

# OFFICIAL POLICIES

Trinity Law School students must comply with the rules and regulations of the Committee of Bar Examiners of the State Bar of California (CBE), the rules and regulations of the Higher Learning Commission, and with the policies, rules, regulations and procedures of the law school as contained in the current Trinity Law School Catalog. Each student is responsible to know and comply with all applicable regulations of the law school, in letter and in spirit. Trinity Law School provides students with this catalog as a convenient reference to the basic rules, regulations and standards under which Trinity Law School operates in the ordinary course of its academic functions and student-related activities. Trinity Law School may adopt and publish additional or modified policies consistent with the operative Catalog at any time, and may issue a new Student Handbook at any time.

PLEASE NOTE: Trinity Law School is a school of Trinity International University. Students should refer to the Trinity International University catalog at <http://catalog.tiu.edu/policies/> for information on the following policies, each of which is incorporated by reference into the Trinity Law School catalog:

- Academic Integrity
- Acceptable Use of Technology and Telecommunications
- Auxiliary Aids and Services for Students with Disabilities
- Copyright
- Family Educational Rights and Privacy Act of 1974
- Firearms, Weapons and Explosives
- Student Loan Program Code of Conduct

## Catalog

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

## Registration

Registration for the Juris Doctor degree program generally begins in July for the fall semester and December for the spring semester. Registration for the Master of Legal Studies program generally begins four weeks prior to the start of each module. Specific dates are found on the academic calendar published by the Registrar's Office.

## Add/Drop/Withdrawal

To add or drop a class or to change a class schedule, a student must submit an ADD/DROP request through the Trinity Law School student portal TLSOnline at <https://tlsrecords.tiu.edu/>. The last day to add a class in the Juris Doctor degree program is the end of the third week of classes. The last day to add a class in the Master of Legal Studies degree program is the end of the first week of class. However, a student who misses more than 20% of the entire class will receive a grade of "UW" for an unauthorized withdrawal. A student who attends 80% or more of a class but fails to take a final exam because of a decision to discontinue the class will have the zero credit for the exam factored into a final grade. Failure to drop a class is not considered an authorized withdrawal from the class. The date the ADD/DROP request is submitted to the Registrar's Office is the date the student is deemed to have withdrawn

from or enrolled in a class. Tuition refunds are based on the date the ADD/DROP request is submitted, as logged in the records maintained by the Registrar.

Students are responsible for the completion of every course in which they are enrolled. If a student properly drops a course prior to the ADD/DROP deadline, that course will not appear on the student's transcript. Withdrawals made after the ADD/DROP deadline will appear on transcripts as "AW," indicating authorized withdrawal from the course while doing acceptable work, or "UW," indicating withdrawal from the course while doing unacceptable work, or a failure to timely withdraw from a class. Neither a course grade designated as "UW" or "AW" will factor into the grade point average. The last day to drop a class and receive an "AW" is the end of the twelfth week of classes in the Juris Doctor degree program and the end of the fifth week of classes in the Master of Legal Studies degree program. Specific dates may be found on the academic calendar published by the Registrar's Office. Withdrawals after the deadline will result in a "UW" for that class.

## Leaves of Absence and Withdrawal from the Law School

### A Leave of Absence

A student may request a leave of absence for up to two semesters. To obtain a leave of absence the student must request a leave via the student portal, TLSOnline, prior to withdrawal. In calculating the duration of a leave of absence, the first semester of a leave of absence is the semester in which the leave of absence is requested, even if the student attended classes for part of that semester. Students in the Juris Doctor degree program on academic probation cannot obtain a leave of absence after the twelfth week of the semester in which they are on probation.

Students in the Juris Doctor Flex Track program do not have the option to request a leave of absence. Failure to register for classes or withdrawing from classes will result in permanent withdrawal. Students wishing to return after a permanent withdrawal must seek re-admission through the Admissions Office.

### A Permanent Withdrawal

A permanent withdrawal occurs when a student leaves Trinity Law School at any time after registration and does not intend to complete the current semester and does not wish to return any subsequent semester. Failure to register for classes 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 and the Student Handbook requirements that are current at the time of their re-enrollment.

