



# SAN FRANCISCO INTERNATIONAL UNIVERSITY COLLEGE OF LAW POLICY CATALOG



*List of Required Policies, Documents and Records for Registered  
Unaccredited Law Schools  
(Guidelines for Unaccredited Law School Rules)*

## 1. SFIU Refund Policy / Guideline 2.2(B)

Enrolled students will be refunded all (100%) tuition paid (except an application registration fee not to exceed \$100) by the student upon written notice requesting cancellation of enrollment within three (3) days after student is first given access to the online course site and material following enrollment. Such notice should be delivered to the school either in person, by written cancellation sent to San Francisco International University College of Law, Office of Dean, 400 Oyster Point Blvd. Ste. 422, South San Francisco, CA 94080, or by email to [dean@sfiulaw.com](mailto:dean@sfiulaw.com).

Refund will be provided to the student within thirty (30) days after student cancels enrollment from course or program or within thirty days of the Law School discontinuing a course or educational program in which student is enrolled.

If the student withdraws from a course more than three (3) days have passed since student is first given access to the online course site and material, the Student will receive a pro rata refund up to eleven (11) weeks for the unused portion of the tuition and other refundable monies, if the period of enrollment didn't exceed 50% of planned instructions. The refund will be provided within thirty (30) days after student cancels enrollment from course / J.D. program. The period of given instruction is counted on a weekly basis, regardless of the actual day that a particular course begins. Each week starts every Sunday at 12:00am and ends on Saturday at 11:59pm (Eastern Time). For purposes of refunds, one year on instruction begins when student is enrolled and given access to course site material and ends one year later. If the student withdraws from course after period of instruction exceeded 50% on planned instruction, SFIU will not provide any refund.

## 2. Required disclosure statement, in catalog and on website, among other places. Guideline 2.3(D).

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence. Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1, Chapter 5, of the Rules of the State Bar of California (Admission Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently

passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study. Study at, or graduation from, this school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

This disclosure statement can be found at [www.sfiulaw.com](http://www.sfiulaw.com) under "Disclosures" and in SFIU School Catalog, page 7. It is also contained in all written and electronic communication sent by SFIU in response to inquiries about admission to the J.D. degree program at law school and continuing enrollment in that program at the law school.

### 3. Student disclosure statement required by Rule 4.241 of the Unaccredited Law School Rules and Guidelines 2.3 (D) of the Guidelines for Unaccredited Law School Rules.

- San Francisco International University College of Law is not approved by the American Bar Association, and not accredited by the State Bar of California. Our university is registered with the State Bar of California to enable its graduates to take the bar examination upon completion of the Juris Doctor program.
- San Francisco International University College of Law has not applied for accreditation in the previous five years.
- San Francisco International University College of Law Assets: \$100,000.00; San Francisco International University College of Law Liabilities: \$22,515.99.
- San Francisco International University College of Law is a newly-formed university and there are therefore no pass rates available of students who have taken the California First-Year Law Students' Examination (FYLSX) or the California Bar Examination (GBX) yet. San Francisco International University College of Law pass rates of students who have taken the FYLSX or the GBX will be provided as soon as available from the State Bar of California.
- The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction are as follows:

Matus Varga, Dean, First-Year Law Professor

- Juris Doctor Equivalent, Comenius University, School of Law.
- Diploma in Introduction to UK and EU Law, University of Cambridge.
- Master of Law, Florida State University, College of Law.
- Licensed New York attorney 2012-2016.
- Member of the Bar – State of New York. License number NY 5012018.
- Adjunct Professor of Law, Florida State University College of Law

Daniel Ricciulli, Professor, Registrar

- Juris Doctor, Nova Southeastern University, School of Law.
- Bachelor of Arts, Magna Cum Laude, International Relations/ Comparative Politics; University of Central Florida, Orlando.
- Member of the Bar – State of Florida 2014-2016. License number 116056

James Gipson, Professor

- Juris Doctor, St. Thomas School of Law.
- Bachelor of Arts, University of Texas.
- Linguist, Department of Homeland Security, Immigration & Customs Enforcement, 2005-2006.
- Linguist, Drug and Enforcement Administration, 2006-2008.
- Member of the Bar – State of Florida. License number 102373.
- Asylum Officer, New Orleans Asylum Office, LA, 2015-Present.

Hassan Mirza, Professor

- Master of Business Administration, The George Washington University, August 2012.
- Doctorate, Healthcare Law and Public Policy. Dissertation: Unconscious Physician Bias and Disconcordance in the Physician-Patient Relationship: A Participatory Approach to Reducing Healthcare Disparities, Northeastern University, MA, August 2012.
- Juris Doctor, University of the Pacific, McGeorge School of Law, May 2000.
- Bachelor of Business Administration, California State University, June 1997.
- Law Professor, Golden Gate University, San Francisco, CA, 2012-Present.
- Law Professor, De Anza College, Cupertino, CA 2008-2008.
- Law Professor, California State University East Bay, Hayward, CA, 2001-2006
- Law Professor, The George Washington University, Washington D.C., 2002-2003.

San Francisco International University College of Law is a newly-formed school, there are no available ratios of faculty to students since the establishment of the university.

Graduation from JD program offered by San Francisco International University College of Law may not satisfy the requirements of other jurisdictions for the practice of law and

applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements.

San Francisco International University College of Law has never been issued a Notice of Noncompliance by the Committee of Bar Examiners.

**Additional disclosure required under Guideline 2.3(D) & 2.3(E).**

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

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

This disclosure statement will be provided to and signed by each new student upon payment of an application fee but before payment of a registration fee and each returning student. Prior to payment of any fee for academic term.

