Welcome

Trinity Law School is part of Trinity International University, a 3,500-student liberal arts college, graduate school and seminary with a burning commitment for “Forming students to transform the world for Christ.” To fulfill this vision to influence our culture, Trinity International University in 1998, determined it must also address the compelling need for legal education from a Christian perspective, thus creating Trinity Law School.

After all, the Lord stands as our Advocate, Mediator and Counselor – the very roles that attorneys emulate today but without the life-giving results. The kingdom impact of training Christian attorneys cannot be overstated since the law pervades every aspect of life as we know it. We have all seen the effects of the law’s misuse, misappropriation or overutilization. In counterpoint, Trinity has always emphasized the integration of faith, learning, practice and historical Biblical truth in all its programs, and we are joyous that we can be part of the solution to transform our nation’s legal profession.

Recently the Committee of Bar Examiners for the State Bar of California granted accreditation to the Law School, a significant step that will make a Trinity Law School education even more attractive and will open new doors for our students and graduates. May the next one hundred years bear witness to the impact of Christ on our legal profession through the ministry of Trinity Law School students and alumni!

Gregory L. Waybright, President
Dear Prospective Student,

On behalf of the Trinity Law School and graduate school family, let me encourage you to prayerfully consider attending Trinity Law School. TLS is a dynamic and growing academic community committed to the reformation of the legal thought and practice throughout the world.

In Isaiah 58, God made it clear that He wants us to loose the chains of injustice and set the oppressed free. At Trinity, we equip students to do and seek justice. We seek to provide a quality legal education that fully integrates a Biblical Christian worldview with a deep practical understanding of the law.

At Trinity, you won’t just learn how to think like a lawyer, you will learn how all law should be founded upon and in harmony with God’s law. Your classes will discuss not only defending clients but defending the faith. You will learn about not only the law and public policy dominant in the United States today, but arguments for championing Godly laws and public policies for the future. You will come to understand not merely the rights and interests demanded by men and women in our culture, but the eternal and inalienable rights flowing from God’s creation of mankind in His image.

Trinity Law School also has many other advantages. We have a faculty of experienced professors who are fully committed to the Lord in their own lives. We have a low faculty to student ratio that allows for far more personalized instruction than you would receive at many other law schools. TLS has also been blessed with an extraordinarily collegial environment in which students, faculty and staff work together, pray together, and serve together for the glory of God and His kingdom.

Thank you again for considering Trinity Law School.
We encourage you to apply to join us in this great adventure.

Very truly yours,

Donald R. McConnell
Dean of Trinity Law School
Mission Statement

Trinity Law School champions a Christian theory of jurisprudence in the marketplace of ideas, and equips students to effectively articulate a biblical view of human law and government, for the benefit of Christ’s church and our neighbors, as lawyers, scholars, public servants, statesmen and stateswomen, non-governmental organization leaders, teachers, and other advocates.

In application of this mission, Trinity Law School commits to:

• Uphold Trinity International University’s commitment to biblical, historic, evangelical Christianity
• Integrate law and theology throughout our curriculum, scholarship, co-curricular activities and overall strategy
• Acquaint students with a classic Christian natural law theory of jurisprudence
• Promote engagement in and support of public service and pro-bono legal work
• Enable our students to evaluate law and public policy from a Christian perspective
• Develop in our students a deep commitment to ethical legal practice and public service
• Equip students to critically analyze and constructively engage contemporary culture
• Provide students with a thorough understanding of law and the skills necessary for a life of service
• Give an opportunity for legal education to students from diverse backgrounds
• Create opportunities for students from economically challenged circumstances to attend law school
• Produce scholarly and popular literature and broadcast media which embody a biblical Christian perspective on law and public policy
STATEMENT OF FAITH

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for all Christian faith and life.

2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.

3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Advocate.

4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.

5. We believe that man was created in the image of God but fell into sin and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.

7. We believe that water baptism and the Lord’s Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

8. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head.

9. We believe that only those who are, thus, members of the true Church shall be eligible for membership in the local church.

10. We believe that Jesus Christ is the Lord and Head of the Church and that every local church has the right, under Christ, to decide and govern its own affairs.

11. We believe in the personal premillennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.

12. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.
In 1995, Trinity Evangelical Divinity School and Trinity College merged to become Trinity International University. In 1997, the first class entered Trinity Graduate School. In early 1998, Trinity Law School in Santa Ana, California (originally founded in 1980 as the Simon Greenleaf School of Law), joined the growing institution. Now, with nearly 100 faculty and more than 3,800 students, we are committed to the same vision with which we were founded in 1897, and determined to follow in the footsteps of the great universities that were founded on the cornerstone belief that all wisdom lies in Jesus Christ.

As Charles Malik has shown in his illuminating book *A Christian Critique of the University* (InterVarsity Press, 1982), the university is now the central institution of the modern world. Yet it is far from the university as it was established nearly one thousand years ago. The Christian schools of the past—including the great American universities of Princeton, Yale, and Harvard—are now largely or entirely secular institutions, built not on a vision of the glory of God but as temples to the wisdom of this world. As Malik puts it, they have "swerved" from their grounding in Jesus Christ.

Our task, if we are to be salt in the world of our day, is to build institutions where we can think like Christians and learn to live as Christians in a culture in which both have become equally hard. Whether preparing to be pastors or missionaries or attorneys, teachers, counselors, scientists, corporate leaders, homemakers or public servants, whatever our calling under God, we need excellence in education, grounded in the lordship of Jesus Christ. That is the goal and task of Trinity. "Forming students to transform the world through Christ." At the heart of Trinity's mission lies its commitment to engage the culture for Jesus Christ. Trinity's purpose is to enable its graduates in all schools and in every discipline to think and live like Christians in the twenty-first century. We believe that God calls His people into many kinds of service; Trinity's calling is to prepare them to serve for His glory. Trinity International University is a family of four schools: Trinity College, Trinity Graduate School, Trinity Evangelical Divinity School, and Trinity Law School.
Trinity Law School is located in Santa Ana, the hub of Orange County’s legal community. This location places the law school in the heart of a thriving city whose motto is “Education First.” Santa Ana is the county seat housing the Central Justice Center with the majority of the Orange County civil and criminal courts as well as the Federal District Court, the U.S. Bankruptcy Court and the Fourth District Appellate Court. The law school is also conveniently within the junction of four major freeways (5, 22, 55, and 57) making it “freeway close” to all of Southern California.

TECHNICAL SUPPORT

Trinity Law School has a variety of technological helps for your legal education. The entire law school has wireless internet access. Students have passwords for access to major online legal research services for academic research. Trinity has a system allowing students to take exams using their own laptop computers to type the exam answers and download them to a central server for printing. And, Trinity students also participate in online academic support that helps hone their legal writing skills.

ACCREDITATION

Trinity Law School is accredited by the Committee of Bar Examiners of the State Bar of California. The law program fulfills the requirements of the rules and regulations pertaining to admission to the practice of law in the state of California.

Trinity Law School is a school of Trinity International University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

REGISTRATION FOR THE BAR

Candidates for the California bar examination must register with the Committee of Bar Examiners no later than three months after beginning their law school studies. To register for the bar, candidates must submit the registration form accompanied by official transcripts or verification of successful completion of the CLEP examination. Forms are available from the Committee of Bar Examiners of the State Bar of California.

Law applicants should obtain a copy of the Rules Regulating Admission to Practice Law in California. Contact the Committee of Bar Examiners, 1149 S. Hill Street, Fourth Floor, Los Angeles, California 90015, 213.765.1500 for additional information. It is the responsibility of the individual student to comply with the rules of the Committee of Bar Examiners.

ADMISSION TO PRACTICE IN OTHER JURISDICTIONS

Applicants intending to practice law in states other than California are encouraged to investigate the educational requirements as well as the rules and regulations governing admission to practice in those jurisdictions. Study at or graduation from this law school may not qualify a student to take the bar examination or satisfy the requirements to practice law in other states.

Therefore, if a student intends to seek admission to practice law in a state other than California, the student should contact the admitting authority in that state for information regarding the legal education requirements for admission to practice law. To obtain a copy of the American Bar Association’s Comprehensive Guide to Admission to the Practice of Law, please write the ABA Service Center, American Bar Association, 750 N. Lake Shore Drive, Chicago, Illinois 60611.
Nothing is more important for Christian citizens in an age of multi-culturalism, pluralism, and globalization, of “Newspeak” and “political correctness” than for those who guide our legal structures and systems to have clear ideas about the fundamental principles of the civil law, and to be able to see and interpret them in the light of God’s law. Trinity Law School is aptly fitted to help students to attain these goals.

Trinity professors strive to develop a unified theory of jurisprudence that incorporates biblical principles in a manner relevant to a secular culture. While study in Trinity’s three-year or four-year program is challenging, our students grow through the intellectual discourse possible due to a low faculty to student ratio.

REQUIRED CURRICULUM

The academic calendar consists of two fifteen-week semesters each fall and spring with the option of additional summer courses. To graduate with a Juris Doctor degree from the full-time program, a student must complete three consecutive academic terms within five years. To graduate from the part-time program, a student must complete four consecutive academic terms within five years. Students starting in the spring will follow a modified course sequence schedule.

**Full-Time Students**

(Three-year Schedule)

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**Total units required:** **85**
### Part-Time Students

**Part-Time Students**

*(Four-year Schedule)*

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**Total units required**: 85

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*Phillip Johnson, Professor of Law emeritus, University of California at Berkeley*

We must think of law as the continuation of the classical profession of rhetoric, which is at its best the framing of issues so they can be heard in the marketplace of ideas.
CLASS ATTENDANCE

Regular class attendance is mandatory for all students. Students must attend at least 80 percent of the regularly scheduled class hours in each course to receive credit for the course. Only in emergency circumstances may students arrange to make up class hours, and then only with the permission of the professor and upon petition to the dean. Students are required to attend class prepared to participate actively.

DEGREE REQUIREMENTS

Trinity Law School confers the Juris Doctor degree upon its students who have met the admission requirements and have satisfactorily completed the prescribed program of 85 units of study. In most cases, the degree will be conferred only upon students who have been in residence at Trinity Law School for at least the final four semesters. An average grade of 70 or better is required in all work offered for the degree.

The following honors shall be awarded:
80 - 84.99 cum laude
85 - 89.99 magna cum laude
90 - 100 summa cum laude

In the case of transfer students, graduation honors will be calculated based on all units appearing on the Trinity record, including units transferred from other institutions. In no case, however, will the honors designation exceed that which would be granted based on Trinity Law School units alone.

ACADEMIC ADVISEMENT

Final responsibility for meeting degree requirements for graduation rests with each student. However, the law school seeks to provide information and academic assistance for each student to complete the Juris Doctor degree successfully. Academic advisement is available through the full-time faculty. Advisement forms listing all graduation requirements are available in the Registrar's Office.

STUDENTS WITH DISABILITIES

Any student with a disability requiring special arrangements will be accommodated upon petition, with supporting documentation of the handicap and upon approval of the dean. Special accommodations will be carefully tailored to meet the documented need in accordance with the Trinity Law School disability policy.

STUDENT HANDBOOK

Academic policies and standards in addition to those in this catalog are contained in the Student Handbook, which is issued to each student at the beginning of every academic year. In case of any conflict, the standards contained in the Student Handbook are controlling. Students are responsible for knowing and complying with the policies and standards of the law school and with the Rules Regulating Admission to Practice Law in California, a publication of the State Bar of California.
LIBRARY

The Trinity Law Library and Information Center houses the law library, master’s library and human rights library in one collection. The library includes the primary sources of federal and California law as well as a broad range of secondary resources such as periodicals, law reviews, texts and treatises. The international human rights collection comprises over 3,000 volumes and periodicals. In addition, the Orange County Law Library, which is open to all, is only a few miles from campus.

Trinity is committed to enhancing its library collections and facilities. Over forty percent of the first floor of the law school building is dedicated to the library. There is ample space for studying throughout the library as well as a periodical room and four conference rooms.

The library includes a computer laboratory for legal research and for student use. All Trinity law students receive Westlaw and Lexis passwords and instruction in these computer research programs as part of the first-year curriculum.

The library is open six days each week once classes are in session and extended hours are scheduled during final examination periods. Trinity Law School is a member of the American Association of Law Libraries and the Southern California Association of Law Libraries.

Mathew D. Staver, President and General Counsel, Liberty Counsel

Thomas Jefferson referred to the Declaration of Independence as the reflection of the American mind. The Declaration states that government’s role is to protect God-given, preexisting unalienable rights. America was based on the proposition that law and religion are inseparable twins.

Separating law from religion is like removing the supports from a high-rise building. The structure will collapse. That is why it is vitally important to obtain a legal education in a Christian environment where the faculty subscribe to a Judeo-Christian worldview. Christian legal education is not only important to your legal practice; it is essential to reclaim America.
A special benefit of study at Trinity Law School is the opportunity to participate in the International Human Rights Institute, the Programme Européen d’Été Études des Droits d’Homme in Strasbourg, France. Each summer, this program gathers more than 400 students from 100 countries to teach and study international human rights.

French jurist and Nobel Peace Prize recipient, Rene Cassin, founded the Institute in 1969 to teach lawyers, judges, law professors, students and government officials the importance of international human rights. Students learn how countries are remedying some of the world’s greatest human rights ills such as religious persecution, racial discrimination, starvation, genocide and torture of dissidents.

Program participants spend the month of July studying current human rights issues, the major treaties, declarations and other international legal and political texts, and the procedures and jurisprudence of global and regional human rights systems. Law students may earn 4 to 6 units of credit upon completion.
Dual Degree Programs

Trinity law students have the opportunity to obtain a second degree from Trinity International University. By completing an additional sixteen to thirty units of academic credit, law students can obtain either the MA in Communication and Culture or the MA in Bioethics. This essentially allows our students to not only be equipped to engage the culture as lawyers, but also as scholars with cutting-edge coursework in bioethics, human rights and public policy.

Admission into Trinity Graduate School presupposes a biblical and Christian doctrine foundation. The integration of a biblical and Christian doctrine foundation into the subject matter of the disciplines is, we believe, the distinctive and most valuable contribution of the programs in Trinity Graduate School. This foundation provides an essential preliminary basis of biblical knowledge and skills to shape a biblically rooted Christian life and worldview.

MA IN COMMUNICATION AND CULTURE

There has been a long and familiar relationship between theology and law. Traditionally, Christianity has held the area of law in high regard, and law has looked to Christianity for counsel in fulfillment of its mission. This classical biblical perspective maintains that every arena of human life is under God's rule and is to be conducted for His glory. Therefore, laws must reflect God's holy and just character. Otherwise, laws will prove unjust or unwise. Natural law theory has traditionally expressed this principle as lex injusta non est lex (unjust laws are not law).

The MA in Communication and Culture is designed to give students the tools they need to analyze critically, to constructively engage and to communicate to contemporary culture from a biblical perspective. For law students, this program challenges them to analyze the values and assumptions which shape present legal thought and to investigate the historical, philosophical and sociological factors that underlie contemporary jurisprudence.
DUAL DEGREE PROGRAMS (cont’d)

MA IN COMMUNICATION AND CULTURE WITH AN INTERNATIONAL HUMAN RIGHTS EMPHASIS

Underlying all human rights principles is the concept of mankind’s inherent dignity. However, only the biblical perspective of men and women created in the image of God or imago Dei, can truly justify this notion of human dignity. The goal of this Master’s program is to offer the highest level of academic training in the field of international human rights. Classes offered will benefit lawyers, law enforcement officials, human rights activists and educators in understanding and applying human rights principles from a Christian perspective. Courses are offered at the Santa Ana, California, campus. Participation in the European Summer Study Program is required to receive the emphasis in international human rights.

MA IN BIOETHICS

The MA in Bioethics is designed to give students the ethical tools they need to address pressing contemporary biomedical and legal issues. The program seeks to provide students with a broad understanding of the changing face of health care, a deep appreciation for the wisdom of God in the face of bioethical challenges, and effective strategies for engaging the bioethical issues of our day.

The MA in Bioethics is particularly well suited to those with heavy professional or other responsibilities and the program provides opportunity for off-campus study and short-term intensive courses on the Deerfield campus.

For complete details on the Dual Degree Programs, please review the graduate school section.

It is important to note that there is a separate admissions process for the law school and the graduate school. To participate in the Dual Degree Programs, a student must be accepted for admission by both schools.
CLINICAL PROGRAMS AND LEGAL INTERNSHIPS

Trinity law students have the opportunity to participate in clinical programs and legal internships during their legal studies, both on and off campus. These programs offer students practical experience in public interest law while earning academic credit.

ACADEMIC SUPPORT

Academic support provides a free non-credit program of supplemental instruction, tutoring, review and feedback for law students who want additional academic assistance. The program is optional, but is recommended for all first-year law students and for students on academic probation. Academic support at TLS includes online checklists, lectures, and practice exams with feedback. It also includes lectures on Friday evenings called “law and pizza” about legal writing skills. The Associated Student Body occasionally makes available pre-bar review lectures on weekends for a small charge.

There is a real sense of community at Trinity Law School that creates an environment of support for the students. The relationships between faculty, staff and students emphasize a real desire to see one another succeed inside and outside the classroom.

Joe Wyse
TIU graduate, 1997
Executive Director
California Regional Center
We believe that God is the Maker of everything, the Source of all truth, and the Sustainer of all that is. Therefore, only when God is at the center of all human endeavor and educational enterprise can anything be rightly aligned. Trinity stands for historic evangelical Christianity because it is rooted in God’s revelation, the Word of God.

Trinity International University core value

While Trinity law students experience all the academic rigors and intellectual challenges found at most traditional law schools, they also have the opportunity to study in an atmosphere of cooperation and encouragement that fosters academic success.

Trinity students study law among an ethnically diverse student body in one of the most diverse centers in the world - California - an ideal place to study, work and live. California has a variety of beautiful and breathtaking landscapes and activities: from redwoods and vineyards, palm trees and beaches, mountains and deserts, sporting events and movie stars, much of which is within a short driving distance from the urban areas.

Trinity’s campus is in the midst of Orange County, just minutes away from such attractions as Disneyland, Knott’s Berry Farm, Edison Stadium (home of the Angels baseball team), the Anaheim Pond (home of the Ducks hockey team), the Richard Nixon Library, the Orange County, Long Beach, Los Angeles and Cerritos Performing Arts Centers, and some of the worlds best shopping malls, markets, and festivals.

Southern California is also the location of many solid church congregations: from the many wonderful small and medium-sized church families to the famous mega-churches such as Fullerton Evangelical Free Church, Saddleback Valley Community Church, Calvary Chapel Costa Mesa, The Church on the Way, Grace Church, and Lake Avenue Congregational Church. We invite you to explore the possibility of working and studying in Southern California.

**SPIRITUAL LIFE AT TRINITY**

As a school of a Christian university, Trinity Law School opens classes with prayer, holds a voluntary chapel service each week, and makes biblical truth a part of the curriculum. Trinity has special lectures on occasion by visiting Christian scholars, professionals, and pastors. We also seek to preserve a caring and nurturing atmosphere where students and faculty members pray together and encourage one another in faith and good deeds.
VISITING LECTURERS

Both in conjunction with class credit, for graduation or other special occasions, and as co-curricular activities Trinity frequently hosts lectures by visiting scholars and persons of note. Visitors in recent years have included philosopher Hadley Arkes of Amherst, philosopher J. Bubziszewski of the University of Texas, bioethics expert Nigel Cameron, historian Alberto Cole of the US Naval War College, First Amendment attorney Brad Dacus of Pacific Justice Institute, theologian John S. Feinberg of our own Trinity Evangelical Divinity School, Princeton jurisprudence professor Robert George, talk show host Hugh Hewitt, John Kilner of the Center for Bioethics and Human Dignity, bioethics activist Jennifer Lahl of the Center for Bioethics and Human Culture, attorney Jan LaRue of Family Research Counsel, talk show host Dennis Prager, Talbot professor Scott Rae, attorney and writer Wesley Smith, attorney Mathew Staver of Liberty Counsel, and many others.

MOOT COURT

Trinity Law School students compete for a position on the Trinity Law School Moot Court team. Those selected participate in moot court competitions, which develop students’ research and brief-writing skills as well as their oral advocacy before a panel of judges. Students find it an outstanding opportunity to measure their skills against those of law students statewide.

TRINITY LAW REVIEW

The Trinity Law Review is part of the rich academic tradition enjoyed by the law school. Founded in 1980 as the Simon Greenleaf Law Review, this publication has been a source of scholarship regarding law and the Christian faith, as well as a broad range of other legal issues. The Trinity Law Review is edited entirely by the students of Trinity Law School, and thus provides an excellent opportunity for students to develop scholarship skills.

Select students may participate in the production of the Trinity Law Review. Students invited to join the editorial board participate in all aspects of publishing the Review. In addition, all students are encouraged to write student notes on topical issues for inclusion in the Review. Those notes of interest to the greater legal community are published in the Review along with articles by legal scholars.
STUDENT LIFE (cont’d)

THE ASSOCIATED STUDENT BODY (ASB)

All students are automatically members of the Associated Student Body. Students elect Cabinet officers, the governing body of the ASB, annually in the spring semester. The Cabinet sponsors student organizations, educational seminars and social functions and publishes the student newspaper as well as representing the student body in matters of concern with the law school administration. Students are encouraged to become active participants on the ASB committees. Associated Student Body events have included the on-campus Thanksgiving dinner, Christmas banquet, mentoring get-togethers and graduation festivities.

CHRISTIAN LEGAL SOCIETY

Trinity Law School has a student chapter of the Christian Legal Society, a national association of Christian lawyers, judges, law professors and law students committed to living their faith in their legal career. Prospective students interested in the Christian Legal Society may contact the organization at their website www.christianlegalsociety.org.

STUDENT HOUSING

Trinity Law School does not provide on-campus housing. However, there are several apartment complexes with one, two, or three-bedroom units located near the campus offering a range of rental rates, leasing and amenities options. Please contact the Admissions Office to receive a copy of the Apartment Guide.

CHURCH COMMUNITY

Trinity students are blessed to live in a thriving spiritual community. Trinity law students have a host of church choices including such well-known congregations as Calvary Chapel, Saddleback Valley Community Church, Mariners Church, St. Andrew’s Presbyterian and several excellent local Evangelical Free churches.
Our nation needs lawyers who will take a public stand for justice, truth, and mercy. As a result of studying at Trinity, our students will be able to effectively challenge the legal philosophies of the day. Our goal is to help produce students who are called to be a different kind of lawyer—advocates who defend the faith and are voices of reason in the public square. We view teaching as a ministry.

**STEPHEN PAUL KENNEDY**

*Assistant Professor of Communication & Culture*

BA, University of Southern California, 1972
MDIV, Talbot Theological Seminary, 1980
PhD, University of Southern California, 1989

Dr. Kennedy was a Congressional Fellow in the United States in 1986, and for the next three years was a speechwriter in the Department of Health and Human Services. He has taught at Georgetown University, Concordia University (Irvine), and Fuller Theological Seminary.

**DONALD R. MCCONNELL**

*Dean*

BA, *magna cum laude*, Westmont College, 1982
JD, University of Southern California, Los Angeles, 1985

Professor Donald R. McConnell practiced real estate litigation with the firm of Harbin & Frost. Previously he was an attorney with Baker & Hostetler, McCutchen, Black where he practiced maritime personal injury defense and commercial shipping litigation including representation of the insured of The Underwriters at Lloyds of London. Professor McConnell has taught at Trinity Law School and its predecessor Simon Greenleaf University since 1988. He is a past recipient of a Teacher of the Year Award, and served as interim dean in 2003. Professor McConnell teaches Legal Institutions and Values, Jurisprudence and Jurisprudence Seminar.
BROOKE M. MILLER
Half-time Professor of Law
JD, cum laude, Trinity Law School, 2001
Professor Miller is an alumna of Trinity Law School, where she served as an editor on Trinity’s Law Review. She has been in general civil practice since 2002, with emphasis in Estate Planning, Elder Law, and Adoption Law. Professor Miller has joined the faculty to teach Legal Writing and Research.

EVERETT SKILLMAN
Assistant Professor of Law
BA, California State University, Fullerton, 1984
JD, Southwestern University School of Law, 1990
Professor Skillman has been certified by the California State Bar as a specialist in the field of appellate law, a distinction shared by less than 200 of the more than 100,000 attorneys in the state. He practices in various fields of civil litigation, including insurance law and civil rights, with many of his cases becoming published appellate decisions. He has authored published articles on the subjects of legislative policy and trial practice and has written and copyrighted a law school textbook that is currently being considered for publication. Professor Skillman teaches Adoption Law and Remedies and has enjoyed success using advocacy role-playing teaching methods in class.

TIMOTHY THURMAN
Half-time Professor of Law
BA, Westmont College, 1994
JD, Southwestern University School of Law, 2001
Tim Thurman was born and raised in Papua New Guinea, the son of Wycliffe missionaries. Thurman graduated magna cum laude from Westmont College (philosophy), then spent several years traveling the world as a tennis teaching professional. He went to law school at Southwestern University School of Law in Los Angeles, where he graduated first in his class and was on law review. He is currently general counsel for Braaksma Construction Company and CCS Technology Group. Professor Thurman teaches Constitutional Law and Property.
Mark C. Allen III  
BA, Grinnell College, 1971  
JD, Loyola University of Los Angeles, 1974  

Presently, Professor Allen is a partner in the law firm of Laquer, Urban, Clifford & Hodge, LLP, where he specializes in environmental, regulatory and construction-related litigation. Professor Allen is a member of the public law and environmental sections of the California State Bar. A lecturer for Bar conferences and symposiums on environmental law issues, Professor Allen teaches Environmental and Administrative Law.

Robert Anderson  
BA, CSU Fullerton, 1974  
JD, Western State University College of Law, 1981  

Professor Anderson is a sole practitioner with a general practice which includes civil litigation; custody/visitation/domestic violence issues in family court; criminal defense; bankruptcy; and estate planning. Civil litigation has included not only successful trials to verdict, but a successful appeal to the Rhode Island Supreme Court. Family court has included a successful "move away" custody trial of an only child. Criminal defense has included the successful jury trial defense of rape and kidnapping charges. Additionally, Professor Anderson is the executive director of the Christian Legal Aid Office and the Trinity Law School Legal Clinic, which provides free legal services to, among others, those involved with the Orange County Rescue Mission, various shelters and local churches in Orange County. Finally, he leads the Orange County Chapter of the Christian Legal Society. Professor Anderson teaches Civil Procedure and Evidence.

Alan L. Armstrong  
BA, University of California at Riverside, 1967  
JD, Western State University, College of Law, 1984  

Professor Armstrong is a sole practitioner with a practice emphasizing estate planning, real estate and business law. Active in community and church associations, he annually offers his legal services to those in need via pro bono opportunities with the Orange County Bar Association and the Orange County Public Law Center. Professor Armstrong teaches Wills, Trusts and Estates.
ADJUNCT LAW PROFESSORS (cont’d)

Kenneth O. Chinn
BA, Whittier College, 1973
JD, Loyola University of Los Angeles, School of Law 1976

Professor Chinn is a Senior Deputy District Attorney for Orange County where he prosecutes medical professionals and attorneys accused of insurance fraud. An adjunct professor for Trinity Law School since 1996, he has also taught for the California District Attorney’s Association on topics including insurance fraud investigation and prosecution. Professor Chinn teaches Evidence.

