COVID-19

Pacific Coast University School of Law has temporarily switched to online learning as a result of COVID - 19, following State of California Guidelines regarding Stay-at-Home orders and closure of school physical plants. PCU primarily uses the Zoom platform, in accordance with the preponderance of institutions of higher learning and graduate/professional programs. Our faculty has made the changeover smoothly, for the most part, and students have responded well to learning in a digital environment. We have been and are continuing to provide basic and advanced training to faculty, as required or desired, in order to help them more effectively navigate this new (to some) method of content delivery.

Exam administrating during COVID-19, see page #26

Prospective Student Informational Seminar

Find out more at our next Prospective Student Information Seminar via Zoom.

Hosted by the Dean and Faculty

Tour the school and library.
Meet current students and alumni.

RSVP by contacting the school at: 562-961-8200

Please visit our website for additional information:
www.pculaw.org
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>III. WELCOME / EDUCATIONAL PROGRAM INSTRUCTION</td>
<td>15.</td>
</tr>
<tr>
<td>1. HISTORY / ACCREDITATION</td>
<td>16.</td>
</tr>
<tr>
<td>3. LEARNING OBJECTIVES</td>
<td>17.</td>
</tr>
<tr>
<td>4. NON-DISCRIMINATION POLICY / APPLYING TO BE A REGISTERED LAW SCHOOL / STUDENTS INTEREST IN PRACTICING LAW OUTSIDE OF THE STATE OF CALIFORNIA</td>
<td>19.</td>
</tr>
<tr>
<td>5. INSTRUCTIONAL PROGRAM - JURIS DOCTOR</td>
<td>21.</td>
</tr>
<tr>
<td>10. STEPS TO APPLY FOR ADMISSION</td>
<td>24.</td>
</tr>
<tr>
<td>13. TRANSFERS</td>
<td>30.</td>
</tr>
<tr>
<td>14. TUITION AND PAYMENT PLAN / TUITION FEE SCHEDULE</td>
<td></td>
</tr>
<tr>
<td>15. REGISTRATION PROCEDURES / PAYMENT PLAN</td>
<td></td>
</tr>
<tr>
<td>16. POLICY REGARDING REFUNDS</td>
<td></td>
</tr>
<tr>
<td>17. FIRST YEAR LAW STUDENT’S EXAM</td>
<td></td>
</tr>
<tr>
<td>19. ATTENDANCE POLICY</td>
<td></td>
</tr>
<tr>
<td>21. POLICY ON GRADES</td>
<td></td>
</tr>
<tr>
<td>22. STUDENT LIFE / ACADEMIC SUPPORT SERVICES</td>
<td></td>
</tr>
<tr>
<td>22. STUDENT LIFE / ACADEMIC SUPPORT SERVICES</td>
<td></td>
</tr>
<tr>
<td>COUSSELING ACADEMIC SUPPORT LAB TUTORING RESERVATION OF POWERS</td>
<td></td>
</tr>
<tr>
<td>24. PCU FACULTY</td>
<td></td>
</tr>
<tr>
<td>27-28. STUDENT/FACULTY RATIO / TEMPORARY ADMINISTRATION DURING COVID-19/ PCU’S BAR EXAMINATION PASS RATE</td>
<td></td>
</tr>
<tr>
<td>30. CHECKLIST/NOTES FOR APPLICANTS 2</td>
<td></td>
</tr>
</tbody>
</table>
Greetings! Welcome to Pacific Coast University, School of Law. PCU is an excellent choice to attain your Juris Doctor degree and prepare for a successful legal career. Our law school has called the city of Long Beach home for the past 93 years.

The law program at PCU prepares students for success in the practice of law. The faculty are dedicated professionals who excel in connecting with students and providing educational experience equal to that of any law school. At PCU students not only get the latest materials in the classroom but also have many opportunities for real-world application while still in school.

At PCU, students have the opportunity to prepare for the California Bar Exam from the very first day of class. Our faculty are friendly, welcoming and supportive. With relatively small class sizes, you will have the opportunity to know the faculty and learn first-hand from the practical experience they bring to the classroom setting.

If you are interested in preparing for a career in the law and seek an excellent education in an excellent environment, you have found it. Welcome!

Basil George Dezes, Dean

EDUCATIONAL PROGRAM INSTRUCTION

By ordinary, classes are held at the Main Campus located at 1650 Ximeno Avenue, Suite 300 in Long Beach, California. (At present, however, PCU has temporarily switched to a distance-learning platform as a result of the COVID-19 pandemic.) The Socratic method of instruction is used in a lecture/discussion setting, including student briefing of cases. Each class session provides ample opportunity for interchange between professor and student.
It is the goal of PCU that the attorneys receiving their legal training here, representing as they do a diversity of ethnic, racial and religious backgrounds but sharing a common dedication to their chosen profession and the community they will serve, shall begin their work morally determined and professionally equipped to enter the legal profession.

**HISTORY**

Pacific Coast University was founded in 1927, before the California State Bar itself was formed. The University originally offered graduate programs in Business and Divinity as well as Law, but the former schools, as well as an undergraduate college, fell victim to the Great Depression. The Law School survived not only the Great Depression but also World War II. The University has graduated hundreds of attorneys who served and still serve the area in private law practice, in public service and as judges and leaders in the legal community. The University continued to meet its goal of providing an affordable legal education to a diverse group of working men and women of different ethnic, racial and religious backgrounds.