#### 4. Written policy for the imposition of student discipline. Guideline 2.8

Candidates for the Juris Doctor degree are subject to requirements concerning academic standards. The San Francisco International University College of Law's academic standards are designed to deal with students in a fair and reasonable manner. Changes to academic standards cannot be made without adequate prior notice to all affected students. SFIU believes, that the maintenance of academic standards is a joint responsibility of the students and faculty of the university. Freedoms to teach and to learn are dependent upon individual and collective conduct to permit the pursuit and exchange of knowledge and opinion. Faculty have the responsibility to create an atmosphere in which students may display their knowledge. Students have the responsibility to rely on their knowledge and permissible resources in the examination process. The trust developed in the maintenance of academic standards is necessary to the fair evaluation of all students.

SFIU may, upon a finding of a violation of the School's policies & standards, impose sanctions depending on the severity of the violation. A student may be disciplined for conduct that is unbecoming for the law profession such as violating rules and regulations of the School of Law, engaging in illegal activity involving moral turpitude (such as dishonesty, fraud, deceit, and misrepresentation), dishonest conduct in the academic process (such as plagiarism or cheating on exams), or any other conduct which reflects adversely on the Student's fitness to practice law. The SFIU will impose the minimum sanction of failure for the work in question. The Professor will notify the student and the Academic Dean in writing explaining the nature of the offense and the imposition of the minimum sanction. Upon recommendation from the Professor or Dean, further sanctions may be applied and they include:

- A. cancellation of examination results
- B. denial of course credit
- C. suspension
- D. dismissal

If any of the aforementioned sanctions should be imposed, the accused Student will receive notification in writing detailing the offense and the maximum sanction that may be applied. The student has the right to respond to the charge of violating academic policies and may request in writing that the Dean review the charge of academic violation as fully as possible. The student will have an opportunity to be heard before a panel of disinterested members of the faculty, administration and/or students as appropriately selected by the school. The student also has a right for the assistance of counsel and an opportunity to call witnesses. If further penalties are imposed, the Dean will notify the student immediately and the student

will have five business days to respond to the intention to impose additional penalties. If there is no objection to the findings, the sanctions will stand.

In addition to that, SFIU will report the misconduct to the State Bar of California Office of Enrollment Services while it investigates Student's good moral character.

This policy on student discipline does not apply to academic probation or disqualification; other failures to meet academic standards; or failure to pay tuition, fees or charges billed to the student.

- Written policies on examination and grading. Guideline 2.9(B)
- Written policy on grading system. Guideline 2.9(B).
- Written statement on basis of final grade. Guideline 2.9 (C).

Students are evaluated on a grade point average (GPA) scale. Grade point average for each individual class will be based on a weighted scale that is based on the total number of credits taken in which grades of A through F are received. Grades for each individual course will be based on a combination of the following, with the emphasis on final examination:

- A. final examinations,
- B. quizzes and midterm examinations,
- C. performance and participation in online forums, through correspondence, in discussions, and postings,
- D. evaluation of performance by other than course instructor, and
- E. any other consideration that the Professor deems as appropriate in the evaluation of a student's performance for the given course.

**A 4-point system is used to calculate the GPA:**

A = 4.0 pts.

A- = 3.67 pts

B+ = 3.33 pts.

B = 3.0 pts.

B- = 2.67 pts.

C = 2.0 pts.

D = 1.0 pts

F = 0 pts.

NC = 0 pts.

To receive a 'Passing grade', a student must earn the equivalent of a 'C' or better. Students earning a 'D' will receive credit for the course, but the grade will be recorded on the transcript and be calculated into the overall GPA. A grade of 'F' earns no credit hours and results in failure of the course. A grade of No Credit will be awarded if the Student fails to complete at least 50% of the required work for the course or fails to take the final examination.

Students are allowed to take no more than one-third of the courses in the first two thirds of the curriculum as Pass/Fail or Credit/No Credit. No class in the core courses list may be taken as Pass/Fail. Students have until the end of the first week of the semester to decide if they want to modify a class as Pass/Fail. The Student must provide a written request to the School for approval. When the Student exercises the Pass/Fail option for a course, the Professor will submit a final grade of Pass if the Student's work would normally receive a grade of D or higher. If the Students work would normally receive a grade of an 'F', the Student will be awarded a Fail. Courses receiving a Pass will count as credits towards graduation, but do not affect grade point average (GPA). If a Fail is earned, the credits are included in the total credits attempted and it lowers grade point average (GPA).

In order to protect Students against biases in grading the School awards grades anonymously. Students' assignments will be grade under student identification number only, after being downloaded to SFIU's blackboard. Once the grade has been awarded, the student identification numbers will be paired independently from the grader to match the respective student.

**Course Repetition:** Students who Fail a course must repeat the course. Students are only allowed to Fail a course one time in order to retake the same course. Course may only be repeated within the same academic year. Upon successful completion of the repeated course, the student will only be awarded credit for the repeated course towards graduation. Once repeated, the new grade will replace the previous grade and the previous grade will not be used in calculating Student's Cumulative Grade Point Average. Student will therefore be able to prevent academic disqualification, satisfy terms of academic probation, advance in the program of study and qualify for graduation from J.D. program.

Student will be allowed to commence next academic year only after successful completion of repeated course. Any attempt at a course offered by the School will remain on the student's transcript and will be used to calculate grade point average (GPA). Under no circumstances will SFIU grant duplicate credit for the repetition of the same or substantially the same course, whether in the same law school or different law schools.



## 5. Written academic standards. Guideline 2.9(A)

**Good Standing:** Students must remain in good standing with the School. Good standing means students must maintain a GPA of at least 2.0. If a student's GPA falls below a 2.0 the student will be put on academic probation.