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

## Privacy and Confidentiality

Trinity Law School does not disclose to any outside person or entity any information about individual students such as social security number, grades, grade point average, class schedule, race, sex, religion and national origin, without student's prior consent, unless required by law (including statutes, government regulations, court orders, the Committee of Bar Examiners), accrediting agencies or emergency. Trinity Law School may release directory information, which includes: the student's name, address, telephone listing, date and place of birth, major field of

study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may request in writing that all or part of their directory information be withheld. Students have the right to inspect and review their educational records and request the records be corrected if they feel the records are incorrect.

By accepting admission to and/or taking any classes at Trinity Law School, each student (and his or her parents/ guardians if the student is under 18):

1. Authorize Trinity Law School and its employees, agents and contractors to use, copy, modify, publish, display, broadcast, and distribute
  - a. The student's name, voice and likeness,
  - b. Photographs, images and video and sound recordings of the student, and
  - c. The city, state or province, and country where the student lives (together, the "Materials");
2. Waive any right to inspect or approve Trinity Law School's use of the Materials and also waives any right to royalties or other payment for the use of the Materials; and
3. Release Trinity Law School, its employees, agents and contractors, and their successors and assigns from any claim or liability, whether known or unknown, resulting from use of the Materials, including but not limited to, claims for violation of publicity rights, privacy rights, defamation, and copyright infringement.

#### Change of Address

Changes of student mailing addresses, email addresses and telephone numbers must be updated on the student portal, TLSONline, within five days of the change. Notices from the school will be sent to the contact information on record. The school relies upon accurate contact information from students in order to inform students of important information, including notices of class cancellations and deadlines that must be met by students.

## Campus Facilities

The campus is open Monday – Friday, 8:00 a.m. – 11:00 p.m. and Saturday, 8:00 a.m. – 10:00 p.m. The campus is closed on Sundays.

## Formal Student Complaint Policy

Trinity Law School, as part of Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should make the complaint known to the Registrar. In the event that the complaint is not resolved, the student may choose to submit a formal complaint to one of the following offices: Law Faculty Senate, Dean of the Law School, Provost of the University, or the President of the University. The complaint must be dated, written and signed. Upon receipt of the formal complaint, the person to whom the complaint is addressed will initiate the Student Complaint Tracking Form, which records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the Higher Learning Commission evaluation team. A student's privacy

will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

## Grievance Procedure for Discriminatory and Sexual Harassment Complaints

It is the policy of Trinity Law School not to discriminate on the basis of age, disability, color, national origin, race, or sex in student admission and recruitment, educational policies, scholarship and loan programs, employment, and school-administered programs in accordance with applicable laws. It is Trinity Law School's intent to comply with both the letter and the spirit of Title IX of the 1972 Education Amendments, of Title VI of the Civil Rights Act of 1964, of Section SOL of the Rehabilitation Act of 1973, and of all equal opportunity laws and regulations. In compliance with these provisions, we have established a set grievance procedure to be followed should a discriminatory or harassment situation occur. The Registrar's Office has available for all students a written copy of the official grievance procedures to be followed and will be glad to assist students having questions or concerns regarding such matters.

#### Purpose and Policy

The policy and procedures hereunder have been developed by the administration and faculty of the law school. The basic purpose described herein is to resolve problems in a fair and equitable manner respecting the rights of all parties. Trinity Law School maintains equality of opportunity in legal education in admission and retention of students without discrimination or segregation on grounds of race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation except insofar as such action is protected by the U.S. and or California Constitutions.

#### Procedure

A Trinity Law School student may allege discrimination based on any one or more of the following: race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation except insofar as such action is protected by the U.S. and or California Constitutions.

There are two methods of resolving matters involving charges of discrimination:

1. Informal and
2. Formal.

For the informal process, any faculty or staff member may receive a discrimination complaint and participate in the mediation process at the request of the complainant. No record of informal complaint(s) will be made in either student or employee complainant files.

For the formal process, the Registrar must be notified by an aggrieved party in writing within 180 days of the alleged discriminatory act.

