

CAL NORTHERN SCHOOL OF LAW



ACADEMIC CATALOG 2025 – 2026

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TABLE OF CONTENTS

1) Our Mission	5
2) Law School Program	5
3) About Cal Northern School of Law	5
4) Accreditation	6
5) BPPE Statement of Approval	7
6) Practicing Law in States Other Than California	7
7) California Business & Professions Code Section 6061.7(a) Disclosures	7
8) Equal Opportunity / Non-Discrimination	8
9) Academic Programs	9
10) Academic Information	9
a) Grades	9
b) Attendance	9
c) Examinations	9
d) Satisfactory Academic Progress (SAP) Policy: JD Program.....	10
i. Satisfactory Academic Progress (SAP)	10
ii. Cumulative Grade Point Average (cGPA).....	10
iii. Rate of Academic Progress.....	10
iv. Maximum Time Frame.....	10
v. SAP Calculation for Students Who Withdraw.....	11
vi. Academic Advisement.....	11
vii. Academic & Financial Aid Probation.....	11
viii. Academic Disqualification.....	11
ix. Petition to Continue on Academic Probation.....	12
x. Procedures for Petition to Continue on Academic Probation.....	12
xi. Satisfactory Academic Progress (SAP) Recovery Plan.....	13
xii. Petition for Readmission After Disqualification.....	13
xiii. Students Readmitted to or Continued on Probation.....	14
e) Satisfactory Academic Progress (SAP) Policy: MLS Program/ Dual Degree Program	14
i. Satisfactory Academic Progress (SAP).....	14
ii. Cumulative Grade Point Average (cGPA).....	14
iii. Rate of Academic Progress.....	15

iv.	Maximum Time Frame.....	15
v.	SAP Calculation for Students Who Withdraw.....	15
vi.	Academic Good Standing for Graduation.....	15
vii.	Academic & Financial Aid Warning.....	15
viii.	Academic & Financial Aid Probation.....	16
ix.	Petition for Reinstatement.....	16
x.	Removal from Warning/Probation.....	17
xii.	Academic Disqualification.....	17
xiii.	Readmitted to or continued on probation.....	17
xiv.	Amendments to policies.....	17
f)	Student Services – Tutoring Program	17
g)	First Year Law Students Examinations – “Baby Bar”	18
h)	Degree	18
i)	Honor System	18
j)	Ethical Standards & Disciplinary Procedures	18
11)	The Admissions Process	18
12)	Law School Admission Test (LSAT)	19
13)	Admission Requirements: JD Degree	19
a)	Regular Students	19
b)	Special Students	19
c)	Transfer Students	20
14)	Award of Credit	21
15)	Graduation	21
16)	Leave of Absence	22
17)	Master of Legal Studies (MLS) Program	22
i)	MLS Expected Educational Outcomes	22
ii)	Who Should Attend?	22
iii)	Not a Law Degree?	22
iv)	Admission Requirements	23
v)	Program Academic Requirements	23
vi)	Graduation	24
vii)	Student Advising	24
viii)	Academic & Grading Standards	24
ix)	Finances	24
x)	Required Courses	25
xi)	Elective Courses	26
18)	Adding and Dropping Courses	27

19)	Withdrawal: JD & MLS Program	27
20)	Re-Entry / Readmission After Withdrawal: JD & MLS Program	27
21)	Curriculum & Course Catalog	28
	a) Explore Our Class Curriculum	28
	b) Electives	33
	c) Externship & Independent Study	33
22)	Sample Class Schedule	34
23)	Sample Academic Calendar	36
	a) Faculty & Administration	38
	b) Deans & Professors Emeritus	41
	c) Board of Trustees	42
	d) Institutional Research	42
24)	Financial Information	43
	a) Tuition and Fees	43
	b) Student Tuition Recovery Fund Disclosure	44
	c) Deferred Payment Plans	45
	d) Late Registration	45
	e) Delinquent Payments	45
	f) Refund Policy	46
25)	Our Financial Aid Process	47
	a) Federal Student Loans	47
	b) Federal Unsubsidized Direct Loans	47
	c) Federal Graduate Plus Loans	47
	d) Interest Rate Details	48
	e) Financial Aid Eligibility	48
	f) Cost of Attendance	49
	g) When will I receive the Financial Aid funds?	49
	h) Important Financial Aid Information	49
	i) Loan Repayment	50
26)	Scholarships	51
	a) CNSL Scholarship Program	51
	b) William Lee Short Scholarship	51
	c) Butte County Bar Association Scholarship	51
	d) Additional Scholarships	51
27)	Program Learning Outcomes	52
	a) Juris Doctor Program Learning Outcomes Assessment	52
	b) Master of Legal Studies Program Learning Outcomes Assessment	53

c) Curriculum Maps	53
d) Student Course Evaluations	53
e) Graduate Survey	53
28) Our Student Services	53
a) Employment Assistance	54
b) Special Accommodations	54
c) Student Bar Association	54
d) Student Store	54
e) Deferred Payment Program	54
f) Scholarships	54
g) Academic Counseling	54
h) Tutoring Program	55
i) The Mary G. Carrion Law Library	55
j) Wireless Network	55
k) Computer Center	56
l) Study & Student Lounge	56
m) Barbri Study Materials / Bar Support	56
n) Student I.D. Cards	56
o) Student Records / Privacy Act	56
p) Alumni Association	56
q) Textbooks	57

1) Our **Mission**

Cal Northern School of Law seeks to provide an affordable quality legal education to students that is both practical and well-grounded in legal theory. Through a part-time evening law program, students can maintain their employment and be near their families while studying the law.

Taught by judges, lawyers and other professionals, the Law School's curriculum is designed to expose students to the day-to-day application of the law and to prepare them to pass the California Bar Examination and be ethical successful members of the legal profession.

2) Law School **Program**

Located in Chico, CA, Cal Northern School of Law is the only law school between Sacramento and the Oregon border. Choose between two convenient affordable legal education options: Earn a J.D. (Doctor of Jurisprudence) degree in four years of evening study, attending classes **IN PERSON or SYNCHRONOUS ONLINE** three nights a week which fulfills the educational requirements for admission to the State Bar of California or earn a Master of Legal Studies (M.L.S.) degree in two years, part time.

The basic structure of the curriculum is composed of a semester system with two 15-week semesters per year (Fall and Spring), 15-hours per unit and a 10-week summer session each year. Students may start the program only in the Fall semester which begins the first part of August. The Spring semester begins in early January and the Summer session begins the first part of May. Fall and Spring classes ordinarily meet Tuesday through Thursday evenings. Summer classes meet Tuesdays and Thursdays. All classes meet from 6:30 p.m. to 9:30 p.m. with a 20-minute break. Exceptions to this may occur and will be posted on the Schedule of Classes, in the course syllabi or otherwise announced to the students.

Individuals enrolled in the MLS program are not admitted to Cal Northern School of Law as a potential candidate for the JD 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.

We encourage you to [contact us today](#) to find out how we can help you earn your J.D. or M.L.S. and move closer to reaching your professional goals.

3) About Cal Northern **School of Law**

Prior to 1983 there was no law school north of Sacramento serving Yuba, Sutter, Colusa, Butte, Shasta and other Northern California counties and residents of these counties were obliged to commute long distances on a daily basis to earn a law degree. To solve the travel burden a number of civic minded attorneys and judges founded Cal Northern School of Law in Chico, CA. After only nine years in operation, Cal Northern was accredited by the California State Bar and retains that accreditation to this day.

Cal Northern School of Law does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the past five years or had a petition, in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

The founders of Cal Northern were also concerned that the cost of a legal education had become prohibitive for many students and that attending law school was not feasible for those who were obliged to continue with their employment. To address these concerns the school has kept the tuition rates to a minimum and offers a four-year evening class curriculum so that individuals can earn a J.D. degree while still working.

Since its inception the school's Faculty Senate has selected instructors primarily from the bench and the bar of the surrounding area who have demonstrated expertise in the subjects they will teach. It was the founders' belief that active trial lawyers and judges are uniquely qualified to offer their students a legal education that is experience based and practical as well as theoretical, and that they are best able to keep their students apprised of the latest changes in the law.

Throughout the four-year program at Cal Northern students are required to take the substantive and procedural courses mandated by the State Bar, however, exposure to the day to day application of the law is also emphasized. Students are offered a wide range of electives during their third and fourth years which are designed to broaden their legal perspective and to better prepare them to be competent advocates upon being licensed to practice.

Facilities and Equipment -Cal Northern provides sufficient facilities and necessary equipment to support the achievement of the educational objectives of all of the courses and educational programs in which students are enrolled.

Cal Northern is a stand-alone law school, sitting on 2.24 acres located in an executive office park with a large parking lot as well as curb-side street parking. The school occupies 18,570 square feet of the west wing of the building and leases out the remaining square footage. The school includes a lobby with seating, wide corridors, administration, student services and faculty offices, covered patio courtyard, conference/group study rooms, 4 large classrooms with 6-foot tables and built-in electrical outlets, large classroom computer monitors integrated with Owl Technology, student lounge with adjacent coffee/storage/refrigerator/sink facilities, library with computer, photocopying and printing, and a student run merchandise store. Free internet access is provided. Students receive full access to LexisNexis electronic research and to BarBri (a California Bar Review provider) materials throughout their education, both online and in hard copy.

4) Accreditation

Cal Northern School of Law has been accredited by the Committee of Bar Examiners ("the Committee") of the State Bar of California since 1992. The Committee is authorized by law to accredit law schools in California ("accredited law schools") and oversee and regulate those law schools. The Committee is the degree-granting authority for law schools accredited by the Committee.

In keeping with our mission to offer an affordable quality legal education, the School of Law has not sought approval from the American Bar Association.

Cal Northern School of Law is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001. A record of the Commission's action taken after CNSL's Seeking Accreditation Visit 3 (SAV 3) September 4-6, 2019 may be found here:

5) BPPE Statement of Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards in the California

Private Postsecondary education Act of 2009 (as amended) and division 7.5 of the California Code of Regulations. The BPPE code for Cal Northern School of Law is 0400381.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. This program prepares its graduates for positions identified by “23-0000 Legal Occupations” using the United States Department of Labor’s Standard Occupational Classification Codes.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov.

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 the Toll-free telephone number (888)370-7589 Option #5 or by visiting <http://osar.bppe.ca.gov/>.

Notice Concerning Transferability of Credits and Credentials - The transferability of credits you earn at Cal Northern School of Law (CNSL) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Juris Doctor or Masters of Legal Studies programs is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution 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 CNSL to determine if your degree will transfer.

6) Practicing Law in **States Other Than California**

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.

7) California Business & Professions **Code Section 6061.7(a)**

Disclosures

In compliance with California B&P Code Section 6061.7(a), Cal Northern provides the following information about its JD program. Explore the [2023 Information Report](#).

8) Equal Opportunity / **Non-Discrimination**

Cal Northern School of Law acknowledges its legal and ethical duty to afford equal treatment and opportunity to all persons and thus complies with all applicable laws and regulations that promote nondiscrimination and equal opportunity. It admits students without regard to age, sex, race, religion, physical disability or medical

condition, sexual preference, national ancestry, ideology, marital or family status, military or veteran status, or political affiliation to all the rights, privileges, programs, and activities generally accorded to students at the School. It prohibits discrimination against its employees, students and applicants on any of these bases in the administration of its educational policies, admission policies or other School-administered programs. Harassment and sexual harassment are also prohibited. The School of Law also bars retaliation against any employee, student or applicant who files a discrimination complaint against the faculty and/or administration.

Commitment to Diversity - Since its foundation, Cal Northern School of Law has been committed to diversity within its educational programs and the legal profession. It strives to foster an environment of mutual respect and inclusion in which all individuals are valued for who they are and what they can contribute as members of the student body and later, as members of professional communities that promote cultural awareness, freedom from bias and appreciation of diversity. The School of Law's graduates have helped expand the diversity in the local bar and bench. Further, the School of Law is committed to preparing its graduates to competently and responsibly fill the many roles performed by members of the legal profession and other careers in a diverse society. Where appropriate, course content considers issues related to individual and cultural differences so students will develop the skills necessary to enable them to provide professional services to individuals of diverse backgrounds. In keeping with this commitment, the faculty also convey attitudes respectful of individual and cultural differences.

9) Academic Programs

Located at 1395 Ridgewood Drive, Ste. 100, (530) 891-6900 in Chico, CA our faculty is comprised of judges, commissioners, and practicing attorneys who bring real-world experience to the classroom. We offer in-person and online synchronous instruction that is livestreamed via interactive Zoom sessions. Our in-person classes are held at our Chico location. Continue reading to learn more about our academic calendar, programs, and more.

10) Academic Information

a) **Grades**-All grades will be given as a numerical percentage from 0 – 100%. Numerical percentages will not be converted into an alphabetical grading system. Transcripts will reflect the numerical percentage given in a course at the end of the semester. All Bar courses will be graded. Some non-Bar courses, with the permission of the Dean of the Law School may be offered pass-fail, and will be clearly identified as such.

Courses taken for credit without a grade (“Pass/Fail”) will be reflected on the transcript as either Pass or Fail and will not factor into the cumulative numerical percentage.

A total numerical percentage will be given for courses taken each semester and a cumulative numerical percentage will be given for all courses taken at Cal Northern.

b) **Attendance**-Cal Northern School of Law is for those students who want to become lawyers. Attendance is not only required but is a measure of desire and motivation. Students are required to attend eighty percent (80%) of scheduled classes. A student who fails to attend the required 80% is considered to have an unsatisfactory attendance record and may be asked to withdraw from school. A student who misses three class periods of a course in one semester without permission of academic-standards Dean is subject to automatic withdrawal from school. The policy of the school allows the Dean to approve absences in case of illness or emergency.

c) **Examinations**-Final examinations are given at the end of each semester. Mid-terms are given in all bar courses. Instructors of non-bar courses may, at their discretion, give mid-term examinations. Each instructor will announce his/her grading policy at the beginning of the semester.

d) **Satisfactory Academic Progress (Sap) Policy: JD Program**

i. A student is required to maintain Satisfactory Academic Progress (SAP) toward the completion of the JD degree. This requires meeting standards for minimum cumulative grade point average (cGPA), rate of academic progress, and completion within the program's maximum time frame. Each requirement is explained below. A student failing to meet these requirements will be subject to academic probation and/or disqualification. A beginning law student is first evaluated for SAP at the end of his/her first Summer term. Any student with an outstanding course grade of Incomplete at the time of review may not be able to continue until the Incomplete course has been successfully completed by the specified deadline imposed by the Dean or the Director of Academic Support.