**Academic Probation:** Students placed on academic probation will receive written notification advising them of their academic probation status. The student will have until the subsequent semester to raise their GPA to 2.0. Failure on the student's part to raise their GPA or failure to pass the First-Year Law Student's Examination within the required time will result in the student being dismissed from the School for academic deficiency.

**Advancement & Retention:** Enrolled Students will be evaluated by the end of each academic year in order to determine eligibility for advancement in the program. Students must be in good standing to advance to the next year of law study. Students, who have not maintained the grade average required for advancement or graduation or who have failed to pass the First-Year Law Student's Examination within the required time frame will be disqualified from the J.D. program.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1, Chapter 5, of the Rules of the State Bar of California (Admission Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Students on academic probation are eligible to advance to the next year of study upon a reevaluation of the student's progress by the SFIU's administration and successful passing of an end of the year examination provided by the Law School. Any transfer student who was on academic probation or academically dismissed at the law school last attended will automatically be placed on probation if accepted at the School following a diligent review of related records and circumstances.

Any changes to the academic standards will not be made without adequate prior notice to all affected students.

6. Written policy setting forth the procedures used to authenticate the identity of the student submitting work and participating in educational and other law school activities and to ensure that work submitted is student's own. Guideline 2.9(D).

SFIU requires a written final examination in every course for which credit is given. Written examinations are given to award grade credit for performance and may represent the course grade in the JD program. Examinations are conducted with the assistance of a proctor approved by the School. Exams are also timed and may be in essay or multiple-choice format. Faculty members and instructors may elect to give quizzes or other written work in any course.

In order to protect Students against biases in grading the School awards grades anonymously. Students will download their final exams in the blackboard under their student ID number. Once the grade has been awarded, the identification numbers will be paired independently from the grader to match the respective student.

Final examinations will be proctored. Student must submit a Proctor Designation Form with a copy of state issued Proctor's ID for approval to the Dean's office within 30 days of being admitted to the J.D. program. If approved by the Dean's office, this Proctor will supervise all future exams. Substitution of Proctor by new Proctor requires prior approval of Dean's office. The proctor shall review the exam takers identity (Government issued ID will be required). The proctor shall administer the examination within the time frame allotted and provide the results of the examination by downloading the final examination in the SFIU digital blackboard at <http://sfulaw.com/student/login> under student's log in. No compensation shall be paid to Proctor by student under any circumstances. The proctor must make sure that no external material is used during the examination and that Student is not allowed to copy any portion of the examination. The Proctor is in charge with transmitting the examination responses immediately after the examination is administered by downloading them to SFIU's blackboard. Testing materials are downloaded from the SFIU digital blackboard at the beginning of the examination. The deadline to take a final examination is the exam date as provided by the course's syllabus. A proctor is any disinterested person who: is at least 18 years of age or older, has no relation to the Student by blood or marriage or cohabitation. Proctor may not be an enrolled student and cannot be employed by the San Francisco International University College of Law. SFIU will post exam results no later than thirty (30) days after the exams has been administered at SFIU's digital blackboard.

## 7. Written procedures for processing requests for the review of grades by the Grade Review Committee. Guideline 2.9(H)

If SFIU student believes, that an examination or course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake, and presents credible evidence in support of such claim within ten (10) business day from being awarded particular grade, a claim may be considered by the Grade Review Committee . The Grade Review Committee should consist of the Dean and two disinterested instructors. The Grade Review Committee shall ask instructor, who awarded grade, for basis of that grade. Upon consideration of that information and the information provided by the student, the Committee shall reach final determination of the grade within 30 days of request for grade review and notify the student in writing. The Grade Review Committee might either sustain previously awarded grade or enter a new grade. Its decision is final and it will be entered in student's records as final grade.

## 8. Written statement on what student services and activities are available to students. Guideline 4.12

SFIU's Student Services offer students the ability to develop their legal skills while enhancing their learning experience. Through a one on one approach and a positive distant learning environment students are able to appreciate the knowledge they are receiving and apply it after graduation. The School offers assistance for students through academic counseling and certifications to participate in the State Bar Practical Training of Law, which allows a student to get a hands on approach on their studies by working under a licensed attorney.

SFIU's students have direct access to their respective professors via email. Professors will provide online support, with guaranteed response time in less than 48 hours. In addition to that, SFIU's Mentor Program provides for assistance and mentoring of newly admitted students by advanced students, acting as their mentors.

Students will also have online access to the Professors and ample resources to assist Students with resume preparation, interviewing, mock trials and workshops. Students will also have the ability to be involved in student organizations that can assist with developing professional and legal skills. SFIU will not offer job placement services for any Student. SFIU does not participate in federal or state financial aid programs. However, scholarships are available. SFIU does not assist on issuance of I-20 for student visa purposes.

## 9. Written procedures for the regular evaluation of instructor competence. Guideline 4.8.

SFIU evaluates annually competence of all of its instructors. The Dean and the Dean of Administration of SFIU conduct annually a meeting, in which they evaluate the competence of each instructor based on:

- Instructor's education, knowledge and experience in subject matter
- The instructor's competence in the classroom or in the instrumental activities
- The instructor's teaching skills given the technology and methodology used in instruction, and the quality of participatory experiences employed;
- The instructor's organization of the course as demonstrated by outlines or syllabi;
- The quality, nature, and type of examinations, and other assignments and the quality of grading;
- The relation between the field of instruction and the area of specialization, if any, of the instructor in private practice; and
- The years of experience, both in teaching and in practice.

