



William Howard Taft — U n i v e r s i t y —

An Educational Division of the Taft University System Consisting of:

Juris Doctor Executive Track 2024 Catalog

*Committed to providing a quality education,
responsive to the needs of society
now and into the future*

Any questions on the information contained in this catalog should be directed to the admissions office at the address, email, or phone numbers below:

William Howard Taft University

1325 South Colorado Boulevard,
Building B, Suite B-404,
Denver, CO 80222
www.taft.edu

(877) 894-TAFT (8238)
(303) 867-1155

Admissions@Taft.edu

© The Taft University System
January 1 – December 31, 2024





Table of Contents

About William Howard Taft University.....	5
Message from the President.....	6
Institutional Mission, Purpose, and Objectives.....	7
Accreditation & Affiliations	8
State License/Authorizations	8
Administrative Contact Information	9
Learning Modalities.....	10
Juris Doctor Executive Track SM Program	12
Admissions	15
Tuition, Books, Materials and Fees	18
Tuition Refund & Cancellation Policy	21
Academic Policies.....	22
Academic Calendar	22
Academic Freedom	22
Release of Academic Information	22
Academic Integrity	22
Academic Warning	24
Academic Dismissal.....	24
Communication.....	25
Examination Procedures	25
Grading Policy.....	27
Graduation	30
Library, Learning Resources, and Research Assistance	30
Release of Academic Information	30
Transfer Credit Policy.....	31
Satisfactory Academic Progress Policy	31
Administrative Policies	36



Administrative Dismissal	36
Appeal Procedures	36
Arbitration	36
Attendance Policy and Leave-of-Absence Policies	36
Change of Address/Contact Information	37
Code of Conduct.....	37
Consumer Information Guide	39
Copyright Policy.....	39
Complaint/Grievance Policy	39
Computer Requirements.....	40
Minimum Hardware Requirements	40
Software Requirements	41
Disability Services.....	41
Harassment Policy	42
Notices	42
Student Privacy	43
Student Records & Transcripts	43
Social Media	43
Statement of Equal Opportunity and Non-Discrimination Policies.....	43
Title IX Statement.....	43
WHTU Reservation of Rights	44
Withdrawal and Readmission	44
Curriculum and Course Descriptions.....	45
First Year Required Courses (24 Credits)	45
Second Year Required Courses (17 Credits)	45
Third Year Required Courses (15 Credits).....	45
Electives: (19 Credits) – Not all elective courses are offered in every year	46
Faculty Listing with Qualifications and Courses Taught	48



William Howard Taft
— U n i v e r s i t y —

01.13.2024



William Howard Taft
University

THE TAFT UNIVERSITY SYSTEM
OWNER/BOARD OF TRUSTEES

The Boyd Family Trust

Owner

C. Robert Boyd

Chairman of the Board of Trustees

Kelly E. Boyd, Trustee

Loni M. Yaeger, Trustee

WILLIAM HOWARD TAFT UNIVERSITY
BOARD OF ADVISORS

Amy Kahn, PhD

President & CAO, William Howard Taft University

Eric Lee, PhD

Manager of Business Operations for TEK Systems

Catherine Niemiec, JD, Lac

Alternative Medicine Expert

Vickie Schray

President, Vanguard Coaching & Consulting Services, LLC

Charlita Shelton, PhD

Chief of Staff to the President, Gonzaga University

Douglas Stein, PhD, CPA, CMA, CGMA

Provost & Executive VP for Cleary University

Handel O. Wellington, JD, LL.M

Airline Pilot, Qatar Airlines

WILLIAM HOWARD TAFT UNIVERSITY
ADMINISTRATION

Melody Jolly, JD

CEO, Taft University System

Amy Kahn, PhD

President & CAO William Howard Taft University

Barry P. Resnick, EdD

Dean of Education

Anita Cassard, PhD

*Dean of Business Administration
Dean of Government & Law*

Margaret Trester, JD

Associate Dean of Law

Patrick Knolla, BA

Financial Aid Director

Christine Baldwin

Director of Administration & Registrar

About William Howard Taft University

William Howard Taft University reserves the right to amend the information set forth in the catalog through future printings or supplements.

Statement of Affiliation

The Boyer Graduate School of Education, Deming School of Business, and School of Government & Law are schools within William Howard Taft University (WHTU). The university is an educational division of The Taft University System (TUS), which also includes Taft Law School (TLS).

Statement of Equal Opportunity and Non-Discrimination Policies

Consistent with sound educational policy, TUS does not discriminate based on sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status.

This catalog applies to the Juris Doctor Executive Track (JDET) offered through WHTU. If interested in other educational programs, please refer to the non-JDET catalog found on the WHTU website.

TLS, a division of the TUS, offers the Juris Doctor Attorney Track (JDAT) program. Please reference the Taft Law School catalog for information specific to this program.

Applicants interested in any TUS degree program should carefully review the program catalog supplement any program of interest.

© 2024. All rights reserved. No part of this catalog may be reprinted, reproduced, transmitted, stored in any retrieval system, or otherwise utilized, in any form or by any means, electronic or mechanical, including photocopying or recording without the prior written permission of the University.



Message from the President

Welcome to The Taft University System, where our commitment to adult learners has been at the heart of our identity since our founding in 1976. We recognize that accessible online programs are the gateway to advancing your career, and our founder, David Boyd, instilled a "welcome, how can we help?" ethos that extends far beyond your first day of enrollment.

In today's fast-paced world, traditional campus-based programs have been disrupted, and many students have found themselves thrust into hastily assembled online classes. At William Howard Taft University, we understand the challenges facing adult learners juggling various life commitments. We are here to provide an academically rigorous education to ambitious individuals like you, who are seeking to balance their educational and professional aspirations.



We hope that you find your experience at Taft to be transformative. We take pride in nurturing high-achieving adults and equipping them with the skills and qualities demanded by today's job market. Recent research from Burning Glass Technologies underscores the growing importance of credentials and skills, which is precisely what Taft University imparts to its students.

We offer a diverse range of undergraduate and graduate programs tailored to mature adults aiming to achieve their academic and career objectives. In the Boyer Graduate School of Education, Deming School of Business, and The School of Government & Law, our faculty members are not only experts in their respective fields but are also dedicated mentors, committed to your success.

As part of The Taft University System, which includes William Howard Taft University and Taft Law School, we have been delivering quality distance education for over four decades. Our accredited online university enables you to advance your career while maintaining a balance between work, family, and your overall quality of life. As we enter our fifth decade of providing exceptional distance education, we remain steadfast in our commitment to being a highly respected institution, ensuring that our graduates possess practical knowledge and skills that directly align with the needs of employers. Your journey with us is not just about education; it's about empowerment and transformation. Welcome to a brighter future with The Taft University System.

Welcome to Taft,
Dr. Amy Kahn



Institutional Mission, Purpose, and Objectives

Offering unique and innovative distance learning educational programs

The mission and purpose of The Taft University System, comprised of William Howard Taft University and Taft Law School, is to offer unique, innovative distance learning educational programs at a reasonable cost to qualified applicants, providing for positive career outcomes in the law, business, and education sectors.

WHTU is committed to providing quality distance education programs responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions, and ethnic backgrounds in the world today, the University seeks students from all regions of the United States and English-speaking students from around the world.

It is an objective of the university to utilize advancing technologies in the delivery of its educational services.





William Howard Taft
— U n i v e r s i t y —



**Distance Education
Accrediting Commission**

1101 17th Street NW
Suite 808
Washington, D.C. 20036

202.234.5100
www.DEAC.org

Accreditation & Affiliations

As an education division of TUS, WHTU is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized Accrediting Agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education (CHEA).

This accrediting commission was founded in 1926 and is the standard setting agency for distance education institutions.

TUS is affiliated with the American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), The American Association of Collegiate Registrars & Admissions Officers (AARCO), and the Veterans Administration (VA). In addition, the University is a member of The National Council for State Authorization Reciprocity Agreements (NC-SARA).

State License/Authorizations

WHTU is licensed to operate by the State of Colorado's Commission on Higher Education and under the Degree Authorization Act. Additionally, WHTU is an institutional participant in the National Council for State Authorization (SARA) as authorized by the Colorado Department of Higher Education. Finally, WHTU has registered with the State of California's Bureau for Private Postsecondary Education (BPPE) as an out-of-state institution. These state licenses and authorizations allow WHTU to enroll students in all states.



Administrative Contact Information

Hours: 8AM-5PM Mon-Fri (Mountain Time)
Phone: (303) 867-1155 or (877) 894-8238
Fax: (303) 867-1156
Address: William Howard Taft University
1325 South Colorado Boulevard, Suite B-404,
Denver, CO 80222

Melody Jolly, TUS CEO

jolly@taftu.edu

Amy Kahn, WHTU President & CAO

kahn@taft.edu

Patrick Knolla, TUS Director of Financial Aid

knolla@taft.edu

Christine Baldwin, TUS Director of Administration/Registrar

baldwin@taftu.edu

Admissions Email:

For questions or concerns about your application or enrollment.

Admissions@Taft.edu

Financial Aid Email:

For assistance with previous student loan deferment and financial aid packaging/disbursements.

whtufinancial.aid@Taft.edu

Student Support:

For any current student questions, concerns, or issues.