This policy is to all students the same (i.e., full-time, part-time, Title IV and non-Title IV recipients) and all educational programs established by the institution.

ii. **Cumulative Grade Point Average (cGPA)**

1. Students must maintain a cGPA of 2.0 or higher to remain in good academic standing and to graduate.
2. A student's cGPA is determined once a year at the end of each Summer semester.
3. The cGPA is based on all letter-graded courses the student has completed in the program since initial enrollment. Only the most recent grade is counted in the cGPA when a course is repeated.
4. At the end of a student's first semester, if a student's cGPA becomes 1.00 or below, the student will be automatically academically disqualified from the program due to the inability to achieve good academic standing by the time SAP is determined.
5. Grades earned at another institution (transfer credits) are not included in cGPA calculations.

iii. **Rate of Academic Progress**

1. A student's rate of academic progress is measured at the end of each Summer semester.
2. To complete the program at an acceptable rate, a student must successfully complete a minimum 67% of all units attempted during the year since the last Summer semester. Because the degree requirement is 84 units, the student must make academic progress at a rate such that the student would complete the required 84 units for the JD by the time s/he has attempted 126 units (1.5 x 84 units).
3. In calculating pace, all units attempted at Cal Northern or transferred and applied from another school are considered attempted. Grades for units attempted that count negatively against successful completion rates are "F," "FA," "INC," "W," and repeated courses. Courses for which credit is earned (courses with a grade of at least 60) are considered completed in calculating rate of progress (Pace).

iv. **Maximum Time Frame**

1. Successful completion of all program requirements must be accomplished within 150% of the normal length of the program as measured in credits attempted toward the program (maximum timeframe). Credits accepted in transfer toward the program are included as attempted and earned credits in determining the maximum timeframe.
 - a. Because the degree requirement is 84 units, the student must make academic progress at a rate such that the student would complete the required 84 units for the JD by the time s/he has attempted 126 units (1.5 x 84 units).

viii. Academic Disqualification

1. A student on Academic & Financial Aid Probation is subject to academic disqualification if, at the time of SAP evaluation:
 - a. The student does not meet all SAP standards;
 - b. A student who was on academic probation during the academic year that just ended has failed to fulfill Cal Northern's requirements for Satisfactory Academic Progress or to meet the conditions of the student's SAP Recovery Plan. The State Bar requires that such students be academically disqualified.
2. A student disqualified from Cal Northern is ineligible for financial aid and must petition for readmission after disqualification.
3. In-school loan deferment status ends as of the disqualification date. According to the U.S. Department of Education regulations, financial aid previously received by a disqualified student may be returned to the lender by the institution depending on the date of disqualification. In such cases, the student may owe Cal Northern for aid returned or outstanding charges.
4. Academic Disqualification becomes effective as follows:
 - a. For any student who is on academic probation at the end of Summer Semester and fails to meet requirements of Satisfactory Academic Progress, immediately upon the denial by the AAC of the student's petition for change of grade that would enable the student to fulfill Cal Northern's requirements for good academic standing and/or the AAC's conditions of probation or, if the student has not timely filed such a petition, on the day following the last day for filing such a petition.
 - b. For any student who was not on academic probation during the academic year that just ended, immediately upon the decision of the AAC denying the student's pending petition(s) that would restore the student to good standing or allow the student to continue on academic probation or, if the student has not timely filed such petition(s), on the day following the last day for filing such petition(s). A student may be academically disqualified even if the student was not previously on academic probation.
5. A student is no longer subject to academic disqualification if the AAC: 1) grants the student's petition to continue on probation (after having completed the academic year just ended in good standing) or 2) authorizes a grade change, such that the student achieves a cGPA sufficient to allow the student to continue on probation or is otherwise able to fulfill the School's academic requirements and/or the student's conditions of probation.

ix. Petition to Continue on Academic Probation

1. Students who have not meet SAP requirements must appeal to continue enrollment or be re-admitted to Cal Northern on Academic & Financial Aid Probation. Students must appeal in writing to AAC.
2. Appeals are evaluated by AAC. The decision of the Committee will be communicated in writing to the student by the Dean's Office.
3. The appeal must meet the criteria outlined previously and the student must present compelling evidence that they have the ability to demonstrate satisfactory academic progress and to succeed in an academic program due to changed circumstances or experiences.

x. Procedures for Petition to Continue on Academic Probation

1. A student who seeks permission to continue on probation must file a written petition to continue within seven days of the date the Registrar places the student on pending disqualification status and sends the student e-mail or other written notice of his/her failure to maintain SAP. To continue in the program, the student must obtain the permission of the AAC.

2. The AAC will consider a petition to continue at a particular time or concerning essentially the same facts and circumstances only once; reconsideration will not be granted. The petitioning student is strongly encouraged to include in the petition all facts, circumstances, and issues he or she wishes to have considered. Facts asserted should be corroborated by neutral (unrelated) third parties and documents whenever possible.

The petition should set forth: 1) facts showing that the student's lack of academic success was caused by a traumatic event or serious hardship at the time examinations were given that kept the student from performing at his or her normal level, rather than a lack of the capability to satisfactorily study law; 2) the specific steps the student will take to resolve those issues; 3) a description of the student's study plan; 4) identification of areas needing improvement; 5) number of hours of employment; 6) other commitments or obligations that may impact the student's ability to complete the study plan; and 7) the length of the student's commute (if applicable).

3. In making its decision, the AAC may consider all aspects of the student's academic record at Cal Northern. The AAC will determine whether the student, if reinstated on probation, will be likely to achieve good academic standing, maintain SAP, and graduate from the JD Program. The Petition will be denied by the AAC if it finds that the student is not likely to succeed in these efforts.
4. Decisions of the AAC on matters concerning petitions to continue are final and may not be appealed elsewhere within Cal Northern. The Dean has no authority to grant a petition to continue.
5. An approved petition will be forwarded to the Financial Aid Office for review.
 - a. The Financial Aid Office has the right to deny aid even if the AAC grants leave to continue/reinstatement into the JD Program. The student is required to meet with a Financial Aid advisor to review financial implications if aid is denied.
 - b. The Financial Aid Office has the right to request additional documentation.

xi. Satisfactory Academic Progress (SAP) Recovery Plan

1. The student must complete an individualized SAP Plan (ISP) and meet with the Director of Academic Support to create a unique study plan for improvement of academic performance.
2. The student must meet at regular intervals with his/her academic advisor as stated in his/her ISP.
3. The student's fulfillment of the conditions stated in the SAP Recovery Plan will be monitored at the end of each semester. At that time, a student who has not fulfilled the terms of the SAP Recovery Plan will be academically disqualified.

xii. Petition for Readmission After Disqualification

1. An individual who was academically disqualified may petition for readmission on academic probation.
2. A petition for readmission must meet the following requirements:
 - a. The petition must be addressed to the Academic Advising Committee (AAC).
 - b. The petition must be accompanied by an official LSAT score report unless the applicant had taken the test prior to disqualification.
 - c. The petition must be filed at least 30 calendar days before the first day of classes for the semester in which the applicant seeks readmission.
3. The AAC will consider a petition for readmission at a particular time or concerning essentially the same facts and circumstances only once; reconsideration of the same petition will not be granted. An applicant is strongly encouraged to include in the petition all facts, circumstances, and issues he or she wishes to have considered.

4. Decisions of the AAC on matters concerning petitions for readmission are final and may not be appealed elsewhere within Cal Northern. The Dean has no authority to grant a petition for readmission.
5. Any petition for readmission will, if granted, readmit the applicant at the beginning of a Fall semester or, in some instances, a Spring or Summer semester.
6. Pursuant to State Bar regulations and School policy, the AAC may grant readmission to an applicant previously disqualified for academic reasons only when the applicant makes an affirmative showing that he or she possesses the capability to satisfactorily study law. Such a showing may be made:
 - a. At any time, if the applicant satisfies the AAC, through credible evidence, that the student's disqualification was not caused by the applicant's lack of capability to satisfactorily study law, but resulted from a traumatic event or serious hardship when the relevant exams were given that prohibited the applicant from performing at his or her normal level.
 - b. At any time, if the applicant has passed the First-Year Law Students' Examination; or
 - c. After at least two years have elapsed since the disqualification, if the applicant demonstrates to the satisfaction of the AAC that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time s/he was previously disqualified for academic reasons.

xiii. Students readmitted to or continued on probation in the JD Program by decision of the AAC may be required to meet conditions as to their academic progress each semester. Such conditions address academic progress and do not constitute discipline within the meaning of this Catalog- Amendments to policies pertaining to academic standing, disqualification, advancement, retention, probation, and graduation may be made by the Dean, with the advice and recommendations of the Faculty and its committees, subject to the ultimate direction and control of the Board of Trustees. Except as required to comply with federal or state laws and regulations, or the requirements of Cal Northern's accrediting agencies, no amendment concerning academic standing, disqualification, advancement, retention, probation, or graduation will be effective earlier than the semester beginning after the notification of change is given.

e) Satisfactory Academic Progress (Sap) Policy: MLS Program/Dual Degree Program

- i. An MLS student is required to maintain Satisfactory Academic Progress (SAP) toward the completion of the MLS degree. This requires meeting standards for minimum cumulative grade point average (cGPA), rate of academic progress, and completion within the program's maximum time frame. Each requirement is explained below. A student failing to meet these requirements will be subject to Financial Aid & Academic Warning, Financial Aid & Academic Probation, and/or disqualification. A student is evaluated for SAP every two terms; that is at the end of the Summer semester for students beginning in the Fall semester. Any student with an outstanding course grade of Incomplete at the time of review may be required to successfully complete that course before being allowed to continue in the program.

This policy is to all students the same (i.e., full-time, part-time, Title IV and non-Title IV recipients) and all educational programs established by the institution.

ii. Cumulative Grade Point Average (cGPA)

1. An MLS student must maintain a cGPA of 1.50 or higher to remain in good standing and to graduate.

2. Cumulative GPA includes all coursework attempted at Cal Northern, excluding grades of I, W, and transfer credit. Only the most recent grade is counted in the cGPA when a course is repeated. A student's cGPA is determined as of the end of each semester.
3. If, before the end of any semester, a student is administratively withdrawn, voluntarily withdraws, or takes a leave of absence, the student's academic standing will be calculated at that time and will be determined by his or her cGPA and Rate of Academic Progress. The cGPA is based on all courses the student has completed in the program since initial enrollment. Only the most recent grade is counted in the cGPA when a course is repeated.

iii. Rate of Academic Progress

1. A student's rate of academic progress is measured every two terms.
2. To complete the program at an acceptable rate, a student must successfully complete a minimum of 67% of all units attempted by the end of each semester.
3. In calculating Pace, all units attempted at Cal Northern or transferred and applied from another school are considered attempted. Grades for units attempted that count negatively against successful completion rates are "F," "INC," "W," and repeated courses. Courses with a grade of "60" or higher are considered completed in calculating rate of progress.

iv. Maximum Time Frame

1. The MLS program must be completed within five (5) years of beginning the program.
2. Successful completion of all program requirements must be accomplished within 150% of the normal length of the program as measured in credits attempted toward the program. A student in the 36-unit (36 credit hours) MLS program is expected to complete the MLS program in no more than 54 credit hours attempted (150% of the length of the 36-unit program).
3. A student who exceeds the 150% maximum time frame for the MLS program who cannot mathematically complete the program within the maximum time frame will be deemed ineligible for financial aid and dismissed from the institution.
4. Credits accepted in transfer toward the program are included as attempted and earned credits in determining the maximum timeframe.

v. SAP Calculation for Students Who Withdraw-If, before the end of any semester, a student is administratively withdrawn, voluntarily withdraws, or takes a leave of absence, the student's academic standing will be calculated at that time.

vi. Academic Good Standing for Graduation-To meet the academic requirements for graduation, a student in the MLS program must have attained a minimum 1.50 cGPA and have successfully completed all required courses with a grade of at least "60". In addition, to graduate the student must have paid all fees, charges, and tuition due.

vii. Academic & Financial Aid Warning

1. At the end of any semester, a student who does not meet all SAP standards will be placed on Academic & Financial Aid Warning and required to meet with the Director of Academic Support, and repeat any required course(s) in which the student did not earn at least a "60" in the following semester (if the course is being offered) or as soon thereafter as the course is offered.
2. A required course in which the student receives a grade below "60" will not be accepted toward the MLS degree requirements but will be included in calculating the overall grade point average and does contribute to the rate of progress calculation.

