

Lincoln Law School of San Jose (LLSJ) Documents:

- Email correspondences January 2023: John Kao, 1L student, and Laura Palazzolo, Professor of Law and Dean Emeritus of LLSJ (during calendar year 2022, Ms. Palazzolo held title – Dean of LLSJ – and also was my professor for the course, *Introduction to Law*, during Spring 2022, and further, my professor for the course, *Legal Skills 101*, during Fall 2022); and for this superlative instruction from such an experienced Law School Administrator, I am sincerely grateful.
- Letter from Kim Zea, Registrar of LLSJ: approval of Voluntary Withdrawal – student in good standing, also policies and relevant dates regarding reenrollment.
- Screenshot of State Bar of California, approval webpage for Start Law Studies Over Application, effective Spring 2022.
- Excerpt of LLSJ Student Handbook for academic year 2021-22 (enrollment with 1E status, January 2022): Voluntary Withdrawal policy for student in good standing.
- LLSJ Course Catalog for academic year 2021-22 (enrollment with 1E status, January 2022): for special attention to section labeled – General Admission Requirements.
- Email from Kim Zea, Registrar of LLSJ: grade scale applicable to students with initial enrollment academic year 2021-2022.

RE: Voluntary Withdrawal for Academic Year 2022-23

Laura Palazzolo <lpalazzolo@lincolnlawschool.edu>

Tue 1/17/2023 10:39 AM

To: John Kao <jkao@lincolnlawschool.edu>

I am sorry to hear this, but understand your decision.

Best to you and your family.

Laura

From: John Kao <jkao@lincolnlawschool.edu>**Sent:** Tuesday, January 17, 2023 10:24 AM**To:** Laura Palazzolo <lpalazzolo@lincolnlawschool.edu>**Subject:** Voluntary Withdrawal for Academic Year 2022-23

Dear Professor Palazzolo,

I am writing to notify you of my intent to withdraw as per subject line supra. In accord with the Student Handbook for 2021-22, under which I enrolled as 1E, absent any change in this document since of which I am unaware, I plan to reenroll within one academic year which I understand to be a guaranteed option by LLSJ policy, as I am in good academic standing with current GPA of 4.0.

This decision is due to personal considerations related to my mother's age of 93. Although she is in good health for her age, she and my sister (who has taken responsibility for her care), requested that I take this leave to attend to some personal and sentimental, though not estate, matters in Japan so these may be completed while she is still with us.

I very much appreciate your teaching last semester and the prior academic term. Thank you so very much.

Sincerely,

John

January 18, 2023

Mr. John Kao
290 Romain Street
San Francisco, CA 94131

Re: Request to Withdraw

Dear Mr. Kao,

Your request to withdraw from your studies at Lincoln Law School of San Jose was received on January 17, 2023; it is effective from the date notice is received by the School. Your withdrawal has been approved and you are entitled to readmission if you re-enroll by the Fall term of 2023. If you do not re-enroll within this time period, you may be required to reapply and/or repeat courses you have satisfactorily completed.

It is important that you understand that, should you choose to continue your legal studies, you must complete your course of study for the J.D. degree no later than eighty-four (84) calendar months after you first commenced law studies. In your case, this means that your studies must be completed by the end of the Spring Semester of 2029. Delays in your legal education can have a serious impact on your ability to meet this requirement included in the rules promulgated by the Committee of Bar Examiners for the State Bar of California.

A refund for tuition was processed and will be sent in a separate mailing. Please let me know if you do not receive it by February 1, 2023.

Very truly yours,



Kim Zea
Registrar

Forms


Feed **Details**

Case Information	
Case Number	00836779
Status	Approved
Record Type ID	Start FY Law Studies Over
Start Law Studies Over Date	1/6/2022
Contact ID	John Sterling Kao
Start Law Studies Over School	Lincoln Law School of San Jose

Files (0)

Or drop files

Payments (0)



Protecting the public & enhancing the administration of justice.

SAN FRANCISCO
(Main Office)
180 Howard St.
San Francisco, CA 94105
415-538-2000

LOS ANGELES
845 S. Figueroa St.
Los Angeles, CA 90017
213-765-1000



Student Handbook

2021-2022

course grades by instructors. No grades are posted for any particular student level (first year, second year, etc.) until all grades for that student level are ready to post for that semester.

Final course grades are recorded on the student's transcript. Students will have access to their grades by secure electronic portal (Populi), at the end of each academic term for semester-long courses and at the end of the Spring Term for year-long courses. It is expected that students will review their grades for errors, which should be reported immediately to the Dean or Registrar.

Grades are not released prior to being posted in Populi. No grades will be posted or released to a student whose financial account with the Law School is delinquent.

To protect the privacy rights of students, grades will not be reported over the telephone or through any other non-secure (password protected) medium. In addition, grades will not be reported to family members, employers or any other third party without the express written permission from the student unless the Law School is required to do so by statute, government regulation, court order, the Committee of Bar Examiners or other accrediting agencies.

After all the grades for the Semester are recorded, the registrar can provide the instructor with the name and grade of each student in the course taught by the instructor.

Members of the Academic Standards Committee, the Dean's Faculty Advisory Board, and members of the administrative staff are provided access, as appropriate, as decided in the sole, but good faith, subjective discretion of the Dean, to student files and transcripts.

G. Withdrawal

Voluntary Withdrawal

Any student may, if timely, voluntarily withdraw from the Law School by filing with the Registrar a written Notice of Withdrawal. The form for Notice is available from the Registrar. The withdrawal is effective from the date valid written notice is received by and approved by the Dean and presented with such approval to the registrar. Students must withdraw in writing and may not withdraw by simply telephoning the Law School or by not coming to class or by sending an email or fax authenticated by the student.