Student_Support@TaftU.edu

Technical Support Email:

For any issues with Moodle.

Technical.Support@TaftU.edu

Accounting Email:

For any issues with payment or changes to payment method/information.

Cruz@TaftU.edu

Business Dean/Government & Law Dean (Anita Cassard):

Cassard@Taft.edu

Education Dean (Barry Resnick):

Resnick@Taft.edu

JDET Associate Dean (Margaret Trester):

Trester@Taftu.edu

WHTU Librarian/Research Assistant (Erin Scott)

Research@Taftu.edu

For change of contact information, information regarding courses, graduation, and/or alumni services, contact Student Affairs X310.



Learning Modalities

WHTU offers accredited distance education degree programs in business, education, law, and taxation. It employs two learning modalities in the delivery of educational services. Programs offer either an independent Study or a directed study modality.

In all cases, highly experienced and academically qualified faculty members are assigned to courses to provide assistance, individual guidance, and meaningful feedback.

Students are provided with login information to WHTU's online learning platform, which provides access to course syllabi and a list of required and recommended course materials for the program. The learning platform also allows for online submission of assignments, retrieval of grades and feedback from the faculty, and access to discussion boards.

WHTU programs emphasize learning that is meaningful, where individuals enjoy the learning process and acquire knowledge to better understand and manage their own careers.

The Independent Study Modality

Independent study recognizes that education can be an individual process where students with different learning needs and study schedules can be accommodated. As such, independent study is the most flexible option for busy professionals with varied working and family schedules. Students enrolling in Independent Study programs may work independently at their own pace. Students submit assignments and retrieve feedback from faculty, completing courses within the time limits of the semester. Title IV federal financial aid cannot be used to cover the costs of this learning modality. However, WHTU has established interest-free payment plans that permit a student to make monthly cash payments to cover the cost of their education. Students may begin a program offered in the independent study at the start of an eight-week term (six times per year), as outlined on the academic calendar found on the WHTU website.

The Directed Study Modality

The directed study programs are offered in a more structured format with cohort groups and require regular and substantive interaction with faculty. The cohort format allows for meaningful interaction with other professionals and faculty in a group context. Students are required to participate in weekly discussion boards to meet attendance and the academic requirements of the program. A student may use Title IV Financial Aid to cover the cost of this learning modality, as they are eligible. New students may begin study three times a year, at the start of each semester, as noted on the academic calendar found on the WHTU website.



A Comparison of Learning Modalities	Independent Study	Directed Study
<i>Highly credentialed faculty with real-world experience</i>	X	X
<i>Nationally recognized curriculum that addresses contemporary workplace issues</i>	X	X
<i>Accredited by the Distance Education Accrediting Commission (DEAC)</i>	X	X
<i>Facilitated courses designed to fit in your busy life</i>	X	X
<i>New students may begin enrollment at the start of any-term (three times per year)</i>		X
<i>New students may begin a program twelve times per year, each month</i>	X	
<i>Weekly reading and assignments</i>	X	X
<i>Weekly discussion board participation required</i>		X
<i>Affordable tuition rates (tuition rates are the same regardless of the modality)</i>	X	X
<i>No classroom or residency requirements</i>	X	X
<i>Federal Financial Aid is available to cover 100% of tuition & fees for those who qualify</i>		X
<i>Interest-free, payment plans are available</i>	X	X

Students may alternate between the directed study and independent study programs; however, a signed enrollment agreement is required when a student changes program modality. A student may transfer programs or program modality only prior to the start of a semester. Please submit requested changes a minimum of 30 days before the start of the semester to provide time for schedule changes and potential changes to Title IV financial aid funding.

No program may be completed in less than one year.



Juris Doctor Executive TrackSM Program

The legal system has an ever-increasing impact on both the personal and business lives of nearly all individuals. The Juris Doctor Executive TrackSM (JDET) program is designed for individuals who desire a broad-based education in business law to enhance their current career, to obtain a clearer understanding of the regulatory process, to increase their ability to interact with the legal system, to improve their ability to anticipate potential legal problems both personally and professionally, or simply for personal enrichment. Students can utilize this degree to open the doors to many exciting careers:

- Mediation
- Arbitration
- Immigration Court
- Veteran's Hearings
- Administrative Hearings
- Education (teaching business law, community property, other legal topics)
- Medicare and Social Security Claims
- Politician
- Legal Writer
- Compliance Officer (assisting entities comply with state and federal regulations)
- Consultancy (real estate law, corporate law, employment law)

In addition to obtaining a comprehensive legal education in matters related to business, graduates' benefit from increased analytical reasoning and communication skills. The JDET is the best alternative for individuals that hold a strong interest in the law but have no desire to become an attorney. Many law school graduates use their legal knowledge in areas outside the legal profession. Accountants, medical professionals, law enforcement officers, educators, and many others have found legal training to be beneficial in their daily activities as well as increasing their career opportunities. **The JDET program is not intended to and will not qualify graduates to sit for any bar examination.**

A significant difference between the JDET program and a traditional law program is the study methods used in the program. Traditional programs historically rely heavily on casebooks and often require students to brief hundreds of cases. Although JDET program students also study cases in each course, the program places greater emphasis on direct sources of the "black letter" law such as outlines, treatises, audio lectures and other study aids. In most courses, the casebooks are optional materials. The program places a greater emphasis on learning practical skills. Students are tested in large part through objective questions and written projects rather than timed bar examination style questions.

The JDET program requires three years of study and the completion of 75 credit hours. JDET students may transfer up to 37 hours into the program. Each year consists of a period of not less than 48 nor more than 52 consecutive weeks. The academic year is defined as 50 weeks. Elective courses are generally six weeks in length. Students may complete the program in as little as three years or may take up to seven years. Each lesson is designed to be completed in a one-week period. Students should anticipate spending between 20 and 25 hours each week on their studies. The JDET program has



been designed so that students will be prepared to take all of their finals at the end of the academic year. WHTU acts to fulfill the objectives of the JDET program through appropriate coursework, coupled with continuing direction, evaluation of student progress, and regular assessment of student learning outcomes, supervised, and administered by qualified faculty.

Three start dates are available to JDET students in January, April, and September. Please see WHTU [academic calendar](#) for more information. Tuition is \$395 per credit hour and the program is a total of 75 credit hours for a total of \$29,625.

The JDET program is not intended to, and will not, qualify graduates to sit for any bar examination and is only offered in the directed study modality.

Degree Requirements

To graduate from the JDET program, a student must complete the curriculum described below consisting of a minimum of 75 credits with a cumulative grade point average of at least 2.0. The requirements for the JDET program are that it may be completed in as little as three years and must be completed within seven years from the date of initial enrollment. In no case, may a student complete a degree program in less than one calendar year.

JDET Program Objectives

To support the mission of the university, the administration and faculty have committed themselves to the attainment of the following objectives for the JDET program.

At the conclusion of this program, students should be able to:

- Demonstrate an understanding of legal issues and apply legal knowledge to the benefit of others.
- Apply foundational common law principles, business law concepts, and such other subject areas as the student may take as electives.
- Comprehend challenging coursework and apply such material to factual situations to reach the most likely outcome.
- Understand the art of the argument and apply the law to the facts in a logical and persuasive manner.

To achieve these objectives, WHTU has established the following goals:

- To maintain an educational program that is designed to provide a broad-based legal curriculum for those seeking to enhance their current career, increase their ability to understand the regulatory process, to increase their ability to interact with the legal system, to increase their ability to anticipate and avoid legal problems, or simply for personal enjoyment. Although the curriculum focuses on the law, this program is not intended to and will not qualify graduates to sit for any bar examination.
- To utilize an online learning management system to deliver instruction which supports regular and substantive interaction between faculty and students.
- To establish appropriate and clearly defined learning objectives for each course in the curriculum
- To maintain and adhere to a sound standard of scholarship, including clearly defined standards for good standing, probation, advancement, and graduation. The University shall not, either by initial admission or subsequent



retention, enroll or continue a person whose inability to do satisfactory work is sufficiently manifest that the person's continuation would encourage false hopes or constitute economic exploitation.

- To maintain a system of performance accountability in all possible areas, but particularly in that of program effectiveness and student learning outcomes, through continuous assessment of course materials, faculty, and staff.



Admissions

Non-Discrimination Policy

Consistent with sound educational policy, TUS does not discriminate on the basis of sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status.

Applicants

WHTU has instituted five classifications of applicants: Regular applicants, special applicants, international students, military students, transfer students.

Applications are accepted year around. To apply for admission to the JDET Program, an applicant must first complete WHTU's application for admission form on the university's website [application for admission](#) along with their college transcripts, a personal statement, and a copy of government identification and submit it to the admissions office. For all applicants there is an application fee. Applicants seeking transfer credit for courses completed at other law schools must also provide a transcript documenting all prior law study. Official transcripts must be received by WHTU within 30 days of enrollment. If the applicant is accepted for admission to the program, a registration fee is received by the admissions office, a formal enrollment agreement will be prepared and sent to the applicant for review and signature.