3. A student who is placed on warning must demonstrate, by the end of the next semester, reasonable progress in improving his/her academic progress to continue enrollment.
4. A student on warning will be removed from Academic & Financial Aid Warning if s/he meets all SAP standards at his/her next review.
5. A student on academic warning does not, by virtue of that status, become ineligible for Financial Aid.

viii. Academic & Financial Aid Probation

1. A student on academic warning who does not meet all SAP standards by the end of the next semester must petition to continue on Academic & Financial Aid Probation
2. A student on Academic & Financial Aid Probation remains eligible for financial aid. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. A student who is placed on probation and does not fulfill the requirements of probation will be academically disqualified.

ix. Petition for Reinstatement

1. To obtain permission to continue in the MLS program, a student who does not meet all SAP standards following a period of Academic & Financial Aid Warning must:
 - a. Submit a timely Petition to Continue (“petition”) to the Registrar;
 - b. Be granted reinstatement by the AAC;
 - c. Meet with the Director of Academic Support who will develop a SAP Recovery Plan; and
 - d. Repeat any required course(s) in which the student did not earn at least a “60” in the following semester (if the course is being offered) or as soon thereafter as the course is offered.
2. The petition should set forth any extenuating circumstances (such as illness, death in the family, extreme emotional stress, etc.) as set forth in Paragraph 3 below, that will enable the AAC to assess the student’s academic record and determine whether the student, if reinstated on probation, likely will be able to achieve good academic standing, maintain SAP, and graduate from the MLS program. The Petition for Reinstatement and Appeal will be denied by the AAC if it finds that the student is not likely to succeed in these efforts.
3. Petition Process
 - a. A Petition for Reinstatement and Appeal directed to the AAC must: 1) be filed with the Registrar within 3 days of the date the Registrar gives notice that the student has been placed on probation; 2) state clearly, specifically, and fully the extenuating circumstances being asserted as a basis for probation; 3) provide clear, convincing, and objectively verifiable evidence of the extenuating circumstances; and 4) set forth in detail the student’s plan for approaching his/her studies while on probation to regain good academic standing at the end of the semester on academic probation.
 - b. Such a petition is deemed filed on the earliest of the following dates:
 - i. Date on which a completed and signed letter petition is received by the Registrar during regular business hours.
 - ii. Postmark date imprinted by U.S. Postal Service, if a signed petition is mailed by U.S. mail to the Registrar.
 - iii. Date marked on an e-mail submission, if a signed petition is sent via e-mail to the Registrar.
 - c. If the student is approved for reinstatement the student will be placed on academic probation and must then:
 - i. Meet with the Director of Academic Support who will develop a SAP Recovery Plan; and

- ii. Repeat the course(s) in which s/he received a grade below “60” in the following semester (if the course is being offered) or, if the student is otherwise successful in being removed from probation, as soon thereafter as the course is offered.
 - d. The AAC’s decision on the petition is not subject to appeal.
4. An approved petition will be forwarded to the Financial Aid Office for review.
- a. Financial Aid has the right to deny aid even if the AAC approves the student for reinstatement into the MLS program. The student is required to meet with a Financial Aid advisor to review financial implications if aid is denied.
 - b. Financial Aid has the right to request additional documentation.

x. Removal from Warning/Probation-A student who is in Academic & Financial Aid Warning status or reinstated on Academic & Financial Aid Probation will later be removed from Academic Warning/Probation if he or she fulfills all of the following requirements:

- 1. Must meet all SAP standards; and
- 2. Successfully meets the requirements of their SAP Recovery Plan.

xi. Academic Disqualification

- 1. A student on academic probation is academically disqualified and will be dismissed if he or she:
 - a. Does not meet all SAP standards;
 - b. Fails to petition for and receive reinstatement by the AAC;
 - c. Fails to meet the conditions of the SAP Recovery Plan at the end of the academic probation period; or
 - d. Does not meet the pace requirements of the MLS program according to the maximum time frame. Disqualification status may not be appealed.

xii. Readmitted to or continued on Probation-A student readmitted to or continued on probation in the MLS program by decision of the AAC may be required to meet conditions as to his/her academic progress each semester. Such conditions address academic progress and do not constitute discipline within the meaning of this Catalog.

xiii. Amendments to Policies-Amendments to policies pertaining to academic standing, disqualification, advancement, retention, probation, and graduation may be made by the Dean, with the advice and recommendations of the Faculty and its committees, subject to the ultimate direction and control of the Board of Trustees. No amendment concerning academic standing, disqualification, advancement, retention, probation or graduation will be effective earlier than the semester/session beginning after notification of the change is given.

f) Student Services – Tutoring Program-At the end of the Fall semester any 1st Year student in the J.D. program with a course grade of less than 70, and any 1st Year student in the M.L.S. program with a course grade of less than 65, will be required to participate in a minimum of three (3) tutoring sessions as part of Cal Northern’s Student Services-Tutoring Program.

Any student in the J.D. program with a cumulative semester grade point average of less than 2.00 and any student in the M.L.S. program with a cumulative semester grade point average of less than 1.50 will be placed on Academic Warning and will be required to participate in a minimum of three (3) tutoring sessions as part of Cal Northern’s Student Services-Tutoring Program.

The Tutoring Program is designed to best serve students' academic needs by carefully developing individualized curriculum designed to meet students' expectations for successful completion of law school. While required for the above referenced students the Tutoring Program is available to all students.

Eligibility to advance to the next year of study may be contingent upon a student's participation in the tutoring program (absent extenuating circumstances which will be reviewed by the Dean on a case by case basis). These workshops are designed to help develop essay exam skills such as issue spotting, outlining, organization and factual analysis and are open to all students.

- g) **First Year Law Students Examinations – “Baby Bar”**-All “Special Students” are required to take the First Year Law Students Examination (FYLSX). A “Special Student” who is required to take the FYLSX shall not receive credit for any law study until the applicant has passed the examination. A “Special Student” who passes the examination within three consecutive administrations of first becoming eligible to take the examination upon completion of one year of law study, shall receive credit for all law study completed to the date of the administration of the examination passed. A “Special Student” who does not pass the examination within three consecutive administrations of first becoming eligible to take the examination but who subsequently passes the examination shall receive credit for his or her first year of law study only.
- h) **Degree**-Students are eligible for the degree of Juris Doctor (J.D.) when they have completed a minimum of 84 semester units in accordance with the prescribed curriculum and maintained a cumulative grade point average of 2.00 or better throughout their study at the law school.
- i) **Honor System**-All examinations given at Cal Northern School of Law shall be conducted under the Honor System. The Honor System is hereby defined as follows:
1. Each student participating in any mid-term, final, or other examination given by any of the instructors at the law school shall be on his or her honor not to bring outlines, notes, or other materials into the examination room during the time in which the student takes the examination.
 2. No student shall protect other students seeking assistance, either oral or written, during the examination.
- j) **Ethical Standards & Disciplinary Procedures**-Standards have been developed which define expectations Cal Northern School of Law has of its students; other policies have been implemented which address student rights and the procedures students may use to exercise those rights. See the following policies and procedures:
1. [Student Handbook 2023-2024](#)
 2. [Academic Integrity Policy Statement 2021-2022](#)
 3. [Virtual Classroom Policy and Expectations](#)

11) The Admissions **Process**

All applicants to Cal Northern programs must submit an application and the designated application fee by June 1st. Applications received after June 1st will be considered if space is available.

- a) One certified copy of a transcript from all colleges previously attended must be submitted to Cal Northern. The transcript must be sent directly from the issuing institution. For applicants with attendance at foreign universities, in lieu of a transcript, the applicant must submit a detailed transcript evaluation from a recognized evaluation agency. Official transcripts (or credentials evaluations) must be submitted within 45 days of the first day of the term for which the student was admitted. If a student is unable to provide official

transcripts (or credentials evaluations), within 45 days of the first day of the term for which the student was admitted, an exception may be granted. The student must provide one of the following within the first 45 days:

- b) Unofficial transcript showing qualifying degree conferral dated prior to the semester the student intends to start.
- c) A letter, on the school's letterhead, from the qualifying degree granting institution's Office of the Registrar that includes the conferral date, degree level, and name of the degree conferred – which must be dated prior to the program start date.
- d) All JD applicants are required to take the Law School Admission Test (LSAT).
- e) Two letters of recommendation must be submitted. The letters must be sent directly to the school by the person making the recommendation.

After the online application file is complete, the applicant may be required to attend an interview with the Admissions Committee.

12) Law School Admission Test (LSAT)

All JD applicants are required to take the Law School Admission Test (LSAT). The LSAT is designed specifically to assess key skills needed for success in law school, including reading comprehension, analytical reasoning, and logical reasoning. Registration to take the test is only available online through the [Law School Admission Counsel \(LSAC\)](#).

**Note: Cal Northern School of Law does not participate in the LSAC Candidate Referral Service (CRS).*

13) Admission Requirements: JD Degree

JD applicants admitted to Cal Northern School of Law are designated “Regular,” “Special,” or “Transfer” students as defined by the State Bar of California. Classification definitions are set forth below.

- a) **Regular Students**-In accordance with the Rule VII, Section 81 of the Rules Regulating Admission to Practice Law in California, Cal Northern School of Law requires that applicants for admission as regular students have completed at least 60 semester units or 90 quarter units of studies constituting not less than one-half of the total acceptable for a bachelor's degree at a qualified institution. At least 90 percent of the total credits earned must be in courses with substantive content or training. In addition, the applicant's grade point average for all courses with substantive content must be at least equal to the average required for graduating from the institutions attended, which is ordinarily 2.0 or better on the 4.0 grading system. All students are encouraged to complete their bachelor's degree studies before applying.

Currently, the institution does not admit students from other countries. Instruction will occur only in English. Students for whom English is the second language: TOEFL scores of 550 (paper based) or 213 (computer based) is required or English composition class transcripts (if proficiency is not otherwise demonstrated). Information about TOEFL can be obtained directly from:

Educational Testing Service, TOEFL
P.O. Box 6151
Princeton, New Jersey 08541-6151
(609) 921-9000

- b) **Special Students-** A student who has a strong desire to become a lawyer, but who cannot qualify for admission as a “regular” student, may apply for admission as a “special” student. In all cases the applicant for admission as a special student must submit the same information required of regular students. Since the Law School Admissions Test (LSAT) score is important to the special student, persons seeking admission as special students are advised to complete the LSAT early in the processing year, but in no event later than June of the year in which admission is sought. Applicants who do not have the required 60 semester units must also take the College Level Examination Program (CLEP) test prior to admission to law school. To meet the Committee of Bar Examiners’ requirements for entrance to law school, an applicant must attain passing scores on the following general examinations administered by CLEP:
- i. Under Composition and Literature category, College Composition, AND
 - ii. 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. Effective July 1, 2001, a minimum score of 50 on each examination is required to be eligible to attend law school as a Special Student. Information and an application to take the CLEP test may be obtained from: The College Board, P.O. Box 6600, Princeton, NJ 08541-6600, (800) 257-9558, www.collegeboard.com. Applicants will not be scheduled for an interview until all CLEP test scores are received by the school. Test scores are usually mailed four to six weeks after completion of the test. All Special Students are required to take and pass the First Year Law Students Examination at the end of their first year of law study.
 - iii. Additional Requirement for Special Student: After completing the first-year curriculum, each “special student” is required by the State Bar of California to take the State Bar’s First-Year Law Students’ Examination (FYLSX). Students may take the FYLSX up to three times. Under State Bar rules, a “special student” who does not pass the examination on their first/second attempt(s) may continue law studies if otherwise in good academic standing, but failure to pass by the third consecutive administration of the test after becoming eligible will result in loss of academic credit and dismissal from law studies. Additional information about attending law school as a “special student” is available from the Registrar’s Office and the State Bar of California.

**For the Summary of Credit Recommendations for the CLEP Examinations and further information, please contact The College Board at the above address.*

c) **Transfer Students**

All persons wishing to transfer to Cal Northern School of Law must provide (1) certified transcripts from all law schools attended, showing satisfactory completion of all prior studies, and (2) a letter of academic standing from each prior law school. Cal Northern has not entered into an articulation or transfer agreement with any other law school, however transfer of credit as described below, between law schools accredited by the State Bar of California is generally granted.

Transfer students will be required to meet all admission requirements. Cal Northern School of Law reserves the right to determine the number of transfer credits accepted. This determination will be made by the Registrar on an individual basis and will depend in part on an evaluation of course content and grades received in various courses. The amount of credit an applicant may receive is subject to each of the following limitations pursuant to the California Accredited Law School Rules, but is otherwise discretionary: (1) Credit may ordinarily be granted only for courses completed no more than thirty-six months prior to the date the applicant chooses to begin further law studies. In exceptional circumstances involving serious illness or personal tragedy, credit for studies completed more than thirty-six calendar

months prior to the date the applicant begins further law studies may be awarded; (2) Credit may be granted only for courses in which the applicant received a grade at the good standing level or higher from the awarding law school. However, in the case of an applicant who has passed the First-Year Law Students Examination, the law school may acknowledge the credit previously granted for each completed course in Torts, Criminal Law, and Contracts, even if the grade was less than would be required for good standing. Students may transfer up to 42 units toward the Juris Doctor degree. The remaining 42 units required for graduation must be taken at Cal Northern. The Registrar makes judgments about the appropriateness of transfer credit; however, when necessary, the Registrar may consult with other appropriate personnel, such as the Dean of Admissions Committee. Transfer credit, if granted, will be entered on the student's transcript but will not be computed in the cumulative GPA. Transfer students' grades cannot be used to compete for Valedictorian or to graduate with honors.

Credit for Prior Experiential Learning -This institution does not grant award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

14) Award of Credit

Students must successfully complete at least 84 units of credit to be eligible for award of the Juris Doctor degree. Each unit of credit requires 15-hours of instruction. Each regularly scheduled 3-hour class constitutes 3-hours of instruction. One hour of classroom instruction is defined as 50 minutes of instruction, consistent with the CBE Guidelines for Accredited Law School Rules, Guideline 6.5(I)(3). For every hour of class time a student can expect to spend between 2 to 3 hours of outside study and preparation. Legal Externships require 45-hours of participation to equal the 15-hours of instruction required for 1-unit of credit. To complete the 84-credit hour JD program, 1,260 hours of instruction are required and students can expect to spend an additional 3,780 hours of outside study.

Typically, students take a total of 23 units in their 1st year (10 units in the Fall; 9 units in the Spring and 4 units in the Summer), 22 units in their 2nd year (9 units in the Fall and Spring and 4 units in the Summer), 22 units in their 3rd year (9 units in the Fall and Spring and 4 units in the Summer) and 17 units in their 4th year (9 units in the Fall and 8 units in the Spring).

Each student enrolled in the JD Program must satisfactorily complete a minimum of six semester units (or their equivalent) of course work designed to teach practice-based skills and competency training. The following practice-based skills courses are required at Cal Northern:

Legal Writing-2 units, Legal Research-2 units, Alternative Dispute Resolution-2 units, Taxation-2-units, Civil Procedure-1 unit, Professional Responsibility-2 units, Self-Help Legal Clinic-3-units, Trial Advocacy-2 units, and Advanced Legal Writing-2 units (Total units=18). Students are also encouraged to participate in a 2-unit Internship elective.

