

OAK BROOK COLLEGE OF LAW
PARALEGAL PROGRAM

2012

POLICIES AND PROCEDURES MANUAL AND CATALOG

Dear Oak Brook College Paralegal Students and Prospective Students:

Please take time to carefully read this Policies and Procedures Manual.

This edition of the Policy Manual and Catalog is effective starting April 1, 2011 and supersedes all previous revisions. As new policies are suggested, they will be considered for implementation in the next edition of the Manual. However, the College reserves the right to implement new policies or to change existing policies as necessary during the course of the academic year.

As you read through this Manual, please make careful note of the policies contained herein.

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Fresno, California
May 2012

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§1 INTRODUCTION

The purpose of this manual is to promote the effective administration of the programs offered by the Oak Brook College of Law. The policies, practices, and procedures included herein should be adhered to by faculty, administration, and students.

The College reserves the right to change any policies, including but not limited to tuition, fees and charges, units or credit value per course, courses offered, curriculum, grading policies, graduation and degree requirements, and admission standards and policies. Although such changes may be made without notice to students, every effort will be made to notify students in a timely manner of any changes which will substantially affect their studies.

This manual and catalog shall be amended as necessary at the end of each calendar year and the revised version made available to the faculty, staff, and enrolled students.

Online Paralegal Certificate Program Overview

The dramatic increase in demand for paralegals is well-known today among those within and outside the legal profession. Promising careers are available to persons who can provide law firms with the knowledge and skill of a competent paralegal. In response to the growth of this profession, numerous paralegal and legal assistant courses are now being offered across the country. With the proliferation of such programs nationwide, it has become necessary to reevaluate what elements are really necessary in the education of a paralegal.

Today, there are many attorneys who recognize that providing legal advice is but one aspect of their calling. Individuals who seek an attorney's services often have significant personal and spiritual problems related to their legal dilemma. These attorneys need individuals who can not only offer assistance in the legal aspects of the problem but who can also give valuable input to the attorney in solving clients' personal problems. This is particularly true in smaller firms and among sole practitioners.

Oak Brook College takes a different approach to the method of paralegal training. In contrast to many other paralegal programs, Oak Brook College emphasizes a Biblical perspective and approach to the responsibilities of a paralegal. The aim of this program is to be as practical as possible, teaching students the basic substance of law and the practical procedures of a legal practice. To that end, this training utilizes correspondence methodology rather than the traditional classroom setting. By incorporating current technology into the training program, students gain the essential skills to locate, organize, and communicate information for effective law office management.

The Paralegal program provides students with an overview of the American legal system, training students in the basic skills of legal research and writing, and giving them a working knowledge of the fundamentals in several areas of law. Although no prior legal experience is required, exposure to a law office and basic concepts of American law will prove to be helpful to the student, both in completing the course and in finding employment upon completion of the program.

How does it work?

The Oak Brook College Paralegal Program is an online, one or two-year certificate program that qualifies a student to take the Certified Legal Assistant exam upon successful completion of the program. Each year is divided into four eleven-week quarters. Classes start in February and September each year.

Courses topics include counseling and legal ethics, legal philosophy, writing and reasoning, and courses

focusing on areas of substantive law. For each course students are provided with a list of required texts, which are procured separately. For each weekly lesson, the syllabus provides an overview of the subject matter, assigned reading and written assignments. Students are required to submit periodic assignments, which are reviewed and graded by the instructor. In most courses, students will also take a proctored final exam to complete their course grade.

Students receive access to our student website* where they can read their syllabi, listen to lectures, upload assignments, and have access to assignment and course grades. Students are free to contact the instructor if they have questions or experience any difficulty in their coursework. At the end of each quarter, students take final examinations that are administered by a proctor approved by the College.

A computer with high speed internet access is required while attending Oak Brook College. The computer must meet the minimum system requirements for the ExamSoft software SofTest, which is used to administer exams. Paralegal students may use a desktop or laptop.

SofTest can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). Specific system requirements are listed on the ExamSoft website: <http://www.examssoft.com>.

SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

To graduate with a paralegal certificate, the student must successfully complete all courses and submit all required documents, while maintaining the minimum required grade point average of 2.0 or higher, and have submitted quarterly reports evidencing the completion of at least 924 study hours (22 study hours per credit; 42 credit hours total).

**Access to e-mail and high-speed internet is required.*

One-year Program

Students enrolled in the one-year course take four courses in each quarter. Each quarter is broken down into 10 one-week lessons and one exam week. There is a one-week break between each quarter.

Two-year Program

Students enrolled in the two-year course take two courses in each quarter. Each quarter is broken down into 10 one-week lessons and one exam week. There is a one-week break between each quarter and approximately a four-week break between academic years.

Notices

Oak Brook College of Law is a private, non-profit institution. The College has approval to operate the College's Paralegal program from the Bureau for Private and Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in California Private Postsecondary Education Act of 2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P. O. Box 980818, W. Sacramento, CA 95798-0818; <http://bppe.ca.gov/>; Toll Free Number: (888) 370-7589; Telephone Number: (916) 431-6959; Fax Number: (916) 263-1897"

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Oak Brook College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Paralegal Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 Oak Brook College to determine if your certificate will transfer.

§2 GENERAL STATEMENTS OF THE COLLEGE

The following statements have been adopted by the Board of Directors of the Oak Brook College of Law. The sole power to modify statements included in this section shall be vested with the Board of Directors.

§2(1) Statement of Mission, Purpose, and Objectives

The mission of Oak Brook College of Law and Government Policy is to train individuals who desire to advance the gospel of Jesus Christ through service as advocates of truth, counselors of reconciliation, and ministers of justice in the fields of law and government policy.