In addition to that, particular weight will be given to results of evaluation of Professors as evaluated by Students at their online survey. Upon the completion of each course, students will be given an opportunity to evaluate Professor's performance in an online survey at [www.sfulaw.com](http://www.sfulaw.com).

The evaluation forms shall contain the following questions:

1. The course has been intellectually stimulating and challenging.
2. The instructor was effective in encouraging critical analysis of the material.
3. The instructor displayed mastery of the subject matter.
4. The instructor was reasonably accessible out of class.
5. The class sessions have been well organized and clear.
6. The instructor shows respect for students.
7. The readings have been useful and well-integrated into lectures/discussions.
8. Overall, the instructor taught this course effectively.
9. The workload was appropriate to the course. If not, was the workload: (a) too light? (b) too heavy?
10. The instructor responded to Student's question within required 48 hour period.

In addition, the evaluation forms will contain an open-ended question that invites students to comment on what they believe are the most valuable and least valuable features of the course and the ways, if any, that they believe the course might be improved.

Although the results of the numerical evaluations will be made available to the Dean, the answers to the open-ended question are made available only to the faculty member for his or her confidential use and benefit.

Instructors teaching subjects tested on First-Year Law Students' Examination will also be evaluated in the light of results of their students on that exam. Instructors teaching subjects tested on California Bar Examination will be evaluated based on the results of their students on the California Bar Exam.

## 11. Fixed Facility law school: written attendance policy and records. Guideline 5.3(A).

N/A

## 12. Correspondence law school: Written policy establishing procedures for verifying the number of hours spent in study and preparation and accurate records of student time in study and preparation. Guideline 5.3(B)

SFIU mandates J.D. degree candidates to satisfactorily complete course of study requiring a minimum of 864 hours of preparation and study of four (4) years. The year of preparation and study must occur in not less than forty—eight (48) or more than fifty-two (52) consecutive weeks. To receive credit for one-half year, a student must have 432 hours of preparation and study in not less than twenty-four (24) or more than twenty-six (26) consecutive weeks. Reasonable final examination time may be included in the hourly requirement, but only to the number of hours for the examination equal to the number of credits assigned to the course.

Student is required to keep weekly student logs with the number of hours spend studying that week. Summary of that log must be posted by student at blackboard at the end of each year of study. All logs will be signed by the student under penalty of perjury. The Student's Class, Study and Preparation Hourly Log can be downloaded from [www.sfiulaw.com](http://www.sfiulaw.com).

13. Distance Learning Law School: written policy that establishes procedures for verifying student participation and study and accurate records of student time spent in study and preparation. Guideline 5.3(C).

N/A

14. Written record of all Special Circumstances Exemptions. Guideline 5.6.

Say Francisco International University may exempt a student from the unit or hourly requirement if a student demonstrates that illness, disability or other unusual circumstances warrants such special consideration. SFIU must, prior to granting such exemption obtain the approval of the State Bar of California. The law school will maintain accurate records of all exemption requests, including the reasons for the exemption, its approval or disapproval by the Educational Standards Department and any evidence submitted by the student or obtained by law school in connection therewith. A copy of the record will be included with any certificate submitted to the Committee in proof of the student's law study.

15. Record of student participation in externship, clinical, law review, and similar programs. Guideline 5.8.

SFIU strongly encourages Students to participate in Externships, Clinical, Law Review and Similar Programs. The time spent in such studies or activities may be included as satisfying the hours requirements of 864 hours of preparation and study a year for four (4) years under the condition that:

- A. The credit allowed must commensurate with the time and effort expended by, and the educational benefits to, the participating student;
- B. The studies or activities must be approved in advance;
- C. A member of the faculty must supervise and periodically review each student's participation, to ensure that the educational objectives are achieved; and
- D. The amount of credit may not exceed forty (40) percent of the hourly requirement for any year or more than ten (10) percent of the total hours required for graduation.

The Registrar of SFIU maintains a record for each student participating in Externships, Clinical, Law Review and Similar Programs. The record includes the educational objectives, the number of hours spent by the student participating in the activity, the amount of academic credit authorized, the name of the faculty member who conducted or reviewed the activity, the name, address, telephone number, and qualifications of each person not on the faculty who directly supervised the student participating in the activity, the methods used to evaluate student performance, and all other records related to Externships, Clinical, Law Review and Similar Programs.

## 16. Written grading standards that ensure accuracy, validity, reliability, and consistency in the evaluation of student performance. Guideline 5.17.

Students are evaluated on a grade point average (GPA) scale. Grade point average for each individual class will be based on a weighted scale that is based on the total number of credits taken in which grades of A through F are received. Grades for each individual course will be based on a combination of the following, with the emphasis on final examination:

- A. final examinations,
- B. quizzes and midterm examinations,
- C. performance and participation in online forums, through correspondence, in discussions, and postings,
- D. evaluation of performance by other than course instructor, and
- E. any other consideration that the Professor deems as appropriate in the evaluation of a student's performance for the given course.

### **A 4-point system is used to calculate the GPA:**

A = 4.0 pts.

A- = 3.67 pts

B+ = 3.33 pts.

B = 3.0 pts.

B- = 2.67 pts.

C = 2.0 pts.

D = 1.0 pts

F = 0 pts.

NC = 0 pts.

To receive a 'Passing grade', a student must earn the equivalent of a 'C' or better. Students earning a 'D' will receive credit for the course, but the grade will be recorded on the transcript and be calculated into the overall GPA. A grade of 'F' earns no credit hours and

results in failure of the course. A grade of No Credit will be awarded if the Student fails to complete at least 50% of the required work for the course or fails to take the final examination.