After the application has been received, an enrollment specialist will review it. The student will be contacted if the enrollment specialist has any questions about the application. Otherwise, the student will receive notifications about their admission status. Once the student has been accepted into the JDET program, the enrollment specialist will work with the student to facilitate the enrollment into the program. Once all documents have been signed, the student will receive the start date, account access, and student ID number. Technical support will send a username and Moodle password to students. These will be sent to the students the business day before the start date of the course.

Student represents that all information contained in student's application for admission form is accurate and complete and understands that the submission of inaccurate or incomplete information is grounds for dismissal. Student warrants no representations, promises, guarantees or warranties of any kind are or were made by WHTU to induce student to execute this agreement except as specifically set forth in this agreement and the WHTU catalog.

Regular Applicants

The Distance Education Accrediting Commission (DEAC) has determined that applicants who have earned a bachelor's degree or higher from a college or university accredited by an accrediting agency recognized by the United States Department of Education generally qualify as regular applicants.

Special Applicants

Individuals who do not qualify as a regular applicant may apply as a special applicant. Special applicants are those who do not have a bachelor's degree but who have completed at least one-half of the work required for a bachelor's degree at an



approved college or university. The university has not developed any pre-established criteria for special admissions. In the admission of special applicants, the major consideration is whether the applicant can succeed in the program and if the applicant will benefit from the program. All applicants that do not hold at least a bachelor's degree must be interviewed by a faculty member and provide supplemental application information.

International Applicants

All courses at WHTU are presented in the English language. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of several university approved evaluation agencies.

Validation of foreign academic work is subject to an independent foreign degree (or course by course) evaluation by a National Association of Credential Evaluation Services, Inc. (NACES) member or a member of the Association of International Credentials Evaluators (AICE).

NACES Members List: www.naces.org/members.htm

AICE Members List: www.aice-eval.org/members

Students interested in validating English proficiency or foreign academic work are encouraged to contact the admissions office for assistance.

Military Applicants

WHTU participates in Veteran's Administration (VA) and Military Tuition Assistance (TA) education programs designed specifically for active duty, reserve, veterans, or spouses. In many cases, military benefits will cover 100% of tuition, fees, and books. TUS complies with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38. The complete policy can be found at <https://www.taft.edu/military-education-program>.

WHTU is a Defense Activity for Non-Traditional Education Support (DANTES) affiliated school. DANTES is a Department of Defense organization created to help service members pursue educational goals through non-traditional means during active military duty.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit because of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Transfer Students

WHTU welcomes applications from students seeking to transfer from other law schools. Applicants may submit unofficial transcripts with the application for admission. Official transcripts must be received within 30 days of matriculation, or the



student will not be permitted to register for additional coursework. No financial aid will be awarded until official transcripts are received.

All prospective transfer students are individually evaluated for the purposes of awarding transfer credit. Among the factors considered in such an evaluation are the grades of the applicant in law courses completed, the law school where the courses were completed, and the period of time since the courses were completed. A maximum of 50% of the program (37 credits) may be recognized for transfer credit.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Therefore, WHTU cannot guarantee that any course or degree completed at another educational institution will be accepted by the university nor can WHTU guarantee that any course or degree program completed at the university will be accepted as credit by any other educational institution.

Verification of Student Identification

WHTU is required to verify the identity of all students. Therefore, a copy of valid government-issued identification is required with the application submission. Students may also be required to submit identification when completing proctored assessments throughout the academic program.

Transcript Submission Requirements

JDET students may transfer up to 37 hours into the programs. Applicants may submit unofficial transcripts with the application for admission. **Official transcripts must be received within 30 days of matriculation**, or the student will not be permitted to register for additional coursework. For students on financial aid, disbursements will not be released until official transcripts are received. Transfer credit evaluation requires submission of official transcripts.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at WHTU may or may not be accepted by another institution, depending upon its own programs, policies, and regulations.

Students seeking transfer credit should reach out to their admissions representative for full requirements and procedures prior to matriculation into a program of study. Credit requests are evaluated on a case-by-case basis. Official transcripts must be received to finalize the transfer credit calculation. Applicants will be notified prior to enrollment what transfer credit, if any, will be accepted.



Tuition, Books, Materials and Fees

The tuition for this program is \$395.00 per credit. Tuition rates are “locked” for thirty-six months at the time of matriculation. An enrolled student will be protected from future tuition increases during this period.

The cost of books and materials, other than the course syllabus, is not included in the tuition. The estimated total program cost of books and materials is approximately \$7,246. That figure includes books at their full list price whereas book seller sources often offer considerable discounts. A full list of required materials for all courses can be found on the course materials page of WHTU’s website at [Required Course Materials | William Howard Taft University](#).

Students may incur additional fees for other WHTU business. WHTU reserves the right to charge fees for business purposes, including late payments or declined payments. All payments submitted for tuition and fees must be payable in U.S. dollars. Payments may be made by major credit cards (MasterCard® / Visa® / American Express® / Discover Card®) or personal / business checks.

Fee	Amount
Application Fee (<i>at time of enrollment</i>)	\$35
Registration Fee	\$75
Technology & Library Resource Fee (<i>per academic term</i>)	\$225
Graduation/Diploma Fee	\$75
Transcript Request Fee	\$15

Tuition Financing

The university offers interest-free, short-term financing plans that permit students to pay tuition on an installment basis. This generally requires an initial payment equal to 30% of the tuition for the term with the balance paid over multiple months. A student must complete their payment for the current term prior to moving onto the next term. Advancing professional education is an investment in a student’s personal and professional development. WHTU makes every effort to make postsecondary education an achievable goal for all qualified applicants.

Financial Aid

Students who are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education. Federal financial aid is to be used solely for the students’ educational expenses related to their enrollment in TUS’ eligible programs. Entrance counseling is required of new



students, following information from the US Department of Education's website. Students must take and pass an entrance counseling quiz.

The average time for financial aid processing is 30 days. Prospective students should plan accordingly. The Department of Education restricts loan limits by level of education and program of study. Affordability is a hallmark of a WHTU program. As such, the tuition for all applicable programs falls under the maximum annual loan limits. Please ask the financial aid advisor for more information.

It is highly recommended that the student follows the online financial aid process listed on the WHTU website at: <https://www.taft.edu/federal-student-aid>. This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

Students enrolled in the JDET directed study program may be eligible for Title IV Federally insured student loans in amounts sufficient to cover 100% of tuition, fees, books, and related costs.

A student may apply for financial aid after applying for admission to WHTU. The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note
- Entrance counseling form if applicant is a first-time borrower, has discharged loans, or has paid off all prior loans
- University enrollment agreement documents
- If necessary, complete and submit a withdrawal/clearance letter to release prospective student's prior FSA obligation.

Federal Direct Loans are low interest loans made to the student by the U.S. Department of Education. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need-based, while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Graduate students are eligible to borrow under the PLUS Loan Program. This loan is credit-based. Applicants are required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program before applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Students are generally eligible to defer repayment of existing federally insured student loans during their enrollment period. Applicants are encouraged to check with their lenders to confirm deferral eligibility in their circumstances before enrollment.



Scholarships, Employer Acceptance and Tuition Reimbursement

Many businesses and professional firms recognize the value of accredited distance learning programs for employee education. WHTU has established the Partners in Professional Education (PIPE) program. This is a cooperative undertaking between employers and WHTU to provide graduate level educational opportunities to qualified employees. Through the PIPE program, eligible employees may obtain tuition discounts ranging between five and twenty percent.

Many organizations sponsor employer-assisted tuition reimbursement programs. WHTU will provide all reasonable assistance to supply the necessary documentation to students seeking employer reimbursement.

In the JDET programs, special grants-in-aid are available to outstanding prospects such as graduate degree holders and certain members of professional groups such as CPA's and law enforcement personnel. These grants are generally equal to five-to-10% of the tuition. For more information, please refer to the financial aid section of the website and/or contact WHTU's financial aid office.

WHTU students may qualify for the lifetime learning credit on their federal income tax return. Some education expenses may also qualify as a business deduction for work-related education pursuant to Section 162 of the Internal Revenue Code. It is recommended that applicants consult with their tax advisor or read IRS Publication 970 (Tax Benefits for Education) to determine how these credits or deductions might benefit them individually.



Tuition Refund & Cancellation Policy

WHTU has adopted the following refund policy which will apply to the JDET program. If a student cancels enrollment within five days of student's execution of this agreement, the school will refund all money paid by student. "Enrollment" for refund purposes is considered to have become effective upon execution of this agreement by student. Should student cancel this agreement within 14 days after the start date of the current academic year, the school will refund 100% of tuition charges paid by the student. Refunds are calculated on a prorated basis, based on a fifty-two (52) week academic year. The prorated amount is 2% per week up to 60% of the academic year. Thereafter, if a student withdraws or is dismissed, the student shall be entitled to a pro rata refund of tuition charges up to thirty weeks from the date of enrollment. No refunds are payable after week thirty and refunds are not payable for completed courses. For refund calculation purposes, any withdrawal shall become effective on the date student notifies the school, in any manner, of student's intent. However, for the withdrawal to be effective, students must follow the procedures set forth in the "Notices" section of this agreement. **Dismissals shall be effective on the date such action is taken by the administration or when a student fails to maintain the academic standards set forth in the student catalog, whichever shall occur first.**

As an example of the refund policy: a student started their academic year on July 3, 2023, paying tuition in the amount of \$8,760.00 and withdrawing on September 11, 2023 (a period of 10 weeks) without completing any courses would receive a refund of \$7,008.00, (\$8,760.00 multiplied by 80%. On September 11th, 80% of the academic year remained.). Refund computations are based on the total tuition obligation, not the amount of tuition previously paid. Unless otherwise noted in writing, other school fees are non-refundable. The school will issue refunds pursuant to the above conditions within 30 days from the date the withdrawal notice is received by the school. If a loan was obtained to pay for tuition, it is student's responsibility to repay the full amount of any loan plus any interest. The student is advised that some financial institutions require WHTU to repay any refunds due directly to the lender and the student expressly authorizes the school to comply with such requests.

