

STUDENT HANDBOOK

Florida Agricultural and Mechanical University College of Law

2023-2024

FAMU

COLLEGE OF
LAW

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

Florida A&M University College of Law

This Handbook supersedes all preceding Handbooks and any other documents or provisions relating to provisions contained within unless specifically authorized or exempted by the Dean of the College of Law.

All students are responsible for knowing and adhering to the guidelines and regulations contained in this Handbook.

Revised September 2023

TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
INTRODUCTION.....	9
DISCLAIMER.....	10
MISSION STATEMENT	11
Florida A&M University.....	11
Core Values	11
College of Law	12
Core Values	12
ACCREDITATION	13
NON-DISCRIMINATION STATEMENT	14
UNIVERSITY ADMINISTRATION	15
Office of the President.....	15
COLLEGE OF LAW ADMINISTRATION.....	16
Office of the Dean	16
ACADEMIC CALENDAR 2023 – 2024.....	17
Fall Semester 2023	17
Spring Semester 2024.....	18
Summer Term 2024.....	19
GENERAL INFORMATION	20
Law School Location and Facilities	20
Building Policies	20
Student Lounge	20
Restrooms.....	20
College of Law Communications Information and Policy.....	21
Media and News Releases	21
Bulletin Boards	21
Election Posting	22
Electronic Monitors – “The Docket”	22
E-Mail.....	22
College of Law News	23
Law School Website	23
Social Media	23
Printing and Graphics	23
Business Cards.....	24
Photography and Videography	24
Identification Card (Rattler Card)	24
Public Transportation	24
Telephone Access.....	25
Mobile Phones, Smart Watches, Tablets, and Other Electronic Devices	25
Fee Liability	25
Audio-Visual Recording of Lectures or Presentations	25
Student Records Release	26
Change of Address	26
Notices	26
Children on Campus	26
Service Animals on Campus.....	27
Emotional Support Animals on Campus.....	27
COLLEGE OF LAW DEPARTMENTS AND SERVICES.....	28

Office of Advancement and Alumni Affairs	28
Office of Admissions and Recruitment	30
Career Planning and Professional Development	31
Office of Financial Aid	33
Office of Information Technology	34
Office of the Registrar	35
Office of Student Affairs	36
Office of Mental Health Counseling	37
ACADEMIC SUCCESS AND ACADEMIC ADVISING.....	38
Academic Success and Bar Preparation Program.....	38
Faculty Advisors	39
ACADEMIC POLICIES AND RULES	40
Requirements for the Juris Doctor Degree	40
Reliability, Character, and Fitness	40
State Employee Registration-Tuition Waiver Program.....	41
Application for Graduation	41
Graduation Course Load	41
Classification of Law Students.....	42
Required Curriculum.....	42
Required Courses.....	42
Sequencing for Required Courses	43
Full-Time Program	43
Part-Time Program	45
Upper-Level Writing and Experiential Learning Requirements.....	47
Upper-Level Writing Requirement	47
Experiential Learning Requirement.....	48
Additional Requirement for Students Who Earn a Cumulative Grade Point Average Below 2.7 After Completion of the Foundational Curriculum	50
Elective Courses in Bar-Tested Subject Matter Areas	52
Maximum and Minimum Course Loads.....	53
Full-Time Program	53
Part-Time Program	53
Additional Credit Hour in Semester of Graduation	53
Credit Hour Policy	54
Registration	54
First Year Students.....	54
Requirement to Register	54
Priority Registration by Appointment Times.....	55
Veterans Priority Registration.....	55
Veteran Services Information	55
Delayed VA Payments.....	55
Add/Drop Procedures.....	56
First Year Students.....	56
Upper-Level Students	56
Attendance Policy	56
Maximum Absences.....	57
Student Employment Recommendations	57
Grading Standards	58
Grades and Quality Points	58
Transcript Notations	58
Minimum Cumulative Grade Point Average	58
Grading Curve	58
Extensions	60

Grade of Incomplete	60
Failed Courses	60
Grade Concerns	61
Grade Change Policy	61
Transfer Credits.....	61
Transcripts.....	61
Program Changes - Transferring Between Day and Evening.....	62
Withdrawing from Courses	62
Withdrawal from the College of Law.....	63
Leave of Absence.....	64
ACADEMIC STANDING	66
Class Rank.....	66
Academic Standing	66
Dean’s List Designation.....	66
Graduation Honors	66
Academic Progress.....	67
Academic Probation.....	67
Additional Requirements for Students with a Cumulative Grade Point Average Below 2.7 After Completion of the Foundational Curriculum (Students Who Entered the College of Law in Fall 2021 or Later)	68
Academic Alert (Students Who Entered the College of Law in Fall 2020 or Earlier)	68
Academic Dismissal.....	68
Petition for Reinstatement to Continue After Academic Dismissal	70
Students Ineligible to Petition for Reinstatement.....	70
Students Eligible to Petition for Reinstatement	70
Reinstatement Petition Procedure	70
Reinstatement Standards.....	71
Readmissions to the College of Law for Ineligible Petitioner, Unsuccessful Petitioners and Subsequent Academic Dismissals	72
Students Ineligible to Petition – Readmission Period.....	72
Unsuccessful Petitions – Readmission Period	72
Conditionally Reinstated Student with Subsequent Dismissal – Readmission Period.....	72
EXAMINATIONS.....	73
Examination Information	73
Examination Rescheduling.....	74
Accommodations on Examinations.....	75
Anonymous Grading	75
ExamSoft.....	76
Important Notices.....	76
FINANCIAL AID OVERVIEW	78
Receiving Financial Aid.....	78
Free Application for Federal Student Aid (FAFSA).....	78
Requirements to Receive Federal Financial Aid.....	78
Cost of Attendance.....	79
Type of Aid Available	79
Disbursement of Funds	81
Summer Financial Aid.....	81
Satisfactory Academic Progress Policy.....	82
Withdrawal and Return to Title IV Policy	82
Financial Aid for Study Abroad and Visiting Students.....	82
THE LAW LIBRARY	83
Rules and Regulations.....	83

Library Hours	83
Access to the Law Library	84
Collections and Checkouts	84
Textbook and Reserve Collection.....	84
Library Collection.....	85
Interlibrary Loans (ILL).....	85
Food, Beverages, and Smoking.....	85
Computer - Aided Legal Research	85
Computers	86
Printers and Photocopiers.....	86
Group Study Rooms.....	86
Institutional Repository	87
Photography	87
STUDENT ORGANIZATIONS	88
Student Bar Association (SBA).....	88
Student Organization Registration and Renewal.....	89
Registration Requirements.....	89
Renewal Requirements	89
Student Organization Officer Requirement.....	90
Active Organization Status.....	90
Service on Faculty Committees.....	90
OTHER STUDENT SERVICES	91
Counseling and Student Services	91
Health Services.....	91
STUDENTS WITH DISABILITIES	92
Policy	92
Americans with Disabilities Act (ADA)	92
Rights.....	92
Responsibilities.....	92
Faculty Rights/Responsibilities Summarized (when accommodating disabled students).....	93
Students with disabilities are protected under Family Educational Rights and Privacy Act (FERPA) and the civil rights laws.....	94
Examples Of Discriminatory Acts Against Disabled Employees	94
Procedure	95
How to Become a CeDAR Participant	95
Documentation Requirements.....	96
Documentation must include the following	96
Essentials of Documentation.....	97
Other Policies	97
Recorded Lectures.....	98
Grievance Procedure	98
ADDITIONAL UNIVERSITY POLICIES.....	99
Policy on Student Observance of Religious Holy Days	99
POLICY ON DISCRIMINATION	100
General Information	100
Title IX Information	101
Background.....	101
University Assistance Provided to FAMU Students.....	101
Training Programs	102
Training Videos	103
Applicable Regulations and Policies	103
University Regulation 10.103.....	104

CAMPUS SAFETY AND PARKING	110
Student Parking	110
Student Parking Accommodations.....	110
Student Safety.....	110
Fire and Emergency Evacuation Drills.....	112
Authority.....	112
Policy	112
Consequences	113
COLLEGE OF LAW WEATHER-RELATED EMERGENCIES.....	114
Notices and Alerts	114
GRIEVANCES AND PETITIONS.....	115
STUDENT GRIEVANCE AND PETITION PROCEDURES	115
Informal Non-Academic Grievance or Complaint.....	115
Formal Non-Academic Grievance or Complaint	115
Confidential Assistance On Procedures	117
COMPLAINTS INVOLVING ACCREDITATION STANDARDS.....	118
STUDENT CONFLICT RESOLUTION	120
Meet and Confer Conference	120
STUDENT CODE OF CONDUCT.....	122
Introduction	122
Implementation of the Code.....	122
Regulation of Florida A&M University – 2.012 Student Code of Conduct	122
Jurisdiction	124
Definitions.....	124
Violations	127
Sanctions	136
Notice	138
Time Limit	138
Administrative Request to Appear	138
Information.....	138
Alternative to a Finding of Responsibility	138
Amnesty	139
Scheduling of Hearing.....	139
Postponement	139
Summary Suspension/Expulsion.....	140
Summary Suspension/Expulsion for Criminal Conviction.....	140
University’s Right to Enter Housing.....	140
Emergency and Administrative Hearings.....	140
Informal Disposition	142
Other University Boards.....	142
Appeals.....	143
Record	143
Hearing Guidelines.....	144
Review of Code.....	146
EXAMPLES OF ACTS OF ACADEMIC DISHONESTY	147
Example of Examination Violations	147
Example of Others Acts of Misconduct	147
Examples of Plagiarism.....	148
BAR ADMISSIONS AND RELATED INFORMATION.....	149
General Information	149
Deadlines and Fees.....	149

Certification and Clearance for Students..... 150
 Certified Legal Intern (CLI)..... 150
 Deadlines and Fees 151

INTRODUCTION

This Student Handbook (“Handbook”) contains the rules, regulations, and academic policies that govern students at the Florida A&M University College of Law. Students are responsible for the information contained in this Handbook, and all students are presumed to have knowledge of the Handbook’s contents. Accordingly, students should read this Student Handbook carefully.

The College of Law and Florida A&M University reserve the right to modify the academic policies, rules, regulations, curriculum, and degree requirements set forth in this Handbook. Students should acquaint themselves with the rules and all modifications as posted through official College of Law and University communications and administrative offices.

DISCLAIMER

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 ensure accurate and up-to-date information, the College of Law and the Florida A&M University do not assume responsibility for any misrepresentation that may 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.

MISSION STATEMENT

Florida A&M University

The mission of Florida Agricultural and Mechanical University (FAMU), as an 1890 land-grant institution, is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student-centered environment, conducive to the development of highly qualified individuals who are prepared and capable of serving as leaders and contributors in our ever-evolving society. The University seeks and supports a faculty and staff of distinction dedicated to providing outstanding academic preparation at undergraduate, graduate, doctoral and professional school levels, with a particular emphasis on integrity and ethical conduct. FAMU is committed to inspirational teaching, exemplary research and meaningful public and community service through creative partnerships at the local, state, national and global levels. The University is also committed to the resolution of complex issues that will enhance humankind.

While the University continues its historic mission of educating African Americans, persons of all races, ethnic origins and nationalities are welcomed and encouraged to remain life-long members of the university community. The University, through its diverse faculty and staff, provides a caring, nurturing, collegial and respectful environment.

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.

Core Values

Florida Agricultural and Mechanical University holds the following values essential to the achievement of the University's mission:

- Scholarship
- Service
- Excellence
- Fairness
- Openness
- Courage
- Fiscal Responsibility
- Integrity/Ethics
- Accountability
- Respect
- Collaboration
- Collegiality
- Diversity
- Freedom

College of Law

The reestablished Florida A&M University College of Law reaffirms our historical legacy of excellence and responsibility to serve as a transformative force for the public good. Our mission is to serve as a beacon of hope and catalyst for change by providing access to excellent educational training and opportunities to generations of students seeking to serve the needs of traditionally underserved people and communities locally, nationally, and internationally. While we continue our historic mission of educating African- Americans, we embrace persons of all racial, ethnic, and national groups as members of the university community. We are dedicated to developing legal professionals and community leaders committed to equitable justice and the rule of law.

Core Values

- Distinction in Teaching, Scholarship and Service
- Excellence with Caring
- Experiential Learning
- Professionalism
- Diversity

ACCREDITATION

Florida A&M University College of Law is fully accredited by the American Bar Association (ABA).

Additional information regarding the Standards and Rules of Procedure for the Approval of Law Schools is available at an Bar Association may be obtained from the ABA Section of Legal Education and Admissions to the Bar at https://www.americanbar.org/groups/legal_education/resources/standards/.

NON-DISCRIMINATION STATEMENT

It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by State and Federal statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services and any employment conditions and practices.

UNIVERSITY ADMINISTRATION

Office of the President

Larry Robinson, Ph. D

President

Donald Palm, Ph. D

Chief Operating Officer/Executive Vice President

Allyson L. Watson, Ph. D

Provost and Vice President for Academic Affairs

William E. Hudson, Jr., Ph. D

Vice President for Student Affairs

W. Rebecca Brown

Vice President of Finance and Administration

D. Denise Wallace, J.D., Ph. D

Vice President and General Counsel

Linda F. Barge Miles, J.D.

Chief of Staff/Board Liaison/Law School Liaison

Cynthia Henry

Executive Assistant to the President

CONTACT INFORMATION:

Office of the President

1601 Martin Luther King Jr. Blvd Suite 400

Tallahassee, FL 32307

Phone: (850) 599-3225

Fax: (850) 561-2152

COLLEGE OF LAW ADMINISTRATION

Office of the Dean

Deidré Keller

Dean and Professor of Law

Markita Cooper

Associate Dean for Academic Affairs and Professor of Law

Jonathan Fineman

Associate Dean for Student Learning and Assessment and Associate Professor of Law

Juliana Martinez (juliana.martinez@famuedu.edu)

Administrative Assistant to the Associate Dean for Academic Affairs

Location: Third Floor, Deans Suite

Reginald Green

Associate Dean for Student Services & Administration

Theresa Pissini (theresa.pissini@famuedu.edu)

Administrative Assistant to the Associate Dean for Student Services and Administration

Location: First Floor, Operations Suite

Randolph C. Reliford

Assistant Dean for Career Planning & Professional Development

Location: First Floor, Student Services Suite

Nicholas “Nick” Jones

Assistant Dean of Student Affairs

Location: First Floor, Student Services Suite

CONTACT INFORMATION:

Office of the Dean

Florida A&M University College of Law

201 FAMU Law Lane

Orlando, FL 32801

Office: (407) 254-4010

Fax: (407) 254-2450

ACADEMIC CALENDAR 2023 – 2024

Academic Calendar is also available on the website ([CLICK HERE](#))

Fall Semester 2023

Priority Registration (<i>By Appointment</i>)	April 17 - April 20
Open Registration	April 21 - August 11
In-State Florida Residency for Tuition Purpose Re-Classification Request Period	July 3 - August 4
New Student Orientation	August 9 - 11
CLASSES BEGIN	August 14
Add/drop period; Late Registration Fee assessed if not registered during priority or open registration period (\$100.00); State Employee registration begins (law students using State Employee Tuition Waiver form)	August 14 - 18
Last day to submit Health Insurance Waiver without incurring fee for health insurance Last day to submit State Employee Tuition Waiver (law students only) Last day to submit Veteran Enrollment Certification and Out- of- State Waiver Forms	August 18
Last day to pay all fees without a late fee assessment (\$100.00)	August 25
Intent to graduate application available. Prospective December 2023 graduates may apply for graduation (online through iRattler)	August 28 - November 9
Holiday – College of Law closed in observance of Labor Day (NO CLASSES)	September 4
Priority Registration for Spring 2024 (by appointment)	October 30 - November 2
Last day to withdraw from course(s) or for semester without receiving failing grade(s)	October 23
Open Registration for Spring 2024	November 3 - January 5
Holiday – College of Law closed in observance of Veterans’ Day (NO CLASSES)	November 10
Labor Day Make-up (MONDAY classes meet)	November 13
Veterans Day Make-up (FRIDAY classes meet on this Tuesday)	November 14
Classes end	November 14
Reading Period/Make-up Days <i>The reading period is subject to change in the event inclement weather or other extraordinary conditions occur during the semester and require the addition of make-up days at the end of the semester. Classes will be scheduled on these days if needed. Students and faculty should not make travel plans during reading period.</i>	November 15 - 21
Holiday – College of Law closed in observance of Thanksgiving	November 22 - 24
Final Examination Period	November 27 - December 8
University Commencement	December 15

Dates and times listed above are subject to change.

Spring Semester 2024

Priority Registration (By Appointment)	October 30 - November 2
Open Registration	November 3 - January 5
CLASSES BEGIN	January 8
Add/drop period; Late Registration Fee assessed if not registered during priority or open registration period (\$100.00); State Employee registration begins (law students using State Employee Tuition Waiver form)	January 8 - 12
Last day to submit Health Insurance Waiver without incurring fee for health insurance Last day to submit State Employee Tuition Waiver Form (law students only) Last day to submit Veteran Enrollment Certification and Out-of-State Waiver Forms	January 12
Intent to graduate application available. Prospective Spring 2024 graduates may apply for graduation (online through iRattler)	January 12 - March 29
Holiday-College of Law closed in observance of Martin Luther King Day (NO CLASSES)	January 15
Last day to pay all fees without a late fee assessment (\$100.00)	January 19
Priority Registration for Summer 2024 (By Appointment)	March 4 - 7
Open Registration for Summer 2024	March 8 - May 10
SPRING BREAK – NO CLASSES (College of Law open)	March 11 - 15
Last day to withdraw from course(s) or for semester without receiving failing grade(s)	March 22
Priority Registration for Fall 2024 (By Appointment)	April 8 - 11
Open Registration for Fall 2024	April 12 - August 9
Martin Luther King Day Make-up (MONDAY classes meet)	April 15
Classes End	April 15
Reading Period/Make-up Days <i>The reading period is subject to change in the event inclement weather or other extraordinary conditions occur during the semester and require the addition of make-up days at the end of the semester. Classes will be scheduled on these days if needed. Students and faculty should not make travel plans during reading period.</i>	April 17 - 21
Final Examination Period	April 22 - May 3
University Commencement	May 3
College of Law Hooding Ceremony	To Be Determined

Dates and times listed above are subject to change.

Summer Term 2024

Priority Registration (By Appointment)	March 4 - 7
In-State Florida Residency for Tuition Purpose Re-Classification Request Period	March 11 - April 5
Open Registration for Summer 2024	April 12 - August 9
CLASSES BEGIN	May 13
Add/drop period; Late Registration Fee assessed if not registered during priority or open registration period (\$100.00); State Employee registration begins (law students using State Employee Tuition Waiver form)	May 13 - 17
Intent to graduate application available. Prospective Summer 2024 graduates may apply for graduation (on-line through iRattler)	May 13 - June 28
Last day to submit State Employee Tuition Waiver Form (law students only) Last day to submit Veteran Enrollment Certification and Out-of- State Waiver Forms	May 17
Holiday – College of Law closed in observance of Memorial Day (NO CLASSES)	May 27
Last day to pay all fees without a late fee assessment (\$100.00)	May 24
Holiday - College of Law closed in observance of Juneteenth	June 19
Last day to withdraw from course(s) or for term without receiving failing grade(s)	June 28
Holiday – College of Law closed in observance of Independence Day (NO CLASSES)	July 4
Memorial Day make-up (MONDAY classes meet)	July 15
Independence Day make-up (THURSDAY classes meet on this Tuesday)	July 16
Juneteenth make-up (WEDNESDAY classes meet)	July 17
Classes End	July 17
Reading Period/Make-up Days <i>The reading period is subject to change in the event inclement weather or other extraordinary conditions occur during the semester and require the addition of make-up days at the end of the semester. Classes will be scheduled on these days if needed. Students and faculty should not make travel plans during reading period.</i>	July 18 - 21
Final Examination Period	July 22 - 26
University Summer Commencement	August 2

Dates and times listed above are subject to change.

GENERAL INFORMATION

Law School Location and Facilities

The Florida A&M University College of Law is located at 201 FAMU LAW Lane, located along Hughey between Washington and Robinson in 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 adjacent to the United States District Court for the Middle District of Florida and across the street from the Zora Neale Hurston State Office Building. It is also within a few blocks of the Orange County Courthouse.

Building Policies

- Smoking is prohibited in all indoor areas of the law school and within 50 yards of the building except the area located just outside the student lounge facing Washington Street.
- 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 Micro Market (for vending), kitchenette /vending machines area and tables and chairs where eating is permitted. The lounge also contains bulletin boards, and an entertainment area with several flat screens, couches, and comfortable chairs.

Restrooms

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

College of Law Communications Information and Policy

Communication plays a critical role within the Florida A&M University (FAMU) College of Law. The College of Law Communication Policy is an important aspect of our continual efforts to increase the branding and marketability of the FAMU College of Law through a comprehensive communications strategy for both external and internal constituents. The Communication Policy of the FAMU College of Law is set forth below.

Media and News Releases

Only an official spokesperson may comment on behalf of the law school or the university. All members of the media should be first directed to the Executive Director of Community Relations; this includes telephone calls and visits. Media representatives should also be always escorted by a College of Law staff member while in the law school building. Unannounced media representatives should remain at the security desk until a staff member arrives to escort them.

Only the Advancement Office and/or the University Office of Communications may issue a news release to media organizations on behalf of the College of Law. College of Law students are encouraged to contact the Office of Student Affairs for assistance with publicizing events and programs.

The FAMU College of Law maintains four official electronic newsletters. The internal newsletter is distributed to the e-mail accounts of all FAMU College of Law current students and employees. The alumni newsletter is released to all College of Law graduates. The external newsletter is distributed to College of Law community partners, which includes law firms, area businesses and members of the media. Individuals who wish to submit story ideas or achievements for either newsletter should consult the Office of Advancement. An additional weekly newsletter, "Dean's Digest", is distributed internally to College of Law students and includes time-sensitive information collected from various departments.

The FAMU College of Law also produces *Legal Connections*, a series of specialized legal programming in partnership with Orange TV. The taped video segments include interviews with FAMU Law faculty, students, administrators, lawyers, legal experts, professionals, and alumni. Individuals who wish to submit ideas for Legal Connections should consult the Office of Advancement. Additional information is available at <https://law.famu.edu/newsroom/legal-connections.php>.

Bulletin Boards

All members of the FAMU College of Law community are encouraged to utilize campus bulletin boards for posting information. Bulletin boards located by the main lobby elevators and the Law Library elevator are for use by the law school administration and various departments.

