



Empire College

SCHOOL OF LAW

2023-2024 CATALOG



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*Hon. Bradford DeMeo, Presiding Sonoma Superior Court Judge  
and Professor of Wills and Trusts,  
delivered the commencement address to  
Empire College School of Law's Class of 2021.*

**Theoretical and practical legal education taught by a network of distinguished faculty who are practicing attorneys or judges.**

# Proud to be a provider of quality legal



*Roy O. Hurd,  
President*

People choose to study law for many different reasons. Some require legal education to complement and facilitate an intersection of their chosen career paths with government or policy, for which our Master of Legal Studies program provides an excellent opportunity. Some view themselves as trial attorneys persuading a jury to find in favor of their client. Others believe the legal system is the most effective way to address society's problems. Regardless of the career path they pursue, the discipline and critical thinking skills learned while studying law will assist them in their future endeavors.

One of the most fascinating aspects of law is that it is always subject to change. Students learn that the study of law is not a process of memorizing stagnant rules but rather a discipline of carefully analyzing a client's position and preparing an argument to support that position.

At Empire, we are committed to providing students with an education that will allow them to successfully confront the ethical and intellectual challenges the field of law presents. Our faculty have distinguished themselves with a high level of competence in their legal specialties and are effective communicators in the classroom.

The study of law is a very personal decision and one that should only be made after considering many factors. If you believe this is an opportunity for you, we invite you to call the College and meet with the professionals who can assist you in making this important decision.

A stylized, handwritten signature in black ink, appearing to read 'Roy O. Hurd'.

Roy O. Hurd, President



**For more than 50 years, Empire College School of Law has been providing a quality legal education for students wishing to pursue a career in the field of law. We are very proud of the accomplishments of our graduates including members of the judiciary in Sonoma, Napa, Mendocino, Lassen, Calaveras, Lake, and Merced Counties.**

# education.

*If you're going to change things, you have to be with the people who hold the levers.*

~ U.S. Supreme Court Justice, Ruth Bader Ginsburg

For over forty years, Empire College School of Law graduates have successfully taken up positions as community leaders, business executives, attorneys and judges, here in Sonoma County and beyond. The school is one of what the California State Bar Association calls “opportunity schools” – law schools created to diversify the practice of law and to provide a legal education to those for whom it was previously unobtainable. Our students are of all ages and come from diverse social, economic, employment, educational, and ethnic backgrounds; many have gone on to serve under-represented segments of our community.

Empire’s law curriculum provides a comprehensive program for aspiring lawyers and others who may benefit from a legal education. Our faculty is comprised of practicing and retired local attorneys and judges, and we teach each of our students not just to “think like a lawyer,” but to act like one. Courses include traditional case studies as well as participatory clinics in which students provide legal services to the public under the direct supervision of the faculty. In short, our students’ *legal* careers, not just their *law school* careers, start the first day of class.

Having commuted to law school myself while working and being married with two children (three by the end), I have a great deal of respect for what it takes for our students to obtain a legal degree on a night-time basis. And having spent over 35 years in the legal community of Sonoma County as a litigator and mediator, there is much I have to share toward making their careers a reality. Empire has a long and strong tradition of graduating skilled, ethical advocates and community leaders, and as Dean, I am honored to be part of that continuing success.

Brian J. Purtil, Dean



A handwritten signature in dark ink that reads "Brian J. Purtil". The signature is fluid and cursive.

Brian J. Purtil, Dean

## General Information

### Mission Statement

The mission of Empire College School of Law is to provide a positive learning environment to achieve a quality legal education. Taught by judges and practicing attorneys, the School of Law's courses emphasize academic excellence and the development of practical lawyering skills. The school is dedicated to instilling students with the highest principles of professional, ethical, and moral responsibility. Students will be enabled to pursue diverse career choices through the acquisition of a thorough knowledge and understanding of the legal system.

The Law School's mission statement is reinforced by the following objectives:

- To provide graduate students an opportunity to understand the basic building blocks of a professional law school curriculum.
- To prepare graduate students to undertake the study of the diverse areas of the law leading to a thorough understanding of specific specialties.
- To foster in graduate students an appreciation for the community service and pro bono publico responsibilities of legal professionals.
- To give graduate students the intellectual tools to enhance their chosen career or learn a new skill-set in order to change careers.
- To gain a familiarity with Distance Education modalities and become proficient in their use, not just as participants and/or observers, but also as users of the modalities in their future careers.

### Accreditation, Authority and Approval

Founded in 1973, the School of Law has been accredited by the Committee of Bar Examiners of the State Bar of California since 1982 to offer a Juris Doctor program.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

Except as provided in rule 4.30 of the Admissions Rules (Legal education in a foreign state or country), completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify to sit for the bar examination or to be admitted to practice for information regarding their legal education requirements.

Empire College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act (CPPEA) of 2009, California Education Code, and Division 7.5 of Title 5 of the California Code of Regulations. Empire College does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards. CPPEA is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Information about the Bureau can be found at [www.bppe.ca.gov](http://www.bppe.ca.gov). The Bureau is located at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, 916-574-8900 or toll free at 888-370-7589.

Students are encouraged to make inquiry of school personnel regarding any questions they may have concerning the policies, regulations, and requirements stated in this Catalog. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary  
Education (BPPE)  
1747 North Market, Suite 225  
Sacramento, CA 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
888-370-7589 telephone  
916-263-1897 fax

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet for your program, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Empire College is a privately owned Sub-Chapter S corporation, organized under the laws of the State of California. Empire College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Empire College School of Law's degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtain admission to the practice of law in California is based on accreditation by the Committee of Bar Examiners of The State Bar of California.

### **Academic Programs**

The Juris Doctor curriculum requires completion of 86 units for graduation. The Juris Doctor degree is awarded upon satisfactory completion of those units.

The Master of Legal Studies curriculum requires completion of 36 units for graduation. The Master of Legal Studies degree is awarded upon satisfactory completion of those units.

The Law School academic year is divided into three 15-week trimesters (Fall, Spring, Summer). Students attend classes two to four nights per week, primarily Monday through Thursday. Additional courses may be offered during the 15-week Summer Trimester and on Saturdays. Considerable outside study is necessary for academic success.

Normally, Juris Doctor students are required to complete the 86 units extending over a period no sooner than 2 years and no longer than 7 years while enrolled in courses requiring classroom attendance of not more than 10 hours nor less than 6 hours per week. These parameters are subject to change by the Committee of Bar Examiners.

### **Distance Education (Hybrid)**

All Empire College School of Law classes are held at 3035 Cleveland Avenue, Santa Rosa, California. Since April 2020, Empire College School of Law's educational delivery has been conducted via synchronous distance education using the Zoom platform. The Committee of Bar Examiners of the State Bar of California has approved this change in delivery.

Effective with the Fall 2022 Trimester, classes returned to on-campus instruction as the preferred method of delivery.

To avail themselves of Empire's distance education instruction, students must have a device with video/audio capability and internet access. There are no special costs or fees associated with distance education. All aspects of synchronous distance education with respect to student lessons, projects, or dissertations and the institution's mailing of its response or evaluation are identical to on-ground delivery.

Our distance education program is a synchronous transmission of classes and does not delay the time between the receipt of student assignments and/or exams and the school's response time. Our professors may give take-home assignments with varying return dates; the same is true for take-home exams. The school's policy is to encourage its professors to return to students classroom assignments with feedback no later than 10 days after they have been submitted to their professors for review. Professors are allowed 21 days from the date of their exams within which to grade and return them to the administrative offices.

### **Definition of Credit**

For all purposes, 15 contact hours of direct instruction with an additional 30 hours of out-of-class student work equals 1 trimester credit; 30 contact hours of work in laboratory activities equals 1 trimester credit; and 45 hours of practicum equals 1 trimester credit. A contact hour is equal to 50 minutes of instruction.

### **Modification of Curriculum**

Juris Doctor students who have achieved a cumulative grade point average of 76 or higher after their second year of school and who work 20 hours per week or less may petition the Dean to accelerate their studies. Before petitioning to accelerate their studies, students should give serious consideration to how the increased number of classes will affect their academics, work, and personal schedules.

### **Academic Environment**

The student body at Empire College School of Law is diverse. Many of our students bring business and professional experience, enhancing classroom discussion.

### **Veterans Policy and Training**

Empire College School of Law Master of Legal Studies courses are approved for the training of eligible veterans and VA-eligible persons. Students who intend to apply for Veteran's benefits should apply to the Law School at least two months prior to the beginning of classes.

Empire College will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit for any previous law school education, shorten the training period proportionately, and notify the Veterans Administration and student accordingly.

Pursuant to VA policy, a veteran or VA-eligible person placed on probation for unsatisfactory progress shall be terminated if his or her academic progress remains below graduation requirements after two trimesters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all veteran's benefits discontinued and any further certification of benefits terminated.

For any student wishing to take advantage of Veterans' Administration benefits pursuant to the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, the following applies:

You are allowed to attend or participate in the course of education provided by Empire College in the Master of Legal Studies program during the period beginning on the date on which you provide to Empire a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 of the Veterans Benefits and Transition Act of 2018, and ending on the earlier of the



following dates: 1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment to Empire for a course of education in which you are engaged at Empire; 2) The date that is 90 days after the date on which Empire certifies for tuition and fees following receipt of the COE from the student.

Empire will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any such covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33. NOTE: A covered Individual as used herein is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® \* benefits.

### **Veterans Policy Statement**

**Refund Policy for Nonaccredited Courses, CFR 21.4255.** Empire College School of Law has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or VA-eligible person for tuition, fees, and other charges will not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Note: The maximum non-refundable registration fee allowed by the VA is \$10.00 for non-accredited schools.

\* GI Bill® is a registered trademark of the U.S. Department of Veteran's Affairs (VA).

## Admissions – Juris Doctor

Admitted students are classified as “Regular,” “Special” or “Transfer” students. Students may be provisionally admitted and allowed to begin classes pending receipt of all necessary documentation, as set forth below under “Admission Requirements.” Students will not be formally accepted until all of the necessary documentation has been received. Details regarding each classification are given below.

Empire operates on a relatively fluid Admissions process, and will do all it can to accommodate desired start dates for qualified candidates who are ready, willing and able to start Law School. The following, however, are some general guidelines that will help make the Admissions process run more smoothly.

### Admission Requirements

It is recommended that applicants meet with an Admissions Officer as early as six months prior to their intended entrance date in order to begin the admissions process. All applicants wishing to be admitted must, prior to admission, obtain and furnish the following:

1. A completed application plus a non-refundable application fee in the amount of \$50.00. The application and fee should be received no later than 30 days prior to the first day of classes.
2. Unofficial transcripts from each graduate and undergraduate school must be provided as part of the Admissions process. One official transcript from each undergraduate and/or graduate school shall be provided within 45 days of the beginning of the student’s first term. The Committee of Bar Examiners requires each student to provide an official transcript, or transcripts from the LSAC Credential Assembly Service, within 45 days after the beginning of the term showing eligibility for admission under § 6060(C)(1) of the California Business and Professions Code and rule 4.25 of the Admissions Rules (Regular Student pre-legal education requirements).
3. Two Letters of Recommendation. Letters should be received by Empire College within two weeks after the date the application is submitted. Letters must have original signatures of the authors and contain the authors’ contact information; they should be detailed, insightful evaluations from individuals (non-relatives) who are well-acquainted with the applicant’s academic ability or potential for success in law school.
4. A typed, signed and dated original Statement of Intent should be received by Empire College within two weeks after the date the application is received, explaining in no more than 500 words:
  - a. Why you intend to study law and why you selected Empire College School of Law;

4.25 of the Admissions Rules (Regular Student pre-legal education requirements) or an official certification that the person has passed the equivalency examination required by § 6060(C)(2) of the California Business and Professions Code and rule 4.25 of the Admissions Rules (Special Student pre-legal education requirements).

Failure of a Regular Student Juris Doctor applicant to timely provide official transcripts showing the required pre-legal education requirements, unless attendance is extended for no more than an additional 45 days, will result in the student’s removal from class until such a time as the student can provide documentation he or she meets either the Regular Student pre-legal education requirements or Special Student pre-legal education requirements, including any additional documents or actions Empire College School of Law may require. (Official transcripts are those which are sealed and sent by the applicants’ schools directly to Empire College School of Law or provided by the LSAC’s Credential Assembly Service.)

- b. The particular contribution you expect to make as an attorney or legal professional and those particular attributes that qualify you for the task; and
- c. The adjustment you will need to make as a result of attending evening law school and how you plan to incorporate the educational program.

This statement will be used as a counseling tool by the Dean. The Dean will consider your ability to express yourself clearly, concisely, and sincerely. A straightforward description of the personal opportunity law school will present to you is essential.

- 5. Law School Admissions Test (LSAT). The LSAT must be taken within four months of your first day of classes at Empire College School of Law. In addition to the applicant's LSAT score, consideration will be given to life experience, educational background, career history, and other accomplishments. Please note that Special Students must take the LSAT, and provide the Law School with the results, prior to beginning classes. (See page 8.)
- 6. After receipt of all other admissions documents, all applicants must have an interview with and approval of the Dean of the School of Law before being allowed to enroll.

It is important that you keep a copy of all schedules, agreements, contracts, or applications to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the program which has been completed.

### **Law School Admissions Council (LSAC) Credential Assembly Service**

Empire College School of Law accepts LSAC's Credential Assembly Service (CAS) which simplifies the admission process for law school applicants. Applicants make sure that all of their undergraduate, graduate, professional, and law school transcripts; letters of recommendation; and evaluations are sent initially to LSAC. LSAC summarizes undergraduate work and combines applicant documents with the LSAT score and writing sample to create a report that can be submitted to law schools. (Individual law school application fees are **not** included as part of CAS). When law schools receive your completed application, they will request your law school report from LSAC.

If you are a JD applicant who has studied for more than one academic year outside the United States or Canada, you can use CAS for transcript evaluation and authentication if required by the law schools to which you are applying.

### **Regular Students**

An applicant holding a bachelor's degree from a qualified institution may be admitted as a Regular Student. An applicant not holding a bachelor's degree from a qualified institution may be admitted as a Regular Student if either of the following are met:

- 1. The applicant has earned an Associate in Arts Degree or an Associate in Science Degree from a qualified institution in California. The Specialized Associate Degree (Occupational) and the Associate of Applied Science Degree, and other associate level degrees which are vocationally oriented, may not satisfy this subsection, depending upon the level and area of education completed; or
- 2. The applicant has completed at least two years of college work:
  - a. "Two years of college work" means a minimum of sixty semester or ninety quarter units of college credit equivalent.

lent to at least half that required for a bachelor's degree from a college or university that has degree-granting authority from the state in which it is located and has been completed with a grade average adequate for graduation.

Students who have not earned a BS, BA, AS, or AA degree may be required to submit their pre-legal transcripts to the Committee of Bar Examiners for evaluation of whether they have completed the necessary pre-legal requirements.

Every applicant who seeks admission as a Regular Student must provide official transcripts and other required documentation by the 45<sup>th</sup> day after the first day of class. If transcripts showing eligibility for admission as a Regular Student are not on file within that period, the admittee must be classified as a Special Student, if the student is admissible as a Special Student, or the student must be excluded. In exceptional circumstances the Dean of the Law School may grant an additional 45-day extension.

Pursuant to school policy, any Regular Student Juris Doctor student whose undergraduate and/or graduate cumulative grade point average (regardless of whether the student has a bachelor's degree) is less than 3.0, and who also scores below the 20<sup>th</sup> percentile on the Law School Admissions Test, may be required to take and pass the First-Year Law Students' Examination (FYLSX). For the purpose of making this determination, the undergraduate and/or graduate grade point average may be calculated on the most recent 60 semester units or 90 quarter units earned by the student.

If required, the student must take and pass the FYLSX examination within two consecutive attempts starting with the first test date after completion of Criminal Law, Contracts, and Torts. The Dean shall have the authority to require that certain students meet

additional conditions necessary for the student to advance in their studies. If the student fails to take and pass the FYLSX within the first two attempts, he or she will be academically disqualified. Regular Student Juris Doctor candidates whose cumulative grade point average is 70 or higher after completing Criminal Law, Contracts, and Torts may petition the Dean to waive the FYLSX requirement.

All applicants are strongly encouraged to complete the necessary requirements for a B.A. or comparable degree prior to seeking admission. No particular pre-law curriculum is required; however, certain courses may be helpful. Classes in English composition, history, sociology, critical thinking, government, administrative law, criminal justice, and political science are all suitable. The student should concentrate on courses which are intellectually challenging and include extensive and advanced reading and writing, as opposed to vocationally oriented.