Pacific Coast University law professors are all dedicated, local practicing attorneys and judges, and the University’s alumni serve in a wide variety of specialties in the Bar and on the Bench. Pacific Coast University’s commitment to diversity is demonstrated by the attendance at this University of one of the first African-American Superior Court Judges in Southern California, William A. Ross, as well as the first woman elected Superior Court Judge, Kathleen Parker. PCU’s continued commitment to diversity is demonstrated by its current student body. During a period when, for example, women made up only 2.7% of the profession as late as 1963, PCU was graduating 30% or more women each year.
In a sense, all evening law students who work full-time during the day and are busy raising families, are at a disadvantage. However, these hard-working individuals, typically a decade or more older than the average student in major universities, bring to their law studies a wealth of practical experience in the working world and a true appreciation for the opportunity that PCU has opened for them.

The best witnesses to the living history of Pacific Coast University can be found in the words of its graduates: “PCU offers a unique opportunity for the law student. The practical experiences of the faculty and fellow students add a valuable dimension not available at other law schools. I am grateful to the school for enabling me to have a successful law practice and recommend it highly to any prospective law student.”, Modesto A. Diaz, partner in Leviton, Rabine, Diaz et al., Santa Ana.

“...I am proud to be a graduate of Pacific Coast University.” Robert Harold Lund, partner, Lund & Caplan, Long Beach.
PACIFIC COAST UNIVERSITY SCHOOL OF LAW’S LEARNING OBJECTIVES

PCU shall insure that each student receives instruction in the following:

1. Substantive law generally regarded as necessary to be an effective and responsible participant in the legal profession.
2. Legal analysis and reasoning, legal research, problem solving, and oral communication.
3. Writing in a legal context that includes rigorous writing class experience in each year.
4. Other professional skills generally regarded as necessary for effective and responsible participation in the legal profession.
5. The history, goals, structure, values, rules and responsibilities of the legal profession and its members.
6. Multistate Bar Examination (MBE) building skills, before each class writing incorporating multistate.
NON-DISCRIMINATION POLICY

Pacific Coast University School of Law admits students of any race, color, national or ethnic origin or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at PCU. It does not discriminate on the basis of race, color, national or ethnic origin, or sexual orientation in administration of its educational or admissions policies.

A REGISTERED NON-ACCREDITED FIXED FACILITY LAW SCHOOL

Pacific Coast University School of Law is registered with the State Bar of California as a registered non-accredited fixed facility law school. A fixed-facility law school must require classroom attendance of its students for a minimum of 270 hours a year for four years.

PRACTICING LAW IN OTHER JURISDICTIONS

Most states, other than California, may require a degree from an American Bar Association accredited school or approval from an examining committee as a prerequisite to taking that state’s bar examination.

Pacific Coast University School of Law is not seeking approval by the American Bar Association.

"Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice 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."

ELIGIBILITY TO SIT FOR THE BAR EXAM IN OTHER JURISDICTIONS

The Comprehensive Guide to Bar Admission Requirements, a publication by the National Conference of Bar Examiners and the ABA Section of Legal Education and Admission to the Bar, provides detailed information on bar admissions requirements in all jurisdictions.
INSTRUCTIONAL PROGRAM

JURIS DOCTORATE PROGRAM

PCU offers a set yearly curriculum for the Juris Doctor Program. Classes meet Monday, Wednesday and Friday evenings from 6:30 to 10:00 p.m. with classes beginning in September and continuing until May. The academic year is divided into three quarters with 12 quarter units per quarter. Students earn a total of 36 quarter units per year for the four years of study in the Juris Doctor Program.

The number of quarter units indicates the number of instruction quarters per year. Example:
4 quarter units = 1 quarter; 8 quarter units = 2 quarters; 12 quarter units = 3 quarters

FIRST-YEAR CURRICULUM

CONTRACTS (12 quarter units): Formation, performance and discharge of contracts; the Statute of Frauds, third-party beneficiary contracts, assignment of rights, delegation of duties, and illegal contracts.

CRIMINAL LAW (8 quarter units): Nature and elements of crime, specific crimes, defenses and procedures.

FUNDAMENTALS OF LEGAL WRITING AND RESEARCH (4 quarter units): An overview of legal information sources, legal citation, and legal research methodologies including internet based legal research intended for first-year students. Building upon this researching knowledge, students will receive instruction in writing legal documents appropriate for IL students. In addition, students will practice legal writing and MBE multistate questions for the FYLSE.

TORTS (12 quarter units): Civil liability for intentional and negligent injuries to persons and property, including assault, battery, false imprisonment, defamation, fraud, deceit and other wrongs.
SECOND-YEAR CURRICULUM

BUSINESS ASSOCIATIONS (8 quarter units): The formation of business units (agency, joint ventures, partnerships, joint stock associations, business trusts, and private corporations); preparation of the necessary documents, the nature of proprietary interests, and the rights and liabilities of the members.

CIVIL PROCEDURE (12 quarter units): Procedures, documentation and rules of law oriented to the pre-trial and post-trial procedures of Federal and State Courts.