PURPOSES AND GOALS

- To present an alternative to modern legal education, both in educational goals and in teaching methods.
- To instill in students a desire to glorify God through their legal education and professional service; to promote sound moral character in students; to provide examples of such moral character in all College faculty and staff; to inculcate the necessity of industry and thoroughness; to cultivate a love of learning, of hard work, and of excellence; to foster patriotism and a sense of duty to God and country; to encourage the pursuit of wisdom and to provide instruction on the ways to obtain it.
- To produce true public servants and statesmen who are competent and thoroughly educated in the fundamentals and practice of law, whose knowledge and expertise are tempered with humility, and who are primarily interested in employing their knowledge to help those in need.

OBJECTIVES

- Students will be instructed in how to analyze and critique the law from a Biblical perspective and will develop an approach to legal strategies and government policy from this perspective. Students will also be taught to identify and analyze humanistic approaches to law and their implications for society.
- Students will receive instruction in law and government policy through distance learning; communication with faculty and fellow students by telephone, correspondence, and e-mail; and practical skills development under qualified legal professionals.

- Students will develop the ability to conduct legal research on any subject, using any law library and Lexis Nexis as resources.
- Students will become skilled in analytical and persuasive communication, both written and oral.
- Students will be trained to think pre-suppositionally in their analysis of law and government policy.
- Students will be challenged to think creatively and critically using Biblical principles.
- Students will understand the Biblical foundations of the common law and of civil government.
- Students will receive a quality legal education for a reasonable price.

§2(2) Statement of Faith

Oak Brook College of Law affirms the cardinal doctrines of Scripture that have been defended by historic statements of faith. These include the divine inspiration of Scripture, the deity of Christ, the original sin nature of man, the atonement for sin by Christ's shed blood, and the justification by faith in Jesus as the Christ.

We also believe that a complete and inspired statement of faith was given by Jesus Christ when He taught precise commands on how to love God and others, and that these commands transcend all cultures, nationalities, religions, and political systems.

§3 GOVERNANCE

The governing structure of Oak Brook College consists of a Board of Directors, a Board of Advisors, the law school administration, and faculty.

§3(1) Board of Directors

The Board of Directors is the highest level of College government. The Board is composed of seven members, including a Chancellor, and meets four times annually to officially address matters pertaining to the College.

The Board of Directors considers all matters concerning the College's mission, finances, and administrative structure.

§3(2) Board of Advisors

The Board of Advisors, which is made up of attorneys, judges, and other members of the legal profession, serves in a strictly advisory capacity to the Board of Directors, the Chancellor, and the Dean. The Board of Advisors is a nonvoting body and has no official authority in the College's government. The Advisors are responsible to advise the Board of Directors in matters of legal education and training, which require expertise in the law. The Advisors convene by telephone or in person as necessary to consider and to discuss matters presented to them by the Board of Directors or the Dean's Office.

§3(3) Law School Administration

§3(3)(a) Dean. The Chief Executive Officer of the College is the Dean. The daily operations, faculty, academic programs, and student affairs all are under the jurisdiction of the Dean, who is assisted by three directors: the Director of Administration, the Director of Academic Programs, and the Director of Finance.

The Dean is personally responsible for the overall administration of the College, including supervision of faculty and administrative staff, development and enforcement of College policies, approval of prospective faculty and administrative staff, and review of student grievances. The Dean and individuals appointed by him also conduct investigations of alleged student violations of College policies or standards and administer appropriate discipline.

§3(3)(b) Director of Administration. The Director of Administration acts as a representative of the Dean in the administrative offices and is responsible for the efficient functioning of the administrative offices. The Director of Administration's responsibilities shall include:

1. Working with student needs and receiving grievances, bringing such needs and grievances to the Dean's attention as necessary.
2. Receiving, evaluating, and responding to enrollment applications submitted by prospective students.
3. Coordinating revisions of the Policies & Procedures Manual.
4. Submitting to the Board of Directors, Board of Advisors, and Dean a quarterly report detailing any matters pertinent to the institution's performance.
5. Hiring necessary administrative staff to assist in these and other responsibilities.

Working under the direction of the Director of Administration are various staff members, including the Class Coordinators.

§3(3)(c) Class Coordinators. The Class Coordinators are the primary point of contact between the College and enrolled students. Their responsibilities include:

1. Communicating deadlines and other important information to the students.
2. Compiling, editing, and assembling all mailings to students.
3. Answering students' questions via e-mail, mail, phone, or fax.
4. Receiving exams from the professors and coordinating the layout, editing, approval, collating, and mailing of such exams.
5. Implementing curriculum updates and changes to textbooks and assignments.
6. Recording students' general information and grades in the computer database.
7. Monitoring students' academic progress.

§3(3)(d) Director of Finance. The Director of Finance (Chief Financial Officer) and his staff oversee the College's business operations. The Director of Finance interfaces with the Dean's Office in planning monetary expenditures and other matters related to finances.

§3(3)(e) Director of Academic Programs/Associate Dean. The Director of Academic Programs oversees the College's academic matters and is ultimately responsible, along with the faculty, for the development of curriculum and academic policies in order to increase the academic quality of the College's programs.

The Director is responsible for the supervision of faculty as they develop courses, materials, and examinations. The Director of Academic Programs also assists the Dean's Office in investigating alleged violations of College policies or standards by students or academic personnel and administering discipline based on the results of the investigation.

The Director of Academic Programs is also responsible to review the applications and transcripts of prospective transfer students from other institutions and to make a recommendation to the Admissions Committee as to whether the applicant should be accepted and the amount of transfer credit that should be granted.