Dana C. Clark
BA, Point Loma College, San Diego, CA, 1979
JD, Western State University College of Law, Fullerton, CA, 1986

Professor Clark is a senior trial attorney with the Law Offices, Richard J. Wianecki, Managing Attorney, who are in-house counsel for Safeco Insurance Company. He is involved in the defense of civil actions including areas of general negligence, construction, contract, products liability, defamation, business torts, inter alia. He is AV Rated by Martindale Hubbell and serves as a mediator, arbitrator, and Judge Pro Tem through the Orange County Superior Court. He taught courses as an adjunct professor at Western State University, College of Law in Torts, Remedies and Products Liability. At Trinity he teaches Torts, Professional Responsibility and Ethics in the Profession.

E. Thomas Dunn, Jr
BA, Biola University, 1977
JD, Southwestern University School of Law, 1984

Professor Dunn is a Senior Judicial Attorney for the California Court of Appeals, Fourth Appellate District. For twelve years he served as Senior Deputy District Attorney for the County of Orange where he prosecuted felony cases and handled felony and misdemeanor appeals. He was named Attorney of the Year by the Constitutional Rights Foundation of Orange County. Professor Dunn has taught as an adjunct law professor at Whittier Law School and Western State University College of Law. He teaches Criminal Law, Criminal Procedure and Advanced Criminal Law.

Bruce A. Harbin
BS, Oral Roberts University, 1979
MBA, Oral Roberts University, 1981
JD, Pepperdine University School of Law, 1983

Professor Harbin is a partner in the firm of Harbin & McCarron emphasizing a real estate and business law practice. Prior to attending law school, Professor Harbin was a real estate broker and owner of Harbin Real Estate Schools. A member of the California Bar, Professor Harbin is author of legal articles on topics including fair housing, ethics, real estate contracts and arbitration. Professor Harbin teaches Contracts.
Kevin P. Holsclaw  
BA, Whittier College, 1974  
JD, Pepperdine University, 1977  
MA, summa cum laude, Trinity International University, 1999

Professor Holsclaw served as Acting Assistant Attorney General and Deputy Assistant Attorney General for Legislation in the United States Department of Justice from 1989-1993. He later served as Special Assistant Attorney General for the California Department of Justice from 1994-1998. There he was responsible for the development of criminal justice policy for the California Attorney General. Professor Holsclaw participated on the Megan’s Law Task Force, the U.S.-Mexico Border Task Force and the National Association of Attorneys General Task Force concerning the Victims from the United States Department of Justice. He was given the Randolph Award by the U.S. Department of Justice for outstanding service, the Marvin Award, given each year to the Outstanding Attorney by the National Association of Attorneys General, and an Outstanding Achievement Award from Victims, Families and Survivors of the Oklahoma City Bombing. Professor Holsclaw currently serves as Chief Legislative Counsel to Congressman Dan Lungren.

James L. Hirsen  
BA, *cum laude*, Northeastern Illinois University, 1972  
JD, *magna cum laude*, Northrop University, 1980

Professor Hirsen is a New York Times best selling author, commentator and news analyst. Sought after for his expertise on current events and cultural matters, Hirsen has appeared on the O’Reilly Factor, Weekend Live with Tony Snow, Scarborough Country, CNN’s People in the News, Fox and Friends, ABC’s Politically Incorrect and numerous other television programs. He is also a frequent guest on radio shows across the country and hosts his own daily radio program on a nationally syndicated network. Hirsen teaches in the journalism school of Biola University. He is admitted to practice in the California and Washington, D.C., Bar Associations as well as the U.S. Supreme Court and the U.S. Court of International Trade. Before setting his sights on the legal, communications and publishing worlds, Hirsen worked as a professional musician. He participated in numerous studio recordings, film scores and performance events, and for a number of years was keyboardist for one of the most legendary groups of all times, the Temptations. He teaches Torts and Public International Law.

Bruce Johnson  
AB, Wheaton College, 1957  
JD, Northwestern University, 962  
LLM, New York University, 1973

Professor Johnson has practiced general corporate and business law in Chicago and Wheaton, Illinois. He was a member of the faculty of Wisconsin State University, School of Business at Whitewater. He was a member of the faculty of Southwestern University, School of Law, at Los Angeles, for twenty years. He has served on the boards of directors of several business and not-for-profit corporations. He teaches Property and Contracts.

Elizabeth N. Jones  
BA, University of California at Los Angeles, 1993  
JD, University of Miami School of Law, 1996

Professor Jones has practiced exclusively as a criminal defense attorney since graduating from law school in 1996. She is an associate attorney with the Law Offices of Virginia L. Landry, a boutique law firm specializing in driving under the influence and DMV matters. She is currently the Vice-President of the West Orange County Bar Association, and has sat on its Board of Directors for the past 7 years. Professor Jones teaches Criminal Procedure.
ADJUNCT LAW PROFESSORS (cont’d)

**Ronald V. Larson**

BA, Philosophy, California State University, Fullerton, 1992  
JD, University of California, Davis, 1995

Professor Larson practices business and civil litigation with Grant, Genovese & Baratta, LLP, in Irvine, California. Professor Larson is also a reserve officer in the United States Army, Judge Advocate General’s Corps. While a law student, he clerked for the Rutherford Institute, researching issues of religious freedom, free speech, and parental rights. At TLS, Professor Larson teaches Corporations and Business Associations, as well as Professional Responsibility and Ethics.

**Jeffrey Le Pere**

BA, University of California at Irvine, 1992  
MA, Simon Greenleaf University, 1994  
JD, University of San Diego, 1998

Professor Le Pere is an associate with the firm of Gates, O’Doherty, Gonter & Guy, LLP, where he practices in the area of consumer protection. He received his master’s degree in international human rights and wrote his masters thesis on the Convention on the Rights of the Child: A Familial Perspective. Professor Le Pere teaches courses in human rights and consumer protection.

**Judge Daniel S. Lopez**

BA, Claremont McKenna College, 1974  
MA, Claremont Graduate School, School of Education, 1977  
JD, Loyola Law School of Los Angeles, 1978

Governor Pete Wilson appointed Judge Lopez to the Bench of the Los Angeles Superior Court in 1994. He currently presides over felony jury trials. Earlier in his career, Judge Lopez served as presiding judge for the Los Angeles Judicial District at the Los Angeles County Municipal Court from 1993-94. He was appointed to the Municipal Court by Governor George Deukemeyjian in 1989 and was elected to the position of Municipal Court Judge in 1990. Judge Lopez is a popular speaker for legal conferences and has taught at Pasadena City College and California State University, Long Beach. He is an active participant in the Judicial Outreach Program speaking at various local elementary, middle and high schools as well as to local colleges and law schools on careers in law. His numerous judicial awards include the Outstanding Jurist Award in 1993. Judge Lopez teaches the Trial Practice and Appellate Advocacy courses.

**Andrew McCarron**

BA, California State University, Long Beach, 1985  
JD, Western State University College of Law, 1987

Professor McCarron previously taught at the University of Phoenix and Rancho Santiago College. He is an experienced real estate and business litigation attorney and is currently a partner with the firm of Harbin & McCarron. Professor McCarron is a Judge Pro-Tem for the Orange County Superior Court. He also lectures for Continuing Legal Education providers including the Orange County Bar Association Annual College of Trial Advocacy. Professor McCarron teaches Contracts and Property.
**Kenneth M. McDonald**

BA, California State University, Long Beach, 1976  
JD, Western State University College of Law, 1979  

Professor McDonald has served as a Los Angeles County Public Defender for eighteen years. Specializing in litigation, Professor McDonald averages approximately 20 to 25 trials annually. In 1996-97, he was named Professor of the Year. Professor McDonald teaches Criminal Law and Criminal Procedure.

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**Erin P. Moriarty**

BA, Louisiana State University, 1980  
JD, Louisiana State University, 1985  

Professor Moriarty practices bankruptcy law with the Law Offices of Weneta M.A. Kosmala. She has practiced in the area of bankruptcy law and civil litigation for ten years. Following graduation from law school, Professor Moriarty clerked for the Third Circuit Court of Appeals for the State of Louisiana. A member of the Louisiana and California Bars, Professor Moriarty is a member of the Board of Directors for the ESA Community Service Agency. Professor Moriarty teaches Civil Procedure.

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**Tony B. E. Ogiamien**

BSL, Western State University, 1978  
JD, Western State University College of Law, 1980  
Certificate, Law & Theology, International des Droits de l’Homme, Strasbourg, France 1979  
Ph.D, University of Essex School of Law, England, 1990  

Professor Ogiamien was a member of the founding class of the law faculty and formerly the Acting Dean of Law, University of Benin, Nigeria. Professor Ogiamien is a Barrister, solicitor and advocate of the Supreme Court of Nigeria. He has served as a special consultant on healthcare-related matters to the Federal Ministry of Health and has eighteen years of law school teaching, research and publication experience with particular focus on bioethics, comparative reproductive health law and family and child welfare law. Professor Ogiamien teaches Family Law and Rights of Minorities and Indigenous Peoples.

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**Kenneth A. Roberts**

AA, Orange Coast College, 1968  
JD, Pepperdine School of Law, 1973  

Professor Roberts is a court-appointed arbitrator for the Superior Court and has a private arbitration practice. He has also served as a Judge Pro Tem since 1978. Professor Roberts is an expert in arbitration with over 500 arbitration hearings to his credit. His legal practice has included criminal law, family law, tort law and professional malpractice cases with eighty percent of his practice in tort law. Professor Roberts teaches Torts.
R. Neil Rodgers
BA, University of California at Los Angeles, 1974
JD, Western State University College of Law, 1977

Professor Rodgers has over twenty-four years of experience in the bankruptcy field in which he has served as a trustee and has specialized in debtor-creditor law, workouts and business reorganizations. He has a private law practice emphasizing bankruptcy, family law and corporate law. Professor Rodgers has moderated and spoken at seminars and programs sponsored by local bar associations and has taught at Trinity since 2001. Currently supervising the Pacific Justice Institute Clinical Law Program at Trinity, he also teaches Legal Research and Writing, Community Property, Family Law, Corporations & Business Associations, and Bankruptcy & Creditors Rights.

Lloyd E. Tooks
BA, Whittier College, 1966
JD, cum laude, Howard University School of Law, 1969

Professor Tooks is a sole practitioner litigating primarily in the area of employment discrimination and other constitutional issues. He also consults with religious organizations on First Amendment issues. Professor Tooks has served as a Civil Rights Advisor to the NAACP and as a partner in the Los Angeles firm of Sanders and Tisdale. Following graduation from law school, Professor Tooks clerked for the Honorable James M. Carter of the United States Court of Appeals for the Ninth Circuit. Professor Tooks teaches Employment Discrimination and Civil Rights courses.

Judge Linda M. Wilde
BSL, cum laude, California College of Law, 1979
JD, cum laude, California College of Law, 1980
MA, Claremont Graduate School, 1985

Judge Wilde practiced law for twelve years with firms specializing in civil and criminal appellate practice. In 1992, she was appointed to the San Bernardino County Superior Court where she presently adjudicates criminal trials. Judge Wilde served in a civil assignment from 1993 to 1995, presiding over negotiations resulting from the decommission of George Air Force Base. Her leadership and expertise throughout these negotiations earned her numerous community awards. Judge Wilde teaches Alternative Dispute Resolution, International Conflict Resolution and Professional Skills courses.

Rebecca A. Wilson
JD, Humphreys College School of Law, 1981

After graduating second in her class at law school, she served as a Deputy D.A. for San Joaquin County, followed by several years as an insurance defense attorney. Now a partner in the law firm of Wilson & Associates, www.alltrialattorneys.com, she limits her practice to criminal law, securities litigation and serious personal injury matters.
Trinity is committed to the concept that a legal career is a calling, not just a profession, and that students of all ages, backgrounds and occupations may sense the call to enter law school. In accordance with this commitment, the Admissions Committee selects its law students upon consideration of the "whole person" as represented in the applicant file. While Law School Admission Test (LSAT) scores and past academic experience are important, the Committee also considers the prospective student's goals, achievements, work experiences, life circumstances and other criteria that indicate an applicant's outstanding character and potential for academic success.

All prospective students, regardless of race, national origin, or religion, are welcome at Trinity Law School. Applicants are encouraged to consider that Trinity Law School has a commitment to teach law from the Judeo-Christian perspective and to evaluate their interest in receiving their legal education in such an environment.

**PRE-LAW EDUCATION**

Trinity Law School does not require a prescribed pre-law curriculum for its applicants. Often a broad liberal arts education is better preparation for the study of law than specialized study. Trinity recommends an undergraduate curriculum that emphasizes the skills of an excellent attorney. These skills include persuasive oral and written communication, critical understanding of values and institutions and analytical and creative thinking. Courses in history, logic, business, economics, accounting, English, speech and debate, political science and sociology offer a suitable foundation for an entering law student.
ADMISSIONS (cont’d)

CATEGORIES OF ADMISSION

Regular Students with a Bachelor’s Degree
Applicants previously awarded a bachelor’s degree from a qualified institution of higher learning are considered for regular admission. A qualified institution is defined as an institution that is approved or accredited by one of the six regional accrediting associations for institutions of higher learning. A degree-granting institution approved by the state department of education where the college or university is located is also considered a qualified institution.

Regular Students without a Bachelor’s Degree
Trinity offers law school candidates without a bachelor’s degree an exceptional opportunity to enter law school before completing their undergraduate study. Applicants without a bachelor’s degree may be admitted upon completion of an associate’s degree from a qualified institution or upon earning at least 60 transferable units of undergraduate study. Acceptable courses are those that could apply towards a bachelor’s degree at an accredited four-year college. Please contact an admissions counselor at 714.796.7100 for additional information.

Special Students
An applicant without an associate’s degree but demonstrating the intellectual ability equivalent to at least two years of college may be considered for law school admittance as a special student. The California Committee of Bar Examiners determines intellectual equivalency via the written College Level Examination Program (CLEP). For consideration to law school entrance as a special student, a candidate must possess an LSAT score at or above the 50th percentile. It is important to note that applicants admitted to legal study under this special students provision are required to pass the California First Year Law Students’ Examination. The Admissions Committee offers admission to such applicants solely at their discretion. Due to the special nature of these admissions considerations, please contact an admissions counselor at 714.796.7100 for additional information.

Transfer Students
Applicants enrolled in legal study elsewhere may be considered for transfer status. The Admissions Committee evaluates transfer applicants on a case-by-case basis but usually requires transfer students to complete their last four semesters in residence at Trinity Law School. A letter of good standing and eligibility to return to law school from the dean of the original school is required. Applicants who have completed some law school credits at their original school may be eligible to receive transfer credits. Grades of C or better (or equivalents) may be accepted for transfer credit subject to similarity to Trinity Law School course contents and completion within twenty-seven months prior to matriculation at Trinity. The maximum number of units normally transferred is 42 semester units.

Academically dismissed law students interested in transferring to Trinity Law School must contact the Admissions Office to discuss their situation. Requirements include an LSAT score at or above the 50th percentile. Units from the school dismissing the student may not be transferable. Only units at good standing level or above will be considered for possible transfer. Transfer students are admitted solely at the discretion of the Admissions Committee and in accordance with the rules of the Bar Examiners of California. Trinity Law School does not award credit for prior experiential learning.

I never dreamed of becoming a lawyer, but in Albania I worked with Christian attorneys and saw mighty things that God did through them. I saw the Word of God, His power and truth penetrate high places in the Albanian government where corruption and injustice reigned. From that point on, I desired to be a part of the battle and the Lord opened the doors. I am thankful that He led me to Trinity where our professors teach us to do justice with compassion.

Deni Ziu, JD, 2002
Dual Degree Student
International Students

Trinity welcomes inquiries from foreign-educated applicants. However, there are special admission requirements pertaining to the evaluation of foreign credentials. Foreign applicants must request a detailed report evaluating their transcripts from Credentials Evaluation Services (CES). Applicants may contact Credentials Evaluation Services at P.O. Box 66940, Los Angeles, CA 90066; 310/390-6376 or http://www.iers.org. Results of the Test of English as a Foreign Language (known as the TOEFL exam) are normally required for applicants from countries where English is not their first language. To be competitive, a candidate must obtain a score of 580 or better on the TOEFL exam. Inquiries regarding the TOEFL test should be addressed to: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151; 1/800/257-9547 or http://www.toefl.org. Please contact the Admissions Office for additional information concerning student visas if you are applying as an international student.

THE LAW SCHOOL ADMISSION TEST (LSAT)

Applicants are required to take the Law School Admission Test (LSAT), a nationwide examination designed to assess law school candidates’ potential for success in legal study by testing logic and analytical abilities and reading comprehension. While applicants to Trinity Law School must furnish LSAT results, the Admissions Committee does not employ a rigid cut-off score. The LSAT is one of many factors considered for acceptance. If there are multiple LSAT scores, all scores will be factored with an emphasis on the highest score attained. Trinity will not consider LSAT scores older than five years.

The Law School Data Assembly Service (LSDAS) offers the LSAT examination each September/October, December, February and June. Registration materials for the LSAT may be obtained from a Trinity admissions counselor or from the Law School Data Assembly Service (LSDAS) at 215/968-1001 or online at www.lsac.org.

TRANSCRIPTS

An applicant must provide official transcripts from all colleges and/or universities attended. Note that these transcripts are in addition to any transcripts collected for the LSDAS service. All credits attempted or earned, including Associate’s, Bachelor’s and graduate credit must be shown. The applicant must contact each college or university attended and request official transcripts be sent directly to the Trinity Law School Admissions Office. All transcripts must be sealed and bear the official certification of the issuing school.

Coming to Trinity Law School was one of the best choices of my life. I was able to work, raise a family and go to school (and be on the soccer field) at the same time thanks to the locality of the school with respect to my home and work and especially due to the support of the staff.

Randi Johl, J.D., 2004
PERSONAL STATEMENT

Prospective students are required to submit a personal statement with their law school application. The personal statement is integral to the application process as it offers the Admissions Committee greater insight to further assess potential for success at Trinity Law School. The personal statement should address why you desire to study law, particularly at Trinity Law School, and your professional and personal goals for the future as well as any factors that may have affected your academic success in the past. Please refer to the law school application for complete instructions.

The Admissions Committee recommends that applicants give thoughtful introspection to the personal statement process and respond with specificity. Responses should not exceed three double-spaced typed pages.

RECOMMENDATIONS

Two recommendations are required in support of the application for admission. These recommendations may be from professors, instructors or professional associates who can accurately comment on the candidate’s character and potential for success in legal study. Recommendation forms are included in the application packet. For the candidate who cannot obtain a faculty recommendation due to lapse of time since undergraduate study, two recommendations from an employer or professional associate who can comment effectively on the candidate’s character traits and abilities, are acceptable.

Acceptable recommendations must be sent directly to Trinity Law School with the recommender’s signature written across the unopened seal of the envelope.

INTERVIEWS

The Admissions Committee requires each applicant to interview with the Dean or a faculty member. Since this is a vital part of the admissions process, each applicant is strongly encouraged to schedule an interview appointment as soon as possible after submission of his or her application. Telephone interviews are acceptable if an applicant lives a considerable distance from the law school.
PRIORITY DEADLINES/TIMING OF DECISIONS

Trinity utilizes a priority deadline of July 1st for receipt of applications from candidates interested in entrance in the Fall class and December 1st for those considering entrance for the Spring semester. Adherence to the priority deadlines are recommended so an accepted candidate can participate in all the benefits of admission including all financial aid options and new student events. An applicant intending to register for the June LSAT is strongly encouraged to submit a completed application by the priority deadline with the exception of the LSAT results.

ACCEPTING AN OFFER OF ADMISSION

Upon acceptance, entering students are required to sign and return the Enrollment Deposit Form and a $100 tuition deposit fee within thirty days of receiving an offer of admission. This enrollment deposit is necessary to reserve a seat in the entering class and is applied toward first semester tuition.

Trinity Law Student Profile

- Median age 31
- 52% minority
- 49% women

Recent students have come from Illinois, Texas, Oregon, Washington, North Carolina, Ohio, Missouri, South Carolina, Tennessee, West Virginia and Florida.

Trinity’s students body has included students from diverse countries of origin, including Afghanistan, Albania, Argentina, Austria, Brazil, Canada, China, the Dominican Republic, El Salvador, France, Germany, Guam, India, Indonesia, Iran, Jamaica, Japan, Libya, Pakistan, Peru, Phillipsians, Romania, Russia, South Africa, South Korea, Taiwan, Turkey, the UAE, the UK, Viet Nam, and Zambia.

Many choose Trinity for its Christian distinctive.
As a Christian law student, I have found that my greatest struggle has been reconciling my Christian-based beliefs with our legal system that seems anything but Christ-like. But, what I have learned at Trinity is that I do not have to compartmentalize my Christian life and my career life as two separate lives. I have gained the reassurance that I can be a good, successful legal practitioner without apologizing for or sacrificing my faith. And, best of all, I have learned how to share my faith with my "secular" colleagues by speaking their language. Isn't that what the great commission is all about?

Casanya D. Ursery, JD, 2003

TRANSFER CREDIT, STUDENT RECORDS AND STUDENT GRIEVANCES

For the law school, the maximum age of units that will be considered for transfer credit is normally 27 months and the maximum number of units normally transferred is 42 semester units. Trinity Graduate School does not have a limit on the age of the units eligible for transfer. A unit of credit is considered to consist of 15 classroom hours (one classroom hour is defined as 50 minutes of lecture). For Trinity Law School, all credit must be taken as law school credit. Each graduate of Trinity Law School and Trinity Graduate School is issued a diploma. Sample diplomas may be viewed in the Registrar’s Office.

The institution keeps and official transcript of all course work taken and completed for a period of 50 years after the student completes course work or after a student withdraws from the course program. The institution adheres to the Family Education Rights and Privacy Act of 1974 (as amended). For copies of transcripts, students must submit a request for a transcript to the institution’s Registrar’s Office.

Students’ rights and procedures for addressing student grievances are contained in the institution’s Student Handbook. The Student Handbook is issued to each new student at the beginning of every academic year.
Trinity Law School offers scholarships and grants as well as Federal Stafford Loans to its law students throughout their academic career. The Financial Aid Department adheres to a strict no app, no aid policy. Prospective students are strongly encouraged to complete a scholarship application (and the Free Application for Federal Student Aid [FAFSA] on the web) concurrently with their application for admission as scholarships and grants are awarded upon acceptance to Trinity Law School.

Admissions counselors are available to discuss financial aid options and to assist prospective students in planning a realistic budget for attending law school.

Trinity Law students may apply for a low interest loan. Students may borrow up to $18,500.00 annually to meet the cost of attendance (tuition, books, fees and a modest living allowance). This program includes a 3% origination fee and a 1% guarantee fee, which is subtracted from the loan amount awarded. To participate in the Federal Stafford Loan Program in a given term, a student must be enrolled at least half time in a regular semester (six units in the summer) as a regular student in an eligible academic program and must meet the school’s satisfactory academic progress standards.

Applicants must first complete a current Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov or you may fill out a paper application available in the Financial Aid Office. The FAFSA application is required to assess an applicant’s ability to contribute to the cost of his/her education.

Once a student submits the FAFSA, confirmation will be sent from the Department of Education in the form of a Student Aid Report [SAR]. Once you receive your SAR, you must call the Financial Aid Office, 714) 796-7122 or mromero@tiu.edu, and make an appointment to complete your financial aid process by July 30 for the fall semester.

As a matter of policy, financial aid advances are not available. It is important for students to budget sufficient funds to cover living expenses initially as Federal Stafford Loan disbursements do not arrive until the first week of school. It is against federal policy for a student to receive a loan disbursement before the first day of classes.
SCHOLARSHIPS AND GRANTS

Full Tuition Scholarships
Full tuition scholarships are available to a limited number of students who are highly qualified. To be eligible to apply for these full tuition scholarships, new students must have scored at least a 160 on the Law School Admissions Test (LSAT) and hold a bachelor’s degree from a regionally accredited university with at least a B+ grade point average.

President’s Scholarship
Established to encourage diversity within the law school student body, the President’s Scholarships are available to first-year law students with educationally or economically disadvantaged backgrounds. The Scholarship Committee selects recipients from applicants’ personal statements addressing their background, hardships overcome, achievements and financial need. Previous academic performance is also a criterion.

Dean’s Scholarships
Dean’s Scholarships are awarded to incoming law students based upon academic excellence and LSAT performance. To be considered for this academic scholarship, recipients must place within the top 25 percent of accepted students for the matriculating class.

Simon Greenleaf Scholarship
The Simon Greenleaf Scholarship is awarded to Trinity law students in celebration of the life and accomplishments of Simon Greenleaf, a great 19th-century American authority on the common law of evidence. Simon Greenleaf, a committed Christian, was a renowned Harvard Law School professor and a president of the Massachusetts Bible Society for many years. Trinity awards these scholarships to law students who emulate Simon Greenleaf’s commitment to biblical truth and dedication to excellence in their legal studies and future careers. These scholarships are available to first-year law students and are renewable if the student maintains a satisfactory cumulative grade point average.

Public Service Grants
The Public Service Grants are awarded to first-year law students demonstrating a commitment to public and community service. Examples of grant recipients may include pastors and their families, law enforcement personnel as well as applicants with significant volunteer involvement in their community.

Community College Grants
These grants are awarded to AA or AS graduates of California community colleges who have not yet earned a bachelor’s degree and who are beginning their first year of law study. These awards are based upon a superior score on the LSAT and academic excellence.
Veterans’ Educational Benefits
Trinity Law School students are eligible to receive Veterans’ Benefits while attending law school. The Bureau for Private Postsecondary and Vocational Education approves Trinity to train veterans. Trinity Law School will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran’s or eligible person’s duration of the course proportionately if appropriate, and notify the Department of Veterans’ Affairs and students in accordance with the Code of Federal Regulations 21.4254(c)(4). Please contact the Registrar’s Office at 714.796.7140 for additional details on using Veterans’ Benefits to assist in financing your legal studies.

Deferred Payment Plan
Trinity Law School students may pay their tuition costs using a Deferred Payment Plan contingent upon approval from the Business Office. This program is designed for students who wish to spread their tuition payments throughout the semester to avoid incurring student loan debt. Students have the option of tuition payments in three, four or five equal installments with the first payment due at registration. Following payments are due on the 20th of each month. Payments received after the deadline are assessed a $25 late fee. Students who do not maintain an account in good standing will not be approved to continue in the payment plan option the following semester.

A one-percent finance charge will be assessed to the total outstanding balance on the student’s account as of the last day of each month.

To truly know the law, one must seek to understand the foundations that formed it. Upon this rationale, I chose to attend Trinity Law School. Trinity teaches from a biblical perspective, a virtuous perspective that imbibes the very essence of law. As a result of attending Trinity Law School, I will become a highly skilled and knowledgeable attorney who will apply the law as it was intended to do, and that is to promulgate justice, fairness, and compassion to all, from a Christian worldview.