CIVIL PROCEDURE PRACTICUM* (4 quarter units): Civil Procedure Practicum course provides students with the practical skills necessary to serve as a certified law student. The course consists of an introduction to basic litigation practices and techniques, in relation to procedure as opposed to substantive law.

EVIDENCE (8 quarter units): Laws which provide for admissibility or exclusion of evidence during trial.

ALTERNATE DISPUTE RESOLUTION * (4 quarter units): This course is designed to train and to qualify students to develop or participate in conflict mediation processes. Students will review the growth and application of settlement options in the United States and specifically California. The course focuses on both traditional and non-traditional dispute resolution options. Alternative Dispute Resolution (Mediation) is designed for professionals who engage in “interestbased bargaining.” This course focuses on the settlement processes and on achieving reasonable solutions. Students that successfully complete this course are awarded a Certificate of Completion.
THIRD-YEAR CURRICULUM

COMMUNITY PROPERTY (4 quarter units): The rights and obligations of spouses in the management and control, ownership, liability and disposition of property acquired during marriage based on California Law.

CONSTITUTIONAL LAW (12 quarter units): Constitutional powers of the Federal and State governments, the limitations of such powers, and the constitutional rights of persons and citizens within the jurisdiction of the United States.

REAL PROPERTY (12 quarter units): Land ownership and transfer of interest, interactions between landlord and tenant, estates and conveyancing, land use, including private property rights and public use.

WILLS AND TRUSTS (8 quarter units): Execution, revocation and revival of wills and administration of private and charitable trusts and estates. Students draw up wills and trusts, and follow procedures under California Law of probating a will and dealing with future interests.
FOURTH-YEAR CURRICULUM

PLEADING AND PRACTICE *(4 quarter units): An overview of lawyering skills, that emphasizes the day-to-day practical skills required to integrate facts and the law, to present coherent and cogent legal arguments, and to plan appropriate courses of action.

PROFESSIONAL RESPONSIBILITY (4 quarter units): The history and organization of the legal profession, ethical rules, and philosophy which govern the practice of law.

PROFESSIONAL WRITING *(4 quarter units): Legal and practical applications of the principles of a civil complaint, answering a complaint and other pleadings as a follow up to the study of Civil Procedure. A class exercise requires each student to draw up a pleading paper.

TRIAL TECHNIQUES AND ADVOCACY *(4 quarter units): By means of a moot court, students participate in a review of preliminary motions, preparation for trial, selection and jury voir dire, examination of witnesses, and trial procedures.

REMEDIES (4 quarter units): Legal and equitable remedies under statutes and the common law are examined and compared. The course objective is to enable the student not only to identify all available remedies but also to choose the preferred remedy from among them. The principal subjects covered are equity, restitution and damages.

CRIMINAL PROCEDURE (8 quarter units): An overview of Constitutional Law related to criminal procedures and enforcement.

Note: * denotes courses that meet the practicum requirements of the State Bar of California for admission to practice law in the State.
REQUIREMENTS FOR THE DEGREE

**Juris Doctor** (J.D.) Degree candidates must fulfill the following minimum requirements:
- earn 144 quarter units (four academic years),
- maintain a grade point average not lower than 74% (2.2+ GPA), and
- successfully complete the thirteen Bar subjects: Business Associations, Civil Procedure, Community Property, Constitutional Law, Contracts, Criminal Procedure, Criminal Law, Evidence, Professional Responsibility, Property, Remedies, Torts, and Wills and Trusts.

The Juris Doctor with Distinction is awarded to students who pursue their entire Law course at PCU with an overall 91% (3.5 GPA) or higher.

LIBRARY / LEGAL RESEARCH FACILITIES

Pacific Coast University’s law library meets the registered law school requirements of the State Bar of California. The library consists of more than 4700 traditional hardbound volumes and is supplemented by computer work stations which provide access to on-line legal research tools and sites. In line with the common practice in the profession, each student is provided a password and instructions on how to use Lexis Nexis on-line service to perform legal research. The library meets the legal research needs of Pacific Coast University School of Law students by providing background information on cases in casebooks and classroom texts. The library also serves as a legal information resource for locally-based Pacific Coast University School of Law alumni in their research of current rulings from State and Federal courts.
DEGREE ADMISSIONS PROCEDURE, POLICY, CRITERIA AND TUITION

ADMISSIONS, PROCEDURE AND POLICY

A. The Juris Doctor Degree program requires four years of class work. Classes begin in September and terminate in May. PCU’s enrollment is open to both Regular Students and Special Students. A Regular Student is defined by the State Bar of California as a student that has at a minimum two years of college level education, defined as sixty semester or ninety quarter units of college credit in academic courses that are non-vocational and nonoccupational.

B. Admission Criteria for Regular and Special Students is found in Pacific Coast University’s Admission Criteria. No more than 10% of the first year students may qualify for admission as a Special Student.

C. The Juris Doctor Degree program requires four years of class work, commencing each year in September and culminating in May. PCU’s enrollment is open to both ‘Regular’ Students and ‘Special’ Students, as defined by the Committee of Bar Examiners of the State of California and defined herein. The Admission Criteria for Regular and Special Students can be found in PCU’s Admissions Criteria. No more than ten (10%) percent of starting students can qualify for admission as Special Students.