§3(3)(f) Assistant to the Director of Academic Programs. The Assistant to the Director of Academic Programs assists the Director and other faculty members in the development of examinations and curriculum.

§3(3)(g) Faculty. College faculty members are under the jurisdiction of the Dean, who is assisted by the Director of Academic Programs. Faculty members maintain regular contact with the Dean's Office,

Director of Administration, and the Director of Academic Programs. Periodically, the faculty participate in a faculty teleconference in which curriculum, academic policies, and other matters pertinent to the program are discussed.

The faculty is responsible for the content and quality of instruction in their respective courses and for the overall development of the curriculum for the law school. The faculty is also responsible to evaluate students' academic performance by an appropriate means. With the exception of the legal skills courses, evaluation is made by written examination. Faculty members draft and grade all midterm and final examinations in their respective courses.

The following is a summary of the educational background, qualifications, and experience of the Dean and each member of the faculty:

Roger J. Magnuson, Dean: Dean Magnuson is a graduate of Stanford University (B.A. 1967), Harvard Law School (J.D. 1971), and Oxford University (L.L.B. 1972). He is admitted to practice law in Minnesota and is a senior partner in the firm Dorsey & Whitney.

Robert J. Barth, JD: Professor Barth is a graduate of the University of Illinois (B.S. 1976), Southern Illinois University Law School (J.D. 1979), and the School of Public Policy at Regent University (M.A. 1986). He has taught at Regent University where he was also Assistant Dean for Academic and Student Affairs. He currently practices law as General Counsel for the Institute in Basic Life Principles. Professor Barth is admitted to practice law in Virginia and Illinois.

Robert G. Caprera, JD: Professor Caprera is a graduate of Duke University (B.A. 1976) and Nova University Law School (J.D. 1979). He is a member of the Massachusetts and Florida Bars, and is engaged in private practice.

Jordan W. Lorence, JD: Professor Lorence is a graduate of Stanford University (B.A. 1977) and University of Minnesota Law School (J.D. 1980). He is admitted to practice law in Virginia, Minnesota, and the District of Columbia, and is litigation attorney for the Alliance Defense Fund.

Eric K. Rucker, JD: Professor Rucker is a graduate of Kansas Wesleyan College (B.A. 1976), Emporia State University (M.S. 1976), and Washburn School of Law (J.D. 1981). He has held public office in various positions in the state of Kansas.

Robert M. Kern, JD: Professor Kern is a graduate of Rutgers University (B.A. 1979) and Rutgers Law School (J.D., 1982). He currently practices as General Counsel for Thru the Bible Radio Network, the international radio ministry of Dr. J. Vernon McGee. Professor Kern is admitted to practice law in California and New Jersey.

Larry Higgins, JD: Professor Higgins is a graduate of the University of Notre Dame (B.A. 1975) and Hamline University College of Law (J.D. 1980). He is admitted to practice law in Minnesota.

Jonathan Gundlach, JD: Professor Jonathan P. Gundlach earned his J.D. from Taft School of Law in 1998 and is a member of the California and Wisconsin bars. Professor Gundlach has practiced with several firms focusing in religious freedom litigation and religious organizations law. He has been associated with Oak Brook College since its inception in 1995 and currently serves as the school's Director of Paralegal Studies.

Professor Gundlach is also a graduate of Reformed Theological Seminary (M.Div.), has assisted in church planting for churches in Chicago, IL and Fort Lauderdale, FL and is currently serving in a pastoral role at City Church San Francisco (R.C.A.).

§4 ADMISSIONS, WITHDRAWALS, AND TRANSFERS

§4(1) Admissions

§4(1)(a) Requirements. To be admitted to the Oak Brook College to the Paralegal Program, interested parties must complete an Application for Admission according to the application deadline. Applications are reviewed with respect to three factors: (1) academic qualifications, (2), commitment to the purposes and mission of the College. and (3) knowledge of certain Biblical principles of life .

1. **Academic Qualifications.** Oak Brook College assesses the academic qualifications of each applicant by examining their academic record, test scores, work history, and personal reference recommendations. In order to be considered for admission into the program, an applicant must have completed at least 60 semester or 90 credit hours of college work or the applicant must achieve a score of at least 55 on the College Level Examination Program (CLEP) College Composition exam or the College Composition Modular exam (choose multiple choice option only).

Applicants must register to take the CLEP examinations directly with the College Board and request that score reports be submitted by the College Board to Oak Brook College. The score recipient code for Oak Brook College is 7675. Copies of informational brochures and registration forms are available at local colleges and universities, or by contacting:

The College Board
P. O. Box 6600
Princeton, NJ 08541-6600
1-800-257-9558
<http://www.collegeboard.com/student/testing/clep/about.htm>

2. **Commitment to the Purposes and Mission of the College.** The Admissions Committee looks for applicants who share a commitment to the mission of Oak Brook College. An applicant's commitment to the goals of the College are revealed in personal reference recommendations, application responses, personal character qualities, and by the motivation for studying law.

§4(1)(b) Procedure for Admissions Decisions. The Director of Academic Programs and at least two members of the faculty serve on an Admissions Committee to determine which applicants, based upon their qualifications, should be admitted to the program. The Director of Administration shall forward to the members of the Committee any applications, which they should consider. The decisions of the Admissions Committee are final and should be based on the application and, if appropriate, interviews with the applicant and his or her references.

§4(1)(c) Nondiscriminatory Policy. Oak Brook College does not unlawfully discriminate in its admission or educational policies on the basis of race, color, gender, or national and ethnic origin. However, admission into Oak Brook College is limited to individuals with convictions, goals, and objectives consistent with the statement of faith and mission of Oak Brook College.