Henry Maruyama
3rd year TLS student
TUITION

TUITION REFUND POLICY

1. Withdrawal prior to or on the first day of the semester (provided no classes have been attended).
   a. All tuition and fees are refunded except for the application fee of $35.00.
   b. Costs of materials purchased shall be refunded provided materials have not been used.

2. Withdrawal after the first day of the semester.
   a. The refund will be calculated on a course by course basis.
   b. Where 60% or less of each course has been completed, there will be a pro rata refund. For example, if the student officially withdraws after five classes of a 15 class course and paid $1500.00 of tuition, the student would receive a $1000.00 refund.
   c. No refund will be given where more than 60% of each course has been completed.

3. In order to receive a refund, the student must file an official add/drop form in the Registrar’s Office. The refund is based on the number of class hours remaining. If the school cancels or discontinues a course or educational program, the school will make a refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

4. The refund checks will be mailed to the student no later than 30 days following the receipt of the written notice.

Tuition for the 2005-2006 academic year is $625.00 per credit hour for the JD program. Those students failing to register by the registration deadline will incur a $45.00 late fee. The tuition cost to audit law classes is $325.00 per class. Books and materials cost approximately $250.00 per semester. Tuition for the 2005-2006 academic year is approximately $17,500.00 for the full-time program (based on 28 hours) and $13,125.00 per academic year for the part-time program (based on 21 hours). All tuition and fees must be paid in full at time of registration unless a student is approved to participate in the Deferred Payment Plan.

Tuition for the Master of Arts Program is $419.00 per credit hour. The tuition cost to audit an MA class is $195.00 per class.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgement.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered as California residents.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgement is obtained, you must file a STRF application within two years of the final judgement.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.
SAMPLING OF COLLEGES AND UNIVERSITIES REPRESENTED BY TRINITY LAW SCHOOL STUDENTS AND GRADUATES

- Abilene Christian College
- Adrian College
- Arizona State University
- Auburn University
- Azusa Pacific University
- Baylor University
- Biola University
- Bryan College
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- California Baptist College
- California Lutheran University
- California State University, Bakersfield
- California State University, Dominguez Hills
- California State University, Chico
- California State University, Fullerton
- California State University, Long Beach
- California State University, Los Angeles
- California State University, Northridge
- California State University, San Bernardino
- Cedar Crest College
- Chapman University
- Clark Atlanta University
- Concordia University
- Christian Heritage College
- Eastern New Mexico University
- Fairleigh Dickinson College
- Geneva College
- Gettysburg College
- Golden Gate University
- Hope International University
- John Brown University
- Houghton College
- Kean University
- La Sierra University
- Lewis and Clark College
- Liberty University
- Loyola Marymount University
- Messiah College
- National University
- New Mexico State University
- North Central Bible College
- Northeastern Illinois University
- Northwest College
- Oklahoma State University
- Pennsylvania State University
- Pepperdine University
- Portland State University
- Purdue University
- Regent’s College
- Salem State University
- Saint Mary’s College
- San Diego State University
- San Jose State University
- Scripps College
- Seattle Pacific University
- Skidmore College
- Southeast Missouri State University
- Southern Illinois University
- Texas A&M University
- Trinity International University
- The Master’s College
- United States Naval Academy
- University of California at Berkeley
- University of California, Davis
- University of California at Irvine
- University of California at Los Angeles
- University of California at Riverside
- University of California, Santa Barbara
- University of Chicago
- University of Colorado
- University of Denver
- University of the East
- University of Hawaii
- University of LaVerne
- University of Loyola, Chicago
- University of Maine
- University of Michigan
- University of Minnesota
- University of Nebraska
- University of New Mexico
- University of the Pacific
- University of Phoenix
- University of Puget Sound
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- University of Texas
- University of Washington
- West Texas State University
- Western Baptist College
- University of West Los Angeles
- Vanguard University
- Virginia State University
- Westmont College
- Whittier College
- Yale College
The Curriculum

The descriptions, content and number of units awarded for courses are subject to change without notice. The required curriculum is set forth in the Academic Program section. Elective courses are offered at the discretion of the law school.

COURSE DESCRIPTIONS

Required Courses

LA505
Legal Institutions and Values
(3 units)
Legal Institutions and Values is a survey of the foundational sources in history, philosophy and the Bible for the legal and governmental order of the United States. Topics range from Sumerian democracy to Roman law to the sources and impact of the English common law.

LA521, LA522
Contracts I and II
(6 units)
Contracts presents the basic statutory and common law principles of formation, performance, enforcement and termination of contracts. This includes: offer and acceptance, consideration, conditions, breach, damages, third party beneficiaries, assignment and delegation, and the Statute of Frauds. Contracts also covers the relevant portions of the Uniform Commercial Code.

LA531
Criminal Law
(3 units)
Criminal Law examines crimes and defenses under statutory and common law. Areas covered include the elements of crimes, certain extraordinary issues related to criminal practice, defenses, justification, excuses, penalties and sanctions.

LA541, LA542 Torts I and II
(6 units)
Torts relates to civil liability for legal wrongs to persons and property. The course covers negligence, strict liability, products liability, trespass, assault, battery, false imprisonment, conversion, personal injury, defamation, invasion of privacy, injuries to business relationships and a variety of other causes of action. It also discusses tort law concepts such as standard of care, intent and legal causation.

LA556
Legal Research and Writing I
(3 units)
Legal Fundamentals covers the two essential skills that every attorney must master: research and writing. Emphasis is on traditional, legal research materials and sources available to lawyers and judges in the practice of law. Second, the student will learn the principles of clear, precise and logical communication of legal concepts and theories as well as detailed factual analysis. Lastly, substantial attention will be paid to proper legal citation format. Student performance is demonstrated through research and writing assignments.

LA560
Legal Research and Writing II
(3 units)
A skills course required for all first-year students that focuses on legal writing and analysis. Legal reasoning and persuasive writing techniques will be reviewed as a means of employing rules of law when applied to new factual settings. Advisory and adversarial legal writing skills are developed through the preparation of office memos, motions and briefs.
LA600, LA601
Constitutional Law I and II
(6 units)
The courses in Constitutional Law examine the United States Constitution: its text, principles, original meaning, historical development, contemporary construction and case law. Constitutional Law I examines the distribution of powers (federal, state and private), judicial review, jurisdiction, justifiability, and economic regulations including the Commerce Clause, the Contracts Clause and the Takings Clause (eminent domain).

Constitutional Law II focuses on individual rights and claims of rights under the principles of due process of law and equal protection of the laws and First Amendment principles and cases, concentrating on freedom of expression and religious liberty.

LA661, LA662
Property I and II
(6 units)
The courses in Property examine the rights, privileges, duties and obligations of ownership of tangible and intangible real and personal property. Subjects covered include private property theories, classification of estates in land, forms of concurrent ownership, possessory and future interests, donative transfers of property, transfers of interests in real property, real estate contracts, deeds, legal descriptions, conveyancing, recording systems, title insurance, landlord and tenant law, adverse possession, condemnation and public zoning issues, easements, covenants and servitudes.

LA670
Evidence
(4 units)
Evidence studies the rules relating to the use of oral, documentary, physical and demonstrative evidence in trials and formal legal proceedings, with particular attention to the Federal Rules of Evidence and California law. Subject matter areas include common law and statutory principles and policy considerations underlying rules of evidence, admission and exclusion, relevancy and materiality, privileged communications, the hearsay rule and its exceptions, opinion evidence, authentication, the best evidence rule, impeachment and rehabilitation, judicial notice, public policy exclusions, presumptions and burden of proof.

LA673, LA674
Civil Procedure I and II
(6 units)
These courses offer an introduction to the rule and operation of the courts of civil litigation. These courses include an introduction to the nomenclature and basic concepts required for the examination of a lawsuit. Emphasis placed on the inter-relationship between theories of jurisdiction and notions of federalism, service of process, joinder, pleading, motions, discovery, judgment, appeals and related issues. The course emphasizes federal civil procedure, but also addresses California procedure where it differs from the federal rules.

LA702
Business Organizations
(3 units)
This course addresses the process of corporate formation, corporate privileges and powers, corporate capital structure governance, and the fiduciary obligations of officers and directors. Close corporations are addressed as well as publicly traded corporations, with an emphasis on insider trading, transactions in corporate control and shareholder derivative suits.
LA712
Professional Responsibility
(1 unit)
Professional Responsibility studies the canons of ethics and discipline of the legal profession with their sources, history and application. The course focuses on the duties and responsibilities of lawyers to clients, courts and the profession and on the State Bar of California Rules of Professional Conduct, and the American Bar Association Model Code and Model Rules of Professional Conduct. Professional Responsibility normally is taken in conjunction with Ethics and the Profession.

LA715
Ethics and the Profession
(2 units)
Ethics, Law and the Profession examines the broad social and moral issues and responsibilities of lawyers, judges, lawmakers, law enforcement officers and others in law-related professions as they relate to the establishment, preservation and enforcement of values in a culture through its legal system. Special attention is given to the concept of the legal profession as a bonding of skills and moral commitment.

LA764
Community Property
(3 units)
Community Property examines the statutory codes and case law principles governing community property, particularly the California community property system, and the current rules for classification and division of property upon the dissolution of marriage.

LA783
Criminal Procedure
(3 units)
Criminal Procedure reviews the procedural aspects of criminal law practice from pre-arrest through appellate review in state and federal courts. The course covers constitutional, statutory and common law rights of prosecutors and defendants, including guarantees related to fair, impartial and speedy trials, trial by jury, the privilege against self-incrimination, protection against unreasonable search and seizure, and the right to counsel.

LA790
Jurisprudence I
(3 units)
This course explores the central issues in the general theory of law, focusing on questions about the relationship between law and morality. In the process, students are introduced to the principal theories of jurisprudence and some of the classic writings in both the natural law tradition and legal positivism. An emphasis is given on contrasting secular jurisprudential theories with biblical doctrines of law and morality.

LA791
Jurisprudence II
(3 units)
This seminar integrates the dominant theories of jurisprudence, substantive law and biblical morality. Students explore and develop their own approach to judicial decision-making, justice and law through substantial seminar papers which will be presented in class. Jurisprudence is a prerequisite to this seminar class.

LA800
Wills, Trusts and Estates
(4 units)
Wills, Trusts and Estates surveys the fundamental principles of estate planning and the law concerning the transfer of rights in decedents' estates including intestate succession, execution, construction, revocation, administration and interpretation of wills; and the nature, creation, modification and termination of trusts.

LA823
Remedies
(3 units)
Remedies studies the principles and application of common law and statutory judicial remedies, both equitable and legal, focusing on the nature and scope of the proper relief and comparing the remedial goals of restitution, damages, injunctions, specific performance and declaratory relief. Additional relief in the forms of attorney fees, costs, civil penalties and sanctions are also surveyed.
SPECIAL OFFERINGS AND ELECTIVES

The special offerings and electives listed below are not offered on a rotating basis and may not be offered during a student's period of residency.

**LA750**
**Appellate Advocacy**  
(3 units)  
Appellate Advocacy is an introduction to appellate practice and the art of oral advocacy following the procedures used in courts of appeal, including drafting appellate briefs and presenting oral arguments. The course employs the technique of a moot court. Students research and write briefs related to an assigned record on appeal and designated questions presented, culminating in oral argument against opposing counsel before judges in a mock proceeding similar to an appellate court proceeding.

**LA753**
**Trial Practice**  
(3 units)  
Trial Practice provides students the opportunity to implement their substantive and procedural knowledge relating to legal procedures, evidence and trial advocacy. The course covers discovery by depositions, trial preparations and courtroom procedures, such as opening statements, direct and cross-examination of witnesses, presentation and objections to evidence, and closing arguments. Emphasis is on the development of trial advocacy skills through actual performance and participation in mock trials.

**LA857**
**Logic and Advocacy**  
(2 units)  
This course examines the advocacy skills essential for effective attorneys such as critical thinking, logical reasoning, logical fallacies, the processes of persuasion, evidence and proof by which people reach decisions and change their minds. This course also includes the values, worldviews and social and political theories that influence legal decisions.

**LA862**
**Introductory Taxation**  
(3 units)  
Introductory Taxation provides a general introduction to principles of taxation, taxing agencies and tax-related procedures, with an emphasis on federal income tax.

**LA870**
**Civil Litigation Skills**  
(2 units)  
Civil Litigation Skills provides students with an opportunity to develop an approach to the pleading and discovery aspects of litigation. The course covers drafting and opposing pleadings, preparing a discovery plan, drafting and responding to written discovery, preparing witnesses for depositions, and deposition skills in accordance with the California Code of Civil Procedure. Successful completion of LA671, LA672, LA673 and LA674 are prerequisites for this course.

**LA901**
**Introduction to International Human Rights**  
(3 units)  
This is a course surveying the concepts and terminology, historical, philosophical and legal perspectives, and the international instruments and institutions involved in international human rights.

**LA902**
**Human Rights Research Methods**  
(2 units)  
Human Rights Research Methods is an introduction to the methodology of researching human rights instruments, issues and case law with particular emphasis on developing a student's skill and competence in case analysis, and use of library resources.

**LA905**
**The Theory and Law of War**  
(3 units)  
The Theory and Law of War is a study of international legal norms applicable in time of both international and non-international armed conflict.
THE CURRICULUM (cont’d)

SPECIAL OFFERINGS AND ELECTIVES (cont’d)

LA910
The Right to Life and the Law
(2 units)
The Right to Life and the Law is a study of the complex medical, social, legal and ethical issues raised by topics such as abortion, euthanasia and infanticide. The course includes a survey of Supreme Court and other judicial decisions pertaining to these issues.

LA913
Rights of Women, Children and Families
(3 units)
This course is a survey of the international instruments intended to protect women, children, and families. Issues to be addressed include pertinent international instruments and principles of international law relating to gender-based discrimination; children’s rights to privacy, education, and information; pornography; slavery; child soldiers; and the implications of religious liberties on the family. The course includes an introduction to comparative religions and worldviews as they pertain to women, children and families.

LA914
American Tribal Law and the Rights of Minorities
(3 units)
American Tribal Law and the Rights of Minorities is a survey of global and regional efforts to define minority and indigenous groups and to articulate and implement the human rights of members of ethnic, racial, religious, linguistic, or national minorities and indigenous populations. Related issues such as xenophobia, intolerance, nationalism, and racism will be addressed.

LA918
International Disputes Resolution
(2 units)
International Disputes Resolution is a hands-on study of the dispute resolution process available for dealing with human rights violations. Topics include the United Nations and regional claims procedures as well as an overview of international arbitration, mediation and conciliation.

LA919
International Forum on Human Rights
(2 units)
This course is presented in conjunction with the annual program of the International Institute of Human Rights, and enables students to interact with human rights lawyers, judges, government officials, academies and activists from all over the world, and to experience European culture. May be repeated for credit as topics vary.

LA920
International Seminar on Human Rights
(4 units)
Recognition and protection of human rights under international law is the subject of this unique course taught for four weeks during the month of July on the campus of the University of Strasbourg in Strasbourg, France. The course is presented in conjunction with the annual program of the International Institute of Human Rights.

LA921
Religious Liberties and International Rights
(3 units)
Religious Liberties and International Human Rights represents an in-depth study of the human right of religious freedom of thought, conscience and belief as set forth in the various human rights documents.

LA922
Public International Law
(3 units)
This course introduces students to the fundamentals of public international law, focusing on the nature and sources of international law, the relationship between international law and domestic law, international agreements, statehood and territorial jurisdiction, recognition of states and governments, immunities, state responsibility, the use of force and peaceful settlement of international disputes.
THE CURRICULUM (cont’d)

SPECIAL OFFERINGS AND ELECTIVES (cont’d)

LA923  
International Criminal Law  
(3 units)  
This course examines issues in the field of international criminal law which encompass: individual responsibility for conduct that is labeled as criminal under international law; nation-state responsibility for conduct that may be considered a crime under international law; and individual responsibility for conduct with international dimensions that is labeled a crime under U.S. domestic law.

LA925  
Immigration and Nationality Law  
(2 units)  
Immigration and Nationality Law explores the statutory, regulatory, and administrative foundations of United States immigration law, policy and practice, as well as basic principles of nationality law and naturalization procedures. Topics include immigrant and non-immigrant visa categories such as family-based immigration, and business and employment-based immigration and visas, refugee and asylum law, and deportation law and practice. The course also analyzes the constitutional basis for federal control over immigration and surveys the historical and social context of U.S. immigration policy, and the moral issues concerned with immigration control.

LA957  
Law Practice Management  
(2 units)  
This course covers the practical aspects of opening a law practice, including the business and ethical issues as well as the personal pressures encountered in the solo or small firm practice.

LA960  
Administrative Law  
(2 units)  
Administrative Law surveys the statutory and regulatory authority and administrative procedures employed by federal, state and municipal government agencies. The course includes coverage of regulatory authority and procedures, access to public records and judicial review of agency action.

LA961  
Bankruptcy and Creditors Rights  
(2 units)  
This course begins with a discussion of state laws relating to the enforcement of judgments. The course then moves on to a consideration of the Bankruptcy Act of 1978 covering preferential transfers, creditors’ claims, the role and powers of the trustee, discharge and wage earners’ plans.

LA953  
Legal Internship  
(1-3 units)  
A legal internship is an opportunity for students to pursue personal participation in various aspects of the legal profession and practical development of professional skills by working with practicing attorneys, judges, prosecutors, public defenders, public interest law firms or other public justice organizations. Each internship must be approved by the dean of the law school and will be subject to requirements adapted to each situation.
SPECIAL OFFERINGS AND ELECTIVES (cont’d)

LA962
Intellectual Property
(2 units)
This course examines the basics of intellectual property, including patents, copyrights, trademarks and licensing. Additionally, current issues such as software, service marks and multimedia technologies are covered.

LA964
Family Law
(2 units)
Family Law studies the legal aspects of the relationships associated with marriage and parenthood, including spousal and parental rights and responsibilities, children’s rights, marital dissolution, annulment, unmarried cohabitation, child custody, illegitimacy, adoption and guardianship.

LA966
Bioethics and the Law
(2 units)
This course focuses on the legal and moral dilemmas surrounding cutting-edge issues such as new technology in the life sciences including reproduction and genetics, death control and private v. public control of healthcare and science.

LA970
Independent Study
(1-3 units)
This course offers individualized research on an approved topic under the supervision of a law professor. An independent study must be approved by the dean of the law school.

LA975
Environmental Law
(2 units)
This course discusses basic federal environmental law including the Clean Air and Water Acts, National Environmental Policy Act and the Comprehensive Environmental and Cleanup Liability Act. Particular emphasis is given to environmental public policy issues.

LA980
Law and Public Policy
(2 units)
Law and Public Policy surveys policy objectives and underlying philosophical systems. Judicial decision-making, legislation and executive action are examined for their theoretical foundations. Various theories are studied with particular emphasis placed on Christian perspectives. The emphasis of this elective course varies each time it is offered. Past sections of the course have studied a combination of issues involving education, poverty, sex discrimination, privacy, war and religion.

LA984
Religion and the Law
(2 units)
Religion and the Law is an advanced course which examines critical issues of law and religion, including the theological foundation of law and the legal foundation of theology; the relationship between church and state; religious civil liberties; religious discrimination and accommodation; and the principles of law and regulations relating to churches and religious organizations.

LA985
Moot Court
(CR/NC)
This course provides an opportunity for students to gain practical advocacy skills through research, drafting and arguing an appellate brief. The course may not be repeated for credit.

LA991
Law Review
(CR/NC)
Students selected to participate in editing the Trinity Law Review may receive academic credit for their editing responsibilities. Students may repeat this course for credit.

LA995
Seminar: Special Topics in Law
(1-3 units)
Seminars on various topics are offered each semester in accordance with the interests of students and faculty. Each seminar requires a scholarly writing assignment of at least ten pages per unit of credit.
MASTER'S PROGRAM

DEGREES OFFERED BY TRINITY GRADUATE SCHOOL

California Regional Center

Trinity Graduate School offers a 30-semester-hour Master of Arts in Bioethics (MA/BIO) degree and a 30-semester-hour Master of Arts in Communication and Culture (MA/CAC) degree, with an optional emphasis in Bioethics, International Human Rights, or Public Policy at the California Regional Center in Santa Ana, California. These programs are designed to be flexible, with evening and weekend courses available.

In addition, an 85-semester-hour Juris Doctor (JD) degree is available with a Dual Degree Master’s option for an additional 16 to 30 semester hours (i.e., JD/MA in Communication and Culture or JD/MA in Bioethics), depending upon the number of cross listed courses between TGS and TLS completed. This unique, integrative program gives students the breadth of training necessary to provide leadership in many professional arenas, including health, public policy, business, education, legislative, and ministry.

Students in master's degree programs at the California Regional Center must complete a 3-hour residency requirement at the Deerfield Campus for each degree program the student is seeking to complete; for example, the MA in Bioethics requires a 3-hour residency and a second MA degree in Communication and Culture also requires a 3-hour residency.

MASTER OF ARTS IN BIOETHICS (MA/BIO)

Program Objectives

The MA in Bioethics (MA/BIO) gives students the ethical tools they need to address pressing contemporary issues of life and health. The program equips students to analyze these issues from a biblical-theological perspective, to understand other influential contemporary outlooks on these issues, and to develop effective strategies for engaging the bioethical issues of our day. The program also seeks to provide students with a broad understanding of changes occurring in health care practice and ideology and a deep appreciation for the wisdom of God in the face of bioethical challenges.

The MA in Bioethics is designed with various groups of students in mind: physicians and medical students, nurses and other health care workers; lawyers; those with political, public policy, social service, and ministry interests in pro-life and related areas; and individuals who are preparing for an academic career in related college or university fields. Emphases in Medical/Clinical Ethics, Nursing Ethics, and Law and Bioethics are available. The program is particularly well suited to those with heavy professional or other responsibilities who need a flexible 30-semester-hour program. Through the completion of short-term campus courses and independent study work, the program can be completed without relocating to the Deerfield, Illinois, area. Contact the Admissions Office for course schedule details.

Program of Study: 30 hours

Required Courses (19-23 hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 774</td>
<td>Integrative Seminar: Introduction to Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BIO 785</td>
<td>3</td>
</tr>
<tr>
<td>BIO/PP 776</td>
<td>Bioethics and Public Policy</td>
<td>2</td>
</tr>
<tr>
<td>BIO 779</td>
<td>Clinical Issues in Bioethics</td>
<td>2</td>
</tr>
<tr>
<td>BIO 786</td>
<td>Advanced Bioethics Summer Institute</td>
<td>3</td>
</tr>
<tr>
<td>IDS 697</td>
<td>Foundations of Integrative Thought</td>
<td>3</td>
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<tr>
<td>IDS 698</td>
<td>Foundations of Cultural Engagement</td>
<td>3</td>
</tr>
<tr>
<td>IDS 751</td>
<td>Ethical Theory</td>
<td>3</td>
</tr>
<tr>
<td>Capstone Experience (see description below)</td>
<td>0-4</td>
<td></td>
</tr>
</tbody>
</table>

Capstone Experience (see description below)
**Master's Program (cont'd)**

**Master of Arts in Bioethics (MA/BIO) (cont'd)**

### Bioethics Electives (7-11 hours):
Students may choose 7-11 hours from any of the bioethics courses listed below under "Elective Courses." Students should consult with their academic advisors in planning their individual programs of study.

Students wishing to focus their interests in a particular area may complete the bioethics course work by choosing one of these emphases. An emphasis consists of one professional ethics course, two professional application courses, and a capstone project contextualizing issues in the area of study.

#### Medical/Clinical Ethics Emphasis (7-11 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 775</td>
<td>Bioethics National Conference</td>
<td>3 + 3 hours</td>
</tr>
<tr>
<td>†BIO 779</td>
<td>Clinical Issues in Bioethics</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

*Bioethics Electives | 1-5 hours

*Note: Students will attend the Bioethics National Conference twice for 3 hours of credit each time (6 hours total) and will participate in all sessions tailored to physicians. Required papers will address issues in a clinical context.

†Note: This required course does not count toward elective hours but does satisfy the professional course requirement for this emphasis.

#### Nursing Ethics Emphasis (7-11 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 775</td>
<td>Bioethics National Conference</td>
<td>3 + 3 hours</td>
</tr>
<tr>
<td>BIO 787</td>
<td>Nursing Ethics</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

*Bioethics Electives | 1-5 hours

*Note: Students will attend the Bioethics National Conference twice for 3 hours of credit each time (6 hours total) and will participate in all sessions tailored to nurses. Required papers will address issues in a nursing context.

#### Law and Bioethics Emphasis (7-11 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 775</td>
<td>Bioethics National Conference</td>
<td>3 + 3 hours</td>
</tr>
<tr>
<td>BIO 788</td>
<td>Law and Bioethics</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

*Bioethics Electives | 1-5 hours

*Note: Students will attend the Bioethics National Conference twice for 3 hours of credit each time (6 hours total) and will participate in all sessions tailored to lawyers. Required papers will address issues in a legal context.

#### Elective Courses

- IDS 716 | Advanced Christian Ethics | 3 hours
- BIO/IHR 741 | The Right to Life and the Law | 2 hours
- BIO 775 | Bioethics National Conference | 2-3 hours
- BIO 777 | Readings in Bioethics | 3 hours
- BIO 780 | Bioethics Seminar | 2-3 hours
- BIO 782 | Bioethics Colloquium | 1 hour
- BIO 783 | Personhood in Theological and Philosophical Perspective | 3 hours
- BIO 784 | Independent Study in Bioethics | 1-4 hours
- BIO 785 | Intensive Bioethics Summer Institute | 3-4 hours
- BIO 787 | Nursing Ethics | 2 hours
- BIO 788 | Law and Bioethics | 2 hours
MASTER'S PROGRAM (cont'd)

MASTER OF ARTS IN BIOETHICS (MA/BIO) (cont’d)

Required Capstone or Thesis (0-4 hours):
Preparation for work in the field of bioethics should include at least one project that is not merely focused on a particular bioethical issue but is integrative in nature, encompassing multiple issues. The capstone can involve taking a comprehensive exam in which broad essay questions allow the student to demonstrate a grasp of the field as a whole, writing an integrative paper, or developing a special project such as a bioethics curriculum, sermon/talk series, or a written reflection on a clinical or public policy internship experience. Alternatively, students may write a formal master’s-level thesis. The capstone or thesis for students completing an emphasis will address issues in the context of their emphasis (i.e., in the context of medicine, nursing, or law). The paper or project can be done to fulfill an assignment in a course.

However the student chooses to meet the requirement, all students must register for 0-4 hours of credit under one of the following two course titles: Bioethics Capstone (BIO789), which is either a Comprehensive Exam (0 hours), an Integrative Paper (0-4 hours), or an Integrative Project (0-4 hours); or Bioethics Thesis (BIO 790) (0-4 hours). Students should register for BIO 789 the semester they start the project or paper or take the comprehensive exam. Students should register for BIO 790 in the semester after the thesis proposal has been approved.