SFIU requires a written final examination in every course for which credit is given. Written examinations are given to award grade credit for performance and may represent the course grade in the JD program. Examinations are conducted with the assistance of a proctor approved by the School. Exams are also timed and may be in essay or multiple-choice format. Faculty members and instructors may elect to give quizzes or other written work in any course.

In order to protect Students against biases in grading the School awards grades anonymously. Students will download their final exams in the blackboard under their student ID number. Once the grade has been awarded, the identification numbers will be paired independently from the grader to match the respective student.

Final examinations will be proctored. Student must submit a Proctor Designation Form with a copy of state issued Proctor's ID for approval to the Dean's office within 30 days of being admitted to the J.D. program. If approved by the Dean's office, this Proctor will supervise all future exams. Substitution of Proctor by new Proctor requires prior approval of Dean's office. The proctor shall review the exam takers identity (Government issued ID will be required). The proctor shall administer the examination within the time frame allotted and provide the results of the examination by downloading the final examination in the SFIU digital blackboard at <http://sfulaw.com/student/login> under student's log in. No compensation shall be paid to Proctor by student under any circumstances. The proctor must make sure that no external material is used during the examination and that Student is not allowed to copy any portion of the examination. The Proctor is in charge with transmitting the examination responses immediately after the examination is administered by downloading them to SFIU's blackboard. Testing materials are downloaded from the SFIU digital blackboard at the beginning of the examination. The deadline to take a final examination is the exam date as provided by the course's syllabus. A proctor is any disinterested person who: is at least 18 years of age or older, has no relation to the Student by blood or marriage or cohabitation. Proctor may not be an enrolled student and cannot be employed by the San Francisco International University College of Law.

All exams may only be graded by instructors, other members of the faculty or supervised graders approved by the Dean's office. SFIU will post exam results no later than thirty (30) days after the exams has been administered at SFIU's digital blackboard.



## 17. Sound written scholastic standards. Guideline 5.18.

**Good Standing:** Students must remain in good standing with the School. Good standing means students must maintain a GPA of at least 2.0. If a student's GPA falls below a 2.0 the student will be put on academic probation.

**Academic Probation:** Students placed on academic probation will receive written notification advising them of their academic probation status. The student will have until the subsequent semester to raise their GPA to 2.0. Failure on the student's part to raise their GPA or failure to pass the First-Year Law Student's Examination within the required time will result in the student being dismissed from the School for academic deficiency.

**Advancement & Retention:** Enrolled Students will be evaluated by the end of each academic year in order to determine eligibility for advancement in the program. Students must be in good standing to advance to the next year of law study. Students, who have not maintained the grade average required for advancement or graduation or who have failed to pass the First-Year Law Student's Examination within the required time frame will be disqualified from the J.D. program.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1, Chapter 5, of the Rules of the State Bar of California (Admission Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Students on academic probation are eligible to advance to the next year of study upon a reevaluation of the student's progress by the SFIU's administration and successful passing of an end of the year examination provided by the Law School. Any transfer student who was on academic probation or academically dismissed at the law school last attended will automatically be placed on probation if accepted at the School following a diligent review of related records and circumstances.

Any changes to the academic standards will not be made without adequate prior notice to all affected students.

18. Written policy clearly defining academic standing, academic disqualification, advancement in good standing, and the requirements for graduation.

**Good Standing:** Students must remain in good standing with the School. Good standing means students must maintain a GPA of at least 2.0. If a student's GPA falls below a 2.0 the student will be put on academic probation.

**Advancement & Retention:** Enrolled Students will be evaluated by the end of each academic year in order to determine eligibility for advancement in the program. Students must be in good standing to advance to the next year of law study. Students, who have not maintained the grade average required for advancement or graduation or who have failed to pass the First-Year Law Student's Examination within the required time frame **will be disqualified** from the J.D. program

**Academic Probation:** Students placed on academic probation will receive written notification advising them of their academic probation status. The student will have until the subsequent semester to raise their GPA to 2.0. Failure on the student's part to raise their GPA or failure to pass the First-Year Law Student's Examination within the required time will result in the student being dismissed from the School for academic deficiency.

**Graduation:** In order to graduate the student must be in good standing (a GPA of 2.0 or higher) and have satisfactorily completed all the required coursework for the law program. Students must complete and submit the Application for Graduation form in person, by mail or by email to the School and meet all financial obligations to the School (tuition, fees, and miscellaneous charges) as well as to the State Bar of California.

Course Honors:

Cum Laude 3.60 - 3.74

Magna Cum Laude 3.75 - 3.90

Summa Cum Laude 3.91 - 4.00

Students enrolled in J.D. program may petition the Registrar for graduation, under the condition that they:

- A. Completed a course of study requiring a minimum of 864 hours of preparation per year and study of four (4) years equaling to 78 credits;
- B. Successfully passed First Year Law Student Examination;
- C. Have a minimum cumulative GPA of 2.00;
- D. Satisfied all financial obligations towards the San Francisco International University College of Law and the State Bar of California.

Within thirty (30) days after Registrar received a written request for graduation from J.D. program, Registrar will verify, if Student met all requirements for graduation in J.D. program. If Registrar verifies, that all conditions are met, SFIU will confer on student J.D. degree, mail him diploma and his transcript within additional 30 days. Student's status will be then upgraded to a graduate status. In case that Student does not meet all requirements for graduation, Registrar will grant Student sixty (60) days to supplement his petition for graduation. Shall Student fail to supplement the petition within allotted time, the petition will be denied.