D. Applications for admission are accepted beginning in March of each year. Students are admitted on a rolling basis at such time as their materials are complete and the Admissions Committee has approved the application. Course registration is in July of each year. Prospective Students are advised to complete the application process well before the registration period, to facilitate planning for both the applicant and PCU.

To apply, an applicant must complete the following steps:

1. Complete the application form that can be downloaded from the PCU website www.pculaw.org. A resume may be attached for convenience, but NOT in lieu of the personal statement.

2. Include a brief three (3) (typewritten pages, double spaced) personal statement. Please fully explicate your reasons for wishing to study law and for choosing to apply to PCU. Also, feel free to provide any further information which you feel should be considered by the Admissions Committee.

3. Include any supplementary materials, such as certificates, test scores, professional commendations, etc., with the application materials.

4. PCU participates in the Law School Data Assembly Service (LSDAS). The PCU code is 4362.

5. Have Official transcripts of all college work sent directly to LSDAS/LSAC.
6. Submit two (2) letters of recommendation directly to LSDAS/LSAC. Typically, professors, academic administrators and advisors or employers are best able to provide recommendations concerning the applicant’s analytical skills, communication and writing abilities.

7. Complete the Law School Admission Test (LSAT) – required for all students.

8. Submit the $100 application fee (personal check or money order) payable to Pacific Coast University School of Law. The application fee is non-refundable, except in the case of a certified V.A. applicant who does not attend, in which case, the application fee is returned in full.

9. College Level Examination Program (CLEP) results required for Special Students. (See requirements below)

10. Applications will be interviewed by a panel of Administrators, Board Members, Professors. A response will be sent to the applicant indicating which materials are still outstanding in their application file if it is incomplete. Determination as to whether an applicant will be admitted to PCU is based on college grades, relevant work/community experience, and other evidence of maturity, ability and aptitude to attempt law study.

A response will be sent to the applicant indicating which materials are still outstanding in their application file if it is incomplete. Determination as to whether an applicant will be admitted to PCU is based on college grades, relevant work/community experience, and other evidence of maturity, ability and aptitude to attempt law study.

**CRITERIA FOR ADMISSIONS**

1. Before beginning the study of law, a Juris Doctor Degree Regular Student must meet the following criteria:

   A. Have earned an Associate of Arts or Associate of Science Degree or higher from a qualified institution; or,

   B. have completed at least two (2) years of college work.* **

*Two (2) years of college work is equivalent to a minimum of sixty (60) semester or ninety (90) quarter units of college credit in academic courses.

**A 2.0 grade point average or higher is required on all subjects undertaken and substantive content must be at least equal to that required for graduation from the institution attended.
Applicants whose pre-law studies do not satisfy the requirements above are classified as Juris Doctor Degree Special Students and may be admitted only in exceptional cases. The requirements to qualify for admittance as a Special Student are as follows:

A. Have completed three (3) CLEP general examinations with a score of fifty (50) or better to qualify for pre-legal education with the State Bar of California; and,

   1. have completed English Composition (with or without essay); and,

   2. have completed two (2) examinations from the following subjects:
      Humanities
      College Mathematics
      Natural Sciences
      Social Sciences and History

Generally, Pacific Coast University School of Law limits admission of special students to entering the first year of law study.
TRANSFERS

Pacific Coast University School of Law, on a case by case basis, may allow a student who has completed a year or more of law study at a California State Bar-accredited, ABA-approved, or registered unaccredited law school if the registered unaccredited law school student has passed the First-Year Law Student’s Examination (FYLSE) to be admitted into the second year only. The admission of a student into the second year of law study is at the sole discretion of the Admissions Committee. It is the policy of PCU not to accept transfer students with more than one year of credit. All prior credits will be evaluated. Credit is not awarded for experience other than academic credits earned.
TUITION AND PAYMENT PLAN

Tuition is due by August 28th for new students and transfer students enrolling for the 2021-2022 school year. All returning student's tuition is due by September 4th. Tuition is charged on a per-year basis payable in full by September 4th. An application to participate in Pacific Coast University School of Law’s payment plan is available to all students in good standing. The payment plan is enumerated below. The tuition is currently established at $8500 for each academic year (1L, 2L, 3L & 4L) with yearly student fees of $1500, for a total amount of $10,000.

FEE SCHEDULE

The following fees are in addition to the yearly tuition of $8,500.00. Tuition and fees are subject to change from year to year.

**General Fees:**

Application Fee*: $100

*this is a one-time fee and is not refundable

*Student Fees $1500

*Late Registration fee*: $100

*Tuition is late if not received by September 4th.

*Make-up exam fee: $500

4L Graduation fees: $500

The cost of mandatory course books are not included in the tuition yearly fee.
REGISTRATION PROCEDURES

Registration occurs June through August. All registrations must be completed two weeks prior to the commencement of classes. Students are encouraged to submit their registration package early. Students who submit their registration after September 4th will be subject to a late registration fee.

Pacific Coast University School of Law Payment Plan

1. 20% down payment is required as a down payment at the time of enrollment /registration for all first year students and transfers. A $200.00 administrative fee is charged for the plan.