Accreditation regulations and university policy dictate the minimum and maximum time to complete degree programs. In no case may a student complete a degree program in less than one calendar year. **The maximum time to complete the JDET program is: seven years.**

A student may be administratively dismissed for failure to complete a program within the time frame outlined.



Academic Policies

Academic Calendar

The academic calendar below includes relevant dates for the JDET program.

Year	Start Date	Start of Exam Period	49 th Week	End Date
First	January 22, 2023	December 3, 2023	December 23, 2023	January 20, 2024
First	April 8, 2024	February 17, 2024	March 10, 2024	April 6, 2024
Second/Third	June 10, 2024	April 21, 2024	May 12, 2024	June 6, 2024
First	September 9, 2024	July 21, 2024	August 11, 2024	September 7, 2024
Second/Third	October 28, 2023	September 8, 2024	September 29, 2024	October 26, 2025

Academic Freedom

WHTU encourages and supports its faculty in the pursuit of academic freedom. Faculty, staff, and students are free to share their opinions, convictions, and responsible conclusions with their colleagues and students in their teaching and writing. Faculty are required to provide expertise and guidance to students while meeting the learning outcomes of the approved WHTU curriculum. Students are also encouraged to share opinions and responsible communication through respectful dialogue to learn the course objectives. Academic freedom and the exploration of knowledge is highly encouraged and should not be confused with disrespect or discriminatory behavior.

Release of Academic Information

WHTU adheres to the Family Educational Rights and Privacy Act (FERPA). Therefore, students may, by appointment, review the contents of their permanent records as they are maintained at the university offices. Such a review must be completed in person by the student at the location where the information is retained. Since WHTU subscribes to the policy that a student's academic record is confidential, information will be released only upon written instructions from the student except as noted below.

- The student's academic records are open for inspection only by the student and those members of the university staff who have responsibility for working with the student or maintaining records.
- Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the permanent records.
- Information regarding an individual's address, attendance dates, degrees earned, and dates of degrees are considered public information and may be released.

Academic Integrity

WHTU encourages collaborative discussion and solicitation of feedback among students, faculty, and outside experts. However, written assignments are required to be performed independently. It is expected that you will conduct your own independent research and the writing or calculations that you do are your own. If an assignment or essay is permitted for



group authorship it will be defined as such. Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Activities that Violate Academic Integrity

- Cheating on any examination.
- Plagiarism.
- Misuse or fabrication of data to draw conclusions that may not be warranted by the evidence.
- Omission or concealment of conflicting data for the purpose of misleading other scholars.
- Paraphrasing or summarizing another's material in a way to misrepresent the author's intentions.
- Use of privileged material or unpublished work without permission.
- Copying
- Collaboration
- Improper alteration of records, unauthorized aids, obtaining/stealing proprietary material, offering of money or other incentives,
- Lying

Plagiarism and Using Sources

WHTU requires APA format in all its programs. Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of WHTU, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas, or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. If you are unsure if a source of information is common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or class discussions, it is also appropriate to include a footnote in your paper disclosing that. **Students who have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.**

Any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, consult with the faculty member first. The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.



Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offences. If a faculty member believes that a student has committed an intentional or repeated violation of standards of academic integrity, the current course grade will be suspended, and the matter will be referred to the Academic Review Committee (ARC) for investigation. The ARC will collect relevant information and review the issue at the earliest possible convenience. A summary will be provided for evaluation and ruling by the program dean and/or the CAO. **Violating standards of academic integrity is a serious offense that may result in the failure of a course or dismissal from WHTU altogether.**

Academic Integrity Review Process

It is the responsibility of every student, faculty member or staff member to report any form of dishonesty to the Dean. Once a violation has been reported, the following steps will be taken:

- The Dean, on behalf of the ARC, will contact the student and inform them of the alleged violation and discuss the academic review process. The student has the following rights:
 1. To review any evidence of the allegations.
 2. To ask questions about the allegations.
 3. To provide any information that is relevant to the allegations.
 4. To request a meeting with the Dean or the ARC to exercise his/her rights in person.
- If the student chooses to not meet with the Dean or the ARC in person, the Dean will seek a written response from the student regarding the alleged violation and any other information the student wishes to provide.
- The Dean will organize all information available from the students, faculty, and staff regarding the alleged violation and present it to the ARC.
- The ARC will render a decision regarding the allegations and if appropriate impose sanctions such as:
 1. A grade reduction.
 2. Failing the student on the assignment, test, or course.
 3. Expelling the student.
 4. Such other sanctions that may be appropriate.

Once a decision has been reached, the student will be notified in writing of the decision.

Academic Warning

A student is placed on academic warning when their cumulative GPA falls below 2.00. Students on academic warning due to grades must raise their cumulative GPA to these minimum levels or above within the next nine credits to continue in the program.

Academic Dismissal

A student will be dismissed from the program if they are placed on Academic Warning and fails to regain Good Standing within the required parameters and/or fails to complete required coursework within the required GPA minimums.



WHTU reserves the right to exclude or retain a student at any time in its sole discretion for academic reasons. In the exercise of this prerogative, the university attempts to analyze the totality of the circumstances in light of what it believes to be an ethical obligation not to continue the student beyond the point where it becomes clear that, at that point in time, for whatever reason(s), the student is not succeeding in a program. In this regard, it should be remembered that the longer the period of study involved, the more conclusive the student's record becomes. The retention policy is enforced.

Academic dismissal is not a matter open to debate or negotiation by the student involved. WHTU will exercise its sole discretion in this matter.

Communication

Enrolled students requiring support are encouraged to communicate via e-mail regarding academic or administrative matters. Questions associated with specific course material and topics should be directed to the associated faculty member assigned. Every effort is made by the university to make a prompt written response to all student correspondence.

Examination Procedures

Accreditation standards of the Distance Education Accrediting Commission (DEAC) require that adequate steps be taken by an institution offering a degree program to assure that a student has personally fulfilled the course requirements stipulated by the institution. This assurance is accomplished through proctored examinations. Most final examinations in the JDET program are proctored.

Students will need to submit the Request for Examination form which can be accessed at:

<https://www.cognitofoms.com/taftuniversitysystem/requestforfinalexaminationswhtujdet>. **This form is submitted electronically and must be received by the university at least seven business days prior to the proposed examination date.** The examination instructions will be sent to the proctor before the examination date.

Final Examinations

As a rule, final examinations constitute 20% of the course grade; midterm examinations (10%); weekly assignments (50%); discussion board participation (20%). A student must pass the final examination for that course before the grade becomes official and recorded on the transcript. Final examinations are graded on a credit/no-credit basis. **A passing grade on final exams is 70% or higher.** Students must provide the proctor with an appropriate photo identification. There is no exception to this rule.

Proctored Final Examinations

Most final exams in the JDET program are proctored.

Proctored examinations are performed via an online learning platform. If the student elects to take the exam at a testing center, it is the responsibility of the student to ensure that they can accommodate the center's internet protocols for testing.



Students have the following options with respect to proctors:

- Students must provide the proctor with appropriate photo identification.
- Students may take examinations under the supervision of an approved proctoring company using a web camera and microphone. The purchase of the items and the cost of proctoring are the responsibility of the student. Additional details can be found here: <https://www.proctoru.com/portal/taft>
- WHTU is a member of the *Consortium of College Testing Centers (CCTC)*. The CCTC is a group of college and university testing centers throughout the United States that has come together to support distance learning. In January 2023, there were over 325 member institutions representing 45 states and four foreign countries. More information can be found on CCTC's website: <https://www.ncta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.
- If a student resides or is employed more than one hour's drive from a CCTC testing site, a student may arrange for examinations to be proctored at another educational institution more convenient to the student. If a student does not meet this criterion but nevertheless wants to **nominate his/her proctor**, the student must appeal to **Student Support** specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden.

Proctored Examination Rules

Exam sessions must begin promptly at the time scheduled with the proctor. Any student who continues after time has been called will be disqualified and their papers will not be graded. The student will receive an F for the examination grade. In addition, writing overtime on an examination is cheating and is treated as such.

If the questions are completed before the time limit, the student may leave after giving notice to the examination proctor. No music players, cell phones, or internet devices should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored away out of sight during the exam. No eating, drinking, or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom. *Time will continue to run.*

Examination questions may not be taken from the examination room during the examination.