The College reserves the right to refuse admission to any applicant or to dismiss any student at its own discretion when any such applicant or student manifests character or conduct which is adverse to the College's statement of mission, purpose, and objectives.

§4(1)(d) First-Year Start Dates. The Paralegal program starts approximately on the last Monday in February and the first Monday of September.

§4(1)(e) Rules Relating to the Application. Each application for admission shall be accepted or denied prior to the start date of the next class. A student who has been accepted may defer enrollment for up to twelve months. Thus, if a student is accepted for a September class, that student may defer his enrollment until the next September class without filing a new application. Any subsequent enrollment beyond the twelve-month period requires submission of a new application and is subject to the admission requirements in effect at that time. An application, which has been denied shall not be reconsidered.

§4(1)(f) Readmitted Students. Candidates for the paralegal program must meet the unit, grade, and course requirements in effect at the time of their admission. Students who withdraw and later re-enroll in the College will be subject to the requirements in effect at the time of their readmission unless a waiver is granted for good cause shown. Any courses taken during previous enrollment for which credit was granted may not be retaken by the student; the original grade will stand. Required courses taken during previous enrollment for which no credit was granted must be retaken.

§4(1)(g) Transfer credit for other institutions. We consider granting transfer credit on a case-by-case basis. However, since there are so few schools that have a mission, purpose, and educational method that is comparable to ours, transfer credit is not often granted. We will need to review a copy of your transcript from your former law school, as well as your completed application stating your goal in pursuing law and your personal agreement with the statement of faith and mission of the school, before a final decision can be made. Oak Brook College has not entered into an articulation agreement with any other college or university.

§4(2) Tuition, Fees, and Financial Aid

Tuition for the paralegal program is \$3,250 per year, plus a \$100.00 nonrefundable registration fee and a \$150 technology fee. Tuition is subject to review and alteration by the College from year to year. Any alteration in the tuition amount will be clearly stated in the Enrollment Agreement. Tuition is payable in full at the beginning of each year, or an installment payment plan may be arranged with the College.

There is an additional \$150.00 per year processing fee if the student chooses to use the optional installment payment plan for the Paralegal Program.

The tuition does not cover the price of the required textbooks. The College estimates that the students will need to spend \$700.00-\$1,500.00 on textbooks. Nor does it cover the cost of the Certified Legal Assistant exam given by the National Association of Legal Assistants-www.nala.org.

At this time, the College does not provide any students with financial aid and does not participate in any student loan programs. The College reserves the right to re-evaluate the fee structures from year to year, and to change them at its discretion.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The Student Tuition Recovery Fund (STRF) was established by the California Bureau for Private Postsecondary Education (BPPE) for the purpose of relieving or mitigating pecuniary losses suffered by any California-resident student enrolled in an approved institution such as Oak Brook College of Law. It is a state requirement that a student who is a California resident and who pays his or her tuition is to pay this state-imposed assessment. Among the financial losses intended to be relieved by the STRF are those resulting from institution closure, failure of the institution to carry out the commitments contained in its enrollment agreement, and refusal by the institution to pay a court judgment.

To be eligible for STRF, a student must be a "California resident," which means a person residing in California at the time the enrollment agreement is signed or who receives any correspondence at a

California mailing address from an approved institution offering instruction by correspondence or distance learning. A non-resident of California is not eligible for protection under or recovery from the Student Tuition Recovery Fund.

A student wishing to learn about the requirements for filing a claim against the STRF can find information on the BPPE website (<http://www.bppe.ca.gov>).

§4(3) Right to Cancel Policy and Refund Policy

§4(3)(a) Cancellation. The student has the right to cancel this enrollment agreement and obtain a refund of charges paid, less the nonrefundable charges, through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refer to the Tuition Refund Policy below. Students who cancel prior to the final examinations shall receive a grade of Withdrawn (W) or Withdrawn while failing (WF), as appropriate.

§4(3)(b) Seven-Day Cancellation Period. Students will receive access to the student website containing all of their lessons for the year on or prior to the date lesson one is scheduled to begin. The start of lesson one is the commencement of studies. Students have a right to cancel enrollment and receive a full refund of tuition charges paid to the College, less nonrefundable charges, up to midnight of the first day of the commencement of studies or the seventh day after enrollment, whichever is later, by submitting a Notice of Cancellation to the Director of Administration.

All Notices of Cancellations must be made by written notice and should be directed in writing to the *Director of Administration, Oak Brook College of Law, P.O. Box 26870, Fresno, CA 93729*. Cancellation is effective on the date written notice is postmarked, emailed or faxed.

§4(3)(c) Pro-Rata Refund.

Refunds for students cancelling after the full refund cancellation period who are enrolled in the program up through and including the second lesson of the third quarter of instruction (60% of the period of attendance) as shown on the Academic Calendar but not beyond, are entitled to a pro rata refund of tuition paid.

You are obligated to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by fraction (the numerator of which is the number of hours of instruction which you have not received but for which you have paid) and the denominator of which is the total number of hours of instruction for which you have paid. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID ARRANGEMENTS MUST BE MADE TO PAY THE BALANCE.

§4(3)(d) Timeline for Refunds. All refunds owed due to cancellation or dismissal will be paid within 45 days after receipt of the Notice of Cancellation or the Notice of Dismissal.

§4(3)(e) Course Cancellations. If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges associated with that course or program.

§4(3)(f) Refunds upon Dismissal or Cancellation: Refunds upon dismissal or suspension are treated the same as for voluntary cancellation and are subject to the above mentioned cancellation periods. All refunds due to cancellation or dismissal will be paid within 45 days after receipt of a Notice of Cancellation. If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges associated with that course or program within 45 days of its

discontinuation.

