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INTRODUCTION

Welcome to the Florida A&M University College of Law!

This Student Handbook is designed as a guide for students enrolled at the Florida A&M University College of Law and contains rules and regulations that pertain to students. Students are responsible for the information contained in this handbook and are presumed to have knowledge of the rules set forth herein. Therefore, students should read this Student Handbook carefully.

The academic policies, rules, regulations, curriculum, and degree requirements set forth in this Student Handbook are subject to modification by action of the faculty of the College of Law and administration of the Florida A&M University. Students should acquaint themselves with the rules and all modifications as posted through official College of Law and University communications and administrative offices.

The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and Florida A&M University or the State University System. Florida A&M University and the State Department of Education reserve the right to withdraw courses at any time, to change fees, calendars, curricula, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply both to prospective students and to those already enrolled.

While every effort is made to assure accurate and up-to-date information, the College of Law and the Florida A&M University do not assume responsibility for any misrepresentation which might arise through error in the preparation of this or any other of its catalogues, or through failure to give notice of changes in its requirements, policies, tuition and fees, course offerings, and other matters affecting students or applicants.
I. FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
MISSION STATEMENT

Florida Agricultural and Mechanical University (FAMU) was founded in 1887, making it one of the three oldest institutions of higher education in the state of Florida. It is a comprehensive, coeducational, residential, multilevel, land-grant University offering a broad range of instruction, research, and service programs at the undergraduate, professional, and graduate levels.

A major goal of FAMU is to enhance its statewide role as a vital and essential member of the State University System. The University will continue its focus on the educational needs of blacks and other ethnic minorities, while maintaining its leadership in racial desegregation, equal access, affirmative action, and cultural diversity. At the same time, the University seeks students who have the potential to benefit from a sound university education from all racial, ethnic, religious, and national groups, regardless of age, sex, or disability.

As a growing state, the fourth largest in the United States, Florida is a microcosm of the consequences of growth and the accompanying racial, ethnic, religious, political, and demographic diversity and the issues they present. Among the more pressing concerns are environmental degradation, racial and ethnic conflict, poverty and unemployment, the deterioration of family life, the problems of the elderly, poor nutrition, an inadequate healthcare system, and shortages of competent professionals in public education. As a public land-grant institution, FAMU is committed to addressing these concerns through research programs, on-campus education, the cooperative extension program, the continuing education program, and new programs created in response to these needs.

The University is preeminent among the state universities for the cultural and racial diversity of its faculty. It will expand its efforts to attract faculty and staff who are not only competent in their academic areas, but are also able to provide instruction and learning across cultural lines, with sensitivity to carry out its mission within a climate which promotes moral and ethical values among its constituency.
II. COLLEGE OF LAW MISSION STATEMENT

HISTORY

The College of Law’s rich tradition of excellence dates back to its original founding. On December 21, 1949, a division of law was established at the then Florida A&M College and the first class was admitted in 1951. In 1966, the Florida Board of Control (later known as the Board of Regents) withdrew its permission for the then American Bar Association accredited law school to admit law students, and two years later, the law school graduated its last class and closed its doors. Between 1954 and 1968, the law school graduated fifty-seven (57) men and women many of whom have gone on to make significant contributions to the legal profession both within the State and throughout the nation.

MISSION

The Florida A&M University College of Law has committed to the following mission:

• to develop and institute a legal education program structured to serve the legal needs of traditionally underserved portions of the population by providing a legal clinic offering pro bono legal services;

• to provide a legal education program with high academic standards that produces excellent legal professionals who demonstrate professionalism, provide public service, enhance justice and promote scholarship;

• to provide a legal education program that offers both full-time and part-time learning opportunities to students consistent with the enabling legislation; and,

• to provide opportunities for minorities to attain representation within the legal profession.

The Florida A&M University College of Law reaffirms its historical responsibilities to its students to provide important opportunities for service to the diverse communities in Florida, the nation, and the world. The law school strives to set, maintain, and reward high standards for faculty, staff, and students through continual evolution in pedagogy, curricula, research, and public service demands.
III. AMERICAN BAR ASSOCIATION ACCREDITATION

Florida A&M University College of Law is committed to becoming one of the major law schools in the state of Florida, in the Southeast and in this country. The College of Law received provisional accreditation from the American Bar Association in August 2004. According to the ABA, “[a] school that is provisionally approved is entitled to all the rights of a fully approved law school. Similarly, graduates of provisionally approved law schools are entitled to the same recognition that is accorded graduates of fully approved schools.” Provisionally approved law schools are closely monitored by the ABA and remain in provisional status for at least three years.

The College of Law will continue to take all steps necessary to pursue full ABA approval and accreditation, but makes no representation to any applicant that it will receive that full accreditation prior to the date of graduation of any admitted and enrolled student. Because different states have different rules regarding admission to the Bar, students are advised to contact the Board of Bar Examiners in the states in which they intend to practice law to determine the significance of their attendance at a provisionally accredited school.

The Dean of the College of Law is fully informed as to the Standards and Rules of Procedure for the Approval of Law Schools by the American Bar Association. The Administration and the Dean are determined to devote all necessary resources and, in other respects, to take all necessary steps to present a program of legal education that will qualify for full accreditation by the American Bar Association.

Questions regarding the College of Law’s accreditation may be addressed to:

American Bar Association
Council of the Section of Legal Education
and Admission to the Bar
321 North Clark Street
Chicago, IL 60610
(312) 988-6738
IV. GENERAL INFORMATION

LAW SCHOOL LOCATION AND FACILITIES

The Florida A&M University College of Law is located in a newly-constructed state of the art facility at 201 Beggs Avenue, which is on Hughey between the intersections of Washington and Robinson Streets in the beautiful area of downtown Orlando, Florida. The law library is housed on the first, second and fourth floors and classrooms are on the first, second and third floors. The law school is located directly across the street from the new federal courthouse and is also within a few blocks of the Orange County Courthouse.

BUILDING POLICIES

- Smoking is prohibited in all indoor areas of the law school.
- Eating food is prohibited in all classrooms. Only bottled water will be permitted in the classrooms.
- Pets are not allowed in the building, unless required to assist an individual with disabilities.
- Signs, notices, posters should not be taped on the walls or otherwise posted except on designated bulletin boards.
- Thermostats should not be altered or adjusted.
- Furniture may not be moved without permission.
- Weapons are not allowed in the building.
- Bicycles should not be kept in the building.

STUDENT LOUNGE

The student lounge is located on the first floor of the law school. Students are asked to keep the lounge free of litter and to clean up after themselves. The lounge contains a kitchenette / vending machines area and tables and chairs where eating is permitted. The lounge also contains couches, comfortable chairs and bulletin boards.

RESTROOMS

Public restrooms are located on every floor and in both wings of the law school building.

ELECTRONIC MAIL (E-MAIL)

All students are REQUIRED to have a FAMU e-mail address. Students should see the Information Technology (IT) staff for assistance in setting up the e-mail account.
MAILBOXES

Student mail boxes are located near the student lounge on the first floor of the law school. They are numbered and arranged by class and should be checked on a daily basis. The student mail boxes are not for the delivery of outside mail, but for official notices and intra-school communications only.

MESSAGE MONITORS

Electronic message monitors are located throughout the building. The purpose of the electronic monitors is to post administrative announcements and notices of law school activities. Student organizations may also have announcements posted on these monitors.

IDENTIFICATION CARD (RATTLER CARD)

Rattler Identification Cards are distributed during First-Year Orientation. In order to obtain a Rattler Card students need to present a valid picture ID (i.e., driver’s license, passport, etc.) Students are required to carry these cards and to show them upon entering the building in order to gain further access to the facilities. The Rattler card is also necessary to borrow books from the law library. (Please see also FAMU Rule 6C3-2.012(11)(d) and (18), Florida Administrative Code in Appendix G.)

PARKING

Arrangements have been made to allow students to park their vehicles in designated areas of the nearby state parking garages. Students are required to display a FAMU parking decal on their windshield and may park only on levels six (6) and seven (7) of the garage. Students are expected to abide by all of the rules for parking in the garage and failure to do so may result in the suspension or revocation of parking privileges.

PUBLIC TRANSPORTATION

The FAMU College of Law is conveniently located and may be reached by car or public transportation.

The main downtown bus terminal for the LYNX Transportation system is located just 4 1/2 blocks from the law school. LYNX buses travel on more that 50 routes and offer service seven days a week, 365 days a year. Contact LYNX’ Customer Service Center at (407) 841-8240 for information regarding schedules and rates.

In addition, LYNX operates LYMMO, a courtesy bus circulator that transports riders throughout the downtown Orlando area, traveling from the Orlando Centroplex Garage to Orlando’s City Hall and back. The LYMMO stop closest to the law school is at Hughey Avenue and Livingston
Street. Buses are free and run every 5-10 minutes on weekdays. Service hours vary on weekends and during special events.

**TELEPHONE ACCESS**

All telephones within the library, administrative or faculty offices are for staff use only. A telephone for student use is located in the student lounge on the first floor and can be used to place local calls.

**CELL TELEPHONES / BEEPERS**

In order to maintain a professional atmosphere in which members of the law school community can effectively learn and study, all cell phones must be kept turned off while in classrooms, the law library, and the courtroom.

**FEE LIABILITY**

Students must pay all fees for which they are liable. Liability for fees is incurred for all credit hours that remain on the student’s schedule of courses at the end of the drop / add period. Failure to pay fees will result in the cancellation of the student’s schedule.

**STUDENT RECORDS RELEASE**

Education records as defined by 20 USCS Section 1232g as amended, and student records and reports as defined in Section 228.093, Florida Statutes, shall be released only as provided by law. Directory information may be released and includes the following: the student’s name, address, telephone number, if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Students must inform the Office of the University Registrar and the College of Law’s Registrar in writing if they do not wish to have the University release directory information about them. Such notification will result in the University’s refusal to release any of this directory information to anyone, except as provided by law. Students should inform the Office of the University Registrar and the College of Law’s Registrar of this decision prior to the first day of classes for any applicable term. Once made, the decision will remain in effect until written notification to the contrary is received by the Office of the University Registrar and the College of Law Registrar.
CHANGE OF ADDRESS

All students must indicate their current address at the time of enrollment. Pursuant to FAMU Rule 6C3-2.013(27), Florida Administrative Code (see Appendix G), students who have a subsequent change of address must file a change of address form at the Office of the College of Law’s Registrar, who will forward that change of address form to the University. Students are responsible for keeping the College of Law Registrar informed in writing of his / her current address. The address of a student on record in the Office of the University Registrar will be used to give notification in writing as required by the right of basic procedural due process.

FACULTY ADVISORS

The College of Law faculty is committed to students’ educational and professional growth. Faculty will be accessible to students both inside and outside the classroom. All students will be assigned a faculty advisor who will be available to advise them throughout their law school careers.

CLASS ASSIGNMENTS

In addition to postings on the electronic message monitors, class assignments and administrative notices may be posted on a board that is located in the student lounge on the first floor of the law school building. Students should check the board regularly. Official notices may also be posted on the glass enclosed boards located near the elevators.

REQUIREMENTS FOR ADMISSION TO THE BAR

A number of states require that a law student who intends to sit for the bar examination register with the appropriate state agencies prior to or during his/her legal studies. Students who desire admission to the Bar of a particular state should contact that state's Board of Bar Examinations to learn more about the state's requirements for admission to the Bar. It is important that this is done upon entering law school to prevent delaying admission to the Bar. Information regarding Bar admission requirements is available in the Office of the College of Law Registrar.

The Florida Board of Bar Examiners administers the rules and regulations regarding admission to the Florida Bar. The requirements for admission are contained in the "Rules of the Supreme Court of Florida Relating to Admissions to the Bar." Students interested in admission to the Florida Bar upon graduation are encouraged to avoid additional registration fees by filing a Beginning Student Application within 180 days of their matriculation in law school.

For a copy of the rules, applications or other additional information, contact the Florida Board of Bar Examiners:

    The Florida Board of Bar Examiners
    1891 Eider Court
    Tallahassee, Florida 32399-1750
    (850) 487-1292

or visit the Florida Bar website at: www.flabar.org
GRIEVANCES AND PETITIONS

Grievances involving members of the support staff should be discussed initially with the Associate Dean for Operations and Administration. Grievances involving members of the professional staff, other students, and student organizations should be discussed initially with the Associate Dean for Student Services and Administration. Grievances involving members of the Law Library staff should be discussed initially with the Director of the Law Library. Grievances involving members of the faculty should be discussed initially with the Associate Dean for Academic Affairs. An attempt will be made to resolve the grievance informally, but if that is unsuccessful, the student will be advised as to the next appropriate step. Grievances about any of the Associate Deans should be directed to the Dean.
V. ACADEMIC INFORMATION

REQUIREMENTS FOR THE J.D. DEGREE

To be eligible for the award of the Juris Doctor (J.D.) degree, a student must:

1. successfully complete at least three academic years of full-time study or at least four academic years of part-time study;
2. successfully complete all required courses;
3. successfully complete at least 90 semester credit hours of course work, 60 credits of which must have been completed at this law school;
4. satisfy all writing requirements;
5. earn a cumulative grade point average of not less than 2.00 for all courses taken; and,
6. be approved by the College of Law faculty.

This Rule Is Non-Waivable

The maximum period for a full-time law student to complete requirements for a J.D. degree is five years. The maximum period for a part-time law student to complete requirements for a J.D. degree is six years.

RELIABILITY, CHARACTER, AND FITNESS

In determining whether to approve a student for the Juris Doctor degree, the College of Law faculty will take into account the candidate’s general reliability, character, and fitness.

COURSE LOAD REQUIREMENTS

Full-Time - Minimal Course Load –Fall / Spring Semester
No Full-Time Day Program student, except those who are eligible to graduate at the conclusion of the semester of current enrollment, shall be permitted to enroll in any regular semester of current enrollment for fewer than twelve (12) credit hours of courses; provided, however, that students shall register for all required courses in the sequence established by the College of Law faculty. Failure to enroll and receive grades for at least twelve (12) hours in any regular semester shall result in the student receiving no credit for any hours attempted during the semester in question.
A Full-Time Day Program student maintains the right to withdraw, within College of Law procedures, from any College of Law course, subject only to the requirement that a student maintain enrollment in twelve (12) credit hours as stated above and the requirement that no student may withdraw from a course required to be taken in sequence in a particular semester.