Students are admitted to commence study in Fall, Spring, and Summer terms. Regular students must take the Law School Admissions Test (LSAT) within four months of commencing the study of law.

### **Special Students**

Students who have not qualified as a Regular Student may apply for admission as a Special Student.

Since January 1, 1991, the California State Bar has required that all applicants seeking admission as Special Students take and pass between three and five College-Level Examination Program (CLEP) exams prior to admission to law school. (See catalog section entitled "College-Level Examination Program" on page 10 for further details.)

In addition to the Committee of Bar Examiners' CLEP requirements for Special Students, Empire College School of Law requires Special Student applicants to



complete the Law School Admissions Test prior to acceptance and a written assignment requested by the Law School Dean.

Special Student applicants must also provide all the documentation required of applicants for regular status and must obtain approval from the Dean.

Pursuant to California State Bar policy, all students who are accepted as Special Students must take and pass the First-Year Law Students' Examination (FYLSX) given by the Committee of Bar Examiners before receiving credit for any law studies completed. A Special Student who does not pass the First-Year Law Students' Examination within three administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program. A student who passes the First-Year Law Students' Examination within three administrations after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within the three administrations, but who subsequently passes it, is eligible for re-enrollment in Empire's J.D. program, but may only receive credit for one year of legal study, Criminal Law, Contracts, and Torts.

Any applicant who seeks admission as a Regular Student, but who does not provide official transcripts or other required documentation by the 45<sup>th</sup> day after the first day of registration, or by any extended deadline no longer than an additional 45 days, shall be classified as a Special Student, if the student is admissible as a Special Student, or the student must be dismissed from school.

### **Transfer Students**

Students wishing to transfer to Empire College School of Law must provide official transcripts from all law schools attended showing satisfactory completion of all prior

law studies. Students attending an unaccredited California law school must show satisfactory completion of one year of study followed by passage of the First-Year Law Students' Examination (FYLSX) and successful completion of subsequent courses at the unaccredited school. Students must be in good standing under the rules of the law school they are currently attending.

Under exceptional circumstances, admission may be possible for persons who were previously disqualified from law study if it can be shown that the prior disqualification was a result of factors other than lack of academic ability.

Empire College School of Law reserves the right to determine the number of transfer credits to be accepted. This determination will be made by the Dean on an individual basis and will depend in part on an evaluation of course content and verification of passing grades received in various courses. Normally, only law coursework completed within 36 calendar months prior to the date the applicant will begin his or her studies at Empire College will be transferable. Some scheduling adjustment may be needed for transfer students to ensure that they receive the necessary instruction in required subjects and the corresponding unit credit required for graduation.

Transfer students must meet all admissions requirements outlined in this catalog.

Normally, all transfer students must take and pass a minimum of 44 of 86 units in residence in order to qualify for graduation from Empire College School of Law with a Juris Doctor degree.

### **Transfer of Credit from Other Law Schools:**

A student attending Empire College School of Law may take courses for credit at other law schools with the permission of the Dean. Credit for courses completed with passing grades at other law schools may be

transferred with the permission of the Dean; however, grades are not transferable and will not be included in the grade point average computed by Empire College School of Law.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

Other law schools accredited by the Committee of Bar Examiners of the State Bar of California generally accept Empire College School of Law credits. Some ABA law schools will also accept transfer of credits from Empire College School of Law.

The transferability of credits you earn at Empire College School of Law is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at Empire College School of Law are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Empire College School of Law to determine if your credits or degree, diploma or certificate will transfer.

Empire College School of Law has not established articulation or transfer agreements with any other college or university.

### **Credit for Experiential Learning**

The introductory courses of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing may be waived at the discretion of the Dean of the Law School based on the applicant’s prior education or experience. Waiver of the coursework does

not constitute waiver of the units. Applicants who obtain a waiver of the coursework must still complete the cumulative units required for graduation.

### **Non-Matriculating Students**

A student enrolled in another law school, subject to approval of the enrolled law school and the Dean of Empire College School of Law, may be admitted as a non-degree auditing student upon submission of required documentation. Non-Matriculating Students are subject to Tuition and Fees and all other regulations of Empire College School of Law. (See Empire College School of Law Policy Manual section 2A.9 and 2B.9 for further details.)

### **Law School Admissions Test (LSAT)**

Regular and Transfer students must take (or have taken) the Law School Admissions Test (LSAT) within four months of commencing the study of law. It is the student’s obligation to timely take the LSAT and assure that Empire receives the score. Commencing the study of law is defined as beginning any course at Empire College School of Law.

Normally, the LSAT must have been taken within the last five years. The Dean will have the discretion to waive or modify the five-year requirement. The examination is usually administered several times throughout the year.

For information about the test and information regarding the location of other testing centers, please contact the Admissions Department of Empire College School of Law or write to:

Law School Admission Council  
662 Penn Street  
Newtown PA 18940-0998  
Telephone: (215) 968-1001  
Online service: [www.LSAC.org](http://www.LSAC.org)

### College-Level Examination Program (CLEP)

Special Students must attain passing scores on the following General Examinations administered by CLEP prior to commencing the study of law:

- College Composition or College Composition with Modular; and
- Two other examinations, each designed to correspond to full-year courses (6 semester hours each) or four other examinations, each designed to correspond to semester courses (3 semester hours each) that can be selected from any of the following subjects:
  - Composition and Literature (Humanities examination only)
  - Foreign Languages
  - History and Social Sciences
  - Science and Mathematics
  - Business.

To receive credit an applicant must score 50 or higher on each examination.

For information about the test, Summary of Credit Recommendations for the CLEP Examinations, and further information regarding the location of testing centers and testing dates, please visit or contact:

College-Level Examination Program

Telephone: (800) 257-9558

Email: [clep@info.collegeboard.org](mailto:clep@info.collegeboard.org)

Web: <http://clep.collegeboard.org>

Applicants must register to take the CLEP examinations directly with the College Board and request that score reports be forwarded by the College Board to the prospective law schools to which they seek admission. Applicants requesting a general education evaluation or pursuing law study under the Committee of Bar Examiners' Law Office Study program must have the College Board send official score reports to the State Bar's Office of Admissions in Los Angeles, 845 S. Figueroa

St., Los Angeles, CA 90017-2515. The score recipient code for the Office of Admissions is 7165.

### Registration with the State Bar of California

Law students must register with the State Bar of California when they begin their legal studies, no later than 90 days after beginning their classes. Refer to the State Bar of California's official website at [www.calbar.ca.gov](http://www.calbar.ca.gov) for current rules and regulations. Empire requires this registration to be completed no later than 2 months after beginning classes.

Students are advised that it is their individual responsibility to comply with the Rules Regulating Admission to Practice Law in California. Students may obtain a copy from the Committee of Bar Examiners, 180 Howard Street, San Francisco, CA 94105-1639 or online at [www.calbar.ca.gov](http://www.calbar.ca.gov).

Students should retain copies of all forms and information sent to and received from the Committee of Bar Examiners.



*Congressman Mike Thompson (front row, left) delivered the commencement address to the Class of 2016.*

**Orientation and Registration**

Prior to the start of an academic term, there is an orientation for the benefit of all new students. The orientation introduces the students to the Administration, academic philosophies, the challenges and disciplines of studying law, and the responsibilities of the law student.

All students are required to complete registration and arrange for the payment of fees prior to the start of classes. Information and registration material will be sent to all new and returning students prior to the start of classes.

**Please Note:** A student is not officially registered until the "Student Schedule" is signed by a member of the Law School staff and Accounts Receivable Manager. Any student who registers late will be considered absent until registration and the student schedule have been completed and will be charged a late fee.



## Admissions – Concurrent Enrollment – Juris Doctor and Master of Legal Studies

NOTE: Effective August 19, 2022, Empire College School of Law ceased enrolling new students.

### Enrollment in the Master of Legal Studies Program Prior to Enrollment in the Juris Doctor Program

Applicants must decide prior to beginning classes whether they will enroll in the Juris Doctor (JD) program, the Master of Legal Studies (MLS) program, or be concurrently enrolled in both programs. If a student wishes to begin their studies in only the MLS program, but believes there is a possibility they may later enroll in the JD program, concurrent enrollment is highly recommended and will be subject to the same policies listed below.

PLEASE NOTE: These are two separate programs, even though the courses taken satisfy both the MLS and the JD requirements. They are accredited separately, and units earned when taking the MLS program only are not transferrable to the JD program here at Empire or to any other California law school under the State Bar rules.

There is no benefit to enrolling only in the MLS program unless you are absolutely sure you do not want to become an attorney and obtain your JD. Even then, however, students are highly encouraged to enroll in both the MLS and JD programs concurrently; it costs no more time or money to do so, and a student can always stop at the end of the MLS if desired. The opposite is not true; under State Bar rules, one cannot complete only the MLS here at Empire and then transfer those units to the JD program.

### Concurrent Enrollment in JD and MLS Following JD Academic Disqualification

If a student is concurrently enrolled in the JD and MLS programs and is academically disqualified from the JD program, but remains eligible for the MLS, the student must:

1. Decide whether they will pursue the MLS only<sup>1</sup>; or
2. Meet one of the requirements for readmission into the JD program pursuant to Empire College School of Law Policy Manual section 8.5, et seq., including, but not limited to, a Petition for Immediate Readmission (Section 8.6), or for Delayed Readmission requiring the student to reapply after at least two full academic years have elapsed and to restart the JD program pursuant to Empire Policy Manual section 8.7.

<sup>1</sup> If a student determines to continue in the MLS program only, this does not preclude the student from later petitioning for Delayed Readmission. However, if readmitted to the JD program after completion of the MLS program, the student would be required to restart the JD program in compliance with Empire College School of Law Policy Manual section 8.8 “where a student is granted delayed readmission, the student will be required to begin again as a first-year student.”

*Two Sonoma County Superior Courtrooms (below) are housed within 11,000 square feet of the Empire College building. In the evening, the courtrooms are utilized as classrooms for Trial Practice and Moot Court.*



*The courtrooms are also utilized for swearing-in ceremonies for new attorneys upon their passage of the California Bar Exam.*

*Pictured are J.D. alumna Yuvanna Davis and Hon. Patrick Broderick (former Dean of Empire College School of Law).*

## Admissions – Master of Legal Studies

**NOTE: Effective August 19, 2022, Empire College School of Law ceased enrolling new students into the MLS program.**

The Master of Legal Studies (“MLS”) also known as the Master of Studies in Law (MSL), is a Master’s degree offered to serious students who wish to accomplish post-graduate studies in the law but do not want to pursue a traditional Juris Doctor (JD) law degree.

Except as provided in rule 4.30 of the Admissions Rules (Legal education in a foreign state or country), completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify to sit for the bar examination or to be admitted to practice for information regarding their legal education requirements.

### Enrollment Prerequisites

Only applicants meeting the requirements for Regular Students as indicated on pages 11-12 of this catalog and who have completed a Bachelor's degree or its equivalent may be admitted into the MLS program. Special Students are not eligible for the MLS program.

### Admission Requirements

Applicants wishing to be admitted to the Master of Legal Studies program must, prior to admission, meet all of the requirements to be admitted to the Juris Doctor program as a Regular Student (see pages 11-12).

Applicants to the MLS program are encouraged to take the Law School Admission Test (LSAT), but it is not required for admission to the program.

Applicants must be proficient in the English language to the equivalent of fluency at the college level. Proof of having passed the Test of English as a Foreign Language (TOEFL) with a minimum score of 100 is sufficient to meet this requirement. Empire does not offer English language services; applicants who are unsure of their level of proficiency in the English language are encouraged to investigate the availability of English language services in the area and their costs prior to deciding whether to enroll.

Applicants with a non-English background, at the discretion of the Dean, may be required to take the Test of English as a Foreign Language (“TOEFL”) and submit an official score prior to admission to the program. Visa services are not provided, nor does Empire College School of Law vouch for a student's status in this regard. All instruction is in English.

All admission decisions will be based upon a complete review of the admissions file as well as upon a consideration of the applicant’s work history, life experience, and previous academic success.

It is important that you keep a copy of all schedules, agreements, contracts, or applications to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the program which has been completed.

### Transfer Students

Students wishing to transfer to Empire College School of Law must provide official transcripts from all law schools attended showing satisfactory completion of all prior law studies.

Empire College School of Law reserves the right to determine the number of transfer credits to be accepted. This determination will be made by the Dean on an individual basis and will depend in part on an evaluation of course content and grades received in various courses. Normally, only law coursework completed within 36 calendar months prior to the date the applicant will begin his or her studies at Empire College will be transferable. Some scheduling adjustment may be needed for transfer students to ensure that they receive the necessary instruction in required subjects and the corresponding unit credit required for graduation.

Transfer students must meet all admissions requirements outlined in this catalog.

Under no circumstances will more than 49 percent of the credits required for the Master of Legal Studies degree be transferred from another institution. All transfer students must take and pass a minimum of 24 units in residence in order to qualify for graduation from the Master of Legal Studies program. Students who successfully transfer credits are still subject to the residence requirement under section 2B.0 of the Empire College School of Law Policy Manual.



**Transfer of Credit from Other Law Schools:** A student attending Empire College School of Law may take courses for credit at other law schools with the permission of the Dean. Credit for courses successfully completed at other law schools may be transferred with the permission of the Dean; however, grades are not transferable and will not be included in the grade point average computed by Empire College School of Law. A Master of Legal Studies student wishing to transfer courses previously completed at another law school shall petition the Dean for approval prior to commencing studies at Empire. See Empire Policy Manual section 2B.6 for current policies relating to Master of Legal Studies students who wish to complete courses at another institution.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Empire College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Legal Studies program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at Empire College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Empire College to determine if your credits or degree will transfer.

The Master of Legal Studies is a separate program from the Juris Doctor program, even though the courses taken satisfy both the MLS and JD requirements. While units earned in the Juris Doctor program at Empire may be generally accepted when transferring to other law schools in California, depending upon each school's practice, the same is not true for units earned when taking only the Master of Legal Studies program. It is accredited separately, and under the State Bar rules units earned when taking the MLS program only are not transferrable to the JD program here at Empire or to any other California law school.

Empire College School of Law has not established articulation or transfer agreements with any other college or university.

### **Credit for Experiential Learning**

The introductory courses of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing may be waived at the discretion of the Dean of the Law School based on the applicant's prior education or experience. Waiver of the coursework does not constitute waiver of the units. Applicants who obtain a waiver of the coursework must still complete the cumulative units required for graduation.

In determining whether to waive Introductory courses, the Dean considers the applicant's performance in their prior education specific to law-related courses and other courses which will prepare the applicant for the study of law, including but not limited to courses in Critical Thinking, Advanced Composition, Psychology and Government, as well as the applicant's prior work experience in the legal system. Experiential learning/work experience that may qualify a student for the waiver of the Introductory courses as described in this paragraph could include, but are not necessarily limited to, work as a paralegal, legal assistant, research clerk, governmental aid, legislative aid, insurance litigation claims adjuster or other policy-making professional experience for a governmental agency. There is no charge to the applicant for this assessment. Whether a student is allowed to waive the taking of any Introductory course is an assessment and decision made by the Dean, with the applicant's right to appeal that decision to the Academic Standards Committee to include the right to be present at a hearing and represented by counsel at the applicant's expense. There are no other regulatory fees or charges for this assessment, determination, hearing or appeal. Other than as stated in this paragraph with respect to a possible waiver of certain Introductory courses, Empire does not award credit for or accept prior experiential learning toward the credits required to complete any of its degree programs.

### **Orientation and Registration**

Prior to the start of an academic term, there is an orientation for the benefit of all new students. The orientation introduces the students to the Administration, academic philosophies, the challenges and disciplines of studying law, and the responsibilities of the law student.

All students are required to complete registration and arrange for the payment of fees prior to the start of classes. Information and registration material will be sent to all new and returning students prior to the start of classes.

**Please Note:** A student is not officially registered until the "Student Schedule" is signed by a member of the Law School staff and Accounts Receivable Manager. Any student who registers late will be considered absent until registration and the student schedule have been completed and will be charged a late fee.



## Student Services

### Academic Advising and Support

The Dean of the Law School is available to assist students with academic advising. Any student having difficulty with a particular class or scheduling should see the Dean.

Students are required to participate in some support programs; others are optional.

### Satisfactory Academic Progress Advising:

Students who are not achieving Satisfactory Academic Progress, as defined in this Catalog, will be required to meet with the Dean and/or Academic Standards Committee to review their progress and develop a plan for improvement.