Student organizations may use designated bulletin boards located in the student lounge, and the second and third floors of the classroom halls. Postings for these bulletin boards must be submitted to the Office of Student Affairs for approval prior to posting. Unapproved material is subject to removal if posted.

Election Posting

The FAMU College of Law will not endorse a candidate in any election, including campus elections. Students pursuing elective office in the Student Government Association, Student Bar Association or any other office are prohibited from posting material within the College of Law Atrium (including tables), along the walls or doors of any public area or restroom, or upon any bulletin board. Students may only distribute material to individual students. Election signs shall not be posted on College of Law property.

Electronic Monitors – “The Docket”

All members of the FAMU College of Law community may submit information for posting on the Electronic Monitors dubbed “The Docket.” Anonymous posts are not permitted. A designated representative for each student organization is responsible for submitting announcements on behalf of that organization. Information submitted on the behalf of entities outside the campus community will not be posted unless approval is granted by the law school administration. All submittals must adhere to University’s policies outlined in appropriate materials, including the Student Handbook. Students are encouraged to submit their achievements for posting on “The Docket” and College of Law social media pages. Achievements can include scholarships, fellowships, awards, recognitions, appointments, leadership roles and various accomplishments. To submit your “Good News” please click [here](#).

The Office of Advancement reserves the right to exclude submissions from posting and will review all submissions for “The Docket.” Submissions must be received at least two weeks prior to the effective date of the event, activity, or deadline to ensure inclusion. The posted item will be removed after the effective date has passed. The posted item can be removed before the effective date in the event of an emergency or as deemed necessary by the law school administration.

E-Mail

All College of Law students are required to have an official FAMU e-mail account and address. **Students must use their famu.edu email account for communicating with College of Law faculty and staff, and for registering for online learning platforms used by their professors.** Students who have not established an e-mail account should consult the Information Technology department. The e-mail accounts come with a limited amount of storage and usage space and must be maintained regularly to ensure receipt of important information. The Information Technology department is available to assist with locked and closed accounts.

FAMU and College of Law e-mails are matters of public record when sent using a FAMU e-mail account. All FAMU e-mail accounts are property of the University and the State of Florida and are subject to search by authorized parties without permission from the user.

College of Law News

The FAMU Law e-mail account is the official account for relaying pertinent information to groups of students within the College of Law community. Requests for distributing information can be sent directly to famulaw@famu.edu. Student organizations, however, must send requests through the Office of Student Affairs. All requests received are subject to approval. Please allow no less than 48 hours for information to be released. The FAMU Law e-mail will not send information endorsing elections, individual activities, closed and exclusive events or events hosted by outside groups not associated with FAMU, or the College of Law, or events that are not focused on law-related issues.

Law School Website

The official FAMU College of Law website is <http://law.famu.edu>. The College of Law community is encouraged to visit the website regularly for updates and news items. The College of Law Newsroom is located on the website. Here you will find pertinent news releases and information involving students, faculty and the College of Law or University. Comments and concerns regarding content should be directed to the Director of Advancement. Technical concerns with the website should be addressed with the Information Technology department.

Social Media

Social media is a general term used to reference sites like Facebook, Twitter, YouTube or any other virtual hub where users interact. The College of Law maintains official Facebook, Instagram, YouTube, Twitter, LinkedIn and Vimeo pages managed through the Office of Advancement. All College of Law students and employees active on social media platforms are encouraged to follow our official social media accounts, and to like and share our posts. The creation and maintenance of any social media account affiliated with Florida A&M University must adhere to the University's Social Media Guidelines. The University Style Guide can be found on the FAMU Communications Office's webpage or at the [University Style Guide](#).

Please note, misuse of the University's name, logo or identity on social media may be subject to legal action.

Printing and Graphics

All members of the FAMU College of Law community must abide by the guidelines outlined by the FAMU Communications Office for designing and printing material for public use. This includes posters, flyers, recognition certificates, banners, and other items for viewing or distribution.

The FAMU Office of Communication guidelines can be viewed at the following link on the FAMU website: [University Style Guide](#). The Office of Advancement is available to review all material for appropriate usage of FAMU and College of Law logos, colors, and name listings, and can make additional suggestions for small and large print needs. Items that are printed and that have not been approved by the

Office of Advancement may be subject to recall if there is incorrect or unauthorized use of the FAMU or College of Law logos, colors, or name listings. For information on preferred College of Law print vendors, please contact the Office of Advancement. Student Organizations should consult the Office of Student Affairs for printing approval.

Business Cards

Students are not permitted to print personal business cards using the FAMU or College of Law logo without using the approved College of Law vendor. Please consult the Office of Advancement for a printing schedule of official student business cards.

Photography and Videography

All students who enter the College of Law are asked to complete a non-compensatory waiver regarding use of their likeness, as many official images are used in College of Law marketing and promotions, in both print and electronic formats. Official photography and videography are determined by the University and College of Law administration. Students are not permitted to contract with outside vendors, including professional photographers and videographers, for capturing still or motion images inside of the College of Law building without approval. There is no exception to this policy.

Students anticipating graduation will be photographed in regalia by a College of Law designated photographer for the official composite of successive fall, spring and summer graduating classes known as the Hooding class. Photography for the composite takes place in a designated area, and is organized by the Student Bar Association, the Office of Advancement, and the Office of Student Affairs.

Student groups may consult with the Information Technology department for permission to capture video images, and with the Office of Advancement for still images at designated events and activities within the building. These departments can assist with officially capturing events and activities, or direct individuals to approved vendors. Individuals who are not authorized to capture images or video will not have open accessibility at events and activities and will be subject to removal from the premises by security.

Identification Card (Rattler Card)

Rattler Identification Cards are distributed during First-Year Orientation. To obtain a Rattler Card, students must present a valid picture ID (i.e., driver's license, passport, etc.) Students are required to carry their Rattler cards and to show them upon entering the building to gain further access to the facilities. The Rattler card is also necessary to borrow books from the law library.

Public Transportation

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

LYNX is Central Florida's regional transit authority. The main downtown bus terminal for the LYNX Transportation system is located just 4 ½ blocks from the law school. LYNX buses travel on more than 50 routes and offer service seven days a week, 365 days a year. Contact the LYNX Customer Service

Center at (407) 841-8240 for information regarding schedules and rates. Information regarding LYNX also is available at <https://www.golynx.com/>.

In addition, LYNX operates LYMMO, a courtesy bus circulator that transports riders throughout the downtown Orlando area, traveling from the Amelia Street Garage to Orlando's City Hall and back. The LYMMO currently has a designated stop at the College of Law. Buses are free and run every 5-10 minutes on weekdays. Service hours vary on weekends and during special events.

SunRail is the area's local rail service system. SunRail currently operates over 49 miles with 16 stations through Volusia, Seminole, Orange, and Osceola counties. SunRail has several stations within walking distance of the law school.

For more detailed information, please visit <https://www.orlando.gov/Parking-Transportation>.

Telephone Access

All telephones within the library, administrative or faculty offices are for staff use only.

Mobile Phones, Smart Watches, Tablets, and Other Electronic Devices

To maintain a professional atmosphere in which members of the law school community can effectively learn and study, all mobile phones, smart watches, tablets, and other electronic devices must be kept silent or turned off while in classrooms, the law library, and the courtroom.

Except as specifically approved in writing by a faculty member or required as reasonable accommodation for students with disabilities, students are prohibited from bringing mobile phones, smart watches, tablets, programmable calculators, cameras, scanning or document imaging devices, or any other electronic communications devices into examination rooms.

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 add/drop period. Failure to pay fees will result in the cancellation of the student's schedule.

Audio-Visual Recording of Lectures or Presentations

As provided in [Florida Statutes Section 1004.097](#), a student may record a class lecture for the following purposes:

- For the student's own personal educational use;
- In connection with a complaint to the University where the recording was made; or
- As evidence in, or in preparation for, a criminal or civil proceeding.

A recorded lecture may not be published without the consent of the lecturer.

Student Records Release

All students are provided certain protections concerning the confidentiality of their educational records. Education records as defined by 20 USCS Section 1232g, Family Educational Rights and Privacy Act of 1974 (FERPA), 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 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 Registrar of this decision prior to the first day of classes for any applicable term. Once made, the decision will remain in effect until the Office of the University Registrar and the College of Law Registrar receives written notification to the contrary.

Change of Address

All students must indicate their current permanent address, local address, and emergency contact information at the time of enrollment. Pursuant to FAMU Regulation 2.012(27), 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. Students are responsible for keeping the College of Law Registrar informed in writing of their current mailing address. The mailing address of a student on record in the College of Law Registrar's Office will be used to give notification in writing.

Notices

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

Children on Campus

Unsupervised children are not allowed on campus. Students are expected to arrange for their personal childcare in such a manner as to prevent the involvement of the University. The University assumes no responsibility for the supervision of the children of students. Students may not bring to class or leave children unattended on the University campus.

Children may be allowed on campus when the best interest of the University is served (i.e., to meet requirements of instructional programs, to attend University-scheduled events and/or activities open to the public or other approved functions).

Service Animals on Campus

As defined by Florida Statute 413.08, a service animal is an animal that is trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. See FS 413.08(d) for definitions on the work or tasks a service animal can perform.

Accommodations can be made for Service Animals. Students with disabilities desiring to use a service animal on campus must contact the Equal Opportunity Programs staff at 674 Gamble Street, Tallahassee, Florida 32307, (850)-599-3076) and the Center for Disability Access and Resources (CeDAR) staff to register as a student with documented disability.

A student with a service animal is responsible for the following:

- Full control of the animal at all times;
- Full liability for the behavior and supervision of the animal;
- Any damage that the animal may cause;
- Care and supervision of the animal;
- Properly disposing of all animal waste; and
- To ensure that the animal is not disruptive to any program, service, learning environment, or College activity.

Law school administrators may ask the handler if the animal is required as an accommodation to a disability and what task or work the animal is trained to perform. The administrator may not ask for training documentation, licenses, nor the nature or extent of the individual's disability.

The College may remove any animal from the premises, including a service animal, if:

- The animal is out of control and the student does not take effective action to control it.
- The animal is not housebroken.
- The animal's behavior poses a direct threat to the health and safety of others.

Emotional Support Animals on Campus

There is much confusion about the role of ESAs, and they are often mistaken for Service Animals. ESAs are not considered service animals under the Americans with Disabilities Act. ESAs do not have special training to perform specific tasks that assist people with disabilities.

Unlike a service animal that has access to public places where pets are not typically allowed, an ESA has limited access to places of public accommodation. ESAs are not allowed in classrooms, campus buildings, common rooms or areas in the residence halls, or campus events.

COLLEGE OF LAW DEPARTMENTS AND SERVICES

Office of Advancement and Alumni Affairs

Mildred Graham (mildred.graham@famu.edu)

Executive Director of Community Relations

Location: First Floor, Advancement Suite

(407) 254-3206

Claudine Beale

Associate Director for Alumni Affairs

Location: First Floor, Advancement Suite

(407) 254-3266

Robin Holmes

Assistant Director for University Relations

Coordinator for Advancement and Alumni Affairs

Location: First Floor, Advancement Suite

(407) 254-3290

The Office of Advancement and Alumni Affairs is generally responsible for projecting and maintaining a positive image for the College of Law, through four main areas:

(1) Communications and Marketing

- Internal communications, including design and publication of FAMU Law News; Rattlers for Justice monthly newsletter; television monitors (The Docket); Bulletin Boards, etc.
- Graphic design of posters, invitations, flyers, and official documents
- Publication coordination and production
- Photography coordination for events, programs, and headshots
- Marketing administration, including advertising design and development

(2) Fundraising and Development

- Fundraising campaigns for scholarships, events, and law school activities
- Scholarship Endowment administration
- Student Organization Foundation Account management, including deposits and reimbursements
- Student Organization Fundraising
- Grant development, writing and management of public and private grants
- Prospect identification and cultivation
- Donor relations, including gift management and administration through database
- Dean's Advisory Council

(3) Media Relations and External Affairs

- External communications, including press releases, media management, student spotlights and success stories, as well as faculty/staff promotion and media appearances
- Video production, including Legal Connections television
- Web content creation and management
- Social media coordination
- Community Partnership management

(4) Special Events and Alumni Affairs

- Logistics coordination for non-academic events, including hooding ceremony, alumni and CLE events, and external events
- Room Scheduling and Campus Calendar coordination
- Catering management for law school events, including new student orientation, faculty recruiting and academic events such as seminars, lectures, etc.
- Database management of alumni, including living alumni from the original College of Law, 1,500-plus recent COL graduates and university alumni
- Alumni communications and networking events

CONTACT INFORMATION:

Office of Advancement and Alumni Affairs
 Florida A&M University College of Law
 201 FAMU Law Lane
 Third Floor Dean's Suite
 Orlando, Florida 32801
 Office: (407) 254-3206

Hours of Operation:

Monday - Friday: 8:00 a.m. – 5:00 p.m.

Office of Admissions and Recruitment

Erika Hill (erika.hill@famu.edu)

Director of Law Admissions

Location: Third Floor, Room 324

The Office of Admissions and Recruitment develops and administers programs for recruitment and the evaluation of applicants for admission. The Florida A&M University College of Law seeks diligent, hardworking students with a broad array of talents and experiences who demonstrate both an exceptional aptitude for the study of law and a strong history of, or commitment to public service. Selection for admission is based on a thorough evaluation of all factors in an applicant's file. In reviewing the applications of individuals applying for admission to the College of Law, the Admissions Committee considered a multitude of factors, including:

- Law School Admission Test (LSAT) score
- Cumulative undergraduate grade point average (UGPA)
- Writing ability and as evidenced by the LSAT writing sample and personal statement
- The academic reputation of the applicant's undergraduate and/or graduate institution
- The academic rigor of an applicant's undergraduate and/or graduate major(s)
- Record of community or public service
- Academic honors and personal achievements
- Work experience
- Extra-curricular activities
- Letters of recommendation
- Evidence of an applicant's motivation, character, and fitness for the practice of law

A limited number of scholarships are available through the College of Law for entering students enrolled at the law school. Most aid is awarded to new 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.

CONTACT INFORMATION:

Office of Admissions and Recruitment
Florida A&M University College of Law
201 FAMU Law Lane
Third Floor, Room 324
Orlando, FL 32801
Office: (407) 254-3286
Fax: (407) 254-2455

Hours of Operation:

Monday - Friday: 8:00 a.m. – 5:00 p.m.

Career Planning and Professional Development

Randolph C. Reliford (randolph.reliford@famuedu)

Assistant Dean for Career Planning & Professional Development

Location: Room 149

The Office of Career Planning and Professional Development (CPPD) is a comprehensive resource center, designed to assist students and alumni in every phase of their career planning process. The CPPD serves as a professional employment and preparation resource, offering year-round service to students, alumni, and employers.

The Office is committed to advising and assisting students with job searches and professional skills development. A list of services includes:

- **12Twenty:** 12Twenty is an online platform designed to assist in your career planning and professional development. Students and alumni have access to post resumes and cover letters for review and feedback. Students and alumni may register for job fairs and sign up for on-campus interviews (OCI) with various employers. Additionally, students and alumni have access to job postings and information about all other programs and events conducted through the office.
- **Individual Counseling:** Career counselors are available, by appointment, to meet with students and alumni to offer suggestions for drafting an effective resume and cover letter, to assist in developing an effective job search and to provide insight on exploring available career opportunities. To make appointments, students may stop into the office, use the scheduling feature in 12Twenty, or email the office. The office also accepts walk-in appointments as necessary.
- **Programming:** Throughout the year, workshops on resume and cover letter writing, networking, job search strategies, interviewing techniques and how to dress for success are offered. In addition, panel presentations by practitioners on different practice areas and topics are offered for professional development. CPPD also provides opportunities to network with professionals.
- **On-Campus Interview (OCI) Program:** Students may have the opportunity to interview with potential employers through CPPD. Employers are invited on campus to interview students for positions as law clerks, interns, summer associates, first year associates, and more.
- **Mock Interviews:** Students may have an opportunity to prepare for upcoming interviews through mock interviews. The students will be given feedback to improve their interviewing skills.
- **Employment Opportunities:** Employment opportunities are regularly posted in our online platforms and emailed in newsletters.

- **Reciprocity:** Reciprocity opportunities may be available to students and alumni searching for employment in other jurisdictions. If reciprocity is granted, students and alumni will have access to resources from other Career Planning offices around the state and country. For reciprocity access, requests must be made through CPPD.
- **Publications and Books:** Relevant employment and career search publications are located in the law library on the 4th floor and in the office common area. Subscriptions to the Government Honors & Internship Handbook, Public Policy Handbook, PSJD, and other career planning resources are available online.
- **Job and Career Fairs:** The College of Law participates in various recruitment programs in Florida and across the country. Information about such programs will be posted on 12Twenty and on the bulletin board in the office common area.
- **Other Resources:** Students and alumni have access to computer, printer, fax machine and copier for use in their job search only. Resume paper is also available upon request.

CONTACT INFORMATION:

Office of Career Planning and Professional Development
 Florida A&M University College of Law
 201 FAMU Law Lane
 Room 147
 Orlando, FL 32801
 Office: (407) 254-3212
 Fax: (407) 254-2455

Hours of Operation:

Monday – Tuesday – Thursday – Friday: 8:00 a.m. – 5:00 p.m.
 Wednesday: 8:00 a.m. – 6:00 p.m.

Office of Financial Aid

Tocoa Hampton (tocoa.hampton@famu.edu)

Director of Law Financial Aid

Location: First Floor, Room 143

The Florida A&M University College of Law offers a comprehensive financial aid program that includes institutional scholarships and federal loan programs to help eligible students meet the expenses associated with attaining a legal education. All students are required to complete a Free Application for Federal Student Aid (FAFSA). Funds are awarded and administered by the Office of Financial Aid at the College of Law in conjunction with the University's Office of Financial Aid.

A limited number of institutional scholarships are available to students entering the College of Law those scholarships are administered through Admissions. All admitted students are automatically considered for available scholarships. A separate scholarship application is not needed. Additional donor scholarships that can be applied for are listed on the scholarship listing link on the Financial Aid College of Law Scholarship webpage. For most students, federally sponsored student loans will be the most common type of financial aid available.

Students who anticipate receiving any form of financial aid, including federally funded student loans must complete either: 1) the U.S. Department of Education RENEWAL Free Application for Federal Student Aid, or 2) a standard FAFSA form. The information submitted on this application will determine your eligibility for loans under both the Federal Loan programs. To obtain the FAFSA online, please visit the [Federal Student Aid](#) website. The school code for FAMU is 001480.

Applicants who intend to apply for financial aid may contact the College of Law Financial Aid Office directly at (407) 254-3232 or 407-254-4004 for more information and assistance. Applicants are encouraged to begin the financial aid application process early. FAFSA open each year October 1st.

For answers to questions specific to the financial aid process at the College of Law, please visit [Financial Aid](#). For additional financial aid information, please visit the [University's financial aid website](#).

CONTACT INFORMATION:

Office of Law School Financial Aid
Florida A&M University College of Law
201 FAMU Law Lane
Room 143
Orlando, FL 32801
Office: (407) 254-4032
Fax: (407) 254-2455

Hours of Operation:

Monday – Tuesday – Thursday – Friday: 8:00 a.m. – 5:00 p.m.
Wednesday: 8:00 a.m. – 6:00 p.m.

Office of Information Technology

Theodore Greer (theodore.greer@famuedu)

Director of Information Technology Services

Location: First Floor, Suite 110

The Department of Information Technology develops and maintains the College of Law's computer facilities (hardware and software). The Department supports the planning, evaluation, securing, development and maintenance of computer applications and systems to facilitate efficiency in performance of computing operations.

A list of the current services is below:

- WiFi Network Access
- Computer Lab
- Free Anti-Virus Software
- Email Services
- Free Computer Diagnostic
- Video Conferencing
- Video Recording and Duplication Services

CONTACT INFORMATION:

Office of Information Technology
Florida A&M University College of Law
201 FAMU Law Lane
Room 110 (Day)
Library 3rd Floor Computer Lab (Evenings) Orlando, FL 32801
Office: (407) 254-3270

Hours of Operation:

Monday –Thursday: 8:00 a.m. – 8:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.

Office of the Registrar

Sonja Boles-Melvin (sonja.boles@famuedu)

College of Law Registrar

Fernanda Kavanagh (fernanda.kavanagh@famuedu)

Assistant Director

Location: Room 162

The College of Law Registrar is the custodian of all student records. The Registrar's Office is responsible for registration, grading processes, letters of good standing, bar certifications, enrollment verification, deferment form processing, V.A. certification, official withdrawals, graduation certification, and the administration of final examinations including the distribution of anonymous examination numbers each semester. General law school policies and procedures, as well as information regarding registration, class schedules, and graduation may be obtained from the Registrar's Office.

The University's student web interface is called **iRattler** and serves as the University's umbrella system for all student administrative related functions including Registration, Student Accounts, Student Records, and Financial Aid. The **iRattler** system features self-service options for students that enable students to enroll in classes, change address and phone information, view a University bill, accept/decline financial aid, and view course schedules, grades, and transcript information.

All questions and concerns should be sent to RegistrarCOL@famuedu.

CONTACT INFORMATION:

Office of the Registrar

Florida A&M University College of Law

201 FAMU Law Lane

Orlando, FL 32801

Email: RegistrarCOL@famuedu

Office: (407) 254-3287 or (407) 254-3279

FAX: (407) 254-3221

Hours of Operation:

Monday – Tuesday: 8:30 a.m. - 5:00 p.m.

Wednesday: 8:30 a.m.- 6:00 p.m.

Thursday - Friday: 8:30 a.m. – 5:00 p.m.

Hours of operation for the Registrar's Office vary at peak times of the semester (i.e., final exam sessions, Registration, add/drop, etc.). If you are traveling to conduct business at the Registrar's Office, please contact the office first to confirm the hours of operation.

Office of Student Affairs

Nick Jones (nicholas.jones@famuedu)

Assistant Dean of Student Affairs

Location: Room 142 C

The Assistant Dean of Student Affairs is responsible for all aspects of the Office of Student Affairs, which includes support for students from Orientation through Commencement. The Department of Student Affairs is focused on providing exceptional services, facilities, programs, and experiences that enrich student learning and development, foster an inclusive campus community, and promote the core values in support of the educational mission of the Florida A&M University College of Law.

The Office of Student Affairs works with students regarding a wide range of matters affecting student life, including existing student organizations, and assisting students who wish to start a new organization. In addition, other functions relating to the Office of Student Affairs include program development; academic and personal advising; oversight of accommodations of students with disabilities; oversight of examination administration for accommodated and rescheduled examinations; review of student conduct issues; assisting College of Law students with mandatory health insurance; and assigning lockers.