Students must, however, withdraw prior to final examinations. If a student does not complete their course(s), or does not withdraw in writing prior to the administration of the final examination in each course, or fails to sit for any examination, the student may receive a grade of 59, or No Pass depending on the grading scale or form applicable to the course(s).

Students who withdraw in complete and full good standing are considered in continued good standing and are entitled to readmission and continuation if they re-enroll within one full academic year of the effective date of their withdrawal. Students who do not re-enroll within this time period may be

required to reapply and/or repeat in sole and absolute, but good faith, subjective discretion of the Dean.

When a student seeks to withdraw after having completed the courses and taken finals, the student's privilege to return depends on following four conditions being met:

- That the student has formally withdrawn.
- That the student was in complete and full good standing at the time of withdrawal and thereafter.
- That the results on the finals were such that the student satisfactorily fulfilled all course requirements.
- That, in the sole and absolute subjective good-faith discretion of the Dean and Academic Standards Committee, that it is in the best interest of the Law School that the student be permitted to return.

Withdrawals are serious and the withdrawal from Law School or a class may prevent the student's timely graduation and ability to sit for the California Bar Examination. It is important to note that rules promulgated by the Committee of Bar Examiners of the State Bar of California require that a law student complete their J.D. degree within eighty-four (84) months of when that student first commenced their law studies.

Administrative Withdrawal

A student may be administratively withdrawn for failure to satisfy admissions requirements, failure to maintain economic good standing, unsatisfactory attendance, preparation or participation, failure to satisfy other course requirements, including but not limited to sitting for examinations (See Examinations; Attendance; and Preparation and Participation above), or for failure to provide written notice to the Law School of the student's intention to withdraw or take a leave of absence after unsatisfactory attendance.

A student whose admission was conditional may be administratively withdrawn for failure to meet any condition of admission. All administrative withdrawals are at the sole and absolute subjective good-faith discretion of the Dean.

Withdrawals are serious and the withdrawal from Law School or a class may prevent the student's timely graduation and ability to sit for the California Bar Examination.

Leave Of Absence

Students may take a leave of absence between academic periods. The leave of absence is effective from the date written notice is received by the Registrar. Students who have taken a leave of absence in complete and full good standing, and have provided the appropriate prior written notice to the Law School are entitled to readmission and continuation as a right if they re-enroll within one full academic



Course Catalog

2021-2022

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Lincoln's Mission

The mission of Lincoln Law School of San Jose is to provide, to a diverse population, an opportunity to receive a superior and affordable legal education culminating in the conferral of a Juris Doctor Degree and certification to sit for the California State Bar Examination.

An Overview

For over 100 years, Lincoln has existed to provide a part-time, evening study program culminating in a Juris Doctor degree. Students who enter in the Fall semester complete the program in 4 years and students entering in the Spring or Summer can expect to finish in 4.5 years.

Lincoln also offers Master of Laws (LL.M.) degrees in general studies and with concentrations in Intellectual Property Law, as well as a Patent Agent Certificate program. Each of these may be completed in class, by simultaneous video conference, or completely online.

On-site and synchronous online students attend classes four nights per week except during short periods when they may have as many as four or as few as two classes per week. Classes generally are conducted Monday through Thursday evenings between the hours of 6:40 PM and 9:30 PM, Pacific time.

Prospective applicants are encouraged to visit the Law School. Please contact the Admissions Office to arrange a tour of the facilities; a classroom visit; discussions with current students, alumni or faculty; a meeting with the Dean; or to request additional information not contained in the Catalog or on the website.

In addition, prospective applicants are invited to attend Open House or Information Sessions at the Law School. Lincoln hosts these sessions to provide prospective students with an opportunity to tour the Law School facilities and learn more about the program and the study of law.

Accreditation Disclosure

Lincoln Law School of San Jose is accredited by the Committee of Bar Examiners of the State Bar of California.

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

Except as provided in rule 4.30 of the Admissions Rules (Legal Education in a foreign state or country), completion of a professional law degree program at this law school other than for a Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar

examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify and sit for the bar examination or to be admitted to practice for information regarding their legal education requirements.

Lincoln Law School of San Jose has applied for Eligibility from the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the Law School is eligible to proceed with an application for accreditation. A determination of Eligibility is not a formal status with the WSCUC, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at wscuc@wscuc.org or (510) 748-9001.

Bar Pass Rates

Information relating to the pass rates of graduates on the ten most recent administrations of the California Bar Examination may be found [here](#).

Practice of Law in California

Graduates of Lincoln are eligible to take the California General Bar Examination and, upon successful completion of the Examination and other CBE requirements, are qualified to practice law in the State of California.

Before beginning legal studies, prospective students should familiarize themselves with the rules governing admission to the State Bar. Information may be obtained from the Law School or directly from the Committee of Bar Examiners of the State Bar of California in San Francisco, California or by visiting the State Bar's [website](#).

Intellectual Property Clinic

The Intellectual Property Clinic at Lincoln Law School is the only non-ABA USPTO-approved clinic in the United States, the first patent and trademark clinic in Silicon Valley, and one of only 18 patent and trademark clinics nationally. The IP Clinic is a pro-bono clinic that allows students to work under a supervising attorney directly with clients and with the United States Patent and Trademark Office (USPTO) to research, file, and prosecute patent and trademark applications.

Admissions

Lincoln has a “rolling” admissions policy permitting students to enroll at convenient times. Students are admitted to commence study in January, May, and August. Accordingly, the Law School permits enrollment so long as the student’s records for admission are complete and satisfactory and the student can attend all classes.