The complainant is urged to file a complaint soon after the alleged discriminatory act to facilitate the gathering and preservation of testimony from witnesses and/or other relevant evidence. Anonymous requests will not be processed. The following steps will be followed for all formal complaints:

- The Dean shall appoint a member of the California Bar to serve as a mediator. It shall be the mediator's responsibility to process the complaint and attempt to resolve the issue in a fair and equitable manner.
- The hearing shall be promptly held, no later than thirty days after the filing of the complaint. The person against whom the formal complaint is filed shall have notice within five calendar days of its

filing and shall have no less than ten-calendar day's notice of the hearing date, time and location.

- Persons against whom the formal complaint is filed shall have the right to cross-examine any witnesses called and to present witnesses on their own behalf.
- The complainants shall have the right to be present throughout the hearing, and to present their evidence, including questioning witnesses called on behalf of the person against whom the complaint is filed.
- The findings of any hearing and the remedy therefore, if any, shall be reported in writing. Copies of the mediator's report will be sent to the complainant, the person against whom the formal complaint is filed, the Registrar and the Dean within five working days.
- The Dean or other appropriate official shall be responsible for implementing the findings. The proceedings will be documented in accordance with the law school policy.
- If students have a discrimination complaint against the Dean of the law school, they may file a formal complaint with the Provost of the university.

#### Reporting Procedure for Sexual Harassment

If the perpetrator is a student, follow the procedures outlined in the Honor Code Violations and Disciplinary Procedures. If the perpetrator is an employee or faculty member of Trinity Law School, follow the same procedure as outlined in the Grievance Procedure for Discriminatory and Sexual Harassment Complaints policy. If the perpetrator is not in the above categories, notify security and/or the police if necessary.

#### Sexual Assault

Under state law, Trinity Law School is required to provide certain information concerning sexual assault. The following information and procedures apply only to students, faculty and staff who are victims of, or witnesses to, sexual assault or other crimes committed at or upon the grounds or facilities of Trinity Law School. Any sexual assault must be reported to the police and emergency services authorities immediately. Telephone 911 (or 9-911 with an on-campus phone) using any available telephone. Give the authorities the following information:

1. Your name;
2. Your telephone number (i.e. the telephone number at which authorities can reach you at a later time);
3. The building name and address (2200 North Grand Ave., Santa Ana, CA 92705), and any other specific location information;
4. Describe the situation clearly and accurately; and;
5. Do not hang up the telephone. Let the person you are talking to end the conversation. The emergency service authorities may need additional information or assistance.

Trinity Law School's policy is one of encouraging the immediate reporting of all crimes, including sexual assault, to the administration office and to proper law enforcement authorities by victims and witnesses. Immediate reporting enhances the likelihood of apprehension and prosecution of the perpetrators, and assists in the improvement of preventative measures for the future. Trinity Law School also respects the privacy concerns of victims and attaches a high priority to dealing with those concerns in a sensitive and positive manner.

## Photography and Videography Release

By accepting admission to and or taking any classes at Trinity Law School, each student (and his or her parents/guardians if the student is under 18):

1. Authorize Trinity Law School and its employees, agents, and contractors to use, copy, modify, publish, display, broadcast and distribute
  - a. The student's name, voice and likeness,
  - b. Photographs, images, and video and sound recordings of the student, and
  - c. The city, state or province, and country where the student lives (together, the "Materials");
2. Waive any right to inspect or approve Trinity Law School's use of the Materials and also waives any right to royalties or other payment for the use of the Materials; and
3. Release Trinity Law School, its employees, agents and contractors, and their successors and assigns from any claim or liability, whether known or unknown, resulting from use of the Materials, including but not limited to, claims for violation of publicity rights, privacy rights, defamation, and copyright infringement.

## Soliciting

No soliciting is permitted on campus and violations of this policy should be reported to the Registrar.

## Bureau of Private Postsecondary Education (BPPE) Approved School Disclosures

Under the provisions of the California Private Postsecondary Education Act of 2009, the State of California created within its Department of Consumer Affairs (DCA) a Bureau for Private Postsecondary Education (BPPE) which oversees the 1,500 private postsecondary institutions to prevent deception in the conferring and use of fraudulent or substandard degrees. Trinity International University is an accredited private institution and has been granted approval to operate an accredited institution in the state of California. The Bureau for Private Postsecondary Education has determined that the University is in compliance and was granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1).

## Statements

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov). Trinity International University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, or has ever filed a petition, or has had a petition in bankruptcy filed against it in its history that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).