**Full-Time - Minimal Course Load – Summer Session**

There shall be no minimum course load for Full-Time students enrolled during the summer session. For Full-Time students, the summer is designed to provide enrichment courses. Except in an institutional emergency, courses offered in the summer may not include any required course that is taught during the preceding Spring semester or scheduled to be taught during the following Fall semester.

**Part-Time – Minimal Course Load –Fall / Spring Semester**

No Part-Time Evening Program student, except those who are eligible to graduate at the conclusion of the semester of current enrollment, shall be permitted to enroll in any regular semester for fewer than eight (8) credit hours of courses; provided, however, that students shall register for all required courses in the sequence established by the College of Law faculty. Failure to enroll and receive grades for at least eight (8) hours in any regular semester shall result in the student receiving no credit for any hours attempted during the semester in question.

A Part-Time Evening Program law student maintains the right to withdraw, within College of Law procedures, from any College of Law course, subject only to the requirement that he/she maintains enrollment in eight (8) credit hours in any regular semester. In addition, any withdrawal is also subject to the requirement that no student may withdraw from a course required to be taken in sequence in a particular semester.

**Part-Time – Minimal Course Load –Summer Session**

No Part-Time student, except those who are eligible to graduate at the conclusion of the summer session of current enrollment, shall be permitted to enroll in any summer session for fewer than six (6) credit hours of courses; provided, however, that the student shall register for all required courses in the sequence established by the College of Law faculty. Failure to enroll and receive grades for at least six (6) hours in any summer session shall result in the student receiving no credit for any hours attempted during the semester in question.

A Part-Time Evening Program law student maintains the right to withdraw, within College of Law procedures, from any College of Law course, subject only to the requirement that he/she maintains enrollment in six (6) credit hours in any summer session. In addition, any withdrawal is also subject to the requirement that no student may withdraw from a course required to be taken in sequence in a particular semester.

**Full-Time – Maximum Course Load- Fall / Spring Semester**

No Full-Time Day Program student shall be permitted to enroll in more than sixteen (16) credit hours during any regular semester. However, a student who is eligible to graduate at the conclusion of the Fall or Spring semester will be allowed to take a maximum of seventeen (17) hours in his/her final semester. A student who enrolls for more than sixteen (16) hours in a regular semester, except in his/her final semester when enrollment in seventeen (17) is permitted, will be considered in violation of the Student Code of Conduct.
Full-Time – Maximum Course Load- Summer Session  
No Full-Time student shall be permitted to enroll in any summer session for more than eight (8) credit hours, except when a student is in his/her final semester when enrollment in nine (9) hours is permitted. A student who enrolls for more than eight (8) credit hours in a summer session, except in his/her final semester when enrollment in nine (9) hours is permitted, will be considered in violation of the Student Code of Conduct.

Part-Time – Maximum Course Load- Fall / Spring Semester  
No Part-Time Evening Program student shall be permitted to enroll in more than ten (10) credit hours during any regular semester. However, a student who is eligible to receive the J.D. degree during the Fall or Spring commencement will be allowed to enroll in a maximum of eleven (11) hours in his/her final semester. A student who enrolls for more than ten (10) hours in a regular semester, except in his/her final semester when enrollment in eleven (11) hours is permitted, will be considered in violation of the Student Code of Conduct.

Part-Time – Maximum Course Load- Summer Session  
No Part-Time student shall be permitted to enroll in any summer session for more than eight (8) credit hours, except when a student is in his/her final semester when enrollment in nine (9) hours is permitted. A student who enrolls in more than eight (8) credit hours in a summer session, except in his/her final semester when enrollment in nine (9) hours is permitted, will be considered in violation of the Student Code of Conduct.

This Rule Is Non-Waivable

DROP/ADD PROCEDURES

First-year students may not make changes to their assigned course schedules. Upper-class students, who decide to add, drop or change their course schedule after they have been officially registered for the fall or spring semesters may do so only during the first week of classes. For a summer session, the drop/add period is during the first three (3) days of classes. A student’s right to drop or add a course is subject only to the requirement that a student maintain enrollment in the minimum course load for his/her program and subject also to the requirement that no student may drop a course required to be taken in sequence in a particular semester.

Once the drop/add period has passed, students may no longer drop or add a course. However, upon receiving written approval from the Dean or his designee, a student may withdraw from a course up until the eighth (8th) week of a fall or spring semester and until the fourth (4th) week of a summer session. Where a student is permitted to withdraw, a grade of “W” will be reflected on the student’s transcript. No student may withdraw from a course required to be taken in sequence in that semester.
REQUIRED COURSES

The following courses and requirements must be successfully completed (earning of grade of “D” or higher) by all students:

Business Organizations
Civil Procedure I & II
Clinical Program or Pro Bono
Constitutional Law I & II
Contracts I & II
Criminal Law
Criminal Procedure
Estates and Trusts
Evidence
Family Law
Florida Constitutional Law
Florida Practice
Legal Methods I & II
Professional Responsibility
Property I & II
Sales
Torts I & II
Upper Level Writing Requirement

Required courses must be taken at the Florida A&M University College of Law.

This Rule Is Non-Waivable

CURRICULUM

The College of Law has designated the successful completion (earning of grade of “D” or higher) of specific courses as required for graduation. These required courses must be taken in the sequence provided by the College of Law.

If a student fails a course, or for any reason does not complete a course required to be taken in sequence, the student must enroll in the course the next time that the said course is offered.
DAY PROGRAM

Students are required to take all first-year courses in sequence and the following courses are deemed to be in sequence for the Full-Time Day Program. In addition, students are required to take all second year courses in the following sequence, except when the course is offered in both semesters of the same year. All other courses must be taken in sequence with the stipulation that certain courses may be deemed as prerequisites for admission into other non-required courses.

ACADEMIC PLANNING

Day Program

Year 1 Day Program

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>Contracts I</td>
<td>3</td>
</tr>
<tr>
<td>Legal Methods I</td>
<td>3</td>
</tr>
<tr>
<td>Property I</td>
<td>3</td>
</tr>
<tr>
<td>Torts I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>Contracts II</td>
<td>3</td>
</tr>
<tr>
<td>Constitutional Law I</td>
<td>3</td>
</tr>
<tr>
<td>Legal Methods II</td>
<td>2</td>
</tr>
<tr>
<td>Property II</td>
<td>2</td>
</tr>
<tr>
<td>Torts II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Year 2 Day Program

Listed below are required courses for students with advanced standing. These courses are required to be taken in the semester designated.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organizations</td>
<td>4</td>
</tr>
<tr>
<td>Constitutional Law II</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Estates and Trusts</td>
<td>3</td>
</tr>
<tr>
<td>Sales</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Year 3 Day Program

Courses required to be taken at any time during the third year.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>Florida Constitutional Law</td>
<td>2</td>
</tr>
<tr>
<td>Florida Practice</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Program or Pro Bono</td>
<td>0, 4, 6, or 12</td>
</tr>
<tr>
<td>Writing Requirement</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>21, 17, 15, 9</td>
</tr>
</tbody>
</table>
ACADEMIC PLANNING
Evening Program

The following courses are deemed to be in sequence for the evening program: all first, second, and third year courses. All courses so listed must be taken in sequence with the stipulation that certain courses may be deemed as prerequisites for admission into other non-required courses.

Year 1 Evening Program

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts I</td>
<td>3</td>
</tr>
<tr>
<td>Legal Methods I</td>
<td>3</td>
</tr>
<tr>
<td>Civil Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts II</td>
<td>3</td>
</tr>
<tr>
<td>Legal Methods II</td>
<td>2</td>
</tr>
<tr>
<td>Civil Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
</tr>
</tbody>
</table>

Year 2 Evening Program

Listed below are required courses for students in the second year of the evening program. These courses are required to be taken in the semester designated.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law I</td>
<td>3</td>
</tr>
<tr>
<td>Torts I</td>
<td>3</td>
</tr>
<tr>
<td>Property I</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law II</td>
<td>4</td>
</tr>
<tr>
<td>Property II</td>
<td>2</td>
</tr>
<tr>
<td>Torts II</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
</tr>
</tbody>
</table>
Year 3 Evening Program
Listed below are required courses for students in the third year of the evening program. These courses are required to be taken in the semester designated.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organizations</td>
<td>4</td>
<td>Estates and Trusts</td>
<td>3</td>
</tr>
<tr>
<td>Evidence</td>
<td>4</td>
<td>Florida Constitutional Law</td>
<td>2</td>
</tr>
<tr>
<td>Sales</td>
<td>2</td>
<td>Florida Practice</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>Writing Requirement</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

Year 4 Evening Program
Courses required to be taken at any time during the fourth year.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Program or Pro Bono</td>
<td>0,4,6</td>
<td>Clinical Program or Pro Bono</td>
<td>0,4,6</td>
</tr>
<tr>
<td>Electives</td>
<td>9,5,3</td>
<td>Electives</td>
<td>8,4,2</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

WRITING REQUIREMENTS
To be eligible for the award of the J.D. degree, a student must satisfy the writing requirements. In order to satisfy the writing requirements, a student must receive a passing grade in the following:

- *Legal Methods I
- *Legal Methods II
- *Upper Level Writing Requirement

*This Rule Is Non-Waivable*

UPPER LEVEL WRITING REQUIREMENT
In addition to the above writing requirements, students must also complete an Upper Level Writing Project. The Upper Level Writing Project must be completed no later than one full semester prior to a student’s anticipated graduation date.
The Upper Level Writing Project may be completed as a part of a seminar class or an independent study project. The Project must be a minimum of twenty-five (25) pages in length and must receive a grade of B- or higher in order to satisfy the Upper Level Writing Requirement. Under no circumstance can a student satisfy the Upper Level Writing Requirement without satisfactorily completing Legal Methods I and II.

PRO BONO ACTIVITIES

All students are required to engage in public service by participating in and satisfactorily completing either one of several available clinical offerings, or by completing at least twenty (20) hours in a pro bono experience. To qualify as an acceptable Pro Bono experience, the activity must be of a public service nature and includes either a direct legal element or allows for the integration of public service with ideas that touch upon the law. In addition, the student must not receive any monetary compensation or academic credit for the activity.

TIMING / SEQUENCING REQUIREMENTS

Students are required to complete all first-year required courses BEFORE being eligible to enroll in any upper division courses. Requests for exceptions to this rule must be made in writing and submitted to the Dean or his designee.

TRANSFERRING BETWEEN PROGRAMS

1. Students must complete the first year of their respective programs before they can be eligible to transfer from one program to another.

2. Students must be in good academic standing in order to be eligible to transfer from one program to another.

3. Students must complete the “Request To Transfer To/From Programs” form available in the Registrar’s office.

ATTENDANCE POLICY

Standard 304 of the American Bar Association for Approval of Law Schools states that regular and punctual class attendance is necessary to satisfy residency and class-hour requirements.

Students are required to be in good and regular attendance for the courses in which they are registered. In order to be eligible to take the final examination and receive academic credit for a course, a student must have attended a minimum of 80% of the classes for the course. A student who attends fewer than the 80% minimum of classes will be dropped automatically from the course and will be administratively assigned a grade of “F” for the course.
The 80% minimum attendance policy does not preclude faculty members from imposing stricter, more demanding attendance requirements for their courses. Faculty will take attendance in classes. It is the obligation of each student to ensure that his / her attendance has been counted. Falsifying class attendance is a violation of the Student Conduct Code.

The following chart is designed to outline the maximum number of classes a student may miss for any reason.

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>Meetings /Week</th>
<th>Weeks/Term</th>
<th>Total Classes</th>
<th>Maximum Absences</th>
<th>Weeks/Term</th>
<th>Total Classes</th>
<th>Maximum Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>15</td>
<td>15</td>
<td>3</td>
<td>13</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>15</td>
<td>30</td>
<td>6</td>
<td>13</td>
<td>26</td>
<td>5</td>
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<tr>
<td>3</td>
<td>1</td>
<td>15</td>
<td>15</td>
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<td>13</td>
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<tr>
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<td>13</td>
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<tr>
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<td>2</td>
<td>15</td>
<td>30</td>
<td>6</td>
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<td>3</td>
<td>15</td>
<td>45</td>
<td>9</td>
<td>13</td>
<td>39</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>15</td>
<td>60</td>
<td>12</td>
<td>13</td>
<td>52</td>
<td>10</td>
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<td>8</td>
<td>8</td>
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</tr>
<tr>
<td>4</td>
<td>2</td>
<td>8</td>
<td>16</td>
<td>3</td>
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</tr>
<tr>
<td>4</td>
<td>3</td>
<td>8</td>
<td>24</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>8</td>
<td>32</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>2</td>
<td>8</td>
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<td>3</td>
<td>8</td>
<td>24</td>
<td>5</td>
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</tr>
<tr>
<td>2</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>2</td>
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<tr>
<td>2</td>
<td>2</td>
<td>8</td>
<td>16</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Rule Is Non-Waivable

OUTSIDE EMPLOYMENT

The American Bar Association’s Standard 304 states that a full-time student may not engage in employment for more than twenty (20) hours per week in any semester in which the student is enrolled in twelve (12) or more credit hours. The College of Law discourages all outside employment by first-year, full-time students.

A part-time evening student’s hours of employment are not regulated. Thus, a part-time student who is enrolled for fewer than twelve (12) credit hours may be employed for more than twenty (20) hours per week.

This Rule Is Non-Waivable

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GRADES

The Florida A&M University College of Law uses the following grading system which uses both letter grades and quality points:

- A 4.00
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C+ 2.33
- C 2.00
- C- 1.67
- D+ 1.33
- D 1.00
- F 0.00

COMPUTATION OF LAW SCHOOL GRADE POINT AVERAGES

A student’s term GPA is determined by dividing the number of hours attempted for GPA into the number of grade points earned. Similarly, the cumulative GPA is determined by dividing the total number of hours attempted for GPA into the total number of grade points earned. All grade point averages shall be rounded off to the nearest one-thousandth (1/1000.00) decimal point.