### Alumni Assistance

Empire's alumni association is also available to mentor and counsel students during law school.

### Career Placement Assistance

Current students and students who have successfully graduated from the Master of Legal Studies and/or Juris Doctor program are eligible to receive placement assistance after satisfying all financial obligations to the College. Job notices are posted and résumés are accepted from qualified students and graduates to be forwarded to employers. Résumé preparation and interview techniques can be addressed. In addition, Empire maintains a list of alumni who are available to assist new graduates in their job search efforts.

### Housing

Empire College does not have on-campus housing nor does it assist students in finding housing. However, the College is centrally located in Santa Rosa with many apartment complexes nearby. The approximate monthly cost of an apartment ranges from \$1500 to \$1850.

### Transportation and Parking

Golden Gate Transit serves the campus and connects with Sonoma County Transit and Santa Rosa City Transit in the downtown area, making it possible to commute by bus to school from many locations within Sonoma County. The bus stop is conveniently located in front of the College. The nearest SMART stop is 1.5 miles away (an 11-minute drive).

Freeway access is convenient. Parking space at the College is ample.

### Eating Facilities

Many restaurants are located within a short distance of the campus.

### Americans with Disabilities Act

The College has a separate set of policies and procedures pertaining to the Americans with Disabilities Act (ADA). A copy of these policies and procedures is contained in the Empire College School of Law Policy Manual. If the student wishes accommodation under the ADA, he or she should notify the Dean immediately.

Empire College has an ADA committee which meets periodically and is available to meet with any student who has a question regarding ADA.

The building facilities and grounds which house Empire College School of Law meet city and state regulations concerning access for persons with disabilities, in addition to the federal regulations, also known as the Americans with Disabilities Act, enacted in 1990. The services provided are specially designed restroom facilities, drinking fountains, parking stalls and access corridors to the building, handrails, access ramps and building entry doors.

Empire College School of Law will make a reasonable accommodation to all individuals with disabilities to attend law school unless such an accommodation would impose an undue hardship on the operation of

Empire College School of Law. Students with disabilities will be given consideration for accommodations based upon a written request from such a disabled student, accompanied by medical documentation.

Students requesting accommodations must schedule an appointment to discuss them with the Dean before any accommodation can be granted.

### **Student Photographs and ID Cards**

A student photograph will be taken at orientation or at one of the first class meetings. These photos will be used to create student identification cards that are issued to each student. ID cards are valid through the student's expected graduation date and should be returned to Empire College if the student withdraws from their legal studies.

### **Class Size**

Class sizes will vary. The maximum scheduled for lecture classes is 36 students. Small class sizes ensure vibrant discussions and class interactions with Professors.

### **Facilities and Equipment Used for Instruction**

The school's facility is located at 3035 Cleveland Avenue, Suite 101, Santa Rosa, California, 95403. It consists of six classrooms, a library, a conference room, and several administrative offices. The library, conference room, two classrooms and the administrative offices are located on the ground floor; four classrooms are located on the second floor in the southeast corner of the building. Each of the six classrooms contain tables and chairs for the students, a white board, desk/chair set and podium for the professors, and have electrical outlets to allow for laptop or other electric devices to be used. The six classrooms are also equipped with new Owl Lab camera/microphone hardware and large television monitors to enhance zoom presentations and remote attendance. The library is set to be equally outfitted soon, so it may also act as a classroom when needed.

### **Law Library**

The law library is an integral part of the School of Law. The primary collection is located in Room 101-L Law Library, with smaller collections in each of the six classrooms (101-A, 101-B, 201, 202, 203, 204).

Emphasis is placed on the basic research required for classes. The library consists of California, Federal and other court reference works, reports, statutes, digests, and treatises. Lexis/Nexis and Westlaw computerized legal research databases are available to all students and faculty.

The library hours are as follows:

Monday-Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.

Lexis/Nexis and Westlaw computerized legal research databases are for educational purposes only. Sending or viewing offensive material while on campus is strictly prohibited and may result in dismissal. Students using the library for commercial purposes are subject to dismissal. The library is for the exclusive use of law students for study and research. Talking, socializing, and other disruptive activities are not permitted. No food or beverages of any kind are allowed in the library.

The Law School is located 1.2 miles from the Sonoma County Public Law Library, which is another research source for our students.

The procedures for student access to the library and other learning resources are as follows: Students may use the library for research and study purposes at any time during its hours of operation. Study groups are asked to check in with the administrative office for other options, as the library is intended to be a place for quiet study and research. For electronic research, students may access via their own electronic devices their Lexis/Nexis and/or Westlaw online research accounts; a set of tables with electrical outlets and a copy machine are provided. The school has transitioned to online compliance with State Bar legal research source requirements for its library. The hard copies of library materials we still maintain are primarily for reference and teaching purposes, so that students may still be instructed on the book research methods. Those hardcopy materials in the law library which are kept updated are clearly labeled; the others are not regularly updated but references in them may be updated through the students' electronic research resources as stated above.

## Policies and Regulations

### General

Empire's Policies and Regulations are provided to all students as part of their orientation; the following are inclusive.

### Course Scheduling and Cancellations of Individual Class Sessions

Prior to finalizing their enrollment for each trimester, students are given a course schedule of the days and times their classes meet. Once classes begin, the school will not cancel or suspend a class session unless required by circumstances beyond its control. Any rescheduling of such a cancelled or suspended class session will be to a day and time within that same trimester for which the students are otherwise scheduled to attend classes at the school, unless at least 90% of the students involved agree to a different day and/or time. Even then, any student in that 10% or less not in agreement with that change will be refunded the daily cost of the program for that rescheduled class session.

### Examinations

Mid-term and final written examinations are given in all courses except those requiring substantial oral or written work, such as Moot Court, drafting, legal research, clinics, or special seminars. Examinations are graded anonymously and generally form the basis for the student's grade. Instructors, with the approval of the Dean, may use factors other than the written examination in determining the final grade. The basis for the grade will be set forth in the class syllabus, and a copy of the grading policy will be on file with the Law School office.

All students must take examinations as scheduled. It is recognized that in special circumstances and due to emergencies, it may be necessary to schedule delayed examinations. An emergency is defined as a serious illness or injury to the student or a member of his or her immediate family. Special circumstances are defined as other situations which, in the opinion of the Dean, are sufficient to warrant delay in taking examinations. Any student taking delayed examinations must have the prior written approval of the Dean. No examination may be taken prior to the day of the regularly scheduled examination. If delayed examinations are approved by the Dean, a fee of \$75 will be charged for each examination taken.

The School of Law has the right to withhold the taking of mid-term or final examinations if a student has an unpaid balance due the School and has not made arrangements, approved by the School, for the payment of said unpaid balance.

### Grade Notification

Transcripts are available for pick-up by students at the end of each academic term. Additionally, mid-term grades will be included for students at the end of all applicable academic trimesters.

### Transcripts

Upon written request to the Registrar, transcripts will be sent to other schools, employers, or individuals.

It is the policy of the institution to maintain all records at its primary administrative location indefinitely.

### The Honor System

A principal objective of the School of Law is to educate students in a profession which is both learned and honorable, a profession in which the public places trust and confidence. The School of Law, therefore, provides an educational environment which seeks to encourage students to develop respect for their professional obligations, both present and future.

Each student is expected and required, on his or her honor, not to give or receive assistance during an examination. Departure from this "Honor System" is an offense against the integrity of the individual, fellow students, the school, and the profession of which our students aspire to become members.

Students must observe these basic principles and are urged to avoid any situations which might place them under suspicion of violation of the Honor System.

Violation of the Honor System may result in dismissal from the School of Law.

### Privacy of Faculty

Students will be provided a method for contacting each of their faculty members. It is the policy of the School of Law not to release any personal or confidential information to students or outside parties without the faculty member's written consent.

### **Privacy of Students**

The School of Law maintains a confidential academic record and file for each admitted student. It is the policy of the School of Law not to release information to outside parties without the student's written consent.

### **Student Conduct**

All students at Empire College School of Law are expected to conduct themselves in a professional manner by being thoughtful, courteous, and considerate to others.

The School of Law reserves the right to suspend or dismiss any student whose conduct in the opinion of the Dean or Academic Standards Committee is disruptive or in any way interferes with the learning process of other students. The School of Law further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or in the Empire College School of Law Policy Manual or as set forth in writing by the School of Law. Unlawful activities on the campus will be grounds for immediate dismissal.

### **Drug-Free Awareness/Drug Prevention Program**

Empire College has developed a five-point program, in compliance with federal regulations, to inform all students and employees about its policies concerning illicit drugs and alcohol, the legal sanctions relating to unlawful drug and alcohol possession or distribution, the health risks associated with substance abuse, counseling programs available, and the penalty that will be imposed if found in violation of Empire College Policies.

### **Smoke-Free Campus**

It is the objective of Empire College to promote a safe and healthful atmosphere for students, faculty, staff and visitors to our facility by reducing the health risks associated with tobacco smoke and related products and minimizing discomfort and inconvenience to

all concerned. To meet this obligation, the College has implemented a smoke-free campus. This includes all "E cigarettes" and various vapor-based smoking devices.

Smoking and all other uses of tobacco are prohibited on all property in all indoor and outdoor spaces owned and controlled by Empire College. The only designated smoking area is at the kiosk located at the south end of the parking lot. Everyone is asked not to smoke in any location on campus except the specified designated smoking area.

### **Harassment Policy**

Verbal, physical, visual, and sexual harassment of students and employees of Empire College 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 you believe you or one of your fellow students has been the victim of harassment, you must report it immediately to the Dean, Assistant to the Dean, or Admissions Officer so that your report may be investigated.

### **Sexual Assault**

Students, staff, and faculty are required to report any sexual assault, either actual or attempted, immediately to the Dean or Registrar/ Assistant to the Dean of the School of Law. An immediate investigation will be made and involve the local law enforcement authorities as required. Assault victims will be counseled and given information on local agencies that will provide support services. If applicable, the alleged offender will be placed on administrative leave of absence until a determination of guilt or innocence is reached.

The College adheres to guidelines relating to sexual assault as defined by the U.S. Office of Education.



### **Equal Opportunity Policy**

Empire College School of Law grants students of any race, color, ethnic origin, age, sex, or sexual orientation all rights, privileges, programs, and activities generally made available to students of the School of Law. The School of Law does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, or other school administered programs.

### **Grievance Procedure**

**Academic Matters:** A student who claims that an examination or course grade was the product of unfairness, a departure from established grading policy or a clearly shown mistake, and presents credible factual support for the claim, may have his or her claim reviewed by the Academic Standards Committee. The Committee is formed in accordance with State Bar standards. The Committee consists of no less than three nor more than five instructors appointed by the Dean to serve for the academic year. Requests for a hearing shall be submitted in writing to the Dean or the Assistant to the Dean within ten (10) days of the date that grades were mailed to or made available for pick-up by students.

### **Non-Academic, Non-Financial Matters:**

Except in extraordinary or emergency situations, students who are the subject of proposed disciplinary action for non-academic or non-financial matters are entitled to written notice in advance and a hearing by a disinterested panel before the imposition of discipline. The student has the right to assistance of counsel of their choosing, opportunity to call witnesses and examine adverse witnesses, and submit documentary evidence. Disciplinary action of this nature may be imposed for any conduct by a student which, in the opinion of the Academic Standards Committee of the School of Law, violates the high standards of ethics expected of potential future officers of the court or legal professionals, interferes with the rights of

other students, disrupts the intended functions of the School of Law, or otherwise violates the rights of others or violates the announced policies. The School of Law reserves the right to impose such disciplinary action, up to and including dismissal, on any student whose conduct warrants such action.

Students are encouraged to make inquiry of school personnel regarding any questions they may have concerning the policies, regulations, and requirements stated in this Catalog or the Empire College School of Law Policy Manual. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary  
Education (BPPE)  
1747 North Market, Suite 225  
Sacramento, CA 95834

Committee of Bar Examiners  
State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1639

### **Reservation of Rights**

Since this catalog is prepared before the beginning of the academic year, it is possible that some changes will occur between the time the catalog is printed and the start of the academic year. Course content may be altered, classes cancelled, or policies changed by the Dean.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. They are not to be regarded as offers or a contract.



**2018 Roger J. Traynor Award  
1<sup>st</sup> Place for Oral Argument**

*In April 2000, Empire College School of Law's Moot Court Team captured first place at the 31<sup>st</sup> Annual California Moot Court Competition. In 2001, Empire's team captured gold again at the State Bar's Environmental Negotiation Competition. Competing law schools included UCLA, Loyola, Pepperdine, Santa Clara, UC Davis, and UC Berkeley. Empire's teams also placed in the 2002, 2003, 2004, 2006, 2007, 2008, 2009, 2010, 2018, and 2019 California Moot Court Competitions.*



**2019 2<sup>nd</sup> Place for Oral Argument  
Best Appellant's Brief**

## Satisfactory Progress Standards – Master of Legal Studies

### Satisfactory Academic Progress Statement

Empire College School of Law has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study. These Standards are based on grades and the completion of program requirements within a maximum time frame. Compliance with Satisfactory Progress standards has substantial effect on the disbursement of Title IV financial aid funds. Students in the Master of Legal Studies (MLS) will be requested to acknowledge receipt of the Satisfactory Academic Progress Statement, which outlines these standards, at the time they meet with Financial Aid Office personnel and/or during their first two weeks of classes or if the policy is revised.

At Empire College School of Law, satisfactory progress for MLS students is defined by the following criteria:

**Quantitative Standard** – Students must complete 36 units and are permitted to attempt up to 1.5 times the number of units ( $36 \times 150\% = 54$  units) in their program of study. 54 units is the maximum timeframe for completion of the MLS program. Students must be on Pace. Pace is defined as the progress through the student's educational program that will ensure completion within maximum timeframe. If it becomes impossible for a student to complete the MLS program within 54 units, considering all units attempted

and completed, the student is not on Pace. If a student fails to complete more than 18 attempted units, it becomes mathematically impossible to complete the MLS program within the 54 unit maximum timeframe. Further, Pace requires completion of at least 2/3 or 66.67% of the units the student attempts each trimester. Pace is calculated by dividing the total number of units the student has successfully completed by the total number of units attempted. In rare circumstances a student may exceed the maximum timeframe if they meet the standards described in the Appeals section below.

**Qualitative Standard** – Students must successfully meet or exceed the minimum Cumulative Grade Point Average (CGPA) of 65% and be on Pace.

MLS students must meet the following minimum standards of Satisfactory Academic Progress to be successful at Empire College School of Law. The student's progress will be reviewed at the end of each trimester to determine satisfactory academic progress. Lack of satisfactory progress can seriously jeopardize a student's financial aid.

A full-time student will have attempted to complete 18 or more trimester units at the end of each academic year. A half-time student will have attempted to complete at least 9 trimester units at the end of each academic year. For financial aid purposes the academic year is defined as at least 45 weeks for all MLS students.

Required Evaluation Point (Each Academic Year)	Minimum CGPA*	Minimum Units Successfully Completed
		Full/Half Time
End of 1 <sup>st</sup> Trimester	65%	AND 6/3 units
End of 2 <sup>nd</sup> Trimester	65%	AND 12/6 units
End of 3 <sup>rd</sup> Trimester	65%	AND 18/9 units

\* Cumulative Grade Point Average

**Non-Severable Courses** – A/B required MLS courses (Criminal Law, Contracts, Torts, and Constitutional Law) are non-severable two trimester courses. Upon completion of the first trimester of an A/B course, the units for that trimester are considered vested. These vested units will not be granted until the condition subsequent of completion of the B portion of the course is successfully completed. However, for purposes of SAP, the quantitative and qualitative portions of this policy will be applied every trimester, regardless if the trimester culminates in vested or completed units.

**Transfer of Credit** - Master of Legal Studies credit for courses successfully completed at other law schools may be transferred with permission of the Dean; however, grades are not transferable and will not be included in the grade point average computed by Empire College School of Law. Transfer credits will be evaluated by the Dean of the Law School

For the purposes of the quantitative maximum timeframe and Pace in this policy, transfer credits are included in the total units completed.

Normally, only law coursework completed within 36 calendar months prior to the date the applicant will begin his or her studies at Empire will be transferable.

The transfer permission request or petition shall be submitted in writing and accompanied by a copy of the catalog description of the course or courses the student completed or desires to complete. The Dean will consider all factors in determining whether credit can be granted, including evaluating the academic equivalency of courses and the hourly unit requirements.