Admitted students are classified as “Regular,” “Special,” “Transfer,” or visiting students. See below for descriptions and requirements particular to each of these classifications. Students may, at the sole discretion of the Dean, be provisionally admitted and allowed to begin classes pending receipt of all necessary documentation, as set forth below. Students will not be formally accepted until all of the necessary documentation has been received.

General Admission Requirements

It is recommended that applicants meet with an Admissions Advisor, the Dean, or the Dean’s designee as soon as practical prior to their intended entrance date in order to begin and promptly complete the admissions process.

Applicants wishing to be admitted must, prior to admission, obtain and furnish all of the following:

1. A completed application
2. A non-refundable application fee in the amount of \$60
 - a. Any additional fees for translation/evaluation of transcripts, Law School Admission Council (LSAC) fees, or other costs must be paid by the applicant
3. Official transcripts received directly from all undergraduate and graduate schools
 - a. Lincoln does not accept transcripts received through the Law School Data Assembly Service (LSDAS) as official
4. A signed Personal Statement on why you wish to study law
 - a. Personal Statement is double spaced and not to exceed two pages
5. Regular Students seeking admission to the JD program are required to submit at least one of the following: an LSAT score (not more than 5 years old), GRE score, or Writing Evaluation (administered by Lincoln)
6. Resume or CV; and
7. Two current letters of recommendation

Admission as a Regular Student

An applicant holding a Bachelor's degree from a qualified institution may be admitted as a Regular Student.

An applicant not holding a Bachelor's degree from a qualified institution may be admitted as a Regular Student if either one of the following requirements is met:

1. The applicant has earned an Associate of Arts (AA) Degree or an Associate of Science (AS) Degree from a qualified institution.
 - a. The Specialized Associate Degree (occupational) and the Associate of Applied Science Degree, and other associate level degrees which are vocationally oriented, do not satisfy this requirement.
2. Studies completed prior to admission constitute not less than one-half the total acceptable for a Bachelor's degree at a qualified institution.
 - a. Subject to review, this is typically sixty (60) semester units or ninety (90) quarter units
 - b. At least 90 percent of the total credits necessary to satisfy this requirement were in courses with academic, non-vocational, and non-occupational content satisfactorily completed at a qualified institution
 - c. The applicant's cumulative grade point average on all subjects undertaken was at least equal to that required for graduation from the institution attended; and
 - d. The applicant's grade average on all courses with substantive content was at least equal to that required for graduation from the institution attended.

An applicant who seeks admission as a Regular Student but fails to provide official transcripts by the 45th day after the first day of attendance, shall not be permitted to continue. Under exceptional circumstances, the School may extend attendance for no more than an additional 45 days, which must be approved in writing by the Admissions Committee and documented in the Student File.

An official credential evaluation report must be received, reviewed, and found to be acceptable by the Law School before the student may be admitted.

Applicants who have attended a college in a foreign country must first have their transcripts evaluated by a credential evaluation service. The State Bar of California's Committee of Bar Examiners has compiled a list of credential evaluation services which may be found on their [website](#).

Regular Student applicants may be required, as a condition of admission, to participate in the Law School's Academic Success Program, based on their pre-law education, pre-law grade point average, LSAT score, or any combination thereof.

Admission as a Special Student

Students who have not qualified as a Regular Student may apply for admission as a Special Student. Applicants seeking admission as a Special Student must take and pass three specified **College-Level Examination Program (CLEP)** examinations prior to admission to law school and must attain passing scores of 50 or higher. For information on CLEP examination requirements, please refer to the State Bar's [website](#).

For registration materials and information about the location of testing centers and testing dates, please contact the Admissions Office or the College Board directly:

College Board, CLEP
P. O. Box 6600
Princeton, NJ 08541-6600
(800) 257-9558
<http://www.collegeboard.com/>

Special Student applicants must also take the LSAT prior to admission. The score achieved on this test will be used to evaluate both the applicant's admissibility and whether they may benefit by required or optional academic support and monitoring.

All Students who are accepted as Special Students must take and pass the First Year Law Students' Examination (FYLSX) given by the Committee of Bar Examiners of the State Bar of California before advancing to the second year of Law School. For more information, visit the CBE [website](#).

Admission as a Transfer Student

Students wishing to transfer to Lincoln must provide official transcripts from all law schools attended showing completion of all prior law studies.

Under exceptional circumstances, admission may be possible for persons who were previously disqualified from law study if it can be shown that the prior disqualification was a result of factors other than lack of capacity to successfully study law. Ordinarily, this may be shown by personal declaration, and by letters from the Dean or faculty members of the Law School previously attended. In all such transfers, a personal interview must be arranged with the Dean at Lincoln.

Lincoln reserves the right to determine the number of transfer credits to be accepted. This determination will be made by the Dean on an individual basis and will depend, in part, on an evaluation of course content and grades received in various courses and on a determination as to whether the student has either taken and passed or earned an exemption from the First Year Law Students' Examination (FYLSX).

Normally, only law course work completed within thirty-six (36) calendar months prior to the date the applicant will begin his or her studies at Lincoln will be transferable. Some scheduling adjustment may be needed for transfer students to ensure that they receive the necessary instruction in subjects covered on the General Bar Examination and the corresponding unit credit

required for graduation. Grades are not transferable and will have no effect on a student's grade point average at Lincoln.

Transfer students must meet all admissions requirements outlined in this catalog. Transfer students must take and pass a minimum of fifty-six (56) units in residence in order to qualify for graduation from Lincoln. Students who do not complete their entire education at Lincoln are not eligible for graduation awards.