The following grades or symbols may also appear on a student’s record:

- I Incomplete; not included in computation of grade point average
- S Satisfactory; credit earned, but not included in computation of grade point average
- U Unsatisfactory; no credit earned
- W Withdrew from the course or from the University subsequent to the deadline for dropping a course

Students are required to maintain a cumulative grade point average of 2.0. Students who fail to maintain this average are subject to academic probation or dismissal as indicated below.
GRADING CURVE

All required first-year courses will be graded across the entire grading spectrum, with an expected distribution of grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum/Maximum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>up to 10%</td>
</tr>
<tr>
<td>A-</td>
<td>up to 10%</td>
</tr>
<tr>
<td>Total A range</td>
<td>5% to 12%</td>
</tr>
<tr>
<td>B+</td>
<td>up to 10%</td>
</tr>
<tr>
<td>B</td>
<td>up to 20%</td>
</tr>
<tr>
<td>B-</td>
<td>up to 25%</td>
</tr>
<tr>
<td>Total B range</td>
<td>20% to 40%</td>
</tr>
<tr>
<td>Total A &amp; B ranges</td>
<td>25% to 50%</td>
</tr>
<tr>
<td>C+</td>
<td>up to 30%</td>
</tr>
<tr>
<td>C</td>
<td>up to 20%</td>
</tr>
<tr>
<td>Total C &amp; C+ ranges</td>
<td>up to 45%</td>
</tr>
<tr>
<td>C-</td>
<td>up to 10%</td>
</tr>
<tr>
<td>D+</td>
<td>up to 10%</td>
</tr>
<tr>
<td>Total C- &amp; D+ ranges</td>
<td>5% to 12%</td>
</tr>
<tr>
<td>D</td>
<td>up to 10%</td>
</tr>
<tr>
<td>F</td>
<td>up to 10%</td>
</tr>
<tr>
<td>Total D &amp; F ranges</td>
<td>5% to 12%</td>
</tr>
</tbody>
</table>

All required upper level courses, and all other upper level courses with more than twenty-five (25) enrolled students, will be graded on a “B / B-” median grade curve.

EXTENSIONS AND INCOMPLETES

A. In a paper course, or an independent study project, the faculty member may, upon application of a student prior to the due date for the paper, grant for good cause an extension of the due date for a period of time not to exceed six (6) weeks from the end of the examination period, provided that any extension beyond three (3) weeks from the end of the examination period must be in writing, signed by the faculty member, and sent to the College of Law’s Registrar. Any further extension beyond six (6) weeks from the end of the examination period may be granted only with the written permission of the Dean or designee and with the consent of the faculty member.
B. A grade of incomplete ("I") shall be submitted for a student only when:

1. in a paper course or an independent study project, the student has received an extension of time to submit his/her paper; or

2. in an examination course, the student was granted an excused absence from the final examination.

C. A grade of incomplete ("I") shall be removed by the last day of classes of the term in which the student is next enrolled, or the grade will be changed to a failing grade ("F") in the course. The “F” grade is counted in computing the student's grade point average.

FAILED GRADES

A student who fails a required course must retake it during the next regular semester of enrollment that the course is offered. A student who fails an elective course may retake it if (s)he wishes. The College of Law does not have a grade forgiveness policy. Therefore, when a student retakes a failed course, both grades will appear on the student’s transcript and will be computed in the student's cumulative grade point average.

A student may not retake a course in which (s)he received a passing grade, unless directed to do so by the Academic Standards Committee.

This Rule Is Non-Waivable

GRADE APPEAL PROCESS

The purpose of this appeal process is to provide a student an opportunity to appeal a grade considered inequitably awarded because it involved a gross violation of the instructor’s own specified standards. The appeal process is not a basis for appeal of the instructor’s grading standards, nor does it cover situations in which the judgment of the instructor is questioned as to a borderline grade decision.

STEP 1. Contact the instructor to discuss the grade and attempt to resolve any differences.

STEP 2. A student unable to resolve his/her differences with the instructor must file a written appeal with the Dean or his designee within thirty (30) days following the posting of the disputed grade. The appeal should contain the facts and circumstances on which the student’s claim is based. The student must furnish the instructor a copy of the appeal.
A panel of three faculty members may be appointed by the Dean to review the written appeal. A majority decision of this review panel shall be final. A negative decision by the panel will end the appeal. The student will be notified of the panel’s decision.

A student may withdraw the appeal at any stage of the process. In the case of a successful appeal at any stage, the grade can be changed by the joint agreement of the student and the instructor. In the event they fail to agree, the grade will be changed to “S” and so indicated on the transcript.

**COURSES TAKEN ELSEWHERE**

All candidates for the J.D. degree are required to complete at least sixty (60) credit hours at the Florida A&M University College of Law. A maximum of thirty (30) credit hours may be given for work at another ABA approved law school. Credit for work taken at another school will only be granted for courses in which the student received a grade of “C” or better.

All grades received for work taken at another law school will appear on the Florida A&M University College of Law transcript as an “S” without any quality points and will not be used to compute the student’s grade point average.

**TRANSCRIPTS**

A transcript is the student’s official academic record. Official transcripts are issued upon request. Students must complete a transcript request form, and pay a $5.00 charge for each transcript requested. Transcripts will not be issued to any student who has an outstanding financial obligation to the University or the College of Law.

Requests for official transcripts should be made to the main campus at:

Florida A&M University
Office of University Registrar
Tallahassee, Florida 32807
(805) 561-3115

Students can also request a transcript through the Registrar’s link on the FAMU homepage at: www.famu.edu

**WAIVER OF RULES**

In extraordinary circumstances, and for good cause shown, the Academic Standards Committee may waive any of the academic rules that the administration or faculty has the authority to waive or amend except those rules expressly made non-waivable. Such waiver requires approval of two-third (2/3) of the members of the Committee and approval by the Dean of the College of Law.
VI. ACADEMIC STANDING

CLASS RANK / ACADEMIC STANDING / DEAN’S LIST

For purposes of determining academic standing and the Dean’s List, students’ grade point averages will be computed at the end of each semester. For purposes of determining class rank, students’ grade point averages will be computed at the end of each academic year on a cumulative basis. Full-Time Day and Part-Time Evening students will be ranked separately in their respective divisions.

DEAN’S LIST DESIGNATION

All students who have a semester grade point average of B+ (3.33) or above will have a Dean’s List designation posted on their transcript for that semester. To be eligible for the Dean’s List, Full-Time Day students must earn twelve (12) hours for the semester with a minimum of eight (8) graded hours. Part-Time Evening students must earn eight (8) hours for the semester with a minimum of six (6) graded hours.

GRADUATION HONORS

Candidates for the Juris Doctor degree who maintain high scholarship are graduated with honors. Graduation with honors is based upon earning a minimum of seventy-five (75) credit hours at the Florida A&M University College of Law.

To be eligible for graduation with honors, graduates must earn the required cumulative grade point average in the following categories:

- **Summa cum laude (highest honors)** shall be awarded to all students who earn a grade point average of 3.8 or higher.

- **Magna cum laude (high honors)** shall be awarded to all students who earn a cumulative grade point average of 3.50 – 3.79 or higher in the graduating class.

- **Cum laude (honors)** shall be awarded to all students who earn a cumulative grade point average of 3.10 – 3.49 in the graduating class.

*This Rule Is Non-Waivable*
ACADEMIC PROGRESS

A cumulative grade point average of 2.0 is required to be considered in good academic standing and for graduation. Thus, it is desirable that each student earns a 2.0 term average during each period of enrollment at the College of Law. A student who maintains a cumulative average of 2.0 or better will not be subject to academic dismissal. However, in any term in which the student’s grade point average drops below 2.0, appropriate action will be taken, i.e., academic probation or academic dismissal.

This Rule Is Non-Waivable

ACADEMIC PROBATION

A student who fails to achieve an average grade point average of 2.00 in any semester, but whose cumulative grade point average is 2.0 or above, shall be deemed to be on academic probation and shall be subject to such reasonable rules and regulations that the College of Law, in its discretion, may set to meet the needs of individual cases, provided that, in a semester, students in substantially similar situations shall be treated similarly.

This Rule Is Non-Waivable

ACADEMIC DISMISSAL

A student who has not achieved or maintained a cumulative grade point average of 2.00 as of the completion of his/her first-year program of study, or in any subsequent semester, is automatically dismissed from the law school. A student who is academically dismissed is not eligible to continue studies at the College of Law unless (s)he is subsequently granted readmission.

This Rule Is Non-Waivable

READMISSION AFTER DISMISSAL

Any student whose cumulative grade point average is below 2.00 at the completion of his/her first year program of study or any semester thereafter shall be given written notice of that fact by the Dean or his designee through certified mail, return receipt requested.

A student who has been dismissed from the College of Law for academic reasons may submit a petition for readmission to the Academic Standards Committee. The petition must be submitted within thirty (30) days after the posting of the final grade.

The Academic Standards Committee will notify the student, in the event a personal appearance is warranted. The Academic Standards Committee shall render a decision on the petition within a reasonable time. The decision made by the Academic Standards Committee on the student’s readmission will be final.
Any student who has not achieved a cumulative grade point average of 2.0 or better at the completion of his/her first year program of study or any subsequent semester may petition the Academic Standards Committee for readmission.

1. Dismissal After Completion of Two Semesters

The Academic Standards Committee may grant a petition for readmission from a student who has a cumulative grade point average of at least 1.67 after the completion of the first-year program of study. The Academic Standards Committee may grant the petition on the condition that the student repeats the first year, or the Committee may decide that the student should be conditionally advanced.

The cumulative grade point average of any student who repeats the first year will be calculated based on the grades for the repeated year only. Grades earned during the initial first year will be disregarded, but will remain on the transcript.

The Academic Standards Committee shall deny a student's petition unless it determines that there is a reasonable likelihood that the student will achieve a 2.0 cumulative grade point average at the end of the repeated first year or, in the case of a student who has been conditionally advanced, at the end of the fourth semester. The Academic Standards Committee will impose additional conditions that it deems appropriate, including, but not limited to requiring that a student seek prior approval of his or her schedule, or requiring that a student limit the number of credit hours he/she carries in a given semester. Although the Academic Standards Committee’s decision to readmit is final, the imposition of conditions upon that readmission is a recommendation to the Dean for the Dean’s final approval.

Any student who repeats the first year and fails to achieve a 2.0 cumulative grade point average at the completion of the repeated first year is ineligible to petition for readmission. Any student who has been conditionally advanced at the completion of two semesters who fails to achieve a 2.0 cumulative grade point average at the end of the fourth semester is ineligible to petition for readmission.

2. Dismissal Of Upper-Level Students

The petition of a student who has completed at least one semester beyond the first-year program of study may be denied or the student may be conditionally advanced. The Academic Standards Committee shall conditionally advance the student only if it determines that there is a reasonable likelihood that the student will achieve a 2.0 cumulative grade point average at the end of the succeeding semester. The Academic Standards Committee will impose additional conditions that it deems appropriate. Any student who has been conditionally advanced and who fails to achieve a 2.0 cumulative grade point average at the end of the subsequent Fall or Spring semester is ineligible to petition for readmission.
LEAVE OF ABSENCE

A student who wishes to take a leave of absence must submit a written request to the Associate Dean for Administration and Student Services. A student is eligible for a leave of absence for up to two semesters only if the student is in good academic standing.

WITHDRAWAL

A student who wishes to withdraw from the law school must report to the Associate Dean for Student Services and Administration to explain the circumstances that necessitate the withdrawal and the Associate Dean will explain the withdrawal process. Students who withdraw after the drop / add period will be held liable for all fees assessed.

To withdraw, a student must obtain and complete a Withdrawal form, which is available in the Registrar’s Office. A withdrawal is not effective until the completed form is submitted to the Registrar’s Office. A student who withdraws after the drop / add period will receive “W” grades on the student’s transcript. A failure to complete the withdrawal process will result in “F” grades being recorded.

Students who withdraw from the University after filing the appropriate withdrawal forms and making formal application for a refund of registration and tuition fees, will have their tuition adjusted according to the following schedule:

- A 100% fee refund/charge adjustment will be made to the student if the withdrawal is approved prior to the end of the drop / add period and written documentation is received from the student.

- A 25% refund/charge adjustment will be made to the student if the withdrawal is approved prior to the end of the fourth week of classes and written documentation is received from the student.
VII. EXAMINATIONS

EXAMINATION SCHEDULE

Final written examinations are required in all courses in the law school except as otherwise provided. The day, time, and room assignments for final examinations are posted prior to the exam. All students are required to be present for and take the final examinations at the date, time, and place specified in the posted exam schedule. Unless designated as a “take home” exam, all examinations must be taken in the assigned examination rooms.

A student who arrives late for an examination will be permitted to take the exam, but the time for completing the exam will not be extended. A student who begins an examination, but decides not to finish the exam, will be graded on the work submitted by the end of the examination period.

ABSENCE FROM EXAMINATIONS

Faculty members may not make exceptions to the final examination schedule and students should not ask them to entertain requests for re-scheduling. All requests for exceptions to the final examination schedule must be made to the Dean or his designee BEFORE the examination and will be granted only upon a documented showing of an emergency, serious illness, or a sufficiently compelling circumstance. Examples of sufficiently compelling circumstances include, among other situations, serious illness, military deployment, or death in the immediate family. An unexcused absence from a final examination will result in a failing grade (F) in the course, and the failure is counted in computing the student's grade point average.

If a student is excused by the Dean or his designee from taking a final examination at the regularly scheduled time, then the student must take a make-up examination in the course at the earliest possible date, but no later than two (2) weeks from the end of the examination period for the semester. Extending exam dates beyond that period makes it difficult to submit grades to the University in a timely manner, to allow the faculty member to release or discuss the exam, and, to protect the anonymity of the grading process.