The holistic health of the College of Law student is a primary concern for the Student Affairs staff.

CONTACT INFORMATION:

Office of Student Affairs
Florida A&M University College of Law
201 FAMU Law Lane
Room 142
Orlando, FL 32801
Office: (407) 254-3218
Fax: (407) 254-2455

Hours of Operation:

Monday – Friday: 8:00 a.m. – 5:00 p.m.
Wednesday: 9:00 a.m. – 6:30 p.m.

Office of Mental Health Counseling

The mission of the Office of Counseling Services is to increase students' academic success, self-awareness, and knowledge of potential growth and challenges of collegiate experiences through outreach, counseling, consultation, and crisis intervention. The Office of Counseling Services exemplifies and seeks to foster within those whom they serve the following values: courage, diversity, ethics, excellence, respect, scholarship, and service.

Services Available:

- Counseling (individual, group, and family)
- Workshops and presentations
- Self-help information
- Community outreach
- Psychiatric consultation
- Graduate Clinical Internships

All services offered by the Office of Counseling Services are free for currently enrolled students and Bar-Takers. Students may have up to twelve counseling sessions per semester.

CONTACT INFORMATION:

Office of Mental Health Counseling
Florida A&M University
Virtual Resources
Tallahassee, FL 32307
Office: (850) 599-3145

Hours of Operation:

Monday – Friday: 8:00 a.m. – 5:00 p.m.

Wednesday: 9:00 a.m. – 7:00 p.m.

For After-hours call Well-Connect at (800) 326-6142 (School Code: FAMU).

ACADEMIC SUCCESS AND ACADEMIC ADVISING

Academic Success and Bar Preparation Program

Eurilynne Williams (eurilynne.williams@famu.edu)

Interim Director and Instructor

Room 335B, (407) 254-4002

Marlese Wells (marlese.wells@famu.edu)

Instructor and Interim Assistant Director

Room 335A, (407) 254-4045

The mission of the Academic Success and Bar Preparation Program is to help students achieve academic success through critical skills training that will transcend the law school experience and directly impact upon their preparedness to pass the bar and to become competent legal professionals.

The Academic Success and Bar Preparation Program (ASBP) is aimed at enhancing our students' analytical and critical thinking skills and ability to pass the Bar Examination by strengthening students' reading comprehension, issue-spotting, legal analysis, test-taking, course outlining, time management, stress management, and study skills through comprehensive critical skills courses and bar preparation workshops. ASBP offers two courses, one designed specifically for first year law students while the other course is designed for upper-level law students. Additionally, the ASBP faculty holds office hours to increase accessibility for students who desire one-on-one assistance with academic or bar preparation issues. Furthermore, supplemental reading materials and study aids are available at no charge to students in the FAMU Law Library Reserve Collection on the first floor of the library.

In addition, ASBP provides individualized structure and support for FAMU graduates who are taking the bar exam in Florida or other jurisdictions. The bar preparation program is free, available to all full-time and part-time students, begins during orientation, continues throughout law school matriculation, follows after students graduate, and continues to the bar examination.

CONTACT INFORMATION:

Office of Academic Success and Bar Preparation

Florida A&M University College of Law

201 FAMU Law Lane

Orlando, FL 32801

Office: (407) 254-3264

Faculty Advisors

The College of Law faculty is committed to students' educational and professional growth. Faculty will be accessible to students both during class and office hours. In addition, the College of Law assigns each student a faculty advisor for the current academic year. Advising assignments are updated annually.

The Associate Dean for Academic Affairs also is available to advise students on academic matters. Students can drop in during the Associate Dean's office hours or schedule an appointment for advising.

ACADEMIC POLICIES AND RULES

Requirements for the Juris Doctor Degree

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

- Successfully complete all required courses;
- Successfully complete at least 90 semester credit hours of course work;
- Earn no more than 30 semester credit hours at any other law school;
- Satisfy the Upper-Level Writing Requirement;
- Satisfy the Experiential Learning Requirement;
- Earn a cumulative and semester grade point average of 2.00 or higher;
- Successfully complete at least 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction; and
- Be approved by the College of Law faculty.

The College of Law prohibits granting of credit towards a J.D. for course work taken prior to matriculation in a law school. The prohibition includes pre-law program courses. The maximum period for a full-time law student to complete requirements for a J.D. degree is five (5) years. The maximum period for a part-time law student to complete requirements for a J.D. degree is six (6) years. The minimum period for any student to complete the requirements is twenty-four (24) months.

Reliability, Character, and Fitness

In determining whether to approve a student for the J. D. degree, the College of Law Dean and faculty will take into account the candidate's general reliability, character, and fitness. Honesty and integrity are core values of the College of Law and the legal profession. You play a key role in maintaining the accuracy and completeness of your permanent law school student record. The application for admission is part of your permanent record, and we may present it to law examiners when you seek admission to a state bar. You are responsible for ensuring that your law school application is complete and accurate. Omissions and inaccuracies can raise questions about your character and fitness to practice law.

If you determine your application is inaccurate or incomplete, you may submit a written request to amend your law school admissions application to the College of Law. Similarly, you have an ongoing obligation to report any incidents relevant to the character and fitness process that occur after you submit your law school application. Students who wish to amend their law school record may initiate the process through the College of Law Registrar's Office.

Misrepresentations and omissions of information on the Law School application and delays in amending an application may be grounds for discipline and/or expulsion. Misrepresentations and omissions of information on the Law School application are reported to Bar authorities and may be grounds for denial of admission to the Bar.

State Employee Registration-Tuition Waiver Program

State Employees who are granted fee waivers may register for six (6) credit hours on a “space available basis only.” (F.S. 1009.265)

Students employed by the State of Florida and eligible to use the State Employee Tuition Waiver form may submit their completed and approved State Employee Tuition Waiver Form to RegistrarCOL@famu.edu after enrolling in the semester. The State Employee Tuition Waiver Program covers in-state tuition up to six (6) credit hours. Florida A&M University College of Law Tuition Waiver form can be downloaded from the College of Law Registrar’s webpage.

The designated registration period for State Employees is the add/drop week, and the specific dates are listed on the College of Law Academic Calendar. Attempts to register at any other time will impact the opportunity to use the waiver for the semester, and you will be responsible for paying the tuition and fees through different payment options (i.e., financial aid or self-payment).

State Employees may only register for courses approved by their immediate supervisor, agency head, and Florida A&M University.

Application for Graduation

Applications for graduation are accepted each semester or term (Fall, Spring, Summer) in which all the requirements for the Juris Doctor (JD) degree are met. To be eligible to graduate, students must complete all degree requirements (including transfer credits) in the semester or term they intend to graduate and apply for graduation by the application deadline. Students are responsible for:

- reviewing their transcript;
- comparing the courses taken and credits earned with the course requirements outlined in the College of Law Student Handbook; and
- completing a self-audit to verify that all requirements for the award of a Juris Doctor (JD) degree are met before submitting a graduation application.

The graduation application indicator allows students to submit a graduation application in the iRattler student system, but the graduation application indicator does not confirm that all requirements for graduation are met. Approval for certification of degree requirements is conducted after all final grades are submitted and posted to official records. Students who do not satisfy all requirements for graduation must reapply in the subsequent semester or term.

Graduation Course Load

Any student in their graduating semester who needs less than the required course load to complete their program in the last semester should contact the College of Law Registrar’s Office to request a reduced course load for graduation purposes.

Classification of Law Students

1L (P1) – earned 0 to 30 semester hours

2L (P2) – earned 31 to 60 semester hours

3L (P3) – earned 61 to 90 semester hours

Required Curriculum

Required Courses

All students must pass all the courses and satisfy the requirements listed below:

- Appellate Advocacy (*required for students entering in Fall 2021 or later*)
- Business Organizations
- Civil Procedure
- Constitutional Law I
- Constitutional Law II
- Contracts
- Criminal Law
- Evidence
- Introduction to Analytical Skills I
- Introduction to Analytical Skills II
- Legal Research and Writing I
- Legal Research and Writing II
- Professional Responsibility
- Property
- Torts
- Experiential Learning Requirement (requires a minimum of six (6) credits in simulation courses, law clinics, or field placement)
- Upper-Level Writing Requirement

Additional Requirements For Students with a Cumulative Grade Point Average Below 2.7 After Completion of the Foundational Curriculum

Additional requirements apply to students who earn a cumulative grade point average below 2.7 after completing the foundational curriculum. The foundational curriculum consists of the following courses: Civil Procedure, Constitutional Law I, Contracts, Criminal Law, Property, Torts, Legal Research and Writing I, Legal Research and Writing II, Introduction to Analytical Skills I, and Introduction to Analytical Skills II.

This requirement does not apply to students who began their studies at the College of Law in Fall 2020 or earlier.

The additional requirements are set forth beginning on page 47.

Sequencing for Required Courses

Full-Time Program

Full-time students must enroll within their registered program for first year required courses. Except as provided below, full-time students have registration priority for day sections of all other courses and may enroll in evening courses on a space available basis during the open registration period.

First Year Required Courses (Foundational Curriculum)

First year students in the full-time program are required to take the courses in the foundational curriculum in the sequence set forth below. The College of Law assigns students to sections for courses in the foundational courses. First-year students may not make changes to their assigned course schedules or assigned sections.

Fall Semester	
Courses	Credit Hours
Civil Procedure	4
Criminal Law	3
Introduction to Analytical Skills I	1
Legal Research and Writing I	3
Torts	4
Total Credits	15

Spring Semester	
Courses	Credit Hours
Contracts	4
Introduction to Analytical Skills II	1
Legal Research and Writing II	3
Property	4
Constitutional Law I	3
Total Credits	15

Upper-Level Required Courses

Students must complete the upper-level required courses and requirements listed below.

Courses	Credit Hours
Appellate Advocacy (<i>required for students entering in Fall 2021 or later</i>)	2
Constitutional Law II	3
Evidence	4
Professional Responsibility	2
Business Organizations	4
Experiential Course(s)	6

Sequencing of Upper-Level Required Courses

Second Year, Fall Semester

Students **must** enroll in the following courses in the fall semester of the second year of study:

- Constitutional Law II
- Evidence

Second Year

- Professional Responsibility

Second Year *or* Third Year

- Appellate Advocacy (*required for students entering in Fall 2021 or later*)
- Business Organizations

NOTE: All students must satisfy the Experiential Learning Requirement and Upper-Level Writing Requirement (see pages 47 - 48)

Part-Time Program

Part-time students must enroll within their registered program for first year required courses and required courses scheduled in the second-year fall semester. Except as provided below, part-time students have registration priority for evening sections of all other courses and may enroll in courses offered during the day on a space available basis during the open registration period.

Part-time students are required to attend classes in the fall semester, spring semester, and the summer term.

First And Second Year Required Courses (Foundational Curriculum)

Students in the part-time program take the foundational curriculum courses over the course of the first year of study and the fall semester of the second year. The College of Law assigns students to sections for courses in the foundational curriculum. Students may not make changes to their assigned required course schedules or assigned sections.

The required sequence for the foundational curriculum is set forth below.

Fall Semester	
Courses	Credit Hours
Contracts or Torts	4
Introduction to Analytical Skills I	1
Legal Research and Writing I	3
Total Credits	8

Spring Semester	
Courses	Credit Hours
Civil Procedure	4
Introduction to Analytical Skills II	3
Legal Research and Writing II	1
Criminal Law	3
Total Credits	11

(Students may not enroll in elective courses in the first-year fall or spring semesters.)

Summer Term	
Required courses as offered; elective courses	
Total Credits	4-8

(Students may enroll in elective courses during the summer term of the first year.)

Appellate Advocacy and/or Professional Responsibility may be offered during the summer term of the first year. In the event Professional Responsibility is offered during the summer term, first year part-time students must enroll in Professional Responsibility. In the event Appellate Advocacy is offered during the summer term, first year part-time students are encouraged – but not required – to enroll if seats are available.

Fall Semester Second Year

Fall Semester	
Courses	Credit Hours
Constitutional Law I	3
Contracts	4
Property	4
Total Credits	11

Upper-Level Required Courses

Students must complete the upper-level required courses and requirements listed below.

Spring Semester	
Courses	Credit Hours
Constitutional Law II	3
Evidence	4
Professional Responsibility (if not offered in the summer of the first year)	2
Total Required Credits <i>(Students <u>may</u> enroll in an elective course during the Spring semester of the second year.)</i>	9

Second Year *or* Third Year

- Appellate Advocacy (*required for students entering in Fall 2021 or later*)
- Business Organizations

NOTE: All students must satisfy the Experiential Learning Requirement and Upper-Level Writing Requirement (see pages 47 - 48)

Upper-Level Writing and Experiential Learning Requirements

Upper-Level Writing Requirement

All students must satisfy the Upper-Level Writing Requirement. Students may satisfy the requirement with a research paper as part of a seminar, an approved advanced drafting course, an approved two (2) credit independent research paper, or through a note written by a FAMU Law Review member accepted for publication in a co-curricular law school journal as certified by the law review faculty advisor for the FAMU College of Law.

A **Florida A&M University College of Law full-time faculty member** must supervise independent research projects and all research papers. Adjunct faculty members are not eligible to supervise independent research projects or research papers to satisfy this requirement. Advanced drafting courses that satisfy this requirement fall in the following categories: transactional legal drafting, litigation-oriented legal drafting, legislative drafting, and appellate legal drafting (the required Appellate Advocacy course is not an advanced drafting course that satisfies the Upper-Level Writing Requirement). The faculty member must certify that the student's work product satisfies the Upper-Level Writing Requirement in the semester the grade is recorded and submit the certification form to the College of Law Registrar's office.

Drafting courses may satisfy either the Experiential Learning Requirement or the Upper-Level Writing Requirement but not both. Written work approved for satisfaction of the Upper-Level Writing Requirement must earn a grade of B- or above and must meet the minimum standards listed below.

Requirements for advanced drafting courses

- Length of writings - in combination, the final versions of work product must exceed 25 pages in length. The number of writing projects may vary depending on the type of course (e.g., a litigation drafting course might have five or more instruments, while an appellate drafting course might have one to three).
- A significant portion of the writing must be reviewed by the instructor and reworked by the student in one or more revised drafts.
- The written work must be of the nature that a lawyer practicing in the field would prepare.

Requirements for Research Papers

The research paper must be a minimum of 25 pages in length including footnotes, and the paper must meet all the standards listed below, as certified by the faculty supervisor of the paper in the semester the paper is completed:

- Significant analytical paper;

- Reflects substantial legal research;
- Contains original thought;
- Displays proper writing style; and
- Uses correct citation form.

Students may not satisfy the Upper-Level Writing Requirement based on work done at any other institution under any circumstances.

Experiential Learning Requirement

Every student must complete six (6) credit hours of experiential learning. Credits earned in legal clinics, the field placement program, or simulation courses may be used to satisfy the Experiential Learning Requirement.

Simulation Courses

A simulation course provides students with experience reasonably similar to a lawyer advising or representing clients, working with sets of facts and circumstances devised by a faculty member. The College of Law regularly offers the following simulation courses which are designated as courses that count toward satisfaction of the Experiential Learning Requirement.

- Advanced Trial Practice
- Contract Drafting
- Domestic Violence Workshop
- Environmental Practice Workshop
- Interviewing, Counseling, and Negotiation
- Law Office Management
- Mediation Theory and Practice
- Pretrial Practice Workshop
- Trial Practice

In addition, the College of Law may offer other courses that may satisfy the Experiential Learning Requirement. The Associate Dean for Academic Affairs may designate additional courses as meeting the Experiential Learning Requirement on a case-by-case basis where the course meets the ABA standards for experiential learning.

Students are not permitted to use any one course to satisfy more than one requirement. Consequently, although a course offered may satisfy either the Upper-Level Writing Requirement or qualify as an experiential course, a student cannot use that one course to satisfy both the Upper-Level Writing requirement AND the Experiential Learning Requirement.

Field Placements

Field Placements offer students semester-long opportunities to leave the traditional classroom setting and, under supervision of a clinic faculty member and licensed attorney at an approved site, engage directly in legal work. Students may receive up to four (4) credits during the fall and spring semesters,

and up to six (6) credits in the summer term. Enrollment requires clinic faculty approval. Students can earn no more than nine (9) total Field Placement credits.

The Field Placement course requires both direct legal work at the placement site and a seminar that requires submission of weekly time logs, written assignments, and class attendance and participation. Students must timely complete both on-site hours required and all seminar assignments to earn credit for a Field Placement. The Clinic maintains a list of Field Placement sites that regularly host externs from FAMU. All Field Placement sites must be approved by the Clinic Director. Students wishing to enroll in Field Placement must have successfully completed Professional Responsibility.

Legal Clinics

The Legal Clinical Program offers eligible upper-level law students the opportunity to serve traditionally underserved clients under the supervision of a faculty admitted to practice law. There currently are three in-house clinics:

- Mediation
- Guardian Ad Litem
- Economic Justice

Students wishing to participate in any Legal Clinic must have completed 48 credit hours, including Professional Responsibility, and an application. The required application is available from the Legal Clinic. Students applying for Legal Clinics will be subject to a character and fitness evaluation.

Certified Legal Intern

The College of Law strongly recommends that students interest in enrolling in a clinic or field placement become a Certified Legal Intern (“CLI”) pursuant to the requirements of the **Student Practice Rule** of the Florida Bar. Students who become certified and are enrolled in a FAMU Legal Clinic or in Field Placement at a CLI-approved site can appear and argue in court, sign legal documents, and handle a range of case advocacy and litigation responsibilities.

For further information on experiential learning at the College of Law, please see the website at <https://law.famu.edu/students/current/experiential-education.php>. If you have questions or would like more information regarding CLI, Law Clinics, and Field Placement, please contact Professor Mark Dorosin, Director of Legal Clinic and Field Placements at mark.dorosin@famuedu or 407-254-4043.

Additional Requirement for Students Who Earn a Cumulative Grade Point Average Below 2.7 After Completion of the Foundational Curriculum

Students with a cumulative grade point average below 2.7 after completion of the foundational curriculum (“foundational GPA cohort”) must complete additional requirements to earn the J.D. degree. These requirements include prescribed courses, intensive advising, and advisor approval of course schedules prior to registration.

Required Additional Course Work – Cumulative GPA Below 2.7 After Foundational Curriculum

Specific Courses in Bar-Tested Subject Matter

Students in the foundational GPA cohort must take the following courses:

- Criminal Procedure Survey – 3 credit hours.
- Multistate Bar Law and Skills – 4 credit hours
- Florida Bar Law and Skills – 4 credit hours (appropriate subject matter substitutions may be made for students who do not intend to take the bar examination in Florida)

Students who do not intend to take the bar examination in Florida may substitute an appropriate course in lieu of Florida Bar Law and Skills, subject to advisor approval.

Courses in Other Bar-Tested Subjects

In addition to the three courses specified in the previous section, students in the foundational GPA cohort must take a minimum of three additional courses in bar-tested subject matter. The list currently includes the courses listed below.

Course	Credit Hours
Advanced Torts: Dignitary and Economic Harms	3
Constitutional Law: First Amendment	3
Criminal Procedure: Pretrial	3
Family Law	3
Florida Constitutional Law	2
Florida Practice	3
Payment Systems	3
Products Liability	3
Real Estate Law	3
Remedies	3
Sales	2
Secured Transactions	3
Trusts and Fiduciary Administration	3
Wills and Estates	3

Over time, the list of courses may change based on changes in the areas tested on the bar exam.

Analytical Skills Modules

Students in the foundational GPA cohort are required to complete Advanced Analytical Skills modules (non-credit bearing).

Advising and Course Schedule Approval

Students in the foundational GPA cohort will be assigned an advisor who is a member of the Academic Success and Bar Preparation Program faculty or who is one of the faculty deans. Students in the foundational GPA cohort must obtain their advisor's approval of course schedules before registering for classes and must obtain their advisor's approval to add or drop classes during open registration or the add/drop period.

Elective Courses in Bar-Tested Subject Matter Areas

The elective courses listed below cover subject matter tested on the Florida Bar Examination. Faculty advisors, Academic Success and Bar Preparation faculty, the Associate Dean for Academic Affairs, or the Associate Dean for Student Learning and Assessment can guide students in determining the bar-tested subjects to take to be ready for the bar examination and for their careers.

Advanced Torts: Dignitary and Economic Harms	3
Criminal Procedure: Pretrial	3
Criminal Procedure Survey	3
Constitutional Law: First Amendment	3
Family Law	3
Florida Bar Law and Skills	4
Florida Constitutional Law	2
Florida Practice	2
Multistate Bar Law and Skills	4
Payment Systems (covers Article 3 of the UCC)	3
Products Liability	3
Real Estate Law	3
Remedies	3
Sales (covers Article 2 of the UCC)	2
Secured Transactions (covers Article 9 of the UCC)	3
Trusts and Fiduciary Administration	3
Wills and Estates	3

Maximum and Minimum Course Loads

Full-Time Program

Fall and Spring Semester

No full-time student may register for more than sixteen (16) credit hours or less than twelve (12) credit hours in any Fall or Spring semester. This credit hour total includes any transient student credits in the same semester.

Summer Term

No full-time student may register for more than nine (9) credit hours in any Summer term. There is no minimum course load for full-time students in a Summer term, except as necessary to qualify for financial aid. Based on federal regulations, students must be enrolled at least half-time to be eligible for federal student aid. Consequently, all students seeking federal student aid during a Summer term must enroll in a minimum of four (4) credits to receive financial aid. This credit hour total includes any transient student credits in the same semester.

Part-Time Program

Fall and Spring Semester

No part-time student may register for more than eleven (11) credit hours or less than eight (8) credit hours in any Fall or Spring semester. This credit-hour total includes any transient student credits in the same semester.

Summer Term

No part-time student may register for more than nine (9) credit hours or less than four (4) credit hours in any Summer term. This credit-hour total includes any transient student credits in the same term.

NOTE: PART-TIME STUDENTS ARE REQUIRED TO ENROLL IN SUMMER TERM CLASSES.