§4(3)(g) Failure to Complete Exams. A student who fails to take finals or complete all course work required for a final grade will automatically be disenrolled at the completion of the final exam week and will receive a Withdrawn While Failing (WF) on their transcript.

§4(3)(h) No Refund Due. A student may cancel at any time after the above listed cancellation periods (greater than 60% of the period of attendance) by submitting a Notice of Cancellation to the Director of Administration as explained in section.

§4(3)(i) Students who are enrolled in the program beyond the second lesson of the third quarter are not entitled to a refund and if on the payment plan, are required to continue making payments until the balance of tuition owed is paid in full.

§4(4) Transfer to a Later Class/Leave of Absence

§4(4)(a) Transfers Between Academic Quarters. After the successful completion of any academic quarter of study, a student may submit a Petition for Class Transfer form demonstrating good cause for the transfer and be eligible for a 12 month deferment of enrollment and tuition paid to a subsequent quarter. Refunds issued will be governed by the Tuition Refund Policy as stated below.

If a student does not reenroll within the 12 month period they must reapply and pay the tuition fees due at that time for the quarter of which they are reenrolling.

§4(4)(b) Transfers During the Academic Quarter. Prior to final examinations, of any particular quarter, a student may submit a Petition for Class Transfer form demonstrating good cause for the transfer and be eligible for a 12 month deferment of enrollment and tuition paid to a subsequent class. Students who cancel prior to the final examinations, of any particular quarter, shall receive a grade of Withdrawn (W) or Withdrawn while failing (WF), as appropriate, on their transcript. Refunds issued will be governed by the Tuition Refund Policy as stated below.

If a student does not reenroll within the 12 month period they must reapply and pay the tuition fees due at that time for the quarter of which they are reenrolling.

§5 DESCRIPTION OF THE PARALEGAL PROGRAM

§5(1) General Overview of the Program

In order to earn a paralegal certificate from Oak Brook College, a student must complete the course of study outlined below. The paralegal certificate program is divided into four quarters to be completed in 47 weeks.

§5(1)(a) Study Hours. Our program is designed for a student to put in a minimum of 924 study hours for the Paralegal program. For this reason any student enrolled must complete a minimum of 22 study hours per credit for each course (i.e. if a course is 3 credits then you must complete 66 study hours for that course). The College's curriculum is designed to be completed in no more than 44 study weeks per year with an additional three weeks of break built into the academic schedule. Each student must submit quarterly reporting forms certifying that he or she has completed the minimum number of hours for each quarter before credit is granted for any courses.

§5(1)(b) Lessons. Each of the four quarters in the paralegal certificate program is divided into 10 one-week lesson periods plus a one week examination period. Each lesson period is six days and requires

eighteen to twenty hours of study (9-10 hours of study for the two-year program) in order to complete the mandatory minimum of 924 hours by the completion of the program

§5(1)(c) Attendance. Because of the distance-learning structure of the Paralegal program, the College does not require on-campus residence or classroom attendance. Though all students are welcome to attend the JD Orientation conference held each August in Oklahoma City, OK, if they so choose. If interested contact the college.

§5(1)(d) Credit hours. Credit hours for each course are determined by the anticipated number of hours needed to study the course content. The course coverage is comparable to that in a traditional paralegal course, but since there is no “in class” time in a distance-education program, credit hours are determined by study hours. The required 42 credit hours for Oak Brook College Paralegal courses have been determined on the basis of approximately 22 hours of diligent study for each semester hour of credit.

§5(1)(e) Course Work Overview

1. **Paralegal Course Work.** Prior to the date which the student is scheduled to begin their studies, each student will receive access to our student website where the student can read course syllabi, listen to lectures, upload assignments, and see points awarded for each assignment. For each course, students are provided with a list of required texts, which are procured separately. For each weekly lesson, the syllabus provides an overview of the subject matter, assigned reading and written assignments. Students are required to submit periodic assignments, which are reviewed and graded by the instructor. In most courses, students will also take a proctored final exam to complete their course grade. Students are free to contact the instructor if they have questions or experience any difficulty in their coursework. The student website will provide a detailed lesson plan for each of the subjects you are enrolled. As mentioned above students receive access to lectures via the student website, which correspond with the lesson plans set forth in the Syllabus, if applicable.

2. **Final Examinations.** At the end of each quarter, students take final examinations that are administered by a proctor approved by the College. The final examinations consist of a selection of essay(s) and multiple-choice questions depending on the exam. The student is given 2 hours to complete an exam.

§5(2) Requirements for Graduation/Completion

§5(2)(a) Study Hours Requirement. To graduate with a paralegal certificate, the student must successfully complete all courses and have submitted quarterly reports evidencing the completion of at least 924 study hours in those courses.

§5(2)(b) Required Courses. Completion of the following courses is required for each student in the Paralegal program. (Semester credit hours are indicated in parenthesis). Students must take all courses specified for each semester in the sequence stated. The required courses constitute 42 semester credit hours.

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
P315 Common Law Jurisprudence (3)	P310 Legal Philosophy and Reasoning (3)	P383 Legal Research & Writing (4)	P331 Constitutional Law (3)
P343 Torts (2)	P371 Criminal Law & Procedure (2)	P381 Wills & Trusts (2)	P345 Civil Litigation (3)

P363 Contracts (3)	P351 Real Estate Transactions (3)	P393 Business Organizations (2)	P386 Advanced Legal Research * (3)
P382 Family Law (2)	P320 Basic Principles of Counseling (3)	P325 Christian Conciliation (2)	P324 Ethics (2)

§5(2)(c) Minimum Grade Point Average. In order to receive the paralegal certificate students must pass final examinations or other course requirements in each required course, and have a cumulative grade point average (GPA) of 2.00 or greater.