A student who becomes so ill while taking an examination that the examination cannot be finished should stop and advise the proctor of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that the **examinations not be graded. A medical certificate may be required to take a make-up examination.**

Students with disabilities who require special attention should notify the University well in advance of the final examination period and confirm special arrangements. A medical statement from a physician may be required for inclusion in the student's file. Students seeking accommodations should reach out to the disability services department at <https://www.taft.edu/accessibility-disability-services>



Cheating On Examinations

In order to avoid any problems, students must, unless instructed to the contrary in the course syllabus, adhere to the following practices:

- If a student must leave the room during the examination, they cannot take any paper with them, including the questions themselves. Further, no student may leave the examination room without first advising the proctor of the reason.
- The use of cell phones or internet devices during examinations is prohibited. Any incoming emergency call will be relayed to the concerned party immediately upon receipt.
- The use of the bathrooms for the purpose of looking at notes or other related papers is strictly prohibited.
- Students arriving late to begin an examination generally will not be given extra time to complete the examination.
- Any student who permits another person to substitute for him/her in taking any examination or who pays another person to take the examination will be dismissed from WHTU. If both persons are current students at the university, both are subject to dismissal.
- Copying any examination is grounds for expulsion for the student and possible criminal prosecution for both the proctor and the student.
- Students must notify [Student Support](#) via telephone and in writing *immediately* should the student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination. Students should not complete any examination offered that is inconsistent with university policies.

While it is impossible to list all situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an academic matter, **students caught cheating will be dismissed from the university.**

Grading Policy

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.67 or below considered failing. The following grade scale prevails:

Numerical Grade	Letter Grade	Percentage	Comments
4.0	A	90-100%	Outstanding
3.67	A-	88-89%	
3.33	B+	84-87%	
3.00	B	80-83%	
2.67	B-	78-79%	
2.33	C+	74-77%	
2.0	C	70-73%	Satisfactory for JDET Program
1.67	C-	68-69%	
1.33	D+	64-67%	
1.00	D	60-63%	Does not meet scholarship standard. Coursework must be repeated for credit.



.067	D-	59%	
<0.67	F	<58%	Failure

In addition, the following non-numerical grades may also be assigned:

CR = Credit

At the option of WHTU, courses and examinations may be graded on a credit/no-credit basis. Students will be notified in advance if a course is to be graded on a credit/no-credit basis.

U = Audit

I = Incomplete

I's are given to students in courses that they have not completed the course within the registered term. If work is not submitted within the approved time for completion, the grade for the course defaults to an F. Please see the section on Incomplete Grades for more information.

W = Withdrawal

W's are awarded to students who notify [student support](#) of the student's desire to formally withdraw from a course in the first 50% of the course. Withdrawal policies and deadlines are outlined in the enrollment agreement.

WF

The grade WF is awarded when an incomplete is approved, and the student fails to submit work by the established due date or when a student withdraws after 50% of the term has expired. The failing grade is included in the student's GPA calculation and the course credits are included in the hours attempted sum.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies, including failure to complete examinations, and are not computed in the grade-point average.

Re-Evaluation of Course Grades

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of B- through F. The student must prepare an appeal pointing out specifically why the grade should be raised. This appeal should be addressed to the dean of their academic program. The dean, in their sole judgment, may raise the grade, lower the grade, or make no change. The decision of the dean is final, and resubmission of appeals will not be accepted.

Incomplete Status

Students in the directed study programs may apply for a 30-day extension to complete a course. The student must request approval for an incomplete from the dean prior to the end of the term. The student must have completed a minimum of 70% of the required coursework. Not all requests will be approved.

If an incomplete is granted and the student does not complete the courses requirement in 30 days, the course grade converts to F. The final course grade and registration of the course are included in the satisfactory academic progress (SAP) calculations. Students may progress in the program while meeting the incomplete requirement. However,



additional Title IV financial aid funds will not be awarded to the student until the 30-day extension period has expired and grades have been posted to ensure SAP policy is met.

An independent study student who does not complete the required course work in the session is automatically granted a 30-day extension to meet the course requirements. No appeal is required. If additional time is required beyond the automatic 30-day extension, the student may file an appeal for an additional 30 days to be reviewed and approved by the appropriate dean. If the student does not meet the course requirement at the conclusion of the approved appeal the course grade defaults to an F. An independent study student may not progress to the next course until the requirements are met for the current course.

Repeated Courses

If a failing grade has been received for a course, that course must be repeated. A student who repeats a course (with the prior approval of WHTU) receives the grade earned on the repeat effort only. Grade points, credit hours attempted, and credit hours earned for the prior attempt will not be included in grade point average (GPA) calculations. The repeated course will be included in the number of courses attempted calculation.

There is no automatic right to repeat a course. Appeals requesting permission to repeat a course must generally be received by the University within five days of the date the final grade is posted.

Grade Point Average (GPA)

The cumulative GPA is determined by dividing the total grade points earned to date by the total number of credits attempted to date. The total grade points earned are the products of course credits and the student's course grade totaled from all courses in which a numerical grade was received. For purposes of this calculation, courses graded on a credit/no-credit basis are excluded.

Example of GPA Computation

Name of Course	Credits	Numerical Grade	Grade Points
Course A	3	CR	-
Course B	3	3.33	9.99
Course C	3	4.00	12.00
Course D	4	3.67	14.68
Total	13		36.67

The CR credit (3 credits) is excluded from the calculation, so 36.67 is divided by 10 credits to calculate the GPA of 3.67, which equals an A-.

For JDET students, a cumulative GPA of 2.0 or above is considered in good standing. A student must be in good standing to graduate.



Graduation

Once all courses are successfully completed, a student will be reviewed for graduation. To receive a diploma, students must submit the *Diploma Order Form*, provided to you at the time the degree is conferred, and are ordered monthly. Diploma requests must be submitted by the last business day of each month to be included in that following month's order.

Library, Learning Resources, and Research Assistance

All enrolled students will have access to the Library and Information Resources Network, Inc. (LIRN®) which includes an extensive collection of full-text articles, journals, and reference libraries. LIRN® resources are accessible only from the home page of Moodle.

When JDET students are required to brief specific cases, those cases can be found on the Lexis®/Nexis® legal database. The program utilizes materials available at virtually every elite law school in the United States. In addition to casebooks, of equal importance are treatises, outlines and audio lectures recorded by some of the most prestigious law professors in the United States, and other study aids. Simple "busy work" found in many programs is eliminated. Students, with the advice of faculty, are encouraged to emphasize the study methods they find most beneficial. As noted above, certain assignments require the use of the LEXIS® online library. (Students have access to LEXIS® through the Internet with no hourly usage charges.) This library, which includes online tutorials, can be accessed through a personal computer from any location that has Internet access. The service contains major archives of United States federal and state case law, continuously updated statutes of all 50 states, state and federal regulations, administrative rulings, law review articles, and numerous other legal resources.

To aid in research and capstone projects, a [Librarian](#) is available to all current students of the university and will help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries when needed. The [Librarian](#) will typically answer questions submitted Monday-Friday, within 24 hours. During weekends and holidays, a response may take a little longer.

To request research help or information, send your questions to: Research@TaftU.edu. The [Librarian](#) cannot provide legal advice, review assignments, or perform any of the work required as a part of a student's program of study.

Release of Academic Information

WHTU adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA). Therefore, students may review the contents of their permanent records as they are maintained at TUS offices. Such an inspection must be completed in person by the student at the location where the information is retained.

In compliance with FERPA, the following student record information may be disclosed by WHTU without prior written consent of the student, a judicial order, or a lawfully issued subpoena.

- Dates of attendance at WHTU
- Dates of admission to WHTU
- WHTU programs of study



- WHTU degree completion dates and types of degrees earned
- Student's current enrollment status (full-time, part-time, withdrawn)

If a student submits a written request that his or her directory information not be released, **no information may be released**, absent a judicial order or a lawfully issued subpoena. A request of this nature is only valid throughout the student's term of enrollment. Please see the consumer guide for more information.

Transfer Credit Policy

JDET students may transfer up to 37 hours into the programs. Applicants may submit unofficial transcripts with the application for admission. **Official transcripts must be received within 30 days of matriculation**, or the student will not be permitted to register for additional coursework. For students on financial aid, disbursements will not be released until official transcripts are received. Transfer credit evaluation requires submission of official transcripts.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at WHTU may or may not be accepted by another institution, depending upon its own programs, policies, and regulations.

Students seeking transfer credit should reach out to their admissions representative for full requirements and procedures prior to matriculation into a program of study. Credit requests are evaluated on a case-by-case basis. Official transcripts must be received to finalize the transfer credit calculation. Applicants will be notified prior to enrollment what transfer credit, if any, will be accepted.

Satisfactory Academic Progress Policy

This section applies to all students regardless of whether they are receiving financial aid through the Federal Direct Student Loan programs. In this section, an individual receiving Title IV funds will be referred to as a student.

Federal regulations require institutions to establish a reasonable Satisfactory Academic Progress (SAP) policy for determining whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. The SAP policy applies to all students including those not receiving federal financial aid under the Title IV HEA programs.

All students must continually maintain the following standards of SAP to maintain eligibility to obtain federally insured student loans.