The capstone or thesis must be completed subsequent to candidacy. This requirement is supervised by a faculty member. (A list of acceptable faculty members is available at the Records Office.) An Independent Study Authorization form (available at the Records Office) must be filed out upon registration for the appropriate course. Students opting to write a formal master’s thesis should be aware of pertinent deadlines well in advance (see Academic Handbook).

MASTER OF ARTS IN COMMUNICATION AND CULTURE (MA/CC)

Program Objectives
The MA in Communication and Culture (MA/CAC) provides an integrative approach to communication, cultural analysis, social interpretation, and transformative cultural engagement, with an emphasis on communication in a variety of contexts. The degree requirements are meant to provide students with the basic interdisciplinary tools to analyze, interpret, engage, and address culture. The program draws on communication theory, ethics, philosophy, sociology, history, and theology, in order to provide the critical tools for facing the challenges of a shifting cultural context. MA/CAC electives are offered both to assist in the analysis of the contours of contemporary culture and to permit exploration of those contours according to a given student’s interests or vocational trajectory. Emphasis areas provide an opportunity for students to bring to bear their critical skills on a particular area of interest. Emphases include bioethics (Deerfield and California), urban studies (Deerfield), public policy (California), and international human rights (California).

Increasing numbers of students are considering career paths that lead them into areas of intentional cultural engagement, including public policy, education, sociology, law, business, urban studies, church mission, and working with advocacy groups. This curriculum provides the foundations and flexibility to meet these students’ needs. Nontraditional students are often seeking postgraduate training that will meet both specific credentialing needs and allow targeted areas for critical analysis. The Communication and Cultural program fulfills these needs as well. Those students who wish to pursue doctoral work in the humanities and social sciences will also find this degree useful.
MASTER'S PROGRAM (cont’d)

MASTER OF ARTS IN COMMUNICATION AND CULTURE (MA/CC) (cont’d)

**Program of Study: 30 hours**

**Required Courses (18-22 hours):**

- CAC 530 Intercultural Communication ................................................. 3 hours
- CAC 711 Communication and Culture .................................................... 3 hours
- IDS 697 Foundations of Integrative Thought ......................................... 3 hours
- IDS 698 Foundations of Cultural Engagement ....................................... 3 hours
- CAC 736 American Church History ...................................................... 3 hours
  (may substitute any approved history course)
- IDS 716 Advanced Christian Ethics ...................................................... 3 hours
  (may substitute BIO 786 Advanced Bioethics Summer Institute)
- Capstone Experience (see description below) ........................................ 0-4 hours

**Communication and Culture Electives (8-12 hours at Deerfield and California campuses):**

The student may choose 8-12 hours from any of the courses in any category listed in the section entitled "Elective Courses." Not all courses are offered every year nor are they necessarily available on both Deerfield and California campuses. Students should consult with their academic advisors when planning individual programs of study.

**Students wishing to focus their interests in a particular area may complete their Communication and Culture elective course work by choosing one of these emphases:**

**Bioethics Emphasis (8-12 hours at Deerfield and California campuses):**

- BIO 774 Introduction to Bioethics ......................................................... 3 hours
  (may substitute BIO 785 Intensive Bioethics Summer Institute)
- BIO 777 Readings in Bioethical Issues ................................................. 3 hours
- Bioethics Electives (see below) ........................................................... 0-4 hours

**Public Policy Emphasis (8-12 hours at California campus only):**

- PP 601 Christians in the Public Square ................................................. 3 hours
- PP 701 Integrative Seminar: Public Policy ........................................... 3 hours
- Public Policy Electives (see below) ...................................................... 2-6 hours

**International Human Rights Emphasis (8-12 hours at California campus only):**

- IHR 502 Strasbourg International Human Rights Institute .................. 4 hours
- IHR 503 International Forum on Human Rights ....................................... 2 hours
- International Human Rights Electives (see below) .............................. 2-6 hours

**ELECTIVE COURSES**

**Communication and Culture:**

- CAC 540 Topics in Media Studies ......................................................... 3 hours
- CAC 544 Topics in Communication ....................................................... 1-4 hours
- CAC/PP 590 Public Policy in Historical Perspective ............................. 3 hours
- CAC 620 Theology of Mission and Evangelism ..................................... 3 hours
- CAC 675 Current Studies in Communication and Culture ................. 1-3 hours
- CAC 712 Cultural Exegesis ................................................................. 3 hours
- CAC 713 Cultural Engagement ............................................................. 3 hours
- CAC 721 Religious Epistemology ......................................................... 3 hours
### Communication and Culture: (cont’d)
- **CAC 723** Social and Cultural Exegesis 2 hours
- **CAC/PP 729** Religion and Public Policy 2 hours
- **CAC 732** World Religions 3 hours
- **CAC/PP 738** Political Theologies 3 hours
- **CAC 767** Technology and Culture 3 hours
- **CAC 784** Independent Study in Communication & Culture 1-4 hours
- **CAC 801** Contextualization 3 hours
- **CAC 817** Philosophical Issues in Religious Pluralism 3 hours
- **CAC 830** Religious Pluralism 3 hours
- **CAC 845** Seminar: Current Issues in Communication & Culture 2-3 hours (may substitute approved 845 courses from any TIU dept)

### Interdisciplinary Studies:
- **IDS 675** Current Topics in Interdisciplinary Studies 1-3 hours
- **IDS 699** Crucial Issues in Christian Thought 3 hours
- **IDS 751** Ethical Theory 3 hours

### Bioethics:
- **BIO/IHR 741** Right to Life and the Law 2 hours
- **BIO 774** Introduction to Bioethics 3 hours
- **BIO/PP 776** Bioethics and Public Policy 2 hours
- **BIO 777** Readings in Bioethical Issues 3 hours
- **BIO 779** Clinical Issues in Bioethics 2 hours
- **BIO 780** Bioethics Seminar 2-3 hours
- **BIO 782** Bioethics Colloquium 1 hour
- **BIO 783** Personhood in Theological & Philosophical Perspective 3 hours
- **BIO 785** Intensive Bioethics Summer Institute 3 hours
- **BIO 786** Advanced Bioethics Summer Institute 3 hours (if not taken as part of the required courses)
- **BIO 787** Nursing Ethics 2 hours
- **BIO 788** Law and Bioethics 2 hours

### Public Policy:
- **PP/CAC 590** Public Policy in Historical Perspective 3 hours
- **PP 601** Christians in the Public Square 3 hours
- **PP 675** Current Studies in Public Policy 1-3 hours
- **PP 701** Integrative Seminar: Public Policy 3 hours
- **PP/CAC 729** Religion and Public Policy 2 hours
- **PP/CAC 738** Political Theologies 3 hours
- **PP 757** Logic and Advocacy 2 hours
- **PP 775** Media, Public Policy, and the Law 3 hours
- **PP/BIO 776** Bioethics and Public Policy 2 hours
- **PP 780** Law and Public Policy 2 hours
MASTER'S PROGRAM (cont'd)

MASTER OF ARTS IN COMMUNICATION AND CULTURE (MA/CC) (cont’d)

International Human Rights:
IHR 501 .......Introduction to International Human Rights ...............3 hours
IHR 502 .......International Human Rights Institute (Strasbourg) ........4 hours
IHR 503 .......International Forum on Human Rights .....................2 hours
IHR 511 .......Human Rights Research Methods ..............................2 hours
IHR 561 .......The Theory and Law of War ..................................3 hours
IHR 591 .......International Disputes Resolution ............................2 hours
IHR 675 .......Current Studies in International Human Rights ........1-3 hours
IHR 700 .......Guided Research in Human Rights .........................1-3 hours
IHR 707 .......Rights of Women, Children and Families ..................3 hours
IHR 709 .......International Criminal Law ....................................2 hours
IHR 710 .......Public International Law .........................................3 hours
IHR 741 .......The Right to Life and the Law .................................2 hours
IHR 754 .......Religious Liberties and International Human Rights Law 3 hours
IHR 756 .......Philosophy and Theology and Human Rights ..........3 hours
IHR 760 .......The Law of Minorities, Native Americans and Indigenous Peoples .........................................................3 hours

Required Capstone or Thesis (0 to 4 hours):
Preparation for work in Communications and Culture should include at least one project that is not merely focused on a particular issue but is integrative in nature, encompassing multiple issues. The capstone can involve taking a comprehensive exam in which broad essay questions allow the student to demonstrate a grasp of the field as a whole, writing an integrative paper, or developing a special project. Alternatively, students may write a formal master’s-level thesis. The paper or project can be done to fulfill an assignment in a course.

However, the student chooses to meet the requirement, all students must register for 0-4 hours of credit under one of the following two course titles: Communication and Culture Capstone (CAC 789), which is either a Comprehensive Exam (0 hours), an Integrative Paper (0-4 hours), an Integrative Project (0-4 hours); or Communication and Culture Thesis (CAC 790) (0-4 hours). Students should register for CAC 789 the semester they start the project or paper or take the comprehensive exam. Students should register for CAC 790 in the semester after the thesis proposal has been approved.

The capstone or thesis must be completed subsequent to candidacy. This requirement is supervised by a faculty member. (A list of acceptable faculty members is available at the Records Office.) An Independent Study Authorization form (available at the Records Office) must be filed out upon registration for the appropriate course. Students opting to write a formal master’s thesis should be aware of pertinent deadlines well in advance (see Academic Handbook).
THE FACULTY OF TRINITY GRADUATE SCHOOL

The faculty of Trinity Graduate School draws upon the regular and adjunct faculty of the other schools of Trinity International University. Adjunct and visiting faculty who regularly teach and work with the graduate school at the California campus include the following:

**George Giacumakis**
Adjunct Professor of Communication and Culture, California Regional Center
BA, Shelton College
MA, Ph.D, Brandeis University

**Craig Hawkins**
Adjunct Professor of Communication and Culture
BA, University of California, Irvine
MA, Simon Greenleaf University
MA, Trinity Graduate School

**James Hirsen**
Adjunct Professor of Law, California Regional Center
BA, Northeastern Illinois University
JD, Northrup University

**Kevin P. Holsclaw**
Adjunct Professor
BA, Whittier College
JD, Pepperdine University
MA, summa cum laude, Trinity Graduate School

**Stephen Paul Kennedy**
Assistant Professor of Communication and Culture
BA, University of Southern California
MDiv, Talbot Theological Seminary
Ph.D, University of Southern California

**Rick Langer**
Adjunct Professor of Bioethics, California Regional Center
BS, Colorado State University
MA, University of California, Riverside
MDiv, Talbot Seminary
Ph.D, University of California

**Jennifer Lahl**
Adjunct Professor of Communication and Culture
BS, California State University at Fullerton
MA, Trinity International University

**Jeff LePere**
Adjunct Professor of Law and Human Rights, California Regional Center
BA, University of California at Irvine
MA, Simon Greenleaf University
JD, University of San Diego

**Tony B. E. Ogiamien**
Adjunct Professor
BL, Nigeria Law School, Victoria Island
BSL, Western State University
JD, Western State University College of Law
Certificate, Law & Theology, International des Droits de l’Homme, Strasbourg, France
PhD, University of Essex School of Law, England

**Kenneth Schemmer**
Adjunct Professor of Bioethics
BS, Purdue University
MD, George Washington University School of Medicine

**Joe Wyse**
Adjunct Professor
BA, Kenyon College
MA, Trinity Evangelical Divinity School
Courses

Course Numbers

Each course is designated by a letter-number combination that indicates the area of study and the level at which the course is offered. All courses at Trinity Graduate School are offered at the graduate level.

500, 600, and 700 course offerings are intended for MA students. Note that due to the interdisciplinary nature of the graduate school curriculum, course numbering does not necessarily demonstrate a sequential order in which courses should be taken.

800 through 849 numbered courses denote advanced master’s courses.

Courses designated with a hyphen (e.g., 761–762) extend through two or three semesters; the course denoted by the first number is a prerequisite for the course denoted by the second number, and ordinarily no credit is allowed for the first course until the second course is completed.

Courses separated by commas (e.g., 601, 602) extend through two semesters, but students may take the second course thus designated without having taken the first.

Listing of a course does not guarantee that it will be offered in the current year. Where possible, courses offered in alternate years or on demand have been noted accordingly. Trinity reserves the right to withhold from the schedule any course not required for graduation whenever the student demand is insufficient to warrant its being offered. Courses indicated "Offered on demand" are scheduled when a sufficient number of students present a timely written request to the appropriate department chairperson. Courses listed in this catalog include those drawn from other schools of the university and are subject to change through normal academic channels. New courses and changes in existing courses are initiated by the program faculty and approved by the Trinity Graduate School Committee and the Academic Council of Schools.

Credit Hours

Academic credit is indicated in terms of semester hours. In certain academic programs where prior approval has been granted by specific action of the faculty, courses may be offered for a different number of semester hours than those listed in the catalog course description.

Course Descriptions

Courses described in the Trinity Graduate School catalog are offered on a rotating basis, or upon sufficient demand, and may not all be offered during a student’s period of residency. The courses listed are offered in Deerfield, unless otherwise indicated under the respective programs or emphases.
BIOETHICS COURSES

**BIO 575**  
Topics in Bioethics  
Courses in bioethics offered for graduate-level credit that are also open to selected upper-division students from Trinity College. May be repeated for credit. One to three hours.

**BIO 675**  
Current Studies in Bioethics  
Selected topics that deal with significant issues related to bioethics. One to three hours.

**BIO 700**  
Guided Research in Bioethics  
Independent study as arranged with a graduate school faculty member. One to three hours.

**BIO 741**  
The Right to Life and the Law  
See LA910. Cross listed as TGS course IHR 741. Two hours.

**BIO 774**  
Integrative Seminar: Introduction to Bioethics  
An overview of the Hippocratic/Judeo-Christian tradition in medical ethics against the background of biblical-theological discussion of human nature, medicine and healing, and as a context for the rise of the new bioethics. Cross listed at TEDS course BE 774. Three hours.

**BIO 775**  
Bioethics National Conference Course  
The annual national/international bioethics conference at Trinity provides a unique opportunity to learn from and interact with Christian leaders in bioethics from around the country and beyond. The course includes a preconference reading program and postconference writing program tailored to the topic of the conference. Class meetings with the professor immediately precede and are interspersed throughout the conference. May be taken in addition to an Institute course such as BIO 785 or BIO 786 offered in conjunction with the conference. May be repeated for credit. Two or three hours.

**BIO 776**  
Bioethics and Public Policy  
The interface of bioethics and public policy in North American and international contexts, with special attention to such topics as the early twentieth-century eugenics movement, medicine in Nazi Germany, Roe v. Wade and its background, the growing interest in euthanasia, the Human Genome Initiative and its implications, and questions of resource allocation. Cross listed as TEDS courses BE 776 and TGS PP 776. Two hours.

**BIO 777**  
Readings in Bioethics  
Readings in bioethics from Hippocrates through the beginning of the modern bioethics period in Fletcher and Ramsey and on to the present. Readings in the earlier periods focus on the birth and development of the Hippocratic/Judeo-Christian tradition. Readings in the contemporary bioethicists place special focus on the secularization of bioethics as seen in such writers as Singer, Engelhardt, and Childress. The course may focus on either classical or contemporary readings. Three hours.
BIOETHICS COURSES (cont’d)

BIO 779
Clinical Issues in Bioethics
Questions such as clinical consultation, ethics committees, and the role of the pastor, addressed by a clinician with the help of case studies. Two hours.

BIO 780
Bioethics Seminar
Topical course conducted as a seminar on a question such as autonomy and informed consent, health care systems, resource allocation, genetic intervention, or end-of-life decision making. May be repeated for credit. Two to three hours.

BIO 782
Bioethics Colloquium
The colloquium meets periodically during the term, with a professor of record and a combination of visiting lecturers, faculty, and student presentations. Local pastors, physicians, and others are invited to attend, offering a meeting point between the program and church and medical communities. May be repeated for credit. One hour.

BIO 783
Personhood in Theological and Philosophical Perspective
Analysis of the role played by this key concept in bioethical debate against the background of philosophical and theological usage. Three hours.

BIO 784
Independent Study in Bioethics
This elective provides an opportunity to conduct a major project (typically writing a major paper) on a bioethical topic of special interest. Students may arrange such a course in any term with an appropriate university professor. One to four hours.

BIO 785
Intensive Bioethics Summer Institute
A survey of the field of bioethics, introducing competing ways of addressing biological issues in historical, philosophical, and theological perspective. A national/international team of 15–20 top Christian bioethicists address their special areas of expertise. Three hours.

BIO 786
Advanced Bioethics Summer Institute
A methodological investigation of how to do bioethics with a range of approaches critically assessed from a biblical-theological perspective. End-of-life treatment provides a test case. A national/international team of 15–20 top Christian bioethicists address their special areas of expertise. Three hours.

BIO 787
Nursing Ethics
Questions such as the meaning and practice of caring, the challenges of managed care, and the rise of alternative health care practices are addressed by a nursing educator with the help of case studies. Two hours.

BIO 788
Law and Bioethics
See LA966. Two hours.

BIO 789
Bioethics Capstone
Independent study culminating in a project, integrative paper, or comprehensive examination. Required of all students to complete the Master’s of Arts degree who do not choose to write a thesis. Students developing a project or writing an integrative paper may register for 0 to 4 credit hours. Students taking the comprehensive exam must register for 0 credit hours. Students should register for this course the semester they start the project or paper or take the comprehensive exam. Zero to four hours.

BIO 790
Bioethics Thesis
Independent study toward development of an academic thesis. Required of all students choosing to write a thesis. Students may not register for this course until the semester after the thesis proposal has been approved. Zero to four hours.
COMMUNICATION AND CULTURE COURSES

CAC 530
Intercultural Communication
Cultural-based differences regarding communication styles, lifestyles, and ideology are explored, as well as the history and current experiences of some ethnic groups represented in the United States. Emphasis is given to overcoming cultural barriers and enhancing intercultural communication. Cross listed as TC course COM 330. Three hours.

CAC 590
Public Policy in Historical Perspective
Public policy debates in the United States and the affected administrative structures—including the organizational problems, processes, and techniques of policy execution—are examined. Offered on demand. Cross listed as TGS course PP 590. Three hours.

CAC 620
Theology of Mission and Evangelism
An examination of the many Old and New Testament texts that provide theological foundations for the global mission of the church. Basic issues that confront the missionary will be investigated, as well as the more complex and contemporary issues. The course provides the student with various perspectives and strategies for dealing with the Trinity, the Great Commission, the call and motivation for ministry, and the problems of dialogue, syncretism, universalism, and ecumenism. Three hours.

CAC 675
Current Studies in Communication and Culture
Selected topics that deal with significant issues related to communication and culture. One to three hours.

CAC 700
Guided Research in Communication and Culture
Independent study as arranged with a graduate school faculty member. One to three hours.

CAC 711
Communication and Culture
This introductory course provides students with the basic framework for thinking theologically about contemporary culture. The course presents the concepts of culture and society along with the ways they are often investigated by cultural and social studies. The aim of the course is to reflect on what is involved in a properly theological interpretation of culture. The course develops the hermeneutical principles for interpreting culture that will be applied in subsequent courses. Three hours.

CAC 712
Cultural Exegesis
This course explores some categories introduced in CAC 711 (Communication and Culture) in greater detail. Various methods and tools from sociology, cultural anthropology, and philosophy are used to explore such themes as urbanization, modernization, pluralization, secularization, and globalization, with theological reflection on these themes. Prerequisite: CAC 711. Three hours.

CAC 713
Cultural Engagement
This course seeks to engage contemporary culture biblically and theologically. The aim is to develop a Christian position on certain significant issues in contemporary culture (e.g. multiculturalism, tolerance, the media, cyberspace, sexuality, and so on) Students will be encouraged to develop their own positions on the relationship of gospel to culture, church to world, through detailed case studies. Prerequisite: CAC 711. Three hours.
COMMUNICATION AND CULTURE COURSES (cont’d)

CAC 721
Religious Epistemology
Examination of the ways of knowing and tests for truth with special emphasis on the problems of religious knowledge and their implications for theological issues. Three hours.

CAC 723
Social and Cultural Exegesis
This course will equip the student to do theologically informed analysis of the social and cultural context of modern urban society. Special attention will be given to formulating a biblically informed understanding of modernization, urbanization, and secularization, with a view to understanding the difference and relationship between various change-producing ministries ranging from evangelism to political involvement. Two hours.

CAC 729
Religion and Public Policy
Basic issues involved in the relationship between religion and public policy will be examined, with special attention given to the avenues of influence and change available to the church in light of its mission and purpose. Special attention will be given to a theology for the public square, the ethics of power, the role of religion in a democratic polity, relevant Supreme Court cases, and recent evangelical political involvement. Several current issues of public policy will be examined, and the student will undertake an independent investigation and report on a public policy issue of special interest. Two hours.

CAC 732
World Religions
Historical survey of the origin and growth of the major world religions, beliefs, practices, and worldviews of the major traditions will be examined, with special attention given to comparison and contrast with Christian beliefs and practices. Three hours.

CAC 736
American Church History
Transition of European churches to America and their involvement with theological, liturgical, social, and political issues; the nature of Puritanism; separation of church and state; awakenings and revivals; social concern; liberalism, fundamentalism, neoorthodoxy, and contemporary evangelicalism. Three hours.

CAC 738
Political Theologies
A course designed to clarify what constitutes a “political theology” and to investigate the biblical and theological bases of representative political theologies. Discussion focuses around such systems as liberation theology, black theology, and feminist theology. Cross listed as TGS course PP 738. Three hours.

CAC 767
Technology and Culture
This course will analyze the impact of technology on contemporary culture and the church, including the movement from papyrus to cyber space and from pottery to cloning. Students will be equipped to think Christianly about technology. Three hours.

CAC 784
Independent Study in Communication and Culture
This elective provides an opportunity to conduct a major project (typically writing a major paper) on a communication and culture topic of special interest. Students may arrange such a course in any term with an appropriate university professor. One to four hours.
COMMUNICATION AND CULTURE COURSES (cont’d)

CAC 789
Communication and Culture Capstone
Independent study culminating in a project, integrative paper, or comprehensive examination. Required of all students to complete the Master’s of Arts degree who do not choose to write a thesis. Students developing a project or writing an integrative paper may register for 0 to 4 credit hours. Students taking the comprehensive exam must register for 0 credit hours. Students should register for this course the semester they start the project or paper or take the comprehensive exam. Zero to four hours.

CAC 790
Communication and Culture Thesis
Independent study toward development of an academic thesis. Required of all students choosing to write a thesis. Students may not register for this course until the semester after the thesis proposal has been approved. Zero to four hours.

CAC 801
Contextualization
TA study of contextualization from theoretical and practical perspectives, including an examination of the meanings and methods of contextualization as proposed in recent literature, an analysis of the proposals of prominent contextualizers, and the development of limited contextualized materials for selected target-cultures. Three hours.

CAC 817
Philosophical Issues in Religious Pluralism
Consideration of the major epistemological and metaphysical issues for philosophy of religion arising from the discussions on religious diversity and religious pluralism. The views of influential philosophers such as John Hick, William Alston, Keith Ward and others are examined, as well as responses to their work. Three hours.

CAC 830
Religious Pluralism
An examination of the current debate over Christianity and other religions and an evaluation of the issues from an evangelical perspective. Theological, philosophical, and missiological implications of the debate will be explored. Three hours.

CAC 845
Seminar: Current Issues in Communication and Culture
Topics chosen to interrelate communication and culture. Two to three hours.
INTERNATIONAL HUMAN RIGHTS COURSES

The International Human Rights courses listed below are available only on the Santa Ana, California, campus of Trinity Graduate School. IHR courses are offered on a rotating basis and may not be offered during a student’s period of residency.

IHR 501
Introduction to International Human Rights
See LA901. Three hours.

IHR 502
Strasbourg International Human Rights Institute
See LA920. Four hours.

IHR 503
International Forum on Human Rights
See LA919. Two hours.

IHR 511
Human Rights Research Methods
See LA902. Two hours.

IHR 561
The Theory and Law of War
See LA905. Three hours.

IHR 591
International Disputes Resolution
See LA918. Two hours.

IHR 675
Current Studies in International Human Rights
Selected topics that deal with significant issues related to international human rights. One to three hours.

IHR 700
Guided Research in Human Rights
This course provides opportunities for students to pursue and to document research into human rights topics and issues of particular interest, with special approval. A paper that documents the study and knowledge obtained is required. One to three hours.

IHR 707
Rights of Women, Children & Families
See LA913. Three hours.

IHR 709
International Criminal Law
See LA923. Two hours.

IHR 710
Public International Law
See LA922. Three hours.

IHR 741
The Right to Life and the Law
See LA910. Cross listed as TGS course BIO 741. Two hours.

IHR 754
Religious Liberties and International Human Rights Law
See LA921. Three hours.

IHR 756
Philosophy and Theology and Human Rights
See LA928. Three hours.

IHR 760
The Law of Minorities, Native Americans and Indigenous Peoples
See LA914. Three hours.
The Public Policy courses listed below are available only on the Santa Ana, California, campus of Trinity Graduate School. Public Policy courses are offered on a rotating basis and may not be offered during a student’s period of residency.

**PP 590**  
**Public Policy in Historical Perspective**  
Public policy debates in the United States and the affected administrative structures, including the organizational problems, processes, and techniques of policy execution are examined. Cross listed as TGS course CAC 590. Three hours.

**PP 601**  
**Christians in the Public Square**  
This course intends to increase students’ understanding of political theories within the Christian tradition with a survey of major theories and thinkers on the subject of the relationship between the individual believer and state and the corporate church and state. Selected contemporary political theories and movements (such as neoconservatism, libertarianism, liberalism, and the Christian right) are considered. The student will become familiar with a range of perspectives and literature in the field. Three hours.

**PP 675**  
**Current Studies in Public Policy**  
Selected topics that deal with significant issues related to public policy. One to three hours.

**PP 701**  
**Integrative Seminar: Public Policy**  
Examination of the impact of the biblical worldview on politics, political involvement, and public policy. Various views of Christians and the political process will be evaluated as a framework for engaging and impacting the culture through public policy. The course will discuss how to best communicate theological perspectives on reforming civil government. Issues of faith-based policies, civic involvement, and civil disobedience will be addressed. Three hours.

**PP 729**  
**Religion and Public Policy**  
See CAC729. Cross listed as TGS course CAC 729. Two hours.

**PP 738**  
**Political Theologies**  
See CAC738. Cross listed as TGS course CAC 738. Three hours.

**PP 757**  
**Logic and Advocacy**  
See LA857. Two hours.

**PP 775**  
**Media, Public Policy, and the Law**  
This course will focus on the relationship between the law and the media in the area of public policy. We will also discuss the role of mass media in shaping the legal system as well as public policy. The course will explore the law and public policy as expressed through popular art forms such as movies, television, and literature. Students will discuss how mass media has changed the practice of law, the public perception of lawyers and their role in society, as well as its impact on policy making. Three hours.