15) Graduation

Students are eligible for the degree of Juris Doctor (JD) when they have:

- a) Completed a minimum of 84 semester units in accordance with the law school's prescribed curriculum.
- b) Maintained a cumulative grade point average of 2.00 or better throughout their study at the law school; and paid all fees, charges and tuition due.
- c) A JD degree should be competed in no less than 24 or no more than 84 months, except that the law school may allow a student to complete the JD program in more than 84 months under extraordinary circumstances at the law school's discretion, if the law school places a letter in the student's file documenting good cause

and gives notice to the student that they have a responsibility to keep their knowledge current to pursue licensure and provides adequate support to the student to do so.

- d) Each student must complete at least 1200 hours of verifiable academic engagement in order to complete the JD program.

Graduation with honors is conferred upon those students with the following grade point averages:

- 3.5 - 4.0 Summa Cum Laude
- 3.3 - 3.4 Magna Cum Laude
- 3.0 - 3.2 Cum Laude

To be awarded honors, the student's entire legal education must have been completed at Cal Northern.

16) Leave of **Absence**

A student may be granted an administrative leave of absence of up to one year. No leave of absence will be granted which extends a student's study beyond five year, after beginning the study of law. A student contemplating taking a leave of absence should seek both academic and financial aid counseling.

The Dean's permission is required for a leave of absence to be granted. In order to be granted a leave of absence the student:

- a) Must be in good academic standing; and
- b) Must make a written request to the Dean, explaining the reason(s) for the requested leave of absence. The request must indicate the date the leave is to commence and the end, and be signed by the student. If the request is not made prior to the proposed commencement date, the student should also explain the delay in making the written request. The Dean's decision is final.

17) Master of Legal Studies (MLS) Program

The Master of Legal Studies (MLS) is a Master's degree for students who wish to accomplish post-graduate studies in the law but do not want to pursue a traditional Juris Doctor law degree (JD).

The objective of the Master of Legal Studies program is to enable students to pursue diverse career choices though 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.

a) **MLS Expected Educational Outcomes**

Upon completing the Master's degree, program participants shall be able to identify the elements of both common law and statutory definitions of torts, crimes and contracts. They shall have an expanded knowledge of the element of constitutional legal issues and how those may be addressed in both their personal and professional lives. They shall gain specialized legal knowledge in the fields covered by their elective course offerings. Each program participant shall choose elective courses which impact or define their particular area of expertise or interest. Upon completion of the program, students shall have a broad understanding of the law coupled with an in-depth understanding of one or more unique areas of specialization.

b) **Who Should Attend?**

Any person who is either currently employed or who contemplates employment in a field where the law is a principal or significant factor in job duties or responsibilities will benefit from a Master of Legal Studies

degree. Fields such as probation, law enforcement, healthcare, non-profits, public administration or the courts, school administration, finance, insurance, and human resources all require to one degree or another a clear understanding of basic legal principles and their application.

c) **Not a Law Degree?**

Individuals enrolled in the MLS program are not admitted to Cal Northern School of Law as a potential candidate for the JD 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.

d) **Admission Requirements**

- i. Submission of an application form and payment of the non-refundable \$55 application fee.
- ii. All undergraduate and graduate transcripts. Applicants must have a Bachelor's degree.
- iii. A personal Statement of Intent outlining the applicant's interest in the graduate study of law (maximum of 500 words.)
- iv. Two (2) letters of recommendation from individuals personally acquainted with the applicant.
- v. An interview with the Dean of the School of Law.

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.

Foreign applicants with a non-English background will be required to take the Test of English as a Foreign Language ("TEOFL") and submit an official score prior to admission to the program.

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

e) **Program Academic Requirements**

- i. Required Courses: Introduction to Law School and Legal Analysis (1 unit), Legal Writing (2 units), Legal Research (2 units), Criminal Law (4 units), Contracts (6 units), Torts (6 units), and Constitutional Law (6 units).
- ii. Elective courses: The remaining nine (9) units may be selected from other courses offered in the law school curriculum, subject to pre-requisite requirement for advanced courses. Eligible courses include regular law school courses, elective courses offered on a rotational basis, and a maximum of three (3) units earned in a Cal Northern clinical program. No transfer units from another law program shall be allowed. No independent study or international study units shall be allowed.
- iii. MLS students are subject to the same attendance requirements as the JD students (see "Catalog").
- iv. MLS students will be held to the same stringent standards of academic preparation as the JD students. Class participation requirements shall also be the same for MLS students.
- v. Completion of one of the following plans:
 1. Thesis or Project-A one-hour public presentation and/or oral defense of the thesis or project is required. Students may choose a specific area of the law in which to concentrate for the thesis or

project. The MLS Faculty Advisor will approve topics for thesis and projects. The Thesis will be a minimum of twenty (20) pages in length and will comply with standard MLA form.

2. Comprehensive Exams-The Faculty Advisors will administer and evaluate three hours of written comprehensive examinations, plus oral review, covering the student's major emphasis of study. All components of the exam must receive a grade of "pass" for the degree to be awarded. Exams may normally be repeated only once, at the discretion of the Faculty Senate, no later than the following semester. The Faculty Senate may allow partial rewriting of the exam, but only once. A second failure will result in termination of the student's course of study.
- vi. MLS students must meet with the MLS Faculty Advisor as set forth below:
 1. During the 1st year of study to choose the plan of study (i.e, Thesis/Project or Comprehensive Exams).
 2. During the 2nd year of study for a degree audit and to develop an outline, if doing a Thesis/Project; or develop a study plan for the Comprehensive Exams.
 3. MLS only: By the end of the Spring Semester of the 2nd year of study, students must complete the Thesis/Project or Comprehensive Exams.
 4. MLS/JD dual degree: During the 3rd year of study by June 30 to schedule the presentation and/or oral defense of the Thesis/Project; or schedule a date for the Comprehensive Exams.
- vii. All administrative policies of Cal Northern School of Law relating to examination procedures, Honor Code, tuition and fee payments, registration, and all policies and procedures described in the Student Handbook apply to the MLS Program students.
- viii. A student currently enrolled in the Juris Doctor Program shall not be prohibited from petitioning the Dean and Academic Standards Committee for a transfer from the JD Program to the MLS Program. All units successfully earned in the JD Program (grade of 65 or higher) shall be transferrable to the MLS Program. However, no student may then re-apply to the JD Program. Once accepted, units from the JD Program are exclusively for the MLS Program and cannot be re-transferred. Under exceptional academic circumstances, a student in the MLS Program may petition the Dean of the School of Law and the Academic Standards Committee for a transfer into the JD Program as long as they have a cumulative GPA of 2.00 and have taken the LSAT. Transfer credit may be received for up to 6 units from another Master of Legal Studies or equivalent degree program at a regionally accredited institution.
- xi. Each regularly scheduled 3-hour class constitutes 3-hours of instruction. One hour of classroom instruction is defined as 50 minutes of instruction, consistent with the CBE Guidelines for Accredited Law School Rules, Guideline 6.5(I)(3). For every hour of class time a student can expect to spend between 2 to 3 hours of outside study and preparation. Legal Externships require 45-hours of participation to equal the 15-hours of instruction required for 1-unit of credit.
- x. Students must complete all requirements for the MLS degree within five years of beginning the program.

f) **Graduation**

Students are eligible for the degree of Master of Legal Studies (MLS) when they have:

- i. Completed a minimum of 36 semester units in accordance with the law school's prescribed curriculum, 27 units of which are mandatory and 9 are elective units as selected by the student;
- ii. Maintained a numerical percentage average of 65.00 or better throughout their studies at the law school;
- iii. Completed one of the following plans: (a) Thesis or Project; or (b) Comprehensive Exams; and
- iv. Pay all fees (including a \$100 graduation fee), charges and tuition due.

g) **Student Advising**

The MLS Program shall be under the supervision and academic direction of the MLS Faculty Advisor.

h) Academic & Grading Standards

All MLS Program participants shall be held to the same rigor in grading and high standards as students in the JD Program. MLS students shall also participate in Cal Northern's process of anonymous grading of student examinations. At no time shall MLS students be identified separately from JD students in course, on course rolls, examinations, or papers. For MLS students the overall required GPA is a 1.50.

i) Finances

Participants in the MLS Program shall pay the same per unit tuition as students in the JD Program. All questions regarding financing shall be directed to the Registrar.

j) Required Courses

Introductory Courses			
Course No.	Course Title	Units	Total Units
100	Introduction to Law & Legal Analysis	1	
104	Legal Writing	2	
103	Legal Research	2	
Total Units:		5	5
First Year			
Course No.	Course Title	Units	Total Units
101 A/B *	Contracts	6	
102 A/B *	Criminal Law	4	
105 A/B *	Torts	6	
Total Units:		16	21
Second Year			
Course No.	Course Title	Units	Total Units

312 A/B *	Constitutional Law	6	
Total Units:		6	27
Elective Courses **			
Course No.	Course Title	Units	Total Units
		9	36
Total Units for Graduation:			36

* Denotes all non-severable two semester courses. Both semesters must be successfully completed.

** These courses will be taken during the summer, fall, or spring semesters as the student's schedule permits.

NOTE: A minimum of 9 elective units are required towards the 36-unit graduation requirement. Students select their choices from the following list of rotational Elective Courses. These courses are taught on a rotational basis as professional needs or student interest demands.

k) Elective Courses

Course No.	Course Title	Units
205 A/B *	Civil Procedure	5
207 A/B*	Evidence	4
208 A/B*	Real Property	6
210	Wills	3
209	Trusts (Wills pre-requisite)	2
309 A/B*	Business Associations	6
310	Community Property/ Family Law	3
315	Estate Planning	3
314	Professional Responsibility	2
400	Advanced Legal Writing	2
406	Criminal Procedure	3
415 A/B*	Remedies	4

420	Trial Advocacy	2
E-110	Alternative Dispute Resolution	2
E-115	Debtor-Creditor Law	2
E-120	Employment Law	2
E-125	Insurance Law	2
E-130	Practical Skills	2
E-200	Practical Family Law	2
E-230	Special Studies in Civil Discovery	2
E-250	California Workers Compensation	2

* Denotes all non-severable two semester courses. Both semesters must be successfully completed.

** These courses will be taken during the summer, fall, or spring semesters as the student's schedule permits.

18) Adding and Dropping Courses: JD & MLS Program

A student may ADD or DROP an individual class to their educational program in accordance with the following policy. If in adding or dropping a class, a student's course load for the semester either exceeds the maximum or drops below the minimum number of units allowed per semester, the permission of the Dean must be obtained. A student may ADD a class prior to the first meeting of that class. After the first meeting, no class may be added without the written permission of the instructor. No class may be added after the third class meeting. Externship courses are an exception and may be added at any time. A student must register and pay for externship units prior to beginning the work for which they plan to seek credit. To DROP a class, a student must notify the Registrar of the law program in writing of his/her decision. A class dropped after the second week of the semester will be recorded as a "W" on the official transcript. A student may drop a class no later than two weeks prior to the final examination. Failure to drop formally from a class by the established deadline results in a failing grade for that class. Tuition refunds for dropped classes will be calculated from the date of the written notice. Any refund due to a student will be paid within 30 days after written notification of the student's decision to drop is received. CAUTION: Reduction in units may jeopardize your financial aid. If a student receiving financial aid completely withdraws before 60% of the semester has expired, a Return of Title IV Funds calculation will be performed to determine how much of the financial aid award has been earned. This calculation may result in the need to return funds to the lender and may cause the student to owe a balance to the institution.

19) Withdrawal: JD & MLS Program

Official notice of (voluntary) withdrawal from the JD Program must be made in writing, electronically, or verbally to the Administration office prior to commencement of the first final examination for the semester in which the student is enrolled. Students are strongly advised to submit a written notice of their withdrawal. Students who do not submit a written notice of withdrawal prior to the commencement of the final exam, and do not subsequently sit for the exam, will receive a failing grade in the course. All students who voluntarily withdraw or who are administratively withdrawn will be held to the Refund Policy listed in this catalog. Students receiving Federal Direct loans must also refer to the Return of Title IV Funds Policy. In effect, this policy requires Cal Northern to return student loan funds used to pay for tuition and fees if a student withdraws

before the 60% point of the semester, frequently resulting in the student owing the school money for tuition and fees previously paid for with financial aid funds.

20) Re-Entry / Readmission After Withdrawal: JD & MLS Program

- a) A student in continued good standing or having accepted the terms of probation, is entitled to re-enter the program. A student may petition the Academic Admissions Committee (AAC) of the Faculty Senate for re-entry to the program only once.
- b) A student who other than in good standing or having accepted probation, officially or unofficially withdraws from the program, is not entitled to readmission as a matter of right, but only at the discretion of the AAC. This section also applies to a student who has been administratively withdrawn.
 - i. Where the student withdrew prior to completing a course of more than one semester, no credit will be given for any semester or portion of that course.
 - ii. Credit for coursework previously completed is not given if two or more years have elapsed since the student's previous law school enrollment.