2. Eight monthly installment payments of $1000.00 are required until the balance of the tuition is paid in full. The first payment is due on the 1st of October.

3. There is no interest charge associated with the school’s tuition payment plan; however a late fee of $35.00 per month is charged if payment is not made by the 15th of the month.

4. The tuition payment plan does not cover cost of mandatory course books.

5. Students who have not met their financial obligation to Pacific Coast University School of Law by the end of the school year, are not eligible to return until all outstanding obligations are satisfied. Further, students who do not meet their payment plan obligations risk failing to honor such as defined by the State Bar.

6. Students who have failed to make two consecutive payments risk immediate disenrollment.

7. One week prior to exam week, letters will be issued to students who are not in compliance with payment plan obligations. Those who fail to bring their accounts to current will not be allowed to take exams and will be ineligible to make-up those exams.
POLICY REGARDING REFUNDS

A three (3) business day tuition ‘refund period’ is provided in the event a student enrolls and subsequently decides, before having attended any classes, to cancel his/her/their enrollment. In such a case, a full refund of tuition and materials fees paid prior to the first day of class, less the $100 registration fee, will be refunded if the request is made in writing and hand delivered or sent by certified mail within three (3) business days following the date of actual registration and provided the person has not attended any classes.

In the event a student withdraws prior to attending three (3) full weeks of class, and if tuition has been paid in full, a refund will be provided for the two (2) quarters remaining only. After three (3) weeks, no refund is available, and the full tuition amount is due upon withdrawal from Pacific Coast University School of Law. Withdrawal from classes is covered in the Enrollment Agreement. While the Agreement itself is canceled in case of withdrawal, Academic records are kept for any class work completed prior to withdrawal.

Attendance in classes is recorded until a student’s enrollment is formally terminated via receipt by the Registrar of written notice that the student is withdrawing.
Those who are enrolled in our law degree program must register as students with the State Bar of California. Registration requires the completion of a form directly on the State Bar's official website, www.calbar.ca.gov
"The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally in physical classroom facilities( principally by correspondence/ principally by technological means including interactive classes)."

**FIRST YEAR LAW STUDENT’S EXAMINATION (FYLSE)**

"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 study must pass the First-Year Law Students Examination required by Business and Professions Code 6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(I) of the Rules of the State Bar of 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 must be promptly disqualified from the law schools J.D. program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study."
Frequently Asked Questions:

Q: When can a student take the FYLSE?

A: After the student has completed the first year of law school in May. The student will take the June FYLSE. June results are generally given in mid-August, while October results are generally given in mid-December. If a student passes, they can then register for the 2nd year of law school in August.

Q: If I take courses without passing the FYLSE, will I get credit for those courses? Will I be able to transfer those units to another law school?

A: Students that do not pass the FYLSE will not receive credit for course units taken in the first and second years of law school. The units will not be transferrable to other law schools. Students who pass the FYLSE after the three administration benchmark will only receive credit for the first year of law study.

Q: Is there anything else a student must do to proceed with their legal education?

A: Those who are enrolled in our law degree program must register as students with the State Bar of California. Registration requires the completion of a form found on the State Bar’s official website: www.calbar.ca.gov
ATTENDANCE POLICY

As a Registered Unaccredited Fixed Facility Law School, Pacific Coast University School of Law is subject to the rules of the State Bar of California. The rules of this governing body specify the minimum number of classroom hours a student must attend per year. The State Bar of California’s Rules Regulating Admission to Practice Law in California, requires students to attend 80% of the regularly scheduled class hours in each course in which the student is enrolled. The failure of a student to meet these requirements subjects the student to dismissal from the academic program for the year. It is highly recommended that a student attend 100% of the regularly scheduled class hours. Failure to attend affects ability to learn. Students are responsible for the material covered in every in-class session, regardless of whether they attend or not. There will be no opportunities for make-up work. Students forced to miss exams will be counted absent, even if the exam is rescheduled and completed.

- two (2) class sessions for a one (1) quarter course; or,
- four (4) class sessions for a two (2) quarter course, or
- six (6) class sessions for a three (3) quarter course per year.
A class session is 3.6 academic hours. For absences of less than 15 minutes late or leaving 15 minutes early, a “tardy” is recorded; two times being “tardy” equals one absence. Attendance is recorded in each class on the roll sheet. It is each student’s own responsibility to sign-in during each class. Attendance sheets are turned-in and recorded daily. The administration will make every effort to notify a student in writing of their peril of falling below the minimum required attendance. However, students should not rely on the Administration to keep them informed of their attendance. Lack of compliance with the mandated attendance requirements can and will result in dismissal. Participation in class discussions is mandatory. Students are required to come to class adequately prepared to meaningfully contribute to class discussion. If a student comes to class unprepared, he/she/they can and will be asked to leave and an absence will be recorded. Instructors are required to uphold their commitment to teach all of the scheduled classes to comply with the mandates of CBE registration. In the event an Instructor is unable to be present, students are still required to attend, and a qualified substitute will be secured.

Pacific Coast University School of Law is registered with the State Bar of California as a **registered non-accredited fixed facility law school**. A fixed-facility law school must require classroom attendance of its students for a minimum of 270 hours a year for four years.