§5(3) Course Descriptions

P320 BASIC PRINCIPLES OF COUNSELING (3 CREDITS)

A legal application of the seven basic principles of life (design, authority, responsibility, suffering, ownership, freedom, and success) will be introduced and applied to common fact patterns that arise in legal counseling

P382 FAMILY LAW (2 CREDITS)

Introduction to the concepts of adoption, marital jurisdiction, grounds for separation and divorce, child custody and visitation, marital counseling and reconciliation, all from a uniquely Biblical perspective.

P325 CHRISTIAN CONCILIATION (2 CREDITS)

Based upon the principles of Matthew 18 and I Corinthians 6, you will learn the steps to bring about reconciliation that restores parties in conflict.

P363 CONTRACTS (3 CREDITS)

An overview of the common law of Contracts, as well as the Uniform Commercial Code and contract drafting.

P393 BUSINESS ORGANIZATIONS (2 CREDITS)

Provides a basic understanding of the characteristics of corporations, partnerships, and agency relationships, as well as an introduction to the procedures and advantages of incorporation.

P351 REAL ESTATE TRANSACTIONS (3 CREDITS)

This course explores a wide variety of land transactions including the sale and lease of both commercial and residential real estate, and exposure to the key players in a property transaction, including mortgage companies and escrow officers. Learn about the language, the documents, and the procedures involved.

P310 LEGAL PHILOSOPHY & REASONING (3 CREDITS)

As Christians we need to have renewed minds about the law. We need to understand the false legal philosophies that exist and that have influenced our legal culture. Clear and logical thinking based upon true premises are necessary to be effective in the realm of law and government policy.

P315 COMMON LAW JURISPRUDENCE (3 CREDITS)

Dive into our legal history to learn the Biblical foundations to our common law legal system in America. Students will be challenged to apply Biblical principles to resolve current and political issues.

P331 CONSTITUTIONAL LAW (3 CREDITS)

Overview of state and federal constitutional structures of government, the unalienable rights and liberties of each person, and the fundamental requirements of due process of law and equal protection under the law.

P345 CIVIL LITIGATION (3 CREDITS)

Covers a basic process of civil litigation, including instruction in civil procedure and an introduction to the rules of evidence.

P371 CRIMINAL LAW & PROCEDURE (2 CREDITS)

An overview of major crimes and the criminal justice system, including considerations relating to searches and seizures, confessions, and right to counsel.

P343 TORTS (2 CREDITS)

Study the personal injury and property damage claims litigated in America's courtrooms, including an evaluation of the rights of the injured, and the various defenses available to defendants. Biblical and common law principles of "fault" will be prioritized.

P381 WILLS & TRUSTS (2 CREDITS)

An overview of the probate process and introduction to the basic rules relation to estate planning, including laws of succession, trusts, and wills. Learn the Biblical perspective on dominion and estate transfer from one generation to the next.

P386 ADVANCED LEGAL RESEARCH (3 CREDITS)

This course builds upon the basic skills acquired in the third-quarter's Legal Research & Writing course. Students will apply their skills to two large, multi-week research and writing assignments focusing on business law related matters. The completion of this course will prepare students for completing a variety of common law office research and writing projects. Students are provided access to the online computer-assisted legal research service LexisNexis.

P324 ETHICS FOR LEGAL PROFESSIONALS (2 CREDITS)

Designed to build upon the material covered in Introduction to Law and the Legal Profession, this course will provide an overview of the ethical considerations that law office personnel should follow in fulfilling duties owed to their employer, to the client, and to the courts.

P383 LEGAL RESEARCH & WRITING (4 CREDITS)

Taken during the fourth quarter, this course will build upon a general understanding of good writing and composition. Students will be introduced to internal research memoranda, points, authorities, and the Uniform System of Citation. Students will also be required develop and demonstrate legal research skills and will become familiar with both law library research and computer assisted research, with special emphasis being placed on the computerized research skills.

§6 ACADEMIC POLICIES GOVERNING THE PARALEGAL PROGRAM

§6(1) Policies Relating to Examinations and Grades

§6(1)(a) Examinations. During the school year, the final grade for all substantive law courses is determined by the students' performance on the final examination. For some course(s) the final grade may be based upon a series of written assignments or for some a combination of assignments and the final exam.

§6(1)(b) Proctors. Unless otherwise specified by the College, all final examinations must be administered by a proctor. The proctor must be at least 21 years of age, not related to the student and not be a current student of Oak Brook College of Law. The student should choose one proctor to administer all the exams given during an exam event. You may take your exams in the home of the proctor, your home, church or even a library setting. In special situations a student can request to use multiple proctors, with the additional expense of exam distribution paid by the student, which is \$10 for each additional proctor. After administering the exams, the proctor will return the signed proctor affidavit to the paralegal

coordinator certifying that the examinations were administered in conformity to the rules, policies, and instructions of the College as set forth in the instructions accompanying the exams, to the college office. The college provides a self-addressed envelope for the return of the proctor affidavit, but it is ultimately the students' responsibility to provide postage and make sure the proctor mails it. No grades will be handed out without this form having been received.

The exam is forwarded to the College as provided in the OBCL ExamSoft Instructions. The proctor will be sent the exam information packet approximately two weeks prior to the start of the exam week.

§6(1)(c) Use of Materials During Examinations. No textbooks, outlines, notes, study helps, or any other external memory devices may be viewed, played, or brought into the examination room during the exam or between portions of the exam, unless otherwise indicated by the course professor. Previously stored information may not be used at any time during the examination.