Under no circumstances will more than one-half of the credits required for the Master of Legal Studies degree be transferred from another institution. All transfer students

must take and pass a minimum of 24 units in residence in order to qualify for graduation from the Master of Legal Studies program. Students who successfully transfer credits are still subject to the residence requirements under section 2B.0 of the Empire College School of Law Policy Manual.

**Students not making satisfactory academic progress are subject to the following:**

**End of First Trimester Not Meeting SAP – Academic Warning:** The first time any student is not meeting SAP at the end of any academic trimester, he or she will be placed on Warning Status with no right of appeal and continue to be financial aid eligible. These students will receive a letter from the Dean stating they are on SAP warning and requiring the student to meet with the Dean to discuss a plan for improvement.

**End of Second Consecutive Trimester Not Meeting SAP – Academic Probation:** A student who does not maintain satisfactory progress at the end of a second consecutive trimester will be placed on Probation for the next trimester and has two alternatives:

1. Request an appeal with the Dean of the Law School to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated in the plan. If approved, student remains eligible for financial aid.
2. Student does not appeal, remains in school, and becomes ineligible for financial aid until such time as the student makes satisfactory progress.



**End of Third Consecutive Trimester Not Meeting SAP – Academic Dismissal:**

Students not making satisfactory academic progress at the end of a third consecutive trimester will be dismissed unless their academic plan developed after appeal determined the student will require more than one trimester to meet progress standards.

**Appeals:** An MLS student is allowed one (1) appeal of probation status for the length of their program.

Students on Probationary Status may appeal within ten (10) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Dean of the Law School a letter that includes information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include:

- o Death of a relative of the student
- o An injury or illness of the student
- o Other special circumstance. Special circumstances must be documented by the student to demonstrate that they had an adverse impact of the student's performance.

In addition, the student must note what has changed in order for the student to be successful.

The Dean of the Law School will review appeals to determine whether they include the necessary information and documentation. The Dean of the Law School will then determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing within five (5) days, of the final decision. There are no additional appeals processes.

**Grading System:** Students will receive a progress report of their grades at the end of every trimester. Class work is reported in

terms of a numeric grade. In the judgment of Empire College School of Law, the reported numeric grades are equivalent to the following academic performance measurements:

A	80 and above	Outstanding
B+	76 - 79	Honors
B	70 - 75	Superior
B-	65 - 69	Satisfactory/Credit
C	64 and below	Unsatisfactory/No Credit

For classes where students receive a pass/fail grade, these pass/fail grades do not affect grade point average. Credit hours are earned for "Pass" grades and no credit hours are earned for "Fail" grades.

**Withdrawal from a Course:** Students who wish to change their schedule by dropping a course may do so only with the permission of the Dean of the Law School. Dropping a class during the first two weeks of the trimester will result in no grade or units attempted being assigned for the course. Beyond the second week of a trimester, students may request to be withdrawn from a class and a grade of "W" will be assigned. "W" grades are not calculated into the CGPA, but will be considered units attempted if the student has incurred a financial obligation for the trimester and will affect the successful course completion percentage required for the satisfactory Pace.

**Repeating a Course:** A student who receives a final grade of less than 65% in any course must repeat the course and receive a grade of 70% or higher. Repeating the same course will be granted only one time. Failure to successfully repeat a course will result in academic disqualification. When a student repeats a course, both the original course grade (reflected as an RF) and the grade received for the repeated course will be shown on the student's transcript. However, only the grade received after repeating the course will be included in the student's grade point average.

### Attendance

Regular and punctual attendance is required for the successful completion of law school. Students should plan to attend every class. A minimum of 80 percent attendance is required in most courses. In the event a student misses a class they should prepare any missed work and obtain notes from another student to ensure they do not miss concepts. If missing an examination, there is a specific make-up examination policy 7.10 in the Policy Manual.

A student who has reached the absence limit in a course will be sent a warning letter. **A student who has exceeded the absence limit in a required course will be automatically dropped from the course. Dropped students will be required to repeat the course at its next offering in order to meet graduation requirements.** Being dropped from a course for exceeding the absence limit will result in a Withdraw from the course and the units will count as attempted units.

A student admitted to the MLS program in the School of Law is expected to pursue the complete course of study without interruption and to conform their personal schedules to that of the School of Law. No student may extend the course of study beyond four years from the start date unless it is approved by the Dean of the Law School (see Empire Policy Manual section 2B.3).

### Leave of Absence/Standard Period of Non-Enrollment (SPNE)

Any MLS student who wants to take a break from the program (i.e., a leave of absence) and have the right to continue thereafter must request what is called a Standard Period of Non-Enrollment (SPNE). (For more details, see Empire College School of Law's Policy Manual, section 5.) This interruption to the regular curriculum can only be taken for one trimester. The request for a SPNE must be received by Empire before the start of the trimester the student intends to miss. A student who is a Title IV recipient should see the Financial Aid Advisor/Loan Repayment Manager to be aware of the possible conse-

quences an SPNE may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

### Withdrawal from School

A student may also withdraw from Empire College School of Law. Readmission is permitted either by approval of the Dean or the Academic Standards Committee, depending on the student's status at the time of withdraw (see Empire College School of Law Policy Manual Section 5). A student considering withdrawing who is a Title IV recipient should see the Federal Student Loan Repayment Manager to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

Should a student decide to withdraw from school, they must notify the Law School. Notification requires no specific form so long as it is expressed to the School of Law in writing. Email notification to the Dean and/or Registrar are acceptable. Dean: [bpurtill@empirecollege.com](mailto:bpurtill@empirecollege.com); Registrar: [tchodora@empirecollege.com](mailto:tchodora@empirecollege.com).

Students withdrawing must attend an exit interview with the Dean's office, the Accounts Receivable Manager and the Federal Student Loan Repayment Manager to complete withdrawal paperwork and to discuss student aid and financial obligations due the College.

### Grievance Procedure

**Academic Matters:** A student who claims that an examination or course grade was the product of unfairness, a departure from established grading policy or a clearly shown mistake, and presents credible factual support for the claim, may have his or her claim reviewed by the Academic Standards Committee (ASC). The ASC is formed in accordance with State Bar standards. The ASC consists of no less than three and no more than five instructors appointed by the Dean to serve for the academic year. Requests for a hearing shall be submitted in writing to the Dean or

the Assistant to the Dean within ten (10) days of the date that grades were mailed.

#### **Non-Academic, Non-Financial Matters:**

Except in extraordinary or emergency situations, students who are the subject of proposed disciplinary action for non-academic or non-financial matters are entitled to written notice in advance and a hearing by a disinterested panel before the imposition of discipline. The student has the right to assistance of counsel of their choosing, opportunity to call witnesses and examine adverse witnesses, and submit documentary evidence. Disciplinary action of this nature may be imposed for any conduct by a student which, in the opinion of the Academic Standards Committee of the School of Law, violates the high standards of ethics expected of potential future officers of the court or legal professionals interferes with the rights of other students, disrupts the intended functions of the School of Law, or otherwise violates the rights of others or violates announced policies. The School of Law reserves the right to impose such disciplinary action, up to and including dismissal, on any student whose conduct warrants such action.

#### **Graduation Requirements**

Students will be eligible to graduate and receive a Master of Legal Studies Degree if all of the following requirements have been met:

1. Completion of the academic curriculum with passing scores in each class;
2. Completion of 36 units, at least 24 of which are in residence;
3. Achievement of a cumulative grade point average of 65 or higher;
4. Attendance of at least 80 percent in each course;
5. Full payment of all financial obligations owed to Empire College School of Law.

#### **Graduation Fee**

During the second trimester of the second year if a Master of Legal Studies graduate chooses to walk in the commencement exercises, a graduation fee is charged to each student eligible for a Master of Legal Studies degree. This fee helps cover the cost of caps, gowns, ceremony, reception, and other expenses.

#### **Graduation Honors**

Honor categories are determined by grade point average as follows:

Magna Cum Laude	82 to 100
Cum Laude	76 to 81.99

## Grading and Academic Standards – Juris Doctor

### Grading

The school uses the following grading system:

90 - 100	Outstanding
80 - 89 <sup>1</sup>	Superior
70 - 79 <sup>2</sup>	Satisfactory
65 - 69	Unsatisfactory
64 and Below	Failing No Credit

65 - 100	P	Pass/Credit
64 and Below	F	Fail/No Credit

Only grades in the required courses are used to calculate the grade point average.

### Repeated Courses

A student who receives a final grade of less than 65 in any required course must repeat the course and receive a grade of 70 or higher. Repeating the same course will be granted only one time. If the failed course is an elective, the student may repeat it or use another elective to obtain the needed units.

When a student repeats a course, both the original course grade (reflected as an RF) and the grade received for the repeated course will be shown on that student's transcript. However, only the grade received after repeating the course will be included in the student's grade point average.

### Academic Year

The academic year begins with the Fall Trimester and ends on the last day of the Summer Trimester of the following calendar year.

### Academic Standards - Grade Point Average

In order to qualify for the Juris Doctor (J.D.) Degree, all students must have a cumulative grade point average of 70 or above to graduate.

First-year students whose cumulative grade point average after completion of Torts,

Criminal Law, and Contracts is 70 or above will be advanced to the second year in good standing.

### Academic Probation

First-year students whose cumulative grade point average after completion of Torts, Criminal Law, and Contracts is between 65 and 69.99 by the end of their second full trimester (Introductory courses do not count as a full trimester) will be on academic probation.

Advancement on probation will be granted for only one academic year and once granted the student, after the end of probation, must have achieved and must continue to maintain a minimum cumulative grade point average of 70 for each subsequent academic year and maintain a cumulative grade point average of 70 or better. Students on academic probation will be prohibited from participating in activities and programs where good academic standing is required.

Any student whose cumulative grade point average is less than 70 at the end of the student's second, third, or fourth academic year will be academically disqualified and is not eligible for academic probation.

### Academic Disqualification

First-year students whose cumulative grade point average after completion of Torts, Criminal Law, and Contracts is less than 65 will be academically disqualified.

Any student whose cumulative grade point average is less than 70 at the end of the student's second, third, or fourth academic year will be academically disqualified.

### Readmission

An academically disqualified student may petition the Academic Standards Committee for immediate or delayed readmission. The decision and conditions of readmission will be determined by the Academic Standards Committee. The factors considered by the

<sup>1</sup> 82 or higher = Magna Cum Laude

<sup>2</sup> 76-81.99 = Cum Laude



Academic Standards Committee are set forth in the *Empire College School of Law Policy Manual (Sections 8.5-8.8)* and the *Guidelines for Accredited Law School Rules*.

### Graduation Requirements

Students will be eligible to graduate and receive a Juris Doctor Degree if all of the following requirements have been met:

1. Completion of the academic curriculum with passing scores in each class;
2. Completion of 86 units, at least 44 of which are in residence;
3. A minimum of 1200 hours enrollment in law school over a 30 to 84 month period in satisfaction of State Bar requirements. In order to complete the required curriculum, students may need to take classes during one or more summer trimesters;
4. Pursuant to the Committee of Bar Examiner's Accredited Law School Rules, Title 4, Division 2, Section 4.160(F), completion of a minimum of six trimester units of practice-based skills and competency training.
5. Achievement of a cumulative grade point average of 70 or higher;
6. Attendance of at least 80 percent in each course;
7. Full payment of all financial obligations owed to Empire College School of Law.

### Graduation Fee

During the second trimester of the final year if a graduate chooses to walk in the commencement exercises, a graduation fee is charged to each student eligible for a degree of Juris Doctor. This fee helps cover the cost of caps, gowns, ceremony, reception, and other expenses.

### Graduation Honors

Honor categories are determined by grade point average as follows:

Magna Cum Laude	82 to 100
Cum Laude	76 to 81.99

### Attendance

Regular and punctual attendance is required for the successful completion of law school. Students should plan to attend every class.

A minimum of 80 percent attendance is required in most courses; some professors require more.

**A student who has reached the absence limit in a course will be sent a warning email. A student who has exceeded the absence limit in a course will be automatically dropped from the course. Dropped students will be required to repeat the course at its next offering in order to meet graduation requirements.**

Empire College School of Law defines a full-time student as one taking six or more units per trimester or the required curriculum for the corresponding academic year. Students will not be allowed to enroll on a part-time basis (that is, to take one or two classes rather



than the complete academic course) except in unusual situations, and then only with the Dean's approval.

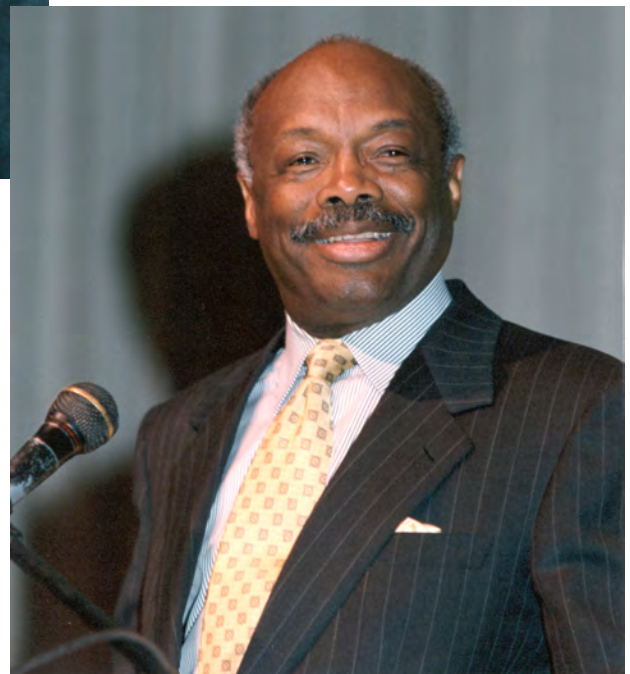
A student admitted to the School of Law is expected to pursue the complete course of study without interruption and to conform their personal schedules to that of the School of Law. No student may extend the course of study beyond five years from the time he or she begins Torts, Contracts, or Criminal Law without prior approval of the Dean. Students

may not interrupt the study of law for a period longer than one year.

If a student is unable to complete a trimester's work, or is unable, after completion of a trimester, to return for the next regular trimester, the student must, in order to regain the right to return to the School of Law, either take an approved break (Standard Period of Non-enrollment) or withdraw and be readmitted. Readmission is permitted either by approval of the Dean or the Academic Standards Committee, depending on the student's status at the time of withdrawal (see Section 5 of Empire College School of Law Policy Manual).



*Notable commencement speakers have included (top to bottom): The Honorable Joyce Kennard, Associate Justice of the California Supreme Court; Willie Brown, Mayor of San Francisco; and Patricia Ireland, President of the National Organization for Women.*



## Financial Aid and Tuition Assistance Programs

### Scholarships

Several scholarships are administered by Empire College School of Law.

**Dean's Scholarship:** The Dean's Scholarship was established by Dean Broderick in 2001. The scholarship is funded by late fees. The purpose of the fund is to award a scholarship annually to one or more law students enrolled at Empire College School of Law to assist them in the completion of their legal education. The scholarship is based upon financial need, community involvement, school leadership, and academic promise. The amount awarded to each scholarship recipient will be within the discretion of the Scholarship Committee. The Scholarship Committee is comprised of three faculty members and the Dean.

**Olga Gracey Scholarship:** This annual scholarship is available to one or more self-supporting women in their first year of study at Empire College School of Law. The Student Bar Association established the scholarship in 1991 in memory of Olga Gracey, a first year law student.

### Third-Party Administered Scholarships

**Katherine Thornhill Scholarship:** This scholarship was established to provide financial support to one or more students attending Empire College School of Law. The awards are based on financial need. The amount of the scholarship varies from year to year.

**Sonoma County Community Foundation Scholarship:** Scholarships ranging from \$250 to \$20,000 over four years are available for qualified students. Recipients are selected on a competitive basis considering academic and non-academic factors and demonstrated financial need. Some of these funds are restricted to students from a specific geographic area.

**Other Scholarships:** Law students may be eligible for other third-party scholarship

awards. Students are encouraged to apply for other scholarship opportunities. Some examples are the Sonoma County Women in Law Scholarship and the Michael F. O'Donnell Memorial Scholarship.

### Financial Aid Programs (MLS program only)

Financial aid is currently available for those who qualify. Federal and state financial aid programs are administered by the College to all students determined to be eligible and who maintain Satisfactory Academic Progress, which is defined in this Catalog. Eligibility for all financial aid programs is based upon a Need Analysis and/or prior academic performance.

For financial aid purposes, an academic year is defined as three trimesters. A full-time student is defined as one scheduled at least six units per trimester.

As of the date of publication of this catalog, financial aid in this respect has been restricted to those students already enrolled in the MLS program as of August 19, 2022 and will cease in February, 2024.