**PP 776**  
**Bioethics and Public Policy**  
See BIO776. Cross listed as TGS course BIO 776. Two hours.

**PP 780**  
**Law and Public Policy**  
See LA984. Two hours.
INTERDISCIPLINARY STUDIES COURSES

IDS 675  
Current Topics in Interdisciplinary Studies  
Topics selected deal with significant issues related to interdisciplinary studies. One to three hours.

IDS 697  
Foundations of Integrative Thought  
This course surveys the Bible from the standpoint of its unfolding history of redemption. Stress is laid on precedents, themes, truths, and strategies that established God’s will in earlier times and that should direct God’s people in subsequent times, including our own. Students will make progress in learning what the Bible says on questions relevant to both academic inquiry and practical living. More importantly, students will make progress in learning how to think creatively but responsibly about current issues using the Bible in ways that are recognizably Christian. Examples of topics that may be explored: human nature, morality, government, education of children, aesthetics, marriage, racial reconciliation, and questions of meaning and truth. Three hours.

IDS 698  
Foundations of Cultural Engagement  
This course introduces the student to pivotal Christian doctrines as a framework within which to evaluate the working intellectual assumptions of contemporary culture. In addition to investigating several models for Christian engagement with culture, the course encourages the positive formation of a Christian worldview as a foundation for creative interaction with contemporary thought. Three hours.

IDS 699  
Crucial Issues in Christian Thought  
This course introduces the student to pivotal Christian doctrines as a framework within which to evaluate the working intellectual assumptions of modern culture. In addition to investigating several models for Christian engagement with culture, the course encourages the positive formation of a Christian worldview as a foundation for creative interaction with contemporary thought. Three hours.

IDS 716  
Advanced Christian Ethics  
Assessment of modern ethical alternatives over a broad set of issues from a biblical perspective. Three hours.

IDS 751  
Ethical Theory  
An analysis of the principal theories and problems of philosophical ethics, including the meaning of ethical language, alternative theories of the right and the good, and the implications of moral issues for the concept of God and other theological questions. Three hours.
At a time when our nation is in the midst of a moral freefall, we desperately need men and women who understand the principles of limited government, private property, religious liberty, and the absolute necessity of a moral foundation to law and government.

We do not need more lawyers who embrace modern culture and its values, but we do need more lawyers who engage the culture from a distinctly Christian worldview and cast down all philosophies and viewpoints that oppose objective truth and moral principle. Superbly trained and equipped Christian attorneys are uniquely qualified to engage the culture in the open marketplace of ideas, as well as the courtrooms and legislatures of America.
Dr. Rodney D. Adam  
Professor of Medicine & Microbiology/Immunology

Dr. Warren Anderson  
Physician/Counselor

Dr. Michael P. Andrus  
Senior Pastor, First EFC - Wichita

Mr. Ronald D. Aucutt  
Lawyer/Partner, McGuireWoods LLP

Mr. Gregory E. Barrett  
Lawyer/Partner, Barrett & Gilbert LLP

*Mrs. Judy Bradish  
HOMEMAKER

Mr. Scott Carter  
President, Unitrin Direct

Mr. David Chally  
President, Barney Insurance, Inc.

Dr. Lou Diaz (Ex officio)  
EFCA Moderator, Senior Pastor, Wheaton EFC

Mr. Michael L. Ebert  
Real Estate Development/Partner, RED Development

*Mrs. Peter Etienne  
Senior Counsel - Corporate, Environment, Health and Safety  
Baxter International Inc.

Mr. Jim Gilbert  
President, ECI

Dr. Steve Goold  
Senior Pastor, Crystal Evangelical Free Church

*Dr. William Hamel (Ex officio)  
President - EFCA

Mr. Howard C. Hawkins  
President/CEO (retired), Park Tool Co.

*Mr. Edward Hearle  
Management Consultant (retired), Booz Allen Hamilton

Mr. James Hollabaugh  
Lawyer, Law Offices of James M. Hollabaugh

Mrs. Margaret Holtrust  
Professor (retired)

Rev. Jim Kallam, Jr. (Ex officio)  
EFCA Board of Directors Chair, Senior Pastor, Church at Charlotte

*Mr. Robert Kleinschmidt  
Vice President, Finance/Chief Accounting Officer, Carlson Companies, Inc.

Dr. Richard A. Parker  
Senior Pastor, Creekside Community Church

MRS. Vickie S. Perea  
President, New Mexico Christian Community Foundation

Mr. William A. Peterson  
Real Estate Developer (retired)

Mr. William C. Pugh  
Owner/President, Wm. C. Pugh Associates, Inc.

*Mrs. Susan Ruud  
Vice President and Corporate Secretary, Ruud Lighting, Inc.

*Mr. Edmond Soliday  
Vice President (retired), United Airlines

Mr. Kendall L. Spencer  
Executive Vice President, The South Financial Group

Dr. James Tahmision  
Psychologist, Dr. James A. Tahmision, Inc.

*Dr. Greg Waybright  
President, Trinity International University

*Dr. Charles Webb  
Vice President for Development, Michigan State University

Chancellor

+Dr. Kenneth M. Meyer

**Board Officers**

**Chairman**  
Bob Kleinschmidt

**Vice Chair**  
Ed Hearle

**Vice Secretary/Recording Secretary**  
Judy Bradish

*Executive Committee  
+Not a member of the Board of Regents
Notes
TRINITY LAW SCHOOL STUDENT HANDBOOK

INTRODUCTION

Trinity Law School students must comply with the rules and regulations of the Committee of Bar Examiners of the State Bar of California (CBE) and with the policies, rules, regulations and procedures of the law school as contained in the current "Trinity Law School Student Handbook," as amended from time to time, and any additional requirements adopted by the administration or faculty of the law school. Each student is responsible to know and to comply with all applicable regulations of the law school, in letter and in spirit. The law school provides students with this handbook 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, but the Student Handbook does not contain all of the operational standards or procedures of the law school. The law school may adopt and publish additional or modified policies separate from this manual at any time.

Catalog

Students are subject to the residency, unit, grade, and course requirements of the current Trinity Law School catalog, as amended. When a catalog change increases residency, unit, grade or course requirements for graduation or to remain in good standing academically, students may elect to be governed by the catalog that was current at the time of their initial enrollment. The catalog is updated annually, or more frequently, and is subject to change without prior notice. 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.

Generally, requests for appointments on academic matters such as counseling, tutoring, re-admission, transfer issues and scheduling advice should be directed to the registrar's office or a member of the full time faculty. Matters regarding academic progress, program and class scheduling, and graduation requirements should be directed to the attention of the registrar.

Financial assistance counseling is available through the business office.

Registration

Pre-registration generally occurs in November for the spring semester, in March for the summer sessions and in April for the fall semester. Final registration normally occurs during the week before the beginning of the semester. 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 form, which is available in the registrar's office. The last day to add a class is usually the end of the second week of classes. Failure to attend a class is not considered official withdrawal from the class and may result in a failing grade if an ADD/DROP form is not submitted and approved in a timely manner. The date the ADD/DROP form is approved by the registrar's office is the date the student is considered to have withdrawn from or enrolled in a class. ADD/DROP forms submitted after the second week of classes are assessed a $20.00 fee. Tuition refunds are based on the date the ADD/DROP form is received and approved.
Students are responsible for the completion of every course in which they are enrolled. If a student officially drops a class during the first two weeks of instruction, it will not appear on the student's transcript. Withdrawals made after the second week of instruction will appear on transcripts as "AW," indicating withdrawal from the course while doing acceptable work, or "UW," indicating withdrawal from the course while doing unacceptable work. A course designated as "AW" does not affect the student's grade point average. A course designated as "UW" does affect the student's grade point average. The last day to drop a class is the end of the twelfth week of classes. Specific dates may be found on the academic calendar published by the registrar's office. Withdrawals during the final three weeks of instruction are not permitted, except under special circumstances, by student petition, with permission of the professor and approval of the dean.

Withdrawal from the Law School

If a student wishes to withdraw from the law school, for any reason, the student must schedule an appointment with the dean, or with a staff or faculty member designated by the dean's office, to initiate the formal withdrawal process. A withdrawal is not complete until the student has complied with all of the withdrawal procedures of the law school, including processing through the business office and the registrar's office and completion and approval of the proper ADD/DROP form(s). After formal withdrawal, a student who desires to return to the law school must apply for 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.

Academic Calendar and Course of Study

The law school follows an academic calendar that consists of two fifteen-week semesters, one in the fall and one in the spring. The regular full-time program requires three consecutive years of study consisting of 10-15 units each semester, typically four days or evenings per week, and must be completed within five years. The regular part-time program requires four consecutive years of study consisting of 8-10 units each semester, typically three days or evenings per week, and must be completed within five years.

Privacy and Confidentiality

The law school does not disclose to any outside person or entity any information about individual students, such as grades, grade point average, class schedule, address, telephone number or other private information, without the student's prior consent, unless required by law (including statutes, government regulations, court orders, the Committee of Bar Examiners), accrediting agencies or emergency circumstances.

Change of Address

Changes of student addresses and/or telephone numbers, both home and office, should be reported immediately in writing to the registrar's office.

Campus Facilities Access and Safety

The law school campus is open every day except Sunday. Because the campus is open, students should be alert for suspicious individuals having no legitimate business at the law school coming onto the campus. At all times of the day or night, students on campus should be alert and aware of their
surroundings and exercise common sense and appropriate safety precautions.

**Reservations of Rights**

The law school reserves the right to refuse admission to any applicant on the recommendation of the Admissions Committee.

The law school reserves the right to disqualify, discontinue or exclude any student for non-academic reasons, either by action of the appropriate campus disciplinary committee or the dean. The dean retains jurisdiction over all matters pertinent to student certification to the Committee of Bar Examiners. These matters include, but are not limited to, violations of trust, delinquencies in financial obligations and issues relating to a student's reputation for honesty, trustworthiness, character, integrity and citizenship.

The law school reserves the right to disqualify or discontinue for academic reasons any student who does not maintain the required current and cumulative grade point averages or who does not remain in good academic standing.
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 follow the procedures listed in their respective student handbook. In the event that the complaint is not resolved, the student may choose to submit a formal complaint to one of the following offices: president of the university, provost, dean of the law school or the registrar of the California Regional Center. 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 North Central Association of Colleges and Schools 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.
STANDARDS OF CONDUCT AND THE HONOR CODE

Standards of Conduct – Student Conduct in General

Students at Trinity Law School are held to high standards of integrity in all areas of life, including academic work and community relationships. Consistent with the school's commitment to the moral and ethical standards associated with historic Christianity, students also are expected to maintain appropriate personal standards and to utilize good judgment in matters pertaining to personal conduct. Possession and use of illegal drugs or alcoholic beverages are not permitted in the law school building or on the law school grounds. Students shall not engage in fraudulent, dishonest or unfair conduct. Academic dishonesty or plagiarism in connection with any application, examination, written work or other academic activity is a basis for immediate dismissal. Students are expected to treat faculty, administration, and fellow students with respect and courtesy. The law school does not tolerate sexual harassment or assault of any kind.

The Honor Code at Trinity Law School is intended to promote and protect an atmosphere of integrity and trust in the classroom, on campus, throughout the law program and in the conduct of daily life. It is also designed to promote a professional tone and to prepare students for the ethical practice of law.

The Honor Code of Trinity Law School specifically forbids unprofessional conduct; plagiarism; cheating; defamation and invasion of privacy; harassment; lying; disruption of the operations or activities of the law school, graduate school or university; violation of examination rules; "cut-throating" and violation of library rules; and failure to perform the responsibilities of a student in the law program. These violations are described in the following sections.

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

1. UNPROFESSIONAL CONDUCT

Unprofessional conduct includes:

- Any act which is a malum in se crime in the jurisdiction in which the 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
- Violations of the Code of Professional Ethics, for attorneys or for any other profession in which the student is engaged during enrollment in the law school
- Forgery

2. PLAGIARISM

Plagiarism gives the impression that the words or ideas in a writing originated with the purported author of the writing, when in reality they are taken from someone else's written or oral work.

A person plagiarizes by using someone else's words or ideas while failing to credit that person, whether the failure to credit is done intentionally or not. A writer plagiarizes even when the writing does credit the actual author but it uses the exact words of the actual author without indicating their use with quotation marks or block indentation. Plagiarism occurs "when you use
words so close to those in your source that if your work were placed next to the source it would be obvious that you could not have written what you did without the source at your elbow." (Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, *The Craft of Research* [Chicago: University of Chicago Press, 1995], 167).

Plagiarism takes many forms, but all consist of taking what belongs properly to someone else. In the words of the authors quoted above, it is "stealing" and, hence, a breach of ethics and academic integrity. The preceding definitions and descriptions will be used in the examples below to illustrate various forms of plagiarism.

**Intentional Plagiarism of Words.** Intentional plagiarism of words involves the absence of quotation marks or block quotation with proper reference to the source, as is the case in the following example in which the writer prefaces the plagiarized material with a few introductory words (italicized).

<table>
<thead>
<tr>
<th>ORIGINAL SOURCE</th>
<th>PLAGIARISM</th>
</tr>
</thead>
<tbody>
<tr>
<td>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation.</td>
<td>I believe that one plagiarizes when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation (see further Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, <em>The Craft of Research</em> [Chicago: University of Chicago Press, 1995], 167).</td>
</tr>
<tr>
<td>You plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</td>
<td>Another example of plagiarism is the use of words that are so close to the source, that if one were to place one's writing next to the original, it would be obvious that it could not have been written without the source at your elbow (see further Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, <em>The Craft of Research</em> [Chicago: University of Chicago Press, 1995], 167). <strong>Comment:</strong> This example illustrates a freer reworking of the original, but it is plagiarism.</td>
</tr>
</tbody>
</table>

**Intentional Plagiarism of Ideas.** Intentional plagiarism of ideas occurs by developing an idea that originated with someone else as part of a writer's argument without giving proper credit, even when a reference is made to the source, as is the case in the following example.
You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.

The "elbow rule" is the norm by which you can check yourself against plagiarism. When you place your writing next to the original and the similarities are so great that it is impossible that you could have written it without the use of a source right in front of you.

Comment: The author does not give credit to the source of his idea. It is apparent that he has "stolen" it from the original source.

<table>
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<td>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</td>
<td>The &quot;elbow rule&quot; is the norm by which you can check yourself against plagiarism. When you place your writing next to the original and the similarities are so great that it is impossible that you could have written it without the use of a source right in front of you.</td>
</tr>
</tbody>
</table>

**Intentional Plagiarism of Papers.** Intentional plagiarism of papers includes purchasing or copying someone else's paper, article, abstract, thesis or other writing, including from the internet, and submitting it as if it were one's own work.

**Indirect Plagiarism of Words.** Indirect plagiarism of words involves merely rephrasing words used by someone else (periphrastic reuse of another person's words). Even when loosely reworded, it is plagiarism to offer the modified wording of the material in a manner that suggests that the material is your own, as is the case in the following example.

<table>
<thead>
<tr>
<th>ORIGINAL SOURCE</th>
<th>INDIRECT PLAGIARISM</th>
</tr>
</thead>
<tbody>
<tr>
<td>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</td>
<td>Plagiarism may be intentional or unintentional. Plagiarism is the use of the words or ideas of someone else, not giving credit to the author. Plagiarism even takes place when citing an author, while taking over his or her exact words without using quotation marks or block indentation. The test of plagiarism is that it would be obvious that you could not have written what you did without the source, when your work is placed next to the source (see further <em>The Craft of Research</em> [Chicago: University of Chicago Press, 1995], 167).</td>
</tr>
</tbody>
</table>

Comment: This paragraph is a periphrastic reworking of the original source by changing the wording and by the lack of quotation marks and footnotes.

While intentional plagiarism is a serious offense of the community standards, indirect plagiarism also is serious. It is an unacceptable form of research, and paraphrasing someone else's ideas without proper attribution constitutes plagiarism because it creates the impression that the material
is original with the writer.

No student or writer can justify plagiarism, whether on the grounds that the writer comes from a cultural background that tolerates plagiarism, on the basis of inadequate preparation in writing papers or doing research, by rationalizing that the writer did not understand the true meaning of plagiarism or the seriousness of its violation of academic and professional ethics, or by asserting a lack of awareness of the standards of the academic community concerning plagiarism.

The foregoing section defining plagiarism is taken essentially verbatim from the Trinity Evangelical Divinity School and Trinity Graduate School Academic Handbook, with slight modifications and some additional language for purposes of clarification.

3. CHEATING

The community at Trinity Law School and Trinity International University is committed to integrity in all areas of life. Academic integrity is essential in the search for and promotion of truth. This pursuit of truth, while an important goal in itself, is integrally connected with other essential beliefs foundational to the law school and larger university community: (1) all individuals, being in the image of God, are to be respected for their intellectual contributions; (2) the development of God-given talents is a responsibility of every individual, and excellence brings glory to God; and (3) relationships within the Trinity community are to be nurtured in an environment of trust.

Any student who breaks the standards of academic integrity by cheating will be dealt with severely by the professor involved and will be reported to the dean. This may result in a failing grade for a paper, an examination or a course, expulsion from the law school or the university, or a revocation of a degree already granted by the law school or the university.

Cheating takes many forms. It is not the intent of this section to define all potential abuses. Students are encouraged to judge all academic work by the standard of Christian integrity, honesty and unwavering commitment to truth. The model of the Christian is Christ, whose blamelessness and perfect obedience provide a framework for our communal life: "Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life -- in order that I may boast on the day of Christ that I did not run or labor for nothing" (Phil. 2:12-16). A Christian lifestyle promotes what is right and good, as Paul continues, "whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things" (Phil. 4:8).

Cheating is a form of deception. Cheating has many expressions: copying even a single word from someone else's test paper; unauthorized use of previous examinations, books or materials on a test; having another person take an examination for a student; submission of someone else's work to fulfill a course requirement; or unauthorized use of a part or the whole of a work completed for one course in another course. Cheating includes reporting material as read that a student has not read.

The preceding discussion of cheating is taken from the Trinity Evangelical Divinity School and Trinity Graduate School Academic Handbook (2001-2002), with slight modifications and some
additional language for purposes of clarification.

Cheating includes having someone else do research or other work on a student assignment. Downloading a paper off the Internet or buying one from another source and then simply rewriting the text while incorporating some or all of the research is a form of cheating and plagiarism. Hiring a researcher to do substantial research in preparation for a research paper constitutes cheating. Having a friend or any other person review a take-home examination or examination answer (or an examination answer written in class) is cheating. Having a friend or another person proofread a research paper for spelling or grammatical mistakes does not constitute cheating, if the student makes the changes and corrections. The essential difference is that cheating involves having others do work the student is assigned to do or provide information or assistance that replaces work the student is required to do as the basis for the grading in a course, according to the type of assignment or work involved.

The Canons of Professional Ethics admonish members of the legal profession to "avoid the appearance of impropriety." This admonition is equally applicable to law students while they are taking examinations.

In order to avoid problems in this area, students must adhere to the following practices:

- Bluebooks and scratch paper will be furnished by the proctor. There is no need to bring scratch paper into the examination room.
- Use of a telephone, pager or other electrical device, other than an authorized computer, during examinations is prohibited. Any incoming call during an examination that is of a vital emergency nature will be relayed promptly to the student concerned.
- Students who are taking examinations may not use the library at any time during the examination period unless so instructed by the professor.
- Students who fail to turn in answers to all of the questions on an examination because they fail to realize that the examination contains more questions, or for any other reason, will be graded on the basis of the normal weight of the questions answered. No make-up opportunities will be allowed for the questions omitted. Unanswered questions will receive a grade of zero.
- Students arriving late to begin an examination will not be given extra time to complete the examination.
- Students who take their bluebooks home, who fail or forget to turn them in at the time of the examination, will not be permitted to turn them in later.
- Students are not permitted to write personal notes or comments on examination papers that may be construed as an attempt to influence the grading of the examination.

It is impossible and unnecessary to attempt to list all of the situations under which cheating may occur. The faculty and staff of the law school are committed to preventing cheating and to disciplining all those who commit, or attempt to commit, the offense.

4. DEFAMATION AND INVASION OF PRIVACY

For purposes of the Honor Code, the elements of defamation or an invasion of privacy violation include all of the following:

a. Publication by any means, including, but not limited to, oral and written forms, of representations of fact concerning a professor, student, staff member, university or law school employee or any other member of the law school community or a person with ties to the law school community,
such as a spouse of a student, staff or faculty member or other protected person;
b. The information communicated is false or an invasion of the subject's reasonable expectation of privacy;
c. 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;
d. The information is likely, in the mind of a reasonable person, to cause damage to the reputation of the subject person; and
e. The subject of the information is offended or otherwise distressed by the dissemination of the information.

Any actions by students that constitute defamation or invasion of privacy under the laws of the United States and the state of California violate the Honor Code.

5. HARASSMENT

Harassment includes sexual harassment, assault, intentional infliction of emotional distress and stalking, as defined either by the laws of the United States, the state of California or the common law. Harassment also includes 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 an Honor Code violation or for reporting concerns or suspicions of possible or suspected violations of the Honor Code, constitutes harassment under the Honor Code and is an additional Honor Code violation.

6. LYING

Lying includes making any materially false statement or representation to a law school or university official, staff person or faculty member concerning any of the following:

1. any matter relevant to the law school or university education of any person;
2. any matter relevant to the right to practice law or the future licensing to practice law of any person;
3. class attendance;
4. Honor Code violations or accusations, including proceedings relevant to the investigation or adjudication of accusations of Honor Code violations.

For example, falsely charging another person with a violation of the Honor Code constitutes lying and violates the Honor Code. Providing false information on an application for law school, or an application for full- or part-time employment at the law school, or an application to take the bar examination all constitute lying.


The Honor Code violation of disruption includes, but is not limited to, the following:

1. inappropriate noise at any location within the law school;
2. acts or expressions of attitudes of insubordination toward law school, graduate school or university staff or faculty members;
3. insolence or disrespectful language or behavior toward law school, graduate school or university
staff or faculty members;
! insolence or disrespectful language or behavior toward another student, whether during class,
anywhere on campus, or in the presence of other students, staff or faculty members;
! repeated or chronic unexcused failure to prepare for class;
! activities on campus inconsistent with a positive learning environment;
! deliberately or recklessly preventing others from attending class;
! vandalism against school property or the property of law school or university staff or faculty
members, or students;
! actions which have or threaten to have a significant negative impact on the education of students
and the work of the law school, the graduate school or the university.

8. VIOLATION OF EXAMINATION RULES

Intentional or material violations of instructions concerning the administration of examinations or
tests, or rules of conduct during examinations or tests, violate the Honor Code. See also the section
on "Cheating."

9. “CUT-THROATING” AND VIOLATION OF LIBRARY RULES

"Cut-throating" refers to any practice designed to undermine the education or work of students or the
faculty to gain personal advantage, or otherwise, including, but not limited to, destruction or hiding of
library materials, the property of students or faculty, or disruption of electrical, computer or other
technical or support services. Material violation of the rules and procedures of the law school library
constitutes a violation of the Honor Code.

10. FAILURE TO PERFORM THE RESPONSIBILITIES OF A STUDENT IN THE LAW
PROGRAM

The Honor Code violation of failure to perform the responsibilities of a student in the law program
refers to any material failure to comply with the duties, responsibilities, policies, rules, regulations and
procedures of the law school, including, but not limited to, those stated in the law school catalog and
student handbook. Examples of violation of this standard include failure to attend the required 80% of
the class sessions of law courses, failure to pay tuition or meet other financial obligations to the
school, failure to meet graduation requirements within the terms and time periods required by the law
school or specified required by the Committee of Bar Examiners and the California Bar Association.
Failure to achieve and maintain a required grade point averages does not constitute an Honor Code
violation in itself but is subject to separate rules and standards regarding academic standing and
student retention.

Penalties for Honor Code Violations

Any violation of the Honor Code may be punished by any one or more of the following penalties:

1. reprimand, either written or oral;
2. suspension from the law school;
3. expulsion from the law school;
4. change of grades of courses, examinations or other work;
5. notation of offense and/or penalty on transcript;
6. any other reasonable sanction deemed appropriate by the responsible authority.
Accusations of Honor Code Violations

Accusations or concerns about possible violations of the Honor Code may be brought to the attention of the law school or the university by any person at any reasonable time, by making an oral or written statement to a faculty member, the dean, or the registrar of the California campus. Anyone making a formal accusation is required to do so in writing and to specify in detail the offense and the identity (or identifying description) of the alleged offender. Faculty, staff and students are required to report any known violation of the Honor Code to the appropriate school officials. As stated in the section on harassment, any reprisal or intimidation or attempt to commit any reprisal or intimidation against any person for making an accusation of an Honor Code violation or for reporting concerns or suspicions of possible or suspected violations of the Honor Code, constitutes harassment under the Honor Code and is an additional Honor Code violation.

Interpersonal Disputes outside the Honor Code

The Honor Code is not intended to make the law school a venue for venting anger, jealousy, suspicion or other emotions or feelings aroused by interpersonal relationships on or off campus which are not conduct governed by the Honor Code. If a student has something against another student based on an act or omission which does not affect the school, other students, faculty, staff, administrators or the academic environment, the person offended is encouraged to follow the instructions of Matthew 18:15-17 to resolve personal issues and restore interpersonal relationships and not to attempt to treat an interpersonal conflict or offense as an Honor Code violation. If anyone believes that another person has acted in a way which may harm third persons, or the academic environment, or constitute sexual harassment, or subject anyone to danger, loss or injury, the use of an appropriate Honor Code report or accusation is encouraged.

Investigation of Honor Code Allegations

The person who receives an accusation of violation of the Honor Code, or a report of concerns or suspicions of possible or suspected violations of the Honor Code, shall communicate this promptly to the dean of the law school, or, if the report or accusation directly concerns the alleged conduct of the dean, then to a member of the Law Faculty Senate. The dean and the Law Faculty Senate have the discretion to decline to take any action on the accusation if they believe in good faith that the alleged violation of the Honor Code is nonexistent, unproveable by evidence beyond a reasonable doubt, or de minimus. The dean and the Law Faculty Senate, acting independently or in concert, have discretion either to investigate the accusation themselves or to appoint someone to investigate the matter and to report the results of the investigation. The investigation is to be pursued in an impartial manner, presuming neither the guilt nor innocence of the parties involved.

Notification of Honor Code Proceedings

If the identity of a person who is alleged to have violated the Honor Code is known, the existence of an allegation of a violation of the Honor Code and the nature of the accusation shall be made known to the alleged offender by the dean, the Law Faculty Senate or an appointed representative within a reasonable, brief time. The question of when notification should occur should take into consideration any reasonable, known risk of danger to the accuser or others which may be created by notice to the alleged offender. The dean or Law Faculty Senate has the discretion to notify appropriate law enforcement authorities of the alleged acts or omissions.
**Honor Code Procedures**

Before sanctions are imposed for Honor Code violations, persons accused or suspected of violation of the Honor Code are entitled to notice of the allegations, a reasonable opportunity to gather information in their defense, an election of the forum for the Honor Code proceedings and adjudication of the accusations within the guidelines provided in this Student Handbook and the rules and procedures adopted by the Law Faculty Senate, and an opportunity to present evidence in their defense to the appropriate adjudicating person or body.