§6(1)(d) Required Format. All exams must be typewritten using a computer with the electronic testing software Examsoft, unless the College has granted permission to hand-write the examination. If a student hand writes an exam without permission or has failed to follow the instructions in using ExamSoft the professor may deduct points on that exam or it could result in course failure.

§6(1)(e) Electronically Administered Exams (ExamSoft). Students must use the electronic testing software provided by the College (ExamSoft) to take the final exams. Policies and procedures regarding the use of ExamSoft are contained in a separate document entitled "ExamSoft Instruction Manual" that is provided to the student

Exams must be downloaded prior to exam day. If the instructions are not followed the student may risk point deductions or possible exam failure.

§6(1)(f) Exam Time Limits. The time limits set forth by the College must be strictly adhered to. Once an exam has commenced, the time may not be stopped for any reason. Breaks during the administration of an exam are permitted within the given exam time limits. Exams are generally 2 hours in length and time limits are subject to change. Please allocate at least 2 ½ hours per exam when making arrangements with your proctor.

§6(1)(g) Exam Mailing Procedures All examinations must be uploaded no later than midnight of the last day of the exam week, unless prior permission has been granted for an accommodation. Refer to the "Exam Accommodation Request Form" at the end of this document. Accommodation forms must be submitted prior to the Proctor Form due date for that exam administration. Exams uploaded late may be subject to point deductions.

§6(1)(h) Anonymity in Grading The College maintains an anonymous grading policy. Each student receives a Student I.D. number upon enrollment in the College and that number is to be used for exam purposes. A student's name is not to appear on any part of the exam. This anonymity policy does not apply to skills courses, courses in which written assignments are used for student evaluation, or to student assignments.

§6(1)(i) Student Communication after Examinations. Students take specific course examinations at different times during the examination period. Therefore, after taking a particular examination students **shall not** discuss via telephone, computer chat rooms, e-mail or in any other manner with another student, or with a third party who may communicate with another student, any of the following matters until all students have taken their examinations:

1. The subjects or topics tested on the examination.

2. The materials used by a student in preparation for the examination.
3. The nature, format, or perceived difficulty of the examination.

This policy is in accordance with the Code of Conduct and all students are expected to be sensitive to the desires of other students regarding academic honesty.

§6(1)(j) Release of Examination Results Approximately four to five weeks after the professor receives the exams, the exam grades will be made available to the students. The student coordinator will notify the students when grades are available. The student's unique Student ID must be used when obtaining exam grades. The College reserves the right to withhold grades from a student whose Proctor Affidavit forms and/or study hour reports have not been received by the College

§6(1)(k) Photocopies of Graded Examinations. Students will not receive any copies of graded examinations, unless instructed to do so by the professor.

§6(1)(l) Calculation of Course Grades. The course instructor evaluates all student examinations, and a final letter grade is assigned according to the following qualitative assessments.

- A – Indicates excellent mastery of subject material
- B – Indicates good mastery of subject material
- C – Indicates satisfactory mastery of subject material
- D – Indicates poor understanding of subject material
- F – Failure
- W – Withdrawn (after the end of the cancellation period)
- WF – Withdrawn while failing

§6(1)(m) Calculation of Grade Point Average. Cumulative grade point averages are calculated by dividing the total number of quality points (points assigned to the letter grade earned in a course multiplied by the number of credit hours for a course) earned in graded courses by the number of course credit hours earned in those courses. Pass/Fail course grades are not included in the GPA calculation.

A	(4.00)	C-	(1.67)
A-	(3.67)	D+	(1.33)
B+	(3.33)	D	(1.00)
B	(3.00)	F	(0.00)
B-	(2.67)	WF	(0.00)
C+	(2.33)	W	(0.00)
C	(2.00)*		

* *Minimum GPA required for graduation*

§6(1)(n) Petitions for Review. Any student who has an objection to the results of the grading process may submit a written petition for review to the OBCL Office within 30 days after receipt of the final grade. The petition and the exam in question will be reviewed by the professor of the respective course and an appropriate response will be returned to the petitioning student within 30 days.

§6(2) Course Failure and Repeat Policy

§6(2)(a) General. Any student who receives a failing final course grade in a required course must retake the final examination and earn a passing grade in the course. Both grades received will appear on the student's transcript and the quality points assigned will be an average of the two scores received on the original and repeated examinations. A \$50.00 administrative fee will be charged for any repeated examination. If a student fails to complete the requirements for an assignment based course they may receive a failing grade and have to repeat the full course at a later date. The cost for the repeated course

will be based on the cost per credit in place at the time the course is retaken and any additional fees in place at that time.

§6(2)(b) Passing grades. A student may not repeat a course for which he or she has already received a passing grade.

§6(3) Anticipated Learning Outcomes

Students should be able at the end of each semester to pass a final examination, which covers all material they have studied in that subject. Students should also have acquired a thorough working knowledge of each subject area, which they will be able to apply in taking the CLA examination and in their prospective legal practice. Learning objectives for each lesson are set forth in the syllabus for each quarter.

§7 MISCELLANEOUS STUDENT POLICIES

§7(1) Class Cancellation Policy

If the College determines that it is in the best interest of both the students and the College, it may cancel any class prior to the actual start date of the class. Any student affected by such a change will be transferred to the subsequent class.

§7(2) Address Correction Policy

Any student who moves or otherwise changes his or her address, phone number, or e-mail address must notify the College via e-mail or mail within ten (10) working days after the change takes effect. If any information is sent to the student, in any format, and they have not changed their contact information as noted above the college will not be responsible for any implications that may occur because of the request not being submitted.