## 19. Exceptions to Policies on Academic Standards. Guideline 5.19.

The exceptions to the above discussed academic standards can only be approved on exceptional basis, upon showing of a special circumstances and good cause. The power to grant such an exception is vested with a committee consisting of the Dean, Registrar and another Faculty member. The committee shall vote on granting such an exception with a majority vote and if such exception is granted, the reasons for such an exception must be recorded in the permanent minutes of the Committee as well as in the student's file.

## 20. Written policy on course repetition. Guideline 5.24.

Students who Fail a course must repeat the course. Students are only allowed to Fail a course one time in order to retake the same course. Course may only be repeated within the same academic year. Upon successful completion of the repeated course, the student will only be awarded credit for the repeated course towards graduation. Once repeated, the new grade will replace the previous grade and the previous grade will not be used in calculating Student's Cumulative Grade Point Average. Student will therefore be able to prevent academic disqualification, satisfy terms of academic probation, advance in the program of study and qualify for graduation from J.D. program.

Student will be allowed to commence next academic year only after successful completion of repeated course. Any attempt at a course offered by the School will remain on the student's transcript and will be used to calculate grade point average (GPA). Under no circumstances will SFIU grant duplicate credit for the repetition of the same or substantially the same course, whether in the same law school or different law schools.

## 21. Sound written admission policy. Guideline 5.24.

SFIU admission process can be started at any time as SFIU accepts students on rolling basis.

### **An applicant for admission must:**

- A. Have completed at least two years of college work or demonstrated equivalent in accordance with Rule 4.25(A) of the Admission Rules and Section 6060(c)(1) of the California Business and Professional Code. More information can be found at [www.calbar.ca.gov](http://www.calbar.ca.gov). Students should note that although there is no prescribed pre-law undergraduate course of study, students should consider courses that help cultivate critical skills needed for success in law study and practice.
- B. Submit a statement of purpose.
- C. Submit character references from two (2) individuals that are not related and that can attest for the applicant's good moral fitness.
- D. Fill out an Application for Admission.
- E. Pay the application fee of \$ 99 (Non-refundable). Application fee can be paid by credit card, bank deposit or wire transfer.

### **In addition to that, International Applicants are required to:**

- F. Have their foreign degrees evaluated either by World Educational Services Inc. or another similar evaluation agency
- G. Applicants who have not completed any coursework in recognized academic institution in the U.S. just successfully pass Test of English as Foreign Language or another English proficiency exam. In order to be admitted, SFIU requires minimum TOEFL score of 530 in paper format. Minimum score for TOEFL iBT is 71.

Applicants who have previously attended another law school must disclose that information on the application for admission as well as whether the Applicant was in good standing at that school. Applicant shall also submit official transcript from that law school.

SFIU will only accept official transcripts and test scores and it is the Student's responsibility to ensure receipt of these requirements. All the materials for admission may be either mailed to San Francisco International University College of Law, 400 Oyster Point Plaza Ste. 422, South San Francisco, CA 94080 or emailed to [admissions@sfiulaw.com](mailto:admissions@sfiulaw.com).

**College Work:** “Two years of college work” means a minimum of sixty semester or ninety quarter units of college credit:

- A. Equivalent to at least half that required for a bachelor’s degree from a college or university that has degree-granting authority from the state in which it is located; and
- B. Completed with a grade average adequate for graduation.

An official transcript showing a bachelor’s degree from a qualified institution or, if no bachelor’s degree has been earned, official transcripts of all prelaw studies, and transcripts of any graduate studies must be submitted for all applicants, whether the applicant intends to meet the academic qualifications through college work or through demonstrated equivalent intellectual achievement (CLEP). Transcripts should be sent directly from the issuing institution.

Foreign Applicants may also meet the pre-legal education requirement by using credits from a foreign institution evaluated by World Educational Services Inc. or another organization approved by the State Bar of California.

Applicants should be advised that as an alternative to “two years of college work”, student might also take College-Level Examination Program (CLEP).

**College-Level Examination Program (CLEP):** Applicants who have not completed at least two years of college work in accordance with Rule 4.25(A) of the Admissions Rules and Section 6060(c)(1) of the California Business and Professions Code may satisfy the general education requirements that must be completed prior to beginning law study by attaining a score of 50 or higher on the following College-Level Examination Program (CLEP) examinations, which are administered by the College Board:

**1. Under Composition and Literature category:**

~ College Composition

*(Note: For OBCL requirements, do not complete the similarly named “College Composition Modular” exam, this is a separate exam that will not satisfy the school’s application requirements.)*

**2. 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  
(College Composition & Humanities examination only)
- ~ Foreign Languages
- ~ History and Social Sciences
- ~ Science and Mathematics
- ~ Business

Applicants must register to take the CLEP examinations directly with the College Board and request that score reports be submitted to the Admission Department of SFIU.

The College Board  
P. O. Box 6600  
Princeton, NJ 08541-6600  
1-800-257-9558

**LSAT:** Applicants for J.D. Program at San Francisco International University College of Law are not required to take Law School Admission Test (LSAT). Despite of that, the Committee of Bar Examiners requires each applicant for California Bar Exam to have LSAC number. It can be obtained at [www.lsac.org](http://www.lsac.org).

SFIU will not permit a person to enroll or attend classes for more than forty-five (45) days after the beginning of the term, unless SFIU has official transcripts showing eligibility for admission under § 6060(c)(1) of the California Business and Professions Code and Rule VII, Section 1 of the Rules Regulating Admission to Practice Law in California or an official certification that the student had passed the equivalency examination required by § 6060(c)(2) of the California and Professions Code and Rule VII, Section 1 of the Rules Regulating Admission to Practice Law in California at the time the student is admitted.