No make-up exam will be given prior to the scheduled date of the exam. Grades received in make-up examinations are included in the student's grade point average.

ACCOMMODATIONS ON EXAMINATIONS FOR STUDENTS WITH DISABILITIES

It is the policy of the College of Law to provide reasonable accommodations for students with disabilities. Where appropriate, additional examination time can be provided, as well as the use of auxiliary services, such as readers, interpreters, and other aids. The Director of Student Affairs will make the appropriate accommodations. Students are encouraged to request
examination accommodations as soon as possible, but in any event, no later than the fifth week of the fall and spring semesters and the third week of the summer sessions. A failure to request accommodations in any given semester waives your right to accommodations during that semester.

ANONYMOUS GRADING

Examinations are graded anonymously. The College of Law Registrar will assign each student an anonymous examination number each semester to be used for all final exams taken in the given semester. Students are to use this number on their exams and bluebooks and are not to use their names or other identifying information on examinations.

Faculty members will submit grade sheets with exam numbers and grades to the College of Law Registrar for processing. The College of Law Registrar will correlate exam numbers to names and then transfer the information to the official grade report. Professors who count class participation or other factors into the grade must submit their grades, along with a list of those students who are to receive bonus / deduction points. The College of Law Registrar will apply or deduct credit as applicable. Legal Methods and courses in which seminar papers and seminar projects are the basis for the grade are not subject to the same anonymous grading system.

GRADE CHANGE POLICY

Grades are considered final upon submission to the College of Law Registrar. A final grade submitted to the College of Law Registrar cannot be changed as a result of a faculty member’s substantive re-evaluation of a student’s examination answers or other work. A faculty member may change the grade ONLY if it is incorrect due to a mathematical error. When a grade is changed, the change of grade must be submitted to the Dean for final approval.

COMPUTERS / TYPING EXAMINATIONS

Except in certain cases mandated by the need to provide disability accommodations, computers and memory typewriters may not be used for taking exams. Students may make arrangements with the Associate Dean for Administration and Student Services to use their personal typewriters without memory.
VIII. THE LAW LIBRARY

RULES AND REGULATIONS

For more detailed information about the Law Library’s policies, please see the LAW LIBRARY GUIDE.

LIBRARY HOURS

The College of Law Library will be open during the summer, fall and spring semesters at the following hours:

- Monday – Thursday: 7:00am – 11:00pm
- Friday: 7:00am – 10:00pm
- Saturday: 8:00am – 9:00pm
- Sunday: 10:00am – 6:00pm

The Law Library will also set extended hours for the exam periods.

During the Semester Breaks, the library is opened at the following hours:

- Monday-Friday: 8:00am-5:00pm

Library Circulation Desk
407-254-3263

Library Reference Desk
407-254-3289

ACCESS TO THE LAW LIBRARY

The College of Law Library occupies the entire first, second and fourth floors of the south wing of the law school. The first floor of the library houses the following:

- Circulation and Reference Desk
- Reserve Desk
- Library Staff Offices
- Public Computer Terminals
- Microfiche Room
- Law Review Offices
- Restrooms
The second floor of the library houses the following:

- Library Stacks
- Study Carrels
- Group Study Rooms
- Restrooms

The third floor of the library houses the following:

- Computer Workstations/Lab
- Director’s Suite
- Faculty Offices

The fourth floor of the library houses the following:

- Grand Reading Room
- Special Collections Room
- Library Stacks
- Study Carrels
- Group Study Rooms
- Restrooms

**FOOD AND BEVERAGES**

Eating and smoking are prohibited in the Law Library. Drinking of liquids, including water, is permitted in the library only when using the College of Law’s approved spill proof containers.

**COMPUTER AIDED LEGAL RESEARCH**

Access to the LEXIS/NEXIS and WESTLAW databases is limited by contract to academic research carried out by law students, law faculty and staff. LOISLAW is available only at the four computer stations by the reference desk. See a Public Services Librarian for assistance in using this database.

Our contracts with WESTLAW and LEXIS/NEXIS prohibit use of the databases by anyone other than members of the law school community. In addition, the contracts also forbid research on these systems by law students acting for governmental or private entities.

The library webpage contains additional information on other resources that are available to the College of Law Community only, such as CCH internet tax service and BNA. Please see the college of law library’s webpage at the following link:

COMPUTER LAB / FACILITIES

The Law Library has eight computer workstations / terminals, including one ADA compliant workstation, on the first floor and thirty terminals in the 3rd floor computer lab. Two computers can be used to access the microform collections and there is also a microform reader located on the first floor.

Printers are operated by the Pay for Print system. The system is compatible with the student’s rattler card. The Debitek value machine is located on the first floor by the copier. The value machine will allow the student to place money on their rattler card.

PHOTOCOPY MACHINES

Coin operated photocopiers are located on the first floor of the library.

GROUP STUDY ROOMS

Check with the library staff member at the Circulation Desk for information about reserving the group study rooms on the 2nd and 4th floors.
IX. STUDENT SERVICES

COUNSELING AND STUDENT SERVICES

The College of Law provides academic and career counseling for its students. In addition, the administration and faculty are concerned with the welfare of the student body and often provide informal personal counseling as well. The Director of Student Affairs provides assistance with academic problems, leaves of absence, emergencies, and other problems that may arise during law school. The College recognizes that the first year can be a stressful time, and, therefore periodically presents programs designed to help students recognize the symptoms of stress in both themselves and others and to develop strategies to cope with stress.

HEALTH SERVICES

The student health fee entitles students to some basic health services without charge. Florida A&M University has contracted with the University of Central Florida for the provision of health services to law students. The University of Central Florida’s Student Health Center (407-823-2701) is located on the UCF campus, behind the Biology Building, and is open from 8:00AM to 8:00PM Monday- Thursday, 8:00AM to 6:00PM on Friday, and 10:00AM to 2:00PM on Saturday. The hours of operation during the holiday periods are 8:00AM to 5:00PM.

The Student Health Center is available for treating minor illnesses and injuries. Students who are found to have illnesses that require more detailed study will be referred to an appropriate specialist in the city. Additional medical needs would be at the expense of the student. In case of severe illness or accident, the student will be transferred by ambulance to the nearest local hospital.

Students are eligible for services during the semester for which they are officially registered and have paid their health fee. The student health fee allows students to visit the Health Center an unlimited number of times. It does not provide for laboratory studies, X-rays, or medical supplies. All students taking six (6) credit hours or more are required to pay the student health fee.

MEASLES POLICY

The Department of Education has mandated that every student within the State University System present proof of immunity against Measles, Rubella, and Rubeola. Students who cannot demonstrate that they are adequately immunized will be required to obtain vaccinations in order to enroll in and register at the Florida A&M University College of Law.
LAW SCHOOL SERVICES

OFFICE OF ACADEMIC SUCCESS PROGRAM (Rooms 342C)
Director: Professor Edward Parson
Workshops consist of:
- Note-taking
- Outlining
- Time and stress management
- Briefing cases
- Multiple choice techniques
- Exam writing
- Writing fundamentals

OFFICE OF ADMISSIONS AND FINANCIAL AID (Rooms 162)
Director: Assistant Dean Mweni Ekpo
The Assistant Dean for Admissions and Financial Aid develops and administers programs for recruitment and the evaluation of applicants for admission. Florida A&M University offers a comprehensive financial aid program that includes institutional grants and federal loan programs to help eligible students meet the expenses associated with attaining a legal education. These funds are awarded and administered by the University’s Office of Financial Aid and the College of Law’s Coordinator for Financial Aid works with that office to provide assistance to law students.

A limited number of scholarships are available through the College of Law for students enrolled at the law school. Most aid is awarded to students on the basis of merit and financial need. All entering students are automatically considered for any scholarships administered by the College of Law and need not submit a scholarship application. All continuing students are required to complete an application for College of Law scholarships.

OFFICE OF CAREER PLANNING AND PLACEMENT (Room 147)
Director: Ms. Kathy Payne
The Office of Career Planning and Placement is committed to providing assistance to all Florida A&M University College of Law students and alumni in their job search efforts. Services are available to students as they search for part-time law clerk positions while they are in law school and for full-time permanent positions upon their graduation. Individual assistance in preparing resumes, developing career plans and job search strategies, and interviewing skills is available to all College of Law students and alumni.

OFFICE OF INFORMATION TECHNOLOGY (Room 110)
Director: Ms. Angela Moss
The Director of Information Technology develops and maintains the College of Law’s computer facilities (hardware and software). The Director supports the planning, evaluation, securing, development and maintenance of computer applications and systems in order to facilitate efficiency in performance of computing operations.
OFFICE OF THE REGISTRAR  (Room 162)
Director: Ms. Renee E. Washington
The College of Law’s Registrar is the custodian of all student records and files, including grade reports and transcripts. The Registrar’s Office is responsible for registration, the processing of drop/add and withdrawal forms, the determination of credit hours and residence weeks, the administration of examinations, and the recording and dissemination of grades. Requests for transcripts, certifications, GPA, class ranks, etc. should be made to the Registrar’s Office. Students are encouraged to make requests at least forty-eight (48) hours in advance of the date needed.

General law school policies and procedures, as well as information regarding registration, class schedules, course descriptions, graduation, etc. may be obtained from the Registrar’s Office.

OFFICE OF SECURITY SERVICES  (Room 110)
Director: Mr. Bruce Henson
The Office of Security Services is run by the College of Law’s Director of Security who is responsible for designing and implementing the type and manner of security systems needed to insure the safety and security of the College of Law community. The Director coordinates efforts to provide crime prevention seminars and other information regarding crime trends, crime alerts and other pertinent criminal activity information.

OFFICE OF STUDENT AFFAIRS  (Room 148)
Director: Mr. Phillip A. Miller
The Office of Student Affairs is run by the Director of Student Affairs who is responsible for a wide range of matters affecting student life and members of the student body. Information regarding outside scholarships, writing competitions, foreign summer study programs, time, and stress management workshops can be obtained from the Office of Student Affairs. The Office of Student Affairs works with student organizations and students who wish to start a new organization.

LOST AND FOUND

Items found at the law school will be held at the College of Law’s Security Desk on the first floor of the atrium for re-claiming. The College of Law assumes no responsibility for personal property missing or lost on law school premises. Students should exercise caution in the care of all personal property. The Law Library will also have a lost and found at the circulation desk.

STUDENT ORGANIZATIONS

Student organizations are an important part of life as a law student. These organizations contribute greatly towards the educational, social, service, and cultural enrichment of the law school community. The organizations and their activities vary and range from the academically related, to service and socially related, to subject matter related. Students are encouraged to
become involved in one or more student organizations, but they are cautioned against becoming overextended in extracurricular activities so as to affect their academic work. In order to be eligible to hold any position of leadership within an organization, a student’s cumulative law school grade point average must be at least 2.33 or above.

All student organizations must be registered through the University’s Office of Student Activities. Students who wish to start a new student organization should discuss official recognition and registration requirements with the College of Law’s Director of Student Affairs.

It is important to note that when persons are functioning in the capacity of members of a registered student organization, they will be held accountable for their organizationally related conduct, individually and collectively.

**AMERICAN TRIAL LAWYERS ASSOCIATION (ATLA) (149C)**
*Advisor: Professor John Paul Jones*
American Trial Lawyers Association is the world's largest trial bar. ATLA mission is to promote justice and fairness for injured persons, safeguards victims’ rights--particularly the right to trial by jury. ATLA also strives to strengthen the civil justice system through education and disclosure of information critical to public health and safety.

**BLACK LAW STUDENTS ASSOCIATION (BLSA) (149F)**
*Advisor: Professor Jennifer Smith*
The Black Law Students Association mission is to be responsive to the needs of the Black community in general and the Black law student in particular. BLSA encourages educational financial and social growth not only among the Black race but on society as a whole.

**CHRISTIAN LEGAL SOCIETY (CLS) (149D)**
*Advisor: Professor Joan Bullock*
The Christian Legal Society is a non-denominational student organization that focuses on providing fellowship among believers, increasing an understanding of the relationship between faith and law, and the communication of the Gospel to the world at large.

**CRIMINAL LAW ASSOCIATION (CLA) (149C)**
*Advisor: Professor Eang Ngov*
The purpose of the Criminal Law Association is to provide a forum for students interested in all aspects of criminal law and to promote awareness and understanding of the criminal justice system through discussions and other activities. CLA’s goal is to implement various programs designed to expose its members to real-life information, experiences, and opportunities in the field of criminal law.

**ENTERTAINMENT ART AND SPORTS LAW SOCIETY (EASLS) (149F)**
*Advisor: Professor William Henslee*
The Entertainment Art and Sports Law Society promotes and support interest in the current issues affecting entertainment and sports law.
ESTATE PLANNING & TAXATION SODALITY (EPT) (149H)
Advisors: Professor Reginald Mombrun and Professor Phyllis Smith
The Estate Planning & Taxation Sodality’s mission is to stimulate the student body’s interest in the areas of estate planning and taxation, as well as to help the community with issues and concerns that arise from probate, tax, and related areas.

FEDERALIST SOCIETY FOR LAW AND PUBLIC POLICY STUDIES (FS) (149H)
Advisor: Mr. Gary Yessin
The Federalist Society is a non-partisan conservative/libertarian organization dedicated to fostering balanced and open debate about the fundamental principles of freedom, federalism, and judicial restraint. The Federalist Society seeks to educate the legal community about how limited constitutional government based on the rule of law can have a positive effect on law and public policy.

HISPANIC AMERICAN LAW STUDENTS ASSOCIATION (HALSA) (149D)
Advisor: Professor Eunice Caussade
The Hispanic American Law Students Association’s mission is to help its members to excel academically, to network with other Hispanic law students and lawyers, and to network with the legal community at large.

PHI ALPHA DELTA (PAD) (149E)
Advisor: Professor Joan Bullock
Phi Alpha Delta Law Fraternity, International is a professional service organization composed of pre-law students, law students, legal educators, attorneys, judges, and government officials. PAD was founded in 1902 for the purpose of promoting professional competency and achievement within the legal profession. It is also the first law fraternity to admit women.