21) Curriculum & Course Catalog

Learn from experts in law at Cal Northern School of Law! Our law school offers remote and in person instruction for students in Chico, CA, and Northern California. From our comprehensive curriculum to [dedicated educators](#), we look forward to helping our students achieve their career goals.

a) Explore Our Class Curriculum

First Year

Fall (10 units)	Spring (9 units)	Summer (4 units)
<p>100 – Introduction to Law School and Legal Analysis (1)</p> <p>An orientation course for first year law students designed to give new students an overview of the study of law, an introduction to the process of legal analysis and the case method used in their courses.</p> <p><i>Hours of Instruction: 15 hours</i></p>	<p>101 B – Contracts (3)</p> <p>A comprehensive survey of the law of contractual rights and obligations, including the formation of contracts, application of the Statute of Frauds, rights and liabilities of third party beneficiaries and assignees and excuse for nonperformance, such as conditions and discharge.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>103 – Legal Research (2)</p> <p>Fundamentals of finding and applying the law, including practical exercises in legal research and writing.</p> <p><i>Hours of Instruction: 3 hours each week for 10 weeks</i></p>
<p>101 A – Contracts (3)</p> <p>A comprehensive survey of the law of contractual rights and obligations, including the formation of contracts, application of the Statute of Frauds, rights and liabilities of third party beneficiaries and assignees and</p>	<p>102 B – Criminal Law (3)</p> <p>A survey of criminal law, studying the origins and limits of criminal liability. It examines constitutional, statutory and case law</p>	<p>110 – Alternative Dispute Resolution (2)</p> <p>This course will focus on the various methods of alternative dispute resolution, i.e., resolution of disputes without trial,</p>

excuse for nonperformance, such as conditions and discharge. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>	(common law) rules which define, limit and provide defenses to individual liability for the major criminal offenses. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>	including negotiation, mediation and arbitration. <i>Hours of Instruction: 3 hours each week for 10 weeks</i>
102 A – Criminal Law (1) A survey of criminal law, studying the origins and limits of criminal liability. It examines constitutional, statutory and case law (common law) rules which define, limit and provide defenses to individual liability for the major criminal offenses. <i>Hours of Instruction: 3 hours each week for 5 weeks</i>	105 B – Torts (3) A course embodying the entire spectrum of tortious activity, including negligence, products liability, intentional torts, interference with contractual rights and defamation. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>	
104 – Legal Writing (2) An introduction to legal analytical thought, including practical exercises in writing and the fundamentals of legal research that provides a foundation for writing examinations and legal papers. <i>Hours of Instruction: 3 hours each week for 10 weeks</i>		
105 A – Torts (3) A course embodying the entire spectrum of tortious activity, including negligence, products liability, intentional torts, interference with contractual rights and defamation. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>		

Second Year

Fall (9 units)	Spring (9 units)	Summer (4 units)
207 A – Evidence (3) A study of the rules of evidence by which lawyers try cases, including admissibility and exclusionary rules, the hearsay rule and its	205 A – Civil Procedure (3) A basic course covering problems of jurisdiction, venue, pleadings, discovery, the effects of res judicata	205 B – Civil Procedure (2) A basic course covering problems of jurisdiction, venue, pleadings, discovery, the effects of res judicata and collateral

<p>exceptions, matter subject to judicial review, presumptions and their uses.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>and collateral estoppel and forms of pre-trial motions.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>estoppel and forms of pre-trial motions.</p> <p><i>Hours of Instruction: 3 hours each week for 10 weeks</i></p>
<p>208 A – Real Property (3)</p> <p>The law of real property from its early beginnings, the freehold estate to modern title problems, tenancy in lands, rights of easements, documentation and urban renewal. Course will also cover historical background and present treatment of future interests in land, construction of limitations, powers of appointment, recording statutes, licenses in land and rights incident to ownership.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>207 B – Evidence (1)</p> <p>A study of the rules of evidence by which lawyers try cases, including admissibility and exclusionary rules, the hearsay rule and its exceptions, matter subject to judicial review, presumptions and their uses.</p> <p><i>Hours of Instruction: 3 hours each week for 20 weeks</i></p>	<p>215 – Taxation (2)</p> <p>A survey course which includes problems of individual income taxation, corporate taxation, partnership taxation, and estate and gift taxation that are relevant to attorneys and their practices.</p> <p><i>Hours of Instruction: 3 hours each week for 10 weeks</i></p>
<p>210 – Wills (3)</p> <p>The law of wills in California, including non-probate changes in ownership at death and intestate succession, with strong emphasis on the Probate Code.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>208 B – Real Property (3)</p> <p>The law of real property from its early beginnings, the freehold estate to modern title problems, tenancy in lands, rights of easements, documentation and urban renewal. Course will also cover historical background and present treatment of future interests in land, construction of limitations, powers of appointment, recording statutes, licenses in land and rights incident to ownership.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	
	<p>209 – Trusts (2)</p> <p>The substantive law of trusts. Formation of testamentary trusts and inter vivos trusts, rights and authority of trustors, trustees and beneficiaries; administration of trusts.</p>	

	<i>Hours of Instruction: 3 hours each week for 10 weeks</i>	
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Third Year

Fall (9 units)	Spring (9 units)	Summer (4 units)
<p>309 A – Business Associations (3)</p> <p>A general survey of associations formed for business purposes and the legal problems surrounding their existence, including formation of corporations, shareholders rights, promoters’ and directors’ liability, classes and types of shares, the formation of partnerships, duties and rights of partners, agency doctrines and governmental regulation of the sale of securities.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>309 B – Business Associations (3)</p> <p>A general survey of associations formed for business purposes and the legal problems surrounding their existence, including formation of corporations, shareholders rights, promoters’ and directors’ liability, classes and types of shares, the formation of partnerships, duties and rights of partners, agency doctrines and governmental regulation of the sale of securities.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>Elective (2)</p> <p>View our elective courses!</p>
<p>310 – Community Property/ Family Law (3)</p> <p>The historical background of community property concepts, the nature of the interest of each spouse, the management and control, the right to encumber, the liability for debts and its disposition upon termination of the marriage. Introduction to family law legal forms.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>312 B – Constitutional Law (3)</p> <p>A survey of the area of Federal Constitutional law including problems of judicial review, separation of power, interstate commerce, due process, equal protection and the first, fourth and fourteenth amendments to the Federal Constitution.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>314 – Professional Responsibility (2)</p> <p>The course serves as an introduction to the rules, statutes, and case law governing attorney conduct, including a lawyer’s professional and ethical duties to clients and to the courts, the record keeping and fiduciary responsibilities of lawyers, attorney advertising and elimination of bias in the legal profession.</p> <p><i>Hours of Instruction: 3 hours each week for 10 weeks</i></p>
<p>312 A – Constitutional Law (3)</p> <p>A survey of the area of Federal Constitutional law including problems of judicial review, separation of power, interstate commerce, due process, equal protection and the first, fourth and</p>	<p>315 – Clinical Self-Help Center (3)</p> <p>The objective of this course is to provide a hands-on experience by providing students with an opportunity to assist self-represented litigants in a clinical setting by providing legal research, drafting court paperwork, and</p>	

fourteenth amendments to the Federal Constitution. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>	assisting self-represented litigants to understand upcoming court proceedings. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>	
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Fourth Year

Fall (9 units)	Spring (8 units)
<p>406 – Criminal Procedure (3)</p> <p>Procedure in criminal cases focusing on the rights of parties in criminal actions, including the areas of search and seizure, rights guaranteed by the State and Federal Constitution to counsel, jury trial, confrontation of witnesses, bail and testimonial privileges.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>	<p>415 B – Remedies (3)</p> <p>The equitable remedies of specific performance, injunctions, rescission, and reformation: the enforcement of equitable decrees, right to jury trial, equitable conversion and servitudes; interference with prospective contractual advantage; resulting and constructive trusts; and the measure of damages in contracts, torts and real property. Remedies for declaratory relief, unjust enrichment, quiet title, ejectment and replevin will also be examined.</p> <p><i>Hours of Instruction: 3 hours each week for 15 weeks</i></p>
<p>400 – Advanced Legal Writing (2)</p> <p>This advanced course focuses on skills in research and analysis, and affords students the opportunity to develop their persuasive writing skills through assignments involving preparation of motions, points and authorities, office memoranda, letters to clients and other documents.</p> <p><i>Hours of Instruction: 3 hours each week for 10 weeks</i></p>	<p>415 B – Remedies (1)</p> <p>The equitable remedies of specific performance, injunctions, rescission, and reformation: the enforcement of equitable decrees, right to jury trial, equitable conversion and servitudes; interference with prospective contractual advantage; resulting and constructive trusts; and the measure of damages in contracts, torts and real property. Remedies for declaratory relief, unjust enrichment, quiet title, ejectment and replevin will also be examined.</p> <p><i>Hours of Instruction: 3 hours each week for 5 weeks</i></p>
<p>425 A – Advanced Legal Reasoning (3)</p> <p>An advanced course designed to improve the student’s analytical abilities and writing skills. Coursework will include lectures, discussions,</p>	<p>420 – Trial Advocacy (2)</p> <p>A course designed to introduce the student to the art of advocacy. Each student will participate in mock trials, including preparation of legal pleadings. The</p>

assignments and written exercises with extensive critique. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>	Moot Court will be guided by Northern California trial lawyers and judges. <i>Hours of Instruction: 2 hours each week for 15 weeks</i>
415 A – Remedies (1) The equitable remedies of specific performance, injunctions, rescission, and reformation: the enforcement of equitable decrees, right to jury trial, equitable conversion and servitudes; interference with prospective contractual advantage; resulting and constructive trusts; and the measure of damages in contracts, torts and real property. Remedies for declaratory relief, unjust enrichment, quiet title, ejectment and replevin will also be examined. <i>Hours of Instruction: 3 hours each week for 5 weeks</i>	425 B – Advanced Legal Reasoning (3) An advanced course designed to improve the student’s analytical abilities and writing skills. Coursework will include lectures, discussions, assignments and written exercises with extensive critique. <i>Hours of Instruction: 3 hours each week for 15 weeks</i>

b) Electives

Elective courses are offered throughout the program in a variety of subjects based upon the availability of the professors and student demand.

Electives currently available at Cal Northern include: Alternative Dispute Resolution, Debtor/Creditor Law, Employment Law, Insurance Law, Internship/Independent Study, Practical Family Law, Special Studies in Civil Discovery and California Workers’ Compensation.

c) Externship & Independent Study

Cal Northern School of Law encourages students to acquire practical experience in the field by performing legal work as a student intern under the direct supervision of a licensed attorney.

- i. Third and fourth year students who are academically in good standing are eligible to apply for externship/independent study units. First and second year students and students on academic probation must receive approval from the Dean to be eligible for externship/independent study units.
- ii. Registration for externship/independent study units cannot be retroactive. You must attend an Externship/Independent Study Orientation and turn in your Supervision Agreement form to the Faculty Externship Supervisor, Professor Tony Koester before you can begin counting hours and work toward your units. The hours completed must be substantive legal work (i.e., learning to analyze cases or case decisions, statutes, application of law to fact, developing legal theories and production of written work such as pleadings, motions, replies, discovery, memos, etc.) and not merely repetitive or secretarial in nature.
- iii. A maximum of 2-units of credit is allowed on a Credit/No Credit basis, absent approval by the Faculty Senate. For 2-units credit, a minimum of 90 hours must be completed.
- iv. In order for externship/independent study units to be included in the calculation of the 84 units required for graduation, the student must pay the required tuition.

- v. It is recommended students complete the externship during the semester for which they enroll but under no circumstances later than the Fall semester of the students 4th year of study.
- vi. The Independent Study opportunity is for advanced students to pursue new and different areas of the law not covered in the standard curriculum. Generally projects will be awarded no more than 2 units of credit, based upon the amount of identifiable and pre-approved time spent in research and writing.
- vii. Before a student may register for Independent Study, the student must first petition the Externship/Independent Study Faculty Supervisor for permission, submitting a detailed written proposal prepared by the student and receive approval by the Externship/Independent Study Faculty Supervisor in advance of beginning the project. The written proposal must include a time-line of steps to be taken and the estimated number of hours of each step, including research, drafts, editing and writing.
- viii. Upon approval by the Faculty Senate, a student may substitute externship/independent study units for any CNSL elective course. Electives currently available at the Law School include: Alternative Dispute Resolution, Debtor/Creditor Law, Insurance Law, Practical Family Law and Administrative Law. Other electives may be given and will be announced in the class schedules published each semester.

SUMMER SESSION MONTHLY PROGRESS REPORTS WILL BE DUE ON:

- June 15
- July 15 (Extern Evaluation Report Due)

FALL SESSION MONTHLY PROGRESS REPORTS WILL BE DUE ON:

- September 15
- October 15
- November 15
- December 15 (Extern Evaluation Report Due)

SPRING SESSION MONTHLY PROGRESS REPORTS WILL BE DUE ON:

- February 15
- March 15
- April 15
- May 15 (Extern Evaluation Report Due)

22) Sample Class **Schedule**

First Year

Fall Schedule

Day	Course	Instructor	Time
W, TH, T, W, TH	100 – Introduction to Law School and Legal Analysis (8/6; 8/7; 8/12; 8/13 & 8/14)	Richards	6:30- 9:30
Tuesday	104 – Legal Writing (8/19-10/21)	Richards	6:30-9:30
Tuesday	102 A/B – Criminal Law (10/28-12/2)	Sears	6:30-9:30
Wednesday	101 A/B – Contracts	Potter	6:30-9:30

Thursday	105 A/B – Torts	Young	6:30-9:30
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Spring Schedule

Day	Course	Instructor	Time
Tuesday	102 A/B – Criminal Law	Sears	6:30- 9:30
Wednesday	101 A/B – Contracts	Potter	6:30-9:30
Thursday	105 A/B – Torts	Young	6:30-9:30

Summer Schedule

Day	Course	Instructor	Time
Tuesday	103 – Legal Research	Hansen	6:30-9:30
Wednesday	E 110 – Alternative Dispute Resolution	Brown	6:30- 9:30

Second Year

Fall Schedule

Day	Course	Instructor	Time
Tuesday	208 A – Real Property	Young	6:30- 9:30
Wednesday	207 A – Evidence	Bennett	6:30-9:30
Thursday	210 – Wills	Campbell T.	6:30-9:30

Spring Schedule

Day	Course	Instructor	Time
Tuesday	208 B – Real Property	Young	6:30-9:30
Wednesday	205 A – Civil Procedure	Hansen	6:30-9:30
Thursday	207 A – Evidence (1/8-2/5)	Bennett	6:30-9:30
Thursday	209 – Trusts (2/12-4/23)	Campbell T.	6:30- 9:30

Summer Schedule

Day	Course	Instructor	Time
Tuesday	215 -Taxation	Campbell D.	6:30-9:30

Wednesday	205 B – Civil Procedure	Hansen	6:30-9:30
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Third Year Fall Schedule

Day	Course	Instructor	Time
Tuesday	309 A – Business Associations	Campbell D.	6:30-9:30
Wednesday	312 A – Constitutional Law	Jacobs	6:30-9:30
Thursday	310 – Community Property/ Family Law	Lusher	6:30-9:30

Spring Schedule

Day	Course	Instructor	Time
Tuesday	309 B – Business Associations	Campbell D.	6:30-9:30
Wednesday	312 B – Constitutional Law	Jacobs	6:30-9:30
Thursday	315 – Clinical Self-Help Center	Peterson	6:30-9:30

Summer Schedule

Day	Course	Instructor	Time
Tuesday	314 – Prof. Resp.	Rodriguez	6:30-9:30
Wednesday	Elective – TBD		6:30-9:30