**Admission as a Regular Student:** An applicant who has a bachelor's degree from an institution approved by the Committee is admissible as a Regular Student. An applicant who does not have a bachelor's degree, but who has completed at least one-half of the work required for a bachelor's degree at a college or university approved by the Committee, is admissible as a Regular Student. If the law school does not receive official transcripts establishing Regular Student status within forty-five (45) days after the term begins, the student must be reclassified as a Special Student, if admissible as a Special Student, or the student must be immediately disqualified as a student in the law school's J.D. degree program

**Admission as a Special Student:** An applicant whose pre-law studies do not satisfy the requirements of Guideline 5.32 must be classified as a Special Student. Admission of Special Students must be limited. An applicant may not be admitted as a Special Student unless he or she has satisfied the examination requirements (currently the College Level Equivalency Program examination) of § 6060(c)(2) of the California Business and Professions Code and Rule VII, Section 1 of the *Rules Regulating Admission to Practice Law in California*.

**Awarding of Transfer Credit:** SFIU may award transfer credit to an applicant, subject to the following limitations:

- (A) No credit may be granted unless the requirements of § 6060(h) of the California Business and Professions Code have been met, that is, unless the applicant has passed the First-Year Law Students' Examination or became exempt while attending an accredited law school. To be exempt from the examination, the student must have successfully completed the first year at the accredited law school and have been advanced to the second year by the same law school.
- (B) Credit should ordinarily be granted for whole courses completed not more than twenty-seven (27) months prior to the date the applicant begins study at the SFIU. This time limitation does not apply to students who have passed the First-Year Law Students' Examination. In some instances, such as illness, personal tragedy or military service, it may be appropriate to permit credit for studies completed more than twenty-seven (27) months prior to admission. The Dean must approve any exception and an explanation must be placed in the student's file.
- (C) For students who were disqualified for academic reasons at the prior law school, credit should be granted only for courses in which the applicant received a grade above passing. For students who were in good standing at the prior law school, credit may be granted for all passing grades. For all applicants who have passed the First-Year Law Students' Examination, credit may be allowed in Torts, Contracts, and Criminal Law, even if the grades at the prior law school were not above passing.
- (D) SFIU may not grant credit for a course completed at the prior law school in excess of the number of units the admitting law school would award for a course with the same number of classroom or participatory hours.
- (E) SFIU should be satisfied that the subject matter of, and the quality of the applicant's performance in, the courses for which credit is allowed, were substantially the same as that for like courses and grades in the SFIU.
- (F) SFIU reserves right not to grant any credit allowable under Guideline 5.35(B).

## 22. Statement on basis for readmitting students previously disqualified for academic reasons placed in student's file. Guideline 5.34.

Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

- (A) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or
- (B) After at least two (2) years have elapsed since the disqualification, if the applicant demonstrates 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 he or she was previously disqualified for academic reasons.

Student previously disqualified for academic reasons may be readmitted under the condition that:

- Student petitions the Dean's office for readmission;
- Student submits a statement, signed under penalty of perjury, describing traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level before being dismissed or at least (2) years have lapsed since disqualification;
- Student was not previously disqualified for academic reasons;
- Student successfully passed California First-Year Law Students' Examination (FYLSX).

In each case, the Dean or admissions officer must sign and place in the applicant's file a statement of the reasons for admitting the applicant.

## 23. Written policy on Admission as Visitors, Auditors or Non-JD Candidates. Guideline 5.36.

An individual may be permitted to enroll at SFIU as a visitor, auditor, or non-J.D. degree candidate in a limited number of courses without complying with the SFIU's J.D. degree program admissions requirements, provided that they can demonstrate, that they have the ability and knowledge to benefit from the course(s) and will not be detrimental to those regularly enrolled students.

**Auditing Courses at SFIU:** Any Student interested in auditing SFIU course must submit a written request form to the Office of the Registrar. The form requires the signature of the



instructor of the course. If it is determined that space is available in the course, the student will be notified that s/he may attend the course and following such notification will be able to obtain materials for the course from the SFIU's Digital Blackboard and access the course website.

Materials and access to the website are not available to visitors, auditors and Non-J.D. degree candidates until after formal notification of admission to the course. The audited course will not appear on the transcript. Students registered in the University will not be charged an audit fee for auditing. For all others, the non-refundable audit fee is USD \$1,500 per J.D. course.

**Visiting Status at SFIU:** A student enrolled in an ABA-approved law or law school registered with the Committee of Bar Examiners may request permission to enroll in SFIU courses as a visiting student. Submitting the request is a two-step process. First, the student must arrange for the registrar at his or her current institution to submit a letter of good standing and official transcript to the SFIU. Second, the Student must submit a written request for visiting status to the Office of the Registrar. The request should include the academic term(s) for proposed enrollment, the name of the course(s) desired, and reasons for requesting visiting status.

If the Registrar approves the request for visiting student status, the Student must comply with registration and tuition and fee requirements before enrollment in any J.D. course. The Student must abide by all applicable SFIU regulations and standards regarding student conduct, attendance, examinations, work load, and the like. Visiting Students are not eligible to receive a degree from SFIU. Participation in particular course is subject to space availability. Visiting Students will pay a non-refundable audit fee is USD \$1,500 per J.D. course.

**Admission as Non-J.D. Degree Candidate:** SFIU currently does not offer any professional law degrees in addition to Juris Doctor Degree.

24. A complete hard copy or electronic list of all expenditures for hard copy and electronic library material and all other electronic library resources available to students. Guideline 6.6(A).

Attached.

25. A complete hard copy or electronic list of all hard copy and electronic library materials and all other electronic research resources available to students, indicating the means of access and any restrictions and limitations on access. Guideline 6.6(B).

