examinations, materials, or sources on an assignment, quiz, or examination.
- Having another person complete or submit an assignment, quiz, or examination for a student.
- Submission of someone else's work to fulfill a course requirement.
- Unauthorized use of a part or the whole of a work completed for one course in another course.
- Reporting material as read or watched that a student has not read or watched.
- Downloading a paper or exam off the internet, buying a paper or exam from another source, or utilizing non-approved forms of Artificial Intelligence ("AI"), including but not limited to, Gemini and ChatGPT, and then either submitting this work product as the student's own work product or simply rewriting the text while incorporating some or all of the third-party material.
- When called upon in class/a Live Session, reading from or summarizing case briefs from websites or unapproved sources.
- Posting or sharing exams, assessments, and assignments.
- Hiring a researcher to do research in preparation for a research paper.
- Having another person review a take-home examination or examination answer.
- Violating the Legal Research and Writing Program Collaboration Guidelines as described in those syllabi.
- Violating the Take-Home Exam/Project Collaboration Guidelines as described in the syllabi for those courses with take-home exams or take-home projects.
- Any Violations of Examination Policies as set forth in this Catalog.

Plagiarism

Plagiarism of another person's "work" can take many forms: printed or electronic copies of computer programs, musical compositions, drawings, paintings, oral presentations, papers, essays, articles or chapters, statistical data, tables or figures, etc. Plagiarism can occur intentionally or negligently.

Plagiarism includes but is not limited to:

- Using someone else's work (including words, line of thought, or organizational structure), or using work produced by non-approved forms of AI, and making it appear to be one's own.
- When sources are not cited properly or when permission is not obtained from original authors to use their work.
- Not properly crediting a source, as this an act of academic dishonesty, fraud, and intellectual property theft.

Standards of Conduct

All actions listed under the Standards of Conduct above are incorporated herein.

Violations of Examination Regulations

Violations of examination regulations include violations of the Examination Regulations (https://catalog.tiu.edu/law-cat/academic-rules-practices/#Examination) as well as the instructions distributed by the Registrar's Office or given by proctors.

Penalties for Violations of the Standards of Conduct and Honor Code

A violation of the Standards of Conduct and Honor Code may result in any of the following penalties:

- Reprimand, either written or oral.
- Change of grades of courses, examinations, or other work.
- Receiving no credit on an examination.
- Denial of course credit.
- Suspension from Trinity Law School.
- Dismissal from Trinity Law School.
- Notation of offense and/or penalty on the student's transcript.
- Any other reasonable sanction deemed appropriate by the responsible authority.

Disciplinary Procedures

In compliance with Title 4. Admissions and Educational Standards, Division 2. Accredited Law School Rules at 4.160(A)(9) titled, "Student Discipline," the Law Faculty Senate has adopted the following procedures for all matters involving student discipline at Trinity Law School. These rules will govern alleged violations of the Standards of Conduct or Honor Code (collectively referred to as "Honor Code" for the remaining portion of this section), or any other alleged offense for which discipline of any sort may be warranted or imposed.

Faculty members have discretion to issue sanctions for alleged violations of the Honor Code that arise within their courses, including but not limited to, academic sanctions and asking students to leave a class or

Live Session. Faculty members also have discretion to report alleged violations to the Registrar's Office for further investigation.

Report of Alleged Honor Code Violations or Other Alleged Offenses to the Registrar's Office