Students wishing more information on aid should contact the Admissions or Financial Aid Offices of the College at 707-546-4000.

### Loan Programs (MLS program only)

A student may borrow under the William D. Ford Federal Direct Loan Program. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund; and, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

**Federal Direct Unsubsidized Loan** (Loans up to \$20,500 per academic year for graduate students): The Federal Direct Unsubsidized Loan is not based on financial need. The interest payments on a Federal Direct Unsubsidized Loan begin immediately after the loan is fully disbursed or may be added to the principal balance.

Monthly payments begin six months after the student graduates, drops below half-time or withdraws from school. Students receiving Federal Direct Loan funds must maintain at least half-time status and Satisfactory Progress.

**Federal Direct Graduate Plus Loan** (Loans up to the cost of education less any other financial aid): Repayment commences as early as 60 days after the loans are made. Students can defer payments until they are out of school.

All borrowers are required to attend a loan counseling session *before* any funds are disbursed. Disbursement of any loan proceeds during the course of a student's enrollment requires maintenance of Satisfactory Progress, as defined in this Catalog.

All student borrowers will also participate in a loan exit counseling session before leaving school.

### **Empire Financing Programs**

Empire College offers its students affordable, no-interest payment programs with varying payoff terms. Interested students should inquire about the available payment plans through Empire's accounting/financial aid department.

### **Other Financial Assistance**

Empire College programs have been funded by the following agencies:

The State Department of Rehabilitation

Private Rehabilitation Agencies

The United States Bureau of Indian Affairs

The California Indian Manpower Corporation.

Many of our students receive assistance from these organizations. Students seeking benefits should contact the appropriate agency as early as possible for information and assistance in determining eligibility.



## Tuition and Fees

### Program Tuition and Fees

Please refer to the enclosed Catalog Addenda for detail.

### Tuition Policies

Tuition is required to be paid in full each trimester. Grades may not be released and the student may not be permitted to begin classes the next trimester if fees and tuition are not paid.

Students are expected to pay their balances in full or make provisions for monthly payments prior to the beginning of each trimester. If the student has agreed to make monthly payments, a promissory note, or other payment agreement, must be signed and interest of one percent per month may be charged on the unpaid balance if any payment is delinquent. The standard payment arrangement allows the student to pay each trimester's Tuition, Library Fee, and Lexis Nexis / Westlaw Password Fee in four monthly installments. The first installment is due prior to, or the day of, the first course session for the trimester the student is scheduled to attend. The remaining three installments for the trimester are due no later than the last day of each month.

Students who have not complied with the above Tuition Policies may not be permitted to attend classes in the next trimester nor receive grades. Additionally, diplomas may be withheld and examination grades will not be released.

### Tuition Adjustment Policy

Pursuant to Empire College School of Law Policy Manual Section 1.1, no amendment concerning the cost of tuition or fees will be effective earlier than the next succeeding trimester following a written notice of the proposed change is mailed or emailed to students. Written notice of the proposed change will be mailed or emailed to students at least 60 calendar days prior to the effective date of a tuition increase.

Tuition may be increased no more than once per academic year. An academic year refers to a period beginning with the first day of a Fall trimester and continuing through the day immediately before the first day of the next following Fall trimester.

Tuition is based on the price-per-unit and any tuition increase shall not exceed five-percent (5%) of the price-per-unit of the trimester immediately preceding the trimester in which students are subject to the tuition increase.

### Period Covered by Enrollment Agreement

The Master of Legal Studies is a 24-month/ 2-year program. The time period covered by the Enrollment Agreement covers the full term of the program and continues through three years from its start date.

The Juris Doctor is a 48-month/4-year program. The time period covered by the Enrollment Agreement covers the full term of the program and continues through five years from the start date of First Year classes (Contracts, Criminal Law, and Torts).

### Procedure for Cancellation of Enrollment by the Student

Applicants may cancel their enrollment without penalty or tuition obligations as follows: 1) within three business days following their signing of this Enrollment Agreement; 2) within three business days following their attendance at the regularly scheduled orientation held prior to the first course session of the applicant's program; or 3) any time within the first two weeks of scheduled instruction after the first course session in the program or programs for which they are enrolled.

Applicants who provide written notice to the school of their intent to cancel their enrollment under any of the three circumstances outlined in the previous paragraph will receive a full refund of all monies paid and/or a credit to all fees

charged to their account which have not yet been paid, less the application fee of \$50.00, no later than 45 calendar days following the date of their written notice of cancellation, and no future monies will be owed to Empire College.

Cancellation of enrollment by the applicant shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance. Cancellation requires no specific form of notification so long as cancellation is expressed to the School of Law in writing. Email notification to the Dean and/or Registrar are acceptable.

Dean: [bpurtill@empirecollege.com](mailto:bpurtill@empirecollege.com)

Registrar: [tchodora@empirecollege.com](mailto:tchodora@empirecollege.com).

Applicants who do not attend the first course session of the program for which they are enrolled, and who do not provide notice to the school that they are unable to attend the first course session but desire to remain enrolled, will be presumed to be still enrolled. Continued lack of attendance thereafter may effectuate a withdrawal.

**Withdrawn Student Refund Policy** The following policy applies to each trimester for which the applicant has registered, attended the first course session of a program of instruction for which the applicant has registered, or has notified the school they will be unable to attend the first course session of a program of instruction for which they have registered but desire to remain enrolled.

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours through the last day of attendance. The refund will be for the pro rata amount less the application fee of \$50.00, and will be paid or credited within 45 days of withdrawal. If the student has completed more than 60 percent of the trimester or course for which the student was

charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the school of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth in the Empire College School of Law Policy Manual, and/or failure to meet financial obligations to the school.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the date the student gave notice of the intent to withdraw. The pro rata amount of the refund owed, less the application fee if applicable, is the hourly charge for the program, measured as follows: starting with the total hourly institutional charges for that trimester for that student, divided by the number of hours in the program for that trimester, multiplied by the number of hours the student was scheduled to attend, prior to withdrawal. For purposes of calculating the applicable refund, the total number of hours in the program is based on the class time the withdrawing student is scheduled to attend during the trimester.

The following schedule applies to tuition refunds following the first course session of the then current trimester for which the student has enrolled and attended; the “% Refund” is a percentage of the totals of the tuition cost, and when applicable, the registration/administration fee and Lexis Nexis / Westlaw Password Fee, for the trimester in which the withdrawal is requested:

**NOTE:** The percentages listed below are approximate; please see the last paragraph on the preceding page 38, starting with "For the purpose of determining the amount of the refund..." for details on how the refund will be calculated.

### JURIS DOCTOR, MASTER OF LEGAL STUDIES

#### 15-WEEK TRIMESTERS

	% Attended	% Refund
First and Second Week	-	100%
Third Week	21%	79%
Fourth Week	29%	71%
Fifth Week	36%	64%
Sixth Week	43%	57%
Seventh Week	50%	50%
Eighth Week	57%	43%
Ninth through Fourteenth Week	60+%	0%

#### 10-WEEK INTROS

	% Attended	% Refund
First and Second Week	-	100%
Third Week	30%	70%
Fourth Week	40%	60%
Fifth Week	50%	50%
Sixth Week	60%	40%
Seventh through Tenth Week	60+%	0%

Withdrawal from a program, trimester, or course requires no specific form of notification so long as withdrawal is expressed to the School of Law in writing; email and texting are acceptable examples.

Withdrawal tuition refunds are made within 45 days of the withdrawal date. Applicants should review Empire College School of Law Policy Manual sections 5.0 through 5.6 for the effects of withdrawing in good standing, other than good standing, and for leaving a program of instruction on a Standard Period of Non-Enrollment.

Should subsequent Federal or California regulation require a change to this refund policy, Empire College will adhere to such requirements.

For further information, please contact the Financial Aid Office at the College.

## Curriculum – Juris Doctor

No longer enrolling students in this program effective August 19, 2022.

**Objective:** The objective of the Juris Doctor program is to prepare students for the practice of law and to take the California Bar Exam. The majority of courses emphasize substantive law using the casebook method. Advocacy, writing, and clinical courses emphasize practical skills.

**Classification of Instructional Programs (CIP) Code:** 22.0101 Law (LL.B., J.D.)

**Department of Labor Standard Occupational Classification (SOC) Code:** 23-1011 Lawyers

**Expected Educational Outcomes:** Upon successful completion of the Juris Doctor program, graduates will be able to:

1. Demonstrate understanding of key concepts of doctrinal law.
2. Demonstrate critical thinking skills by performing competent legal analysis, reasoning, legal research, and problem solving.
3. Communicate effectively orally and in writing regarding legal matters.
4. Demonstrate an understanding of the ethical rules that govern the legal profession.

### Introductory Courses

<i>Course No.</i>	<i>Course Title</i>	<i>Units</i>	
LAW I401	Introduction to Law	1	
LAW I402	Legal Research and Writing	<u>2</u>	
	<i>Total Units</i>	3	3

### First Year

LAW 500A/B*	Contracts	6	
LAW 501A/B*	Criminal Law	6	
LAW 502A/B*	Torts	6	
LAW 503	Law Study and Exams	<u>1</u>	
	<i>Total Units</i>	19	22

### Second Year

LAW 600A/B*	Civil Procedure	6	
LAW 603A/B*	Constitutional Law	6	
LAW 601A/B*	Evidence	<u>6</u>	
	<i>Total Units</i>	18	40

### Third Year

LAW 702A/B*	Real Property	6	
LAW 701A	Wills and Trusts	<u>3</u>	
	<i>Total Units</i>	9	49

### Fourth Year

LAW 800A/B*	Business Organizations	6	
LAW 801A/B*	Remedies	<u>5</u>	
	<i>Total Units</i>	11	60



**One-Trimester Required Classes \*\***

LAW R500	CT	Advanced Legal Research	2	
LAW R501	CT	Advanced Legal Writing	2	
LAW R502		Community Property	3	
LAW R503		Criminal Procedure	2	
LAW R504	CT	Moot Court	2	
LAW R505		Professional Responsibility	<u>2</u>	
<i>Total Units</i>			13	73

**Electives \*\***

<i>Total Units</i>	13	<u>86</u>
<i>Total Months:</i>	48	

\* Denotes all non-severable two-trimester courses. Both trimesters must be successfully completed to receive final A/B course grade. A/B designation is for grading purposes only.

\*\* These courses will be taken during the summer session and/or the fall/spring trimesters, as the student's schedule permits.

\*\*\* A minimum of six trimester units of the 13 elective units must satisfy practice-based skills and competency training.

**Electives** (Periodically/regularly offered based on student interest and faculty availability.)

<i>Course No.</i>		<i>Course Title</i>	<i>Units</i>
LAW E502-3	CT	Alternative Dispute Resolution (ADR) Survey/Mediation	2-3
LAW E503		Americans with Disabilities Act (ADA)	2
LAW E506		Bankruptcy Debtor/Creditor Law	2
LAW E508-1,2,3	CT	Clinical Education	1-3
LAW E510-1,2,3	CT	Disability Law Clinic	1-3
LAW E511	CT	Discovery Workshop	3
LAW E512		Elder Law	2
LAW E513	CT	Elder Law Clinic	2
LAW E515		Employment Law	3
LAW E516-2,3		Environmental Law	2-3
LAW E517-1,2	CT	Environmental Negotiations Competition	1-2
LAW E518		Family Law	2
LAW E519		Federal Indian Law	3
LAW E523		Immigration Law	2
LAW E524	CT	Immigration Law Clinic	2
LAW E525		Insurance Law	3
LAW E526		Intellectual Property Law	3
LAW E528	CT	Law Office Management	2
LAW E532-1,2,3	CT	Moot Court Competition	1-3
LAW E535-2	CT	Family Law Clinic	2
LAW E536		Sexual Orientation and the Law	2
LAW E537-1,2,3	CT	Small Claims Advisory Clinic	1-3
LAW E538		Internet Law	2

**Electives Continued** (Periodically/regularly offered based on student interest and faculty availability.)

<i>Course No.</i>		<i>Course Title</i>	<i>Units</i>
LAW E539-1,2		Survey Course on the CA Bar Exam Preparation & Skills	1-2
LAW E541	CT	Trial Practice	3
LAW E544		Employment Discrimination Law	3
LAW E547		California Government and Administrative Law	2
LAW E548-2,3	CT	Legal Aid Clinic	2-3
LAW E551		Governance in Context	2
LAW E552		Non-Profit Organizations Law	3
LAW E553		Jurisprudence	2
LAW E556		Energy Law and Policy	3
LAW E558		Criminal Law Practice	3
LAW E559-3		History of American Law	3
LAW E560-1,2,3		Civil Self Help Center Clinic	1-3

All elective courses are graded on a pass/fail basis.

CT = Satisfies a portion of Competency-Training graduation requirement.

### **Notice to Prospective Degree Program Students (Juris Doctor and Master of Legal Studies)**

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Curriculum – Master of Legal Studies

No longer enrolling students in this program effective August 19, 2022.

**Objective:** The objective of the Master of Legal Studies program is to enable students to pursue diverse career choices through the acquisition of a foundational understanding of the legal system. In addition, it is the objective of the law school to enhance the professional skills and knowledge for those graduates who do not choose to sit for the California Bar Examination. Empire College School of Law is committed to providing legal skills to professionals in the fields of medicine, banking, retail sales, insurance, engineering, and manufacturing – even if those graduates do not envision the active practice of law per se.

This program is designed to inform and educate professionals about the fundamentals of the law and help them gain an educated appreciation for the intricacies surrounding the intersection of law, public policy, and the professions. Master's candidates shall take some of the core classes in the law school curriculum in order to increase their understanding of the basic building blocks of the legal profession. Professionals from diverse fields, including banking, finance, insurance, education, law enforcement, human relations, and sales and marketing all deal with the law as it is applied to their activities. With increased sophistication regarding legal principles, Master's candidates shall be able to increase their awareness of and preparation for legal issues which may arise in their daily lives.

**Classification of Instructional Programs (CIP) Code:** 22.0001Pre-Law Studies

**Department of Labor Standard Occupational Classification (SOC) Code(s):** No match.

**Expected Educational Outcomes:** Upon completing the Master's degree, program participants shall:

1. Be able to identify the elements of both common law and statutory definitions of torts, crimes, and contracts.
2. Have an expanded knowledge of the elements of constitutional legal issues and how those may be addressed in both their personal and professional lives.
3. Gain specialized legal knowledge in the fields covered by their elective course offerings.
4. Have a broad understanding of the law coupled with an in-depth understanding of one or more unique areas of specialization.

### Introductory Courses

<i>Course No.</i>	<i>Course Title</i>	<i>Units</i>	
LAW I401	Introduction to Law	1	
LAW I402	Legal Research and Writing	<u>2</u>	
	<i>Total Units</i>	3	3

### First Year

LAW 500A/B*	Contracts	6	
LAW 501A/B*	Criminal Law	6	
LAW 502A/B*	Torts	<u>6</u>	
	<i>Total Units</i>	18	21

### Second Year

LAW R500	Advanced Legal Research	2	
LAW 603A/B*	Constitutional Law	<u>6</u>	
	<i>Total Units</i>	8 **	<u>29</u>

### Electives

<i>Total Units</i>	7	<u>36</u>
<i>Total Months:</i>	24	

\* Denotes all non-severable two-trimester courses. Both trimesters must be successfully completed to receive final A/B course grade. A/B designation is for grading purposes only.

\*\* To maintain Title IV eligibility, a minimum of 3 units per trimester must be taken.

**Electives** (Periodically/regularly offered based on student interest and faculty availability.)

Students select their choices from the list of Elective Courses below. These courses are taught on a rotational basis as professional needs or student interest demands. These courses will be taken during the summer, fall, or spring trimesters as the student's schedule permits.