STUDENT BAR ASSOCIATION (SBA) (149)
Advisors: Professor Joan Bullock and Professor John Paul Jones
The Student Bar Association is the student government body at the College of Law. Its mission is to improve the overall quality of life for all students at the College of Law.

WOMEN’S LAW CAUCUS (WLC) (149E)
Advisors: Professor Barbara Bernier and Professor Phyllis Smith
Women’s Law Caucus mission is to advance the rights and improve the position of women and all person in society by furthering legal, civil and human rights.
X. STUDENTS WITH DISABILITIES

POLICY

It is the policy and practice of the Florida A&M University College of Law to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in services, programs, and activities of the College of Law. The College of Law works with the University’s Office of Special Programs and Services to provide reasonable accommodations for students with disabilities.

PROCEDURE

Students whose disabilities may require some type of accommodation, including course load modification, exam accommodation, or other accommodations must meet with the Associate Dean for Administration and Student Services as soon as possible. It is the responsibility of the student to make these needs known in a timely fashion and to provide the appropriate documentation. Appropriate and reasonable accommodations will be arranged on a case-by-case basis.

Students who do not require accommodations need not disclose their disabilities. The information on the student’s disability and accommodations is treated as confidential information under applicable federal, state, and university laws and policies, and is provided only to individuals who are privileged to receive such information on a need-to-know basis.

In some cases, where only minor accommodations are required (such as requesting to sit in the front row because of visual or hearing impairment), the student should feel free to simply make a request of a faculty member. If a request for minor accommodations is not adequately responded to, the student should make the request of the Associate Dean for Administration and Student Services.

GRIEVANCE PROCEDURE

Students with disabilities who believe that their requests for accommodations have not been appropriately addressed by the Associate Dean for Administration and Student Services should direct a complaint to the attention of the Dean. Grievances filed with the Dean must be in writing and will receive a written response.
VERIFICATION OF DISABILITY

Any student who wishes to request accommodations for a disability must submit professional verification of the disability as indicated below.

- **VERIFICATION OF PHYSICAL OR MENTAL DISABILITY**

A student with a physical or mental disability must provide professional verification by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional healthcare provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The student shall provide the verification documentation to the Associate Dean for Administration and Student Services. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the law school may require supplemental assessment of the physical or mental disability. The cost of the supplemental assessment shall be borne by the student.

- **VERIFICATION OF A LEARNING DISABILITY**

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. The student shall provide the verification documentation to the Associate Dean for Administration and Student Services. The cost of obtaining the professional verification must be borne by the student.

**Documentation verifying the learning disability must:**

(A) be prepared by a professional qualified to diagnose a learning disability, including, but not limited to, a licensed physician or psychologist;

(B) include the testing procedures followed, the instruments used to assess the disability, the test results, and written interpretation of the test results by the professional;

(C) reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling; and
(D) reflect the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must elaborate how the data support the request for academic adjustments. In the event that the student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent upon the student to obtain supplemental testing or assessment at the student's expense.

- VERIFICATION OF A TEMPORARY DISABILITY

Students who seek accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. The verification provided must be from a professional healthcare provider who is qualified to diagnose the condition. The assessment or verification of the disability must reflect the student's current level of disability, and shall be no older than sixty (60) days. The cost of obtaining the professional verification must be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the College of Law has the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment must be borne by the student.
XI. STUDENT CODE OF CONDUCT

PART I.

- VIOLATIONS

A student violates the Student Code of Conduct if the student purposely or knowingly engages in, attempts to engage in, or aids another to engage in, the conduct defined in sections one through four (1-4), or if the student fails to report any such violation.

1. VIOLATIONS CONCERNING EXAMINATIONS

A. To give to a student any unauthorized information concerning the characteristics or content of an examination prior to the time the student who receives the information has taken the examination;

B. To obtain or to receive any unauthorized information concerning the characteristics or content of an examination prior to taking the examination;

C. To communicate (1) with anyone in any manner during an examination which the student is taking, except the dean in charge of examinations, the persons involved in administering the examination, or a faculty member, or (2) at any time with another student who is taking an examination;

D. To copy or read another student's examination paper or book, or to consult any unauthorized material during the course of an examination, or to possess any unauthorized material in the examination room;

E. Without proper authorization, to begin an examination before the prescribed time, or to continue working on an examination after the announced conclusion of the examination period;

F. To fail to submit all bluebooks and examination questions by the end of the examination, or to remove bluebooks or examination questions from the examination room, unless authorized to do so by the faculty member giving the examination.

2. VIOLATIONS CONCERNING THE LIBRARY

A. To damage, destroy, or conceal any property belonging to or deposited in the law school library;

B. To possess any property belonging to or deposited in the law school library without complying with the prescribed procedures governing the circulation of library materials.

3. OTHER VIOLATIONS

A. To make a material misrepresentation in connection with any procedure under Part II of this code, or to solicit another person to make such a material misrepresentation;

B. To fail to appear or to testify before the Disciplinary Committee after due notice and without good cause, or to solicit another student to violate the student's obligation under this code to appear and testify;

C. To fail to produce relevant documents on the demand of the Dean, Associate Deans or the Disciplinary Committee, or to solicit another to refuse to produce such documents;

D. To damage, destroy, or conceal evidence with the purpose of obstructing a proceeding under this code, or to solicit another to damage, destroy, or conceal such evidence;
E. To make a material misrepresentation for the purpose of obtaining a benefit in connection with any matter for which academic credit is given;

F. To steal, damage, destroy, conceal, or use without authority another student or faculty member's notes or books;

G. To submit the same or a significantly similar work for credit in more than one course without disclosing that fact as early as is feasible and without obtaining the consent of the faculty members to whom the work is submitted;

H. To submit a paper or other work for credit that has been edited (or significantly or substantially edited) by another;

I. To fail to comply with the conditions or sanctions agreed to in an administrative disposition of a complaint or imposed by the Disciplinary Committee under Part II of this code;

J. To make a material misrepresentation concerning the student's law school performance and activities on a resume or other written communication to a potential employer;

K. To withhold information or furnish false or misleading information to a law school official, or without proper authorization to reproduce, copy, forge or attempt to forge, tamper with or alter in any way any record, document, or identification used or maintained by the law school;

L. To falsify class attendance records;

M. To fail to present identification when requested by a law school employee who identifies him/herself;

N. To open or remove the mail of another person without authority;

O. To disturb faculty mailboxes in anyway, including delivering, removing or opening mail in any faculty member’s mailbox without the express permission of the faculty member.

P. To use or possess firearms, ammunition, or explosives on law school owned or controlled premises; and,

Q. To make false accusations under this code.

4. PLAGIARISM

A. Definition: A student plagiarizes when the student represents the work of any other person as the student's own work. Plagiarism includes, but is not limited to:

   1. copying or substantially copying someone else's words without both citing the author of the quotation and using either quotation marks or an indented block quotation; and,

   2. paraphrasing someone else's words or work without citing the source.

B. The Violation: A student violates the Student Code of Conduct when the student:

   1. purposely or knowingly plagiarizes or aids another student to plagiarize; or

   2. plagiarizes with knowledge of circumstances which should alert a reasonable student that there is a substantial risk that the student would be plagiarizing.
PART II.

PROCEDURE

1. COMPLAINTS

All students, faculty, and staff of the College of Law have a duty to report violations of the Student Code of Conduct to the appropriate official.

Any person may make a complaint alleging a violation of this code by filing a written complaint with the Associate Dean for Administration and Student Services. Every such complaint must be signed by the person alleging the violation and must contain a statement of the facts and circumstances involved in the alleged violation. A complaint must be filed within a reasonable time after the event complained of takes place, in view of all the surrounding circumstances.

2. NOTICE

Upon receipt of the complaint, the Associate Dean for Administration and Student Services shall notify the person or persons alleged in the complaint to have violated the code that a complaint has been filed. The notice shall describe the nature and circumstances of the claimed violation.

3. INVESTIGATION

Upon receipt of the complaint, the Associate Dean for Administration and Student Services shall investigate the charge.

4. DISPOSITION

A. If, upon investigation, the Associate Dean for Administration and Student Services determines that there is no probable cause for the complaint, or that the alleged infraction is *de minimis*, or that the complaint was not made within a reasonable time, the complaint shall be dismissed without further proceeding.

B. When a complaint is dismissed, the Associate Dean for Administration and Student Services shall inform the person filing the complaint, the accused, and the Dean of the decision in writing.

C. If there is probable cause for the complaint, and the alleged infraction is not *de minimis*, and the complaint has been filed within a reasonable time, the complaint may be disposed of on terms satisfactory to the Associate Dean for Administration and Student Services and the accused. If the complaint is resolved in this manner, the Associate Dean for Administration and Student Services shall inform the Dean of the terms of the agreement and shall notify the person filing the complaint of the fact that the complaint has been resolved.

D. The Associate Dean for Administration and Student Services shall have fifteen (15) business days from the filing of the complaint to notify the accused in writing either (1) that the complaint is dismissed, or (2) that there is probable cause, the alleged infraction is not *de minimis*, the complaint has been filed within reasonable time, and the matter cannot be settled administratively. The fifteen (15) day period can be extended only if the accused consents or if the Dean determines that there is good cause for extension. If the complaint is not dismissed or settled administratively, the Associate Dean for Administration and Student Services shall furnish the accused with a copy of the complaint.
5. APPOINTMENT OF DISCIPLINARY COMMITTEE AND PRESENTER OF CHARGES

A. After the Associate Dean for Administration and Student Services has notified the accused that the complaint has not been dismissed, the Dean shall refer the complaint to a Disciplinary Committee appointed by the Dean and comprised of three faculty members, one of whom the Dean shall designate as Chair. Two student members of the Disciplinary Committee shall serve for a one (1) year term and shall be elected each year by the student body. The Dean may also appoint a person or persons to present the evidence related to the charges to the Disciplinary Committee.

B. The accused may file with the Dean written objection to the appointment of any member of the Disciplinary Committee. The Dean, at his/her sole discretion, shall determine whether there is good cause to replace a member of the Disciplinary Committee.

C. The Disciplinary Committee shall have the authority to require law school administrators, faculty, staff, and students to produce relevant documents and to appear and testify at a hearing.

D. If more than one student is charged with jointly violating the code, the Dean may or may not determine that separate Disciplinary Committees should be empanelled for each student. The decision of the Dean to empanel one or more Disciplinary Committees cannot be appealed.

6. HEARING

A. The Chair of the Disciplinary Committee shall convene the committee and set a date for a hearing of the matter. The accused shall be notified in writing of the hearing at least ten (10) business days before the hearing.

B. The hearing shall be closed, unless the accused requests that it be open to the public to the extent permitted by law. A request for a public hearing must be made in writing to the chair at least two business days prior to the hearing.

C. At the hearing it shall be the duty of the Presenter of Charges, if one has been appointed, to present the facts fully and fairly for the purpose of enabling the Disciplinary Committee to reach a just result.

D. The accused may be represented by any person of his/her choosing, and shall have the right to call witnesses and present relevant evidence, to cross-examine witnesses called by the Presenter of Charges or the Disciplinary Committee, and to present summation and argument.

E. The chair shall have the authority to require any person to leave the hearing if that person acts in a disruptive manner.

F. A record of the proceeding shall be made by any means deemed appropriate for the purpose by the Chair of the Disciplinary Committee.

G. The admissibility of evidence and other matters of procedure not otherwise provided for by this code shall be in the discretion of the Disciplinary Committee.

H. The Disciplinary Committee, by the affirmative vote of a majority of the committee authorized to vote, shall make one of the following written findings with respect to each alleged violation:

   i. The alleged violation was not proved and the charge is or charges are dismissed; or

   ii. The charge has or charges have been established by clear and convincing evidence.
7. AUTHORIZED PENALTIES

A. Upon finding a plagiarism violation, the Disciplinary Committee shall impose a minimum punishment of suspension for one semester to a maximum punishment of dismissal from the College of Law with prejudice.

B. Upon a finding of other violations, the Disciplinary Committee may:

I. Impose one or more of the following:
   a. Expulsion from the Florida A&M University College of Law;
   b. Suspension from the Florida A&M University College of Law;
   c. Probation for a stated period of time on specified conditions;
   d. Placement of a Disciplinary Letter in the student's personal file;
   e. Oral reprimand;
   f. Restitution or restoration; or

II. Determine that no penalty shall be imposed, subject to satisfaction of specified conditions or obligations by the accused.

C. The Disciplinary Committee shall notify in writing the accused, the Dean, and the person filing the complaint of the result of the hearing, except that the person filing the complaint shall not be notified as to any penalties imposed. In the event that a violation is found, the dean's designee shall notify the violator of his/her rights to appeal.

8. APPEAL

If a violation is found and the accused wishes to appeal to the Dean with respect to any aspect of the Committee's determination, the accused shall notify the Chair of the Disciplinary Committee in writing within ten (10) business days of the Disciplinary Committee’s Determination who shall forward to the Dean a copy of the findings and disposition and a verbatim transcript of the proceeding. The accused, on request, shall be entitled to a copy of the findings, disposition, and transcript.

The Dean shall affirm the action of the Disciplinary Committee unless the Dean finds it to have been clearly erroneous or plainly excessive. The Dean may then modify the findings or penalties, order a new hearing, or dismiss the charge(s). The Dean's decision shall be final.

The Dean shall notify the accused, the person(s) presenting the charges to the Disciplinary Committee, the members of the Disciplinary Committee, and the person filing the complaint of the disposition of the appeal in writing, except that the Dean shall not notify the person filing the complaint of any modification of the penalties imposed.

The Dean’s affirmation of the Disciplinary Committee’s action may be appealed to the Provost and Vice President for Academic Affairs of the University. Thereafter, if the accused wishes to file an external appeal, the accused shall seek to have the appeal reviewed by the First District Court of Appeal. (See FAMU Rule 6C3-2.012, Florida Administrative Code in Appendix H)

PART III.

- NONEXCLUSIVITY
   This code is not intended to foreclose disciplinary action for matters not addressed by the code.
FAMU RULE 6C3-2.012
6C3-2.012 Conduct, Student Code of.