§7(3) Code of Conduct and Moral Character

“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers” (Ephesians 4:29).

“It is good neither to eat flesh, nor to drink wine, nor any thing whereby thy brother stumbleth, or is offended, or is made weak” (Romans 14:21).

“Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s” (I Corinthians 6:19-20).

Based upon these and other Biblical principles, Oak Brook College students are expected to reflect Godly character in their speech, dress, and actions. Modest and professional dress is expected at every College event, and disruptive language or behavior will not be permitted. At all times, Oak Brook College students are expected to be honest, courteous, diligent, and humble. All students are expected not to use tobacco, drink alcohol, use nonprescription drugs (other than over-the-counter medications), or view pornographic material. Misrepresentations on an application for admission, lying, profanity, immoral behavior, plagiarism, collaboration, or discussion with other students about graded writing assignments or papers (unless specifically permitted by the course professor), and cheating on exams are clear violations of the Standards of Conduct. If a student’s conduct, speech, or dress is not consistent with these Biblical standards, a student will be confronted pursuant to Matthew 18:15-16. If the situation is not remedied, the student will be subject to disciplinary action by the College.

The purpose of disciplinary action is not necessarily punishment. Faculty and administrators have a responsibility to see that justice is done with respect to the evaluation of a student’s academic performance as well as their moral character. When a student is not acting in a manner consistent with the Standards of

Conduct, any other student affected should confront the student in error. If such action does not result in repentance and a change, a faculty member or the dean needs to confront the student in an attitude of love with the goal of restoration. If, after being confronted with the “law” a student repents, mercy is appropriate in determining a sanction. However, if a student refuses to acknowledge wrongdoing, proven by sufficient evidence, just sanctions are necessary. Sanctions could range from a reduction in a grade for a course to dismissal from the College.

§7(4) Policy Changes

The College reserves the right to change any of its policies without prior notice, including, but not limited to, amount of tuition required, fees, unit or hourly value per course, courses offered, curricula, grading procedures and standards, graduation and degree requirements, and admission and dismissal standards.

§7(5) Student Grievances

All student grievances should be submitted in writing to the Director of Administration. If the complaint has not been resolved within a reasonable amount of time, the student should submit a written summary of the complaint to the Director of Administration. Within ten working days of the receipt of written complaint the Director of Administration will send the student a written response, which will include an outline of the investigation and will also provide a detailed description of the disposition or rejection of the complaint.

§7(6) Tutorial Assistance

Students may receive tutorial assistance in their studies by contacting the professor for the course in which assistance is needed. Faculty members are available during specific hours each week, and phone numbers for each faculty member are provided to all enrolled students.

§7(7) Writing Assignments

A selection of writing assignments will include a written “Answer Guide” that you will be posted to Moodle approximately 1-2 weeks after you complete and upload your assignment on Moodle. This answer guide is the primary way you will be informed of what you should have included in your answer. In general, you will not receive actual assignment feedback with direct markings, etc. Lower point-value assignments are generally graded on a pass/fail basis (thus, as long as you put a solid effort into completing the assignment and turn it in on-time, you can be assured of receiving full point value). Larger assignments (those constituting 20% or more of the course grade) will receive specific points or grades.

§7(8) Academic Counseling

Students may receive academic counseling through the College administrative offices where staff members, as well as graduated students, are available to answer students’ questions and to help them set academic goals. If necessary, staff members will direct students to faculty members for further counseling. Also, each faculty member has designated times during which students may call to ask questions. Students may call the College administrative offices at (559) 650-7755 for more information. Staff members are available Monday through Friday, 8:00 a.m.-3:00 p.m. Pacific time.

§7(9) Release of Academic Information

Oak Brook College’s confidentiality policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. No one shall have access to, nor will the College disclose any information from, student records without written permission from students, excepting authorized personnel within the College, persons complying with a judicial order, and persons in an emergency who are acting to protect the health or safety of students or other persons. Students have a right to review information contained in their records except for those matters, which they have waived the right to review and matters that do not relate to their individual academic status.

§7(9)(a) Student Directory. The College provides a student/faculty directory to all enrolled students. The directory includes each student's name, city, state, zipcode, and e-mail address for a particular class.. Students may be excluded from the directory at their request.

§7(9)(b) Transcripts. Certified transcripts may be purchased from the College. Transcript requests must be made by the student or graduate and be accompanied by a signed Transcript Order form for each address transcripts are to be sent to. Completed transcript requests will be processed within 7-10 business days of receipt and are sent via United States Postal Service First-Class mail.

§7(10) Student Records

Pursuant to CAL. CODE REGS. tit. 5, § 71930, the College maintains a complete file on each student in the College throughout the student's enrollment. The College maintains these files for a period of no less than five years after the time that the student graduates. Subsequent to that time, the College retains student transcripts only. Transcripts are maintained by the College for a minimum of fifty years.

§7(11) Miscellaneous fees and charges

The following are fees that may be incurred by the student and may not be previously listed:

Declined Credit Card fee	\$10
Bounced Check fee	\$20
Class Transfer Processing fee	\$56
Examination Retake fee	\$50
Examination Accommodation fee (per exam)	\$50
Additional Proctor fee (for each additional proctor)	\$10

The College reserves the right to change any of its policies without prior notice, including, but not limited to, amount of tuition required, fees, unit or hourly value per course, courses offered, curricula, grading procedures and standards, graduation and degree requirements, and admission standards.

§7(12) Miscellaneous forms

The following forms are available on the Oak Brook College student website or can be obtained from the College administrative office by request: Student Complaint Form; Petition for Class Transfer; Notice of Cancellation; Exam Accommodation Request Form; Student Contact Information Update; Transcript Order Form