Transfer of Credit from Other Schools

A student attending Lincoln Law School may take courses for credit at other law schools but only with the prior written permission of the Dean, which may be provided by the Dean in the Dean's good-faith subjective determination consistent with The State Bar of California Committee of Bar Examiners requirements. Credit for courses successfully completed at other law schools may be transferred with the prior written permission of the Dean and on the terms stated in that writing. However, grades are not transferable and will not be included in the student's grade point average at Lincoln.

Attendance as a Visiting Student

At the discretion of the Dean, a student who attends another law school may be permitted to attend Lincoln as a Visiting Student. The effect of any grade received at Lincoln is dependent upon the policy of the law school where the student regularly attends. Visiting students need to submit a letter of standing and an official transcript from their current law school. Tuition is the same as for regular students and fees are \$150. Fees may be higher depending on the course and use of Lincoln subscription services.

Attendance as an Auditor

The Law School permits law school graduates as well as non-law students to audit courses as set forth below.

Auditor applicants who are graduates of the Law School are required to submit the following:

1. Completed application
2. Tuition equal to 50% the current tuition charged to students for the class(es) audited
3. Fees equal to that charged to current students for the class(es) audited

Auditor applicants who are not graduates of the Law School are required to submit the following:

1. Completed application
2. Non-refundable application fee of \$60
3. Resume
4. Cover letter, including a discussion of the purpose for auditing and any qualifications or experience relevant to the course(s) the applicant would like to audit
5. Tuition and fees equal to that charged to current students for the class(es) audited

Auditors do not receive credit for the audited course even in the event that the auditor is later admitted to the Law School as a law student. Auditors are not required to take course examinations. The number of auditors admitted to any given course may be limited depending on the number of law students also enrolled in the course. Attendance as an auditor under any circumstance is subject to the subjective good faith discretion of the Dean. Attendance as an auditor does not qualify one to take the California Bar Exam. The Law School reserves the right to deny auditor status to anyone.

English as a Second Language

Applicants for whom English is a second language should take the Test of English as a Foreign Language (TOEFL) and achieve a minimum score in the range of “intermediate” or “fair” in each category in order to ensure sufficient fluency in English for the study of law. Applicants who did not complete undergraduate or graduate pre-law studies in English are normally required to take the TOEFL. Application to take the TOEFL examination should be made to:

TOEFL Services
P. O. Box 6151
Princeton, NJ 08541-6151
(609) 771-7100
<https://www.ets.org/toefl>

All Law School courses are taught in English. The Law School does not provide English language services (e.g. instruction or translation).

Registration with the State Bar of California

Every student accepted by the Law School to study law must register with the Committee of Bar Examiners of the State Bar of California (CBE). Such registration will be on a form provided by the Committee and shall be filed not later than 90 days after the commencement of the first semester for which the student has enrolled at the School. Please note that registration requires a filing fee. Students must register [online](#).

Students are advised that it is their sole responsibility to comply with the Rules Regulating Admission to Practice Law in California, which are published by and obtainable from the CBE at:

Committee of Bar Examiners
180 Howard Street
San Francisco, CA 94105-1639
<http://www.calbar.ca.gov/Admissions>

Any and all consequences resulting from a student’s failure to meet the registration requirements of the CBE are to be borne exclusively by the individual student. Students should retain copies of all forms and information sent to and received from the CBE.

State Bar of California, Committee of Bar Examiners (CBE)

All Students should be acquainted with and review changes as published on the CBE [website](#).

Diversity Statement

Lincoln Law School of San Jose maintains a commitment to an educational and a work environment that embraces diverse students, faculty, staff, and visitors on the basis of, for example, race, color, religion, national origin, gender, sexual orientation, age, and disability. Our students and employees pursue their responsibilities, duties, and goals in a supportive environment. A diversity of views, cultures, and experiences support our academic mission. The Law School is dedicated to diversifying the profession by fostering active and successful members of the legal profession through student admissions, faculty, and staff hiring, while implementing and maintaining fair academic rules and standards.

Academic Freedom

Lincoln Law School of San Jose is committed to the principle that the pursuit of knowledge and free expression of ideas is at the heart of the academic mission, whether in the classroom, in the selection of clinical projects and clients, and in research, scholarship, public presentations, and contributions to public fora. This is especially true when the ideas or subjects are unpopular or controversial in society, as orthodox ideas need no protection. No person or organization outside the academic community should be permitted to determine which ideas or projects may be explored, expressed, supported or endorsed.

Student Services and Activities

Academic Success Program

The Law School has a robust Academic Support program offering numerous programs (summarized below) which are available to students generally at no cost. We subscribe to the basic philosophy of Jon T. Strauss, who taught a two semester Bar Examination Training course at Roger Williams University School of Law in Rhode Island, who wrote:

“If law schools have an obligation to prepare their students to become attorneys, it follows that law schools also have an obligation to prepare their students for the qualifying examination which they must pass in order to become attorneys. . . . Regarding law schools as providing “supplemental bar review options” is backwards thinking. . . . in my opinion [this is] one of the major reasons why law school graduates either fail the bar exam or pass it only after enduring enormous anxiety.”

Lincoln has Preparation to Enter the Bar, Introduction to Law, Legal Skills 101 - 302, Legal Research and Writing, Advanced Legal Writing, Academic Support for Students on Probation, and Academic Counseling and Advisement available to all students, as described below. All of this is bolstered in the fourth year with two semesters of Bar Review.

Preparation to Enter the Bar

This program is offered to all incoming registered students. It is offered the week before classes begin and is a survey of skills required of the successful law student.

Legal Skills Courses

The Legal Skills courses in each of the school years are intended to supplement the substantive law courses. They provide opportunities to enhance a student's understanding of the particular course substance; they include exercises that allow students to understand the actual practice of law and think like a lawyer.