The policies and procedures that make up the satisfactory academic progress requirements consist of:

- A Qualitative Component
- A Quantitative Component
- Appeal Procedures



Qualitative and Quantitative Components

A student is subject to all of the requirements set forth in the SAP policy section of the academic catalog. In addition, once a student has been enrolled in the program for a term, they must have earned a minimum grade point average (GPA) that would allow them to graduate with at least a 2.0 for the JDET and maintain this minimum cumulative GPA throughout the program.

A student must complete their studies in not more than 150% of the published length of the program. (For purposes of this component, “published length of the program” refers to the required number of credits.) For example, the MBA program requires completion of 30 credit hours to meet the degree requirements. A student who does not complete the program with 45 credits (150% of the total credit required) will become ineligible for additional student loans and the student will lose financial aid eligibility from the university.

With respect to repeated courses, students may only repeat courses that they withdrew from, were dismissed from, or failed. Only the most recent grade is computed into a student’s GPA. However, repeated courses are included in the 150% computation.

Students must meet the attendance policies, as outlined in the catalog or they will be administratively withdrawn from their course and deemed NOT to be making SAP.

Applicants seeking transfer credit for units earned at another institution will be evaluated on a case-by-case basis. Transfer credit may only be accepted for courses offered at the university. Any transfer credit accepted will be calculated for determining 150% of the published length of the program. Transfer students must also earn a minimum cumulative grade point average of 2.0 for JDET or higher to meet financial aid eligibility.

Academic Warning

A JDET student whose cumulative GPA is less than a 2.0 after the most recent term who is in jeopardy of not meeting the quantitative measure (completing the midterm exam) may be considered as not making SAP and will be placed on academic warning. A student will also be placed on academic warning when they reenroll in the university after being academically dismissed.

Academic Probation

A student whose cumulative GPA is less than 2.0 for JDET students is not meeting the quantitative measures of the most recent term is not making SAP, will be placed on academic probation, and is subject to dismissal. However, a student may appeal the SAP determination. If the appeal is granted, the student will be allowed to continue as a student on academic probation but will be placed on a Student Academic Improvement Plan (SAIP). SAIP for a student on academic probation will be monitored at the conclusion of the next term. If at the end of the next term, while on academic probation, a student fails to satisfy the SAIP requirements, the student is again subject to dismissal. All students are subject to all the requirements set forth in the catalog.



Failure to Cure Academic Probation

Failure to meet the minimum standards prior to the program will subject a student to dismissal from the program. Once a student fails to make SAP, academic probation will be in effect until the completion of the next term. A student with a cumulative GPA below 2.0 for JDET students is subject to dismissal. The student may appeal. If there are mitigating circumstances, grades may be reassessed (see academic appeal).

In all terms each student will be evaluated based upon the university's standards for measuring SAP. For JDET students SAP will be evaluated at the end of the academic year.

Qualifying for Financial Aid

Year One

First Disbursement

- Successfully completes 30 days of enrollment.
- Submit official transcripts within 30 days of enrollment.
- Satisfy all financial aid requirements, including being fully packaged.
- Pass the Introduction to Law course.

Year One

Second Disbursement

- Satisfy all SAP requirements
- Complete all midterms

Advanced Years

Continuing disbursements (a student that needs to be repackaged must complete new financial aid documents)

First Disbursement

- Satisfy all financial aid requirements, including being fully packaged

Second Disbursement

- Satisfy all SAP requirements
- Complete all midterms

Continuation as a Non-Title IV Student on Academic Probation

If a student fails to make SAP, the student will be on academic probation and is subject to dismissal. The decision to allow a student to continue on academic probation will be made by the university president or assigned designee. During this period, the student is not eligible for federal financial aid but may continue to take courses and will be responsible for tuition and fees.



Academic Appeal

A student may appeal a determination that the student is not making SAP by sending an appeal to the Director of Student Affairs at the administrative offices of the university. The appeal should set forth in detail why the student did not achieve SAP and what the student will do to achieve SAP going forward.

The appeal will then be given to the president or designee that will review the student's academic record and evaluate the student's written comments. The president or designee may question the student or request additional information.

If the president or designee determines that the student's grades were properly awarded, the student will be notified, and the grades will stand as awarded.

If the president or designee determines that the student's grades were not properly awarded, the Academic Review Committee (ARC) will design a remedy to correct the grades. This may include, but is not limited to, allowing a student to retake such examinations as may be appropriate, having current examinations re-graded, or order such other actions that may equitably resolve the student's appeal.

Once the appeal is resolved and if any action is required, the Director of Financial Aid will be notified to reevaluate whether the student has met the SAP standards.

SAP and Financial Aid

The Financial Aid Director will be notified of students who are either on warning or on probation as this may impact their access to financial aid. Students will be informed of how their academic performance might impact financial aid. A student may appeal a determination of probation to the university program dean. The appeal should set forth in detail a concise statement detailing what extenuating circumstances occurred that caused the student to have the inability to meet SAP and what has changed so that the student may now meet SAP.

The appeal will then be given to the Chief Academic Officer (CAO) who will review the student's file and evaluate the student's written comments. The Financial Aid Director may also request information from the ARC and/or may question the student or request additional information.

If the appeal is approved, the probation status may be cleared.

Once the appeal is resolved and if any action is required, the Financial Aid Director will notify the student of its outcome and whether the appeal was approved or denied.

Reinstatement as a Title IV Student

Subject to the approval of the financial aid director, Title IV will be reinstated after failing to make SAP if the student meets the following minimum criteria:



- a. The student has successfully completed at least one term on academic probation.
- b. A recalculated grade point average indicates that the student now has a cumulative GPA 2.0 for JDET students or higher; and
- c. It is possible for the student to complete the program in 150% of the published length.



Administrative Policies

Administrative Dismissal

A student will be administratively dismissed from the program if they:

- Fail to finish within the maximum time to complete the degree program.
- Fail to complete term coursework within the allotted time (including any extensions granted).
- Fail to comply with administrative policies including failure to complete examinations.

Appeal Procedures

The general petition form has been developed as a convenient medium to create effective communication between the student and the administration and to receive a reply when appropriate. Each appeal must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. To obtain this form, visit <https://www.taft.edu/student-resources>.

Arbitration

Any non-academic controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any hearings under this provision shall be held in Denver, Colorado. Any demand for arbitration must be filed with the American Arbitration Association within two years of the date of this agreement, or one year from the date of the controversy or claim, whichever shall first occur. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. The student and the university agree that each may bring claims against the other only in their individual capacities, and not as a plaintiff or class member in any purported class or representative proceeding. Further, unless both the student and WHTU agree otherwise, the arbitrator may not consolidate more than one person's claims and may not otherwise preside over any form of a representative or class proceeding.

Attendance Policy and Leave-of-Absence Policies

The JDET program requires three years of study. Each year consists of a period of time of not less than 48 nor more than 52 consecutive weeks. The academic year is defined as 50 weeks. Each lesson is designed to be completed in a one-week period. Students should anticipate spending between 20 and 25 hours each week on their studies. The program has been designed so that students will be prepared to take all their finals at the end of the academic year.

All JDET students register as full-time students, scheduled to complete education requirements in the term. Since all WHTU programs are presented on a distance learning basis, the university has no residential attendance requirement. Students may withdraw from the programs at any time within an academic period. In the JDET program, leaves-of-absence are only permitted between academic years.

Students must meet attendance requirements to demonstrate academic progress, as required by the Department of Education. Attendance is assessed through participation in a discussion forum, submission of an assignment or by participating in a quiz or exam. Simply logging on to the learning management system does not represent attendance. For



students who do not post attendance in the first seven days of the term (add/drop period) are withdrawn from the session and the registration is cancelled (they are considered a non-start). All tuition paid and/or financial aid dollars awarded will be refunded within 30 days.

Students who are not active for 14 consecutive days, after the first week of the session (add/drop period) will be administratively withdrawn from the course. A withdrawal in the first four weeks of the term will receive a W on the transcript and no credit will be rewarded. The course will not be included in the cumulative GPA calculation. Students who withdraw after the first four weeks of a course (29th day) will be administratively withdrawn and a grade of WF will be posted on the academic transcript. The date of the withdrawal will be the last date of activity in the course or the notification date from the student, whichever is the earliest date. All withdrawals will be included in the credit hours attempted calculation in adherence to the student academic progress policy.

Change of Address/Contact Information

It is the responsibility of the student to inform WHTU in writing of **any change in mailing address, telephone number, or e-mail address** from that reflected on the application for admission form. Please submit changes to [student support](#).

Code of Conduct

WHTU is an institution of higher online education. As a community of scholars dedicated to the transmission of knowledge, pursuit of truth and development of moral and cultural values, WHTU strives to provide an environment in which the rights of inquiry, expression and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

A student is defined as a person enrolled at WHTU and is a student until such time as he/she graduates, withdrawals, or is dismissed. Students between academic years are not considered enrolled.

Student Rights

As a participant in the processes of WHTU, each member of this academic community has the right to develop the capacity for critical judgment and to engage in the sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the student code of conduct. Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation.