- Report(s) of alleged Honor Code violations or other alleged offenses may be made by: a Trinity Law School student, a member of the Trinity Law School faculty, staff, or administration, other person(s) having an affiliation with Trinity Law School, or the general public. Report(s) of alleged Honor Code violations or other alleged offenses must be made to the Registrar's Office.
- The Registrar's Office must record the identity of the person making the report. However, the reporting person's identity will be kept confidential and may only be known to the Registrar's Office, the Disciplinary Committee, and the Dean during the reporting and investigation phase of these proceedings.
- The complaining person(s) must set forth in a written report ("Report") the exact nature of the alleged Honor Code violation or other alleged offense. The Report must include the name of the person(s) allegedly violating the Honor Code or committing another offense (the "Involved Student") together with the date(s), time(s), and location(s) of the alleged violation(s) as well as any person(s) who were involved, witnessed, or have information relating to the alleged violation(s). The Report must also set forth any other information necessary to have a thorough understanding of the allegations.
- Within a reasonable time after the Report is made, the Registrar's Office will inform the Involved Student that the Report has been received, that the Report will be investigated, and that the Involved Student will be kept informed of the progress of that investigation. During the reporting and investigation phases of these procedures, all information relative to the Report will be communicated to the Involved Student with the exception of the identity of the complaining party(ies). The Registrar's Office will notify the Involved Student by email (using the student's TIU email). The Registrar's Office will keep records of all notices given, including the date and time notice was provided, the person(s) with whom the Registrar's Office communicated, and the means of communication used.
- After the Registrar's Office notifies the Involved Student that an investigation has begun, the final determination of the Disciplinary Committee (or the Dean, if applicable) will be disclosed on the student's transcript, regardless of any actions taken by the Involved Student to withdraw from Trinity Law School.
- Where not otherwise stated, the Registrar's Office will solely interpret and apply the term "reasonable."

Investigation by the Registrar

The Registrar will have the following discretion:

- How to investigate, including but not limited to:
  - With whom to communicate.
  - Whether to communicate with persons having knowledge of the allegations simultaneously or individually.
  - The method of communication.
  - Whether to obtain documents, if applicable.
- How to proceed. The Registrar may:
  - Decide to take no action.
  - But shall not be obligated to assist in efforts to achieve reconciliation among the parties.
  - Issue a verbal warning; provided, however, that the Registrar must refer the matter to the Disciplinary Committee if any written warning or reprimand will be placed in the Involved Student's file.
  - Determine that a significant violation or offense has occurred, in which case the Registrar will refer the matter to the Chair of the Disciplinary Committee.
- During the investigation, the Involved Student and any student with whom the Registrar chooses to communicate regarding the alleged violations must cooperate fully with the Registrar.
- The investigation will be a neutral, fact-finding mission.
- There is no time limit imposed upon the investigation but the Registrar will act with all due speed.
- At the close of the Registrar's investigation, the Registrar must report the Registrar's decision (to take no action; to handle internally within the Registrar's Office, if minor, and if not involving a sanction of any kind; or, to refer to the Chair of the Disciplinary Committee). The Registrar's Office will provide notice to the Involved Student by email (using the student's TIU email) of the date the investigation report is supplied to the Chair of the Disciplinary Committee. The Chair will then, within a reasonable period of time, advise all members of the Disciplinary Committee of the findings, recommendations, and action taken, if any, by the Registrar.

Review by Disciplinary Committee

If the Registrar refers the matter to the Disciplinary Committee, it may choose to take one or more of the following actions by a majority vote of the members of the Disciplinary Committee:

- Close the matter and take no action.
- Refer the matter back to the Registrar to investigate further.
- Hold a student hearing.

The Disciplinary Committee's deliberations of which action(s) to take may be conducted over email and will remain confidential.

If the Disciplinary Committee votes to:

- Close the matter and take no action:
  - The matter will be closed.
  - The Registrar's Office will communicate the same to the Involved Student.
  - The Involved Student will have no right of appeal or to request any further findings or clarifications from the Disciplinary Committee or the Registrar's Office.
- Refer the matter back to the Registrar to investigate further:
  - The Registrar will investigate the requested information.
  - The matter will remain open until the Disciplinary Committee receives the results of the Registrar's further investigation and then decides, as reasonably soon as possible, whether to close the matter or hold a student hearing.
- Hold a student hearing:
  - The Registrar will provide notice to the Involved Student by email (using the student's TIU email).
  - This notice will include the following:

- The name(s) of the complaining party(ies).
- The exact allegation(s) against the Involved Student.
- The fact that the matter has been investigated.
- All materials developed in the course of the investigation.
- The date, time, and location of the student hearing.
  - The hearing may take place via remote conference such as Zoom.
  - The date, time, and location for the hearing will be at the Disciplinary Committee's discretion but no sooner than 20 calendar days from the date of the Registrar's notice to the Involved Student and will be set with the goal of permitting adequate time for the Involved Student to investigate and prepare.
- Reference to the possible range of sanctions to be imposed pursuant to the Penalties for Violations of the Standards of Conduct and Honor Code.