Further, given the goal of preparing students for the bar exam and passing the exam, students in the Legal Skills courses take a number of bar-like essay practice exams and MBE/multiple-choice questions. The practice essay exams are graded by an independent bar grader, who can provide a realistic assessment whether an essay response was sufficient or equivalent to a bar passing score. Other feedback regarding the practice exams is provided in order to improve student performance and provide students with familiarity and the confidence they can succeed in these types of exams.

Bar Review Class

This course, taken in two 15-week sessions in the Fall and Spring Semesters of the fourth year, is designed to improve skills in writing answers to bar-style essay questions and Multistate Bar Examination (MBE) questions, which are multiple choice questions. Strategies for completing the Performance Test portion of the bar examination will also be covered.

Emphasis will be placed on the most heavily-tested topics on the bar examination. The course includes extensive practice in writing answers to both essay and performance test questions. MBE questions will be scored in class and the correct answers will be discussed.

The style of this class varies from typical law school classes. Most classes are intended to impart knowledge in the various aspects of the law in depth. This class is designed around short lectures on material and strategies with lots of practice in applying those strategies.

Grading in this course is Pass/No Pass and is depended upon the student's attendance, participation, and completion of homework assignments.

Academic Counseling and Advisement

Academic counseling and advisement are available to all students through the Dean, Dean's designee and Faculty. Students are encouraged to contact the Dean, Academic Deans and individual faculty members, as needed.

Academic Support for Students on Probation

A student may advance on Academic Probation if, and only if, in the subjective good faith discretion of the Academic Standards Committee (ASC), they have a reasonable probability of meeting the requirements for advancement in good standing at the end of the subsequent year.

The ASC will determine the Academic Support required to help the student achieve and maintain good standing. Programs available include working with an assigned mentor, being assigned mandatory AdaptiBar or other supportive study and practice material, tutoring, and/or meeting with an Academic Dean at least once a month.

Students advanced to their next year of law study on Academic Probation must be academically disqualified if they do not meet the Law School's requirements for advancement in good standing and retention at the end of that year.

Job Placement

The Law School does not currently have a formal Placement Office. However, all job listings received by the Law School can be found on the Lincoln website under student services/career services. Job listings are also posted on the student bulletin board.

These materials are available for all students and alumni to review during school hours. In order to ensure accessibility for all students to job information, the materials may not be removed from the Law School. The School is not responsible for any representations or promises made by the parties.

LexisNexis

All students at Lincoln receive a [LexisNexis](#) password to enable them to do electronic research. Students pay a fee for this service, which is included in the fees at registration. Students can use Lexis Nexis anytime, but are prohibited from using it for commercial purposes. Students must not allow others to use their LexisNexis account.

AdaptiBar

With AdaptiBar's patented, adaptive technology, licensed MBE questions, and diagnostic tools, you will receive the best possible preparation for the MBE portion of the bar exam. AdaptiBar provides explanations for every question, tracks your performance in every subject and subtopic, and determines your optimal timing for answering questions to accurately predict your MBE score.

Student Bar Association

All students enrolled at the Law School are members of the Student Bar Association (SBA), which is governed by its own by-laws and Executive Board. The SBA is organized to assist law students and help them become acclimated to law school life.

SBA general meetings are held regularly and all students are encouraged to attend. In addition, the SBA sponsors a number of student events, including food nights, holiday parties and treats, and the annual Gala.

Law Review

Publication of the *Lincoln Law Review* began in 1966 to present articles and book reviews on issues relevant to the legal community and to provide students with an opportunity to enhance their skills in legal research, writing and citation. The *Law Review* continues to be published annually.

The *Law Review* is governed by the Editor-in-Chief or Editors-in-Chief, who are elected by the *Law Review* members from the previous year, with the concurrence of the Dean. A Faculty Advisor is also available to provide *Law Review* members with additional guidance and assistance.

Students who want to become members of the *Law Review* must be, and remain, in complete and full good standing. Future members are chosen by the current members based on a minimum cumulative grade point average or demonstrated writing ability or both. Please contact the Editor-in-Chief for more information.

American Association for Justice & Santa Clara County Bar Association

The American Association for Justice (“AAJ”, previously the American Trial Lawyers Association) is a national organization, which promotes excellence in legal advocacy through training and education. The Law School chapter offers student members the opportunity to fine tune their advocacy skills at local and regional trial competitions.

Membership in the [AAJ](#) also entitles students to receive daily legal updates by email and monthly trial practice magazines. There is also a [local](#) chapter, the Santa Clara County Trial Lawyers Association. They have discounted memberships for law students.

The [Santa Clara County Bar Association](#) provides education and support to member attorneys, advances the local administration of justice, and serves the public by fostering improved public understanding of and access to the legal system. They also have discounted memberships for law students.

Alumni Association

All graduates of the Law School are members of the Alumni Association. The purpose of the Alumni Association is to support and further the objectives of the Law School, promote social activities and welcome new graduates into the legal community.

For more information about Student Services and Activities, please refer to the Student Handbook.

Tuition and Fees

Students must successfully complete 81 units and all Legal Skills courses to graduate.

Tuition and fees are due at the time of registration. Only fully registered students are deemed to be enrolled. Registration is defined as the payment of applicable tuition, fees, and other financial requirements and the completion of all registration forms.

A Juris Doctor student can expect that the total cost to earn the J.D. degree, including tuition and fees for the four-year program, will be approximately \$88,000. This cost does not include books, other required class materials, or additional fees that a student may incur which include the following fees assessed to cover administration and related expenses occasioned by the event for which the charge is assessed. Students starting classes in the 2021-2022* academic year who maintain continuous enrollment and good standing will not have their annual tuition and fees raised above \$22,000 during their tenure at Lincoln.