Responsibilities

WHTU is committed to fostering ethical and moral values. Among the core values of the university is the inherent dignity of every individual as well as the right of each student to hold and to express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and



the recognition of the cultural diversity of WHTU's community, the university will not tolerate discriminatory or hate motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation, or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.

Student Code Violations

For the welfare of the entire community, all individuals in the community shall obey the enforcement of orders or directions given by all university officials in the performance of his/her duties or the operation of his/her office. Members of WHTU's community who interfere with the rights of others by failing to fulfill their responsibilities will be subject to disciplinary actions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge and truth.

The following list of unacceptable behaviors is intended to be illustrative in nature rather than all inclusive.

- Dishonesty or knowingly furnishing false or incomplete information to the university with the intent to deceive.
- Making, possessing, or using any falsified university document or record; altering any university document.
- Knowingly making false accusations against a member of WHTU's community.
- Illegal possession, consumption, distribution or furnishing of alcohol or other drugs on university property.
- Disorderly conduct including obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other university policy or regulation.
- Lewd or offensive or improper behavior.
- Possessing, using, or storing firearms, explosives, or weapons on TUS-controlled property.
- Disregard for the safety of others.
- Behavior or language that threatens or endangers the health, safety, or well-being of any person or group.
- Violation of a contractual obligation or publicized administrative policies.
- Sexual misconduct including any unauthorized form of any sexual contact with another person without the consent of that person.
- Sexually harassing another person.
- Acts of retaliation - words, action, or written communication that implies or states another individual of the university community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case.

Non-Compliance

The following shall be regarded as acts of non-compliance:

- Failure to comply with the direction of an individual identified as an authorized university official or other official acting in the performance of his/her duties.
- Complicity: presence during any violation of WHTU policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encourage the violation.



Consumer Information Guide

TUS publishes a Consumer Information Guide that is made available to current and prospective students of WHTU. This guide, which is a supplement to this catalog, contains a great deal of useful information including but not limited to policies on student privacy, satisfactory academic progress, campus security and crime statistics, drug and alcohol abuse prevention, voter registration information, and Constitution Day.

Copyright Policy

WHTU expects their students, faculty, staff, and affiliates to comply with U.S. copyright laws. Although most people understand that copying from books or other published materials may be a copyright violation, sharing digital files may also be a violation. Most software, music, and other original works of creativity have intellectual property protections. Violation of copyright right law can subject a person to both civil and criminal penalties.

Complaint/Grievance Policy

WHTU provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved. Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint, or grievance.

Informal Resolution

The complainant is encouraged to resolve the issue informally with the student, faculty, or staff member involved.

Formal Grievance Filing

Students are required to work with their faculty and the program deans to resolve issues. If the situation is not resolved, the student may use the process outlined below:

- If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the director of student affairs. A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation.
- The director of student affairs will conduct an initial review of the grievance and convene the faculty and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1-2 days weeks), the grievance and supporting documentation will be forwarded to the dean who will render a decision in writing within one week. The dean's decision shall be final.

In all cases, WHTU will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the university.



Any complainant that does not believe that his or her grievance has been satisfactorily resolved following the process outlined above, may lodge a complaint with WHTU's home state regulatory body, the Colorado Department on Higher Education, The National Council for State Authorization Reciprocity Agreement (SARA), the Distance Education Accrediting Commission, and The State of California Bureau for Private Postsecondary Education. Information to contact all of these agencies is listed below:

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808, Washington, D.C. 20036

Phone: 202-234-5100

DEAC Policy on Complaints: <http://www.deac.org/Student-Center/Complaint-Process.aspx>

Colorado Department of Higher Education

1600 Broadway, Suite 2200, Denver, CO 80202

Phone 303-862-3001 Fax 303-996-1329

Colorado Department of Higher Education Policy on Complaints: <https://higherred.colorado.gov/filing-student-complaint>

NC SARA

3005 Center Green Drive, Suite 130, Boulder, CO 80301

Phone (720) 680-1600

<https://www.nc-sara.org/student-complaints>

For California Students Only:

Bureau for Private Postsecondary Education

Department of Consumer Affairs

PO Box 980818

West Sacramento, CA 95798-0818 <https://www.bppe.ca.gov/enforcement/complaint.shtml>

Computer Requirements

TUS faculty believe evidence of computer literacy is required to earn a credible graduate degree in any discipline. Technology also plays an important part in a student's ability to communicate with administration, faculty, and fellow students. Accordingly, all students (including students enrolled in independent study courses) must have access to a computer with the minimum specifications set forth in this current catalog below.

Minimum Hardware Requirements

Any modern internet connected desktop or laptop computer capable of meeting the below software requirements will be sufficient. While course materials are accessible to mobile devices, access to a desktop or laptop computer is required for completion of assignments and examinations. Some supplemental materials and activities will require a functioning audio device and speakers. Reliable and consistent access to the internet is required.

- Intel® Celeron® 2.0GHz (or AMD® equivalent) Processor
- 2 Gigabytes of RAM



Software Requirements

- Microsoft Windows® Vista / 7/8/10/11.
- Microsoft Office ® or comparable software (must be able create .DOC or .DOCX files)
- Microsoft Edge® (Available at no cost when downloaded from the Internet. Any modern browser will be acceptable. Google Chrome is recommended for the best experience.)
- E-Mail Capability (Available at no cost from various providers)
- Adobe Acrobat Reader® (Available at no cost when downloaded from the Internet)

(A Macintosh® environment may not be compatible with the school's system and will receive minimal support by the school's technical support)

Disability Services

WHTU's coordinator of disability services strives to uphold the mission of the university by providing reasonable accommodations to all students to help them achieve their academic goals. The university complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring WHTU to provide reasonable accommodations to qualified disabled students in all programs and activities. The university promotes an environment of respect and support for all individuals. Students have the responsibility to both self-disclose and request accommodation through the office of disability services.

WHTU requirements for documentation are based on the best practices published by Association on Higher Education and Disability (AHEAD). It is the responsibility of the student to advise the disability coordinator of the disability impacts they experience in the learning environment and the potential accommodations that may support their learning.

Accommodation requests are authorized by the disability coordinator based on the guidelines below for disability documentation. If the student has received accommodation from a prior institution, those decisions may be submitted as documentation to validate student's self-reported information. Documentation from external sources may include educational or medical records, reports, and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as an Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. External documentation will vary in its relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative. However, all forms of documentation are meaningful. To request academic and/or testing accommodations download and complete the accommodations for students with disabilities form found at: <https://www.taft.edu/accessibility-disability-services>

After reviewing the student's accommodation request and subsequent documentation, the disability coordinator will determine reasonable accommodations for the student. These reasonable accommodations will be outlined on the student accommodations form, which will be given to students granted accommodations for use in their courses/proctored exams. It is the responsibility of the student to provide the student accommodation form to their instructor within the first week of their course. Failure to comply with this rule will not hold the instructor to the accommodations. A student may request accommodation at any point in their program. However, the accommodation will not take effect until the beginning of the



student's next course after the accommodation has been granted. A student cannot retroactively request accommodation for any past courses/proctored exams. Accommodation is not retroactive. For more complete information about services for disabled students, please contact the [office of disability services](#).

Harassment Policy

WHTU strives to provide an academic environment that is free from intimidation, hostility, or other offenses, which might interfere with student performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

What Is Harassment?

Harassment can take many forms. It may be, but is not limited to, words (including email communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to [student support](#) or any administration representative with whom they feel comfortable. When the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether the alleged victim wants the institution to do so.

Reporting

Any incidents of harassment must be immediately reported. WHTU can only act if it is made aware of a problem. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a good faith report of alleged harassment.

Notices

With the exception of cancellation or withdrawal notices, any notices to the university under this agreement shall be sent by first class mail, postage prepaid to William Howard Taft University, 1325 South Colorado Blvd., Suite B-404, Denver, Colorado 80222. Notices to students shall be sent to the address of record in student's academic or financial file.

For the protection of the student, notices of cancellation or withdrawal should be in writing, signed by the student, and sent to the above address within five business days of the time the student expressed their intention to cancel or



withdraw. In providing the notice of withdrawal, the university recommends that students utilize certified mail or the services of a common carrier such as Federal Express or United Parcel Service. Provided the student follows the above procedure, refunds will be calculated based on the date the student expressed, in any manner, their intention to withdraw. If a student fails to follow this procedure, refunds will be calculated based on the date the university obtains verifiable information that student intends to withdraw.

Student Privacy

Student records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students' records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena. As such, student confidential information is protected.

Student Records & Transcripts

A transcript will be maintained by WHTU in a readily understandable format in perpetuity. Other student records will be maintained for a period of not less than five years. WHTU will provide each student with two transcripts at no charge. Additional copies of transcripts are available at a minimal charge.

Students should always keep a copy of all assignments and other correspondence submitted to the institution. It is recommended if students elect to save assignments and correspondence on their hard drive, appropriate back-up procedures be followed.

Social Media

Students must obtain advance permission before establishing any social media account which references TUS, TLS, or WHTU.

Statement of Equal Opportunity and Non-Discrimination Policies

Consistent with sound educational policy, TUS does not discriminate based on sex, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, political affiliation, sexual orientation, or veteran status.