- The Involved Student has 15 calendar days, from the date of the Registrar's notice, to submit written documentation for the Disciplinary Committee's consideration; however, the Involved Student is not required to submit written documentation.
  - Written documentation may include declarations under oath and advance arguments.
- The Involved Student may elect to appear at the hearing, submit written documentation, or do both.
- If the Involved Student neither appears at the hearing nor submits any written documentation within 15 calendar days from the date of the Registrar's notice, then the student's right to appeal any decision of the Disciplinary Committee will be deemed waived.

Student Hearing with the Disciplinary Committee

At the hearing:

- The Involved Student will have 30 minutes maximum to present the student's case.
- The Involved Student may refer to any written documentation previously submitted to the Registrar for the consideration of the Disciplinary Committee (see Review by Disciplinary Committee, above) but may not produce new documentary evidence at the time of the hearing.
- The Involved Student may, at the student's own cost, seek legal counsel in advance of the hearing; counsel may not be present.
- No live testimony from third parties is allowed.
- The Disciplinary Committee may question the Involved Student.
- The hearing may not be recorded by any means. The Disciplinary Committee may elect to provide a person to take notes or minutes.
- The Disciplinary Committee is not bound to follow ordinary rules of evidence or procedure.
- The Disciplinary Committee may re-open further investigation after the hearing.
- All matters will be submitted and no final decision will be announced prior to deliberation.
- The Disciplinary Committee will deliberate privately.
- The standard of proof will be clear and convincing evidence.
- Deliberations will conclude in a decision reached by a simple majority vote.
- The Disciplinary Committee will, through the Registrar's Office, notify the Involved Student of its decision within a reasonable period of time following the hearing. The Registrar's Office will notify the Involved Student by email (using the student's TIU email).

Appeal by the Involved Student, if any, will be to a Dean of the Law School

The Involved Student must communicate to the Registrar's Office, via email, the Involved Student's request for an appeal to the Dean hearing the appeal. The Involved Student's request for an appeal must take place not later than 5 calendar days following the Registrar's Office communication of the Disciplinary Committee's decision to the Involved Student. The Involved Student's failure to timely communicate a request for the appeal will be deemed a waiver of the appeal.

- The Dean has the right to conduct the appeal in any manner that the Dean believes to preserve the best interests of justice.
- The Dean will conduct the appeal within a reasonable period of time.
- The Involved Student must appear at the appeal proceeding. The Involved Student may, at the student's own cost, seek legal counsel in advance of the appeal hearing; counsel may not be present.
- The appeal hearing may not be recorded by any means. The Dean may elect to provide a person to take notes or minutes.
- The Involved Student will have 30 minutes maximum to present the student's case on appeal.
- No live testimony from third parties is allowed.
- The Dean will consider any written documentation previously submitted to the Registrar for the consideration of the Disciplinary Committee (see Review by Disciplinary Committee, above) but may not produce new documentary evidence at that time.
- All matters will be submitted and no decision will be announced prior to deliberation. The Dean's deliberation will be private.
- The Dean will, within 5 calendar days of the appeal hearing, inform the Involved Student of the Dean's ruling through the Registrar's Office. The ruling may be in the form of an affirmation, a reversal and remand, a reversal, a modification, a vacating of findings and ruling, or in any form of ruling deemed to be appropriate in the Dean's discretion.
- The Dean's ruling on the appeal will be final.