Tuition and Fees per Academic Year	\$ 22,000
Tuition per unit, Spring or Summer Entry	\$927

The following additional fees may be incurred by students:

Registration Fees, Spring/Summer Entry	\$500/\$250
Untimely Registration Fees	\$225
Installment Fee	\$480/year (prorated for Spring/Summer entry)
Installment Agreement Interest	Included in Installment Fee for timely payments
Deferment Fee	\$50
Returned Check Fee	\$50
Add/Drop Class Fee	\$25/\$50
Examination Rescheduling Fee	\$300
Transcript Fee (Official/Unofficial)	\$30/\$20 per transcript
Letter of Good Standing	\$10 per letter
Graduation Fee	\$500
Fee to Take Classes at Another Law School	\$100 (with consent of both schools)

Law School alumni may audit courses for 50% the regular tuition charge plus a \$50 registration fee per semester. Attendance as an auditor does not qualify one to take the CBE.

*The tuition method for students admitted in prior years was set at initial enrollment.

Registration

Registration forms will be sent via email. All Registration forms must be returned with an Enrollment Agreement, and all requisite fees and tuition, by the deadline indicated on the form by way of a secure electronic system portal provided by the School, personal delivery, or U.S. Mail. To be considered timely, registration materials must be **received** by the deadline indicated in the registration materials.

Payment of Tuition and Fees

For those students who qualify, the Law School may, in its sole and absolute good faith discretion, permit such students to pay their tuition and fees by way of installments upon receipt and approval of their applications. If you wish to pay your tuition and fees by way of installments, please make sure that you submit your applications prior to the Registration deadline. The School is tuition-financed and nonpayment will result in students not getting certified for the BAR. Non-payment may also be reported as a Moral Character infraction.

Students who are recipients of verified financial aid, loans, or scholarships may be able to postpone payment of registration fees to coincide with receipt of such financial aid or scholarships. Postponing payment of registration fees is called a “deferment.” Deferments allow students with unpaid fees to remain registered for classes, but only until the deferment expires. There is a deferment fee listed under “Tuition and Fees.” Students remain responsible for tuition and fees regardless of the receipt or lack of receipt of expected financial aid, loans, or scholarships. For additional information please contact the Registrar.

Financial Assistance and Deferral

It is the applicant's or student's sole responsibility to procure any financial assistance that may be required. The Law School does not participate directly in any federal or state insured student loan programs and does not have a Department of Education I.D. number. Students may be able to obtain a deferrable government student loan through [Sallie Mae](http://www.salliemae.com) (www.salliemae.com), or may seek other private loan sources. School officials are authorized only to certify student's loan amounts that do not exceed tuition, fees and books. A loan request in excess will not be certified.

Securing private financing is not a guarantee of either the acceptance or continuance as a student.

The Law School offers a limited number of merit scholarships. However, no tuition scholarships are available to first year law students. (For more information see “Student Honors, Awards and Scholarships”.)

Installment Agreement

Students who choose to enter into an Installment Agreement must pay an installment fee. Please contact the Registrar for an application and a payment schedule.

Refunds

The school charges a fixed rate for tuition and fees for enrollment in 12 or more units for the Academic Year (Fall through Summer). If you cancel your Enrollment Agreement before the first day of instruction in the Fall, the School will refund the full amount paid toward tuition and fees. After instruction has begun, the refundable base is reduced by \$1,000 to cover academic fees.

Students who have paid by the unit will receive a full refund of tuition and fees if the Enrollment Agreement is cancelled before the first day of instruction for the term. After instruction has begun, academic fees are non-refundable.

If a student seeks approval to reduce their enrollment for the year to fewer than 12 units; drop a course paid per unit; or withdraw entirely, they must notify the Academic Dean and Registrar in writing by submitting an Add/Drop or LOA/Withdrawal form. Students are eligible for a prorated refund for the number of hours of instruction not completed up to the point that 60% of instruction is completed in the term. Refunds will be based upon the percentage of the instruction completed as of the business day that the appropriate form is received.

$$\frac{\text{Total Hours of Instruction Offered less Hours Elapsed}}{\text{Total Hours of Instruction Offered}} \times \text{Tuition Paid (not to include fees)}$$

If the School cancels or discontinues a course or program, the school will make a full refund of all charges for that course or program.

Refunds shall be paid within thirty (30) days of cancellation. However, if the School provided the student any equipment or other property which has not been returned within thirty (30) days of cancellation, the School may retain a portion of any refund due equal to the fair market value of the equipment or other property as delineated in a detailed statement.

Juris Doctor Curriculum

The standard Juris Doctor curriculum takes 4 years for students entering in the Fall Semester as shown below and 4 ½ years for students entering in the Spring or Summer Semesters. Students should contact the Student Services for additional information. **81 units are required for graduation***.

Year 1

Introduction to Law

Contracts

Torts

Criminal Law

Legal Skills 101 + 102

Legal Research & Writing

Year 2

Business Organizations

Real Property

Civil Procedure

Professional Responsibility

Legal Skills 201 + 202

Personal Property

Moot Court

Year 3

Evidence

Constitutional Law

Community Property

Legal Skills 301 + 302

Negotiation + Mediation

Elective

Year 4

Wills & Trusts

Remedies

Criminal Procedure

Trial Practice

Advanced Legal Writing

Legal Skills 401 + 402

*Students who began prior to 2021 should refer to the final page for unit and tuition information.