Additional Credit Hour in Semester of Graduation

Fall or Spring Semester

Any full-time student scheduled to graduate in the fall or spring semester may enroll in 17 credit hours in the semester of graduation. Any part-time student seeking to use this maximum course load exception must make a timely request for a program change from part-time to full-time (see Transferring Between Day to Evening Program). **This credit-hour total includes any transient student credits in the same semester.**

Summer Term

Any student who is scheduled to graduate in the Summer term may enroll in ten (10) credit hours in the term of graduation. **Under no circumstances will a student be allowed to enroll in more than ten (10) credit hours in any Summer term. This credit-hour total includes any transient student credits in the same term.**

Credit Hour Policy

Under ABA Standard 310, a “credit hour” is an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time.” Interpretation 310-1 states “[f]or the purposes of this Standard, fifty minutes suffices for one hour of classroom or direct faculty instruction. An ‘hour’ for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.”

In accordance with ABA Standard 310, the College of Law defines a “credit hour” as an amount of work that reasonably approximates:

- 1) no less than an aggregate of 15 hours of classroom time or direct faculty instruction and an aggregate of 30 hours of out-of-class work per semester or term, or a total time of 45 hours per credit hour. As an example, for a three-credit course, as student will spend a minimum of 45 hours per semester in the classroom (including time spent completing a final exam) and an aggregate minimum of 90 hours of out-of-class work.
- 2) For other academic activities, including simulation courses, field placements clinical courses, moot court, law review, independent research, directed individualized study, competition teams, and research associates, a student must complete at least 45 hours of work per credit hour.

These requirements apply to coursework that extends over any period, including the fall semester, the spring semester, and the summer term.

For more information, please see the Credit Hour Policy on the College of Law website.

Registration

Students register for classes online via their iRattler account. Therefore, students are responsible for ensuring that their registration is correct. Students must also adhere to all deadlines listed on the College of Law Academic Calendar. This requirement includes the deadline to submit official transcripts in first year of law school. If the official transcript is not submitted by the deadline, your admission will be revoked.

First Year Students

First-year students are assigned to sections for all their Fall and Spring semester courses prior to the start of classes. First year students must enroll in the assigned sections of each course. First year students must remain enrolled in their assigned sections for the entire first year.

Requirement to Register

Any student who fails to register or fails to attend class by the end of the first week of any semester and has not been approved for a leave of absence will be presumed to have withdrawn from the College of Law. The student will be administratively withdrawn and may be required to reapply for admission.

Priority Registration by Appointment Times

The College of Law conducts Priority Registration prior to each term. After their first semester of attendance, students may register during Priority Registration. During the Priority Registration period, registration becomes available on designated appointment days based on credits earned and program (full-time or part-time). Students cannot register before their designated appointment day. After the designated appointment day, registration remains available through Open Enrollment, which begins immediately after Priority Registration and runs through the end of the Add/Drop period.

Student Priority Registration appointments are published in iRattler each semester or term.

Veterans Priority Registration

Florida Statutes 1004.075 requires,

“each Florida College System institution and state university that offers priority course registration for a segment of the student population to provide priority course registration for each veteran of the United States Armed Forces who is receiving GI Bill educational benefits or for the spouse or dependent children of the veteran to whom the GI Bill educational benefits have been transferred.”

The College of Law provides priority registration to Veterans and dependents with transfer benefits who provide proof of a military connection. Veteran priority registration assignments are inclusive of all priority appointments.

Priority Registration does not eliminate any student from adhering to all other registration policies and regulations.

Veteran Services Information

Veteran Students and Veteran Dependents using Veteran Affairs benefits are to provide a current Veteran Affairs Certificate of Eligibility (COE) and complete the Florida A&M University College of Law Certification Request for Veteran Benefits Form each semester and no later than the first day of classes for the intended enrollment term and submit documents to the College of Law Registrar's Office.

All forms may be found on the College of Law website at <https://law.famu.edu/college-of-law-registrar/forms.php>.

Delayed VA Payments

Veteran students with current COEs on file and appropriate certification documents are expected to pay tuition and fees by the published payment deadlines. These veteran students will not be restricted in any way due to the delay in receipt of benefits from the VA. Under S2248 PL 115-407 Section 103, Florida A& M University College of Law School Certifying Official Representative will assist

beneficiaries of Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill) in ensuring the delay of VA payments does not cause penalties such as late payment fees, denial of access to facilities, or other penalties up to 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Any portion of the student bill not covered by VA benefits is still expected to be settled by the payment due date as published in the College of Law Academic Calendar.

Add/Drop Procedures

First Year Students

First-year students may not make changes to their assigned course schedules or assigned sections.

Upper-Level Students

Upper-level students who decide to add, drop, or change their course schedule after registration for any course may do so until the last day of the add/drop period for the semester or term. (Refer to the published Academic Calendar for specific add/drop dates each semester). A student's ability to make changes is subject to the minimum and maximum number of credits required for the student's particular program. (See page 49, Minimum and Maximum Course Loads.)

After the add/drop period, students may no longer add a course. Additionally, if a student wishes to withdraw from a course after the add/drop period, the student must obtain written approval from the Associate Dean of Student Services and Administration on the appropriate form. If approved, the dropped course will be assigned a grade of "W" on the transcript, and students are fee liable for the course. The last day to drop a course in any given semester with a grade of "W" is published each semester on the Academic Calendar.

Attendance Policy

In accordance with Standard 308 of the American Bar Association for Approval of Law Schools, the College of Law shall adopt, publish, and adhere to sound academic standards, including those for regular class attendance, good standing, academic integrity, graduation, and dismissal.

Under the attendance policy adopted by the faculty of the College of Law, students must attend a minimum of 80% of the classes for each course. Any student who attends fewer than the 80% minimum of classes of a course will be administratively withdrawn and 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 must take attendance. It is the obligation of each student to ensure that his/her attendance has been recorded. Please note that a student registering or adding a course after classes have begun will be counted absent for classes missed prior to registering for the course.

Each student is responsible for maintaining his or her own records of attendance. As a courtesy, some faculty may have their program assistants keep attendance records for each class, and some may send absence notices when a student is approaching or has reached the maximum number of allowable absences. The fact that a program assistant did not have attendance records, or a courtesy notice was not sent or received will not relieve a student of the consequences of a violation of the attendance policy. Falsifying class attendance is a violation of the Student Code of Conduct.

The College of Law has no “excused absences.” The attendance requirement is a “no fault rule” – that is, the faculty member shall not take account of any medical or other excuses in computing the number of absences any student may have accumulated in the course. Students should not contact faculty members requesting an excused absence or a waiver of the attendance policy. Any communication regarding absences should be limited to questions regarding course materials. Please note the faculty member is not required to produce any materials missed due to an absence.

Upon a showing of compelling hardship and in exceptional circumstances, however, the Associate Dean for Student Services and Administration may relieve a student of the attendance requirement. Requests for relief from the attendance requirement must be submitted in a timely manner – ordinarily within three days of notification of excessive absences. The Associate Dean for Student Services and Administration may recommend the student be permitted to take the examination or give no relief, in their discretion. Under no circumstances will the Associate Dean be permitted to grant a waiver to any student who has missed more than 30% of the class sessions for any course.

Maximum Absences

Maximum Absences Fall and Spring Classes (13 weeks)			
Total Credits	Meetings per Week	Total Classes	Absences
2	1	13	3
2	2	26	5
3	1	13	3
3	2	26	5
3	3	39	8
4	1	13	3
4	2	26	5
4	3	39	8
4	4	52	10

Maximum Absences Summer Classes (9 weeks)			
Total Credits	Meetings per Week	Total Classes	Absences
2	1	9	2
2	2	18	4
3	1	9	2
3	2	18	4
3	3	27	6
4	1	9	2
4	2	18	4
4	3	27	6
4	4	36	8

Student Employment Recommendations

The College of Law believes a full-time course load is a challenging endeavor for any student. This challenge is amplified for new students. Consequently, the College of Law discourages all employment by first-year, full-time students.

The College of Law highly recommends that full-time students do not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in 12 or more credit hours.

Grading Standards

Grades and Quality Points

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

Transcript Notations

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 University after the deadline for dropping a course

Minimum Cumulative Grade Point Average

Students are required to maintain a *minimum* cumulative grade point average of 2.0. Students who fail to maintain this average are subject to academic probation or dismissal.

Grading Curve

First Year Courses (Foundational Curriculum) -- Grade Distribution

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

First Year (Foundational Curriculum) Course Grade Distribution	
Earned Grade	Min. / Max. Allowed
A	up to 10%
A-	up to 10%
Total A range: 5% to 12%	
B+	up to 10%
B	up to 20%
B-	up to 25%
Total B range: 20% to 40% Total A&B range: 25% to 50%	
C+	up to 30%
C	up to 20%
Total C+ & C range: up to 45%	
C-	up to 10%
D+	up to 10%
Total C- & D+ range: 5% to 12%	
D	up to 10%
F	up to 10%
Total D & F range: 5% to 12%	

Second-Year Part-Time Grade Distribution

The First Year (Foundational Curriculum) Course Grade Distribution also applies to the required courses offered in the fall semester in the second year in the part-time program.

Upper-Level Courses

All other required upper-level courses and upper-level elective courses with more than 25 enrolled students will be graded on a “B / B-” median grade curve.

Extensions

In a **seminar or an independent study project**, the faculty member may, upon the written request of a student, grant an extension of the due date.

If the due date pursuant to the extension is a date no later than three weeks from the end of the examination period, the terms of the extension are determined between the faculty member and the student. It is not necessary to submit any forms to the College of Law Registrar for extensions of three weeks or less from the end of the examination period.

If the due date pursuant to the extension is later than three weeks from the end of the examination period, the student and faculty member must complete an Extension Request Form and submit the form to the College of Law Registrar. The Extension Request Form is available on the Registrar’s webpage. Any extension greater than six (6) weeks from the end of the examination period must also be approved in writing by the Associate Dean for Academic Affairs as well as with the written consent of the faculty member.

Grade of Incomplete

A grade of incomplete (“I”) shall be submitted only in a **seminar or for an independent study project** where the student has received an extension of time to submit his or her paper.

In the event a grade of incomplete (“I”) is not removed from a student’s transcript by the last day of classes of the following semester or term, the grade shall be changed to a failing grade (“F”) in the course. The “F” grade is counted in computing the student's grade point average.

A grade of incomplete (“I”) is not computed in a student’s grade point average, and therefore student records with “I” grades are not included with rankings.

Failed Courses

A student who fails a required course must retake the course during the next semester or term the course is offered. A student who fails an elective course may retake it if he or she 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 he or she received a passing grade, unless directed to do so by the Academic Standards Committee and approved by the Associate Dean of Academic Affairs.

Grade Concerns

Students who may have concerns about a specific grade shall refrain from contacting the Professor teaching the course until after the final grade has posted.

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 reevaluation of a student's examination answers or other work. A faculty member may change a final grade **ONLY** if it is incorrect due to a mathematical or scrivener's error or involves removal of an incomplete grade. If a faculty member determines a grade change is necessary, a grade change form accompanied by a letter of justification must be submitted to the College of Law Registrar by the end of the next semester or term.

Transfer Credits

All candidates for the J.D. degree are required to complete at least 60 credit hours at the Florida A&M University College of Law. A maximum of 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. **Credits for such work can only be awarded for courses that are not offered at Florida A&M University College of Law.** Students must take all required courses at the Florida A&M University College of Law.

To receive credit for courses taken at another law school or through another law school's study abroad program, students must receive prior approval from the Associate Dean for Academic Affairs. Students interested in any study abroad program should review all policies and procedures before applying. Interested students should be proactive, thorough, and knowledgeable to ensure a successful study abroad experience.

Transient courses taken for degree completion are eligible for financial aid only when the student registers for study abroad courses at Florida A&M University College of Law.

All grades received for courses 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. **Note: It is the student's responsibility to document that the student earned a "C" or better for all transient credits. A "P" or "S" is not sufficient to satisfy this requirement. Credits will not be granted without official documentation that the minimum grade was earned.**

Transcripts

A transcript is the student's official academic record. Official transcripts are issued upon request to the main University Registrar's Office or for pick up at the College of Law Registrar's Office. The transcript fee is \$10.00 each. To order a transcript, students may choose one of the following options:

1. Place a request online at www.parchment.com (a convenience fee may apply).
2. Submit a paper request in person or mail a request to the main University Registrar's Office.

Requests for official transcripts (in person or by mail) should be made to the main campus at:

Florida A&M University Office of University Registrar

Tallahassee, Florida 32807

(805) 561-3115

Program Changes - Transferring Between Day and Evening

Students must complete the first-year foundational courses of their program (full-time or part-time) before they are eligible to transfer from one program to another. For part-time students, the foundational courses are distributed throughout the first and second year of the evening program, which are the first three semesters and the first summer term.

Students must be in good standing to transfer from one program to another.

Students may be asked to meet with the Associate Dean for Student Services and Administration.

Students must complete the **“Request to Transfer between Programs”** form. The completed form, including all required signatures and approvals, must be signed by the Associate Dean for Student Services and Administration and submitted to the College of Law Registrar's Office.

- Students must apply prior to **March 1** for their transfer request to be effective for the following Summer term and **by June 1** for the request to be effective for the following Fall semester and **by November 1** for the request to be effective for the following spring. If either date falls on a holiday or weekend, then the deadline will be the next business day. If students do not have an approved program change prior to priority registration deadlines, they will not have priority status for the program in which they seek to start.

Part-time students are required to attend Summer sessions. Part-time students seeking a program change for the Fall must still enroll for the preceding Summer. If the part-time student wishes not to attend classes during the Summer session they should apply prior to **March 1**.

- The College of Law will approve one program transfer request per student.

Withdrawing from Courses

(See Add/Drop Procedures for Schedule Changes During the Add/Drop Period)

A student may not withdraw from a course in his or her first year of study; a course required to be taken in sequence in that semester; or when withdrawal from a course would violate the maximum or minimum course requirement. Once the add/drop period has passed, students are expected to complete the requirements for all courses in which they are enrolled.

All course withdrawal requests will be considered only for good cause, such as illness or other circumstances beyond the student's control. Being enrolled in too many credits, fear of an undesirable grade, journal participation, not needing a course to graduate, faculty changes, changes in course expectations, extracurricular or job-related activities, and similar circumstances do not justify withdrawing from a course after the drop/add period has ended.

Students must meet with the Associate Dean for Student Services and Administration to determine if they meet the qualification. **Under no circumstances will a student be able to withdraw from a course after the FINAL day to withdraw as designated on the Academic Calendar.** Please see the Academic Calendar to confirm that date.

Where a student is permitted to withdraw, a grade of "W" will be reflected on the student's transcript. The "W" does not count as an attempt of coursework and is not computed in the grade point average.

Students who withdraw after the add/drop period will be held liable for all fees assessed. There is no refund of fees for withdrawn courses.

The withdrawal is effective when the Registrar records the W on the official record.

Withdrawal from the College of Law

With approval, a student may withdraw from the College of Law. A student must be in good standing (either during or between semesters) at the time of the request. A student must obtain, complete, and return a School Withdrawal form to the College of Law Registrar. The withdrawal is effective when the Registrar has received all required signatures.

A withdrawal request filed between semesters and after the withdrawal deadline for the semester or term does not preclude posting of end-of-term grades for the student requesting withdrawal.

Students who withdraw after the add/drop period will be held liable for all fees assessed. A student who withdraws after the add/drop 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 if the withdrawal is approved prior to the end of the add/drop period and written documentation is received from the student.
- A 25% refund/charge adjustment if the withdrawal is approved prior to the end of the fourth week of classes and written documentation is received from the student.
- A 100% refund/charge adjustment of the registration and tuition fees if a student withdraws and drops all courses due to circumstances determined by the university to be exceptional and beyond the control of the student, including, but not limited to:

- i Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s);
- ii Death of the student or death in the immediate family (parent, spouse, child, or sibling);
- iii Involuntary call to active military duty; or
- iv A situation in which the university is in error.

Formal application for a refund in the instances specified above must be made to the office of the University Registrar on forms provided by that office.

Students who withdraw from all classes during a semester or Summer session without filing for withdrawal from the college, fail to register for the succeeding term in the program to the minimum limit of their required coursework, or fail to enroll following the end date of an approved leave of absence, will be administratively withdrawn from the College of Law.

A student who withdraws from the College of Law will be considered a new applicant and may reenter only with the approval of the Admissions Committee and must comply with all the steps and procedures required of all new applicants to the College of Law.

Leave of Absence

College of Law students are expected to pursue the course of study each semester, without interruption or breaks. This includes the fall and spring semesters for full-time students, and the fall semester, spring semester, and summer term for part-time students. If a student is unable to attend for good cause, he or she must submit a request for a Leave of Absence as described below. **Students must be in good academic standing and have completed at least 30 credits to be eligible to take a leave of absence. Only one approved leave of absence will be allowed.**

A student who wishes to take a leave of absence must complete a Leave of Absence Request form and submit the form to the Associate Dean of Student Services and Administration. Only in extraordinary circumstances, e.g., those involving severe medical problems, military service, or death in the immediate family (parent, spouse, child, or sibling), will permission be given for a leave to begin during the course of a given semester. In the event a student is incapacitated due to medical/psychological problems, a petition for a health leave of absence may be submitted by a parent, spouse, or any other person designated by the student in advance.

A student may be asked to meet with the Associate Dean of Student Services and Administration to discuss the circumstances that necessitate the leave. The student may also be required to provide documentation substantiating his or her circumstances. A full-time student may take a leave of absence for up to two semesters. A part-time student may take a leave of absence for up to two semesters and one summer term.

Students who fail to register or fail to attend class in any semester and have not been approved for an extended leave of absence will be presumed to have withdrawn from the College of Law and will be required to reapply through the admissions process.

Any student who has an approved leave of absence from the College of Law shall return as a matter of right provided he or she has completed the first full year of study, was eligible to continue at the time of the leave and has not committed acts or offenses that would have prohibited his or her admissions under current admissions standards. To confirm the intent to return, the student must complete a Return From Leave of Absence Form. The student will be required to satisfy graduation requirements outlined in the Student Handbook in force at the time the student returns.

ACADEMIC STANDING

Class Rank

Until the student's final semester, class rankings are based on the number of graded credits (0-30 credits; 31-60 credits; 61 and above). The College of Law Registrar's Office will distribute official class ranks as numerical class standing (not by percentage) to indicate where the student ranks compared to the student's ranking group (e.g., 13/135). The Registrar's Office will distribute class ranks after the end of every Fall and Spring semester, but not after the summer term.

Students will receive a final class rank upon completing all graduation requirements at Florida A&M University College of Law. The final class ranking is computed twice a year for Spring and Fall graduates after all grades have been entered. Official Transcripts will be denoted as *final class ranking*.

Students who receive an "I" grade in any semester will be ranked in the next ranking session (Fall/Spring).

Academic Standing

Academic standing is determined only after the Fall and Spring semesters. Academic standing for the purpose of determining probation is unaffected by the Summer Term.

Dean's List Designation

All students with 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 students must earn 12 hours for the semester with a minimum of eight (8) graded hours. Part-time students must earn eight (8) hours for the semester with a minimum of six (6) graded hours.

The Dean's List designation will be applicable for the Summer term for part-time evening students. It will not be applicable for full-time day students during the Summer term.

Graded credit hours are those for which quality points are awarded. Incomplete grades are not computed when determining the Dean's List designation.

Graduation Honors

Candidates for the Juris Doctor degree who maintain high cumulative grade point averages graduate with honors. To graduate with honors, a student must earn a minimum of 75 credit hours at the Florida A&M University College of Law. **Note: Transfer students are not eligible to graduate with honors.**

The criteria for graduating with honors is as follows:

Summa cum laude (highest honors)

Summa cum laude shall be awarded to all students who earn a grade point average of 3.8 or higher.

Magna cum laude (high honors)

Magna cum laude 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)

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

For the purpose of the graduation and hooding ceremonies, honors will be based upon the graduate's cumulative grade point average earned at the end of their penultimate semester. Adjustments will be made to the transcript upon the posting of all final grades.

Academic Progress

Both a cumulative grade point average and a semester grade point average of 2.0 is required to be considered in academic good standing during the matriculation period. In any semester in which the student's cumulative and / or semester grade point average drops below 2.0, appropriate action will be taken, and the student will be placed on academic probation or will be academically dismissed.

Academic Probation

A student who earns a semester grade point average of lower than 2.0 in any semester is deemed to be on academic probation and is deemed to be “not in good standing.” Notice of probation is automatic upon the official posting of the last grade for the semester. As soon as practicable after all grades have posted, the Associate Dean for Academic Affairs shall notify a student in writing that the student is on academic probation and “not in good standing.” Failure to receive such notice does not relieve a student of the consequences of not meeting minimum academic standing.

The College of Law is committed to the success of all its students and to helping students maximize their training. In order to assist students on achieving good academic standing, the College of Law requires students on probation to comply with terms as specified by the Associate Dean of Academic Affairs. Terms of probation may include but are not limited to:

- Required meetings with the student's assigned probation advisor
- Completing all tasks assigned by the student's probation advisor
- Satisfactory participation in and completion of the Advanced Analytical Skills modules (upper-level students)
- Review and approval of course schedule prior to registration
- Retaking any required course in which the student received a grade of F
- Prohibition on serving as an officer in any student organization or taking any other leadership role in any student organization or student organization project

The Associate Dean for Academic Affairs may specify additional requirements for students on academic probation.

A student on probation must achieve both a semester and cumulative grade point average of 2.0 to continue enrollment at the College of Law and shall be subject to all applicable rules and requirements. Full-time students placed on Academic Probation at the end of the Fall Semester may not enroll in Summer term courses.

Students placed on Academic Probation at the end of the Spring Semester must comply with conditions of probation in the immediately following Fall Semester. Compliance with probation conditions is required based on the grade point average at the end of the Spring and remains required even for a student who earns a Summer term and/or cumulative grade point average greater than 2.0.

The Academic Standards Committee may consider adherence to the terms of probation listed above and all probation requirements specified by the Associate Dean for Academic Affairs when reviewing a petition for readmission should a student on academic probation earn a cumulative grade point average below 2.0 at the end of the semester.

Additional Requirements for Students with a Cumulative Grade Point Average Below 2.7 After Completion of the Foundational Curriculum (Students Who Entered the College of Law in Fall 2021 or Later)

Please see page 48 for these requirements.

Academic Alert (Students Who Entered the College of Law in Fall 2020 or Earlier)

A student whose cumulative grade point average is 2.0 through 2.4 (inclusive) upon completing one semester (full-time or part-time) or at any time thereafter through completion of 60 credit hours, shall receive an academic alert notifying the student of the need for additional academic assistance. The purpose of the academic alert notice is to make students aware of the realities of their current academic status and inform them of the resources available to assist them in improving their academic standing. Students who receive an academic alert are encouraged to meet with the Academic Success and Bar Preparation Program (“ASBP”) faculty and develop a plan for improving academic performance before the first day of classes in the next semester for which that student enrolls.

