



ABRAHAM LINCOLN UNIVERSITY

Director George Leal
Committee of Bar Examiners
The State Bar of California
180 Howard St.
San Francisco, CA 94105

June 13, 2016

Subject: Response to 2015 Period Inspection Report

Dear Director Leal:

Thank you for the report of the periodic inspection. ALU accepts all three recommended, mandatory actions in this report as well as the recommended, suggested actions.

Recommended, Mandatory Actions (in italics):

- 1. To comply with Guideline 2.8, the law school must develop, adopt and publish notice of a written policy regarding the imposition of student discipline consistent with the mandatory procedural requirements;*

While ALU has a student discipline policy stated in the Juris Doctor program catalog regarding Honor Code, including all elements of Guideline 2.8 and penalties up to suspension and expulsion and formal grievance policies, ALU agrees that a student discipline policy should be developed to be broader in scope than the Honor Code. ALU will add a written policy on student discipline to its Juris Doctor program catalog.

- 2. To comply with Guidelines 4.8 and 4.9, the law school must develop, adopt and publish notice of a written policy and associated procedures to conduct the regular and compliant evaluation of all active members of the faculty; and*

ALU states its faculty development plan in the faculty handbook, which includes faculty evaluation that is tied time-wise to when courses run at certain points each year. All examinations that are drafted by faculty members are reviewed by the Dean and Director. The Director invites review of examinations by other ALU faculty members as well depending on the topic and scope of the assessment. Once the exam is administered and the Director obtains all Softest analytics, the Director reviews all analytics on MBE performance and discusses with the professor and Director also reviews essay grading before finalized grades are released to the students, which are stated in the faculty development plan in the handbook.

ALU agrees with the recommendation that the current faculty development plan should be enhanced to include a clearer timetable for when different aspects of faculty evaluation occur and to include peer evaluations. ALU will be revising its faculty development plan language to strengthen alignment with Guideline 4.8 and 4.9.

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3. To comply with Guideline 5.34, the law school must adopt an express policy that permits the compliant re-admission of students previously academically disqualified from any law school including ALU.

ALU's current Juris Doctor program catalog includes a section on the topic of compliant admission of students previously academically disqualified from any law school including ALU, which includes most of the language verbatim from Guideline 5.34. However, the Juris Doctor catalog does not state this remaining language from 5.34: "In each case, the dean or admissions officer must sign and place in the applicant's file a statement of the reasons for admitting the applicant."

ALU will revise the catalog language to include the 5.34 language about necessary documentation that must be in applicant's file.

Recommended, Suggested Actions (in italics)

- 1. To better comply with Guideline 2.3, the law school should regularly review and revise the content of its website to verify that all information posted therein is current, accurate, honest and forthright;*

ALU has a Website Content Review Policy, but the previous timetable was delayed due to projects involving new website creation and a change to student information systems. The Director of the Juris Doctor Program has requested full review of ALU website in June 2016. Also, the Director will be revising the timetable of the Website Content Review Policy to anticipate possible delays by shifting technological systems and transitioning to a new website.

- 2. To better comply with Guideline 2.9(D), the law school should publish notice in its Catalog of all policies and procedures used to authenticate the identity of students submitting work, examination answers and their participation in synchronous and asynchronous law school activities;*

While ALU discusses its practices related to student identity authentication in Annual Reports, ALU does not have one location in catalog where all those are stated. ALU shall revise the Juris Doctor program catalog to include written policies on authentication of student identity and class participation.

Suggested Actions 3 and 4 are both addressed below.

- 3. To better comply with Guideline 5.31, the law school should require that every student admitted and given credit for prior law school study submit official transcripts of all such study; and*
- 4. To better comply with Guideline 9.1(A) – 9.1(D), the law school should audit the files of all transfer students admitted with prior law study to confirm that the files are complete as to the basis supporting their admission.*



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Pursuant to 5.1, ALU requires each applicant to provide information on any prior law school attendance and whether they were in good standing. ALU also regularly requires official transcripts prior to granting admission to a student with prior law school study.

ALU will conduct an audit on all transfer students admitted with prior study to ensure that files are complete supporting basis of admission.

Corrections to Findings:

There were a few corrections to the inspection report that ALU wanted to offer, for the sake of an accurate record.

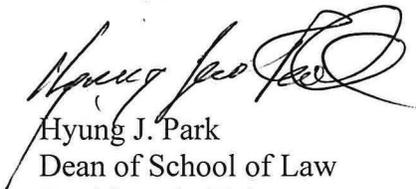
On page 1, the correction is that ALU did not have authority to grant associate and bachelor's degrees in 1996, but did acquire such authority later in 2012.

On page 6, the correction is that all ALU faculty members are licensed attorneys with all but one admitted to practice law in California. As stated in the 2015 Annual Report, there are fourteen faculty members admitted in California only, two admitted in California and other jurisdictions, and one faculty member who is not admitted in California but admitted in another jurisdictions.

Questions

Thank for the inspection report and this opportunity to respond. ALU will continue to update on its progress on actions. If you have any questions about the response, please feel free to contact me, Director Jessica Park, or Director of Data Integrity and Compliance Lisa Ingoldsby at 213.252.5100 or 213.500.9512 (JP cell).

Sincerely,



Hyung J. Park
Dean of School of Law
President & CEO
Abraham Lincoln University

CC:

Jessica K. Park
Director of Juris Doctor Program
Chief Information Officer

Lisa Ingoldsby
Director of Data Integrity and Compliance