SFIU library provides Students with access to current, standard text and treatise for each course or subject in the curriculum of the law school for which a text or treatise is available. SFIU library is located at San Francisco campus. Students have access to SFIU library within normal business hours.

In addition to that, all Students have access to the published reports of the decisions of California Courts, a digest of California Law and California codes as provided by Lexis Nexis. Students have access to Lexis Nexis 24/7. Lexis Nexis is the leader in legal research and it is widely used by the legal community.

26. Written record-keeping and record recovery procedures, and all records required to be maintained pursuant to Division 9 of the Guidelines for Unaccredited Law School Rules. Guideline 9.1.

San Francisco International University College of Law maintains at all times complete and accurate records of its programs and operations. These records are maintained both in paper format and also in electronic backup format. Paper format records are accessible at our San Francisco Campus, located at 400 Oyster Point Blvd. Ste. 422, South San Francisco, CA 94080. Electronic format of records is located both at San Francisco campus and also at secure server out of campus. Electronic backup of all paper records both on campus and out of campus guarantees the ability to create duplicate records in cases that original records are lost, destructed or corrupted. Registrar is primarily responsible to produce duplicate records in cases that original records should be compromised or destroyed. Requests for the copy of academic records by the administration, faculty, students or Committee need to be presented to the Registrar by email at [registar@sfulaw.com](mailto:registar@sfulaw.com) or in person or by mail at San Francisco campus. Registrar will provide required records within three (3) business days.

SFIU will keep records on applications on admissions and records on admissions for the period of one year from the beginning of the academic period for which the individual applied. Record of applications and record of admissions contains all information as required by Guideline 9.1(A) and 9.1(B) of the Guidelines for Unaccredited Law School Rules. Both of these records are available to the SFIU's administration and to the Committee within normal business hours.

SFIU's other records will be kept for the period of five (5) years. These records include, but are not limited to:

- student files in compliance with rule 9.1(C) of the Guidelines for Unaccredited Law School Rules,
- transcripts in compliance with rule 9.1(D) of the Guidelines for Unaccredited Law School Rules,
- class records in compliance with rule 9.1(E) of the Guidelines for Unaccredited Law School Rules,
- examinations and grade tabulations in compliance with rule 9.1(F) of the Guidelines for Unaccredited Law School Rules,
- records on administrative personnel in compliance rule 9.1(G) of the Guidelines for Unaccredited Law School Rules,
- records on faculty personnel in compliance with rule 9.1(H) of the Guidelines for Unaccredited Law School Rules,
- faculty minutes in compliance with rule 9.1(I) of the Guidelines for Unaccredited Law School Rules,
- board minutes in compliance with rule 9.1(J) of the Guidelines for Unaccredited Law School Rules,
- operating records in compliance with rule 9.1(K) of the Guidelines for Unaccredited Law School Rules,
- catalogs, bulletins and brochures in compliance with rule 9.1(L) of the Guidelines for Unaccredited Law School Rules,
- committee correspondence in compliance with rule 9.1(M) of the Guidelines for Unaccredited Law School Rules,
- records on inspections other than committee in compliance with rule 9.1(N) of the Guidelines for Unaccredited Law School Rules,
- records on reports to be regularly made in compliance with rule 9.1(O) of the Guidelines for Unaccredited Law School Rules,
- annual financial report in compliance with rule 9.1(P) of the Guidelines for Unaccredited Law School Rules,
- disclosure statement an required under rule 9.1(Q) of the Guidelines for Unaccredited Law School Rules,
- record on all exemptions granted under rule 5.6 of the Guidelines for Unaccredited Law School Rules.

27. Written policy that provides that transcripts entries may only be changed upon a showing of good cause. The policy must set forth the procedure to be followed to apply for and approve a transcript change under that standard. Guideline 9.1(D).

SFIU maintains permanent records on transcripts for each student who was or is enrolled in any course in the law school. The transcript for each student shall contain all information under Guideline 9.1 (D) of the Guidelines for Unaccredited Law School Rules.

The SFIU's Registrar Office provides academic support services to students, faculty, administrators, staff and alumni by accurately maintaining all data related to the production of student's transcripts, at San Francisco Campus. Disclosure of information from student transcripts is governed by the Federal Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, SFIU students have besides other right a right to:

- inspect and review their own transcripts,
- request correction of the information in their transcript with the office of Registrar,
- file a formal complaint with the United States Department of Education shall SFIU fail to comply with Federal Family Educational Rights and Privacy Ac.

**Transcript Correction:** Students have the right to request transcript correction with the office of Registrar if the information contained in their transcript is incorrect. Such a request shall be filed with supporting evidence. The Registrar may change entry in Student's transcript only upon showing of a good cause. Upon approval of the change in Student's transcript, the transcript must contain record of change being made, the date of the change as well as evidence that supports a good cause for the change of the transcript. Besides of making changes on Student's request, Registrar may change transcript on its own initiative shall good cause be shown. Each request for transcript modification must be processed within five (5) business day since the request for modification with supporting evidence was filed in writing with the office of Registrar. If the Request is denied, Student may appeal the decision to the Dean's office within five (5) business days.

Violation of Student's rights under Federal Family Educational Rights and Privacy Act shall be filed with the: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

## 28. SFIU Policy on Equal Opportunity and Non-Discrimination. Guideline 10.1

San Francisco International University College of Law demonstrates a commitment to providing equal opportunity to study law in the hiring, retention and promotion of faculty without regard to sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status. SFIU is committed to equality of opportunity in the admission and retention of students and in hiring, retention and promotion of faculty without discrimination or segregation, except insofar as such action is protected by the Constitution of the United States or the State of California.