A person accused of an Honor Code violation may respond by (1) admitting the violation, (2) denying the violation or (3) admitting the violation and offering an explanation, justification or excuse. The accused person must elect to have the alleged Honor Code violation adjudicated by (1) the dean of the law school, (2) the registrar of the California campus or (3) the Law Faculty Senate. If an admission of guilt is made by the accused party, the matter is submitted to the elected adjudicating person or body for a recommended decision regarding the proper sanction, including forgiveness and reconciliation when appropriate.

If the accused party admits the charge but wishes to present an excuse or justification, this election, and the substance of the excuse or justification must be presented to the adjudicating person or body in writing, who then will determine whether an actual violation of the Honor Code has occurred and what sanction, if any, is appropriate.

If the accused party denies the alleged Honor Code violation, the matter shall proceed to adjudication. All of the required elections must be made in writing. The elections made by the accused party then are to be communicated in writing to the dean of the law school.

The accused party must elect how to plead and elect the adjudicating person or body within 7 days of notification of the charges. In the absence of a timely election, the accused party will be deemed to plead "Not guilty," and the accusation will be adjudicated by the Law Faculty Senate.

**Adjudication**

Adjudication of Honor Code violations can be conducted by the dean of the law school, the registrar or the Law Faculty Senate, depending on the election of the accused party. Unless the accused party makes a formal request to have the adjudication conducted as an oral hearing, and unless that request is granted by the adjudicating person or body, the evidence for the adjudication shall be presented in writing or orally at the discretion of the adjudicating person or body. The adjudicating person or body shall consider the report of the investigation of the charge.

If the accused elects to have the same person or body which conducted the investigation adjudicate the matter, this shall not constitute a conflict of interests or a bar to the adjudication proceeding. In that case, the adjudicating person or body shall take notice of its own investigation and take into account the information gathered in the investigation in making a decision. The accused party shall be provided with a summary of the basic information and evidence supporting the allegations and shall be given an opportunity to refute those allegations, either orally or in writing, in accord with the procedures described herein. The adjudicating person or body must come to a decision as to whether or not the accused party has committed a violation of the Honor Code and, if so, what sanction, if any, is appropriate and shall notify the accused party of that finding. The notice must be in writing and contain a statement of the
findings of fact and conclusions. The adjudicating person or body may determine when the sanction should go into effect. If no determination is made, it will be presumed by those having responsibility for carrying out the sanction to carry out the sanction as soon as they receive notice from the adjudicating body.

**Procedural Safeguards in Honor Code Proceedings**

An accused party shall not be required to testify in an Honor Code proceeding.

An accused party is not permitted to be represented by an attorney in an Honor Code proceeding.

The adjudicating person or body has the responsibility to determine the weight given to any evidence in an Honor Code proceeding.

The adjudicating person or body must find that the accused person is guilty of the alleged Honor Code violation by clear and convincing evidence.

With respect to reporting Honor Code violations to the State Bar of California, the law school shall abide by the rules and regulations of the State Bar.

The Law Faculty Senate, in its discretion, may review any finding or decision adjudicating an Honor Code accusation and may elect (1) to reverse the decision or the sanction, (2) to let the decision and sanction stand without further action, (3) to affirm the decision and the sanction, (4) to re-adjudicate the accusation, either on the record or *de novo*, or (5) to affirm the decision and modify the sanction.

An accused party may seek review of the finding of the adjudicatory person or body by submitting a petition to the dean of the law school to hear the matter as an appeal, if the matter was adjudicated by the executive director. If the matter was adjudicated by the registrar or the dean of the law school, the accused party may petition to the Law Faculty Senate to have the matter heard as an appeal. The executive director has no appellate jurisdiction. The party to whom the petition for appeal was made has the discretion to deny the petition and not to allow an appeal. If an appeal is allowed, the matter may be presented either on the record or *de novo*, in the discretion of the person or body hearing the appeal. *De novo* review shall be in writing unless otherwise ordered by the person or body hearing the appeal. The appeal shall consist of a review of the written evidence and argument provided to the prior adjudicating body. If no written record or recording of the prior adjudication is kept, the appellate person or body may interview the adjudicating person or body to determine the nature of the evidence and argument presented at the original hearing. The person or body hearing an appeal must make a decision and notify the accused and the appropriate members of the university staff, administration and faculty of the decision on the appeal as soon as reasonably possible, taking into consideration the schedules and responsibilities of all of the people concerned with the proceeding, but in all cases within ninety (90) days of the submission of the appeal. The reviewing person or body may reconsider the questions of guilt or innocence and the appropriate sanctions if the finding of a violation is affirmed.
GENERAL RULES OF LAW SCHOOL CAMPUS

Student violation of the following rules may constitute "disruption of operations" under the Honor Code, under appropriate circumstances.

**Break Periods**

Normally, there will be one 10-minute break in a two-hour class session; two 10-minute breaks or the equivalent during a three-hour class; and three 10-minute breaks or the equivalent during a four-hour class. Students should avoid loud talking or other noise during break periods, to minimize disruption to other classes in progress.

**Eating and Drinking**

Eating is not permitted in any classroom or in the library. Students may have drinks in sealed, spill-proof containers in the classrooms or library.

**School Property**

Marking or defacing the building, furnishings or other school property is prohibited. Offenders are subject to administrative dismissal.

**Tape Recorders**

Tape recorders or other recording devices are strictly prohibited in all law school classes without permission of the instructor. Students with documented disabilities may be allowed to tape record classes upon recommendation by the dean.

**Canned Briefs**

Case briefing is an essential part of law study. Commercially published "canned briefs" are strongly discouraged.

**Dress and Appearance**

While the law school has no particular dress code, proper clothing, good hygiene and a respectful demeanor are required. For safety reasons, shoes must be worn at all times. Certain types of clothing or absence of adequate clothing may constitute a "disruption of operations" violation under the Honor Code.

**Weapons**

No weapons may be brought onto the law school campus, whether carried in briefcases, bags or on the person of students or visitors. Possession of a weapon on the law school premises may subject the student to disciplinary action, including suspension or dismissal from the law school.

**Smoking & Alcoholic Beverages**

Smoking is not allowed at any time inside the buildings of the law school campus or in areas that result in the intake of smoke into the interior of the buildings. Alcoholic beverages shall not be served or
consumed on the law school campus nor provided at law school events.

**Children on Campus**

The following areas of the law school are adult-only locations: the law library, and classrooms while classes are in session. Children must be accompanied by an adult at all times while on the campus.

**Use of the Law School Address Prohibited**

Students must not use the address or telephone number of the law school for personal business and communication. Mail received at the law school addressed to or intended for a student will be returned to the sender or destroyed.

**Personal Use of Law School Facilities**

Students are not permitted to use law school facilities or equipment for personal purposes, except equipment and facilities specifically designated for student use. This restriction applies to rooms, offices, computers, telephones, typewriters, photocopiers, facsimile machines, and other locations and equipment. Use of law school facilities or equipment for personal purposes may be grounds for disciplinary action.

**Law School Property**

No law school property may be removed from the campus without express written permission of a responsible school official. Unauthorized removal of law school property from the campus may subject a student to criminal prosecution or civil liability.

**Default on Payment of Tuition and Fees**

Students with outstanding balances at the law school will not be eligible to register for the following semester, to receive grades or diplomas, to receive a transcript or to cause a transcript to be sent, to receive placement services, to graduate, to be certified as a graduate to the Committee of Bar Examiners or to use other administrative services.

**Anti-Discrimination and Sexual Harassment Policies**

The law school is committed to a policy of operating free of sexual harassment and unlawful discrimination based on race, color, national origin, religious creed, disability, ancestry, medical condition, marital status, citizenship status, military status, sex, age, or any other protected status under local, state or federal law, subject to the principles of the United States Constitution and the Constitution of the state of California. See the sections of this handbook pertaining to the anti-discrimination, sexual harassment and sexual assault policies of the law school.

**Failure to Obey Reasonable Instructions**

A student who is caught in violation of these rules or the Honor Code must obey reasonable requests of faculty, staff or security personnel to cease and desist, or to leave the campus for a specified period of time not to exceed the calendar day in question, except as otherwise provided by law.
ACADEMIC RULES AND PRACTICES

Grading

Student examination answers and course grades are determined individually based upon the intrinsic quality of each student's work evaluated relative to the course requirements and evidence of the student's comprehension of the areas of law studied in each course. The law school does not employ a mandatory grading curve that creates failing or passing grades based on a student's standing in the class. Grades applicable to law school courses, examinations and papers are determined according to the criteria presented in this section.

Grading on Examinations and Papers

The law school uses a 100-point grading scale (effective in the fall 2003). A grade of "70" or better on an examination indicates a judgment that the examination answer demonstrates the ability of a student to achieve a passing grade on a question of comparable complexity on a similar topic on the California Bar examination. A passing examination answer demonstrates:

1. Ability to analyze the facts of a question and to distinguish between material and immaterial facts.
2. Ability to discern the points of law or fact upon which the question turns.
3. Ability to apply the relevant principles of law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion.

Student papers submitted in law courses are graded according to similar criteria.

Ungraded courses, courses offered on a "credit/no credit" or "pass/no pass" basis, are evaluated by the faculty using a minimum competence standard. Students must earn the equivalent of a "70" in order to receive credit for or pass the course.

An examination or course grade, once recorded, shall not thereafter be changed except after consultation with the relevant professor and with the approval of the Law Faculty Senate. A grade is recorded when the signed grade sheet is turned in to the registrar's office. However, a grade may be changed by the professor with the approval of the dean in the instance of a calculation error.

Appealing a Grade

A student who claims that a grade was the product of unfairness or a departure from established grading policy, and who presents credible factual support for the claim, may have such claim reviewed by the Law Faculty Senate. All requests for a grade change must be made using a student petition form and must be filed within 20 days of the date grade reports are mailed by the registrar's office. The Law Faculty Senate will review such requests and may seek input from the faculty member who graded the class.

Specific Course Requirements

Specific course requirements, and the effects those requirements have on grading, are the responsibility of each individual faculty member, subject to appropriate supervision by the dean and the Law Faculty Senate. Specific requirements and grading criteria for each course will be presented by the professor in the syllabus or during the course, usually on the first day of class. In the syllabus for each course and by
other class notices, each professor will state what elements of student activities and performance in the
class will be considered in the determination of the final grades, for example: (1) the final examination;
(2) mid-term and other examinations; (3) class attendance; (4) class performance, including preparation
and recitation; (5) evaluation of papers or other performance measures; (6) any other consideration that
might affect the grade in any course.

Transfer Credit

The maximum age of units that will be considered for transfer credit is normally 27 months and the
maximum number of units normally transferred is 42 semester units. A unit of credit is considered to
consist of 15 classroom hours. One classroom hour is defined as 50 minutes of lecture. Transfer credit is
normally granted only for courses taken at an ABA approved or CBE accredited law school. Transfer
credit is evaluated on a case-by-case basis. Classes are individually considered for transfer and only
classes with grades at the prior school's good standing level (normally a C or better) may be accepted for
transfer credit subject to similarity to Trinity Law School course contents.

Pass/High Pass/Fail for Non-required Courses

Elective courses will be graded on a high pass, pass, or fail basis. Elective courses are defined as those
courses not required for graduation (excluding Law Review, Moot Court, and internship credit, which
will continue to be graded on a credit/no credit basis).

The grades on student transcripts will be reflected as follows for elective courses:

HP – High Pass. This reflects a level of work that indicates excellent or superior performance and no less
than full achievement of all the course objectives. These units apply toward graduation requirements but
are not calculated in the grade point average.

P – Pass. This reflects a level of work that is acceptable to above-average performance, competent and
satisfactory achievement of the primary course objectives. These units apply toward graduation
requirements but are not calculated in the grade point average.

NP – Fail. This reflects a level of work that shows inadequate performance with omissions and errors in
attempted achievement of the primary course objectives. These units are calculated as units attempted but
do not apply toward graduation requirements and are not used in the calculation of grade point averages.

Grades

Grades awarded in law school courses are intended to reflect the following standards:

90-100 Exceptionally superior performance, unusually high achievement, exceeding the course
objectives
80-89 Excellent performance, full achievement of all of the course objectives with a high quality
of work
70-79 Acceptable to above-average performance, competent and satisfactory achievement of the
primary course objectives
68-69 Below-average performance, partial achievement of the primary course objectives,
demonstrating an incomplete or faulty understanding of the material covered in the course
60-67 Inadequate performance, omissions and errors in attempted achievement of the primary
course objectives

Unacceptable performance, failure of minimal achievement of the primary course objectives

The cumulative grade point average to maintain good standing is 70. Grades in law school courses which were calculated on the letter (A-F) scale and grade point averages which were calculated on the former 4.0 cumulative grade point average scale have been converted to the 100-point scale in the student records and transcripts of the law school.

The following grades and notations also are used in the law school:

CR/NC -- Credit/No Credit: Applies to certain courses of a practical nature, such as courses focusing on lawyering skills and internships.

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 grade point average.

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 used in the calculation of grade point averages.

AU -- Audit: Indicates registration for a class on an audit basis, which normally indicates regular attendance in class 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 -- Represents course work in progress.

AW -- Authorized Withdrawal: Indicates withdrawal from a course while doing acceptable work. These units do not apply toward graduation requirements and are not calculated in the grade point average. Students who withdraw from a class prior to the third class meeting (or prior to attending more than 20 percent of a modular class) are not considered matriculated for the class and no notation of AW is made on the transcript.

UW -- Indicates withdrawal from a course while not doing unacceptable work or failure to withdraw from a course in a timely manner. These units do not apply toward graduation requirements but are calculated in the grade point average.

I -- Incomplete. A grade of Incomplete is used to signify that a student has been given written permission from the instructor and approval by the dean to complete requirements for a class beyond the semester in which the course was to be completed.

About Incompletes

Except in a case of unforeseeable emergency, to be granted the privilege of receiving a grade of "incomplete" a student must petition to do so no later than two weeks prior to the end of the semester in which the course is to be completed. Petitions must be approved by the course instructor and the dean. If such permission is not timely requested by a student, instructors shall submit grades based upon the student's work submitted to date. A grade of "incomplete" will automatically become a failing grade of "50" if the student fails to complete the course requirements within the time permitted in the petition. The
professor shall have discretion to dictate what actions must be taken to complete the course subject to the oversight or approval of the dean and the Law Faculty Senate.

A professor may reserve the right to put a cap on the highest grade that can be granted in a course in which a student initially received an incomplete. For example, the highest grade that could be received to replace an incomplete might be a 75. Incompletes are not intended to provide students with extra time to finish work merely because the student is having difficulty in the class or wants more time to study or prepare. Incompletes may be granted only for genuine emergencies or unforeseeable hardships. The Law Faculty Senate can decide to impose a deadline for completion of the incomplete.

Should a student request and receive an incomplete and it is granted, the student’s academic standing with regard to probation and dismissal will be determined without reference to the incomplete. If the incomplete is not completed and the student is academically disqualified, the incomplete grade (“I”) automatically becomes an authorized withdrawal (“AW”) grade. If the student transfers or withdraws completely from law school, the incomplete grade (“I”) automatically becomes an authorized withdrawal (“AW”) grade.

**Repeating Courses**

**Repeating Required Courses.** A student on probation or in good standing receiving a failing grade or "UW" in any required course must retake that course at the earliest opportunity and achieve a passing grade. Both grades will be reflected on the student's transcript, but only the second, passing grade will be used for purposes of satisfying the requirements of academic probation and in computing the student’s cumulative grade point average. If the second grade is also a failing grade, both grades will be included in computing the cumulative grade point average.

**Repeating Non-required Courses.** A student on probation or in good standing receiving a failing grade or "UW" in any non-required course may allow that grade to stand, but the student will not receive credit for such a course, the course and grade will be reflected on the student's transcript, and the grade will be included in computing the student’s current and cumulative grade point averages.

**Repeating Passed Courses.** A student on probation or in good standing may petition the dean to approve repeating a course in which the student received a passing grade ("60" or higher). A student will not be permitted to repeat a course in which the student received a grade of 70 or higher. Both grades will be reflected on the student’s transcript, but only the second, passing grade will be used for purposes of satisfying the requirements of academic probation and in computing the student’s cumulative grade point average. If the second grade is also a failing grade, both grades will be included in computing the cumulative grade point average.

For graduation and to remain in good standing, students must meet the residency requirements of the *Rules Regulating Admission to the Practice of Law* and the unit and course requirements of the law school.

**Academic Advancement, Probation and Dismissal**

Once admitted, students must earn a 70 cumulative grade point average in order to graduate from Trinity. If a student's cumulative grade point average is less than 70, the student will be placed on academic probation for the following semester. Any student failing to earn a cumulative grade point average of 70 after the following semester (a semester is defined as the fall, spring or entire summer) will be dismissed.
as academically disqualified. A student placed on probation during the spring semester will be considered to be on probation during the following fall semester if no summer classes are taken. However, a probationary student who earns a cumulative grade point average of 70 after the summer sessions will be removed from probation before the fall semester begins. An academic dismissal is noted on the student transcript; probation is not noted on the transcript.

Students on probation must attend no less than 75 percent of the special academic support sessions offered by TLS. If the student fails to meet this requirement, it will be considered a negative factor in the consideration of any petition for re-admission following dismissal. Students on probation may not enroll in any internships or independent studies during the extent of their probation.

Students admitted as special students (as defined in the catalog) must take and pass the First-Year Law Student’s Examination in order to be officially advanced to the second year of study. In accordance with Rule VIII of the Rules Regulating Admission to Practice Law in California, credit is not received until the applicant has passed the examination. Special students at Trinity Law School are not allowed to accumulate more than 40 units if the exam is not passed.

Students who enter their last year on academic probation and whose semester GPA or cumulative GPA falls below 70 will be academically dismissed. These students may petition the Law Faculty Senate for review.

After a student has earned approximately 60 units of credit, a graduation check will be performed by the registrar’s office. Students who may not qualify to graduate because of a low grade point average will be notified.

Students who enter their last semester in good standing, who will earn 85 units at the end of their final semester but whose semester and cumulative GPA are both below a 70 at the end of their final semester, do not qualify for graduation. Such students may petition for an additional semester in order to raise their GPA.

Students who enter their last semester on probation, who will earn 85 units at the end of their final semester but whose semester and cumulative GPA are both below 70 at the end of their final semester, do not qualify for graduation and are subject to academic dismissal.

**Requirements for Graduation**

The degree of Juris Doctor is conferred upon students who have met the admissions requirements for the degree and who have satisfactorily completed the prescribed program of law study. The program requires 85 units or the equivalent of study. An average grade of 70 or better must be maintained in all work for the degree. All coursework for the degree must normally be completed within five years of the beginning date of study. If a student maintains a cumulative average of 80 or better in all work carried after entering the law school, the degree shall be awarded with honors as indicated below:

- 80 – 84.99 *cum laude*
- 85 – 89.99 *magna cum laude*
- 90 - 100 *summa cum laude*

In the case of transfer students, graduation honors shall be calculated on the basis of all law school units taken at all institutions. In no such case, however, will the honors designation exceed that which would
be granted on the basis of Trinity units alone.

**Inspection and Photocopying of Examinations**

Examination questions and answers for examinations other than multiple-choice and similar tests are available, by appointment, with the registrar's office for student inspection during regular school hours after the posting of final grades. Examinations may not be removed from the premises or photocopied. To review an examination with the professor, please notify the registrar's office no less than two days prior to your appointment and the examination will be available for the professor to pick up.

**Anonymity**

In order to preserve anonymity in examination grading, every student is assigned an examination number. If a student loses their number, the last five digits of their Social Security number can be used. The examination number is to be used on every examination or paper in lieu of the student's name. Students are responsible to maintain the confidentiality of their assigned numbers. New confidential examination numbers are issued once a year. If a student believes their number has been compromised, they may obtain a new number by submitting a signed, written request to the Registrar's Office. In the event that there is not time to obtain a new number, the student may use the last five digits of the social security number in place of the examination number.

**Examination Procedures for Students**

The following are examination procedures for students.

No eating, drinking, or smoking is permitted in a classroom at any time including during examinations.

The students may have on the desks and in their immediate possession only pens, pencils, highlighters and erasers.

Multi-state packets must be returned to proctors.

If a student becomes ill and must leave the examination room, his/her bluebooks will be collected and the student must go to the registrar's office to petition for a make-up or incomplete. Any student, even though ill, who finishes the examination and turns in the bluebooks or other answer forms cannot request subsequently that the grades for those bluebooks not count as the final examination grades.

If a student is observed looking at or copying from another student's paper, his/her bluebooks will be given to the dean for action and, where appropriate, the matter will be referred to the Law Faculty Senate.

If a student continues to write after time has been called by the proctor, his/her bluebooks will be given to the dean for disciplinary action, which may include the student receiving a failing grade.

Students must remain in their seats until all bluebooks and other answer forms are collected by the proctors.

Students must be seated and prepared to begin the examination at the posted start time for the examination.
Students handwriting their exams and those using laptops will be together in the assigned classroom.

**Make-up Examinations**

Make-up examinations are not normally permitted. This includes any change of the examination to a date or time other than what is listed in the published examination schedule.

Failure to take an examination at the regularly scheduled date and time will result in a failing grade for the course.

The only exception to this policy is an emergency situation involving circumstances beyond the student’s control. It is the student’s responsibility to provide acceptable documentation to support their written petition to the dean prior to the time of the examination. Any petition that is incomplete, untimely, or does not provide sufficient supporting documentation will be denied without recourse.

**Laptop Computer Examinations**

Students may take their mid-terms and final exams on a laptop computer. The computer must be an IBM-compatible machine running Windows 98 or newer. The exam software will not work on a MAC or Apple laptop.

In order to take your exams on a laptop, you MUST: 1) notify the records office of your intent prior to the 11th week of the semester; 2) have SofTest installed & registered on your laptop; and 3) have the necessary exam file downloaded onto your computer before the exam is scheduled to start. All necessary software can be downloaded from www.examsoft.com/trinitylaw. If you fail to meet these requirements, you will have to handwrite the exam.

In order to have exams start on time, laptop instructions will start approximately 15 minutes before exam time. If you arrive late and wish to take your exam on a laptop, you will have to start up the software without instruction and no additional time will be given.

Failure to upload your answer file at the end of an exam may result in a failing grade.

Each student is responsible for the performance of his/her own computer and for knowing how to properly use the examination software.

**Prescribed Course of Law Study**

The State Bar of California regulates legal education in this state. It is each student’s responsibility to comply fully with the *Rules Regulating Admission to Practice Law in California*. Students are strongly advised to obtain a copy of the rules from the Office of Admission of the State Bar of California.

**Withdrawal and Re-admission**

1. Voluntary Withdrawal from School

   Students in good standing may withdraw from school or request a leave of absence for up to one calendar year (from the beginning of the semester) without prejudice, by written notification to the dean any time prior to the 12th week of the semester.
Any request to withdraw after the 12th week must be made in the form of a written petition to the dean who will notify the petitioner as to the final determination of such request.

Any student who withdraws will receive automatic failing grades for all examinations and course grades if the school is not notified of the intent to withdraw prior to the 12th week, if the request to withdraw after the 12th week of the semester without prejudice is denied, or if the student does not take the final examination.

Tuition credit or refunds of tuition upon withdrawal will be granted only in accordance with the refund policy.

Students who find they must withdraw because of financial difficulties are urged to seek counsel before taking action to ensure that they have considered all the financial assistance programs available to law school students.

2. Re-admission

A student who withdraws during the first year of law study shall be treated as a new admission and the petition for re-admission will be referred to the admissions office.

A student who has completed the first year of law study (and received grades for those courses) and who was out of school no more than twelve months from the beginning of the semester shall petition the admissions office for re-admission.

A student who has been out of school more than twelve months from the beginning of the semester and less than 24 months and/or has taken "withdrawals" for longer than one calendar year must submit a written petition for re-admission to the Law Faculty Senate.

A student who has been out of school for more than 24 months must submit written petition for re-admission to the admissions office and may be required to complete a new application.

NOTE: As a condition to his/her re-admission, a student who has taken a leave of absence for longer than one calendar year may be required to repeat courses taken prior to his/her withdrawal.

Professional Responsibility Examination

All applicants for admission to practice law in California are required to pass the Multi-state Professional Responsibility Examination (MPRE) administered by the National Conference of Bar Examiners. (See Rules XI and XII, Rules Regulating Admission to Practice Law in California). To have your MPRE score accepted by the Committee of Bar Examiners of the State Bar of California (CBE), you must have completed one year of law study prior to taking the MPRE.

Admission to Practice Law Outside of California

The law school is accredited by the Committee of Bar Examiners of the State Bar of California. Law school students are qualified immediately upon graduation to take the bar examination in California.

Most states require graduation from a law school which is either approved by the American Bar
Association or approved or accredited by the state’s Supreme Court or examining committee as a prerequisite to taking the bar examination in that state. Study at, or graduation from, this law school may not qualify a student to take the bar examination in other states or satisfy the requirements to practice law in other states. Therefore, if a student intends to seek admission to practice law in a state other than California, the student should contact the admitting authority in that state for information regarding the legal education requirements for admission to practice law in that state. To obtain a copy of the American Bar Association's Comprehensive Guide to Admission to the Practice of Law, students may write to the ABA Service Center, American Bar Association, 750 N. Lake Shore Drive, Chicago, IL 60611 or visit ncbex.org.

**Records**

Trinity Law School retains all documents received in the admissions process for at least two years for students who do not enroll. For students who do enroll, documents are retained for at least five years beyond the date last attended. Records of students’ academic performance while at the law school are retained permanently.

**Release of Transcripts**

Transcripts of courses completed at Trinity Law School may be obtained from the registrar's office. Grades normally are available approximately five weeks after the completion of a semester or session. Transcripts will not be released without the student's signed, written consent. Written requests made to the registrar's office should include first and last name, social security number, where the transcript is to be sent, and the student's signature. A transcript request form is available in the registrar's office. The fee is $5.00 per transcript.

**Academic Advisement**

*Final responsibility for meeting degree requirements for graduation rests with each student.* Academic advisement is provided through the dean's office or through a designated faculty advisor. Specific information regarding degree requirements and course offerings is found in the law school catalog. The course schedule listing times and locations of courses is published by the registrar's office each semester. Advisement sheets listing all degree requirements are available in the registrar's office. Graduation checks may be requested from the registrar's office.

**Emergencies Affecting Coursework**

Requests for extensions for completion of course requirements are directed to the dean's office by filing a Student Petition Form (available in the resource area outside the registrar’s office). Such requests are considered only in cases of serious illness or other unforeseeable emergencies and 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 at the counter outside the records office. It should be filled out completely and forwarded to the appropriate office.
**Inspection of Student Records**

Students who wish to view their official records at the law school may submit written petitions to the registrar's office requesting an appointment to review their records.

NOTE: The policy and procedures of the law school for inspection of student records are in full compliance with the Family Educational Rights and Privacy Act of 1974 (as amended).