The Academic Standards Committee may consider adherence to the recommendations listed in the above paragraph when reviewing a petition for readmission should a student on academic alert earn a cumulative grade point average below 2.0 at the end of the semester.

Academic Dismissal

All academic dismissal decisions will be made based on the FAMU College of Law transcript grade point average.

Academic Dismissal During the First Year of Law School

Full-Time Students

Full-time students who earn a cumulative grade point average of 1.60 or below at the end of the first semester of the first year (i.e., after attempting 15 credits) shall be dismissed from the College of Law and may not petition for reinstatement. Students may reapply to the College of Law for admission as a new entering student two years after the dismissal.

Part-Time Students

A part-time student who has earned a cumulative grade point average of 1.60 or below after attempting at least 15 credits shall be dismissed from the College of Law and may not petition for reinstatement. Students may reapply to the College of Law for admission as a new entering student two years after the dismissal.

A part-time student who is on probation after attempting at least 15 credits, who has less than a 2.0 cumulative grade point average, but not less than a 1.60 cumulative grade point average is allowed to remain on academic probation until they have attempted 30 credit hours. Dismissed students may reapply to the College of Law for admission as a new entering student two years after the dismissal.

Academic Dismissal After the First Year of Law School

Any student (full-time or part-time) who has attempted a minimum of 30 credit hours and who has not achieved or maintained a cumulative grade point average (“CGPA”) of 2.0 at the end of the Spring semester of their first year, or any semester or term thereafter, is automatically dismissed from the law school.

The College of Law posts grades on a rolling basis. Dismissal is effective immediately upon the official posting of the student’s last grade for the semester.

In some cases, because of the time required to process and record grades at the end of a semester, the determination of academic dismissal will be made after classes have commenced for the succeeding semester or summer term. Since dismissal is effective immediately upon the official posting of the student’s last grade, any student who is enrolled in classes in a succeeding semester or summer session will be dropped from enrollment. No credit will be earned for courses after a student is academically dismissed. However, a student who is eligible to petition for readmission and who submits a timely petition may continue attending classes and will not be dropped from enrollment pending the outcome of the petition.

Such continued attendance may result in adverse financial consequence to the student if readmission is denied, including remaining liable for tuition and fees. In addition, a student who is readmitted with a CGPA below 2.0 may not meet the Satisfactory Academic Progress requirements for receiving financial aid.

Petition for Reinstatement to Continue After Academic Dismissal

Students Ineligible to Petition for Reinstatement

An academically dismissed student with a CGPA below 1.85 is ineligible to petition for reinstatement and may not seek readmission until two academic years have elapsed following his or her dismissal.

Students Eligible to Petition for Reinstatement

Any student who has been dismissed from the College of Law for academic reasons with a CGPA above 1.85 but below 2.0 after attempting 30 or more credit hours may petition the Academic Standards Committee for reinstatement.

Reinstatement Petition Procedure

- A. The College of Law Registrar's Office must receive a petition for reinstatement by the seventh (7th) day following the date of the correspondence from the College of Law advising of the student's academic status. The Committee will not consider late petitions. Petitions must be submitted via email to RegistrarCOL@famu.edu.
- B. An eligible student may petition the Academic Standards Committee for reinstatement by sending a letter to the College of Law Registrar's Office. The petition should set forth specific reasons for the petitioner's substandard performance.
- C. The College of Law Registrar's Office shall forward the petition to the Academic Standards Committee for consideration, along with any documentation relevant to the petitioner's performance and petition.
- D. The Academic Standards Committee will meet as soon as possible after receipt of the petition.
- E. The petitioner shall have a right to appear at a time set by the Committee. The petitioner has the burden to demonstrate that extraordinary circumstances resulted in his or her substandard academic performance. Extraordinary circumstances are those that do not ordinarily occur. Financial concerns, employment obligations, family illness, or commuting distances are not normally extraordinary circumstances. The petitioner must demonstrate that the extraordinary circumstances have been resolved and that, if reinstated, he or she will be able to successfully handle the rigors of legal education. If there are physical or psychological conditions indicated, the petitioner must submit written documentation to substantiate any physical or psychological conditions described in the petition.
- F. The student has the burden of persuading a majority of the Committee that he or she should be admitted by providing, at a minimum, a summary of:
 - i Relevant law school history (grades, community service, student organization involvement, legal work experience, etc.);
 - ii the perceived causes of his or her poor academic performance;

- iii actions taken and the plan for corrective measures for dealing with problems interfering with academic performance;;
 - iv why he or she will likely succeed if readmitted; and
 - v why he or she has the capacity to be admitted to the bar after completing the College of Law's program of legal education.
- G. If a majority of the Committee, present and voting, is in favor of reinstatement, then the student is reinstated. The Office of the Dean, upon recommendation by the Academic Standards Committee, may place conditions on that reinstatement.
- H. In all cases, the Office of the Dean shall inform the petitioner by letter of the disposition of his or her case.
- I. All communication will be made through the contact information on file with the Registrar's Office; it is the responsibility of the petitioner to provide updated contact information as necessary.

The decisions of the Academic Standards Committee regarding petitions for reinstatement are final decisions.

Reinstatement Standards

There shall be a strong presumption against reinstatement, and the Academic Standards Committee shall deny a student's petition except under the most compelling and extraordinary circumstances and then only if the Committee is clearly convinced that:

- The student can achieve a 2.0 cumulative grade point average by the end of the semester in which the student will be reinstated;
- The student will be able to successfully complete the remaining curricular requirements and has demonstrated capacity to be admitted to the bar; and,
- Any personal problems or other factors that contributed to the student's poor academic performance are not the kind that are likely to recur.

The Academic Standards Committee may impose additional conditions that it deems appropriate, including, but not limited to requiring that a student seek prior approval of his or her schedule. Although the Academic Standards Committee's decision whether to reinstate is final, the imposition of conditions upon that reinstatement is a recommendation to the Dean for the Dean's final approval.

Any student who has been conditionally advanced after attempting 30 or more credit hours who then fails to achieve a 2.0 CGPA at the end of the semester in which the student is reinstated, or at the end of any subsequent term, shall be academically dismissed and is ineligible to petition for reinstatement.

Readmissions to the College of Law for Ineligible Petitioner, Unsuccessful Petitioners and Subsequent Academic Dismissals

Students Ineligible to Petition – Readmission Period

An academically dismissed student who was ineligible to petition for reinstatement because he or she obtained a CGPA below 1.85 may not seek readmission until two academic years have elapsed following his or her dismissal. To be eligible for readmission after the two-year period, the academically dismissed student with a CGPA below 1.85 must apply as a new entering student through the College of Law Admissions Office.

Unsuccessful Petitions – Readmission Period

An academically dismissed student whose petition for reinstatement is denied may not seek readmission until two academic years have elapsed following his or her dismissal. To be eligible for readmission after the two-year period, the student must apply as a new entering student through the College of Law Admissions Office.

Conditionally Reinstated Student with Subsequent Dismissal – Readmission Period

A student who has been conditionally reinstated and subsequently is academically dismissed may not seek readmission until two academic years have elapsed following his or her dismissal. To be eligible for readmission after the two-year period, the student must apply as a new entering student through the College of Law Admissions Office.

EXAMINATIONS

Examination Information

Final examinations generally are administered at the end of the semester during the designated examination period. Midterm examinations and other assessments may also be administered at the discretion of the instructor.

Final Examination Schedule and Assigned Rooms

A schedule of final examinations is prepared each semester. The final examination schedule will be available on the College of Law website throughout the semester. Room assignments will be posted on the day of the exam. Except for take-home examinations, all examinations must be taken in the designated examination rooms.

All students must be present for and take examinations on the scheduled date, time, and designated location, except when a rescheduled exam is authorized by the Office of Student Affairs or in the case of students requiring accommodations for documented disabilities.

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. **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.**

Faculty members may not make exceptions to the final examination schedule and students should not ask them to entertain requests for rescheduling.

Due dates and times for take-home examinations are established by the faculty members teaching courses with take-home exams.

Except as specifically approved in writing by a faculty member or required as reasonable accommodation for students with disabilities, students are prohibited from bringing the following into the final examination room:

- Food (unless there is a medical condition which warrants it), hats, hoodies, digital wristwatches, purses or pocketbooks, cell phones, and electronic devices of any kind. Further, no bags of any kind will be allowed either in the exam room or on the second or third floors of the building. Bags must be secured in a locker or automobile *before* the start of the exam.

Students should bring with them the following items in a clear plastic bag:

- A pen and/or pencil, keys, money, bottled water, a sweater or jacket, if using ExamSoft, a laptop (without the carrying case), power cords, ear plugs without cords, and specified materials allowed for open-book exams if applicable.

Students will not be admitted to the final exam room and allowed to sit for exams unless they are in compliance with only those allowable items listed above. Book bags or any other materials may not be left in the hallway.

Examination Rescheduling

Students may request the Assistant Dean of Student Affairs to reschedule exams only in compelling circumstances. No examination may be administered prior to the time set forth in the examination schedule. Once an examination is rescheduled, the date will not be changed again except in extraordinary circumstances.

Delayed Exam Taking: Rescheduling Required in Advance

The student must submit an **Examination Reschedule Request** Form to the Assistant Dean of Student Affairs by the following dates:

- **Fall Semester Examinations: September 30**
- **Spring Semester Examinations: February 24**
- **Summer Session Examinations: June 16**

FAILURE TO MEET THE ABOVE DEADLINES WILL RESULT IN DELAYED DETERMINATION AND A POSSIBLE DENIAL OF THE REQUEST

The Assistant Dean of Student Affairs will determine which exam(s) to reschedule. The student will not be permitted to choose which examinations are rescheduled or the rescheduled dates and times.

Delayed Taking: Serious Illness, Emergency or Other Compelling Circumstances. All requests for exceptions to the final examination schedule must be made to the Director of Student Affairs **BEFORE** the examination and will be granted only upon a documented showing of an emergency, serious illness, or a sufficiently compelling circumstance. An examination **WILL BE RESCHEDULED** in the following circumstances:

1. When a student is scheduled to take two examinations on the same day (not including take-home exams if there is a sufficient time period to take the exam that does not pose a conflict) or scheduled to take one exam each day for three consecutive days (not including take-home exams if there is a sufficient time period to take the exam that does not pose a conflict).
2. When illness of the student prevents a student from taking an exam or when a student becomes ill during an exam and is unable to complete the exam, documented by a physician's written certification.
3. When a member of the student's immediate family becomes critically ill during the exam period.

4. When a member of student's immediate family or the student's significant other has died, and the student is attending the funeral or grieving.
5. When a Sabbath or other religious observance precludes a student from taking an exam.
6. When a student is attending the birth of the student's child.
7. When a student is attending the wedding, graduation, or other such ceremony of the student's immediate family, and the student could not have known prior to the last day to drop a course that the exam and the special ceremony were in conflict.

An examination **WILL NOT BE RESCHEDULED** in the following circumstances:

1. When a student has a professional opportunity that conflicts with a scheduled exam.
2. When a student is late due to oversleeping, being caught in traffic, having automobile difficulties, forgetting about the scheduled exam, and all similar circumstances, the student will be allowed to sit for the exam in the time remaining for that exam. No extra time will be allowed when starting an exam late.
3. When a student wishes to leave early for winter or summer break.

Final Date for Rescheduled Examinations

Rescheduled examinations must be taken at the earliest possible date and must be taken no later than one week from the end of the examination period for the semester. No rescheduled exam will be given prior to the scheduled date of the exam.

Accommodations on Examinations

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 Office of Student Affairs will make the appropriate accommodations. Students are encouraged to request examination accommodations as soon as possible to ensure timely and prompt processing. Students will be able to submit requests for accommodations until two weeks before the beginning of the exam period, but CeDAR does not guarantee that all requests will be processed prior to any scheduled final exam. A student who fails to request accommodations in any given semester waives the right to accommodations during that semester.

Anonymous Grading

All examinations, including take-home examinations, are graded anonymously. The College of Law Registrar will assign each student anonymous examination numbers each semester: one to be used for midterm exams and a second anonymous examination number for all final exams taken in the given

semester. Students must use the assigned anonymous number on their exams and bluebooks and are not to use their names or other identifying information on examinations.

Introduction to Analytical Skills I, Introduction to Analytical Skills II, Legal Research and Writing I, Legal Research and Writing II, Appellate Advocacy, clinics, field placements, simulation classes, and other courses and seminars in which papers and projects are the basis for the grade are not subject to the anonymous grading system.

Students have the ultimate responsibility to maintain the anonymity of their exams. **Students must not contact faculty members during the exam period or prior to the posting of their grades.** Any inquiries students have concerning grades, their performance on an exam, or any other topic that may possibly allow a faculty member to identify their work should be directed to the Associate Dean for Student Services and Administration.

ExamSoft

Florida A&M University College of Law utilizes ExamSoft as an alternative to handwritten law school exams. Examplify is an exam delivery module licensed by ExamSoft Worldwide Inc. The program serves as a simplified word processor that enables students to take an examination on a laptop computer. To avoid the vulnerabilities of most computer-based testing solutions, Examplify provides instructors the ability to lock down all Windows applications thereby providing exam security and reducing the risk of violations of the student Code of Conduct.

The Registration Process involves the 4-steps needed to sign up to use and register Examplify.

- Step 1: Visit the College of Law of ExamSoft page at <http://www.examssoft.com/famulaw>.
- Step 2: Log in by using your Student ID# and password. Your password will be emailed to your FAMU email account before exams begin.
- Step 3: Download the Examplify software by choosing the “**download button**”.
- Step 4: Install the Examplify software program.
- Step 5: After installing Examplify, open it and login in. The institutional ID is “**famulaw**”.
- Step 6: Once logged in, download your exams if they are available or download the mock exam to test your computer and become familiar with the software.

If you have any questions or issues with registration, contact ExamSoft technical support at support@examssoft.com or call toll-free 866.429.8889 ext. 114.

Important Notices

- Use of ExamSoft falls within the rules, regulations, and academic policies that govern students at the Florida A&M University College of Law. Any attempt to disable or tamper with Examplify’s security features will be considered a violation of the student Code of Conduct.

- Student use of ExamSoft is a privilege and not a right. The College of Law cannot guarantee that all exams can be administered through ExamSoft or that all faculty will permit students to use the software in taking their exams.
- **Students use ExamSoft at their own risk.** Students are responsible for becoming familiar with their equipment and the Examplify software and instructions provided by ExamSoft on its website prior to the start of their exam. Students should allow themselves sufficient time to become familiar with their laptop and the application.
- Commencement of the exam will not be delayed due to a hardware problem with a laptop.
- While the College of Law proctors would like to resolve a computer or software problem during the exam, they are prohibited from assisting you. If a computer or software problem occurs, you will be required to finish writing the exam by hand. **Please note: you will not receive additional time to take your exam if you experience computer or software problems. It is your responsibility to keep track of the time and to complete the exam in the allotted time.**
- Exams taken on ExamSoft will be administered in the same room with all other students. **The College of Law strongly encourages you to bring your own earplugs.**

FINANCIAL AID OVERVIEW

Receiving Financial Aid

Office of Financial Aid at the College of Law handles federal financial aid awards, disburses internal scholarships, serves as the liaison for student account services, and administers retention scholarships for returning students. Incoming scholarships are offered through the Office of Admissions and Recruitment only.

Free Application for Federal Student Aid (FAFSA)

All students are required to complete this application upon acceptance. The Free Application for Federal Student Aid (FAFSA) must be completed annually to receive federal and/or institutional financial aid funding. The FAFSA is utilized to determine a student's financial aid eligibility. Students receiving scholarships must have a FAFSA on file to be awarded and considered for other scholarships. The FAFSA becomes available on October 1 of each year. Students are encouraged to complete the FAFSA by Florida A&M University's priority date of March 1 of each year. Completing the FAFSA by the priority date aids in expeditious processing of financial aid. The FAFSA may be completed at www.studentaid.gov.

Our law school code is 001480.

Requirements to Receive Federal Financial Aid

In order to receive federally funded financial aid at Florida A&M University College of Law a student must:

- Have completed an accredited undergraduate degree and all other requirements to be admitted in the College of Law
- Be working toward a law degree;
- Be a U.S. citizen or [eligible noncitizen](#);
- Have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau);
- Register with the Selective Service if required. You can use the FAFSA to register, you can register at www.sss.gov, or you can call 1-847-688-6888. (TTY users can call 1-847-6882567);
- Maintain Satisfactory Academic Progress once in school;
- Enroll in at least the equivalent of half-time status for all terms enrolled;
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant; and
- Certify that you will use federal student aid only for educational purposes.

Additionally, students cannot receive Federal Direct Stafford Loan funds in excess of the federally mandated Stafford Loan Aggregate limit of \$138,500.

Cost of Attendance

The Cost of Attendance is the educational expenses budget given to students. The Cost of Attendance includes tuition; books and living expenses associated with being a student. The Cost of Attendance is determined by a student's enrollment, residency status and housing status. A student may not receive a financial aid package that exceeds the student's Cost of Attendance.

Type of Aid Available

Financial aid is divided into two categories: gift-aid and self-help aid. Gift aid is funding given to students that does not require the student repaying any portion of the funds received. Gift aid is typically given in the form of grants or scholarships (including waivers). Self-help aid requires that a student either earns the financial aid funding via employment or the funds received must be repaid at a later date.

Gift-Aid (Grants or Scholarships)

There are a limited number of institutional scholarships given to students based on merit. The criteria for receiving a scholarship vary based on the specific award and the resources available for the academic year. Recipients of institutional funding will be notified, and awards will be added to the students' financial aid packages. All students are required to complete a FAFSA to receive the award.

Self-Help Aid (Loans and Student Employment)

Federally funded financial aid available to professional/graduate students is limited to self-help financial aid programs. Self-help financial aid programs are not gift aid. Hence, the funds received from the federal loan programs offered at Florida A&M University College of Law must be repaid.

There are two types of federal student loans you can receive while attending Florida A&M University College of Law. Students at the College of Law may take advantage of the Federal Direct Unsubsidized Stafford Loan Program and/or the Federal Direct Graduate PLUS Loan Program.

Unsubsidized Stafford Loans

Graduate/Professional students who meet the requirements to receive federal aid may borrow from the Federal Direct Unsubsidized Stafford Loan Program. Stafford loan funding is available to assist students with educational expenses. The Stafford Loan is offered at a low interest rate determined annually and does not require a credit check. Students may borrow up to \$20,500 per academic year in the Stafford Loan Program. The Unsubsidized Stafford Loan is not need based. Interest begins accruing on the principal balance of the Stafford Loan after the loan is disbursed. The Stafford Loan has an aggregate loan limit of \$138,500. Payment for the Stafford Loan is deferred while students are enrolled

at least half-time and up to 6-months after the student ceases to be enrolled at least half-time (i.e. graduates). All federal loans require completion of a master promissory note and loan entrance counseling before being disbursed. This loan is offered at the maximum eligibility and can be reduced and accepted on iRattler.

Federal Grad PLUS Loans

A Direct PLUS Loan is commonly referred to as a grad PLUS loan when made to a graduate or professional student. Graduate/Professional students who meet the requirements to receive federal aid may borrow from the Federal Direct Plus loans offered by the Department of Education. The low interest rate for new Grad PLUS loans is determined annually and requires a credit check. To borrow a Grad PLUS a separate application is required each semester and each Summer term due to the credit expiration timeframe. Loan applications are not available until July 1 each year. All federal loans require completion of a master promissory note and loan entrance counseling before being disbursed. This loan is offered at the maximum eligibility and **ONLY** the Office of Financial Aid may reduce and/or accept this loan. Specific loan information is available at www.studentaid.gov.

Advantages to the Federal Stafford Loans include:

- Ability to consolidate with other federal loans
- Fixed interest rate
- Income sensitive repayment plans, as well as potential loan forgiveness

Private and Bar Study Loans

Students that do not wish to take the federal Stafford loans that are offered or do not qualify for federal Stafford loans may borrow from private lenders after being counseled on loans from the Office of Financial Aid. Private lenders may provide loans to students that do not qualify for federal Stafford loans. Students may borrow up to the cost of attendance. Credit checks are required for all these loans and do not involve the College of Law. Private loans are receipted directly from main campus student accounts office and once transmitted to the Office of financial aid on main campus the student funds can be processed through the regular process for disbursement.

- Private Loans are offered through various banks and lenders. They are typically variable interest rate loans, and to get the best rates, require that the borrower have excellent credit and/or have a cosigner. Origination fees for these loans are often determined by credit history. Students should be informed that private loans are not eligible for the government's Income Based Repayment (IBR) or Pay as You Earn (PAYE), or Federal Public Service Loan Forgiveness.

To borrow a private loan a separate application from the required FAFSA is required with your choice of lender and it is your responsibility to communicate with the lender and the college. Since credit approvals expire, consult your lender for the earliest date you should apply.

- Bar loans are for students studying to take the bar after graduation. These loans are also with private banking institutions and require a credit application and check as well as the funds go directly to the student, and we verify your enrollment information for part of the certification process. We certify bar loans for graduates only.

Disbursement of Funds

Tuition payments are deferred for awarded financial aid recipients who have already accepted financial aid that exceed tuition and fees until financial aid disburses each semester. Financial aid begins the disbursement process after the add/drop period of each semester or term AFTER attendance verification. All students shall have an attendance (ATD) hold placed on their accounts until attendance is verified by each professor. Funds are eligible for disbursement when all ATD holds are cleared.

Students are required to submit all requested documentation and have a valid Master Promissory Note on file and have completed loan entrance counseling with the U.S. Department of Education to receive financial aid disbursements. The Office of Financial Aid authorizes the disbursement of student funds to the accounts of students who meet disbursement criteria. After funds are authorized, Student Financial Services (Student Accounts) releases any remaining funds. At the beginning of each semester, students should be financially prepared with the first two months of living expenses.

Federally funded student loans are disbursed in two substantially equal disbursements during the Fall and Spring. For financial aid purposes, the Summer is a non-standard academic term. Hence, the Summer term serves as a separate loan period.

Summer Financial Aid

Students who have received the maximum Federal Direct Stafford Loan for the academic year (\$20,500) will not have remaining Federal Direct Stafford Loan eligibility during the Summer term. However, students who have not exhausted the maximum academic year amount may receive the remaining amount up to \$10,250 for the Summer. Students, who do not have remaining Stafford Loans available in the Summer, may apply for the Federal Direct Graduate PLUS Loan.