During the time of Covid-19, when classes are conducted via Zoom or other electronic means, regular attendance rules are still enforced as if the class were meeting in the classroom in reality. Students will be expected to attend, to have their computers, software and camera in good working order, and to participate as if the class was live.
POLICY ON GRades

Grades are submitted promptly by professors at the conclusion of a class, and students receive official notice of all grades. At the end of each year of study, grades are entered in the student’s transcript.

Grade Scale: Grades at Pacific Coast University School of Law are awarded on the 0 to 100 scale. Below is a table with the letter and 4.0 scale equivalents.

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97</td>
<td>3.85 – 4.00</td>
</tr>
<tr>
<td>A</td>
<td>92</td>
<td>3.65 – 3.80</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
<td>3.50 – 3.60</td>
</tr>
<tr>
<td>B+</td>
<td>87</td>
<td>3.35 – 3.45</td>
</tr>
<tr>
<td>B</td>
<td>83</td>
<td>3.15 – 3.30</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
<td>3.00 – 3.10</td>
</tr>
<tr>
<td>C+</td>
<td>77</td>
<td>2.70 – 2.90</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
<td>2.30 – 2.60 Academic Support</td>
</tr>
<tr>
<td>C-</td>
<td>74</td>
<td>2.00 – 2.20 Academic Probation</td>
</tr>
<tr>
<td></td>
<td>69</td>
<td>and below Academic Dismissal</td>
</tr>
</tbody>
</table>

Cr = Credit
W = Officially Withdrew
N = Course in Progress (No grade assigned until sequence is complete)
Cr: Credit W: Officially Withdrew N: Course in progress no Grade assigned until sequence is completed.
I: Incomplete. Work to be made up before the end of the following quarter otherwise entire class must be repeated before credit may be awarded.
STUDENT LIFE

Throughout their four (4) years of study, students at Pacific Coast University School of Law (PCU), unlike most other traditional law schools, attend classes with the same classmates. They support one another in study groups and volunteer their services to help others with efforts such as group and individual tutoring, guidance in computer research techniques, shared information on jobs and scholarships, and in many more subtle, personal ways, learning to depend on one another. When students graduate, they have formed strong bonds. They are ready to enter their profession in a spirit of collaboration and fraternal support. The mutual endeavor which marks the most successful of law partnerships could ask for no better model.

Any matter a student may wish to bring to the Dean will be heard with patience and concern. If it relates to an academic matter, the student will be encouraged to settle the issue with the appropriate faculty member and with the Academic Advisor, as necessary. Faculty members enjoy academic freedom and are encouraged to bring to the Dean any subject of concern. If said concern relates to a student matter, it should first be brought to the Academic Advisor, Instructors, and Administrators.

The Dean and Director of Marketing and Community Relations of PCU are active members of local and regional professional legal organizations. We encourage students to join as students and endeavor to assist students to form and cultivate mentoring relationships through these organizations:

**Student Bar Association:** PCU has an active Student Bar Association (SBA). We encourage all students to participate in our events in conjunction with the SBA.

**Mediation Club:** Monthly meetings, preparing for annual mediation competition.

**Long Beach Barristers:** PCU students are encouraged to network with young lawyers in the community in off-campus settings.

**LAMP:** Leadership Ability Mentorship Program. The purpose of LAMP is to connect students with Alumni. LAMP strives to build a unique portfolio of relationships, while striving to uplift, mentor, encourage and cross promote lifelong legal business relationships in our community.

PCU is in the process of cultivating relationships and strategic partnerships with various organizations in order to inform and enrich student life. These include, but are not limited to, representatives of Women in Law, Technology and Law, Entertainment and the Law, and so on.

ACADEMIC SUPPORT SERVICES

The goal of PC’s Academic Support Program (ASP) is for students to make the most of out of their abilities. Academic support services for 2020-2021 include the following:

1. Academic Support Program- Tuesday and Thursday 6:30p.m. -9:30 p.m.
2. One-on-one counseling sessions with their assigned Academic Advisor

Using these and other activities, PCU students are provided with the services needed to reach their educational goals.
COUNSELING

Support and encouragement of faculty members is crucial for students if they are to successfully complete their legal education. Students have access to the Dean, and Academic Advisor during regular office hours and by appointment as needed.

ACADEMIC SUPPORT LAB

Students earning a grade of less than 70% in any course will be placed on Academic Support and required to register for, attend and successfully complete 11, 22, or 33 week Lab as determined appropriate by the Academic Advisor. All students are encouraged to attend and to make use of this lab as needed.

TUTORING

Pacific Coast University School of Law does not officially provide or endorse tutoring. However, many of our professors voluntarily provide class wide and individual tutoring. In addition, all students are welcome to attend Academic Support Lab. The resources and professors available are increased to answer the number of students attending.