(1) All student conduct regulations of the University shall be printed in a form or forms which make them available to all students and shall be applicable only upon publication in the FAMUAN, the Student Handbook, FANG, or other reasonable means of written or electronic notification.

(2) As members of the academic community, students enjoy the rights and privileges that accrue to such membership including, but not limited to, academic freedom and participation in the decision-making processes of the University. Additionally, students are subject to the obligations and duties which accompany this membership and are responsible for compliance with the requirements of law and with all governance by students, faculty, and staff. It is incumbent upon members of the campus community to notify the appropriate judicial body or officials of a violation of these regulations, to encourage all to comply with them, and assist in their enforcement by testifying as witnesses when called upon to do so.

(3) Discipline may be imposed for offenses against the Code occurring at any of the following locations or activities:

(a) University campus;

(b) University owned or controlled property;

(c) Property or other housing units assigned for responsibility to the University, including but not limited to fraternity and sorority property;

(d) Activities sponsored by the University wherever they may occur;

(e) Activities officially approved by the University which are conducted by University chartered organizations wherever they may occur;

(f) Activities occurring off campus.

(4) Felony - a serious offense against the University for which a student, upon conviction, shall be punished by:

(a) Expulsion from the University; or

(b) Dismissal from the University; or

(c) Suspension from the University for a period not to exceed one year; or

(d) Community service, not to exceed 25 hours per week and not to exceed a total of 11 weeks; or
(e) Probation for a specified period, or for a period not to exceed a total of time needed by
the student to complete requirements for graduation; or

(f) Any combination of the foregoing that the hearing body or judicial officer may, under the
circumstances, see fit to impose.

(5) Misdemeanor - an offense against the University for which the student, upon conviction,
shall be punished by:

(a) Suspension from the University for a period not to exceed two semesters; or

(b) Community service, not to exceed 15 hours per week and not to exceed a total of 11
weeks; or

(c) Probation for a specified period, or for a period not to exceed one year; or

(d) A letter of reprimand; or

(e) Any combination of the foregoing that the hearing body or judicial officer may, under the
circumstances, see fit to impose.

(6) Definition of student conduct terms - The following terms used in imposing penalties for
various offenses are defined as follows:

(a) Expulsion - a student shall be deprived of his/her opportunity to reenter the University.
The student is permanently separated from the University.

(b) Dismissal - separation of the student from the University for an indefinite period of time.
Readmission is conditioned by the recommendation of an ad hoc review board appointed by
the President or Vice President for Student Affairs.

(c) Suspension – separation of the student from the University for a definite period of time.
The duration of the period of suspension shall be in direct proportion to the degree of
seriousness attached to the misconduct.

(d) Probation - an official warning that the student's conduct violated the code of conduct of
the University and requires the withdrawal of special privileges, participation in
inter-collegiate activities, and others. The student may not be elected to office during the
period of probation. If the student is holding an office, he/she must vacate the office for the
term of probation. The penalty of probation may also include a specified monetary fine from
$ 100.00 to $350.00.

(e) Reprimand - a formal rebuke and official recognition by letter to the student of
misconduct as charged by the University.
(f) Community service - hours the student may be required to work in specified areas of service.

(7) A student convicted of a second misdemeanor for same offense while enrolled in the University shall be liable for punishment of a felony.

(8) The hearing body or judicial officer shall have the authority to suspend sentence or withhold sentencing for a specified period of time where circumstances warrant. A probationary period must be imposed.

(9) The President of the University or the Vice President for Student Affairs may expel, dismiss or suspend any student when the student's conduct is detrimental to the University and involves disruption of the University process or is dangerous to the health, safety and morals of the University community.

(10) Offenses Classified as Felonies and Their Definitions.

(a) The offense affray is defined as the fighting of two or more students in a public or private place, voluntarily or not, to the disturbance of others. Penalty: Probation up to expulsion.

(b) The offense assault and battery is defined as the unlawful and intentional application of force to the person of another. Penalty: Probation up to expulsion.

(c) The offense assaulting a University official is defined as the unlawful attempt or offer to do bodily harm to an official of the University when the official is in the execution of his office. Penalty: Probation up to expulsion.

(d) The offense disobeying a University official is defined as an intentional defiance of authority. The offense includes disobeying orders of the University official or the use of contemptuous words toward the University official. Penalty: Probation up to expulsion.

(e) The offense breaking and entering is defined as the unlawful breaking into of a building or structure of another, with intent to commit an offense therein. The word building includes a room, classroom, office, store, or trailer. A break includes any removal of any part of the building designed to prevent entry. Opening a closed door or window or other similar fixture, or cutting out the glass or the netting of a screen is defined as breaking. Penalty: Probation up to expulsion.

(f) The student who knowingly, with the intent to deceive, falsifies records or gives misleading information, oral or written, is subject to charges of deliberate deception. Penalty: Probation up to expulsion.

(g) The offense destruction of property is defined as willful and malicious defacement, damage or destruction of University property or the private property of another. It includes vandalizing, misusing or intentional losses of University or private property. In addition to being subject to disciplinary action, students or student organizations responsible for such
damage may be financially liable. The value of the property referred to must be $100.00 or more. Penalty: Probation up to expulsion.

(h) The offense hazing is defined as noted in FAMU Rule 60-2.028, F.A.C. Penalty: See subsections (3) and (4) of said rule.

(i) Stealing is defined as the intent to permanently deprive or defraud the true owner of his/her property or to appropriate the same to the use of the taker or someone other than the true owner. It is taking from the possession of another or obtaining from a person value of any kind, appropriating the same to personal use or to the use of another person other than the true owner. The property alleged as being stolen must be of a value of $100.00 or more Penalty: Probation up to dismissal.

(j) Lewd and Lascivious Behavior is defined as such behavior as indicated under Section 800.03, F.S. Penalty: Probation up to expulsion.

(k) Use and/or possession of firearms, ammunition, explosives, or the use of a knife, firecracker or firework in a reckless manner is prohibited. Firecrackers or fireworks may be used only when approved by appropriate University officials.

1. "Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a riot; the inciting or encouraging of a riot; or the commission of any felony under this Rule.

2. "Fireworks" means and includes any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. The term "fireworks" does not include sparklers; toy pistols, toy canes, toy guns.

3. The term "sparkler" means a device which emits showers of sparks upon burning, does not contain any explosive compounds, does not detonate or explode, is hand-held or ground-based, and cannot propel itself through the air. Penalty: Probation up to expulsion.

(l) The opening and removing of the mail of another person without authority is a violation of Federal law. University penalties may also be imposed for such a violation. Penalty: Probation up to expulsion.

(m) The student convicted of a felony by an off-campus court of competent jurisdiction may be subject to sanctions by the University. Penalty: Probation up to expulsion.
(n) Violations of the terms of disciplinary actions imposed as a result of previous disciplinary proceedings under the provisions of this Code will subject the student to additional sanctions. Penalty: Probation up to dismissal.

(o) The offense conspiracy is defined as planning with one or more fellow students to commit an act or acts which violate(s) the University Code of Conduct. Penalty: Probation up to expulsion.

(p) Identification violations include:
1. To fail to present identification when requested by a University Law Enforcement Officer or other university official who identifies him/herself. Penalty: Probation up to dismissal.
2. To alter, illegally use or attempt to illegally use an identification card, library card, decal or other means of identification not issued to the student. Penalty: Probation up to dismissal.
3. The student who knowingly, with intent to deceive, allows another to use his/her student identification card, decal or other means of identification. Penalty: Probation up to dismissal.

(q) Stalking:
1. Any person who willfully, maliciously, and repeatedly follows or harasses another person commits the offense of stalking. Penalty: Probation up to suspension.
2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, and who makes a credible threat with the intent to place that person in fear of bodily injury or loss of life; or who fails to comply with an off-campus court order to cease and desist with any such conduct toward subject person or that person’s property commits the offense of aggravated stalking. Penalty: Suspension up to expulsion.

(r) Sexual Battery—The non-consensual oral, anal or vaginal penetration by, or union with the sexual organ of another or the anal or vaginal penetration with an object by another; however, sexual battery does not include an act done for a bona fide medical purpose. Penalty: Suspension up to expulsion.
1. “Victim” means a person who has been the object of a sexual battery.
2. “Alleged Offender” means the person who has been accused of committing sexual battery.
3. Unless expressly prohibited by law, the University is committed to affording the victim of a sexual assault the following rights:
   a. To not require the corroboration of the victim’s testimony.
   b. To prohibit the victim’s past sexual history from being admitted as testimony in university proceedings.
   c. To allow the victim to submit to the Hearing Body during the penalty phase a victim impact statement.
   d. To authorize the Vice President for Student Affairs or Dean of Students, or Director of Housing to modify living arrangements in cases where the victim and alleged offender live in the same housing complex.
   e. To authorize the Vice President for Student Affairs or Dean of Students, or the University Judicial Official to issue an immediate administrative restraining order, forbidding the alleged offender from all contact with the victim.
f. To authorize the University provost an/or the academic deans to establish an immediate reassignment of classes for the alleged offender when both the alleged offender and victim attend the same classes.

g. To provide on-campus counseling services to victims of sexual assault.

h. To close the proceedings from the public as provided in all other disciplinary proceedings.

(s) Academic Honesty Violations:

1. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.

2. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a written assignment.

3. A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.

4. For procedural information regarding academic honesty violations, students should consult with the academic dean or director in the respective school or college.

5. The penalties for academic honesty violations shall include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration, and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

(11) Offenses Classified as Misdemeanors and Their Definition.

(a) The offense assault is defined as an unlawful offer or attempt to do bodily harm toward the person of another. Penalty: Letter of reprimand up to suspension.
(b) The student who gives or takes any information or material with the intention of wrongly using it to aid himself or another student in academic endeavors shall be subject to the charge of cheating. Penalty: Letter of reprimand up to suspension.

(c) The offense destruction of property is defined as willful and malicious defacement, damage or destruction of University property or the property of another. It includes vandalizing, misusing or intentional loss of University or private property. In addition to being subject to disciplinary action, students or student organizations responsible for such damage may be financially liable. The value of the property referred to must be less than $100.00. Penalty: Letter of reprimand up to suspension.

(d) The offense disorderly conduct encompasses the act or acts, disorders and neglect which affect the peace, harmony, and well being of the University community to the prejudice of good order and discipline. Disorderly conduct includes, but is not limited to the use of profanity in public, drunkenness in University buildings and grounds and the use of insulting or defamatory language. Penalty: Letter of reprimand up to suspension.

(e) The offense stealing is defined as the intent to permanently deprive or defraud the true owner of his property or to appropriate the same to the use of the taker or someone other than the true owner. It is taking from the possession of another or obtaining from a person value of any kind, appropriating the same to personal use or to the use of another person other than the true owner. The property alleged as being stolen must be of a value of less than $100.00. Penalty: Letter of reprimand up to suspension.

(f) The possession of firearms, ammunition, explosives, firecrackers or fireworks, or the possession of a knife or other discharges or weapons of whatever kind or character is in violation of the code of conduct. Penalty: Letter of reprimand up to suspension.

(12) The University prohibits the use, sale, possession, manufacturing, bartering, and consumption of alcoholic beverages in the residence halls, about the campus, or in any public gathering or recreational area or facility on University campus.

The use, sale, possession, manufacturing, and bartering of narcotic drugs, central nervous system stimulants, hallucinogenic drugs, barbiturates., or other illicit drugs, defined by federal or state law or Board of Governors rules and policies, shall be prohibited in the residence halls, on the campus, or in any public gathering or recreational area. Said offenses shall be punishable as felonies. Penalty: Probation up to dismissal.

(13) The University may summarily dismiss or expel any student or group of students, pending a hearing at a later date if requested, under the following circumstances:

(a) The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University: or

(b) The continued presence of the student on campus is likely to endanger the health, safety, welfare or property of the University community; or
(c) The offense or conduct committed by the students is of such a serious, heinous or repulsive nature, as to adversely affect the University community and the student’s suitability as a member of the academic community.

(14) Violation of most residence hall policies and procedures are punishable as misdemeanors. Violation of the Visitation Policy as found in Rule 6C3-2.001, F.A.C., shall carry either an arrest for trespassing, suspension or probation and the removal from living in University housing.

(15) The President or Vice President for Student Affairs may summarily dismiss or expel any student, pending a hearing at a later date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the educational or orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the academic community.

(16) A student who fails to respond to an administrative request to appear shall be prohibited from attending classes and participating in extra-curricular activities until compliance with the administrative request to appear is effected.

(17) If a student charged with a violation of the Student Code of Conduct, regardless of which judicial body may hear the matter, wishes to have the hearing postponed because there is pending or possible civil or criminal litigation which he/she feels might be prejudiced by the findings of the University hearing, such postponement may be granted provided the student requests it in writing and agrees to accept the imposition of probation, suspension or withdraws from the University voluntarily, depending upon the gravity of the offense. Such probation, suspension or withdrawal will be determined and activated by the University Judicial Officer with recommendations to the Vice-President for Student Affairs. Action taken shall remain in force until such time as the student requesting a hearing appears before the appropriate hearing body and a hearing is held. The student shall be informed whether he/she would be placed on probation or would be suspended prior to his making a decision to postpone the hearing.

(18) Students are required to carry a validated picture identification card at all times. Failure to do so, may subject them to a reasonable detention by appropriate University authorities.

(19) In addition to the right of University officials to enter a student's room in University housing, pursuant to the terms of the Housing and Board Agreement, officials may enter when an emergency exists, where there is reasonable cause to believe there is a clear and present danger or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or, where the health, safety and morals of the University community are in imminent and apparent danger.

(20) In the event a student charged with an offense wishes to waive, in writing, his/her right to a hearing and/or an appeal of a hearing to the appropriate official or hearing body and the University Judicial Officer wishes to accept jurisdiction, the University Judicial Officer may make a determination of facts and, if the student is found responsible for the offense, make a
recommendation of penalty. The student’s written waiver shall be obtained after being given an explanation of the charges against him/her and of his/her rights to a hearing and appeal under the Student Code of Conduct. The student shall have two (2) work days from the date of signing the waiver to rescind, in writing, his/her waiver and request a hearing. In the absence of a rescission of waiver, the student shall be informed in writing of the decision of his/her case within ten (10) work days from the date of the waiver.