Financial aid begins the disbursement process after the add/drop period of each term and once attendance verification has been verified. Tuition payment is deferred for awarded financial aid recipients with accepted financial aid that exceeds the tuition and fees until financial aid disburses the same as Fall and Spring. However, summer awards consist mainly of federal Graduate plus loan offers that are credit-based loans and the offer is the maximum amount that the student can apply for summer not an actual award. This loan requires an approved credit application before the Office of Financial Aid can accept this loan. This loan cannot be accepted by a student and only accepted once the credit has been approved.

Financial aid begins the disbursement process after the add/drop period of each term after attendance verification. All students shall have an attendance (ATD) hold placed on their accounts until attendance is verified by each professor. Funds are eligible for disbursement when ATD holds are cleared.

Students are required to submit all requested documentation and requirements with the U.S. Department of Education to receive financial aid disbursements.

Satisfactory Academic Progress Policy

Per federal regulation, **students must meet Satisfactory Academic Progress (SAP) to remain eligible to receive federally funded financial aid and any scholarships.** Florida A&M University's Satisfactory Academic Progress Policy has the following requirements:

- Students must maintain a 2.0 cumulative GPA;
- Students must successfully complete 67% of courses attempted (Successful completion of a course requires a grade of A; B; C; D; or S);
- Students attempted course hours must be within 150% of the hours required for degree completion;
- Students who do not meet standards of SAP may submit a SAP Appeal based on extenuating circumstances. For assistance with SAP appeals contact the Academic Planning for Success Advisor. The appeal form can be found on the main campus financial aid website: [Financial Aid](#).
 - Select 2022-2023 Forms and Publications
 - Select Satisfactory Academic Progress (SAP)
 - Select the relevant form (Reinstatement Form and/or Appeal Form)
- Students who were academically dismissed and readmitted or reinstated, subject to probation, are subject to SAP requirements. Eligibility to enroll in classes is a separate standard and not binding for financial aid purposes. In all cases, students must meet with a representative in the Office of Financial Aid.

Withdrawal and Return to Title IV Policy

Students who withdraw from all courses or fail all courses in a given semester may require Return to Title IV calculations. During the Return to Title IV process, the Office of Financial Aid must determine financial aid for a student who has withdrawn from all courses or failed all courses. Unearned funds must be returned to the appropriate federal financial aid program. As a result, students may incur a debt with the University that must be repaid.

Financial Aid for Study Abroad and Visiting Students

Students enrolled in eligible ABA-approved study abroad programs and meet all other eligibility requirements will be qualified to receive financial aid via the Florida A&M University Office of Student Financial Aid. Financial aid awards must be approved prior to matriculation in study abroad courses. Funds are disbursed through regular financial aid processing based upon attendance verification and enrollment dates.

For these students, financial aid is awarded through the Office of Financial Aid via a required completion and approval of the financial aid consortium agreement. Students are required to meet with

and complete the Financial Aid Guide for Study Abroad and Consortium to receive aid for the term the student is requesting aid. A student is not eligible without a signed transient form by the Law School Registrar's Office, which has been signed and approved by the Associate Dean for Academic Affairs.

THE LAW LIBRARY

Rules and Regulations

The Law Library's policies were created to provide FAMU College of Law faculty, staff, and students with a quiet and pleasant study environment. The policies were designed to preserve the collection, equipment, and Law Library furnishings for all library users. Some of the general housekeeping rules for all patrons are listed below:

- **All students are required to carry an Identification Card (Rattler Card).** Students may be required to show their identification card to gain further access to library facilities and services.
- There is no smoking or eating permitted. Drinks are allowed only in spill proof containers.
- Animals other than service dogs are not permitted.
- Cell phones must be used only in the main atrium, outside the Library. Use of any other audible device is not permitted.
- Any patron disrupting the Library may be subject to Security action.
- All personal belongings should be kept in the library user's sight at all times. The Library bears no responsibility for belongings left unattended.
- While the Library welcomes all College of Law students and members of the community to use this Library to the fullest extent possible, all children (under 18) are required to be accompanied by an adult at all times. The Library is not responsible for the care of any child left in the Library while the adult is using any of the College of Law facilities.

For more detailed information about the Law Library's policies, please see the LAW LIBRARY GUIDE, which is located at <http://library.famu.edu/lawlibrary/lawstudents>.

Library Hours

The College of Law Library will be open during the hours listed below, unless otherwise posted, throughout the Summer, Fall and Spring semesters:

Monday – Friday: 7:00 a.m. – 9:00 p.m.

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

Library Circulation Desk: (407) 254-3263

Library Reference Desk: (407) 254-3289

Library Website: <http://library.famu.edu/lawlibrary>

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, with a computer lab on the third floor. The arrangement of the library is as follows:

First Floor

- Circulation and Reference Desk
- Reserve Desk
- Library Staff Offices
- Public Computer Terminals
- Book magnifiers/readers
- Microfiche Room
- Law Review Offices
- Restrooms
- Library Technical Services Department

Second Floor

- Library Stacks, including Florida and Federal Case Reporters, Statutes, and Regulations *
Legal Fiction collection
- Orange County Legal Collection
- Study Carrels
- Group Study Rooms
- Restrooms
- Reading Room

Third Floor

- Computer Lab

Fourth Floor

- Library Stacks, including subject specific books, treatises, and law reviews
- International Law Collection
- Virgil Hawkins Collection
- Special Collections Room
- Study Carrels
- Group Study Rooms
- Library Offices
- Restrooms

Collections and Checkouts

Textbook and Reserve Collection

The library has a reserve collection of one to two textbooks per class. These textbooks are available for checkout for two hours and NOT permitted to leave the library. The reserve collection is not intended to be a replacement for students' purchasing their own books. All students must show ID when checking out books. Fines for late return are 25 cents per hour, to a maximum of \$20. If a book

is not returned after the maximum has been reached, the student will be charged for the replacement of the book plus administrative costs. All fines are calculated by the library system and are submitted to Accounts Receivable in the Student Financial Services Office on main campus, where they will appear on students' financial statements. To clear the fine, the student must send a check to Accounts Receivable.

The address can be found on the FAMU main website. Please contact the circulation desk for assistance with library fines.

Library Collection

Students may check out books from the Textbook and Reserve Collection on the first floor of the Law Library for a limited number of hours per day. The books on the second floor are for reference and may not be checked out. Most of the books on the fourth floor may be checked out for three weeks at a time (21 days). Fines for late return are 25 cents per day, to a maximum of \$5. Please see the Textbook and Reserve Collection section for fines and payment procedures. If a book is not returned after the maximum has been reached, the student will be charged for the replacement of the book plus administrative costs.

Interlibrary Loans (ILL)

If you cannot find what you are looking for in our library we can see if it is available from other libraries. An interlibrary loan request form is available for this purpose and it is available at the Circulation Counter. The ILL requests take time, usually 5 to 7 days.

Food, Beverages, and Smoking

Eating and smoking are prohibited in the Law Library. Beverages are permitted in the Law Library **ONLY** in approved spill-proof containers.

Computer - Aided Legal Research

The Law Library maintains subscriptions to numerous databases, including Westlaw, LexisNexis, Bloomberg Law, HeinOnline, and Florida Law Weekly, to assist with legal research. Students may obtain database information and passwords from a Public Services Librarian. The Law Library webpage contains additional information regarding legal and main campus databases available to law students, as well as links to those resources at <https://library.famu.edu/lawlibrary/lawdatabases>.

The Center for Computer-Assisted Legal Instruction (<http://www.cali.org>) hosts a library of over 1,000 interactive legal tutorials written by law faculty and geared towards law students. To obtain the account creation code, see a Public Services librarian.

Computers

The Law Library has six computer terminals, one ADA compliant workstation, and two book magnifiers/readers on the first floor. The computers are intended for use by public patrons. The microfiche room on the first floor houses a computer with a Microform reader to access the microform collection.

Printers and Photocopiers

Printers are operated by the Pay for Print System. A Jamex card dispenser machine will allow students to add credit to the card. The Jamex machines are located on the first and third floors adjacent to the copier/printers. Students may print documents from LexisNexis **ONLY** to the designated printer in the computer lab at no charge. This printer belongs to LexisNexis, and Library staff do not have access to its paper or toner.

Cash-operated photocopier/printers are located on the first, second, and third floors of the library. It costs 10 cents per page to print or photocopy in black and white, and twenty-five cents for color. You may use coins, singles, or five-dollar bills in these machines. The Library does not have an ATM or change machine on the premises.

Group Study Rooms

Group study rooms are to be used by FAMU College of Law students, on a first-come, first-served basis. Study rooms may only be used during the hours that the library is open. In order for current students to use a group study room, the following conditions must be met:

- A group consisting of at least two (2) students must be present at the time of reservation and each must present a FAMU identification card.
- The names of all students using the room must be listed in the reservation book. Misuse of identification or of personal information, including, but not limited to, naming students who are not physically present in the study room, is considered a violation of the Student Code of Conduct. Violations of the Student Code of Conduct are reported to the Associate Dean for Student Services and Administration.
- Group study rooms are available for checkout for a period of two hours. The reservation is nonrenewable. If any group study rooms are available when the first reservation ends, a group may sign up for another room at that time.
- Rooms may not be reserved in advance of their availability. If a room is occupied, it may only be reserved when that period of occupation is up.
- Group study rooms are not open to the public and may not be sublet.

Reference Services

Reference librarians are available to assist students at the reference desk from 7:00 am to 3:00 pm on weekdays.

Institutional Repository

The bepress institutional repository is an online digital archive which hosts faculty papers and other scholarship, and student scholarly publications such as the Florida A&M University Law Review. It consolidates and showcases College of Law research, publications, history, news and events, and presents them to a global audience. Of special interest is the Virgil Darnell Hawkins Archive which celebrates the life of pioneer Virgil Hawkins who played a pivotal role in the creation of the College of Law. The Scholarly Commons can be seen at <http://commons.law.famu.edu>.

Photography

No professional photography is permitted in the Law Library without official approval. See the **Photography and Videography** policy for more information.

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 overextending in extracurricular activities as it may negatively affect academics. A student must maintain a minimum cumulative law school grade point average of 2.5 to be eligible to hold any leadership in a student organization.

All student organizations must be registered through the University's Office of Student Activities after being previously approved by the Assistant Dean of Student Affairs. Students who wish to start a new student organization should discuss official recognition and registration requirements with the College of Law's Assistant Dean of Student Affairs.

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.

Student Bar Association (SBA)

The Student Bar Association's mission at the College of Law is to improve the overall quality of life for all students at the College of Law.

All recognized organizations fall under the jurisdiction of the Office of Student Affairs and the SBA. The SBA Executive Board and Assembly are elected by the student body and are responsible for assisting in the policymaking decisions that affect organizations. All organizations are required to abide by all policies and decisions of SBA and the administration.

All recognized student organizations shall follow the procedures and guidelines set forth in the Student Handbook and the regulations of the University. For information about recognized student organizations, establishing a new organization, or reactivating an organization contact your Student Bar Association Leadership or the Office of Student Affairs.

iStrike

iStrike is the official student clubs and organization management and social media platform at Florida A&M University. All student clubs and organizations are required to use iStrike for the basic business functions associated with the Office of Student Affairs and the Office of Student Activities which includes but is not limited to registration and renewal; event scheduling; membership rosters; intake requirements; office space requests; and general communication with the Office of Student Affairs.

- Student clubs and organizations are permitted to use all available functions of iStrike for the purpose of furthering the missions of their respective groups.
- Student clubs and organizations are not permitted to use iStrike to promote or support non university organizations or entities without written permission from the Assistant Dean of Student Affairs.
- Student clubs and organizations are not permitted to post images, graphics or language that conflicts with national, state, local, or university policies and regulations.

Student Organization Registration and Renewal

Florida A&M University has many organizations to offer, but if we do not offer one you would like to see on campus, you can form your own. If you have any questions, contact the Office of Student Affairs at (407) 254-4035.

Registration Requirements

- **Student Members** - At least five (5) currently enrolled students. At least five students must serve as officers and maintain a 2.5 GPA. **Please note, officers cannot have any conduct violations reported within the last academic year.** At least three (3) students must be general body members and remain in good-standing with the university and College of Law.
- **Advisor** - A Full-Time (1.0 FTE) FAMU faculty or staff member to serve as an advisor.
- **Constitution** - A current constitution and/or bylaws which includes the current university AntiHazing Policy. (see sample constitution in iStrike)
- **iStrike Profile** - Create an organization portal on iStrike.

Renewal Requirements

Each semester, every student organization at FAMU must renew their organization to become active on campus for the current academic semester.

1. **Updated iStrike Profile** - This is done by clicking on the orange bar on your page and updating the necessary information. After you submit it online, your advisor will be sent a message to approve the information. Once you have completed all parts of the renewal process, this profile will be turned to “active”.
2. **Updated and Currently Dated Constitution** - Constitutions must be updated in iStrike and they must include the current university Anti-Hazing Policy.

3. **Org Leader and Advisor Training** - Two representatives of the organization must attend a Leadership Training Workshop. Advisors for student organizations are encouraged to attend.

Student Organization Officer Requirement

“Officer” is defined as anyone who takes on a leadership role within the organization that requires them to conduct business on behalf of the organization during internal meetings, regional meetings, and national meetings, meetings with university officials or meeting with Office of Student Affairs.

- Currently enrolled full-time undergraduate/graduate student at Florida A&M University
- Maintain a minimum cumulative GPA of 2.5
- Must not have been found responsible in any judicial or other university disciplinary cases within the last calendar year.

Active Organization Status

- Must maintain a minimum of eight (8) currently enrolled active members in good standing.
- Maintain an organizational GPA of 2.3 (calculated by an average GPA of currently enrolled active members).
- Must attend Leadership and Advisor Training Workshop.
- Provide documentation of events and activities through iStrike.

Service on Faculty Committees

- Students serving on faculty committees may be elected by the student body or appointed by the SBA President, subject to the approval of the College of Law Dean.
- The names of the elected or appointed students must be submitted by the SBA President, or his or her designee, no later than September of the Fall semester of the academic year to the Office the Dean.
- The normal term of service on faculty committees ends on the following June 30, except for students who have completed the requirement for graduation. A graduating student’s terms end at the end of his or her graduating semester. Temporary vacancies may be filled by the SBA President, subject to approval by the College of Law Dean.

OTHER 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, but we encourage our students to meet with a member of the Counseling Services team.

The Associate Dean for Student Services and Administration and the Director of Student Affairs may provide assistance with emergencies and other problems that may arise during law school. The College of Law 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 8:00 AM to 8:00 PM Monday-Thursday, 8:00AM to 6:00PM on Friday, and 10:00 AM to 2:00 PM on Saturday.

The hours of operation during the holiday periods are 8:00 AM to 5:00 PM.

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.

Students must present their current student identification card and pay the health fee at the institution where they are seeking services. The student is financially responsible for any charges generated during their visit. Some clinics may accept insurance so students should bring their insurance card as well.

After their visit, a student can bring their receipt to the Office of Student Affairs to request a refund up to the health fee they paid to FAMU for that semester.

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 Center for Disability Access and Resources (CeDAR) to provide reasonable accommodations for students with disabilities.

Americans with Disabilities Act (ADA)

It is the responsibility of the EOP Office, through the ADA Coordinator, to ensure the Florida A&M University is in compliance with the Americans with Disabilities Act. The ADA provides civil rights protection for persons with disabilities. These rights are parallel to those rights that have been established by the federal government for women and minorities. A qualified individual with a disability cannot be denied admittance to participation in or benefit from goods services, facilities, programs, privileges, advantages, or accommodations at FAMU. Americans With Disabilities Act of 1990 (PL 101-336) Summary. [The Americans with Disabilities Act \(ADA\) of 1990](#) extends to individuals with disabilities, comprehensive civil rights protection similar to those provided to persons on the basis of race, sex, national origin, and religion under the Civil Rights Act of 1964. Title III of the ADA prohibits discrimination on the basis of disability in places of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation. Title III also establishes accessibility requirements for new construction and alterations in places of public accommodation and commercial facilities.

Disabled Student's Rights/Responsibilities Summarized

Rights

- To not be denied access due to a disability
- To receive reasonable accommodations that provide equal opportunity.
- To have access to auxiliary aids/assistive technology.
- To not be counseled toward “more restrictive career objectives.
- To receive assistance from the Center for Disability Access and Resources ([CeDAR](#)) in removing any physical, academic and attitudinal barriers.
- To not be discriminated against due to a disability any retaliatory discrimination.

Responsibilities

- To identify themselves to the disability service office, CeDAR.
- To provide documentation of disability.

- To initiate request for accommodations by providing a certification of disability letter to faculty within the first two weeks of the semester.
- To provide a minimum of a two-week notice for major accommodations request (special accommodations of equipment may need more time).
- To provide one week notice to the instructor and CeDAR when they will be testing in the center.
- To assume responsibility for testing procedures and notifying faculty and CeDAR accordingly.
- To provide for his/her personal independent needs or other disability related needs.
- To assume personal responsibility for meeting with faculty, requesting assistance through supplemental services and meeting university standards.

Faculty Rights/Responsibilities Summarized (when accommodating disabled students)

- Classroom Behavior – All university students must adhere to the university code of conduct regardless of whether they have a disability. Infractions of this code should be directed to the Associate Dean of Student Services and Administration. If the student has been identified as a student with a disability, this information should be provided to the Dean to facilitate collaboration with the Director of Disability Services.
- Alternative Testing – An alternative testing site is provided by CeDAR located at 667 Ardelia Court. Replicated research has been undertaken to determine the necessity of extended test taking time for individual with disabilities.
- Challenge Accommodations – A faculty member has the right to challenge an accommodation request if she/he believes the student is not qualified, the accommodation would result in a fundamental alteration of the program, the institution is being asked to address a personal need, or the accommodation would impose an undue financial or administrative burden. Accommodation requests are based on documentation on file in CeDAR (If warranted, interim services are provided while documentation is being obtained). Due to confidentiality, the nature of the disability may not be disclosed to the faculty unless there is a specific need to know. When beneficial to the faculty/student academic relationship, students are encouraged to self-disclose.
- Shared Responsibility – As an employee of Florida A&M University who has compliance obligations under federal laws, it is the responsibility of the faculty to assume a shared responsibility in providing reasonable accommodation for students with disabilities. The university is responsible for implementation and, as an employee, faculty are required to adhere to the policies and procedures. The responsibility of meeting the academic needs of individuals with disabilities through reasonable accommodations has been assigned to the Director of CeDAR.
- Referral – If a faculty member is notified by a student that she/he has a disability or if the student brings a medical statement to the instructor, it is the faculty member's responsibility to refer the student with his/her medical statement to CeDAR. Also, if an instructor notices that a student is

not performing up to standards and suspects there might be a learning disability, he/she must also refer the student.

Students with disabilities are protected under Family Educational Rights and Privacy Act (FERPA) and the civil rights laws.

A faculty member should never make any statements or implications that a disabled student is any different from the general student population.

- Do not ask the student to come to the classroom and then leave with the test in hand.
- Do not place the student in the hallway or any other obvious place to take an exam because you want to be close to them in case they have a question.
- Do not ask the student for documentation other than the letter from CeDAR.
- Do not discuss the student's needs or accommodation other than in a private place.
- Do not make comparisons between students and their needs.
- Do not use a grading standard that is any different from the rest of the class.
- Do not give students with disabilities an advantage over the rest of the class; the idea of the law is to give equal access or equal opportunity provided through the recommended accommodations.

Examples Of Discriminatory Acts Against Disabled Employees

Discriminatory acts against employees are defined as the failure on the part of the employer to take positive steps to employ and advance in employment qualified individuals with disabilities.

Examples of discriminatory acts are:

- Making a decision concerning employment under any program or activity that limits, segregates, or classifies applicants or employees in any way and adversely affects their opportunities or status because of a disability.
- Participating in a contractual or other relationship that has the effect of subjecting applicants or employees with qualified disabilities to discrimination.
- This includes relationships with employment and referral agencies, with labor unions, with organizations providing or administering fringe benefits to employees of the university and with organizations, providing training and apprenticeship programs.
- Failure to recruit, advertise, process applications for employment, hire, upgrade, promote, or award tenure to a disabled person on the basis of a disability.
- Failure to make reasonable accommodations for job assignments, job classifications, organizational structures, position descriptions, lines of progression, sponsored activities, including social or recreational programs, leaves of absence, unless the employer can demonstrate that the accommodation would impose an undue hardship.

- Failure to consider a person for selection of financial support for training, including apprenticeship, professional meetings, conferences, and any other related activities, terms, conditions, or privileges of employment on the basis of a disability.

CONTACT INFORMATION

All students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must complete a Voluntary Self-Disclosure Statement and provide official documents pertaining to disability(ies).

Procedure

Students whose disabilities may require some type of accommodation, including course content delivery, exam accommodation, or other accommodations should first contact the College of Law Office of Student Affairs to discuss the process. It is the responsibility of the student to make these needs known in a timely fashion and to provide the appropriate documentation. Failure to request accommodations in any given semester waives the right to accommodations during that semester. Appropriate and reasonable accommodations will be arranged on a case-by-case basis. The College of Law does not make determinations of disabilities or possible accommodations; that function is handled solely by the Center for Disability Access & Resources.

Students must submit supporting documentation for their request through the [AIM Online Portal](#).

Students who do not require accommodations need not disclose their disabilities but are encouraged to notify the Office of Student Affairs of any conditions that may arise during your law school tenure. Students who do not file an application with CeDAR, do not receive accommodations from CeDAR, and have or should have prior knowledge of their disability may not claim accommodations for such disability in hearings, appeals, and other related procedures.

Information regarding a student's disability and accommodation is treated as confidential under applicable federal, state, and university laws and policies, and is provided only to individuals privileged to receive such information.

How to Become a CeDAR Participant

Students should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate those needs and requests.

- Students must be enrolled at the University to request accommodations each semester.
- Students requesting services may do so by first applying to be a CeDAR student by going to our [AIM Online Portal](#) tab and submitting an application via the student link. Students in the Law School should contact a member of the Student Affairs team.
- All students should be prepared to upload documentation of disability to your application through the [AIM Online Portal](#). Documentation is subject to verification by the University and may take 5-7 business days to process your application.