RESERVATION OF POWERS

Attending Pacific Coast University School of Law is a privilege, not a right. Pacific Coast University School of Law reserves at its sole discretion:

1. The right to change its curriculum and administrative regulations,
2. The right to deny admission or re-admission to any applicant,
3. The right to terminate the enrollment of any student whenever in its judgment the best interest of Pacific Coast University School of Law the student, or the State Bar will be served, and
4. The right to raise tuition and student fees as needed to fulfill Pacific Coast University School of Law’s mission.
PCU FACULTY

PCU faculty is both talented and diverse, drawn from the ranks of local practicing attorneys and judges. They bring practical experience to the classroom and provide a top quality legal education in a very realistic atmosphere. Practice is not an afterthought, or a concern for the distant future, but remains central to our student training. Our faculty have graduated from a variety of top law schools, including Georgetown, Hastings, UC Irvine, Loyola, Cal State, Southwestern, Pepperdine and others. Most are admitted to practice in the State of California. For details and information on individual faculty, please see the PCU website at www.pculaw.org or the school’s course catalog.

Adjunct Professor Steve Carlson earned his Juris Doctor from Western State University College of Law and his B.A. from California State University, Long Beach. A partner with the Law Offices of Carlson and Johnson. He currently teaches Legal Writing at PCU.

Dean / Adjunct Professor, Basil George Dezes After graduating cum laude from Pepperdine University School of Law, Dean Dezes practiced law in Los Angeles, primarily as a business litigator, before entering the field of legal education on a full-time basis in 2000. Before coming to PCU, he served as the dean of the University of West Los Angeles School of Law, as interim dean and San Diego campus dean of San Francisco Law School, as a full-time professor of law for both of those California State Bar-accredited institutions, and as chair of the California State Bar’s Rules Advisory Committee. Dean Dezes will also be teaching at PCU.

Adjunct Professor Jordan Eisen graduated High Honors with a Bachelor of History at UC Merced. Receiving his Juris Doctor from Chapman Law School in 2017, Professor Eisen began practicing criminal defense and traffic ticket defense. Currently, Jordan Eisen operates his own law firm practicing criminal defense. Professor Eisen has delivered guest lectures at universities, served on bar prep programs, and taught to various legal courses. Outside of his legal practice, Professor Eisen is a writer of fiction. Currently, Professor Eisen is a professor of Civil Procedure at PCU.

Adjunct Professor, Gemma George Adjunct Professor, Gemma George, earned her Bachelor of Arts degree in Sociology from State University of New York. George has her Master of Arts in Negotiation and Conflict Resolution from California State University Dominguez Hills, and her Doctorate in Philosophy, Organization and Management from Capella University. Professor George has an extensive background in teaching and mediation, serving as the Chair of the State Bar of California ADR Committee for 2012-2013. She currently teaches Alternate Dispute Resolution.

Adjunct Professor, Harriet Hawkins With more than 30 years of experience as a criminal defense attorney, Harriet Hawkins serves as an Alternate Public Defender for Los Angeles County. She earned her Juris Doctor from University of California, Hastings, College of Law, and received her B.A. degree from Stanford. Hawkins teaches Criminal Law.
Adjunct Professor, Dr. Robert Kasamatsu

Dr. Kasamatsu is a trained physician, with a podiatry practice in Inglewood, and an attorney, specializing in serious injuries and medical malpractice at Lakhman and Kasamatsu, LLP. He earned both his M.D. in Podiatric Medicine and a Master in Education from Kent State University, a Bachelor of Science from University of California at Los Angeles, and graduated with distinction from Pacific Coast University School of Law. He teaches Torts.

Adjunct Professor, Ann Lakhman

earned her ABA-approved Bachelor of Science in Business Management and a legal assistant certificate at Westminster College. After working in the legal field for years, Lakhman received her Juris Doctor with distinction from Pacific Coast University, School of Law. She currently practices personal injury, employment, and medical malpractice at Lakhman and Kasamatsu, LLP. Professor Lakhman teaches Pleading and Practice.
**Academic Advisor/ Adjunct Professor, Peter Lee** An attorney for nearly 20 years, Peter Lee was valedictorian of his class at Pacific Coast University, School of Law, where he earned his Juris Doctor. He also holds a Bachelor of Science from California State University, Long Beach. Professor Lee serves as the Faculty Liaison for PCU’s Student Body Association (SBA). He teaches Contracts, Remedies, and the IRAC Workshop to One (1)L students.

**Adjunct Professor, The Honorable Barbara McDaniel** earned her Juris Doctor from Western State College of Law, she became a Deputy Alternate Public Defender until she was elected a Los Angeles Superior Court Commissioner in 2015. She holds a Bachelor of Science in Political Science from City University of New York. Dean McDaniel retired from the Los Angeles Superior Court in 2019. She teaches Evidence at PCU.

**Adjunct Professor, Monte Machit** After earning a Bachelor of Arts and teaching credential from California State University, Long Beach, Monte Machit taught elementary school in the LBUSD system before earning his Juris Doctor from Loyola Law School. He was in private practice for 13 years until joining the Long Beach City Attorney’s Office in 2002, where he currently works in a supervisory / litigation position as Assistant City Attorney. Professor Machit currently teaches civil Procedure Practicum.

**Adjunct Professor Jennell Mimms** earned her Bachelor of Arts from Wellesley College. Professor Mimms then earned her Juris Doctor degree from Loyola law School. She currently is a Deputy Public Defender at the Los Angeles County Public Defender’s Office. Professor Mimms currently teaches Intensive Writing and Trial Techniques at PCU.