**Non-classroom credit**

A maximum of 8 units of non-classroom credit may be earned toward the 90 semester credits required for graduation. Non-classroom credits may be earned for Law Review, internships, independent study, or Moot Court. Of these 8 units, a maximum of 6 units may be from internships. There is a 4-unit maximum for Law Review or Moot Court and a 6-unit maximum for independent study. Students cannot take more than 3 units of internship in any given semester, excluding the summer terms. Students are not allowed to obtain internship credit for doing work under a close relative.

If students take more than 40% of their units in a given semester as non-classroom units, they will not receive the maximum weeks of residency for that semester.
ATTENDANCE/PREPAREDNESS

Attendance

Students must attend at least 80% of the regularly scheduled class hours in each course in order to receive credit for the course. On rare occasions in emergency circumstances, students may arrange to make up classroom hours with permission of the professor. If a student is dropped from a course due to improper attendance, the student will be required to repeat the course at its next offering in order to meet graduation requirements. Students are required to come to class prepared to actively participate as each course may require.

1. Absence - In accordance with CBE rules and statutory requirements, absence from classes is never considered to be excused; a student is either "present" or "absent". A student who is not present for a significant period of time during a class session shall be deemed “absent” for the entire class session. The class instructor has sole discretion to determine what constitutes “a significant period of time." This discretion includes deeming multiple partial absences as one or more entire absences.

2. Class Sign-In Sheets - Attendance in class is recorded in several ways, e.g., through an instructor's coded entries on a seating chart for that day's class, by each student personally signing a sign-in sheet for that day's class, etc. Where a class 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 such attendance sheets, each student certifies that he/she has in fact attended the particular class meeting, that he/she has not affixed the “signature” of any other student enrolled in that class, and that he/she has otherwise complied with the attendance rules. Any action inconsistent with such certification may subject the student to disciplinary action according to the Honor Code.

Late Arrivals and Early Departures from Class

Late arrivals and early departures from classes by students are deemed partial absences. Each instance of a late arrival to a class which has begun or an early departure from a class which is still in session is marked as one-third of an absence, subject to the discretion of the professor in approved and emergency circumstances.

Consequences of Excessive Absences

1. Violation of CBE Rules

Students must be in residence for a total of 1200 hours. If excessive absences cause a student to fall short of this requirement, the student’s application to sit for the California Bar Examination may be denied by the CBE.

2. Violation of the law school Attendance Policy

Any student who incurs a number of absences which is deemed excessive for a course will be subject to sanctions imposed by the course instructor. Such sanctions may include a recommendation to the dean that the student be withdrawn from the course, in which case the student will be notified that
he/she has been *automatically withdrawn* from the particular class. The student may promptly file a petition with the dean's office for reinstatement in the class based upon a showing that the absences were caused by serious medical or similar problems.

In order to be reinstated, the student must receive the permission of the instructor involved and must make satisfactory arrangements with the instructor to make up missed work.

**Preparedness**

It is the policy of the faculty that each student must be prepared at each class meeting to brief assigned cases and to participate meaningfully in class discussions.

The class instructor has the authority to impose sanctions against any student who exhibits a pattern of unpreparedness in class. These sanctions include a deduction from such student’s course grade and, where the situation is aggravated, referral to the dean for withdrawal of the student from the course.
LIBRARY AND INFORMATION CENTER

**Hours**

The library is open Monday through Saturday. Hours are posted and subject to change. The library is closed on all school holidays.

**Circulation**

All case reporters, codes, formbooks, loose-leaf practice guides, legal encyclopedias, multi-volume treatises, reference and research materials, and any book without a call number does NOT circulate. Book checkout instructions are posted at the library front desk. All other items may circulate for two weeks with no renewals without prior permission. All items must be returned at the end of the semester in which they were checked out.

**Reference Assistance**

Library aides are available to provide students with guidance in legal research techniques as well as reference assistance. The library aides are able to help with the location of items, basic legal reference assistance and provide general information about the library and its holdings. They will not, however, answer class assignments.

**Library Policies**

All students must adhere to the following library policies:

1. All library users must RE-SHELF their books to allow other students access to the same books. If you have any questions as to where a book should be re-shelved, please ask a staff member first. Anyone caught damaging, removing loose-leaf pages, hiding or removing books from the library will be subject to disciplinary action.

2. There is NO eating in the library. Beverages may only be consumed from containers with spill-proof lids.

3. Writing, underlining, marking or leaving paper clips or post-it notes in library materials is strictly prohibited. Loud talking and boisterous conduct is not permitted in the library. Patrons are required to wear shirts and shoes in the library. Student access to library staff areas is prohibited.

**Lost Library Materials- Student Obligation To Pay For Non-Returned Items**

All Trinity International University students will be assessed the replacement cost, as defined below, for all library materials they have checked out and not returned after a seven (7) day grace period from the date the item was due or the end of each semester, whichever comes first. Such materials will therefore be declared lost and the business office will be notified to assess the following fees per each item:

If an item is still available from the publisher, the student will be assessed the regular cost of that item.

If an item is not available from the publisher and is deemed therefore to be out-of-print, the student will be assessed the following standard fees per volume:
a. Paperback Law books: $50.00  
b. Hardback Law books: $150.00  
c. All other academic paperbacks: $35.00  
d. All other non-academic paperbacks: $20.00  
e. All other academic hardback books: $75.00  

In addition to the aforesaid costs for each and every item deemed lost, the student will be assessed a $20 charge to cover the cost of replacement and processing the book.

**Computer Lab**

The computer lab is exclusively for use of the Trinity community (students, faculty, staff and persons with special permission of the dean).

Users of the computer lab may not visit websites whose content would be contrary to the mission of Trinity Law School.

Trinity has Wireless Internet access throughout the building. The system uses the standard ‘b’ and ‘g’ protocols. See Kirk Womack in the library if you have any questions concerning this or any other computer issues.

**Honor Code Violation**

Violation of the library rules is an Honor Code violation.
FINANCIAL MATTERS

Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD Tuition/Unit</td>
<td>$670.00</td>
</tr>
<tr>
<td>Audit Fee per Course</td>
<td>$325.00</td>
</tr>
<tr>
<td>ASB Fee/semester</td>
<td>$50.00</td>
</tr>
<tr>
<td>Add/Drop Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>Return Check Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$95.00</td>
</tr>
<tr>
<td>Parking Fee/semester</td>
<td>$10.00</td>
</tr>
<tr>
<td>Laptop Exam Fee/year</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

A one-time fee to cover the costs of the student tuition recovery fund (see below) will be assessed to the student at the start of the program. This non-refundable fee equals $2.50 per thousand dollars of tuition for the entire degree program at current tuition rates.

Student Accounts

Every student at Trinity will have an account maintained by the business office. Students may pay their tuition costs in full at registration, or apply for a federal Stafford Loan prior to the fall semester starting, or by a Deferred Payment Plan (contingent upon approval from the business office). Each student will receive a monthly statement reflecting their ending balance.

Students have the freedom to increase their account balance by adding courses, charging items to their account via the bookstore or the ASB. A one-percent deferment charge will be assessed to the total outstanding balance each month on the student’s account as of the 20th day of each month.

Health Insurance

At present, Trinity International University offers medical coverage for students through FIRST AGENCY. All international students on J and F visas are required to have medical insurance at all times for themselves and their dependents living with them.

Refund Policy

The student has a right to a full refund of all charges less the non-refundable application fee if he/she cancels this agreement prior to or on the first day of instruction. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student officially withdraws after only 1/3 of a 3-unit course, he/she will receive a 66.67% refund for the tuition paid for that course. In order to receive a refund, the student must file an official Add/Drop Form in the registrar’s office. The refund is based on the number of classes remaining after the date the Add/Drop Form is received by the registrar’s office. Note: If the student is the recipient of a TIU scholarship or grant, the scholarship or grant will be reduced by the same pro rata formula as is used for...
the refund if the withdrawal changes the status of the student from full-time to part-time.

Add/drop forms may be obtained outside the registrar’s office. If the school cancels a course, the school will refund all tuition paid for that course within 30 business days of cancellation.

**Return of Federal Funds**

A student who withdraws from classes or drops below half-time status and who has received a federal Stafford Loan will be subject to the Federal Return of Title IV Aid calculation.

The Federal Return of Title IV Aid calculation stipulates the following:

For withdrawal on or before the first day of classes, 100% of the federal Stafford Loan funds must be returned to the lender.

For withdrawal during the semester but prior to the 60% point of the semester, the financial aid office will determine the percentage of the semester completed by the student. That percentage of the federal Stafford Loan is considered “earned.” Trinity may retain as much of the “earned” loan funds as necessary to cover the student’s account balance. Any additional “earned” loan funds, beyond the institutional costs, may be retained by the student for living expenses. The “unearned” portion of the federal Stafford Loan funds must be returned to the lender.

For withdrawal after the 60% point of the semester, 100% of the federal Stafford Loan funds are considered “earned” and nothing must be returned to the lender. In this case, no return of Title IV Aid calculation is required.

Please be aware that when a student withdraws, two calculations are made. *First*, eligibility for an institutional refund is determined. See the refund policy. *Second*, if the student has received a federal Stafford Loan, a Return of Title IV Funds is calculated. Therefore, even though the first calculation may determine that the student is not eligible for an institutional refund, the second calculation may determine that federal Stafford Loan funds must be returned to the lender.

When a Return of Title IV Funds is calculated, the “unearned” portion of the aid must be returned to the lender. The student’s “unearned” funds will be returned to the lender on a check drawn from the student’s Trinity account. This return of funds will reduce the amount the student owes on the loan. This charge may cause a balance due on the student’s Trinity account which will be subject to all policies regarding student accounts including monthly finance charges.

**Veterans Training**

Trinity Law School courses are approved for the training of veterans. Students who intend to apply for these benefits should contact the registrar’s office for further information.

**Standards of Progress (CFR Sec. 21.4253 (d) (4)**

A veteran or eligible person who remains on probation for grade point deficiency beyond one year will have his/her veteran’s educational benefits discontinued. There will be no further certifications of benefits until the student’s cumulative academic standing reflects improvement sufficient to remove the student from probation. A student may be allowed to continue to pursue his/her educational goal when
they remain on academic probation beyond one year. Such students, however, cannot be certified for benefits until they are removed from probation. The conditions for reentrance after dismissal for unsatisfactory academic progress are also subject to the above standards of progress for veteran students.

Trinity Law School’s refund policy is subject only to the rules of the Veteran’s Administration for those students who are receiving veteran’s benefits. A veteran who withdraws or is discontinued from completing the course will receive a prorata refund of the unused portion of tuition. An established registration fee in an amount not to exceed $10.00 is not subject to proration. Registration fees in excess of $10.00 and other fees will be subject to proration.

**Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, a student must be a California resident and reside in California at the time the enrollment agreement is signed or when the student receives lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered California residents.

To qualify for STRF reimbursement, a student must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If the student does not receive notice from the Bureau, the student has four years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two years of the final judgment.

It is important that a student keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R. Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.
Trinity Law School Mission Statement

Trinity Law School affirms that laws are based on transcendent moral principles that are absolute and universal. We acknowledge that God the Creator reveals Himself in His moral law. We affirm that Holy Scripture is relevant today and that the inalienable rights to life, liberty, and property are all a divine endowment.

The mission of Trinity Law School is to influence our culture for Christ. Trinity Law School exist to serve Christ by championing a biblical view of human law and government through our students, graduates, faculty, and staff.

All student organizations must comply with the following procedure:

**How to Establish a Student Organization**

1. Obtain an Application for Student Organizations.
2. Develop a constitution which states the purpose and the structure of the organization.
3. Complete a list of all proposed members of the student organization.
4. The completed application, constitution, and proposed membership list must be submitted to the dean, or his/her designee, for review.
5. The submitted information will be sent to the Law Faculty Senate, and the Policies and Procedures Committee for review, and approval or disapproval.
6. The application will be approved or disapproved on the basis of whether the purpose of the organization reflects a commitment to, and consistency with, the mission of Trinity Law School.
7. The meaning, interpretation, and application of these rules shall be determined by the Law Faculty Senate in accord with biblical principles.

**Requirements of Registered Student Organizations**

An organization which receives approval by Trinity Law School shall be deemed a registered student organization. All registered student organizations must meet and maintain the following requirements:

1. All members of a registered student organization must be enrolled students of Trinity Law School. Officers may not be on academic probation.
2. Alumni and faculty members of Trinity Law School may be honorary members, but cannot hold office in a registered student organization.
3. Every registered student organization must enlist a faculty advisor who must be familiar with the organization’s constitution, review the minutes of each meeting, and be present for at least one organization meeting per semester.

4. On or before Tuesday of the second week of the fall and spring semesters, all registered student organizations must submit an up-to-date Application for Student Organizations and a list of all members. If the dean or his/her designee has not received such information by the required date, it will be presumed that the registered student organization has been terminated.

5. Registered student organizations must agree that regardless of whether their group activities are on or off of the campus, they are subject to the policies, principles, and regulations governing Trinity Law School.

6. Failure of a registered student organization to conform its conduct to the policies, principles, and regulations governing Trinity Law School, or any action of the organization which detracts from the mission of the school, may lead to a formal revocation of the organization’s status as a registered student organization.

**Advantages of Being a Registered Student Organization**

1. Only those organizations registered with Trinity Law School will have the official recognition of the school.

2. The ability to use the name of the law school in the identification of the organization, and in the sponsorship of activities and events, is limited to registered student organizations.

**Other Student Organizations.**

Students enrolled at Trinity Law School who participate in groups which do not meet the requirements concerning the formation and operation of registered student organizations, will not have the official recognition of the school or be eligible for any of the advantages discussed above concerning registered student organizations.

However, because of the desire to meet the needs of Trinity Law School students, the dean or his/her designee shall have the discretion to grant non-registered student groups and organizations the right to hold meetings or conduct social functions on campus. Approval must be obtained prior to the occurrence of each such event. Such activities are subject to the policies, principles, and regulations governing Trinity Law School. Furthermore, Trinity Law School reserves the right to deny such permission to any non-registered organization or group whose purpose, objectives, or proposed activities conflict with the mission and purpose of the school.

**Suggested Format for Constitution**

Name of the organization

PREAMBLE

The mission of the organization

Article I Statement of purpose and objectives.
Article II  Requirements for membership and means of selection of members: who can be a member, methods of admitting new members, methods of dropping members, what constitutes a good standing.

Article III  Officers: titles, responsibilities, term of office, whether selected or appointed, duties, rules for election, procedure for recall.

Article IV  Advisor: how chosen and the length of the advisor’s term.

Article V  Dues and Fees (if relevant): amount and when they are paid, to whom all dues are paid.

Article VI  Meetings: frequency, procedures for calling special meetings, quorums.

Article VII  Committees: names, term of office quorums, frequency of meetings.

Law Review

The Trinity Law Review is an annual publication. Participation on the student staff provides outstanding practical experience in the skills of legal research, writing and editing. Additionally, membership is considered an asset in future employment.

The staff selection is composed of students who were invited to join after achieving a certain grade level indicative of superior academic performance or demonstrating proficiency in writing and normally having a cumulative GPA of 78 or above. To be considered on either basis, a student must have completed at least twenty units of study.

Associated Student Body (ASB)

All registered students are members of the Associated Student Body and must pay student fees for the ASB. The ASB is governed by a cabinet of officers elected by the students in annual elections held in the spring semester of each year. The elected cabinet of the ASB serves the student body by sponsoring student organizations, hosting social and educational functions during the year, and representing students in matters affecting the school administration. Students are welcome to attend the regular meetings of the cabinet and are encouraged to participate on the various committees that are established by the ASB. Students may contact the cabinet members through the cabinet's mailbox in the student lounge.

Opportunities for Input

In order to ensure that every member of the law school community is afforded an opportunity to contribute comments and suggestions regarding school policies and procedures, student suggestions and grievances may be made by filing student petitions which are available in the information racks outside the records office. Petitions should be directed to the dean's office.
STATE BAR

**Law Student Registration with the Committee of Bar Examiners**

All students seeking admission to practice law in California must register with the Committee of Bar Examiners within 90 days from the commencement of their law studies. Registration must be completed through the State Bar of California website (www.calbar.ca.gov).

**Petitions to the Committee of Bar Examiners**

All petitions filed with the Committee of Bar Examiners must be verified. Accordingly, students are requested either to appear before a notary public to have a petition sworn to, or in the alternative, to attach a declaration under penalty of perjury in the following form:

“I declare under penalty of perjury that the foregoing petition is true and correct to the best of my knowledge and belief. Executed on this __ day of ____, 20__, at ____(city)__, ____(state)__.  

__________________________________  
Signature
CAMPUS SAFETY

Safety Policy Statement

It is the policy of Trinity Law School that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of the school’s administration to provide safe and healthy conditions and to establish and insist upon safe practices at all times by employees and students. The prevention of accidents is an objective affecting all levels of the organization and its activities. It is the duty of each employee and student to accept and follow established safety regulations and procedures.

Injury Reporting

Employees and students are expected to assist the administration in accident prevention activities. Unsafe conditions must be reported. Students and employees who need help should be assisted. Everyone is responsible for the housekeeping that reduces the potential for injury. Any injury that occurs on the school premises, even a slight cut or strain, must be reported to the administration as soon as possible. In no circumstances, except an emergency, should an employee or student leave the premises without reporting an injury that occurred.

Incident Reporting

The police department has the primary jurisdiction and responsibility to investigate crimes and provide police services at the law school campus. It is important that all crimes occurring on campus be immediately reported to the police department to ensure that appropriate action can be taken. The law school endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Crimes occurring on the law school campus can be reported in person, or by dialing (9) 911 from any telephone on campus. All the telephones (school, private and public telephones) located on campus are tied into the 911 emergency system.

Non-emergency calls for assistance can be reported by dialing the operator. Upon reporting a crime occurrence, traffic accident, injury accident or other incident, the proper response will be quickly determined and the appropriate action initiated. Calls for fire and medical emergencies should be directed to the police department dispatcher by dialing (9) 911. If there is a fire and a telephone is unavailable, activate one of the fire alarms located throughout the campus. Members of the law school community are encouraged to report immediately any suspicious activity to the operator. Crimes can be averted by the prompt reporting of suspicious activity. The reporting of physical hazards is encouraged in order that they may be corrected to avoid personal injury.
ANTI-DISCRIMINATION POLICY

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.

The law school shall maintain 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, medical condition, citizenship status and military service status, except insofar as such action is protected by the Constitution of the State of California.

This policy of nondiscrimination applies to the governing body of the university, administrators, faculty, students and staff of the law school. The intent of the policy is to create an educational atmosphere that reflects the core values of the institution, spirit of the law as well as the tolerance essential to the creation of an open learning environment.

Grievance Procedures

Grounds. A 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, medical condition, citizenship status or military service status.

The areas of compliance include faculty, clinical education, admissions, financial assistance, records, placement, personnel, and other appropriate areas where discrimination may occur.

Procedure

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 Law Faculty Senate 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 Law Faculty Senate shall appoint a member of the faculty 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.

The person against whom the formal complaint is filed shall have the right to cross-examine any witnesses called and to present witnesses on his/her own behalf.

The complainant shall have the right to be present throughout the hearing, and to present his/her 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 Law Faculty Senate 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 a student has a discrimination complaint against a member of the Law Faculty Senate or the dean of the law school, he/she may file a formal complaint with the university executive vice president.
SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY

Harassment of Others Strictly Prohibited

Verbal, physical, visual, and sexual harassment of students or employees of Trinity Law School is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If while at the facilities or on the grounds of Trinity Law School, you or one of your fellow students have been the victim of harassment as defined in the Honor Code, follow the steps outlined above. Appropriate sanctions will be imposed against anyone who is found to have, in fact, sexually harassed a student or employee. Steps will be taken to prevent and discourage further harassment.

Reporting Procedure for Sexual Harassment

If the perpetrator is a student, follow the procedures outlined in the Honor Code.

If the perpetrator is an employee or faculty member of Trinity, follow the same procedure as outlined in the anti-discrimination policy.

If the perpetrator is not in the above category, 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: (i) your name; (ii) your telephone number (i.e.) the telephone number at which authorities can reach you at a later time; (iii) the building name and address (2200 North Grand Ave., Santa Ana, CA 92705), and any other specific location information; (iv) describe the situation clearly and accurately; and; (v) 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 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.

Reporting

In cases of emergency or other situations, where immediate contact with the authorities or other means of assistance may aid the victim of a sexual assault or other crime, mitigate the effects of such crime, result in apprehension of the perpetrator, or otherwise serve to protect the life or property of any person, Trinity Law School, students, faculty, or employees and other persons may report a crime with or without the
victims consent. In all other cases, victims of a sexual assault or other crime may, but are not required to report the crime to Trinity Law School or to the proper law enforcement authorities. Any report to Trinity Law School must be made in writing. If required by law, or upon the victim’s written request, Trinity Law School will report a sexual assault or other crime, and furnish a copy of any written report to the proper authorities.

**Assistance to Victims**

Because of its relatively small size, Trinity Law School does not provide direct assistance in the way of treatment, counseling and the like to victims of sexual assault.

**Notification to Victim of Disciplinary Action**

If the alleged perpetrator of a sexual assault or other crime is a student at Trinity Law School, the victim will be kept informed of the initiation and results of any disciplinary action taken by Trinity Law School, so far as reasonably possible without violating the legal rights of the alleged perpetrator. Except for the reporting to proper authorities or other sources of assistance, in the circumstances described above, or except as otherwise consented to by the victim, Trinity Law School staff will not discuss any aspect of the victim’s case with any person except to the extent reasonably necessary, in the discretion of Trinity Law School, for the conduct of business and affairs of Trinity Law School.
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is the policy of the law school to provide reasonable accommodations for students with disabilities, including learning-disabled students and those with health impairments, as well as those with other disabilities. Students are encouraged to discuss special needs with the dean as early as possible. Appropriate modifications and accommodations will be determined on a case-by-case basis by the dean and the Law Faculty Senate in accordance with the State Bar of California’s policies and procedures.

Students are encouraged to apply to the State Bar of California regarding their disability early. You may apply for special accommodations to take the Bar examination up to a year ahead of time. Materials for applying are available from the State Bar of California.

It is acceptable for a law school to require documentation of disabilities when the disabled individual puts the disability in issue. Completion of materials required by the State Bar of California is mandatory. When medical/physical disabilities are at issue, a physician’s statement will usually be sufficient, so long as that statement describes both the disability and the limitations that the disability poses for the student. For students with learning disabilities, the following is considered reasonable for required documentation.

It must be prepared by a professional qualified to diagnose a learning disability, including but not limited to, a licensed physician, learning disability specialist, or psychologist.

It must include the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results. If the disability requires additional time for taking examinations, it must state the specific amount of time needed.

It must reflect the individual’s present achievement level, be as comprehensive as possible, and be dated no more than three years prior to the student’s request for service, unless extenuating circumstances justify reliance on older documentation; and adequately measure cognitive abilities (using Wechsler Adult Intelligence Scale Revised or equivalent) and academic achievement skills (using Woodcock Johnson Part II, Wide Range Achievement Test, Nelson Danny or equivalent). The achievement test should sample reading, math and writing.

It must include test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, memory and processing skills. The diagnosis should conform to federal and state guidelines.
EMERGENCY PROCEDURES

**Fire Evacuation Procedures**

Know your escape routes in case of fire. Escape routes are posted.

Do not in any way impede the work of the firemen. Traffic lanes and sidewalks should be kept free for the fire-fighting equipment. Do not use the elevator to evacuate.

For emergencies (e.g., an unplanned fire alarm goes off, or there is a fire within the building):

The administration or campus security will contact all pertinent agencies. If they are unavailable, call (9) 911 from the nearest telephone; no coin is required. All students, faculty and staff should make a note of the location of each fire alarm and fire extinguisher.

Once the alarm has sounded, all students, faculty and staff should proceed as per fire drill instructions. As persons assemble in the parking lot, they should stay together as a group.

In the event of major injuries, first aid is of primary importance and must be attended to immediately. A first aid and disaster kit is located on both floors of the campus building.

If the fire alarm rings during an examination, proctors will inform you of special procedures to follow.

**Earthquake Emergency Procedures**

*Do not run outside.* By going outside a student can be seriously injured by falling debris. The safest place in the event of an earthquake is under a desk or table.

Damage and injury from an earthquake usually occurs due to panic, falling objects and broken glass. Some steps to follow:

Before an earthquake hits, be prepared. You should have an emergency “3-day survival” pack in the trunk of your car or carried with you at all times.

When an earthquake hits:

In a classroom, the instructor is in charge and everyone should immediately get under his/her desk or table until the shaking stops.

In the library, the best place to be is under a library table. Stay away from bookshelves and windows.

In an office, get under a desk or a table, but if not possible, "duck and cover." Be sure to stay away from windows, bookshelves and file cabinets.

During an examination, stop and get under the desk or table. When the shaking has stopped, the proctors will inform you of special procedures to follow.

Don’t attempt to use the elevators. In the event of a power failure you could become trapped.
Drink only bottled water because of possible contamination to waterlines.

Don’t wait until the shaking increases to take action. It may be too late.

At the first sign of an earthquake, you should take the appropriate action outlined above.

After the earthquake:

Be aware that there will be aftershocks. If a major earthquake occurs, you can expect aftershocks every few minutes, every few hours, every few days, etc.

Do not immediately run outside or into the hallway. Because of strong aftershocks, the building may take a while to settle down. Take a survey of the area you are in: (1) Are you hurt? (2) Is anyone else hurt? (3) Is there a fire or gas leak? (4) Is there a life-threatening situation?

The only reason to leave the building would be in case of a gas leak, fire, or any other life-threatening situation. Otherwise, you will be safer staying inside until a designated official tells you to evacuate. The response team will take a survey of the library and classrooms to check for structural damage before classes can resume.

If it is necessary to evacuate, please follow the procedures outlined in the fire evacuation plan outlined above.

There is no reason to panic if you are prepared. Being prepared means knowing what to do in the event of an earthquake and having an earthquake kit at home and in your car. Earthquake kits are not expensive to put together. Items to put in your earthquake kit include: bottled water and food (canned goods) for at least three (3) days, non-electric can opener, blanket, batteries, flashlight, portable radio, matches, trash bags, knife, and a first-aid kit. You should rotate your water and canned goods every few months and also check the batteries from time to time.

Some other items you may want to consider including: Sturdy walking shoes, socks, clothing, underwear, necessary toiletries and medications, toilet paper, handy-wipes, dried food, a rope, a brush, a pillow, a sleeping bag, tools, a pack of cards, a book, money in small bills, toys for small children and any other items of comfort.