Title IX Statement

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, WHTU does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation or military service in any of its:

- Educational policies, programs, or activities
- Admissions policies, grant, scholarship, or loan programs
- Hiring practices



Title IX of the Education Amendments protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment is a form of sex discrimination prohibited by Title IX. Incidents of sexual harassment, sexual violence, stalking, and relationship violence are encouraged to be reported in a timely manner to the university president's office.

WHTU Reservation of Rights

WHTU reserves the right to change any of its policies, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admission standards and policies. All affected students will be given adequate prior notice before the changes to the academic standards are implemented. WHTU further reserves the right to refuse admission to any applicant at its discretion and to disqualify, discontinue, or exclude any student at its discretion. This catalog supersedes all previous editions. The policies expressed in this catalog and future revisions will be controlling regardless of any policies stated in a previous edition received by the student upon his or her admission.

Withdrawal and Readmission

Voluntary Withdrawal

Students may withdraw without prejudice by written notification to [Student Support](#) at any time within the term as indicated in their enrollment agreement.

A student who has not voluntarily withdrawn and fails to complete a course or courses within the required time will receive an administrative dismissal for the subject course(s) unless the student has appealed for additional time and such appeal was approved by the university.

Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in this catalog.

Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all of the financial assistance options which are available to university students.

Readmission

A student who has successfully completed any credits at the university and who has taken an approved leave of absence longer than one calendar year must appeal to the dean (or their designate) to be allowed to reenroll as a continuing student. As a condition to their readmission, a student who has withdrawn for longer than one calendar year may be required to repeat courses taken prior to his/her withdrawal. Readmission after withdrawal is at the discretion of the program dean and is reviewed on a case-by-case basis. If the student's absence has been greater than one calendar year, the student will also be required to complete the application process for reentry.

An individual who wishes to be readmitted after dismissal must appeal to the Admissions Office directly and show the requisite ability for successful study or evidence demonstrating a stronger potential for study. If the student's absence has been greater than one calendar year, the student will also be required to complete the application process for re-entry.



Curriculum and Course Descriptions

First Year Required Courses (24 Credits)

LAW601E – Introduction to Law (1 Credit)

This is an orientation course to help prepare the lay person for the study of law. As the first law school course, it provides the new student with an understanding of principles of law and of case analysis.

LAW616E – Contracts (8 Credits)

This course analyzes the law relating to formation of contracts, the statute of frauds, third-party beneficiary contracts, assignment of rights and delegation of duties, liability for breach of contract including the law of conditions and discharge.

LAW612E – Torts (7 Credits)

This course examines laws relating to civil liability for intentional wrongs to person and property, negligence, strict liability, misrepresentation, defamation, and other civil wrongs.

LAW613E – Criminal Law (5 Credits)

This course probes laws relating to various criminal offenses, including crimes against the person and habitation, larceny and kindred offenses, attempt and conspiracy rules, the defenses to criminal charges, and the procedural rights of the accused.

LAW604E – Legal Writing (3 Credits)

This course explains how to write in a “Lawyerlike” manner and you will develop legal research skills. The student is guided through the process of how to write memoranda, letters, briefs, and answers to law exams.

Second Year Required Courses (17 Credits)

LAW624E – Civil Procedure (6 Credits)

This course dissects the federal rules relating to jurisdiction and venue; sufficiency of the complaint, answers, counterclaims, and cross complaints, joinder of parties and causes of action, and motions before, during and after trial.

LAW623E – Property (7 Credits)

This course reviews laws relating to the various types of real property interests including freehold, non-freehold estates and future interests, landlord-tenant relationships, conveyancing, and the use of land.

LAW646E – Remedies (4 Credits)

This course explores laws relating to equitable remedies, including injunction and specific performance and defenses; protection against certain types of tort liability including waste, nuisance, unfair competition, and the law of rescission and reformation.

Third Year Required Courses (15 Credits)

LAW631E – Business Organizations (8 Credits)

This course examines the laws governing the creation, termination, and legal consequences of agency relationships, partnerships, and business corporations, advantages and disadvantages of various forms of business enterprises.



LAW622E – Constitutional Law (7 credits)

This course explores the scope of federal powers, separation of powers, the federal system, the Bill of Rights, due process, equal protection, and eminent domain.

Electives: (19 Credits) – Not all elective courses are offered in every year

LAW651E – Administrative Law (3 Credits)

This course is an examination of the law relating to governmental agencies, with emphasis on federal regulation. The course deals with issues such as the due process right to a hearing, adjudication, rule-making, freedom of information, secret lobbying, control of discretion, judicial review and regulatory reform.

LAW674E – Alternative Dispute Resolution (3 Credits)

This course focuses on the options that parties may have to settle a dispute without going to trial. Alternative Dispute Resolution (ADR) has become a mandatory step in many judicial districts before a matter may proceed to trial. In particular, the course examines the processes of Negotiation, Mediation, and Arbitration.

LAW633E – Community Property (3 Credits)

This course reviews the classification of separate and community property, liability for debts, management and control of the community, and problems arising from the dissolution of the community or death of a spouse.

LAW630E – Criminal Procedures (3 Credits)

This course study criminal procedure in general, with substantial emphasis on recent Supreme Court decisions affecting the procedural rights of the accused. Criminal trial practice and techniques are also covered.

LAW675E – Health Care Law (3 Credits)

This course provides the student with the necessary background on a wide variety of health care topics, enabling professionals to deal with the common legal and practical problems facing the health care industry.

LAW658E – Intellectual Property (3 Credits)

The protection of intellectual property and encouragement of creativity. Explores copyright, trademarks, trade secrets, patents, unfair competition, and selected state law theories. It provides students with a general working knowledge of the various intellectual property doctrines.

The protection of intellectual property and encouragement of creativity. Explores copyright, trademarks, trade secrets, patents, unfair competition, and selected state law theories. It provides students with a general working knowledge of the various intellectual property doctrines.

LAW672E – Labor/Employment Law (3 Credits)

This course examines the historical foundation for labor laws and the creation of the labor movement while focusing on the workplace of today. The laws and regulations that govern the employment relationships, particularly those related to wages, hours, benefits, and conditions are focused upon. The distinctions between public and private employers are also reviewed.

LAW671E – Sports Law (3 Credits)

This course reviews the broad spectrum of issues related to the world of sports. The course will examine such diverse issues as the power of the sports commissioner, labor negotiations, the role of the sports agent, professionalism vs. amateurism, injuries, and gender equity.

LAW650 – Directed Legal Studies (1-6 Credits)



This course consists of an independent research project written under the supervision of a law school faculty member. Subjects may vary dependent on the nature and interest of the student and requires the approval of the Dean.

LAW620E – Wills & Trusts (4 Credits)

This course analyzes the law relating to the creation of wills and trusts, creation of the trust relationship, charitable trusts, resulting and constructive trusts, the powers and duties of the trustee, alteration and termination of the trust, probate of wills and administration of estates.



Faculty Listing with Qualifications and Courses Taught

WHTU employs faculty qualified to undertake the level of instruction or course development to which they are assigned. The law faculty possess Juris Doctor degrees, belong to their State Bar, some are actively practicing law, and they teach law. Need to add conferring institutions.

Julie Abutal, JD

Juris Doctor, Whittier Law School
MA, History, California State
University Long Beach
BA, Political Science & History,
California State University, Long
Beach

Teaches:

Criminal Procedure
Criminal Law

Sarah Condor Fisher, JD

Juris Doctor, Taft Law School
MA, English, Charles University
Prague
BA, English, Charles University
Prague

Teaches:

Healthcare Law
Constitutional Law

Katrina Lewis, JD

Juris Doctor, Taft Law School
AAS, Paralegal Studies, Heald
College

Teaches:

Torts
Constitutional Law

Jorge Alesna, JD

Juris Doctor, Taft Law School
AA, General Studies, Los Angeles
Valley College

Teaches:

Administrative Law

Deanne Gilbertson, JD

Juris Doctor, Whittier Law School
BA, Political Science, California
State University, Dominguez Hills

Teaches:

Alternative Dispute Resolution

Meng Li, JD

Juris Doctor, Taft Law School
B.Sc in Computer Science,
University of British Columbia

Teaches:

Community Property

Todd Becker, JD

Juris Doctor, Western State College of
Law
BA Business Administration,
California State University Fullerton

Teaches:

Criminal Law
Remedies
Wills & Trusts
Torts

Melody Jolly, JD

Juris Doctor, Western State
University of Law
BA Business Administration,
California State University, Fullerton

Teaches:

Legal Writing
Introduction to Law

Tracy Reinmiller, JD

Juris Doctor, Western State College
of Law
BS, Law, Western State University

Teaches:

Criminal Law



Scott Resnick, JD

Juris Doctor, Sandra Day O'Connor
College of Law at Arizona State
University
MBA, Arizona State University
BA, Economics, University of
California Los Angeles

Teaches:

Healthcare Law
Sports Law
Community Property
Wills and Trusts

Ed Romano, JD

Juris Doctor, Suffolk University Law
School
BA, European & American History,
Boston University

Teaches:

Intellectual Property

Margaret Trester, JD

Juris Doctor, Whitter Law School
BA, Business Administration, Mount
Mary College

Teaches:

Contracts
Property
Evidence