<i>Course No.</i>	<i>Course Title</i>	<i>Units</i>
LAW 503	Law Study & Exams	1
LAW 600A/B*	Civil Procedure	6
LAW 601A/B*	Evidence	6
LAW 701A	Wills & Trusts	3
LAW 702A/B*	Real Property	6
LAW 800A/B*	Business Organizations	6
LAW 801A/B*	Remedies	5
LAW R501	Advanced Legal Writing	2
LAW R502	Community Property	3
LAW R503	Criminal Procedure	2
LAW R504	Moot Court	2
LAW R505	Professional Responsibility	2
LAW E502-3	Alternative Dispute Resolution (ADR) Survey/Mediation	2-3
LAW E503	Americans with Disabilities Act (ADA)	2
LAW E506	Bankruptcy Debtor/Creditor Law	2
LAW E511	Discovery Workshop	3
LAW E512	Elder Law	2
LAW E515	Employment Law	3
LAW E516-2	Environmental Law	2
LAW E518	Family Law	2
LAW E519	Federal Indian Law	3
LAW E523	Immigration Law	2
LAW E525	Insurance Law	3
LAW E526	Intellectual Property Law	3
LAW E528	Law Office Management	2
LAW E536	Sexual Orientation and The Law	2
LAW E538	Internet Law	2
LAW E541	Trial Practice	3
LAW E544	Employment Discrimination Law	3
LAW E547	California Government and Administrative Law	2
LAW E551	Governance in Context	2
LAW E552	Non-Profit Organizations Law	3
LAW E553	Jurisprudence	2
LAW E556	Energy Law and Policy	3
LAW E558	Criminal Law Practice	3
LAW E559-3	History of American Law	3

\* Denotes all non-severable two-trimester courses. Both trimesters must be successfully completed to receive final A/B course grade. A/B designation is for grading purposes only.

Elective courses with class numbers preceded by an E are graded on a pass/fail basis; all others receive a numeric grade.

All courses not required in the MLS program are considered elective courses. Students who are enrolled in the MLS program only, and not concurrently enrolled in both the JD and MLS, may request approval from the Dean to complete any course offered by Empire College School of Law as an elective in the MLS program, regardless of the prerequisites for the course(s) listed in this catalog.



## Course Descriptions

### Course Numbering System

Courses in the Juris Doctor and the Master of Legal Studies programs begin with LAW followed by a space and then a specific course number. The numbers following the space indicate the level of subject matter as follows:

- Introductory class numbers are preceded with an I
- First-year core classes: 500-series
- Second-year core classes: 600-series
- Third-year core classes: 700-series
- Fourth-year core classes: 800-series
- Required class numbers are preceded with an R. (Note: Some upper-level Juris Doctor required courses are elective options for Master of Legal Studies students.)
- Elective class numbers are preceded with an E. Electives are offered on a random basis based on the availability of the professors and student demand. Electives may be added, revised, or deleted based on faculty expertise, new legal issues, and student demand. Classes may be cancelled due to lack of enrollments. All elective courses are Pass/Fail.

### Master of Legal Studies Elective Courses

All courses not required in the MLS program are considered elective courses. Students who are enrolled in the MLS program only, and not concurrently enrolled in both the JD and MLS, may request approval from the Dean to complete any course offered by Empire College School of Law as an elective in the MLS program, regardless of the prerequisites for the course(s) listed in this catalog, with the exception of clinics.

#### **LAW R500 Advanced Legal Research (Digitally-Based) 2 units**

Introduces students to Federal and California primary and secondary legal sources and to research methods to locate relevant authority in support of a legal proposition. Students will be taught techniques to plan a search, perform searching, modify searching and validate legal authority using digitally accessible libraries and services including Lexis Nexis, Westlaw, and other on-line and computer access resources. Prerequisite(s): Completion of first-year required coursework; preferred completion of second-year required courses.

#### **LAW R501 Advanced Legal Writing 2 units**

Students will learn how to write briefs and legal memoranda that get to the heart of the issues. They will learn to develop a clear, concise English prose style that they will apply to writing about legal subjects. Students will focus on substantive analysis of legal problems, grammar, and organization, with a goal of making themselves understood the first time. Prerequisite(s): Completion of first-

year required coursework; preferred completion of second-year required courses.

#### **LAW E502-2 Alternative Dispute 2 units** **LAW E502-3 Resolution (ADR) 3 units** **Survey/Mediation**

The purpose of this course is to give students an understanding of various dispute resolution processes which have come to be described under the umbrella term "alternative dispute resolution." Primary emphasis is on arbitration and mediation techniques in the context of those fields most familiar to practicing lawyers. Comparisons are made to standard civil litigation methods as a way to evaluate the advantages and disadvantages of each process, much as a lawyer would want to do in advising a client. As time permits, consideration is also given to the general question of the role of the law in shaping and promoting these dispute resolution techniques. Prerequisite(s): Completion of LAW I401- Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E503 Americans with Disabilities Act (ADA) 2 units**

This course will cover Title I (employment), Title II (State and Local Government Services), Title III (Public Accommodations), Title IV (Telecommunications) and Title V (Miscellaneous) of the Americans with Disabilities Act (ADA), as well as its relationship with California's Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act. Prerequisite(s): Completion of LAW I401- Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E506 Bankruptcy Debtor/Creditor Law 2 units**

Rights and duties of consumer credit grantors and consumer debtors; fair credit reporting; fair debt collection practices and consumer remedies. Creation, scope and administrative function of federal debtor proceedings and arrangements; wage earner plans; insolvency proceedings. Prerequisite(s): Completion of second-year required classes.

**LAW 800A/B Business Organizations 6 units**

Formation; pre-incorporation activities; de facto corporations; ultra vires acts; role, authority and meetings of officers, directors and shareholders; standard of care; proxy solicitations; close corporations; fiduciary relations; shareholder litigation; capitalization; dividend distributions; fundamental changes; partnerships and agency. Prerequisite(s): Completion of third-year required coursework (or if an Accelerated Student, concurrent enrollment in third-year courses).

**LAW E547 California Government and Administrative Law 2 units**

This course will teach students the fundamental legal framework of California cities and counties. It focuses on both substantive areas of municipal law and the process required when local governments legislate and adjudicate. The course will provide practical information, discuss current issues facing local governments, and discuss the most recent, cutting-edge cases.

Prerequisite(s): Completion of LAW I401- Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW 600A/B Civil Procedure 6 units**

Jurisdiction – traditional and modern concepts. Federal and State subject matter jurisdiction; judgments; res judicata and collateral estoppel; forms of action, demurrer, answer, cross-actions, amendment of pleadings, joinder of actions and parties, venue of actions, process, motions, civil discovery, trial procedure, dismissals, non-suit, directed verdict. Prerequisite(s): Completion of first-year required coursework.

**LAW E5600-1 Civil Self Help Center Clinic 1 unit****LAW E5600-2 Civil Self Help Center Clinic 2 units****LAW E5600-3 Civil Self Help Center Clinic 3 units**

This class provides students with real-life customer counseling opportunities and exposure to a variety of civil law topics. Students are given initial trainings in the areas of law handled by the Civil Self Help Center and in the intake process for potential customers. Students begin their clinical experience with an orientation to the court and as intake interviewers of SHC customers to determine the area of law and where they should be directed. Depending upon the amount of time the student is committed to the clinic, students will also have the opportunity, under the supervision of an attorney, to interact with customers, provide legal information, draft simple pleadings, and direct customers to legal and non-legal resources. Students may work in the areas of Unlawful Detainers, Restraining Orders, Elder Abuse, Debt Collection, Name Changes, and Small Claims, among other areas of law. Students may draft legal documents and correspondence under the supervision of a practicing attorney. Some students may gain the opportunity to attend court hearings. Prerequisite(s): Completion of second-year required coursework, which must include LAW 600A/B Civil Procedure, and Good Academic Standing.

**LAW E508-1 Clinical Education 1 unit**  
**LAW E508-2 Clinical Education 2 units**  
**LAW E508-3 Clinical Education 3 units**

Prerequisite(s): Completion of second-year required coursework.

Third- and fourth-year<sup>1</sup> students are allowed to work in public or private law offices for unit credit. Students may receive one hour of credit for each 48 hours of participation. A student may receive up to three units of credit per academic year. A student who participates in the program may receive a maximum five units of credit. No more than three units may be earned from the same internship.

Participants in the Clinical Education Program have the option to register with the California State Bar through its Practical Training of Law Students Program. Registration requires completing Student, Dean, and Supervising Attorney(s) forms and submitting the completed forms and the filing fee to the Los Angeles office of the State Bar. Forms are available in the Law School Administrative Office.

In order for the student to receive credit, the student must enroll in the Clinical Education class which meets at least two to three times during the trimester. At the conclusion of each trimester, the supervising attorney must submit an evaluation report of the student on forms provided by the School of Law.

Approved clinical education units will be charged the same tuition rate as all other academic units.

<sup>1</sup> During the second trimester of their second year, students with a cumulative grade point average of 76 or higher may be permitted to take up to 2 clinical education units by petitioning the Dean.

**LAW R502 Community Property 3 units**  
 Historical development of community property law; jurisdictional issues; classification of marital property, community or separate; valuation of community property including business and goodwill; manage-

ment of marital property; liability for marital and individual debts; division of community property on dissolution or death; problems posed by unmarried, cohabiting couples. Prerequisite(s): Completion of second-year required coursework.

**LAW 603A/B Constitutional Law 6 units**  
 Participants in the course will study the constitutional, historical and policy basis for the federal structure, Judicial review, congressional powers, state powers and federalism, individual liberties, due process, equal protection, and state action doctrine. Prerequisite(s): Completion of first-year required coursework.

**LAW 500A/B Contracts 6 units**  
 Remedies for breach of contract: consideration; offer and acceptance; problems of performance; conditions; impossibility; third party beneficiaries; assignment; Parol Evidence Rule; Statute of Frauds. Prerequisite(s): Completion of LAW I401- Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW 501A/B Criminal Law 6 units**  
 Nature and sources of criminal law; elements of crimes; analyses of specific crimes; legal defenses; California Penal Code and decisions; procedure. Prerequisite(s): Completion of LAW I401- Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E5558 Criminal Law Practice 3 units**  
 Nature of criminal law practice; elements of crimes; analyses of specific crimes; legal defenses; California Penal Code and court decisions; procedure; evidence. This course will consist of an intensive trial practice exercise of criminal fact patterns, featuring lectures, demonstrations, and classroom exercises. The student will gain experience in the practice of criminal law with an emphasis on criminal trial practice and procedure from witness and client interviewing techniques to pre-trial motions, voir dire examination, opening statements, direct and cross-examination through final

argument. Prerequisite(s): LAW 501A/B Criminal Law, LAW R503 Criminal Procedure, and LAW 601A/B Evidence.

**LAW R503 Criminal Procedure 2 units**

Arrest through Appellate Proceeding, including bail, arraignment, preliminary motions, discovery, and trial procedure. Recent Supreme Court decisions on right to counsel, freedom from prejudicial publicity, fair trial, and other constitutional guarantees. Prerequisite(s): Completion of first-year required coursework.

**LAW E510-1 Disability Law Clinic 1 unit**

**LAW E510-2 Disability Law Clinic 2 units**

**LAW E510-3 Disability Law Clinic 3 units**

Six law students are invited to work in the Disability Law Clinic, the area's primary resource for information and representation on the law as it pertains to people with disabilities, under the supervision of an attorney. Each student will be assigned several cases on which they will participate in all areas of case development from client interviews to court appearances. The cases assigned will all be in the area of Administrative Law. In addition to their work in the Law Clinic, students will attend a class in Administrative Law as it relates to Disability Practice. Class discussion will incorporate issues raised in the text, student experience with the Law Clinic, and current developments in Administrative Law.

Prerequisite(s): Completion of second-year required coursework and Good Academic Standing.

**LAW E511 Discovery Workshop 3 units**

Most litigators spend the majority of their time engaging in discovery. This trimester long workshop not only discusses strategic considerations and discovery tactics, but involves a great deal of hands-on experience. Students will be conducting discovery in a mock lawsuit, which will include participating in taking depositions. Prerequisite(s): Completion of first-year required coursework; preferred completion of second-year courses.

**LAW E512 Elder Law 2 units**

This course takes an in-depth look at what may well be one of the most hotly debated issues facing our country today – the providing of opportunities, benefits, and care for an ever-increasing aging population. The course will examine such diverse programs as Social Security, Medicare, Medicaid, and The Age Discrimination in Employment Act. Senior housing, long-term care, elder abuse and neglect, conservatorships, powers of attorney, right to die laws, and estate planning for elderly clients will also be studied as part of the course. Prerequisite(s): Completion of first-year required coursework.

**LAW E513 Elder Law Clinic 2 units**

This clinic provides students with real-life client counseling opportunities with senior citizens. The clinic allows students to interact with clients, provide advice, follow-up, and direct clients to legal and non-legal resources. Students will draft legal documents and correspondence under the supervision of a practicing attorney. The clinic will provide the public with free legal advice. Prerequisite(s): Completion of first-year required coursework and Good Academic Standing.

**LAW E515 Employment Law 3 units**

This course surveys employment law from its inception in English common law through the most recent developments in "at-will" employment and discrimination. State case law and portions of the Labor Code will also be addressed. Prerequisite(s): Completion of first-year required coursework.

**LAW E544 Employment Discrimination Law 3 units**

This course reviews state and federal laws and cases in employment discrimination and their interaction. Administrative issues concerning the Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing will also be addressed. Prerequisite(s): Completion of first-year required coursework.



**LAW E556 Energy Law and Policy 3 units**

All social, economic and biological activities take energy. For much of industrial history, the energy powering society came from fossil fuels. This course examines the policies and legal framework governing the generation and supply of energy. The course challenges students to take a systems view and to think about energy not as a gallon of gas or watt of electricity but as an enabling force that for the last 200 years has allowed for the complex industrial world we see today.

Prerequisite(s): Completion of Intros, completion of first-year required coursework preferred.

**LAW E516-2 Environmental Law 2 units**  
**LAW E516-3 Environmental Law 3 units**

A survey of legal principles and policies relating to protection and enhancement of the physical environment. Particular attention will be given to common law doctrines and public rights and remedies; federal and state control programs for the field of air pollution, water pollution, noise, solid waste management, fish and wildlife resources; planning for federal, state and local administrative agencies. Prerequisite(s): Completion of second-year required coursework.

**LAW E517-1 Environmental Nego- 1 unit**  
**LAW E517-2 tiations Competition 2 units**

Annually select students have an opportunity to compete in a statewide competition analyzing and negotiating an environmental problem. Students work in teams of two and must research and prepare arguments to resolve a lawsuit pertaining to environmental issues designed by the Environmental Section of the State Bar of California. The competition is structured and scored by practicing attorneys, professional mediators, and judges who are experts in the area of environmental law. Prerequisite(s): Completion of second-year required coursework; preferred completion of LAW E516-2 or E516-3-Environmental Law.

**LAW 601A/B Evidence 6 units**

Problems in relevancy; circumstantial evidence, including habit, custom, compromises, and character evidence; witnesses, including competency privilege, examination, impeachment and rehabilitation; opinion evidence; Constitutional considerations and exclusionary rules; hearsay evidence and the exceptions to its exclusion; authenticity of writings; the "best evidence" rule, burden and proof and presumptions. Prerequisite(s): Completion of first-year required coursework.

**LAW E518 Family Law 2 units**

Practical and theoretical problems affecting the family: marriage, divorce, adoption, legitimacy, child custody, and parental obligations and rights. Prerequisite(s): Completion of first-year required classes and LAW 600A/B-Civil Procedure.

**LAW E535 Family Law Clinic 2 units**

This clinic provides students working with self-represented litigants. All cases are in the areas of family law. The Family Law Clinic offers free legal services to persons who have a related case in Sonoma County. Students will meet individually with parties and assist them with filing the complex court documents for divorce, paternity, custody, support. Students will learn Essential Forms, DissoMaster, drafting of pleadings and local court practices, and communication skills with individuals going through emotional family law issues. A supervising attorney will oversee the work.

Prerequisite(s): Completion of second-year required coursework preferred and Good Academic Standing. Prefer completion of LAW R502-Community Property.

**LAW E519 Federal Indian Law 3 units**

The course is designed to introduce students to the principal doctrines and rules governing the legal and political relationships between American Indian tribes and the United States Government. Prerequisite(s): Completion of second-year required coursework.

**LAW E551 Governance in Context 2 units**

This course seeks to stimulate a reexamination of contemporary government by studying the several domains which most influence it: human evolution, neurobiology, psychology, philosophy, history, economics, and political science. Prerequisite(s): Completion of LAW 603A/B-Constitutional Law.

**LAW E559-3History of American Law 3 units**

An introductory survey of legal history and comparative systems of law, including discussion of principal legal traditions, with the aid of understanding foreign legal cultures, and the sources and historical elements in our own system of law. Prerequisite(s): Completion of LAW I401-Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E523 Immigration Law 2 units**

This course will cover a broad review of immigration law and procedure, and its relationship to society. Subjects will include asylum and refugee policy, deportation, family and work sponsorship, immigrant and non-immigrant visas. We will pay particular attention to policy changes under the Trump and Biden Administrations. Prerequisite(s): Completion of first-year required coursework.