Master of Laws Curriculum (General Studies)

The standard Master of Laws curriculum for students with foreign law degrees who wish to prepare for the CBE takes 1 year for students entering in the Fall Semester. Students should contact the Admissions Coordinator for additional information. **20 units are required for graduation.**

Required Courses

The following courses are required for all students seeking a Juris Doctorate Degree. Elective course options change annually and will be announced at the beginning of the semester.

Advanced Legal Writing <i>Letter Grade</i>	3 Units
This course consolidates skills in legal analysis and written communication of legal information. It emphasizes concise, coherent analysis in a variety of subject areas. Students are instructed in organizing complex legal arguments in a number of advanced writing exercises.	
Business Organizations <i>Letter Grade</i>	3 Units
This course explores the legal structure and characteristics of various business organizations using the corporation as the basic model. Topics include the utilization of agents; promotion of business; selection between the various forms available; the attributes of each and problems and issues in formation; distribution of power and benefits and limitations within the organization; the procedural requirements of litigation inter se; capital structure and financing; and the fundamental changes that may occur in the organization such as dissolution.	
Civil Procedure <i>Letter Grade</i>	6 Units
Using the Federal Rules of Civil Procedure and the California Code of Civil Procedure, the course studies the rules which govern civil cases from filing to final disposition. In the 1st semester, the course surveys each of the procedural stages followed by a detailed consideration of issues of personal and subject matter jurisdiction; venue; and conflicts of law. The 2nd semester will focus on pleadings; joinder; discovery; pretrial disposition trial; appeal and preclusion.	
Community Property <i>Letter Grade</i>	3 Units
The course involves the careful study of the origin, history and development of community property law in California; rights and interests of the respective spouses in the community, including agreements and dissolution; and differentiation of separate and community property.	
Constitutional Law <i>Letter Grade</i>	6 Units
A comprehensive study of the American constitutional system, comprised of Supreme Court of the United States interpretations of the most frequently litigated clauses of the U.S. Constitution; emphasis on procedures by which constitutional issues are raised and determined with materials appropriate for the process of decision; national and state power; separation and delegation of powers; due process of law; equal protection under the law; First Amendment and other civil liberties.	

Contracts <i>Letter Grade</i>	6 Units
A basic study of the fundamental principles governing the law of contracts, including offer, acceptance and consideration; parties affected by contracts, including joint obligations, conditions, interpretation, assignments and contracts for the benefit of third persons; illegality and discharge; study of the Statute of Frauds and Parole Evidence as they pertain to contracts.	
Criminal Law <i>Letter Grade</i>	6 Units
This course examines fundamental problems in the interpretation and application of substantive criminal laws including common law and statutory interpretation; punishable acts and omissions; culpable mental states; liability for criminal attempts, conspiracy, and aiding and abetting; and defenses.	
Criminal Procedure <i>Letter Grade</i>	3 Units
This course focuses on constitutional limitations on criminal proceedings, including investigation, search, arrest, and interrogation. We will primarily be studying (1) the 4th amendment's limitations on arrests, searches and seizures and the (2) 5th amendment's right against self-incrimination, (3) protections derived from the 6th amendment right to counsel, and (4) protections under the 6th and 14th amendments that apply to identification procedures.	
Evidence <i>Letter Grade</i>	6 Units
The course addresses the rules of common law, California and Federal Rules of Evidence with special attention to hearsay, relevancy, privileges, character evidence, real proof, judicial notice, and other doctrines affecting the admissibility of evidence in judicial proceedings.	
Introduction to Law <i>Pass/No Pass</i>	1 Unit
This course, offered to entering first-year students during the weeks preceding the commencement of the first-year of substantive courses, is an introduction to the general process of law and legal education. In this course, students are introduced to legal reasoning, and the case method and techniques used by the courts in resolving cases. Students are given a preview of how case law and statutes are analyzed. The course also provides students with an opportunity to practice briefing cases, take a practice examination, and receive individual feedback on their writing and analyses in preparation for the first-year substantive courses.	
Legal Research & Writing <i>Prerequisite to Moot Court; Letter Grade</i>	2 Units
This first-year course provides integrated instruction in legal research, analysis and writing. The curriculum alternates short task-based exercises with longer assignments that require effective legal research strategies and management of multiple authorities in legal writing. Primary and secondary sources are explained. Various methods for updating legal authority are also included. The research component emphasizes computer-assisted legal research.	

Legal Skills Courses 0 Units <i>Pass/No Pass</i>
<p>The Legal Skills courses in each of the school years are intended to supplement the substantive law courses. They provide opportunities to enhance a student's understanding of the particular course substance; they include exercises that allow students to understand the actual practice of law and think like a lawyer. Further, given the goal of preparing students for the bar exam and passing the exam, students in the Legal Skills courses take a number of bar-like essay practice exams and MBE/multiple-choice questions. The practice essay exams are graded by an independent bar grader, who can provide a realistic assessment whether an essay response was sufficient or equivalent to a bar passing score. Other feedback regarding the practice exams is provided in order to improve student performance and provide students with familiarity and the confidence that they can succeed in these types of exams.</p>
Moot Court 2 Units <i>Pass/No Pass</i>
<p>Emphasis on the skills, techniques, and format of appellate brief preparation, procedure in reviewing courts, oral presentation of facts and law, and the persuasive argument.</p>
Negotiation & Mediation 2 Units <i>Pass/No Pass</i>
<p>The objectives of the course are to: (1) familiarize students with various negotiation models as a foundation for creating their own negotiating style; (2) develop an understanding of the context in which particular negotiation and mediation strategies are successfully employed; (3) explore ethical considerations and their impact on negotiations and mediations; (4) develop proficiency in negotiation through role plays and other practical exercises; (5) acquire a writing style associated with negotiation and issue resolution.</p>
Personal Property 2 Units <i>Letter Grade</i>
<p>The class introduces students to the law of personal property as it develops first with tangible and ultimately intangible personal property including intellectual property. Students learn to analyze the key components of "ownership" including possession, lost or mislaid property, various methods of acquisition, transfer, and hypothecation; as well as the legal terminology for remedies employed to recover ownership or possession of personal property. The course focuses on the multiple personal property rules students encounter daily that are hidden such as bailments, liens, restricted area rules, as well as the rights and responsibilities of common carriers.</p>
Professional Responsibility/Ethics 3 Units <i>Letter Grade</i>
<p>Course entails study of the legal profession as an institution; the development of a sense of professional responsibility; privileges and duties as a member of the profession; review of the fundamentals of ethics and their application to legal problems; study of the Model Rules of the American Bar Association and the Rules of Professional Conduct of The State Bar of California.</p>