Fourth Year Fall Schedule

Day	Course	Instructor	Time
Tuesday	400 – Advanced Legal Writing (8/19-10/21)	Worley	6:30-9:30
Tuesday	415 A – Remedies (10/28 -12/2)	Shepherd	6:30-9:30
Wednesday	406 – Criminal Procedure	Barrette	6:30-9:30
Thursday	425 A – Advanced Legal Reasoning I	Wieder and Wiemers	6:30-9:30

Spring Schedule

Day	Course	Instructor	Time
Tuesday	420 – Trial Advocacy	Rodriguez	6:30-8:30
Wednesday	415 B – Remedies	Shepherd	6:30-9:30

Thursday	425 B – Advanced Legal Reasoning II	Wieder and Wiemers	6:30-9:30

23) Sample Academic Calendar

Fall Semester 2025/2026

Registration	July 21, 2025- August 4, 2025
Orientation for Beginning Students	August 5, 2025
1st Year Instruction Begins	August 6, 2025
2nd, 3rd, & 4th Year Instruction Begins	August 19, 2025
Labor Day (Holiday)	September 1, 2025
Midterm Examinations	October 7- October 9, 2025
Law School Information Day – Join us and meet students, faculty and alumni. Inquire about admission requirements, course offerings, internships and career opportunities. Our informational forum will help prospective students learn about law school from current and former students. You will learn what law school is like and the amount of work involved. The first half hour is a presentation by our Dean and faculty followed by an informal question and answer period.	October 20, 2025 6:30 PM-8:00 PM
Veterans Day (Holiday)	November 11, 2025
Thanksgiving (Holiday)	November 25-November 28, 2025
Instruction Ends	December 4, 2025
Final Examinations	December 13, 2025
Winter Recess	December 15, 2025-January 5, 2026

Spring Semester 2025/2026

Registration	December 15, 2025-January 5, 2026
Instruction Begins	January 6, 2026
Martin Luther King Day (Holiday)	January 19, 2026
Presidents Day (Holiday)	February 16, 2026
Midterm Examinations	February 24, 2026- February 26, 2026
Spring Break	March 16, 2026- March 20, 2026

Law School Information Day – Join us and meet students, faculty and alumni. Inquire about admission requirements, course offerings, internships and career opportunities. Our informational forum will help prospective students learn about law school from current and former students. You will learn what law school is like and the amount of work involved. The first half hour is a presentation by our Dean and faculty followed by an informal question and answer period.	March 30, 2026 from 6:30 PM – 8:00 PM
Instruction Ends	April 23, 2026
Final Examinations	May 2, 2026
Commencement	May 16, 2026

Summer Semester 2025/2026

Registration	April 27, 2026- May 11, 2026
Instruction Begins	May 12, 2026
Memorial Day (Holiday)	May 25, 2026
Application deadline for Fall 2025 Admission	June 1, 2026
Midterm Examinations	June 9-11, 2026
4th of July (Holiday)	July 3, 2026
Instruction Ends	July 15, 2026
Final Examinations	July 25, 2026
Summer Recess	July 27, 2026-August 17, 2026

24) Faculty & Administration

Cal Northern's professional faculty of distinguished professors are dedicated members of the legal profession, giving time and energy to better their profession and community. In support of Cal Northern's mission to provide a legal education which is both academic and practical, our faculty all have substantial experience in the practice of law; most maintain full-time law practices and still make time to prepare and teach in the evenings. Our professors are judges, commissioners, and practicing attorneys who bring real world experience to the classroom.

Sandra L. Brooks, Dean & President

Administration

sbrooks@calnorthern.edu

Bachelor of Arts, Political Science and Psychology, California State University, Chico (1985). Master of Public Administration, California State University, Chico (1991). Cal Northern School of Law (1996) Juris Doctor. Associate Dean, Cal Northern School of Law (1999-2000). Dean, Cal Northern School of Law (2000-Present). Member State Bar of California Law School Council (2005-2008).

Michael R. Barrette

mbarrettelaw@yahoo.com

Irvine University School of Law (1979) Juris Doctor. Member of the State Bar of California, Yuba-Sutter Bar Association. Private Law Practice.

- Real Property A/B
- Criminal Procedure
- Legal Writing

Jennifer E. Bennett

jbennett@calnorthern.edu

University of the Pacific McGeorge School of Law (2009) Juris Doctor. Butte County District Attorney's Office (2010-present). Member of the State Bar of California.

- Evidence A/B

Keya C. Brown

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Cal Northern School of Law (2016) Juris Doctor. Private Practice (2016-present). Member of the [State Bar of California](#).

- Alternative Dispute Resolution

Dana Campbell

dcampbell@calnorthern.edu

Cal Northern School of Law (2017) Juris Doctor. Estate Planning, Elder Law, Probate, Wills/Trusts. Tyree & Campbell LLP (2018-present). Chief Financial Officer (CFO) Cal Northern School of Law. Certified Public Accountant. Member of the State Bar of California.

- Taxation

Tara L. Campbell

tcampbell@calnorthern.edu

Cal Northern School of Law (2024) Juris Doctor. Estate Planning, Elder Law, Probate, Wills/Trusts. Law Office of Dana L. Campbell (2020-present). Cal Northern School of Law Financial Aid Director. Member of the [State Bar of California](#).

- Wills
- Trusts

Elise A. Debord, MLS Advisor

eadebord@calnorthern.edu

Cal Northern School of Law (2023), Master of Legal Studies, Juris Doctor. California State University, Chico (1992) Masters of Science In Nursing. Patient Experience Manager, Risk Management and Compliance Department, [Enloe Medical Center](#). Registered Nurse, State of California.

Martha A. Gosling, Assistant to Dean / Registrar

Administration

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Chance M. Hansen

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Cal Northern School of Law (2018) Juris Doctor. Peters, Habib, McKennan, Juhl-Rhodes and Cardoza, LLP (2018-to date) Member of the State Bar of California.

- Legal Research

Jonathan G. Lusher

jlusher@calnorthern.edu

Cal Northern School of Law (2018) Juris Doctor. Private Law Practice. Member of the California State Bar.

- Clinical Self-Help Center

Sophia R. Meyer

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Cal Northern School of Law (2011) Juris Doctor. Private Law Practice. Member of the [California State Bar](#).

- Child Welfare Dependency Law

Douglas B. Jacobs, Dean of Students

djacobs@japc-law.com

McGeorge School of Law (1978) Juris Doctor. Private Law Practice. Member of the State Bar of California.

- Constitutional Law A/B
- Intro to Law School and Legal Analysis
- Debtor Creditor Law

Jody M. Peterson

jpeterson@calnorthern.edu

Cal Northern School of Law (2017) Juris Doctor. Private Law Practice specializing in Veterans' Benefits, Social Security and Family Law. Member of the [State Bar of California](#).

- Clinical Self-Help Center

Dirk Potter

dpotter@calnorthern.edu

University of California, Davis, King Hall (1982), Juris Doctor. Private Law Practice. Lecturer, California State University Chico (1982-2018). Member of the State Bar of California. President, Butte County Bar Association (1999).

- Contracts A/B
- Employment Law

Kathleen J. Richards

krichards@calnorthern.edu

Golden Gate University School of Law (1997) Juris Doctor. Nachlis & Fink (1997-2001). Private Practice (2002-2024). Adjunct Faculty, Golden Gate University School of Law, San Francisco State University Paralegal Program, and Mt. Tamalpais College (1999-2023). Retired/Inactive Member of the [State Bar of California](#)

- Introduction to Law and Legal Analysis
- Legal Writing

Hon. Jesus Rodriguez

jrodriguez@calnorthern.edu

U.C. Hastings College of the Law (2004) Juris Doctor. Member of the State Bar of California. Superior Court Judge, Butte County (2018-Present)

- Trial Advocacy

Com. Leah B. Sears

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California Western School of Law (2010) Juris Doctor. Private Practice (2012). Butte County Office of the District Attorney, Criminal Prosecution. Criminal Prosecution Supervisor (2013-2023). Court Commissioner, [Butte County Superior Court](#) (2023-Present). Member of the [State Bar of California](#).

- Criminal Law

Michael T. Shepherd

mshepherd@calnorthern.edu

U.C. Hastings College of the Law (1973) Juris Doctor. Civil Litigation (1974 to present). Member of the American Board of Trial Advocates (1999-present). Member of the State Bar of California.

- Advanced Legal Writing

Sharon A. Stover, Director of Academic Support

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Cal Northern School of Law (1989) Juris Doctor. Deputy District Attorney, Butte County (1993-1994). Chief Deputy County Counsel, Yuba County (1994-1997). Private Law Practice (1997-2002). Director of Butte County, Department of Child Support Services (2002-2016). Member of the State Bar of California.

- Business Associations A/B
- Contracts A/B
- Legal Writing
- Advanced Legal Reasoning
- Special Studies in Civil Discovery

Andrea M. Wieder

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Cal Northern School of Law (2021) Juris Doctor. Associate Attorney, Jacobs, Anderson, Potter, Harvey & Cecil (2021-present). Member of the [State Bar of California](#), [Butte County Bar Association](#).

- Advanced Legal Reasoning I/II

Christopher L. Wiemers

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Cal Northern School of Law (2021) Juris Doctor. Associate Attorney, Rooney Law Firm (2021-present). Member of the [State Bar of California](#).

- Advanced Legal Reasoning I/II

Martha K. Wilson, Director of Institutional Research

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Cal Northern School of Law (1996) Juris Doctor. Private Law Practice (1996-1998). Deputy County Counsel, Yuba County (1998-2006). Human Resource Director/Risk Manager, Yuba County (2007-2015). Lecturer, California State University Chico (1982-2015). Member of the State Bar of California, Butte County Bar Association.

- Civil Procedure A/B
- Advanced Legal Reasoning I/II

Kurt W. Worley

kworley@calnorthern.edu

U.C. Hastings College of the Law (2003) Juris Doctor. Office of the District Attorney of Butte County (2004-2020). Supervising Deputy District Attorney. Court Commissioner, Butte County Superior Court (2020-Present). Member of the State Bar of California.

- Criminal Law A/B

Christopher J. Young

chrisyoung@calnorthern.edu

Lincoln Law School of Sacramento (2022) Juris Doctor. Savage, Reimer and Associates, LLP (2023-2025). Young Legal Services, P.C. (2025-present). Estate Planning, Probate, Conservatorships and Limited Civil Litigation. Member of the [State Bar of California](#).

- Torts A/B
- Real Property A/B

a) Deans & Professors **Emeritus**

Hon. Dennis J. Buckley, Retired

John Marshall School of Law (1971) Juris Doctor. Superior Court Judge, Yuba County (1986-2013), Retired. Public Defender, Yuba County (1976-1986). Deputy District Attorney, Yuba County (1975). Member of the State Bar of California and State Bar of Illinois.

Hon. Al H. Carrion, Retired

McGeorge School of Law (1970) Juris Doctor. Judge, Colusa County Justice Courts (1977-1988), Retired. Private Law Practice. Member of the State Bar of California.

Hon. Donald K. Wahlberg (1935-2013)

Southwestern School of Law (1967) Juris Doctor. Judge, Yuba County Municipal Court (1977-1985). Private Law Practice (1985-2013). Member of the California Judges Association and the State Bar of California.

b) Board of **Trustees**

Chair-Michael W. McCrady, J.D.

Private Law Practice, Licensed California Realtor

Vice-Chair-Alan Mittman, J.D.

Professor, Cornell Law School, Retired
Professor, Cal Northern School of Law, Retired

Secretary-Teodora Cele DeLorenzo, J.D.

Professor, Dept. of Political Science, Retired
Professor, Cal Northern School of Law, Retired Supervising Attorney, Community Legal Information Clinic (CLIC), Retired California State University, Chico

Sally A. Anderson, J.D.

Professor, Dept. of Political Science
Internship Coordinator, Legal Studies Program
Supervising Attorney, Community Legal Information Clinic (CLIC)
California State University, Chico

Desiree J. Vance, J.D.
Private Law Practice

c) Institutional Research

i. **Mission**-The mission of Institutional Research at Cal Northern School of Law is to collect, compile and analyze data that will provide informed decision making in support of Cal Northern’s overall mission. Institutional research supports the academic and operational activities of the School.

ii. **Functions**-Some of the functions of Institutional Research consist of:

- Organizing the data collection process and its ongoing maintenance and quality
- Collect, analyze, and provide routine reports as well as ad hoc reports in support of strategic planning
- Collect, analyze, and report summaries of academic data about CAL NORTHERN School of Law required by the federal government, accrediting agencies, and other external agencies
- Collect, analyze, and report data in support of program review and other routine student learning outcomes assessment
- Design, plan and administer institutional surveys to faculty, students, and staff

For more information on Institutional Research, contact mwilson@calnorthern.edu or call [530-891-6900](tel:530-891-6900).

25) Financial Information

Cal Northern School of Law wants our students to succeed! We keep our students informed and educated on our financial information, scholarships, and more. Located in Chico, CA, we are proud to offer individuals throughout Northern California the opportunity to achieve their career goals. Cal Northern does not have dormitory facilities under its control. Housing is located reasonably near the institution’s facilities. As listed in the Cost of Attendance Budget under the Financial Aid Eligibility tab an estimate of the approximate cost of housing in the area is \$1,440/a month. The law school has no responsibility to find or assist a student in finding housing but is more than happy to provide housing referrals. Read more for information about our scholarship opportunities and federal financial aid!

a) Tuition and Fees

Tuition – Class of 2029 (per semester unit)	\$847.00 *
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All of the following fees are non-refundable after the cancellation period and are subject to change upon reasonable notice.