**LAW E524 Immigration Law Clinic 2 units**

The immigration law clinic is designed to provide students with hands-on, practical experience working on U visa cases for victims of crime, and/or Deferred Action for Childhood Arrivals applications. Under the supervision of the professor, students will be responsible for all aspects of case management for the clients assigned to them. Responsibilities include performing client interviews, conducting legal analysis, gathering evidence, drafting and filing applications, and maintaining client correspondence. Students are expected to adhere to the rules of professional conduct at all times. This includes maintaining client confidentiality, interacting respectfully with clients, and pursuing all casework in a diligent and timely manner. Prerequisite(s):

Completion of second-year required coursework and Good Academic Standing.

**LAW E525 Insurance Law 3 units**

A survey of the basic legal aspects of insurance law, including principles of insurable interests, problems of contract formation and interpretation and application for standard policy provisions in various types of coverage. Attention is also given to principles of indemnity, subrogation, and determination and control of the risk transferred from insured to carrier. Prerequisite(s): Preferred completion of Contracts, Torts, and Constitutional Law.

**LAW E526 Intellectual Property Law 3 units**

Course includes an overview of the intellectual property field including patents, trademarks, copyrights, unfair competition, trade secrets, employer-employee relationships, the transfer of intellectual property rights, and the general application of anti-trust and misuse doctrines to such rights. Prerequisite(s): Completion of second-year required coursework.

**LAW E538 Internet Law 2 units**

We will explore how the internet works, and how legal principles of privacy, copyright, property, licenses, contracts, and defamation apply to social media and use of the internet. The first few weeks will be lecture and case study to lay the groundwork for the legal principles. The remainder of the class, students will pick topics to research, write and publish blog posts, and create video and in-class presentations on the topics. We will use Google+ to publish the class content, and use social media sites like Twitter, Facebook and Pinterest to explore privacy policies, Terms of Service, Fair Use Doctrine, the Computer Fraud & Abuse Act, the Stored Communications Act, and related legal issues and questions. Students will be graded on their blog posts, presentations and a position paper analyzing a question of law that has not yet been decided. Prerequisite(s): Completion of first-year required coursework;

preferred completion of LAW 603A/B-Constitutional Law.

**LAW I401 Introduction to Law 1 unit**  
Introduces the student to the basic concepts of the law, the historical roots of common law and equity, the precedent system in its practical operation, the modes of reasoning used by courts/attorneys and the fundamentals of statutory interpretation. Prerequisite(s): None.

**LAW E553 Jurisprudence 2 units**  
Jurisprudence, also known as philosophy of law, is an effort to answer basic questions about the law: Where does it come from? What is its purpose? What are necessary elements of a valid law? How do law and morals relate, i.e, do they overlap or are they totally different realms? Is disobedience against a "bad" law ever justified, and if so, on what basis? The answers to these questions appear in several current competing legal philosophies: Natural Law, Positivism, Realism, Sociological Jurisprudence, Law and Economic Theory, and Critical Legal Studies, all of which will be read in the required textbook. Students will find the course a good preparation for facing questions of constitutional law, ethics, legislation, judging, politics and social justice. Prerequisite(s): LAW I401-Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E528 Law Office Management 2 units**  
This class discusses the financial and administrative aspects of owning and operating a law practice. Students learn to use computer programs for calendaring, docketing, client billing, litigation support, and document preparation. Prerequisite(s): Completion of second-year required coursework.

**LAW 503 Law Study and Exams 1 unit**  
An orientation to the study of law school examinations consisting of exam writing and techniques for the effective study of law. Prerequisite(s): Completion of LAW I401-

Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E548-2 Legal Aid Clinic 2 units**  
**LAW E548-3 Legal Aid Clinic 3 units**

This class provides students with real life client counseling opportunities and exposure to a variety of poverty law topics. Dependent upon the number of hours the student commits to the clinic and the availability of attorneys to supervise, students will be allowed to interact with clients, provide legal advice under the supervision of an attorney, draft simple pleadings and direct clients to legal and non-legal resources. Students may work in the areas of Unlawful Detainers, Restraining Orders, Elder Abuse, and Guardianships. Students will draft legal documents and correspondence under the supervision of a practicing attorney. Some students may gain the opportunity to attend court hearings. Prerequisite(s): Completion of first-year coursework and Good Academic Standing.

**LAW I402 Legal Research and Writing 2 units**  
An introduction to legal analytical thought, including practical exercises in writing and the fundamentals of legal research that provides a foundation for writing legal papers. Prerequisite(s): None.

**LAW R504 Moot Court 2 units**  
Students research, write, and argue a brief before a mock appellate court. The course emphasizes effective research and writing techniques and introduces the student to making oral arguments in court. Prerequisite(s): Completion of first-year required coursework; recommended completion of LAW R500-Advanced Legal Research and LAW R501-Advanced Legal Writing.

**LAW E532-1 Moot Court Competition 1 unit**  
**LAW E532-2 Moot Court Competition 2 units**  
**LAW E532-3 Moot Court Competition 3 units**  
This program provides a team of three law students to represent Empire College School of Law in the annual Roger Traynor Moot

Court Competition. Under the guidance of faculty coaches, the team will research and write an appellate brief analyzing an actual case before the California Appellate Courts. After submitting their written brief, the team will participate in oral arguments before appellate judges and attorneys. Empire Law School has a tradition of excellence and success in this statewide competition. Prerequisite(s): Completion of LAW R504–Moot Court.

**LAW E552 Non-Profit Organizations Law 3 units**

This course will survey the law governing the formation, operation and dissolution of nonprofit organizations, tax implications, as well as duties of in-house counsel and board members. Specific topics to include: formation; pre-incorporation activities; ongoing legal considerations facing non-profit corporations in all of their dealings, ranging from contracts, fundraising, HR, and more (also known as 501(c)(3)s). We will go through each “department” of a non-profit, whether large or small, or whether functions are done in-house or contracted out. Prerequisite(s): Successful completion of first-year courses.

**LAW R505 Professional Responsibility 2 units**

Application of the California Rules of Professional Conduct, the ABA Model Rules of Professional Conduct and relevant case materials; examination of disciplinary system; relationship between disciplinary and legal malpractice liability; duties of attorneys with respect to clients, the courts, opposing parties and the public; problems arising from conflicts of interest. Prerequisite(s): Completion of second-year required coursework.

**LAW 702A/B Real Property 6 units**

The law of real property; historical background; common law estates and interests; statute of uses and modern conveyancing; concurrent ownership; landlord and tenant; deeds and delivery; boundaries; recording acts and title search; contract for sale of land;

easements, servitudes and other land use restrictions; adverse possession; landowners; rights, including air, water, mineral and lateral and subjacent support. Prerequisite(s): Completion of second-year required coursework.

**LAW 801A/B Remedies 5 units**

Covers the general scope of monetary (i.e., various forms of damages) and non-monetary (i.e., traditional equitable relief, etc.) remedies; including coverage of the principles governing the general use of equitable remedies; general scope of interpleader and declaratory relief, constructive trusts, and equitable liens; principles governing uses of and defenses to specific performance and injunctions; equitable conversion; the technical aspects of injunctions. Prerequisite(s): Completion of third-year required coursework (or if an Accelerated Student, concurrent enrollment in third-year courses).

**LAW E536 Sexual Orientation and the Law 2 units**

This course will examine some of the rapidly evolving legal issues specifically affecting the lives of lesbian, gay, bisexual, and transgender (LGBT) people, particularly in California. Substantive issues to be covered include employment discrimination and sexual harassment; discrimination against transgendered and gender non-conforming people; parenting issues; recognition of lesbian and gay relationships, including marriage, civil union, and domestic partnerships; freedom of speech and association; homophobia in schools; and immigration and asylum issues for LGBT people. Students will examine these issues with a particular focus on constitutional doctrines, particularly equal protection and due process/privacy, utilizing case law, legal theory, news articles, and film to better understand how the law has developed, the current legal framework, and the practical impact this framework has on those governed by it. Prerequisite(s): Completion of first-year required coursework; completion of LAW 603A/B–Constitutional Law recommended.



**LAW E537-1 Small Claims Advisory 1 unit**  
**LAW E537-2 Clinic 2 units**  
**LAW E537-3 3 units**

In agreement with the Sonoma County Superior Court, law students assist people with questions regarding small claims cases. Under the supervision of the court attorney, students give information on the preparation and presentation of a small claims action at the Small Claims Advisory department at the courthouse. Matters include landlord/tenant issues; automobile sales and repair; breach of contract and construction disputes. Prerequisite(s): Completion of second-year required coursework or Dean's approval and Good Academic Standing.

**LAW E539-1 Survey Course on the 1 unit**  
**LAW E539-2 California Bar Exam 2 units**  
**Preparation and Skills**

This survey course is offered as a one-semester course incorporating three, 4- to 5-week segments. It is taught by two professors and incorporates Legal Skills (Performance Test section), Analysis and Insights on the California Bar Exam ("straight" Essay Questions section), and MBE Exam Preparation (MBE section). Prerequisite(s): Concurrent enrollment in fourth-year required classes.

**LAW 502A/B Torts 6 units**

Intentional wrongs to person and property; unintentional wrongs; negligence; duty of persons in control of property; tort liability arising from contractual relationships; liability for defective products; liability without fault; deceit; defamation; malicious prosecution; interference with contractual economic and other legally protectable relations, tort alternatives. Prerequisite(s): Completion of LAW I401-Introduction to Law and LAW I402-Legal Research and Writing, or equivalent.

**LAW E541 Trial Practice 3 units**

The course considers litigation problems - practical, legal and ethical - that confront a trial lawyer. Emphasis is given to techniques of client interviewing and investigation, both informal and by use of statutory discovery procedures and pleading. The student gains

classroom experience in trial procedures from voir dire examination, opening statements, direct and cross examination through final argument. Prerequisite(s): Completion of first-year required coursework, LAW 600A/B-Civil Procedure, and LAW 601A/B-Evidence.

**LAW 701A Wills and Trusts 3 units**

Covers intestacy; execution; integration; republication; incorporation by reference, independent significance; revocation and revival; will contracts; testamentary capacity; lapse, ademption; satisfaction; will contests; will substitutes; nature and classification of trusts; elements of a trust, creation of inter vivos and testamentary trusts; revocable and irrevocable trusts; insurance trusts; nature of the beneficiary's interest, including restraints on alienation and principles regarding transferability; modification and termination of trusts; charitable trusts, fiduciary administration, including qualification, duties, standards and liabilities of fiduciary; management, investment and accounting by fiduciary; powers of appointment. Prerequisite(s): Completion of second-year required coursework.

# Community outreach



Through an established culture of community outreach and academic service learning that has been recognized nationally multiple times on the President's Higher Education Community Service Honor Roll (the highest honor a college can receive for its commitment to volunteering, service learning, and civic engagement) and regionally by the Sonoma County Board of Supervisors with a Jefferson Award for Public Service, Empire College is committed to providing a variety of free legal services each year to local residents through six clinics: Elder Law, Disability Law, Family Law, Immigration Law, Legal Aid (including Veteran's Benefits), and Small Claims.

As a private college, Empire's institutional service culture is focused on supporting the community at all levels and includes the president (board member and former chairman of the Sonoma County Workforce Investment Board), faculty and staff (through academic and co-curricular service-learning curriculum and personal modeling of volunteerism), and students in the Law School's Juris Doctor and Master of Legal Studies programs.



Since joining the Law School as Dean in 2018, Dean Purtill has been creating and facilitating a number of additional community resources to enhance Empire students' ability to be prepared to use their degrees upon graduation. At the outset, he helped create an alumni mentor list of graduates



who remain available to counsel applicants, current students, and recent graduates on all things law school, including how to get started working in law after graduation.



During 2020, Dean Purtil formulated a mentoring program to assist Empire Law students with their essay-writing skills. Volunteer mentors include members of Sonoma County Women in Law, members of the Diversity and Inclusion Section of the Sonoma County

Bar Association, and other attorneys, both alumni and others, from throughout the area.

Local law firms have also begun to form regular relationships with Empire College School of Law to enhance our students' knowledge of the real world of lawyering and to connect with them for potential employment in the future.



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## 2023–2024 Calendar

### FALL 2023

Week 1	August 28-September 1
Week 2	September 4-8
	Labor Day Holiday – Monday, September 4
Week 3	September 11-15
Week 4	September 18-22
Week 5	September 25-29
Week 6	October 2-6
Week 7	October 9-13
Week 8	October 16-20
Week 9	October 23-27
Week 10	October 30-November 3
Week 11	November 6-10
Week 12	November 13-17
Week 13	November 20-24
	Thanksgiving Holiday – Thursday & Friday, November 23 & 24
Week 14	November 27-December 1
Exams	December 4-14
Vacation	December 15-January 1, 2024

### SPRING 2024

Week 1	January 1-5 (classes resume Tuesday, January 2, 2024)
Week 2	January 8-12
Week 3	January 15-19
Week 4	January 22-26
Week 5	January 29-February 2
Week 6	February 5-9
Week 7	February 12-16
Week 8	February 19-23
	President's Day Holiday - Monday, February 19
Week 9	February 26-March 1
Week 10	March 4-8
Week 11	March 11-15
Week 12	March 18-22
Week 13	March 25-29
Week 14	April 1-5
Exams	April 8-18
Vacation	April 19-28

Note: Registration occurs in Weeks 9-12 each trimester.



## 2023–2024 Calendar

### SUMMER 2024

Week 1	April 29-May 3
Week 2	May 6-10
Week 3	May 13-17
Week 4	May 20-24
Week 5	May 27-31
	Memorial Day Holiday – Monday, May 27
Week 6	June 3-7
Week 7	June 10-14
Week 8	June 17-21
Week 9	June 24-28
Week 10	July 1-5
	Independence Day Holiday – Thursday, July 4
Week 11	July 8-12
Week 12	July 15-19
Week 13	July 22-26
Week 14	July 29-August 2
Exams	August 5-15
Vacation	August 16-25

### FALL 2024

Week 1	August 26-30
Week 2	September 2-6
	Labor Day Holiday – Monday, September 2
Week 3	September 9-13
Week 4	September 16-20
Week 5	September 23-27
Week 6	September 30-October 4
Week 7	October 7-11
Week 8	October 14-18
Week 9	October 21-25
Week 10	October 28-November 1
Week 11	November 4-8
Week 12	November 11-15
Week 13	November 18-22
Week 14	November 25-29
	Thanksgiving Holiday – Thursday & Friday, November 28 & 29
Exams	December 2-12
Vacation	December 13-January 5, 2025

Note: Registration occurs in Weeks 9-12 each trimester.

Date of Publication: September 1, 2023

Period Covered:

September 1, 2023 - December 31, 2024

Accredited by the  
Committee of Bar Examiners  
of the  
State Bar of California



Empire College

SCHOOL OF LAW

3035 CLEVELAND AVENUE, SUITE 101  
SANTA ROSA, CA 95403

law.empcol.edu  
Phone 707-546-4000



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YEARS OF  
EXCELLENCE



# **ADDENDUM TO 2023-2024 CATALOG**

## **EMPIRE COLLEGE SCHOOL OF LAW CATALOG**

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### **Tuition Policies**

For all classes starting on and after August 31, 2020, tuition is charged at a rate of \$814.00 per unit including Clinical Education units. Based on this current rate, the total tuition cost for the 86 units required for graduation from the Juris Doctor program is \$70,004 (an average of \$17,501 for each of the four years). The total tuition cost for the 36 units required for graduation from the Master of Legal Studies program is \$29,304 (an average of \$14,652 for each of the two years). Tuition for the Master of Legal Studies and Juris Doctor programs will remain at \$814.00 per unit to the conclusion of the program for all students.

### **Books and Supplies**

Students should budget an average of \$800-900 per year for books and supplies.

### **Library Fee**

The Library Fee is \$70.00 each trimester a student is enrolled and is payable at the beginning of each trimester. The Library Fee entitles the registered student to the use of the library facilities and its research and reference materials including computer software, online databases.

### **Lexis Nexis/Westlaw Password Fee**

After students have started their first-year core classes (Criminal Law, Contracts, and Torts) they will be assigned user numbers for both Westlaw and Lexis Nexis, which are online legal research programs. The Law School has arranged for its students to receive these passwords for a total of \$125 per year – a fraction of the normal cost.

### **ExamSoft Fee**

Students who register to use their laptops with ExamSoft software pay a per trimester use fee. The rate effective with the Fall 2020 exams is \$30 per trimester. There is a \$25.00 ExamSoft late fee for students who fail to register for ExamSoft within the registration time frame.