**Adjunct Professor, Katie Olszewski** earned her Bachelor of Arts degree in English from the University of Florida. Professor Olszewski earned her Juris Doctor from Southwestern University School Law, after attending their 2 year SCALE program. Currently she is a Deputy Public Defender with the Los Angeles County. She has taught trial techniques and is currently teaching Evidence at PCU.

**Adjunct Professor Mark Padilla** earned his Bachelor of Arts in Business Management from California State University, Long Beach. Following several years in financial planning, Professor Padilla opted to earn his Juris Doctorate from PCU, School of Law to realize his goal of practicing law in Estate Planning. He has remained active in PCU education continuously, first as a student, then as an Associate Student Fellow, now as an Adjunct Professor teaching Business Associations.
Adjunct Professor Debbie Page earned her Bachelor of Arts at the University of Southern California. Her Juris Doctor Degree from Whittier Law School. She has worked as a Deputy Public Defender at the Los Angeles County Public Defenders Office. Currently she is the Senior Trial Council at The State Bar of California. Professor Page is currently teaching Professional Responsibility at PCU.

Adjunct Professor Richard Rosas was a specialist with the California State Compensation Insurance Fund for 14 years before leaving to enter private practice in workers’ compensation law, and is now working for The Hartford. He earned his Juris Doctor from Western State University College of Law and a B.A. from the University of California, Irvine. Professor Rosas teaches Contracts and Constitutional Law.

Adjunct Professor Adjunct Professor Oliver Vasquez earned his Bachelor of Arts in Political Science from California State University, Northridge. Professor Vasquez then earned his Juris Doctorate from Southwestern University, School of Law. Since his admission to the bar, Vasquez has primarily practiced personal injury, employment labor law and business litigation. His connection to academia has remained strong as he has served as moot court advisor to his alma mater, Southwestern, since 2009. Relying on his extensive experience in Civil litigation, professor Vasquez teaches Civil Procedure.

Adjunct Professor Mark Velez earned his B.A Degree from Redlands University, a Master’s Degree from California State University, Dominguez Hills, a PhD from the University of Southern California, and his Juris Doctor Degree from Southwestern Law School. Mark worked in law enforcement for over thirty years until retiring as Chief of Police. Mark has taught extensively at different Universities in Southern California since 2002. Currently, Mark is a Criminal Defense attorney. He teaches Criminal Procedure.

**STUDENT/FACULTY RATIO**

PCU has been and remains dedicated to keeping class size small in order to promote the maximum interaction between students and faculty and allow for as much individual attention and instruction as possible. Class size is currently capped to maximize this goal.

During the period 2015-2020, the faculty/student ratio has been as follows:

Faculty Member to 1L Students: 1/17 – 1/24, with 2019-2020 year at 1/17.

Faculty Member to 2L Students: 1/09 – 1/22, with 2019-2020 ratio at 1/15.

Faculty Member to 3L Students: 1/08 – 1/19, with 2019-2020 ratio at 1/8.

Faculty Member to 4L Students: 1/12 – 1/20, with 2019-2020 ratio 1/15.
TEMPORARY EXAM ADMINISTRATION DURING COVID-19

As for exams and grading, PCU currently uses ExamSoft and Examplify for testing purposes. We can report no significant issues with the process thus far. In order to ensure their authenticity, students must log in to Zoom on their smart phones, focusing the camera’s phone upon themselves. Each exam is fully proctored and the proctor will first verify the student’s identity remotely. Said proctor then watches the student for the entirety of the exam period via Zoom. We administer both essay exams and MBEs remotely, and these will shut down when programmed to do so if there are any irregularities in the student’s test taking. If a student is disconnected from Zoom, the test is shut down to ensure fair test taking procedures for all students. PCU currently intends to return to classroom learning as soon as State guidelines and common sense allow. We may begin with hybrid classes (part Zoom, part live in-person), depending upon State, County and City of Long Beach guidance in such matters.

PCU’s BAR EXAMINATION PASS RATE

Currently, PCU is diligently working towards raising its overall California Bar Exam Pass Rate. Our pass rates for the past five years are specifically detailed, both on the PCU webpage and on the CBE webpage. [www.calbar.ca.gov](http://www.calbar.ca.gov)

Statistics for previous bar exam results, including historical data for individual law schools in California, can also be found here. [www.pculaw.org](http://www.pculaw.org)

The administration of PCU believes that the addition of the FYLSE or so-called “Baby Bar” will be very helpful to our First Year students, both as an immediate educational goal and as a long-term planning tool for the actual Bar Exam, taken at the completion of Law School. It will allow students to assess their progress under actual bar exam conditions, albeit within a more limited scope. It will allow them to test not only their intrinsic knowledge of the law, ability to spot legal issues and writing ability, but their study habits and time allocation as well.
CHECKLIST FOR APPLICANTS

1. Application form filed
2. Registration with LSDAS complete
3. LSAT
4. Transcripts requested
5. Personal interview scheduled
6. Personal interview completed
7. Notification letter received
8. Deposit paid
9. Registration complete

Notes

This catalog is provided by Pacific Coast University School of Law for informational purposes. It is not a contract between the school and any applicant or student. Although the information provided is current and accurate as of the time of publication, the School reserves the right, at any time, to change or depart from the policies, procedures and requirements set forth. Current information is available and may be obtained from the School’s Administrative Office.