Deferred Payment Fee	\$25.00
Tuition Late Payment Fee	\$20.00
Late Registration Fee	\$25.00
Application Fee	\$55.00

Electronic Research Fee/annual	\$250.00
Bar Bri refundable book fee (4th Year/Spring Semester)	\$250.00
Transcript Fee	\$5.00
Rescheduling Examination Fee	\$75.00
Returned Check Fee	\$15.00
AdaptiBar online MBE Program (4th Year/Fall Semester)	\$525.00
Graduation Fee (4th Year/Spring Semester)	\$100.00
Examsoft Fee/annual	\$100.00
Materials Fee/annual	\$45.00**
MLS Administrative Fee (MLS only: 2nd Year/Spring Semester; MLS/JD: 3rd Year/Summer Semester)	\$300.00
Student Tuition Recovery Fund (STRF)	\$2.50 per \$1,000 of tuition

TOTAL CHARGES FOR THIS PERIOD OF ATTENDANCE: \$8,865.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$73,408.00

** Tuition includes access to Bar Bri (a California Bar Review provider) materials throughout your education, both online and in hard copy.*

*** Additional material fees may be charged to cover the cost of large amounts of photocopied material assigned by an instructor to supplement or substitute in whole or in part for assigned books. These fees will vary with the cost of reproduction.*

b) Student Tuition Recovery Fund **Disclosure**

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) 431-6959 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:

- i. 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.
- ii. 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.
- iii. 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.
- iv. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- v. 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.
- vi. 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.
- vii. 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.

STRF Fee: Effective April 01, 2022, the STRF is currently Two Dollars and Fifty Cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

c) Deferred Payment Plans

Tuition is due upon registration prior to the beginning of classes, according to the following payment plans:

Payment Plan 1: Payment in full each semester

Payment Plan 2: Installment Plan A (Subject to a \$25.00 deferment fee). At the discretion of the school, a student may be permitted to pay as follows:

- 1/2 Payment due at Registration
- 1/2 Payment due 30 days after Registration

Payment Plan 3: Installment Plan B (Subject to a \$25.00 deferment fee). At the discretion of the school, a student may be permitted to pay as follows:

- 1/2 Payment due at Registration
- 1/4 Payment due 30 days after Registration
- 1/4 Payment due 60 days after Registration

d) Late **Registration**

Late registration is not allowed except by special permission. A late registration fee of \$25.00 plus \$20.00 late payment fee, is assessed by any person who registers after dates set for registration for any Fall, Spring or Summer session.

e) Delinquent **Payments**

If a student fails to make payments on time, a late fee of \$20.00 will be assessed to the delinquent payment. Students whose accounts are in arrears on November 20th of the Fall Semester, April 20th of the Spring Semester and July 12 of the Summer Session will not be permitted to take examinations. Failure to pay any monies owed the school is sufficient cause to suspend the student and withhold grades, scholastic certificates or degrees. No exceptions will be permitted without prior approval by the Dean.

f) Refund **Policy**

This section sets forth policy applicable to the refund of tuition and fees paid by a student prior to his/her withdrawal, either from the School or courses.

The date of the student's withdrawal determines the amount of any refund to the student after withdrawal. Students should be aware that adding or dropping courses may change the student's enrollment status, which may change the student's eligibility for financial aid.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Any refund due to the student will first be applied toward reducing any amount owed by the student to the school. The remaining refund balance, if any, will be forwarded to the student.

In special cases where state or federal law may require a different refund schedule, the amount of refundable tuition will be determined according to such laws.

Any student who is academically disqualified from the School may receive a full tuition refund for any course or courses in which s/he had enrolled after academic disqualification but before being notified of the disqualification. The refund will be granted upon written notification by the student by filing a completed and signed Request for Withdrawal form, provided the student's withdrawal is effective before the student takes the final exam or otherwise completes all the requirements for credit for such courses or courses.

For purposes of entitlement to refunds, a student should give notice of withdrawal and request a tuition refund by completing, signing, and submitting a Request for Withdrawal form to the Administration Office. Students

who submit written requests or notify the Law School verbally will be asked to submit a Withdrawal form. However, if a Withdrawal form is not received from the student within 48 hours, Withdrawal from will be completed on their behalf by the Office of the Registrar. The Request for Withdrawal form is available by request to the Administration Office.

A student will be considered withdrawn, and to have canceled her or his enrollment agreement, on the date of withdrawal, which is at the earliest of the following dates:

1. Date on which a completed and signed Request for Withdrawal form is hand delivered to or otherwise received by the Administration Office.
2. Date on which the student submitted a written request or verbally notified the Law School of their intent to withdraw.
3. Postmark date imprinted by U.S. Postal Service, if Request for Withdrawal form is mailed by U.S. mail to the Administration Office.
4. Date as of which the student is deemed to have withdrawn pursuant to the Academic Catalog for failure to complete attendance or other course requirements.

When applicable, refunds will be issued to withdrawing students no later than thirty (30) days from the date of withdrawal or discontinuation of a course or educational program in which the student is enrolled. Fees and non-tuition charges are not refundable except as set forth in this section.

We know that funding is an important consideration in completing your law degree. Financial aid, both scholarships and loans, is available to qualifying students seeking help in meeting the cost of their educational endeavors. Our Financial Aid Advisor is on staff to provide detailed information and assistance.

26) Our Financial Aid Process

Cal Northern School of Law has a six-step process for **applying for federal financial aid**. Thoroughly review the [requirements and information](#) regarding Federal student Loans, below, before beginning your application.

1. Complete the free application for Federal Student Aid (FAFSA) at studentaid.gov. The law school's school code is **G42935**.
2. Once we receive your FAFSA data and you have been offered admission, we will notify you of any documents needed prior to processing your award letter.
3. Review and return Estimated Award Letter.
4. Complete and e-sign Stafford Master Promissory Note at studentaid.gov.
5. Complete Entrance Counseling at studentaid.gov
6. Receive a completion e-mail from your financial aid advisor. Financial Aid will post to your account after the Add/Drop period of each semester.

a) Federal Student Loans

Cal Northern School of Law now participates in TITLE IV funding through the U.S. Department of Education. Federal financial aid is limited to Direct Unsubsidized and Direct Graduate PLUS loans.

b) Federal Unsubsidized Direct Loans

Federal Unsubsidized Direct Loans are the major form of financial aid for law students. Any regularly eligible student enrolled at least half-time may borrow these loans, for up to \$20,500 per academic year. The maximum annual combined loan limit will be the lesser of \$20,500, or the cost of attendance minus other

financial aid. Origination fees for this loan are 1.057% effective for loans first disbursed through 9/30/23. The interest rate for this loan is a variable fixed rate that is reset each year on June 1st and is capped at 9.5%. Please see below for interest rate details. For further information (including sample repayment options) about Federal Direct Loans, go to studentaid.gov. The Unsubsidized interest begins to accrue immediately upon disbursement. The student has the option of paying the interest quarterly or allowing it to accrue while in school. Repayment begins six months after the borrower graduates or is no longer enrolled at least half-time. Federal law requires both entrance and exit counseling for this loan. Cal Northern requires new students to complete graduate level loan entrance counseling at studentaid.gov before any federal student loan will be originated for them. Students in their final year of the program must complete online exit counseling at the same website. In addition, graduating students are required to attend an in-person exit counseling session in the spring semester prior to graduation.

c) Federal Graduate Plus Loans

Graduate students are eligible to borrow under the Federal Direct PLUS Loan program up to their cost of attendance minus other estimated financial assistance. The Federal Direct Unsubsidized Loan must be applied for first. The terms and conditions include that applicants must not have an adverse credit history, repayment begins on the date of the last disbursement of the loan (students still in school may request deferment/forbearance to postpone repayment), 4.228% effective for loans first disbursed through 9/30/23. The interest rate is a variable fixed rate that is reset each year on June 1st and is capped at 10.5%. Please see below for interest rate details. Further information can be found at studentaid.gov. Federal Direct Graduate PLUS Loans have no loan aggregate. The student has the option of paying the interest monthly or quarterly or allowing it to accrue while in school. Repayment begins six months after graduation or when the borrower falls below a half-time status. Federal law requires both entrance and exit counseling for this loan. Cal Northern requires new students to complete graduate level loan entrance counseling at studentaid.gov before any federal student loan will be originated for them. Students in their final year of the program must complete online exit counseling at the same website. In addition, graduating students are required to attend an in-person exit counseling session in the spring semester prior to graduation. There is a credit check required for a grad plus loan which is good for six months. Borrowers who have an adverse credit history must meet additional requirements to qualify.

d) Interest Rate Details

Each year, the interest rate will be determined by the 10-year Treasury note (T) auctioned at the final auction held prior to June 1, plus a statutorily defined “add-on”. The rate will then be effective for loans disbursed on or after July 1 of that year. The rate formula add-on will be $T + 3.60\%$ for graduate unsubsidized loans and $T + 4.60\%$ for Graduate PLUS loans. For loans first disbursed on or after 7/1/2022 but before 7/1/2023, 6.543% for Federal Direct Unsubsidized and 7.543% for Grad PLUS loans. The interest rate, once established, will apply for the life of the loan. As a result, it is likely that many borrowers will have a set of fixed-rate loans, each with a different interest rate.

NOTE: Just because you CAN borrow maximum loan amounts does not mean you SHOULD. Please review your budget carefully and only borrow what you absolutely need. Loan totals add up quickly, as does accruing interest. Do not saddle yourself with an unmanageable loan debt that you may not be able to easily repay once you leave school.

e) Financial Aid Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. The financial aid office at CNSL will determine your eligibility based on your submission of the Federal FAFSA and CNSL Financial Aid Application.

To receive aid from the federal programs, you must:

- Be enrolled or accepted for enrollment as a regular student working toward the JD or MLS degree. Students who do not have a bachelor’s degree will need to contact the financial aid office to assess their eligibility for federal loans.
- Be a U.S. citizen or eligible non-citizen. If you have a question about your citizenship status, contact the financial aid office at Cal Northern at 530-891-6900, or email tcampbell@calnorthern.edu.
- Have a valid Social Security Number.
- Maintain satisfactory academic progress once in school.
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- Certify that you will use federal student aid only for educational purposes.

How will I know what I’m eligible for?

The information you reported on your FAFSA is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index that we use to determine how much financial aid you would receive if you were to attend Cal Northern. You can get worksheets that show how the EFC is calculated by downloading them from the federal website at <http://studentaid.ed.gov/pubs>. Click on the award year appropriate to you under “EFC Formula.”

Unsubsidized Direct Loans and Graduate PLUS Loans

For non-need based aid (i.e. unsubsidized Direct Loans and Graduate PLUS Loans) your eligibility will be the cost of attendance minus any other financial aid. You must first apply for an Unsubsidized Direct Loan which is capped at \$20,500 per year. Any remaining non-need based eligibility can then be requested in a Graduate PLUS Loan, up to the total cost of Attendance.

Cost of Attendance – Aid From Other Sources – Unsubsidized Loan Max = Remaining Eligibility for Grad PLUS

f) Calculating Your Cost of Attendance

If you’re attending at least half time, your cost of attendance is the sum of:

- Cal Northern average tuition and fees for a student in your category
- The cost of living expenses
- The cost of books, supplies, transportation, loan fees, and miscellaneous expenses

Budgets are adjusted to the length of your academic year (i.e., 12-month is for Fall, Spring and Summer).

Whether you live with your parents or on your own is also taken into consideration. See [Cost of Attendance 2023-2024](#).

Cal Northern’s Financial Aid Advisor can consider special or unusual circumstances such as unusual medical expenses, or transportation expenses and can adjust your cost of attendance or some of the information used to calculate your EFC. Other costs, such as dependent care or computer purchase may be added on a case-by-case basis, as needed. You’ll have to provide the Financial Aid Advisor with documentation to justify any changes. To request an increase [download the form by clicking here](#).

g) When will I receive the Financial Aid funds?

No financial aid can be disbursed until all financial aid documents are complete. Federal Direct loan disbursements are made to the school in equal payments at the beginning of each term. The first disbursement will be within seven days from the from the start of each term of the academic year. Check with the financial aid officer for issue dates of overage checks (amounts over what is owed to the school for

tuition and fees). NOTE: Book purchases must be made using your own resources. Tuition payments can be delayed until your financial aid has been received.

h) Important Financial Aid Information

Additional information on the financial aid programs can be found at studentaid.gov including sample loan repayment options and loan entrance counseling information for both Direct Subsidized/Unsubsidized loans and Graduate PLUS loans. If you have any further questions about financial aid policies or the application process contact Tara Campbell at tcampbell@calnorthern.edu or (530) 891-6900 for assistance.

IRS Education Tax Credit Information

For information on IRS education tax credits, please [visit their website by clicking here](#).

What federal student loan borrowers need to know:

- You must use your federal student loan for educational expenses only.
- You have the right to cancel all or a portion of your Federal Direct Loan or loan disbursement, and have the loan proceeds returned to Dept. of Education.
- You must tell your loan holder any time you drop below half-time enrollment or change schools.
- You must tell your loan holder if you change your name, address, phone number, social security number, references or driver's license number.
- Before you leave school, you need to tell your loan holder your permanent address, the name and address of your expected employer (if known), and the address of your nearest relative.
- You must repay the full amount of your federal student loan, plus interest, less the amount of any refund, even if you did not finish your program, did not finish your program in the regular time allotted for program completion, you are unable to get a job after you finish, or if you are unhappy with or do not get the education or other services you purchased from the school. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.
- You are entitled to a deferment or forbearance of your federal student loan payments in certain situations. Contact your loan servicer for the details.
- You may prepay your federal student loan at any time without penalty.

i) Loan Repayment

If you obtain a loan to pay for an educational program, you will have to repay the full amount of your federal student loan, plus interest, less the amount of any refund and if you receive federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal financial aid funds:

- Even if you did not finish your program, did not finish your program in the regular time allotted for program completion, you are unable to get a job after you finish, or if you are unhappy with or do not get the education or other services you purchased from the school. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.
- You are entitled to a deferment or forbearance of your federal student loan payments in certain situations. Contact your loan servicer for the details.
- You may prepay your federal student loan at any time without penalty.

Loan Repayment Calculator

Student loans may seem to be a convenient option for students, but it is important to know how loan fees and interest rates can increase your total amount owed. To better understand how much your education may cost over time, visit the loan repayment calculator [here](#).

If you choose to accept student loans, be careful to borrow only what you *need* so you do not pay more interest than necessary.

Loan Forgiveness – Careers in Public Service

You may qualify for forgiveness of any remaining balance on your eligible federal student loans thanks to the Public Service Loan Forgiveness (PSLF) Program. [Download the informational flyer](#) for more information.