(21) When a student is accused of a violation, which in the opinion of the University Judicial Officer, if proven, would not warrant a penalty in excess of probation, the University Judicial Officer may channel the case to the Student Government Association Supreme Court.

(22) In the event the offense charged is within the jurisdiction of more than one primary hearing body, the University Judicial Officer shall determine which primary hearing body shall hear the charge.

(23) Decisions of the Student Supreme Court pursuant to subsection (21) above, Residence Life informal hearing panels and administrative hearing panels are appealed to the Dean of Students. The final appeal within the University is to the President or Vice President for Student Affairs.

(a) The student has ten (10) working days from the date of the written notification of the decision by the hearing body to make his/her appeal in writing and file same with the Office of the Dean of Students.

(b) The written appeal must specify reason(s) why consideration should be granted and should only deal with matters of record, procedure, testimony and/or evidence.

(c) No student's final penalty shall begin to run until all University appeals are exhausted or denied.

(24) A tape recording or verbatim recording of each hearing will be made and preserved until the appeal process has been exhausted. During this period the accused, with or without the company of legal counsel, and/or advisor, and/or parent will be granted permission to listen to the recorded testimony in privacy as determined by the University Judicial Officer, with the express understanding that the record is to remain confidential to the extent provided by law. If the student chooses to appeal, the record shall be made available to the accused and the President or Vice President for Student Affairs or his designee.

(25) The President of the University or Vice President for Student Affairs reserves the right to appoint an ad hoc committee to hear matters regarding, but not specifically limited to, the subject matter of subsections (9), (12), (13), and (15) above. The chairperson of the committee, who may be an academic dean or director, shall also be appointed by the President or Vice President for Student Affairs.

(26) The hearing body, ad hoc committee or University Judicial Officer shall afford the accused student with due process as provided by FAMU Rule 6C3-2.013, F.A.C., and/or Board of
Governors subsection 6C-6.0105(5), F.A.C. The regulations or codes implementing the due process provisions as well as other matters referenced in said rules but not included herein shall be printed in the student handbook, the FANG, under the section entitled "Student Rights, Responsibilities and Code of Conduct."

(27) Students who have a change of address after registration must file a change of address form at the Office of the University Registrar. All notices, decisions and outcomes of judicial matters connected with the disciplinary process will be mailed to the student's last known local address as filed with the Registrar's Office. All notices, decisions and outcomes of judicial matters connected with the disciplinary process will be mailed to the student’s permanent home address when there is no local address furnished to the Office of the Registrar by the charged student.

Specific Authority 1001.74(4) FS. Law Implemented 1001.74(10)(e) 1006.60, 1006.61, 1006.62, 1006.63, FS. History-New 10-1-75, Re-promulgated 3-8-76, Amended 8-6-78, 12-22-83, Formerly 6C3-2.12, Amended 9-14-87, 1-26-04.
Cf. BOR University Rule 6C3-2.028, F.A.C., on anti-hazing.

FAMU RULE 6C3-2.013
6C3-2.013 Due Process.

(1) The due process requirements contained below shall be applicable in all cases involving academic dishonesty and matters involving alleged violations of the Student Code of Conduct. Due process as applied by the University and its schools and colleges shall include, as a minimum, the following:

(a) The student shall be provided with written notice of the charges against him/her in sufficient detail and in sufficient time to prepare for a hearing before an appropriate committee or court, as established by the University or its colleges or schools, or before the appropriate University official;

(b) The University or its colleges and schools shall establish a minimum number of days in advance of the hearing to present the written notice of charges, but in no case will this notice be less than three days, except in cases of emergency as specified below;

(c) The Student shall be entitled to a prompt hearing before an appropriate committee or court, as established by the University or its colleges and schools; or the student shall have the option to request adjudication of the matter by an appropriate official designated by the University or its colleges and schools;

(d) The student may inspect the evidence which will be presented against him/her;

(e) The student may present evidence on his/her own behalf;

(f) The student may hear and question adverse witnesses;

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(g) The student shall not be forced to present testimony which would be self-incriminating; however, the university and/or its colleges and schools is not required to postpone the proceedings pending the outcome of any outside prosecution;

(h) The student may have an advisor of the student's choice present at the hearing;

(i) The decision of guilt or innocence on the charges shall be based solely on the evidence presented at the hearing;

(j) The decisions of any committee or court, or of any university official, shall be presented to the student in writing and within a reasonable period of time following the hearing;

(k) The student may appeal the decision of any committee or court or of any university official, within a period specified by the university or its colleges and schools in the written procedures, to the president or the president's designee;

(1) The student's status will remain unchanged pending the university's final decision in the matter, except where the president or president's designee determines that the safety, health or general welfare of the student or the university is involved. A student's enrollment status may be changed only in cases where the president or president’s designee determines that an emergency exists, which affects the safety, health or general welfare of the student or other students or the university and/or its employees; and

(m) At the conclusion of the appeals process, the decision of the president or the president's designee shall be final.

(2) Additional due process protections as may be provided by rule of the Board of Regents shall also be applicable to cases involving academic dishonesty or violations of the Student Code of Conduct as indicated by said rule. Refer to Board of Regents subsection 6C-6.0105(5), F.A.C.

Specific Authority 120.53(1), 240.227(l) FS. Law Implemented 120.53(1), 120.57(5), 240.227(l) FS. History-New 10-1-75, Formerly 6C3-2.13, Amended 9-14-87.
A. COURSE DESCRIPTIONS OF REQUIRED COURSES

BUSINESS ORGANIZATIONS
A study of the fundamentals of basic business associations with an emphasis on closely held businesses. Students will be introduced to agency concepts while exploring issues related to choice of entity. Various business forms will be examined such as general partnerships, limited liability partnerships, limited partnerships, limited liability companies, and privately held corporations. Corporate issues pertaining to corporations that are not publicly held will also be the focus. These include incorporation; financing for the small business; payment of dividends; roles of officers, directors, and shareholders; and management’s duty of care and loyalty.

CIVIL PROCEDURE I & II
An introduction to the organization of the federal and state courts, principles of jurisdiction, and procedural rules for civil cases. Topics include: pleadings, class actions, pretrial motions, discovery, venue, joinder of claims and parties, res judicata, collateral estoppel, summary judgment, non-jury and jury trials, claim and issue preclusion, binding effects of adjudication, and appellate review.

CLINICAL PROGRAM
A concurrent program of academic instruction and skills training designed to more fully qualify the student for the practice of law. Students participate in civil and criminal settings provided by practicing attorneys. The classroom component teaches lawyering skills of interviewing, counseling, discovery, negotiation, advocacy, and Florida practice. Students must have taken, or take concurrently, Interviewing Counseling and Negotiation as well as Professional Responsibility. All practice is in accord with Florida Student practice rules. Clinics may include: Bankruptcy, Civil, Criminal, Housing, Mediation, and Street Law.

CONTRACTS I & II
The law of enforceable promises, including contract formation, interpretation, conditions, performance, assignment and delegation, third-party beneficiary contracts, breach, justifications and excuses for nonperformance, remedies, promissory estoppel and restitution. Emphasis is placed on classic contract doctrine, the sales of goods under Article 2 of the Uniform Commercial Code and other commercial legislation.
CONSTITUTIONAL LAW I & II

Historical and legal analysis of the basic constitutional framework of the American system of government with an emphasis on the sources and limits of federal and Supreme Court jurisdiction, allocation of powers between the federal government and states, separation of powers, congressional regulatory power under the commerce clause, and the guarantees of individual rights.

CRIMINAL LAW

Introduction to the substantive criminal law from both statutory and common law sources. Coverage includes the purposes of criminal law, criminal responsibility, theories of punishment, crimes against person and property, and defenses.

CRIMINAL PROCEDURE

Introduction to basic criminal procedure from arrest through judicial review, with an emphasis is on the fourth, fifth, sixth, and fourteenth amendments to the United States Constitution and their impact on the constitutional rights of the accused.

ESTATES AND TRUSTS

The course deals primarily with the disposition of family wealth including the passage of property from deceased to living persons for both intestate and testate succession; the rules governing the execution, revocation, and probate of wills; will substitutions, principles governing the modern trust, fiduciary powers, duties and liabilities.

EVIDENCE

Comprehensive examination of the problems of proof and the rules of evidence. Special attention is given to the concept of relevance, hearsay and non-hearsay, character evidence, testimonial proof, impeachment and support, scientific and demonstrative evidence and privileges.

FAMILY LAW

The law governing the definition, formation, maintenance and dissolution of the family. Topics include adoption, alimony, annulment, child custody, divorce, emancipation of minors, intra-family torts, legitimacy, marriage, paternity, pre-marital agreements, property division, tax implications of divorce, and procedure and jurisdiction in various types of causes of action in
domestic relations. Attention is given to common law, state law, and recent constitutional doctrine.

**FLORIDA CONSTITUTIONAL LAW**

An analysis of selected provisions of the Florida Constitution, with emphasis on recent decisions of the Florida Supreme Court and an analysis of current proposals for constitutional change.

**FLORIDA PRACTICE**

A study of the unique aspects of Florida Law, including Florida Rules of Civil Procedure, the preparation of pleadings and materials for trial, the court system, legislative procedures, and the significance of Florida’s integrated bar with an emphasis on professional responsibility. The course examines jurisdiction and process. The Rules of Florida civil procedure are reviewed in depth.

**LEGAL METHODS I & II**

A two-semester course, both parts required for graduation. Emphasis on writing legal memoranda, legal documents, case briefing and analysis.

**PROFESSIONAL RESPONSIBILITY**

Consideration of the ethical problems in the practice of law, the legal constraints on the lawyer’s professional conduct, the role of the lawyer in the legal profession and the place of the profession in society, including a detailed analysis of the Code of Professional Responsibility.

**PROPERTY I & II**

A study of the acquisition, ownership, and transfer of property. Topics include an analysis of ownership concepts, rights of possession, future interests, concurrent interests, landlord and tenant issues, common law principles, gifts, estates in land, licenses, easements, restrictive covenants, contracts for the sale of land, conveyancing, mortgages, recording systems and land use regulation.

**SALES**

An examination of Articles 2, 2A, and 7 of the Uniform Commercial Code regarding the sale of goods, financing leases, and documents of title, respectively.
TORTS I & II
The history and development of the legal principles underlying non-contractual civil wrongs at common law and under modern statutes are studied together with an analysis of the responsibility in tort for wrongs to the person and property. Topics include: intentional acts, liability without fault, negligence, privacy rights and harm to reputation.

UPPER LEVEL WRITING REQUIREMENT
The Upper Level Writing Requirement must be completed before graduation and can be satisfied as a writing project that is part of a seminar or independent research. The writing project must involve research that is substantial and constitutes a writing of sufficient quality to obtain approval by a full-time faculty member of the College of Law. Under no circumstance can a student satisfy the Upper Level Writing Requirement without satisfactorily completing Legal Methods I and II.
B. FLORIDA A&M UNIVERSITY

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Florida A&M University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination or harassment, including sexual harassment, race, creed, color, age, disability, sex, marital status, national origin, and veteran status as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to the University EEO/EEA Officer at the following address:

Mrs. Carrie M. Gavin, Director
Equal Opportunity Programs
Florida A&M University
Modular Unit 5 Ardenia Court
Tallahassee, FL 32307
Phone: (850) 599-3076 / 3219 (voice)
(850) 561-2997 (Fax)
(850) 561-2784 / 2998 (TDD)
C. FLORIDA A&M UNIVERSITY
COLLEGE OF LAW

SEXUAL HARASSMENT POLICY

Sexual harassment destroys the trust needed to maintain an academic environment conducive to learning and the free exchange of ideas, threatens the security and sense of well-being of individuals who are harassed, and violates the law. Florida A&M University College of Law will not tolerate sexual harassment. FAMU Rule 6C3-10.103, Florida Administrative Code, (See Appendix G) prohibits sexual harassment and provides for the procedures for filing complaints and disciplinary action against anyone who violates this prohibition.
D. FLORIDA A&M UNIVERSITY
COLLEGE OF LAW

POLICY ON STUDENT PEER HARASSMENT

The law school has an interest in promoting high standards of character, integrity, and professionalism for its students consistent with their future status as members of the bar. In addition, the law school recognizes that harassing conduct by students directed at their peers can be so severe or pervasive in nature that it may have an adverse effect on the educational environment.

The law school also recognizes and supports students’ right to speak freely and to express their opinions and ideas, including speech that may be considered offensive by other students.

Conduct will constitute peer harassment when that conduct is sufficiently severe, persistent, or pervasive to limit a reasonable student’s ability to participate in or benefit from the law school’s education program or if it creates a hostile or abusive educational environment.

Any student who believes that he or she has been subjected to peer harassment should report the harassment to the Director of Student Affairs.

The law school shall provide a prompt and equitable response to any report of peer harassment. If the law school concludes that peer harassment occurred, the law school shall take the steps necessary to provide appropriate remediation, including but not limited to suspension to expulsion of the harasser.

Procedures For Responding To Peer Harassment Reports

1. Upon receiving a report of peer harassment, the Director of Student Affairs shall notify the Associate Dean for Administration and Student Services of such report. Upon receiving notice of a report of peer harassment, the Associate Dean for Administration and Student Services shall make an initial determination of the existence of probable cause that peer harassment has been committed.

2. Upon finding probable cause that peer harassment has been committed, the Associate Dean for Administration and Student Services shall notify the Dean and the student charged with harassment of that finding.

3. Upon receiving such notice, the Dean shall appoint a committee to conduct a hearing to determine whether peer harassment has been committed by the student. This committee will be made up of at least five members and may include law school faculty, administration, and student representatives. Any member who does not feel capable of rendering a fair decision in a particular case shall refuse to serve on the committee.
4. At the hearing, a faculty or staff member appointed by the Dean will introduce evidence relevant to the question of whether peer harassment has been committed. The student charged with harassment is entitled to be represented by counsel, other than a non-student law school employee, to introduce relevant evidence, and to confront and cross-examine any witnesses against him or her.