- Requests that require special funding, such as a need for specific software and adaptive equipment will be assessed for possible resources that might already provide for the request, such as Vocational Rehabilitation or Blind Services. If not duplicating an available resource, the University will provide reasonable accommodations for the documented request.
- After receipt of required documentation, the CeDAR professionals will make a case-by-case determination of the student's educational need for any requested auxiliary aids, accommodations, and/or other special services determined to be necessary.
- When notified that the documentation provided supports the student's disability claim and current need for accommodations, the student must do the following: (a) Contact Ms. Johnson as soon as possible to schedule an intake interview (b) Review CeDAR policies and procedures for services.
- Once accepted, the services and equipment (if deemed appropriate), will be provided at no cost to the student. However, to receive services from CeDAR, the student is responsible for:
 - Requesting accommodations each semester. Documentation is not necessary at this time unless significant changes have happened since initiating services.
 - Following procedures and adhering to policies for specific accommodations and services.
 - Monitoring student's own academic progress.
- If an accommodation is not effective, students should consult with a Student Affairs staff member.

Documentation Requirements

To be eligible for disability-related services, students must have a documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities.

Documentation must include the following

- Specific diagnosis of disability by a qualified professional
- Functional impact of the disability on academic performance
- Learning Disabilities and ADHD documentation must comply with [AHEAD \(Association on Higher Education and Disabilities\)](#) and [ETS \(Educational Testing Services\) guidelines](#).
- Completed online application by the student and an appropriate disability verification form completed by a qualified professional.

Essentials of Documentation

- Documentation for a disability must be current, complete, and provided by a qualified professional.
- All documentation must be on letterhead, typed, dated, and signed by the qualified professional.
- Documentation varies depending on the specific disability and each student's documentation is individually reviewed.
- Minimally, the documentation must establish the current functional limitations resulting from the disability.
- The documentation must provide enough information about the history, scope, and depth of the disability for the University to determine the presence of a disabling condition which significantly impairs a major life function and imposes limitation on some activity associated with the academic process.
- A school plan such as an Individualized Educational Plan (IEP) or a 504 Plan is insufficient documentation in and of itself to determine eligibility. These school plans may be included as a part of a more comprehensive evaluative report and are often helpful in describing students' strengths as well as possible deficits.
- The qualifications of the professional providing documentation need to be clearly indicated and the language by which the disability is described must be consistent with standard practice within the profession. A formal diagnosis is expected.
- All documentation is reviewed by the professional staff of CeDAR and, when necessary, reviewed by consultants with expertise in specific disability areas. In some cases, students are requested to provide more documentation than originally submitted. Additionally, recommendations for accommodations to mitigate the impact of the disability are appreciated but are not essential.

Other Policies

Students must adhere to CeDAR policies and stated rules, which are available upon request or may be viewed at the [FAMU CeDAR](#). This includes standards for documentation of a disability, procedures for notifying the appropriate parties of a disability, and any other policies and procedures instituted by CeDAR.

If a student is afforded accommodations for their disability, the student must present the acceptance from CeDAR to the Director of Student Affairs for acknowledgement, review, and signature prior to receiving accommodations at the College of Law.

Applications for accommodations must be received by the Office of Student Affairs prior to the final day to withdraw from the semester with a partial refund (See Academic Calendar - "Last day to withdraw with 25% refund of tuition/fees"). The College of Law will not grant requests for accommodations submitted after the deadline.

The Office of Student Affairs will send documentation confirming CeDAR's approval of accommodations to the College of Law faculty. The faculty members are only informed of in-class accommodations because all testing accommodations are provided by the Office of Student Affairs to remain in accordance with the College of Law Anonymity Policy.

Failure to comply with any of the policies outlined in this handbook or by the Office of Student Affairs and CeDAR will result in a denial of accommodations for the exam or assignment in question.

Recorded Lectures

The Center for Disability Access & Resources considers accommodation request for recording lectures and classroom presentations on a case-by-case bases for individual with disabilities. A reasonable classroom accommodation may involve use of a digital recorder or smart pen to record spoken lectures. In order to maintain the integrity of the CeDAR Classroom Accommodation Services the following rules apply to all requesters and recipients of this accommodation.

1. Students must request recorded lectures as an accommodation on the **Accommodations Request Form**.
2. If approved, the Office of Student Affairs will provide a Letter of Accommodations to each faculty member for which the student intends to record lectures.
3. If the faculty member has concerns about this accommodation, please ask him/her to contact the Office of Student Affairs for more information.
4. By utilizing this accommodation, students are agreeing to the following policies:
 - Student will use these tapes solely in pursuit of your education program, and not for any commercial or non-educational purpose.
 - Student will not engage in any secret recordings of lectures or interactions.
 - Student will not share the tapes with any other student.
 - Student will erase the tapes at the conclusion of the course, within seven (7) days after issuance of a grade, unless the student obtains written authorization from the faculty member to retain the tapes beyond this period.

Grievance Procedure

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

ADDITIONAL UNIVERSITY POLICIES

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 regarding admissions, class attendance, and the scheduling of examinations and work assignments.

Accordingly, the following procedures are in effect:

- A student who wishes to observe a religious holy day of their religious faith shall notify all of the student's faculty two weeks prior to the religious observance.
- 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.
- A student who is absent from academic or social activities because of religious observances shall not be penalized by their instructors and/or university administrators.
- In those instances where a faculty member wishes to observe a religious holy day, the faculty member shall make arrangements to have another faculty member conduct the class in their absence, if possible, or reschedule the class.
- Any student who feels that they have been denied educational benefits because of their religious belief or practice may seek redress by notifying, in writing, the Dean of the nature of the student's grievance.
- The Dean shall investigate each occurrence (grievance) and ensure that appropriate corrective action is taken to ensure compliance with this policy.

POLICY ON DISCRIMINATION

General Information

It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by State and Federal Statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services and any employment conditions and practices.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Ms. Latrecha Scott (EOP Director) or Ms. Letitia McClellan (University Title IX Coordinator), located in the Office of Equal Opportunity Programs. Please also see [University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Procedures](#) and [University 10.112 Consensual Relationships](#).

The Affirmative Action Plan/Programs for *Minorities and Women* is available for review ONLY at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8am-5pm).

The Affirmative Action Plan/Programs for *Veterans and Persons with Disabilities* is available for review by anyone, upon request, during regular business hours (Monday through Friday, 8am-5pm) at the following locations:

Office of Human Resources

Florida A&M University
211 Foote-Hilyer Administration Center (FHAC)
Tallahassee, FL 32307
(850) 599-3611

Office of Equal Opportunity Programs

Florida A&M University
674 Gamble Street
Tallahassee, FL 32307
(850) 599-3076; TDD (850) 561-2998

Copies of the Affirmative Action Plans will be provided pursuant to Chapter 119 of the Florida Statutes.

Signed: **Larry Robinson**
Larry Robinson, Ph.D.
Florida A&M University

Title IX Information

Eliminating Discrimination Against Students Based on Sex: Responses to Sexual Violence Against a Student *“No person in the United States shall, on the basis of sex; be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”*

Title IX of the
Education Amendments of 1972 to the 1964 Civil Rights Act

Florida Agricultural and Mechanical University (FAMU) promotes access to its educational programs and activities consistent with federal statutes; state regulations; and University regulations, policies and procedures. The University takes prompt action to investigate student complaints of sex discrimination pursuant to federal, state, and local statutes.

Background

Title IX of the Education Amendments of 1972 and its implementing regulations prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Title IX protects students from sexual harassment, which is one type of sex discrimination, which is prohibited by Title IX. The United States Department of Education, Office of Civil Rights, issued a [“The Dear Colleague Letter”](#) dated April 4, 2011. As of August 14, 2020, the Department of Education implemented a new regulation which affords additional due process rights for both parties.

University Assistance Provided to FAMU Students

To faculty members, athletic coaches, administrators and staff who receive notice that a student has been the victim of sexual harassment, including sexual violence; the University’s practice is to offer the student six resources.

- 1) **Affirmation.** The student who discloses is sharing a confidence, perhaps for the first and only time. FAMU strongly encourages the following responses, “I am glad you shared this with me”; “I will do everything I can to assist you”; or “What would you like me to do next?” The University advises recipients of disclosure to avoid responses such as, “You should try to get over this” or “It is best to get on with your life.” **The University prohibits employees who receive disclosures of sexual violence from withholding the information.**
- 2) **Safety.** The goal is to ensure that the student has an opportunity to avoid contact with the alleged perpetrator. The University may need to prohibit contact with the student by the alleged perpetrator, if necessary. The student may need overnight shelter to avoid a residence hall or apartment where the alleged perpetrator also lives. The University may need to arrange within campus housing to separate the alleged perpetrator from the victim.
- 3) **Health Services.** A victim may need care for physical or mental injuries; testing for sexually transmitted diseases; or reproductive-related care, just as examples. If the student agrees,

FAMU Student Health Services (Clinic) can provide such care at (850) 599-3777. For employees, the University suggest that the victim seek medical treatment with their local physician or at a medical facility as soon as possible.

- 4) **Counseling and Victim Advocate Program.** The victim may need counseling or psychological services, whether the sexual violence was recent or long ago. If the student agrees, FAMU Counseling Services can provide individual and group counseling. It is available to students at no charge. The contact number is (850) 599-3145. Employees may consult with Human Resources at (850) 599-3611, regarding counseling services available through the Employee Assistance Program (EAP). The Victim Advocate Program serves as a confidential resource and support resource for anyone in the University community who has been a victim of a crime. For more information about Victim Advocate Program, please call (850) 412-5667.
- 5) **Academic Adjustments.** The goal is to ensure that the student has an opportunity to avoid contact with the alleged perpetrator. The student who experiences trauma or who must relocate for some period may need to miss one or more classes without the results being punitive. The student may request administration of an exam at a location unknown to an alleged perpetrator who attends the same class; completion of the class via online assignments; or a grade of Incomplete with a schedule for making up coursework. The Counseling Center or Student Clinic can document the student's request(s) to professors.
- 6) **Criminal or Administrative options.** Students, who have been victims of sexual harassment, may choose one or more:
 - File a police report with FAMU Police Department at (850) 599-3256
 - File a police report with the Orlando Police Department, if the sexual harassment occurred off campus
 - File a complaint with the FAMU Office of Judicial Affairs at (850) 412-7223
 - File a discrimination complaint with the Office of Equal Opportunity Programs (850-599-3076).

Training Programs

Florida A&M University will include the following in its training programs, but are not limited to:

- Training all university law enforcement personnel on the university's Title IX responsibilities and handling of sexual harassment or sexual violence complaints;
- Training all employees who interact with students regularly on recognizing and appropriately addressing allegations of sexual harassment or violence under Title IX;
- Training the Title IX Coordinator and any other employees who are involved in processing, investigating, or resolving complaints of sexual harassment or sexual violence;
- Informing students of their options to notify proper law enforcement authorities, and the option to be assisted by university employees in notifying those authorities;

- Designating an individual from the university’s counseling center to be “on call” to assist victims of sexual harassment or violence whenever needed; and
- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students affected by sexual harassment or violence, and notifying students of campus and community counseling, health, mental health, and other student services.

Training Videos

[Title IX Recorded Training Sessions](#)

[Title IX Training Video Zoom 1](#)

[Title IX Training Video Zoom 2](#)

Applicable Regulations and Policies

Title IX Sex Discrimination and Sexual Misconduct Prohibition and Formal Hearing Process

[University Board of Trustees Regulation 1.022](#)

Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures

[University Board of Trustees Regulation 10.103](#)

Student Code of Conduct

[University Board of Trustees Regulation 2.012](#)

Due Process, Other Rights and Responsibilities

[University Board of Trustees Regulation 2.013](#)

Sexual Misconduct

[Sexual Misconduct Policy](#)

For additional questions and resources for filing a report or complaint, please contact:

*Office of Equal Opportunity Programs
674 Gamble Street
Florida Agricultural and Mechanical University
Tallahassee, FL 32307
(850)599-3076*

University Regulation 10.103

Regulations of Florida A&M University



10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures

- (1) Florida A&M University is committed to providing an educational and work environment free from discrimination and harassment on the basis of sex, race, color, religion, national origin, disability, age, marital status, sexual orientation, gender identity, gender expression, military veteran status, as provided by law. This commitment applies to all educational and work environments affecting students, faculty, Administrative and Professional (A&P) employees, Executive Service employees, University Support Personnel System (USPS) employees, and Other Personal Services (OPS) employees and any employment conditions and practices. Vendors, independent contractors, visitors, and others who conduct business with the University or on University policy are also expected to comply with this Regulation.
- (2) This Regulation is designed to comply with multiple laws prohibiting discrimination including: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act Amendments Act; the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments Act of 1972; the Pregnancy Discrimination Act of 1978; the Uniformed Services Employment and Re-employment Act; the Veteran's Readjustment Act of 1974; and the Genetic Information Non-discrimination Act of 2008.
- (3) **Definition of Discrimination and Harassment.**
 - (a) *Discrimination* shall include, but not be limited to:
 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, sexual orientation, gender identity, gender expression, 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, sexual orientation, gender identity, gender expression, 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, sexual orientation, gender identity, gender expression, or veteran status;
4. Providing unnecessary separate educational programs or activities for individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, 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, sexual orientation, gender identity, gender expression, or veteran status; or
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, sexual orientation, gender identity, gender expression, or veteran status.

(b) *Harassment* shall include, but not be limited to:

1. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, sexual orientation, gender identity, gender expression, 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 harassment such as unwelcome 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.
4. Sexual misconduct including sexual assault, sexual violence, inducing incapacitation for sexual purposes, sexual exploitation, relationship or domestic violence, or stalking.
 - a. Sexual assault means an actual or attempted sexual contact with another person without that person's consent. This includes, but is not limited to:
 - i. Involvement in any sexual contact when the victim is unable to consent;
 - ii. Intentional unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's genital area, groin, inner thigh, buttocks, or breast; or

- iii. Sexual intercourse without consent.
- b. Inducing incapacitation for sexual purposes includes drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent to sexual consent.
- c. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples include, but are not limited to:
 - i. Prostitution of another person;
 - ii. Non-consensual visual or audio-recording of sexual activity; or
 - iii. Non-consensual distribution of photos, other images, or information of an individual's sexual activity.
- d. Relationship or domestic violence is abuse or violence between partners or former partners involving one or more of the following elements:
 - i. Battering that causes bodily injury;
 - ii. Purposely or knowingly causing reasonable apprehension of bodily injury;
 - iii. Emotional abuse creating apprehension of bodily injury or property damage; or
 - iv. Repeated telephonic, electronic, or other forms of communication – anonymously or directly – made with the intent to intimidate, terrify, harass, or threaten.
- e. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

(4) Dissemination and Implementation of the Regulation.

- (a) The Office of Equal Opportunity Programs shall disseminate this Regulation or portions of it to the University community which shall comply and adhere to its provisions. All units shall also take appropriate action to implement the provisions set forth in this Regulation.
- (b) All questions or concerns about this Regulation or conduct that may violate this Regulation should be directed to the Director of Equal Opportunity Programs/Title IX Coordinator:

Director of Equal Employment Opportunity Programs/ Title IX Coordinator
Florida A&M University
674 Gamble Street
Tallahassee, Florida 32307
(850) 599-3076

(5) 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 and other protected class discrimination and harassment complaints based on a protected class issue. The EOP Officer shall inform prospective complainants 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 Regulation. Issues handled formally, shall include the full range of processes and reviews that are necessary to ascertain the facts.

1. Complaints and reports against students may also be reported to the Office of Judicial Affairs. Students referred to the Office of Judicial Affairs for alleged violation of this Regulation will be subject to investigation and disciplinary action as provided by Regulation 2.012 – Student Code of Conduct and Regulation 2.013 – Due Process, Rights, and Responsibilities

(b) A formal complaint shall be filed on the Charge of Discrimination/Harassment Form and submitted to the EOP Officer within sixty (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 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 notify, in writing, the complainant and the person against whom the complaint was filed of the allegations; provide the person against whom the complaint was filed an opportunity to respond; conduct a complete investigation; and, determine a resolution to the complaint within thirty (30) University business days of receipt of the written complaint. 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.

(e) The complaint will be dismissed if it is determined that the allegations are without merit. If disciplinary action is warranted, the EOP Officer shall prepare written notices to both parties (complainant and person against whom the complaint was filed). The written notice shall include the proposed disciplinary action, the reasons for the disciplinary actions, and the right of the person against whom the complaint has been filed to request, within ten (10) University business days of receipt of the proposed disciplinary action, an investigatory interview before a University hearing board.

(f) The University hearing board, when charged to review the complaint, shall file with the President or President's designee their findings and recommendations. The hearing board will notify both parties of its recommendations.

(g) The Complainant or the person against whom the complaint has been filed may upon receipt of the hearing board's decision make an appeal to the President, or the President's designee, for a review of the decision. Any appeals to the President or President's designee must be filed in writing within ten (10) University business days of receipt of the hearing board's written decision. Any additional information provided to the President or President's designee can only be provided in conjunction with the written appeal addressed to the President or President's designee. The President or President's designee shall render, within twenty (20) University business days of receipt of the hearing board's

recommendation, a final written decision either dismissing the complaint or taking appropriate disciplinary action. The President or President's designee shall have the right to affirm, modify or reverse any prior decisions.

(6) Disciplinary Actions.

- (a) Any employee or student 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, probation, suspension, expulsion, or termination. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.
- (b) Any employee in a supervisory capacity who has knowledge of a complaint involving another supervisor, subordinate, employee(s) supervised by another supervisor, or student(s) in the class(es) of another supervisor 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 termination. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.
- (c) All University employees must, within twenty-four (24) hours of receiving information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct discrimination involving students to the Director of EOP, the Office of Judicial Affairs, or the Department of Public Safety. Employees who are statutorily prohibited from reporting such information are exempt from this reporting requirement.
 - 1. This subsection does not exempt the statutory obligation for any person who knows or has reasonable cause to suspect child abuse, abandonment, or neglect to report such information to the Department of Children and Families.
- (d) Any employee or student who knowingly files a false complaint of discrimination or harassment or who knowingly provides false testimony under this Regulation shall be subject to disciplinary action. Disciplinary action may include a written reprimand, probation, suspension, expulsion, or terminated. The nature of the disciplinary action shall be guided by the seriousness of the offense.

(7) Retaliation Procedure.

- (a) Complainants who feel that they have been retaliated against for exercising their rights under this Regulation 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 Section 5 of this Regulation.

(8) Election of Remedies.

- (a) The doctrine of election of remedies shall apply to complaints filed pursuant to this Regulation. 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 shall operate as a waiver of the Complainant's right to file a complaint and avail the Complainant of the procedures

available under this Regulation. Should a grievance be filed pursuant to an alternative remedy and subsequent to the filing of a complaint under this Regulation but before proceedings under this Regulation have been completed, the filing of any such grievance nonetheless will act as a waiver, and proceedings pursuant to this Regulation 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 or President's designee pursuant to this Regulation.

Specific Authority Article IX, Section 7(c), Florida Constitution and Board of Governors' Regulation 1.001 and 2.003. History – New May 6, 1982, Amended July 15, 1987, Amended June 27, 1996, Amended December 1, 2005, Amended May 2, 2014.

CAMPUS SAFETY AND PARKING

Student Parking

Student Parking Accommodations

Parking for fulltime students is located at the City of Orlando Amelia Street Garage located at 355 Alexander Place, Orlando, FL 32801. Access is via a card issued to us by the City of Orlando. This access card works on a cycle. This means you must swipe to enter and then swipe to leave before you will be allowed to enter the garage again. The Garage hours are from 5:30 a.m. to 12:00 a.m., seven (7) days a week, 365 days a year. Students will have unlimited in and out access to the garage during those hours.

The garage is owned and operated by the City of Orlando. Students are expected to adhere to all City of Orlando Parking Division laws pertaining to the operation of vehicles. Failure to do so will result in the loss of permission to operate a vehicle on garage property, citations, disciplinary consequences and/or vehicle impoundment.

Parking for part time students is located at the Zora Neal Hurston State Building across from the College of Law. Part-time students have access from 5 PM to midnight, Monday through Friday, and 24 hours on the weekends via their proxy. Students may not park on any other levels or in visitor parking. Students cannot access the garage before 5 PM. Students who violate these rules are subject to being ticketed and/or towed for two (2) or more violations. Additionally, students may be subject to a violation of the Student Code of Conduct.

Student Safety

The top priority of the College of Law is ensuring your safety. The guards at the College of Law are committed to doing everything they can to make the College of Law a safe and secure environment. However, your safety is a shared responsibility between law enforcement and you. Consequently, they ask you to help them in keeping you and other students, staff and faculty safe by using your common sense. The University Department of Public Safety's website has resources intended to provide you with information to ensure your safety.

Safety Tips in Downtown Orlando

Students, faculty, and staff in a major U.S. city have a different experience than those attending or working at a college in a more rural setting. Downtown Orlando certainly qualifies as one of those urban environments. There certainly are opportunities associated with attending law school in an urban environment, but there can also be challenges. Recently some students have been confronted with aggressive behavior around the law school. The College of Law is concerned with the safety of the entire law school community; no matter where it occurs. With that said, we need everyone to stay vigilant, and if you see something or experience something, please say something. Please remember, call law enforcement immediately and stay safe. Below are safety tips for navigating the downtown environment:

- Familiarize yourself with the downtown area.
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- Use the campus escort or shuttle services at night.
- At night, stick to well-lighted areas whenever possible and avoid alleyways or "short cuts" through isolated areas.
- Travel in groups and avoid going out alone at night.
- If you are being followed, change direction, go to the nearest business and request that someone call the Police. Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Stay alert to your surroundings and the people around you.
- Carry your purse or backpack close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages and avoid wearing shoes that restrict your movements.
- Walk with a confident stride; keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.

If You Sense Trouble

- Move away from the potential threat if possible; cross the street and increase your pace. Join a group of people nearby.
- If a threatening situation is imminent and people are close by, yell, scream or do whatever you can to get their attention. Remember, dialing 911 and or/activating a fire alarm are both part of the personal safety system.
- Dial 911 immediately and give a description of the suspect.

If You are Attacked

- Go with your instincts but be realistic about your ability to fight off someone; your instinct may be to run, scream, kick, hit or bite.
- If a weapon is displayed, don't resist. Give up your property and save your life.
- Do what you are told and don't make any sudden moves.
- Try to remember as many details as possible and alert the police as soon as possible.
- Your goal should be to escape safely and survive; cooperate if you think that resisting may lead to further harm.
- Remember every situation is different; you are the only one who can decide the appropriate course of action.