Repayment Plan Options for Direct Loans and Federal Family Education Loan (FFEL) Program Loans

The repayment plan options do not include PLUS loans made to parents, Direct Consolidation Loans and FFEL Consolidation Loans, or Federal Perkins Loans. For information about repayment plan options for PLUS loans made to parents, see the brochure Direct Loan Basics for Parents at StudentAid.gov/resources#loan-basics-parents. For information about repayment of consolidation loans, see StudentAid.gov/consolidation.

- [Repayment Loan Options \(PDF\)](#)
- [Federal Student Aid Loan Repayment Resources](#)

27) Scholarships

a) **CNSL Scholarship Program**

Scholarships are available each fall semester and will cover a portion of the tuition and fees (excluding the cost of Bar Bri or any other bar review course offered by CNSL). Scholarships are awarded based on scholastic achievement, financial need and/or service to the community. The number of awards varies from year to year, but each year half of the awards will be merit-based and half will be need-based in addition to consideration of merit.

Scholarships are not renewable, but students may reapply to the program each year they meet eligibility requirements.

b) **William Lee Short Scholarship**

Amount: \$2,000

Sponsored by the Oroville Rotary Clubs. Applicants must be entering their 4th year of study at Cal Northern. Priority will be given to an applicant who demonstrates an interest in Criminal Law, has prior community service history and is an Oroville resident.

c) **Butte County Bar Association Scholarship**

Amount: \$2,000

Applicants must have completed the Fall semester of their 1st year of study at Cal Northern. Scholarship applicants will be evaluated based on the following criteria:

- Academic achievement
- Commitment to the greater Butte County community
- Service to the community at large
- Overcoming setbacks

The committee may also consider financial need as an additional factor, but this scholarship is open to applicants of all socioeconomic backgrounds.

d) **Additional Scholarships**

The following scholarships are awarded at the end of the Spring semester to Cal Northern students and are awarded on the basis of academic achievement, financial need and/or service to Cal Northern and the community.

(1) **Dean's Scholarships**

This scholarship is given each year to the two students in each class who have achieved the highest cumulative grade point average and the second highest cumulative grade point average for that academic year.

(2) **Alumni Association Scholarships**

The Cal Northern Alumni Association awards a scholarship annually to a graduating student to help defray the cost of a bar review course. The scholarship is based on an essay explaining how the graduate intends to use their law degree to contribute to the Law School and the community at large.

(3) **Cal Northern Foundation Scholarships**

Given to two first, second and third year students in each class. These scholarships were created to provide tuition assistance to Cal Northern students based on financial need. Applicants must be in good standing. Funding is provided directly from donations to Cal Northern's scholarship account.

(4) **Student Bar Association Recognition Awards**

(a) **Most Improved Award**

At the end of the Spring semester the SBA awards this scholarship to the one student in each class who shows the most improvement in their semester grade point average from the Fall semester to the Spring semester.

(b) **Most Dedicated Award**

Established by the Cal Northern Student Bar Association, this award is given by the SBA to the one student in each class whose classmates feel is most dedicated and representative of Cal Northern through school and/or community service.

(c) **CNSL Award for Academic Excellence (formerly known as Witkin Award for Academic Excellence)**

In recognition of academic achievement, each term certificates are awarded to the highest ranking student in each qualifying course. To qualify, the student must be enrolled full time and the course must carry academic credit.

28) **Program Learning Outcomes**

Cal Northern School of Law (CNSL) has adopted a set of specific program learning outcomes which are mission-based, providing both academic and practical instruction, to best prepare students for careers in the legal profession.

To assess achievement of course and program objectives, CNSL has developed various strategies to measure student success. Through direct review of students' work, CNSL is able to measure individual proficiency and mastery of the course objectives and to gather information on the effectiveness of its program. Through indirect evidence, CNSL is able to measure the student's self-perceptions of their learning and experience of the program and curriculum.

a) Juris Doctor Program **Learning Outcomes Assessment**

Cal Northern School of Law has created six Program Learning Outcomes for the Juris Doctor program. In the Spring semester 2017, faculty assessed students in the JD program as they completed the first year curriculum in Torts, Contracts and Criminal Law on three of the six outcomes. Students were assessed on their understanding of substantive law, their ability to think critically, and their ability to communicate effectively through exam writing. Students were given a rating of Beginning, Developing, Proficient, or Highly Proficient.

The table below focuses on three outcomes aligned with completing the first year of the JD program.

Learning Outcome Beginning Developing Proficient Developing to Proficient

Knowledge of Law	22%	56%	22%	78%
Critical Thinking	44%	39%	17%	56%
Communication	39%	39%	22%	61%

CNSL compared student learning in all four years of study. As expected, students at the beginning of their legal studies tend to concentrate at the beginning to developing levels of assessment. As students learn how to study the law and how to think like lawyers, they become more proficient to highly proficient in their abilities to express themselves accordingly.

Year of Study Beginning Developing Proficient Highly Proficient

First Year	43%	35%	28%	0%
Second Year	22%	50%	28%	0%
Third Year	0%	39%	56%	5%
Fourth Year	0%	22%	56%	22%

b) Master of Legal Studies Program **Learning Outcomes Assessment**

CNSL has three Program Learning Outcomes for the Master of Legal Studies program. The Assessment Coordinator assess students in the MLS Program on the first of the three outcomes: Demonstrate understanding of fundamental legal principles in the American legal system. Students were assessed on their understanding of legal principles in the 1L subjects of Contracts, Criminal Law, and Torts by the administration 15 multiple-choice (MBE) questions (direct assessment). The data show a wide range of correct answers with 2 being the lowest and 9 being the highest. The student scoring only 2 correct answers was late to class and did not finish the assessment.

Disaggregating the 1L and 2L students show that the 2L students are further along in their understanding of fundamental legal principles.

c) Curriculum **Maps**

CNSL's curriculum aligns with program mission and program learning outcomes (PLOs). Curriculum Maps for the JD and the MLS Programs have been developed by the faculty and can be found here:

Faculty determined which PLO was addressed in which courses and at what level (Introduced = I; Developed = D; Mastered = M). From that data, faculty evaluated whether students had a systematic opportunity to achieve success in each PLO.

d) Student Course **Evaluations**

2015-2016 Student Courses Evaluations show students expressed 91% satisfaction with their instructor's overall performance; 63% of the faculty received 100% satisfaction ratings. The data for students surveyed in the 2018/2019 academic year show that 100% of students are generally to very satisfied with their law school education.

e) Graduate **Survey**

According to the law school's Graduate Survey sent to the 2016 and 2017 graduates, all of the 50% who responded reported overall satisfaction with their law school experience; 56% were extremely satisfied and 44% were moderately satisfied.

29) Our Student **Services**

Cal Northern School of Law strives to keep its students informed. Explore our student resources and keep updated on the latest textbooks, policies, and schedules available. Located in Chico, CA, Cal Northern School of Law is the only law school between Sacramento and the Oregon border. [Contact us](#) today to learn more information!

a) Employment **Assistance**

Although Cal Northern School of Law does not provide employment placement services, students often find employment through less formal means. Job announcements received by Cal Northern School of Law are posted on the law school's bulletin boards and faculty and staff members provide an informal referral network. Students sometimes learn of job openings through the law school's Legal Internship program and as a result of student membership in the local bar associations.

b) Special **Accommodations**

Students with a disability have a right to reasonable accommodation in accordance with the Americans With Disabilities Act. Accommodation requests should be submitted to the Administrative Office in accordance with the school's policy for accommodation of disabled students.

c) Student **Bar Association**

Cal Northern Student Bar Association (SBA) is the liaison between the student body, administration, and community. The SBA is dedicated to facilitating student progress and developing and maintaining valuable relationships. The SBA is supported by membership fees paid at the beginning of the fall semester and is open to all Cal Northern students. New officers and class representatives are elected each year. SBA representatives work with the administration to ensure that student needs are known. The SBA presents programs and social events throughout the year. They also coordinate the Student Mentoring Program and sponsor three Student Bar Association Recognition Award scholarships awarded annually during the Spring Semester. Visit the [student-run website](#) today!

d) Student **Store**

SBA operates an on-site and online store with school supplies and Cal Northern merchandise. SBA also hosts a Used Book Forum where students can buy used textbooks directly from other Cal Northern students.

e) Deferred **Payment Program**

The Law School provides students an opportunity to pay for their legal education over the course of an entire semester or session through the Deferred Payment Program. Further information about the no interest, deferred tuition installment plans are found in each semester's registration materials.

f) Scholarships

Cal Northern School of Law offers a [variety of scholarships](#). The program includes scholarships that are available each fall semester and will cover a portion of the tuition and fees (excluding the cost of BarBri or any other bar review course offered by CNSL). Scholarships are awarded based on scholastic achievement, financial need and/or service to the community. The number of awards varies from year to year, but each year half of the awards will be merit-based and half will be need-based in addition to consideration of merit.

g) Academic **Counseling**

Faculty members are available for academic counseling before class from 6:00pm to 6:30pm, after class at 9:30pm or at another mutually-convenient time, by appointment to discuss with students course topics, examinations and grades. Students are encouraged to review their examination papers and to confer with their professors regarding their exam performance as soon as possible after exams.

The Law School provides academic support through tutoring and individual counseling provided during the academic year. The Dean of Students is committed to assisting all Cal Northern students in reaching their fullest potential as law students by providing them with leadership opportunities, diverse work environments, grievance support, and specialized resources. The Director of Academic Support is committed to helping all Cal Northern students achieve their fullest academic potential.

h) Tutoring **Program**

Cal Northern School of Law seeks to provide services to students including the implementation of a Tutoring Program to best serve students' academic needs by carefully developing individualized curriculum designed to meet students' expectations for successful completion of law school. The Director of Academic Support in conjunction with Administration has assessed the need for a tutoring program. The needs assessment focused on students who are most in need of tutoring and has identified a target group of students at greatest risk. The assessment results have been used to design a program that builds on students' skills and interests and provides activities of direct benefit to students.

Students in academic difficulty are required to attend up to three hours of tutoring as a condition of enrollment. The Academic Standards Committee may consider a student's level of participation in the Tutoring Program in deciding upon petitions for readmission.

i) The Mary G. Carrion **Law Library**

The law library is an integral part of Cal Northern School of Law and serves the needs of students, faculty and staff. The library collection includes the materials required by the Committee of Bar Examiners of the State Bar of California, such as federal and California cases and statutes, encyclopedias, digests, periodicals and other legal reference materials. Through LexisNexis students have unlimited online access to legal research.

It should be noted that LexisNexis computerized legal research library is limited to research directly connected to educational activities. Please understand sharing IDs is against LexisNexis and Cal Northern policy and should not be done. Any violation may subject the student to disciplinary action.

The law library is provided for study, academic research and related activities for the students of Cal Northern School of Law. Since the law library is a shared facility, talking, socializing, and other disruptive activities are not permitted. No food or beverages of any kind are permitted in the law library.

The law library is open Monday through Thursday from 9:00a.m. to 9:30p.m. on Friday from 9:00a.m. to 1:00 p.m. and Saturday and Sundays from 10:00a.m. to 4:00p.m. during the academic year. The open hours may be modified from time to time.

An annual Law Library Fee of \$250.00 is due at the beginning of the fall semester. The fee entitles the student to the use of the law library facilities and its research and reference materials as well as use of the computer lab.

j) **Wireless Network**

The campus has a wireless network that allows students with wireless-enabled laptops to access LexisNexis and the Internet from anywhere on campus. Unless students are specifically directed to do so by their instructor, students are not permitted to access the wireless network during class.

k) **Computer Center**

The student lounge includes a computer center where students may access online legal research databases, selected law-related domains, the Internet and word processing software as well as a printer.

l) **Study & Student Lounge**

Cal Northern School of Law encourages student interaction for learning purposes. The Socratic method of instruction, generally used in teaching law, allows for student questioning and dialogue. Students are encouraged to form study groups for continued study, discussion and preparation outside the structured classroom program. Quiet space for individual and group study is available during the day and on weekends when the library is open. A student lounge is provided with a microwave oven and vending machines containing a variety of snacks and beverages.

m) **Barbri Study Materials/Bar Support**

Cal Northern School of Law contracts with BARBRI, a commercial bar review provider, to provide law study materials to its students. Access to BARBRI study materials, including study outlines and online resources are provided to each student in the first semester of enrollment.

n) **Student I.D. Cards**

Each student is issued an ID card within the Fall semester of their first year. The card will be good throughout the student's attendance at Cal Northern and entitles the student to discounts on study aids and workshops offered by the Student Bar Association.

o) **Student Records / Privacy Act**

The Family Education Rights and Privacy Act of 1974, as amended, protects students from having their records released to persons or institutions without the written consent of the student. Exceptions are Cal Northern personnel, officials of other institutions in which the student seeks to enroll, accrediting agencies

carrying out their accreditation functions, organizations providing the student's financial aid, and persons in compliance with a judicial order. Exceptions also may be made for persons in an emergency in order to protect the health or safety of a student. Certain "directory" information may be released to third parties, such as name, city, and enrollment status. A student may restrict or prevent access to this information by requesting in writing that the Registrar not release this information. Cal Northern School of Law is committed to maintaining student confidentiality.

Retention of Student Records-Pursuant to Cal Northern's Recordkeeping Policy and Procedure active student files are maintained in fire-proof locking filing cabinets in the Administration office. Hard copy records of Cal Northern's past students are maintained in the on-site storage room. Hard copy and electronic records are maintained for all student files from 1983-2009. The law school is currently in the process of scanning student files from 2012-2016. With the implementation of the electronic data management system Populi in 2016, all student files as of Fall 2017 are maintained electronically through the law school's data management system as well as hard copy on-site. If the original records are lost, stolen, destroyed or corrupted, duplicate records shall be created from records maintained on either the law school's server, off-site backup or Populi. Student transcripts and degree or certificate granted are maintained indefinitely and all other records are maintained for 5 years.

p) **Alumni Association**

Every graduate is eligible to become a member of the Alumni Association. The Alumni Association hosts social events throughout the year, publishes an Alumni Directory, and awards an annual Alumni Scholarship to a graduating student each Spring.

q) **Textbooks**

Current textbook lists will be available upon receipt of the Fall, Spring and Summer Student Bulletins. Students are advised to wait to purchase texts until receipt of the bulletin in order to purchase the current edition.