If we have a major earthquake, we may not be allowed to return home for approximately three (3) days. A countywide curfew due to chemical spills/leaks may occur and people caught driving or walking will be arrested. Make sure your family knows what to do and is well provided for if you cannot be there with them. Because local phone lines may not be operative, (but long distance lines should be operational), make a plan with your family to call a friend or relative outside the area to establish a communication link. We believe this building to be safe, but we cannot be completely certain. Please consider putting your earthquake kits together today.
<table>
<thead>
<tr>
<th>First Year:</th>
<th>Units</th>
<th>Second Year:</th>
<th>Units</th>
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<tbody>
<tr>
<td>Contracts I</td>
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<td>Contracts II</td>
<td>3</td>
</tr>
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<td>Torts I</td>
<td>3</td>
<td>Torts II</td>
<td>3</td>
</tr>
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<td>Property I</td>
<td>3</td>
<td>Property II</td>
<td>3</td>
</tr>
<tr>
<td>Legal Research &amp; Writing I</td>
<td>3</td>
<td>Legal Research &amp; Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Logic and Advocacy</td>
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<td>Criminal Law</td>
<td>3</td>
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<td>Constitutional Law I</td>
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<td>Constitutional Law II</td>
<td>3</td>
</tr>
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<td>Evidence</td>
<td>4</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>Jurisprudence I</td>
<td>3</td>
<td>Jurisprudence 2 (Seminar)</td>
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<tr>
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<td>3</td>
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*The 90 unit requirement applies only to students enrolling for the first time as of Fall 2007 and following.*
PART-TIME STUDENTS
Four-year schedule, 90 Units*

YEAR ONE:

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
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<th>SECOND SEMESTER</th>
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<td>3</td>
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<td>3</td>
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SUMMER SESSION

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YEAR TWO:

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<td>Property I</td>
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<td>Property II</td>
<td>3</td>
</tr>
<tr>
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<td>Criminal Procedure</td>
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SUMMER SESSION

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YEAR THREE:

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</tr>
<tr>
<td>Business Organizations</td>
<td>3</td>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td>Jurisprudence 1</td>
<td>3</td>
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SUMMER SESSION

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<td>Wills, Trusts, and Estates</td>
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<td>Ethics and the Profession</td>
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TRINITY LAW SCHOOL STUDENT HANDBOOK APPENDIX

Trinity Graduate School, California Campus Information

The following information is from the Trinity Graduate School 2006-2007 catalog and is information governing students taking master’s classes. The full catalog produced by the Deerfield campus administration is available online at www.tiu.edu.

General Admission Requirements

Applicants should be aware that in the admissions review all components of the application packet are examined with no one component serving solely as a basis for admission or rejection of an application. Also note that individual programs may have additional admissions requirements described in the program prospectus in the catalog. Admission to the graduate school normally requires the following items:

- The completed Application Form.
- An official transcript indicating graduation with a baccalaureate degree or its equivalent from an accredited college or university, typically including at least sixty (60) semester hours of liberal arts course work. Official transcripts must be submitted from schools attended since high school where more than three courses were taken and from all schools where prerequisite courses were completed. Applicants who attended secondary school (high school) outside the United States should submit those transcripts as well. Certified translations for non-English transcripts are required.
- A cumulative undergraduate grade point average of 3.0 or higher (on a 4.0 scale).
- Submission of scores from the Graduate Record Examination (GRE) verbal and analytical sections or the Miller Analogies Test (MAT). Test scores must be less than five years old.
- Letters of recommendation from (a) your pastor, (b) a faculty member in a school where you have recently taken academic work (undergraduate or graduate), (c) an employer or other relevant individual.
- Proof of English competency for students for whom English is not the first language. This is normally measured by the Test of English as a Foreign Language (TOEFL). The minimum score required is 237 (computer test) or 580 (paper test), and scores submitted must be less than two years old. Waivers are not normally granted from this requirement. However, if a waiver is authorized, applicants then become subject to the same standardized testing requirements as their native English-speaking counterparts, required to submit qualifying scores from either the Graduate Record Exam (GRE) or Miller Analogies Test (MAT). Applicants should weigh this prospect carefully before requesting a waiver from the TOEFL. Waiver requests must be submitted in writing to the Director of Admission at least three months (90 days) prior to the application deadline date in order to allow sufficient time for testing if the request is denied. Failure to submit qualifying test scores by application deadlines may result in outright denial of admission or postponement of application decision to a subsequent semester.
- Personal statements that include the following:
A statement of past and present spiritual life. This may include Christian conversion and other significant spiritual events and formative influences in the applicant’s life (one or two pages).

A statement outlining the applicant’s motivation to study at Trinity Graduate School, an evangelical Christian school, and his/her future goals (one or two pages).

- Submission of a $25 nonrefundable application fee.

Program Prerequisites

Each program will have required relevant prerequisites defined in at least one of the following categories: (a) undergraduate course work, (b) program oriented extensive or intensive experience, or (c) other (writing, etc.). Prospective students should note specific Program Prerequisites in the individual program prospectus and in the catalog.

Guidelines for Graduate Studies Preparation

Students who are still pursuing their undergraduate degree are encouraged to incorporate course work into their studies that will fulfill the following guidelines:

1. Students coming into Trinity Graduate School should typically have had at least 60 semester hours of liberal arts course work, including a broad undergraduate background in the humanities and the natural and social sciences.

2. Undergraduate studies should give evidence that the applicant has developed the ability to think independently and to communicate effectively. When we examine the application, we will carefully evaluate the applicant’s writing skills. If a weakness is discovered, the student may be required to take extra study in English composition.

3. The applicant should note carefully the prerequisite course requirements for each program and take as many of those courses as possible at the undergraduate level. In most cases, if a student is qualified for admission but lacks the necessary prerequisite course work, the deficiency can be removed through additional course work at Trinity International University.

4. Applicants are encouraged to become familiar with the content of the Bible, either through formal course work or personal study. If an applicant’s undergraduate program includes courses that parallel required courses in the Trinity curriculum, the applicant will be granted considerable flexibility in selecting advanced-level courses as substitutes for the required classes. Faculty advisors are able to assist in this process.

Advanced Substitutes

If a student has taken undergraduate courses that are clearly parallel to required courses in their program at Trinity Graduate School, they may modify their program by way of advanced substitutes. This policy allows the student to build on, rather than duplicate, studies already completed. Advanced substitute courses are to be approved in advance by the academic Dean’s Office in Deerfield, Illinois.

Application for Readmission

There are certain situations in which a student may need to submit a supplementary application:
• If the student was accepted to Trinity Graduate School but did not enroll
• If the student withdraws temporarily, officially or unofficially
• If the student completes one degree and wishes to pursue a second one

However, if more than two years lapse after original acceptance, withdrawal, or completion of a first program, the student will be required to submit new application materials, including recommendations and personal statements. Students who are readmitted are subject to the requirements of the catalog that is current at the time they re-enroll in course work.

Student Classifications

Visiting Students
If a person wishes to take courses for credit on a part-time basis but does not want to enroll in a degree program, he or she may submit a Visiting Student Application. In addition to the application form, he or she must submit a nonrefundable application fee of $25.00 and have an official transcript indicating that he or she holds a bachelor’s degree sent directly to our Admissions Office.

Auditors
If a person wants the opportunity to take one or more courses per semester but has no interest in earning graduate credit or a degree, he or she is invited to audit the classes of his or her choice. An auditor may usually participate in all class functions but will not be held accountable for tests or assignments, nor receive a grade or credit. To enroll as an auditor, a person simply comes to campus on the first day/night of class, registers, and pays the audit fee for each course. No application is required, and the person need not have completed a bachelor’s degree. The graduate school, however, reserves the right to limit the number of auditors in any class, and some classes may be closed to auditors.

Transfer Credit
Students may receive credit for studies taken at fully accredited graduate-level institutions when such work parallels courses listed in our catalog, and after you successful completion of a full semester of academic work at Trinity Graduate School. Official transcripts of previous work showing satisfactory grades in the courses must be submitted for consideration.

Transfer credit is not given for undergraduate studies and is usually not granted for course work taken at nonaccredited graduate schools. Also, graduate-level course work that has been applied toward an undergraduate degree cannot be allowed as transfer credit toward a Trinity Graduate School degree. To be considered for transfer credit, the course grade must normally be a “B-” or better from an accredited graduate level program.

If a master’s degree has been completed at another institution, possible transfer credit will be limited to a maximum of 50 percent of the total credits required or the shorter degree.

If a student wishes to receive transfer credit for work done at another accredited graduate school, an official transcript from that graduate institution must be filed for evaluation, along with the “Transfer Credit Request” form to the Trinity University Records Office. (Note: The “Transfer Credit Request” form is available for download from the MyTrinity website.)

The Records Office will evaluate transfer coursework under the direction of the TGS Associate Academic Dean and Program Directors. Transfer of credit is not automatic: it is considered only when requested.
Regardless of the amount of coursework that a student may have taken elsewhere, all students must fulfill the minimum residency requirement for their programs at Trinity Graduate School.

**Master of Arts programs in Bioethics and in Communication and Culture:** 24 hours must be taken through TIU course work, of which a minimum of 3 hours must be taken on the Deerfield campus. A maximum of 6 hours may be considered for transfer credit.

### Finances

**California Campus Tuition**

**Tuition for Master’s Credit**
- Tuition per credit hour: $435.00
- Audit fee per course: $195.00
- ASB fee per semester: $50.00
- Parking fee per semester: $10.00
- Graduation fee for master’s students: $75.00
- Thesis binding fee for master’s students: $55.00

**Satisfactory Academic Progress**

Any TEDS/TGS student receiving Title IV Financial Aid or any Institutional Aid must maintain a certain minimum cumulative grade point average (GPA) and must satisfactorily complete a minimum number of semester hours per academic year to be considered making satisfactory academic process.

**Cumulative GPA**

All students must maintain a cumulative GPA of at least 2.0 on a 4.0 scale.

**Grades**

To be considered as satisfactorily completed Master’s-level courses must be posted with an earned grade of “D-” or above. Courses that are attempted but not completed and withdrawals are not considered satisfactorily completed.

**Annual Hour Requirements**

All students must complete a minimum number of semester hours per academic year to be considered making satisfactory academic process. All master’s degree students must successfully complete a minimum of 12 semester hours per academic year.

**Probation and Non-eligibility**

When a student fails to meet any of the above annual satisfactory progress minimum requirements, he or she will be placed on financial aid probation for one year. If within the probation year the student fails to improve his or her GPA and/or hours to the minimal requirements, he or she will not be eligible for financial aid in the following academic year. After the probation year, if the student has fulfilled the required minimum standards, he or she will be removed from financial aid probation.

**Reinstatement of Financial Aid**

To regain eligibility for financial aid, students may take courses at their own expense in order to raise their cumulative GPA and hours to the required minimum standards. By doing so, the student will be eligible for Financial Aid in the following academic year.

*Trinity reserves the right to modify all financial policies without notice.*
Accreditation and Memberships

Trinity International University and its schools hold accreditation and memberships in the following:

Accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools
30 N. LaSalle, Suite 2400
Chicago, IL 60602
Phone: 312.263.0456 800.621.7440
Email: info@ncacihe.org

Member of
The Christian College Consortium
Council for Higher Education Accreditation
The Council for Christian Colleges and Universities
The Midwest Association of Graduate Schools

Approved by the Illinois State Board of Teacher Certification for elementary and secondary education programs toward an Illinois Teaching Certificate (Trinity College)

Accredited by the Association of Theological Schools (Trinity Evangelical Divinity School)
10 Summit Park Drive
Pittsburg, PA 15275
Phone: 412.788.6505
Email: ats@ats.edu

Full member of the California State Bar (Trinity Law School)
The Committee of Bar Examiners of the State Bar of California
555 Franklin Street
San Francisco, CA 94102

Academic Standards

Academic Handbook
Detailed information related to the master’s programs of the graduate school is contained in the Academic Handbook. Students enrolled in degree programs are responsible for the contents of this document.
Handbooks can be found online at https://tiunet.tiu.edu/tgs/index.htm.

Academic Load
For you to be considered a full-time, master’s-level student, you must enroll in at least 10 hours each semester. You will be considered a part-time student if you are enrolled in 1–9 hours. However, for financial aid purposes, “half-time” is defined as 5–9 hours.

You may not register for more than 18 hours in any semester without approval in advance by the Academic Dean’s Office in Deerfield, Illinois.
If you do not enroll for any courses during a semester (other than summer), you are considered to have withdrawn from Trinity. In order to register for courses in future semesters, you must apply for readmission through the Admissions Office.

If it is necessary that you earn part or all of your expenses while you are enrolled at Trinity, you are encouraged to reduce your academic load accordingly. If you are employed for more than twenty hours per week, you are advised against registering for a full-time academic load.

You are responsible to submit all work by the assigned deadline for every course, including guided research and reading courses. Work that is completed, but not submitted, will not be accepted beyond the end of final exams week. All papers handed in after the day when they are announced to be due are considered late and will receive up to one letter grade reduction for each week or fraction thereof that they are late. In cases where you have an emergency during the semester, the professor is allowed to grant an exception, provided that all work is submitted by the end of the semester. Extensions beyond the end of a semester are made only by the TEDS/TGS Dean of Students.

**Academic Year**

Residential programs within Trinity Graduate School operate on the semester system, in which the academic year is divided into three semesters. The fall, spring, and summer semesters are fourteen weeks, plus an exam week, each, and full-time students take three or four courses per semester.

In the residential programs, a semester hour is equivalent to 50 minutes of class instruction per week for one semester. For the purpose of comparing semester hours with quarter hours, 1 semester hour equals 1.5 quarter hours.

**Campus Residency Requirement**

The master’s programs of the graduate school each require a minimum of 3 semester hours of campus residency on either the Deerfield Campus or at the South Florida Regional Center. The residency requirement for master’s programs offered at the California Regional Center must be completed on the Deerfield campus. Some programs may require additional campus residency time.

**Catalog**

Students admitted to Trinity Graduate School will be subject to the requirements of the catalog that is current at the time of your initial enrollment rather than the catalog that was current when application was made. The catalog is updated annually. Students may complete the graduation requirements for their programs under the terms of the catalog that is current when you first enroll or any other subsequent catalog published by Trinity Graduate School during the time of uninterrupted resident study. If students ever withdraw, officially or unofficially, and are readmitted, or if they finish one program and are readmitted into a second one, they will be subject to the requirements of the catalog that is current in the term when they re-enroll.

**Examinations**

All students, whether or not English is their primary language, are expected to complete all examinations—quizzes, midterms, finals, comprehensive exams, and otherwise—within the time allotted for that particular exam. Those students covered by the Americans with Disabilities Act (ADA should consult with the Dean of Students if they need adjustments in the location, length, or manner of their exams based on their disability.
**Final Examinations**

Final examinations are held during specified times in every regularly scheduled university course. These require mastery of subject matter, but the method and manner in which such mastery is demonstrated is left to the discretion of each faculty member. All final examinations must be taken when scheduled unless there is an emergency, in which case the Dean of Students Office may grant permission for a change in final examination time.

**Grading**

The following criteria are used at Trinity Graduate School in assigning letter grades:

- “A” Designates outstanding work: superior achievement of course objectives
- “B” Designates good work: commendable achievement of course objectives
- “C” Designates acceptable work: satisfactory achievement of course objectives

**Note:** Courses for which a student receives a grade of “C-” or lower will not be counted toward meeting degree requirements.

- “D” Designates minimal work: marginal achievement of course objectives
- “F” Designates failure: unacceptable work. Normally assigned also to courses dropped after the eighth week of the semester, except in emergency circumstances.

The following grade points are assigned to letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<td>B–</td>
<td>2.7</td>
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<td>C+</td>
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<td>C</td>
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<td>C–</td>
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<td>D+</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>D–</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The following grades and notations are also used in the grading system of the university:

- **CR/NC (Credit/No Credit):** Certain courses of a practical nature such as colloquia and internships are offered only on a CR/NC basis. Other courses such as ___700 Guided Research are completed for a letter grade or CR/NC. One option must be chosen at the time of registration.

- **CR (Credit):** Represents the successful completion of a course offered on a credit/no credit basis. These hours apply toward graduation requirements but are not calculated in the grade point average.

- **NC (No Credit):** Represents the failure to complete successfully a course offered on a credit/no credit basis. These hours are calculated as hours attempted but do not apply toward graduation requirements and are not used in the calculation of grade point averages.

- **AU (Audit):** Indicates that you registered for the class on an audit basis; normally indicates regular attendance in class and participation in discussion although not enrolled for credit. Since no grade is assigned, grade points and hours are not accumulated for courses audited.

- **EX Official Extension granted.**

- **IP** Course work in progress.

- **W (Withdrawal):** Indicates that a student dropped a course after the add period for a class but before the appropriate deadline:
Traditional courses (semester, quad, etc.) must be dropped within the first 50 percent of class meetings.

Modular courses must be dropped by the end of the second class meeting.

No hours or grades are recorded as attempted. Withdrawals after the deadline result in administrative assignment of an F.

(Students should note that tuition and fees assessment and financial aid deadlines may differ from academic deadlines.)

Grade Replacement Policy
A student may elect to repeat any course in which a grade of “B-” or lower is earned provided that the repeated course is taken at Trinity Graduate School (TGS) in a regularly scheduled class, or as a reading course with instructor’s permission, if necessary. The higher grade earned in the course will be used in the calculation of the GPA.

A student who has earned a “C-” or lower grade at TGS may repeat the course at another institution, and the credits earned (with the appropriate transfer grade level) may be applied toward degree completion; however, the grade earned at another institution will not be used in computing the TGS cumulative GPA.

A repeated GS course, for which credit has been earned, may produce an improved grade and improved cumulative grade point average but will not provide additional credits. A required course in which a “C” or higher is earned may be repeated only once. All courses, grades, and GPA calculations will remain printed on the transcript.

Independent Study Options
In general, a maximum of one-third of a student’s program may be completed through guided research, reading courses, or division of open studies distance education courses. The maximum for some programs may be higher.

Academic Policies

Academic Appeals Process
Initial Appeal: The student should appeal an academic decision directly to the director of the office enacting the policy (Registrar, Director of Admission, etc.), who will make a decision in consultation with the Associate Academic Dean of the Graduate School.

Secondary Appeal: Finding no satisfaction, the student should appeal the decision in writing, following the procedure detailed in the Academic Handbook, to the Graduate School Committee. The Graduate School Committee will act on the appeal and submit its decision to the Academic Council of Schools for approval.

Final Appeal: If still dissatisfied, the student has the right of final appeal to the Dean of the Graduate School.

Academic Probation and Dismissal
A student may be admitted to Trinity on academic probation for either of the following reasons:

1. A weak academic background as reflected in your undergraduate grade point average (GPA) and/or standardized admissions test scores
2. A bachelor’s degree from a nonaccredited institution accompanied by marginal standardized admissions test scores

In such cases, the probationary status will be removed after successful academic performance in 12 hours of academic course work at Trinity.

A student will be placed on academic probation at the conclusion of any semester in which that student’s cumulative GPA falls below graduation requirements in the respective degree program. The student will remain on probation as long as the cumulative average remains below the required level. It is expected that, if on probation, all activities outside of regular studies would be curtailed until such time as the probationary status is removed.

The minimum cumulative GPA for all Trinity Graduate School MA degree programs is 3.0. A student whose cumulative GPA falls below 3.0 but remains above 2.3 after 12 hours of academic coursework will be placed on academic probation. Probationary status will be maintained until the cumulative GPA is raised to a 3.0 or above. The probationary period cannot exceed the six-year statute of limitations for the MA degree. Following completion of 12 hours of academic coursework, a student will be dismissed from Trinity Graduate School if the cumulative GPA falls below 2.3.

Students who have either been placed on academic probation or have been dismissed have the right to appeal to the TGS Academic Standing Appeals Committee. They must do so in writing within fourteen calendar days of the postmarked notice of their academic standing. Letters of appeal may be sent to the Office of the Dean of the College and Graduate School.

Following a student’s academic dismissal from the university, the Admissions Committee will consider applications for readmission only if warranted by exceptional circumstances. Such applications are considered on a case-by-case basis. In order to be readmitted, a student will need to show satisfactory progress toward removal of the probationary status. Upon dismissal, a student must wait at least one semester before reapplying.

Candidacy Requirements

Admission to any master’s program is not automatic acceptance into candidacy for the degree. You will be recognized as a candidate in the program only after you complete a minimum of 12 semester hours of graduate study with a minimum cumulative grade point average of 3.0 (on a 4.0 scale) and remove any entrance deficiencies for the Master of Arts program. A candidate must have demonstrated proficiency in the area of concentration and supporting fields and must give adequate proof of ability to complete successfully all degree requirements. Individual programs may have additional candidacy requirements.

Changes in Registration and Withdrawals

Changes in Registration

All changes in registration (dropping and adding courses) and other adjustments of a student’s academic schedule must be made officially in the Records Office. Changes made during the first week of a semester (summer excepted) are free; after that first week of class, a Change-in-Registration fee is charged (more information is available in the full TGS catalog). Courses may not be added after the second week of classes.

Grade accountability for courses dropped after the second week of classes is as follows: courses dropped at any time during the third through eighth weeks (third through fifth weeks for quad courses) of classes must be recorded with a grade of “W” or “WF” (see “Grading” above) as indicated by the course
instructor. An “Audit” option is available if the student qualifies for a passing withdrawal (W) but desires to remain in the course on an audit basis for the duration of the semester. Courses dropped after the eighth week (the fifth week for quad courses) are automatically recorded with an “F.”

No course may be added after the first day of class. Students wishing to drop a course are urged to do so as early as possible to maximize any refund due. To drop a class, the student must notify the Records Office, preferably in writing (email, letter or fax). The Records Office will notify the instructor of the course. Students must notify the Records Office of their intent to drop a class prior to the last class session. Withdrawal is not permitted after the last class session. At that point, students will receive the grade earned. Students who miss two or more classes and do not notify the Registrar of their intent to drop the course before the last session will receive an “F” grade for the course.

**Permanent Withdrawal from the University**
If for any reason a student considers withdrawing from Trinity or does not plan to register for classes the following semester, the student must complete the Withdraw form. This form can be obtained from the Student Services Office or requested by email to studentservices@tiu.edu. The withdrawal is not complete until final settlements have been made with the Student Accounting and Records Offices. Grade accountability, if the student withdraws from Trinity after the start of a semester, is the same as that of dropping a class.

**Temporary Withdrawal from the University**
Any student who does not register for courses during a given semester (excluding summer) will be considered to be withdrawn temporarily until they notify Trinity officially of a withdrawal. This policy does not apply to non-residential MA Bioethics students who are “stopping out” of the program for up to four semesters.

Students who have permanently or temporarily withdrawn from Trinity and desire to return for study must apply for readmission through the Admissions Office. The student will then be subject to the catalog requirements in effect at the time of re-enrollment, rather than the catalog that was current during the student’s previous studies.

**Class Attendance**
The development of good habits confirming Christian character and a sense of Christian stewardship implies that TGS students are responsible to attend class lectures, participate in class discussions, and complete course requirements.

At the beginning of the semester, each faculty member will notify class members in writing of the attendance policy for each class. Since class attendance is important, students are urged to attend classes regularly regardless of stated attendance policies in order to participate in discussion and receive benefit from lectures and reports given in class.

**Completion of a Second Degree at TIU**
After completing work for one graduate degree at the university, a minimum of 16 semester hours must be taken in the new program before obtaining a second degree. However, the actual number of hours necessary to complete that degree may be higher, depending on the length of the degree. A student must also meet all specific requirements for the second degree.
Students enrolled in the JD program at Trinity Law School may also enroll in the Master of Arts in Communication and Culture or the Master of Arts in Bioethics in TGS in which they would receive 6 hours of advanced standing to be applied toward elective credit.

Course Extensions
During any given semester faculty may change due dates for an entire class for a given assignment or exceptionally grant individual emergencies; however, any extensions beyond the last day of Final Exam week are granted only by the Dean of Students (or the Registrar, California Regional Center). Course extensions must be requested by the last day of regular classes.

Course work is due no later than the scheduled time of the final examination for each course including Reading, Guided Research, Field Education, and internship). Extensions for unforeseen emergencies (illness, death) may be requested from the Dean of Students. Vacations, ministry responsibilities, and travel plans are not considered emergencies, and such requests will be denied.

Note that only the Dean of Students (or the Registrar, California Regional Center), not faculty members, grants course extensions. The Dean of Students will notify the students and faculty member of the disposal of the request and may recommend that (a.) no grade penalty be given provided the extension deadline is met), or (b) a grade reduction of one full letter grade for each week the extension is effective.

Grading and the duration of the extension will depend on the severity of the emergency. Course extensions will not exceed four weeks from the end of Final Exam Week. All work must be submitted by the assigned deadline or a grade of “F” will be permanently recorded.

General Graduation Requirements
The following general requirements apply to all master’s level students of Trinity Graduate School:
- Completion of all prescribed course work for the program
- A residence requirement of one academic year (or its program equivalent) in Trinity Graduate School course work
- A minimum cumulative GPA of 3.0 in program course work with no grade below “C” applied to the program
- Successful completion of the program’s comprehensive examination, project, practicum, or thesis
- Completion of the program within six years of matriculation
- All financial obligations to the university settled with the Accounting Office

Grade Changes
Faculty members may not change a student’s grade for a given course unless an error was made in computing or recording the grade originally. Students who wish to contest an assigned grade may petition the Academic Dean’s Office but should be aware that a faculty member’s decision in assigning grades is rarely overturned. Such cases would only be reviewed seriously in the case of a faculty member (normally visiting) who was not aware of general standards expected in grading at Trinity.

Graduation and Commencement Ceremonies
A student may graduate in May, August, or December of any academic year; however, commencement ceremonies are held only in May. Degree completion requires the filing of an Intent to Graduate form.
One month prior to the start of the degree completion semester, the student must file an Intent to Graduate form and a Graduation plan (see Academic Handbook) seven calendar days prior to the adjacent spring semester.

For each academic year, there are three completion semesters: fall, spring, and summer. Students who complete at any session are eligible to participate in the May commencement ceremony. Summer graduates should note the following special requirements for participation in commencement:

- Program requirements of six or less hours remaining, or one semester of internship, and have registered (during the first week of summer registration) for those requirements to be completed in summer semester.
- All comprehensive exams have been passed during the regular spring semester deadlines.
- The project, practicum, or thesis has been completed and passed during the regular spring semester deadlines.
- No other program requirements remain outstanding.
- A detailed plan for summer degree completion demonstrating that all program requirements will be met by the end of summer semester, together with a request to participate in the May commencement ceremonies is filed in the records office by the last day of the fall semester.

**Graduation with Honors**
The following criteria are established for the determination of graduation honors for students in the Master of Arts programs of the graduate school:

- **cum laude** minimum cumulative average of 3.50
- **magna cum laude** minimum cumulative average of 3.80
- **summa cum laude** minimum cumulative average of 3.90

**Records Retention**
Trinity retains the admissions documents for two years for students who do not enroll. For students who do enroll, Trinity retains documents for five years beyond the date the student last attended Trinity. Records of individual academic performance at Trinity are retained permanently.

**Transcripts**
The official academic record for every student at Trinity is the Academic Transcript. An important Records Office service for Trinity graduates and current students is to process and mail this important document to other universities or future employers. There are three options for students to request release of their academic transcript. These include presenting or mailing a Transcript Request Form to the Records Office, or submitting a signed letter requesting the transcript. Downloadable forms and complete instructions for these options are available by clicking on the “Request Your Transcript” link at [www.tiu.edu/tiu/alumni](http://www.tiu.edu/tiu/alumni).