5. To support a finding of peer harassment, at least four members of the committee (or at least two-thirds of any committee with more than five members) must find peer harassment beyond a reasonable doubt.

6. The committee shall file with the Dean a written report on its proceedings and its findings. If peer harassment has been found by the committee, the report shall include a recommended sanction. Such sanctions include, but are not limited to, expulsion, suspension, probation, written reprimand, or remedial activity. A finding of no peer harassment by the committee in accord with the procedures established by this policy shall be final and binding. A finding of peer harassment by the committee may be reversed by the Dean if the Dean determines that the finding is clearly erroneous.

7. The final determination of the appropriate sanction for peer harassment shall be made by the Dean. It may be more or less severe than any sanction recommended by the committee. This determination shall be expressed in writing and provided to the student within fourteen days of the filing of the committee’s report with the Dean. The committee members and the complaining student or students shall receive copies of the Dean’s determination of sanction. The Dean’s determination of sanction may be appealed to the Provost and Vice President for Academic Affairs of the University.

8. In response to appropriate inquiries, the law school shall make available to appropriate bar officials, the written committee report and the Dean’s final determination of sanction.
POLICY ON STUDENT OBSERVANCE OF RELIGIOUS HOLY DAYS

All University students shall be allowed to observe holy days of their religious faith. The University shall reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Accordingly, the following procedures are in effect:

1. A student who wishes to observe a religious holy day of his or her religious faith shall notify all of his or her professors. Such an absence shall count toward the number of absences allowed for any class.

2. The student shall be held responsible for any material covered during the absence, but shall be permitted a reasonable amount of time to make up any work missed. Where practical, major examinations, major assignments, and university ceremonies will not be scheduled on a major religious holy day.

3. A student who is absent from academic or social activities because of religious observances shall not be penalized by his or her instructors and/or university administrators.

4. In those instances, where a faculty member wishes to observe a religious holy day, he or she shall make arrangements to have another faculty member conduct the class in his or her absence, if possible, or reschedule the class.

5. Any student who feels that he or she has been denied educational benefits because of his or her religious belief or practice may seek redress by notifying, in writing, the Dean of the nature of his or her grievance.

6. The Dean shall investigate each occurrence (grievance) and insure that appropriate corrective action is taken to insure compliance with this policy.
F. GRADUATION REQUIREMENTS WORKSHEET

NAME: ________________________________

SUCCESSFUL COMPLETION OF REQUIRED COURSES

____ Business Organizations
____ Civil Procedure I & II
____ Clinical Program / Pro Bono
____ Constitutional Law I & II
____ Contracts I & II
____ Criminal Law
____ Criminal Procedure
____ Estates and Trusts
____ Evidence
____ Family Law
____ Florida Constitutional Law
____ Florida Practice
____ Legal Methods I & II
____ Professional Responsibility
____ Property
____ Sales
____ Senior Writing Project
____ Torts

COMPLETION OF NINETY CREDIT HOURS

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TOTAL (90)
G. RELEVANT FAMU RULES FROM THE FLORIDA ADMINISTRATIVE CODE

FAMU RULE 6C3-10.103
6C3-10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures.

(1) It is the policy of Florida A & M University that each member of the University community be permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, handicap, disability, sex, marital status, national origin, veteran status, and sexual harassment, as prohibited by state and federal statutes. Organizations using University facilities, support or services must assure that they do not illegally discriminate in their membership with respect to race, color, religion, age, handicap, disability, sex, marital status, national origin, and veteran status.

(2) It is also the policy of the University to create an educational and work environment free from harassment on the basis of race, color, religion, age, handicap, disability, sex, marital status, national origin, and veteran status.

(3) Florida A & M University will actively promote equal opportunity policies and practices which conform to all laws against discrimination and harassment. Further, the University is committed to providing an environment free from discrimination with respect to race, religion, color, age, handicap, disability, sex, marital status, national origin and veteran status as protected under the Vietnam Era Veteran' Readjustment Assistance Act. This commitment applies in all areas affecting students, Faculty, Administrative and Professional (A & P), University Support Personnel System (USPS) and Other Personal Services (OPS) employees. It is also relevant to Florida A & M University's selection of contractors, to suppliers of goods and services, and to the use of facilities. Moreover, no person in the University community shall on the basis of race, religion, national origin, sex, color, handicap, disability, age, marital status and veteran status be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices, conducted by Florida A & M University, which is a recipient of federal and state financial assistance.

(4) Florida A & M University is committed to the principle of taking those positive steps necessary to achieve the equalization of educational and employment opportunities in public higher education as outlined in Executive Order 11246. Employment vacancies for Faculty, A & P and selected USPS positions will be announced publicly by the University in the State University System Position Vacancy Announcement, copies of which are publicly circulated to colleges and universities, and to other offices upon request. University Support Personnel System (USPS) position vacancies will be announced in accordance with applicable Board of Regents Rules.
(5) Organizations when permitted the use of university facilities, support or services must assure that they do not illegally discriminate in their membership with respect to race, color, religion, age, handicap, disability, sex, marital status, national origin and veteran status.

(6) Definition of Discrimination and Harassment.

(a) Discrimination shall include:

1. Limiting, segregating or classifying students, employees, applicants for admission, or applicants for employment, in such a way as to deprive individuals of educational or employment opportunities or otherwise adversely affect individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin or veteran status;

2. Denying educational or employment opportunities to individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin or veteran status;

3. Providing unequal educational or employment opportunities to individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin or veteran status;

4. Providing unnecessarily separate educational programs or activities for individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin or veteran status;

5. Entering into contractual or other arrangements which utilize criteria or administrative methods which have the effect of subjecting individuals to discrimination or which otherwise adversely affect individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin or veteran status;

6. The application of any policy or procedure, or taking of any admission or employment action, that adversely affects a student, employee, applicant for admission, applicant for employment, a group of students, or a group of employees based on race, religion, color, age, handicap, disability, sex, marital status, national origin or veteran status.

(b) Harassment shall include:

1. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender or handicapping condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

2. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
3. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

(7) Dissemination and Implementation of the Rule.

(a) The provisions of this rule are applicable to students, employees, vendors, persons or organizations using University facilities or services and applicants for admission and employment at Florida A & M University.

(b) The Office of Equal Opportunity Programs shall disseminate the Non-discriminating Policy to all units of the University which shall comply and adhere to the provisions contained in this rule. All units shall also take appropriate action to implement the provisions set forth in this rule.

(8) Procedures for Filing a Complaint.

(a) Any individual who believes that he/she is a victim of discrimination or harassment may seek guidance from the Equal Opportunity Programs (EOP) Officer who has been delegated authority by the President to receive and investigate EEO complaints, regarding the options available for resolution of his/her concern. The EOP Officer shall inform each individual of the formal and informal options by which his/her concern can be addressed and resolved. Issues handled informally, will not normally invoke the investigatory procedures set forth in this rule. Issues handled formally, shall include the full range of processes and reviews that are necessary to ascertain the facts and to lead to a fair and impartial resolution of the matter.

(b) A complaint filed under this rule shall be filed on the Charge of Discrimination/Harassment Form EOP 100 Revised 12/94, which is incorporated herein by this reference, and submitted to the EOP Officer within 60 calendar days after the alleged occurrence of the discrimination/harassment incident. The form may be obtained from the EOP Office.

(c) No formal action, including investigation may be undertaken unless and until a formal complaint is filed. This provision shall not limit the University in any way from initiating its own review of the complaint and taking appropriate action should such be deemed warranted under the circumstances presented.

(d) After receiving the signed written complaint, the EOP Officer shall:

1. Notify the complainant and the person against whom the complaint has been filed of the complaint, of the allegations contained therein and provide an opportunity for response
thereto. At all points of the procedure, the complainant and the person against whom the complaint has been filed shall be kept informed;

2. Conduct a full and complete investigation of the complaint. The investigation conducted pursuant to this section shall be performed on a confidential basis, and all means necessary shall be utilized to safeguard the rights of the complainant, the person against whom the complaint has been filed, witnesses, and any other involved in the proceedings;

3. File with the President within 30 working days from receipt of the complaint, a written report detailing the findings of the investigation and a recommendation of appropriate action.

(e) Presidential Review and Decision.

1. If, the President determines that the complaint is without merit, the President shall within 30 working days from receipt of the EOP Officer's written report and recommendation, order a written decision dismissing the complaint.

2. If, the President determines that disciplinary action is warranted, the President shall within 30 working days from receipt of the EOP Officer's written report and recommendation, issue to the complainant and the person against whom the complaint has been filed; a written notice of the proposed disciplinary action, which shall include the reasons giving rise to the proposed disciplinary action, and the right of the person against whom the complaint has been filed to request, within 10 working days of the receipt of the proposed disciplinary action, an investigatory interview before the University Personnel Committee appointed by the President.

3. The University Personnel Committee when charged to review a complaint, shall file with the President, their findings and recommendations.

4. The President shall render, within 20 working days of receipt of the University Personnel Committee's recommendation, a final written decision either dismissing the complaint or taking appropriate disciplinary action. The complainant or the person against whom the complaint has been filed can upon receipt of the final decision, make an appeal to the President for a review of the decision. Any appeals, at this time, must be filed in writing within 10 working days of receipt of the President's written decision. Any additional information provided to the President must be provided in conjunction with the written appeal addressed to the President. If an appeal is filed with the President, the President shall have the right, to affirm, modify or reverse his decision.

(9) Time Limitation for Receipt of Formal Complaints, Investigation, and Disposition.

(a) Any written complaint filed under this section must be filed with the EOP Officer within sixty (60) calendar days after the alleged occurrence of the harassment incident.

(b) Upon receipt of a written complaint, the EOP Officer shall render a written report and recommendation to the President within thirty (30) working days. This time period may be
extended by the EOP Officer should an extension be necessary in order to ensure a full, fair and complete investigation. The EOP Officer shall give notice to the parties if such an extension is deemed necessary.

(c) The President shall render a written decision dismissing the complaint or initiating formal action within thirty (30) working days of receipt of the EOP Officer's report and recommendation.

(d) The person against whom the complaint has been filed shall notify the President within ten (10) working days of receipt of the notice of proposed disciplinary action of the person's desire to appear before the University Personnel Committee and to present written or oral evidence to refute or explain charges or reasons for the action. In cases where an investigatory interview is conducted, the President shall render a written decision dismissing the complaint or taking disciplinary action within 20 working days after receipt of the recommendations from the University Personnel Committee.

(e) The Complainant or the person against whom the complaint has been filed may make an appeal to the President within 10 working days after receipt of the President's written decision.

(10) Disciplinary Actions.

(a) Any employee of the University who is found to have discriminated against or harassed a student, an employee or an applicant for admission or employment will be subject to counseling or disciplinary action. Disciplinary action may include a written reprimand, suspension or dismissal. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.

(b) Any student who engages in discrimination against or harassment of a student or an applicant for admission or employment will be subject to counseling or disciplinary action. Disciplinary action may include a written reprimand, probation, suspension, dismissal or expulsion. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.

(c) Any employee in a supervisory capacity who has knowledge of a complaint or a complainable offense as defined under (6) above, involving any supervised employee, and who does not take corrective action or report the matter directly to the President or the University EOP Officer will be subject to counseling or disciplinary action. Disciplinary action may include a written reprimand, suspension or dismissal. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.

(d) Any employee in a supervisory capacity who has knowledge of a complaint or a complainable offense involving another supervisor, or involving an employee(s) supervised by another supervisor, or involving a student(s) in the class(es) of another supervisor's employee and who does not take appropriate corrective action or report the matter directly to
the President or University EOP Officer will be subject to counseling or disciplinary action. Disciplinary action may include a written reprimand, suspension or dismissal. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.

(e) Any employee or student who knowingly files a false complaint of discrimination or harassment or who knowingly provides false testimony under this rule shall be subject to disciplinary action. For employees, disciplinary action may include a written reprimand, suspension or dismissal. For students, disciplinary action may include a written reprimand, probation, suspension, dismissal or expulsion. The nature of the disciplinary action shall be guided by the seriousness of the offense.

(11) Retaliation Procedure.

(a) Complainants who feel that they have been retaliated against for exercising their rights under this rule shall have the right to file a retaliation complaint with the EOP Officer.

(b) Retaliation complaints shall be handled in the same manner and utilizing the same procedures set forth above in subsection (8).

(12) Election of Remedies; Complainant's Right to Seek Remedy Outside the University.

(a) The doctrine of election of remedies shall apply to complaints filed pursuant to this rule. Should a Complainant elect to pursue an available alternative remedy, including the filing of a grievance pursuant to the collective bargaining agreement, the filing of any such grievance operate as a waiver of the Complainant's right to file a complaint and avail the Complainant of the procedures available under this rule. Should a grievance be filed pursuant to an alternative remedy and subsequent to the filing of a complaint under this rule but before proceedings under this rule have been completed, the filing of any such grievance nonetheless will act as a waiver, and proceedings pursuant to this rule shall be terminated.

(b) The doctrine of election of remedies shall also apply to appeals filed by persons against whom a complaint has been filed. The filing of an appeal pursuant to an alternative remedy by a person against whom a complaint has been filed, including the filing of a grievance under the collective bargaining agreement or the filing of a petition for a hearing pursuant to Section 120.569, F.S., shall operate as a waiver of the right to appeal to the President pursuant to this rule.

Specific Authority 120.53(1)(a), 240.227(1) FS. Law Implemented 228.2001, 240.227(1), 760.10, 240.247, 112.044, 760.01, 110.105, 110.112, 240.133, 240.227(5), 240.26](2) FS. History-New 5-6-82, Amended 7-15-87, 6-27-9
DISCLAIMER

While the provisions of this handbook will ordinarily be applied as stated, the College of Law reserves the right to change with immediate effect any provision, rule, policy or procedure listed without actual notice to individual students. Every effort will be made to keep students advised of changes.
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