Real Property <i>Letter Grade</i>	6 Units
<p>This is a yearlong course for 2nd year students that provides an overview to the law of real property, focusing on interests and estates in land; the co-ownership of such interests and estates; the acquisition of ownership and lesser interests in real estate, the nature of that ownership, restrictions thereon, the consequences of ownership and methods and procedures connected with transfers of such ownership.</p>	
Remedies <i>Letter Grade</i>	3 Units
<p>This course provides a review, using both a historical and an analytical approach, to remedy jurisdiction and the principles of remedies with respect to contracts, torts and real property. Topics include the powers of courts of equity; specific performance; specific relief against torts; special equitable remedies; interpleader; cancellation and surrender of contracts; removal of cloud of title; declaratory judgment; the merger or union of law and equity, both procedural and substantive.</p>	
Torts <i>Letter Grade</i>	6 Units
<p>The course addresses the invasion of legally protected interests of one person by another and the study of the simple social obligations an individual owes to others according to the traditions of the common law. Individual torts are considered within the broad categories of intentional invasions, negligent invasions and absolute liability. Also includes issues related to defamation; deceit; interference with business, political and family relations; and addressing the major problem of determining who should bear the loss incurred through the tortuous act of another.</p>	
Trial Practice <i>Pass/No Pass</i>	3 Units
<p>This course provides students with a general introduction to trial practice, procedures and strategies through a combination of lectures and practical skills exercises. The course culminates in a mock criminal trial in which students will be provided the opportunity to simulate a real trial and demonstrate what they have learned in the roles of prosecutor, defense attorney and witnesses.</p>	
Wills & Trusts <i>Letter Grade</i>	6 Units
<p>This course covers such issues as intestate succession; execution and revocation of wills; incorporation by reference and related issues; planning, creating, and administering trusts; duties and liabilities of trustees; charitable trusts; and the nature and application of the rule against remotely contingent interests.</p>	

Administration

Laura A. Palazzolo
Dean

Carlos Singh
Associate Dean and Dean of Academics
and Faculty Affairs

Britten Sessions
Associate Dean and
Director of Intellectual Property Programs

Kim Zea
Registrar

Alma Zermeno
Student Services

Academic Years beginning 2017 through 2020

Required units for prior year starting students is as follows:

Requirement Year 2017-2018	86
Requirement Year 2018-2019	86
Requirement Year 2019-2020	89
Requirement Year 2020-2021	89

The tuition rate will continue to be billed per unit for all years referenced above. The rate of tuition is \$927 per unit during the Academic Year 2021-2022 and the registration fees are \$500 for Fall, \$500 for Spring and \$50 for Summer.

Change to Grade Scale in 2021-2022 Academic Year

Kim Zea <Registrar@lincolnlawschool.edu>

Fri 4/22/2022 3:44 PM

Please see the message below from the Dean.

Dear students:

The Faculty Senate recently met to consider and approve a shifting of the grading scale to comport with the grading scales predominantly used at other law schools. As a result, the minimum numerical grade for “C” or “passing” is now a 73, instead of a 74.

However, because the entire grading scale has been shifted up some to provide for the possibility of students receiving grades in the higher “A” ranges, the GPA associated with that numerical 73 will also shift up to 2.33, instead of a 2.0. Thus, going forward, students will be required to maintain a minimum 2.33 GPA to remain in “good standing” at Lincoln. To clarify, where in the past a 74 equaled a 2.0, now a 73 will equal a 2.33. Your required performance has not changed. Just the number that level of performance represents.

Please note that all grades earned prior to the 2021-22 Academic Year have been recorded using the previous grading scale, and all due diligence has been undertaken by our Registrar to make sure that appropriate legends are included on student transcripts so that it is clear which grading scale is being used for those whose grades will straddle both scales.

I have included both grading tables below, so you can visualize the changes. It was the hope of the Faculty that syncing Lincoln’s grading policies with those of other schools will equal the playing field when Lincoln students enter the legal marketplace.

As of 2021-2022			Prior to 2021-2022	
94-100	4.33	A	94-100	4.00
90-93	4.00	A-	90-93	3.67
86-89	3.67	B+	87-89	3.33
83-85	3.33	B	84-86	3.00
80-82	3.00	B-	80-83	2.67
76-79	2.67	C+	77-79	2.33
73-75	2.33	C	74-76	2.00
70-72	2.00	C-	70-73	1.67
66-69	1.67	D+	67-69	1.33
63-65	1.33	D	64-66	1.00
60-62	1.00	D-	60-63	0.67
59 & below	0.00	F	55-59	0.00

Kind regards,
Laura

Kim Zea

Registrar

Lincoln Law School of San Jose

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