### **AdaptiBar Fee**

AdaptiBar is a program for all 1L-4L students. It is designed to give access to and practice with multiple-choice (MBE) questions during all four years of law school and preparation for one taking of the CA Bar Examination. The fee is currently \$30.00 per year for each year except for the Juris Doctor student's last year in school, at which time the fee will be \$300.00. Accelerating students will pay \$330 in their final year. Fees are subject to change.

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

### State Approval and the Student Tuition Recovery Fund

Pursuant to California Education Code §94923; Title 5, California Code of Regulations §76020-76140 Empire College's Master of Legal Studies program participates in the state-mandated Student Tuition Recovery Fund (STRF). In the event of the school's closure, students who are California residents or enrolled in a residency program and who timely file a claim with the Bureau for Private Postsecondary Education may be entitled to a recovery of money from the fund.

Effective April 1, 2022, the STRF assessment rate is \$2.50 per \$1,000 of tuition and fees. Empire College is required to collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. If a student is a recipient of third-party payer tuition and course costs, that student is not eligible for protection under the STRF for those amounts paid by the third party.

Additional information concerning the STRF can be obtained in the Catalog Addenda and from the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818; telephone 888-370-7589.

**Student Tuition Recovery Fund Fee:** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Effective April 1, 2022, the Student Tuition Recovery Fund assessment is \$2.50 per \$1,000 of tuition and fees, a total of \$75.00 for the Master of Legal Studies program.

### **ACICS Loss of Accreditor Recognition**

Empire College is considered not nationally accredited at this time because of the loss of recognition as an accreditor of the Accrediting Council for Independent Colleges and Schools (ACICS) by the U.S. Department of Education on August 19, 2022. The U.S. Department of Education has approved Empire College's continued participation in Title IV federal student aid programs for the Master of Legal Studies program until February 19, 2024.

Please Note: Empire College School of Law's accreditation with the California Committee of Bar Examiners is not affected. Empire's Master of Legal Studies and Juris Doctor programs are recognized for employment positions in California.



# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

### Partnership with Monterey College of Law

On July 25, 2022, Empire College School of Law partnered with Monterey College of Law (MCL) to become a branch campus. As part of the transition, Empire enrolled its last entering class in Fall 2022 and will complete a teach-out of its current law students by Spring 2026. MCL has opened its Empire College of Law (ECL) branch campus enrolling new law students starting Spring 2023 at the current Santa Rosa location.

### Catalog Notice about Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](https://osar.bppe.ca.gov).

## **Program Tuition and Fees**

**Tuition Policies:** Program tuition is charged at the rate of \$814.00 per unit. The Masters program requires 36 units to complete, for a total tuition of \$29,304.00. The academic program is expected to take two years to complete. Students are charged per trimester, and there are three trimesters of classes each year. The number of units taken each trimester varies with each student's needs and requests. Using the trimester as the measure of each period of attendance and using 6-9 as the average number of units taken per trimester, students can expect each trimester to cost between \$4,884.00 to \$7,326.00 or more depending upon how many units they take each period of attendance. A cost sheet reflective of the costs for the upcoming trimester (the period of attendance) based on the number of units requested and applicable fees is provided to each student prior to their enrollment in each period of attendance.

**Additional Fees:** Students are also charged fees as follows, which are subject to change: Library fee: \$70.00 per trimester; Lexis/Nexis and Westlaw online research fees: \$125.00 per calendar year, or an average of just under \$42.00 per trimester; ExamSoft fees, for taking exams on a computer or laptop (optional; hand writers are allowed and are not charged this fee): \$30.00 per trimester; AdaptiBar Fee (for access to and study of multiple choice questions during the program), \$30.00 per year, or an average of \$10.00 per period of attendance, with a larger charge of \$300.00 in the last year of the JD program. Lastly, students are encouraged to budget \$800 to \$900 per year, or up to \$300 per trimester, for books; the school does not sell books.

**Application/Registration Fee:** An application fee of \$50.00 is charged to each student upon receipt of an application to the program.

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

### Tuition Cost Estimate JURIS DOCTOR (86 Units)

#### INTRODUCTORY TRIMESTER - Total Charges for a Period of Attendance (i.e. Trimester)

Application/Registration Fee (Non-refundable)	\$ 50.00
Student Tuition Recovery Fund Fee (Non-refundable)	180.00
Tuition	2,442.00
Library Fee	70.00
Lexis Nexis/Westlaw Fee	0.00
AdaptiBar Fee	0.00
Estimated Book Cost:	357.00
Total Charge for Period of Attendance:	\$ 3,099.00

#### FIRST YEAR - Total Charges for a Period of Attendance (i.e. Trimester)

	Trimester 1	Trimester 2	Trimester 3	Annual Total
Tuition	\$ 8,140.00	\$ 7,326.00	\$ 4,884.00	\$20,350.00
Library Fee	70.00	70.00	70.00	210.00
Lexis/Westlaw Fee	125.00	0.00	0.00	125.00
AdaptiBar Fee	30.00	0.00	0.00	30.00
Estimated Book Cost:	1,159.00	0.00	0.00	1,159.00
Total Charge for Period of Attendance:	\$9,524.00	\$ 7,396.00	\$4,954.00	\$ 21,874.00

#### SECOND YEAR- Total Charges for a Period of Attendance (i.e. Trimester)

	Trimester 4	Trimester 5	Trimester 6	Annual Total
Tuition	\$7,326.00	\$7,326.00	\$4,070.00	\$18,722.00
Library Fee	70.00	70.00	70.00	210.00
Lexis/Westlaw Fee	125.00	0.00	0.00	125.00
AdaptiBar Fee	30.00	0.00	0.00	30.00
Estimated Book Cost:	992.00	0.00	0.00	992.00
Total Charge for Period of Attendance:	\$8,543.00	\$7,396.00	\$ 4,140.00	\$20,079.00

#### THIRD YEAR - Total Charges for a Period of Attendance (i.e. Trimester)

	Trimester 7	Trimester 8	Trimester 9	Annual Total
Tuition	\$6,512.00	\$7,326.00	\$4,884.00	\$18,722.00
Library Fee	70.00	70.00	70.00	210.00
Lexis/Westlaw Fee	125.00	0.00	0.00	125.00
AdaptiBar Fee	30.00	0.00	0.00	30.00
Estimated Book Cost:	936.00	596.00	380.00	1,912.00
Total Charge for Period of Attendance:	\$7,673.00	\$7,992.00	\$5,334.00	\$20,999.00

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

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### FOURTH YEAR – Total Charges for a Period of Attendance (i.e. Trimester)

	Trimester 10	Trimester 11	Annual Total
Tuition	\$4,884.00	\$4,884.00	\$9,768.00
Library Fee	70.00	70.00	140.00
Lexis/Westlaw Fee	125.00	0.00	125.00
AdaptiBar Fee	300.00	0.00	300.00
Graduation Fee	0.00	150.00	150.00
Estimated Book Cost:	<u>614.00</u>	<u>0.00</u>	<u>614.00</u>
Total Charge for Period of Attendance:	\$5,993.00	\$5,104.00	\$11,097.00

### ESTIMATED SCHEDULE OF TOTAL CHARGES for the Entire Educational Program

Application/Registration Fee (Non-refundable)	\$ 50.00
Student Tuition Recovery Fund Fee (Non-refundable)	180.00
Tuition	70,004.00
Library Fees	840.00
Lexis Nexis/Westlaw Fees	500.00
AdaptiBar Fees	390.00
Graduation Fee	<u>150.00</u>
<b>Total Estimated Institutional Charges for Entire Educational Program:</b>	<b>\$72,114.00</b>
Estimated Book Cost:	<u>5,034.00</u>
<b>Total Estimated Charges for Entire Educational Program:</b>	<b>\$ 77,148.00</b>

### Explanation of Tuition and Fees:

- Application/Registration Fee: \$50.00 (Non-refundable)
- Student Tuition Recovery Fund Fee (Non-refundable): The Student Tuition Recovery Fund fee is \$2.50 per \$1,000.00 of institutional charges.
- Tuition Cost: The estimated total tuition cost is the product of the current price-per-unit multiplied by 86 units; i.e., \$814.00 per unit x 86 units = \$70,004.00
- Library Fees: \$70 each trimester. The Library Fee will be charged each trimester the student remains enrolled and will vary between the stated amounts depending on how many trimesters the student requires to complete the Juris Doctor program.
- Lexis Nexis/Westlaw Fee: \$125 charged once per year, in the Fall Trimester, during the normal progression of the Juris Doctor program.
- AdaptiBar Fee: Up to \$390.00, charged \$30 per year until your final year which will be charged at \$300.00, to participate in the school's mandatory program to enhance practice and proficiency in multiple choice questions.
- Graduation Fee: MLS only \$100, MLS and JD \$150. This fee helps cover the cost of caps, gowns, ceremony, reception, and other expenses.
- Optional Fee (not included in estimate): ExamSoft laptop usage fee \$30 per trimester, effective August 31, 2020.
- Estimated Book Cost: This estimate does not include book costs for elective courses. Books are not institutional charges. Students must purchase from outside sources.

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

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### **Tuition Cost Estimate** **MASTER OF LEGAL STUDIES (36 Units)**

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#### **INTRODUCTORY TRIMESTER – Total Charges for a Period of Attendance (i.e. Trimester)**

Application/Registration Fee (Non-refundable)	\$ 50.00
Student Tuition Recovery Fund Fee (Non-refundable)	75.00
Tuition	2,442.00
Library Fee	70.00
Lexis Nexis/Westlaw Fee	0.00
AdaptiBar Fee	0.00
Estimated Book Cost:	357.00
Total Charge for Period of Attendance:	\$ 2,994.00

#### **FIRST YEAR – Total Charges for a Period of Attendance (i.e. Trimester)**

	<b>Trimester 1</b>	<b>Trimester 2</b>	<b>Trimester 3</b>	<b>Annual Total</b>
Tuition	\$ 7,326.00	\$ 7,326.00	\$ 2,442.00	\$17,094.00
Library Fee	70.00	70.00	70.00	210.00
Lexis/Westlaw Fee	125.00	0.00	0.00	125.00
AdaptiBar Fee	30.00	0.00	0.00	30.00
Estimated Book Cost:	1,006.00	0.00	0.00	1,006.00
Total Charge for Period of Attendance:	\$8,557.00	\$ 7,396.00	\$ 2,512.00	\$ 18,465.00

#### **SECOND YEAR– Total Charges for a Period of Attendance (i.e. Trimester)**

	<b>Trimester 4</b>	<b>Trimester 5</b>	<b>Annual Total</b>
Tuition	\$4,884.00	\$4,884.00	\$9,768.00
Library Fee	70.00	70.00	140.00
Lexis/Westlaw Fee	125.00	0.00	125.00
AdaptiBar Fee	30.00	0.00	30.00
Graduation Fee	0.00	150.00	150.00
Estimated Book Cost:	260.00	250.00	510.00
Total Charge for Period of Attendance:	\$5,369.00	\$5,354.00	\$10,723.00

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

### ESTIMATED SCHEDULE OF TOTAL CHARGES for the Entire Educational Program

Application/Registration Fee (Non-refundable)	\$ 50.00
Student Tuition Recovery Fund Fee (Non-refundable)	75.00
Tuition	29,304.00
Library Fees	420.00
Lexis Nexis/Westlaw Fees	250.00
AdaptiBar Fees	60.00
Graduation Fee	<u>150.00</u>
<b>Total Estimated Institutional Charges for Entire Educational Program:</b>	<b>\$30,309.00</b>
Estimated Book Cost:	<u>1,873.00</u>
<b>Total Estimated Charges for Entire Educational Program:</b>	<b>\$32,182.00</b>

### Explanation of Tuition and Fees:

- Application/Registration Fee: \$50.00 (Non-refundable)
- Student Tuition Recovery Fund Fee (Non-refundable): The Student Tuition Recovery Fund fee is \$2.50 per \$1,000.00 of institutional charges.
- Tuition Cost: The estimated total tuition cost is the product of the current price-per-unit multiplied by 36 units; i.e., \$814.00 per unit x 36 units = \$29,304.00
- Library Fees: \$70 each trimester. The Library Fee will be charged each trimester the student remains enrolled and will vary between the stated amounts depending on how many trimesters the student requires to complete the Juris Doctorate program.
- Lexis Nexis/Westlaw Fee: \$125 charged once per year, in the Fall Trimester, during the normal progression of the Master of Legal Studies program.
- AdaptiBar Fee: Up to \$390.00, charged \$30 per year until the fourth year of the Juris Doctor program which will be charged at \$300.00 if dually enrolled in the MLS and JD programs, to participate in the school's mandatory program to enhance practice and proficiency in multiple choice questions.
- Graduation Fee: MLS only \$100, MLS and JD \$150. This fee helps cover the cost of caps, gowns, ceremony, reception, and other expenses.
- Optional Fee (not included in estimate): ExamSoft laptop usage fee \$30 per trimester, effective August 31, 2020.
- Estimated Book Cost: This estimate does not include book costs for elective courses. Books are not institutional charges. Students must purchase from outside sources.

### Cost of Attendance

Cost of attendance (COA) is a college's total estimated expenses for one year including tuition, housing and food, books and supplies, transportation, loan fees, and miscellaneous expenses. A school's cost of attendance is used to determine each student's eligibility for federal student loans. For Empire College's COA information, visit <https://empcol.edu/wp-content/uploads/2023/08/COA.pdf>.



# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

### **Board of Directors**

**Roy O. Hurd**, Chairman of the Board, Chief Executive Officer and President Community involvement: Sonoma County Workforce Investment Board, Bergin College of Canine Studies Board, MTI College Board, Center for Excellence in Higher Education Board

**Brad Bollinger**, Publisher, North Bay Business Journal Community involvement: North Bay Leadership Council Board; Vice President and Director, Ernest L. and Ruth W. Finley Foundation

**Judy L. Coffey, RN**, Senior Consultant, Leadership Coach and Mentor, Leap Solutions Community involvement: American Heart Association Western States Affiliate Board, American Heart Association North Bay Heart Walk, Go Red for Women and Inspired Women, Rebuild North Bay Foundation Board, United Way of the Wine Country Board, Chair of Women's United Way Board, Workforce Investment Advisory Board, Verity Advisory Board

**J. Barrie Graham**, Senior Advisor, WR Hambrecht+Co. Community involvement: Canine Companions for Independence Board, Truett Hurst Winery Board, Marines Memorial Foundation (chairman)

**Allen L. Gummer**, retired corporate executive, University of Oregon Board of Trustees Community involvement: University of Oregon College of Business Board, UO Ambassador, UO President's Advisory Society, UO Alumni Life Member

**Stephen E. Hansel**, Owner/Winemaker, Hansel Winery Owner, Walter Hansel Bistro

**Alan Milner**, Co-founder, Alternatives to Waste Community involvement: Luther Burbank Savings & Loan Board

**Victor S. Trione**, Chairman of the Board, Luther Burbank Savings and Loan; President, Vimark, Inc.

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

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### **Administration**

Roy O. Hurd, Chairman, CEO and President

Sherie L. Hurd, Executive Vice President, Compliance and Operations

Brian J. Purtill, Esq., Dean

Tracy Chodora, Registrar/ Assistant to the Dean

### **Accounting**

Peggy Ransford, Accounts Payable & Benefits Manager

### **Administrative Services**

Nora Songster, Senior Administrative Assistant

Robert Swanson, Esq., Law Librarian

### **Financial Aid**

Mary O'Brien, Financial Aid Director

Kass Von der Mehden, Financial Aid Advisor/Loan Repayment Manager

## **Faculty – Fall Trimester 2023 – Master of Legal Studies/Juris Doctor**

Deborah Bull, Esq., Perry, Johnson, Anderson, Miller & Moskowitz

B.A. Stanford University

J.D. Empire College School of Law

Connie Burtnett, Esq., Private Practitioner

A.B. Princeton University

J.D. Empire College School of Law

R. Irene Flack, Esq., Flack Law

B.A., Olivet University

J.D. Empire College School of Law

Rex Grady, Esq., Robins Cloud LLP

B.A./M.A. University of California, San Diego

M.A. University of New Brunswick, Canada

J.D. Empire College School of Law

Ryan Griffith, Esq., Bay Area Receivership Group

B.A., California State University, Chico

J.D. Golden Gate University School of Law

Monica Lehre, Esq., O'Brien Watters & Davis LLP

A.A. Santa Rosa Junior College

B.A. Sonoma State University

M.L.S. Empire College School of Law

J.D. Empire College School of Law

# ADDENDUM TO 2023-2024 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

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### **Faculty – Fall Trimester 2023 – Juris Doctor & Clinical Education**

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