Important Numbers

College of Law Public Safety

Front Desk Number: 407.254.4040

Non-Emergency Number: 407.254.3275 (8:00 am – 3:00 pm)

Orlando Police Department

EMERGENCY: 9-1-1

Non-Emergency Number: 321.235.5300

Orange County Sheriff's Office

EMERGENCY: 9-1-1

Non-Emergency Number: 407.836.4357

City of Orlando Amelia Street Garage

Non-Emergency Number: 407.246.2155

**tips listed courtesy of Manhattan College and Fort Hays State*

Fire and Emergency Evacuation Drills

Authority

The Florida Fire Prevention Code (Florida Statute 633.0215) requires fire drills in all high hazard buildings to occur at least annually to ensure occupant safety. High hazard occupancy is defined as any building:

- That contains combustible or explosive matter or flammable conditions dangerous to the safety of life and property;
- In which persons receive educational instruction;
- In which persons reside, excluding private dwellings; or
- Containing three or more floor levels.

Policy

These drills are important in making sure all students, staff and faculty can safely and quickly evacuate the building in an orderly manner. All fire drills are to be taken very seriously. Your life depends on knowing what to do and where to go in case of a fire or other serious incident requiring an immediate evacuation.

- All occupants *must participate and evacuate* when an alarm is sounded, or when authorities initiate an evacuation order. Occupants with disabilities, who cannot independently evacuate, must evacuate to the nearest emergency exit stairwell landing to await emergency personnel assistance.
- You will NOT be notified in advance when a fire drill is scheduled.
- Both primary and secondary escape routes are posted next to all pull station alarms near most exits in the building. FAMILARIZE YOURSELF WITH THE LOCATIONS OF THE EMERGENCY EXITS AND ROUTES, BOTH PRIMARY AND SECONDARY, NEAR YOUR CLASSROOMS, IN THE LIBRARY and other parts of the College of Law.
- DO NOT USE THE STAIRS TO THE ATRIUM TO EXIT THE BUILDING DURING AN EMERGENCY. YOU MUST USE THE EMERGENCY EXIT STAIRS. The atrium stairs

are not safe to use during an actual fire as exhaust fans located above the atrium automatically activate to draw out any smoke and will make breathing difficult.

- *DO NOT ATTEMPT TO USE THE ELEVATORS.* ONCE AN ALARM HAS SOUNDED ALL ELEVATORS AUTOMATICALLY GO TO THE FIRST FLOOR.
- When the alarm sounds you will be expected to immediately stop what you are doing and evacuate to the closest emergency exit or as directed by a Floor Marshall or your faculty member, as quickly as possible. Depending on circumstances, this may NOT be the primary emergency exit, but a secondary exit.
- Do not take time to pack up your belongings or replace books. If you are in your class, follow the instructions given by your faculty member when the alarm sounds.
- Take *ONLY* your keys and cell phone with you.
- Leave your computer and book wheelie or backpack. Taking these will slow down your and others ability to get down the emergency exit stairs quickly and safely and out of the building.
- Once you have exited the building cross the street and walk quickly south on Beggs Avenue towards Washington Street. Go right on Washington to the meeting point area located at the corner of Washington and Chatham. *DO NOT WALK IN THE STREET. REMAIN ON THE SIDEWALK AND OUT OF THE WAY OF RESPONDING EMERGENCY VEHICLES.* Walk quickly and do not congregate on the sidewalk until you reach the meeting point.
- Do not go to a different area or leave the area. Go to the designated meeting point. A headcount will be taken by the Floor Marshals and/or your instructor to ensure everyone has evacuated and no one is left in the building.
- Remain at the meeting point until the Fire Department notifies law enforcement that the building is safe. Law enforcement will advise you when it is safe to return to the building.
- Handicapped persons should go to the nearest emergency exit stairwell and remain in the stairwell until contacted by fire or other emergency personnel. In case of actual emergency your location will be given to the emergency operator and/or first responding emergency personnel.

Consequences

Your participation in any evacuation is required. Students who fail to evacuate will be considered in violation of student policies and may be referred for disciplinary action.

COLLEGE OF LAW WEATHER-RELATED EMERGENCIES

Should the National Weather Service or local weather service issue a “severe weather warning” that is expected to directly impact the College of Law, the following will apply:

- Upon notification of a dangerous weather situation that will directly affect the safety of the students, staff and faculty at the College of Law, the Dean of the College of Law will advise as to whether and/or when classes will be cancelled.
- Students who have later scheduled classes on the active weather day will be notified by email or by local radio/TV stations as to whether classes have been cancelled.
- When the weather is questionable, students should periodically check their FAMU email and/or monitor local radio and TV stations for information on any cancellation of classes.

The College of Law administration recognizes that under certain extreme weather conditions, students cannot and should not attempt to come to campus. However, if classes are not officially canceled, it is the responsibility of each student to decide whether it is safe to drive in the inclement weather. This decision ultimately must be made by each student. Safety and personal judgment are required in each individual case, and students must assume responsibility for deciding if weather conditions are too hazardous to permit safe driving regardless of college announcements.

Notices and Alerts

Special security and emergency notices are available through the FAMU ALERT.

FAMUALERT is a communications system that provides timely and accurate information about emergency situations that could impact the university. The goal is to help keep the campus safe and informed during an emergency. FAMU Department of Emergency Management, Police Department, and Communications team determine which communications tools are used during an emergency. These offices work together to provide timely and accurate information to the FAMU community (students, faculty, staff, family, alumni, etc.)

Examples of situations where text messages, calls, and e-mails might be sent include, but are not limited to:

- Bomb threats
- Gas leaks
- Chemical spills
- Significant traffic or parking issues due to first response activity
- Extreme weather alerts
- Dangerous situations involving an immediate threat to the FAMU community

You will receive time-sensitive messages wherever you specify, such as your mobile, email address, text messages and more. You pick where, you pick how.

GRIEVANCES AND PETITIONS

Grievances involving members of the 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. Grievances about any of the Associate or Assistant Deans should be directed to the Dean. 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.

STUDENT GRIEVANCE AND PETITION PROCEDURES

Informal Non-Academic Grievance or Complaint

An informal non-academic grievance or complaint is a non-written claim by a student alleging improper, unfair, or arbitrary treatment by an administrator, faculty member, and/or staff member or an attempt to seek guidance on how to find the appropriate office or person to assist in informally resolving a complaint with an administrator, faculty member, and/or staff member. Although a student may contact the University Ombuds at any time, it is recommended that the student first attempt to address their complaint by discussing it with the person most directly involved with their complaint. If the complaint is not resolved, the student may initiate a formal non-academic grievance as set forth below. If the student chooses to contact the Ombuds, the Ombuds may redirect the student to the appropriate office for review or formal resolution.

Formal Non-Academic Grievance or Complaint

A formal non-academic grievance or complaint is a written claim raised by a student alleging improper, unfair, or arbitrary action by an administrator, faculty member, and/or staff member involving the application of a Florida A&M University (or Florida Board of Governors) regulation, policy, or procedure. The procedure below outlines this Formal Non-Academic Grievance Process.

1. Definitions:

- a. **Time Limits:** “Time” shall mean “academic time,” that is, periods when Florida A&M University classes are in session, exclusive of weekends. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Extensions must be communicated in writing to all parties. For the purposes of this Policy, each step shall be afforded two (2) weeks as a standard time limit. If the complaint or grievance is not presented within the established limits, it shall not be considered. If a complaint or grievance is not appealed to the next step within the established time limits, it shall be considered settled (on the basis of the last answer). If, after presentation at any step, an administrator, faculty member, and/or staff member does not discuss and/or answer the complaint or grievance with the student within the established time limits, the student may treat the complaint or grievance as denied at that step and may appeal the complaint or grievance to the next step.

- b. **Written Communication:** Where written communication is required, either e-mail or postal mail will be acceptable.

2. Formal Non-Academic Grievance Process Steps:

- a. The student must first attempt to address his/her complaint by discussing it with the person most directly involved with their complaint. If the complaint is not resolved, the student may elect to initiate a formal grievance in writing within the timeline as defined above to the Assistant Dean for Student Affairs. The timeline shall begin at the time of the first occurrence or at the time a student, using reasonable due diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance.
- b. The Assistant Dean will meet with the student (and any relevant parties) and produce a fact finding “complaint report.” The student is responsible for providing copies of all relevant documents including emails and previous determinations from the incident and any attempt at resolution. The Assistant Dean will then forward the complaint report to the appropriate Associate Dean (Associate of Student Services or Associate Dean of Academic Affairs).
- c. If possible, the Associate Dean should respond by meeting with the student to attempt an agreement or resolution.
- d. The Associate Dean will review previous resolution steps, discuss the complaint with the student and other appropriate individuals, and communicate a final answer to the student in writing.
- e. If the student feels that the answer or action of the Associate Dean has violated published policies and procedures or has been applied to the student in a manner different from other students, the student may file a written grievance to the Dean within ten (10) days of the decision rendered.
- f. The decision of the Dean of the College of Law will be final and binding. If the student feels the answer of the Dean has violated published policies and procedures or has been applied to the student in a manner different from other students, the student may file an appeal to the next appropriate administrative officer (e.g., the Provost and Vice President of Academic Affairs) referred to below as “Administrator” within ten (10) days of the decision rendered.
- g. At this level, the Administrator will review the material submitted by the student to see if the material constitutes a grievance.
- h. If the Administrator determines that the material does not constitute a grievance, the Administrator will communicate to the student (in writing) and the involved administrator, faculty member, and/or staff member, that the matter is not a grievance, and no recommendation will be forthcoming.
- i. If the Administrator’s review produces a conclusion that the matter constitutes a grievance (the rights of the student may have been violated), this will be communicated in writing to the student. Specific remedies will be proposed, and corrective action will be recommended by the

Administrator. It is important to note that the Administrator can only recommend corrective action and assist in communicating that action to the parties.

Confidential Assistance On Procedures

The University Ombuds provides confidential, impartial, independent, and informal assistance to students, staff, and faculty in addressing academic and non-academic concerns at the University that established procedures and processes have not resolved. The University Ombuds is located at 1735 Wahnish Way, CASS Building, Suite 303, Tallahassee, Florida 32307. The phone number for the University Ombuds is (850) 599-3183. For the web address [Click Here](#).

COMPLAINTS INVOLVING ACCREDITATION STANDARDS

ABA Standard 510 requires that accredited law schools provide students the opportunity to submit complaints implicating compliance with the ABA Standards. Standard 510 provides the following:

- (a) A law school shall establish, publish, and comply with policies for addressing student complaints.
- (b) A law school shall maintain a record of student complaints submitted during the most recent accreditation period. The record shall include the resolution of the complaints.

Under Interpretation 510-1, a “complaint is a communication in writing that seeks to bring to the attention of the law school a significant problem that directly implicates the school’s compliance with the Standards.”

Interpretation 510-2 provides that “a law school’s policies on student complaints must address, at a minimum, procedures for filing and addressing complaints, appeal rights, if any, and timelines.”

Florida A&M University College of Law invites students to share any concerns they might have about the Law School’s program of legal education relating to matters that directly connect to ABA Standards.

Any person may make a complaint alleging a implicating compliance with the ABA standards by:

- Filing a written complaint with the Associate Dean for Student Services and Administration or the Associate Dean for Academic Affairs.
- Every such complaint must be signed and must identify the program, process or matter that is the subject of the complaint and should explain how the matter implicates the law school’s program of legal education and its compliance with a specific, identified ABA Standard(s).

Upon receipt of the complaint, the relevant Associate Dean:

- Will acknowledge receipt of the complaint within three business days of its receipt.
- Within two weeks of acknowledging receipt of the complaint, the relevant Associate Dean will either meet with the complaining student and/or respond to the complaint in writing informing the student of the steps being taken to address the complaint, or the steps being taken to further investigate the complaint.
- If further investigation is necessary, the relevant Associate Dean will conduct and complete that investigation within a reasonable time.

If the student is dissatisfied with the response to, or resolution of, the complaint, the student may file an appeal by:

- Filing a written appeal with the Dean of the Law School. The appeal must be filed no later than three weeks after being advised of the Associate Dean's response to the complaint or of the steps being taken to address the complaint.
- The Dean's decision regarding the appeal will be communicated to the student within three weeks of receipt of the appeal. The Dean's decision shall be final.

To further comply with the standard, the College of Law shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner in the Office of the Dean for ten years.

STUDENT CONFLICT RESOLUTION

Florida A&M University College of Law is committed to helping students resolve conflicts peacefully and to develop the skills needed to successfully navigate conflict and difficult situations throughout their lives. To that end, the College of Law has developed an informal process referred to as a **Meet and Confer Conference**, which is designed to support students when conflicts arise.

Meet and Confer Conference

The intent of this conference is to:

1. Promote student well-being by allowing students to represent their issues in a private setting without the need to file a complaint that will be included within their student file.
2. Develop mutually agreed upon conditions by which the students will interact while at the College of Law.
3. Develop mutual trust between the students and the administration by using a process that allows for influencing of institutional policy and allows for the generation of alternative ideas for improvement.
4. Provide a method of clear and open communication between the students.

This process may be initiated either by the College, an individual student or a group of students who believe another student or group of students has harmed them. A meet and confer conference seeks to bring together those who have allegedly caused harm with those who have been impacted by their alleged actions. The goal of the conference is to allow the participating parties to explore what happened, what harm was allegedly caused, and how offending parties can begin to repair the alleged harm.

In order to schedule a meet and confer conference, the complainant and the accused must both be willing to participate. Before scheduling a meet and confer the complainant and the accuser will be asked to sign a “Duty to Meet and Confer in Good Faith Agreement.” The duty to meet and confer in good faith creates a mutual obligation to meet and confer on request by either party and to endeavor to reach agreement on matters within the scope of representation before any changes are implemented or complaints are filed.

The meet and confer will be scheduled promptly and equitably for both parties (no more than 7 days from the date of the signed “Duty to Meet and Confer in Good Faith Agreement”). During the time frame in which the parties are awaiting the scheduled meeting both peers are required to maintain their professionalism, especially regarding the mandatory subjects of the meet and confer, until they reach an agreement or impasse. At the point of impasse, both parties have the option of filing a complaint.

If a student wishes to schedule a meet and confer they must:

1. Report to the Office of Student Affairs and notify the Assistant Dean of Student Affairs of the issue and the parties involved.
2. After discussing the student's issues, the Assistant Dean of Student Affairs will consult both parties and request the completion of the Meet and Confer in Good Faith Agreement.
3. Upon receipt of all complete Meet and Confer in Good Faith Agreements the Assistant Dean of Student Affairs will schedule a prompt and equitable meeting.
4. At the end of the hour meeting, the students will either come to an agreement or an impasse.
5. In the event of impasse, the students will be afforded the option of filing a complaint.
6. If the student files a complaint, the Assistant Dean of Student Affairs will begin the investigation and follow the process according to the specific nature of the complaint.

STUDENT CODE OF CONDUCT

Introduction

The College of Law recognizes its obligation to Florida A&M University and to the legal profession as a whole to ensure that the degree of Juris Doctor (J.D.) is conferred not only to those who successfully complete our program of legal education but to those who fully and completely meet the standards of academic achievement, integrity, and professionalism.

Students at the College of Law are members of both the law school community and the larger University community. The College of Law adopts as its Honor Code the University's Code of Conduct now and as might be later amended. As such, the University's Student Code of Conduct shall govern all academic and non-academic misconduct that are not expressly addressed or covered by the College of Law Student Handbook.

All students should review and be knowledgeable about FAMU Regulation 2.012 – 2.013. [University Student Code of Conduct](#) students will be asked to sign statements saying that they have read, understand, and will abide by the Student Code of Conduct of the Florida A&M University and the Rules and Regulations.

Matriculation in the College of Law constitutes de facto acceptance of this Code of Conduct and the policies and procedures involved in administering the Code of Conduct. A copy of each student's signed Student Code of Conduct Agreement will be retained in his or her permanent educational record.

Implementation of the Code

The College of Law is principally responsible for implementing and administering this Code of Conduct and is responsible for:

- Gathering relevant evidence;
- Meeting with the accused student(s),
- Presenting the matter to the Student Disciplinary Committee (SDC) and ensuring that the student complies with the decisions of the Committee.

To facilitate the process, the University has made the following designations:

Associate Dean for Student Services and Administration – Conduct Officer

Assistant Dean of Student Affairs – Conduct Officer

Law School Dean – Appellate Hearing Officer

Regulation of Florida A&M University – 2.012 Student Code of Conduct

- (1) The Student Code of Conduct (“Code”) applies the principles and freedoms found in University Regulation 2.013, Due Process, Other Rights, and Responsibilities, by promoting responsible freedom for all students. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Florida A&M University (“University”) students. The responsibility to know and abide by the Code ultimately lies with the student. The Student Code of Conduct supersedes all other means of disciplining or removing students for behaviors prohibited by the University.
- (2) As members of the University 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 that accompany this membership and are responsible for compliance with the requirements of law and University regulations, policies, and procedures. It is incumbent upon members of the University community to notify the appropriate student conduct body or officials of a violation of this Regulation, to encourage all to comply with them, and assist in their enforcement by providing relevant information as witnesses when called upon to do so. Accordingly, all purported violations of the Code shall be referred to the University Conduct Officer (Director of Student Conduct and Conflict Resolution). Students, faculty, staff, stakeholders, or other individuals with knowledge, may report violations of the Code, in writing, to the Office of Student Conduct and Conflict Resolution.
- (3) The University has zero tolerance for a violation of any provisions of the Code, as well as the Anti- Hazing Regulation 2.028 and Alcoholic Beverages Regulation 3.021. “Zero tolerance” means that given the factual circumstances of the purported violation, the charged student may be removed from University Housing and receive a penalty up to suspension or expulsion from the University.
- (4) Due process protections, in accordance with University Regulation 2.013, will be appropriately accorded the charged student.
- (5) Information Briefing. If the Conduct Officer or his/her designee believes after a review of the purported violations that the information has merit, the student will be issued, in writing, an Administrative Request to Appear at an information briefing before the Conduct Officer or his/her designee. At the information briefing, the Conduct Officer or his /her designee will explain to the student the elements of due process that will be afforded.
 - (a) University conduct proceedings may be instituted against a student charged with a violation of the law that is also a violation of the Code. The University reserves the right to proceed under the Code with a hearing and the possible imposition of a sanction prior to, concurrent with, or subsequent to civil litigation, criminal arrest, and/or criminal prosecution.
 - (b) With the exception of extenuating circumstances, the University will proceed with an alleged violation of the Code prior to any final disposition of the Courts.
 - (c) Determinations made or sanctions imposed under the Code shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to

violation of University rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.

- (d) Any admission of guilt, responsibility or statement against the student’s interest made by a student at off-campus proceedings shall be conclusive for University purposes.
- (e) A verdict of guilty, a plea of guilty, a plea of no contest (*nolo contendere*) or similar plea in a court of law by a charged student will operate as a conclusive finding that the student is “Responsible” for the purpose of student conduct proceedings.
- (f) Prior to the issuance of the outcome letter, the University may amend the violation(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the University community.
- (g) The University will cooperate fully with law enforcement agencies in any criminal prosecution to the extent permitted by law.
- (h) The University conduct proceedings are closed to the public.

Jurisdiction

- (6) **Jurisdiction.** 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) University premises, including, but not limited to, fraternities, sororities, and organizations’ property;
 - (d) Activities sponsored by the University wherever they may occur;
 - (e) Activities officially approved by the University that are conducted by University certified organizations wherever they may occur; or
 - (f) Activities occurring off campus, including non-university related activities.

Definitions

- (7) **Definitions.**
 - (a) Business Day - A day of normal business operation as designated by the University.
 - (b) Charged Student – The student charged with violations of this Code.
 - (c) Club and/or Organization - Any number of students who have complied with the University requirements for certification. The term “club or organization” also will refer to student.
 - (d) Complainant - An individual who reportedly experienced gender-based misconduct

regardless of whether the individual participates in the disclosure or review of that report by the University at any point.

- (e) Educational sanctions – Work assignments, essays, presentations, or other related educational assignments.
- (f) Expulsion – A student shall be deprived of his/her opportunity to re-enter the University. The student is permanently separated from the University.
- (g) Faculty member - Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.
- (h) Hearing body - Any person or persons who have been authorized by the University to determine whether a student has violated the Code and to recommend sanctions that may be imposed when a Code violation has been committed.
- (i) Judicial hold - This prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).
- (j) Mediation - The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants are responsible for keeping their agreement or renegotiating if necessary. In the event the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for conduct action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process.
- (k) Mediator – Any neutral member of the University community who has been trained in conflict resolution to assist parties in reaching a mutual agreement to resolve their differences. The Mediator shall not have personal connections with either party or have prior knowledge of the disagreement.
- (l) Not Responsible - The charged student has not been found Responsible or did not accept Responsibility for the alleged violation(s) of a provision(s) of the Code.
- (m) Preponderance of Evidence - The information presented supports the finding that it is more likely than not that the violation occurred.
- (n) Probation – An indication that the student’s conduct violated the Code and requires the withdrawal of special privileges, participation in inter-collegiate activities, and other activities including, but not limited to, band participation. Special privileges mean the student may not be elected to office or represent the University in any other capacity 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.
- (o) Reporter – Any person who submits a report alleging that a student has violated this Code.

- (p) Reprimand – A formal rebuke and official recognition by letter to the student of misconduct as charged by the University. The reprimand may be written or oral.
- (q) Respondent – A student who is reported to have engaged in gender-based misconduct. The term may also include an individual whose identity is unknown and there is reason to believe that they may be a student, or the Complainant or Reporter is a student.
- (r) Responsible - The charged student has been found Responsible or accepted Responsibility for violating a provision(s) of the Code.
- (s) Restitution – Compensation for loss, or damage to University property. This may be in the form of monetary or material replacement.
- (t) Sanction - A penalty imposed upon a student after the student has admitted that he/she is Responsible or has been determined Responsible by the Conduct Officer or a hearing body for violating a provision(s) of the Code.
- (u) Student - Any person admitted, enrolled, or registered for study at the University. This includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or are associated with the University because he/she has not completed a course or program. The term “student” will also refer to student clubs and organizations.
- (v) Suspension – Separation of the student from the University for a definite period of time. The duration of the period of suspension shall not exceed five years and shall be in direct proportion to the degree of seriousness attached to the misconduct. Readmission for suspensions exceeding one (1) year is conditioned upon the recommendation of an ad hoc review board appointed by the President or Vice President for Student Affairs.
- (w) University - The Florida A&M University whose main campus is located in Tallahassee, Florida and any of its satellite or branch campuses.
- (x) University/Community service – Specified areas of service for the benefit of the community or the University allocated to the student.
- (y) University official - Any person employed by the University performing his/her assigned employment responsibilities.
- (z) University premises - All buildings, land, facilities, and any other property owned, leased, operated, controlled or supervised by the University.
- (aa) University sponsored activity - Any activity on or off campus which is initiated, aided, authorized or supervised by the University.
- (bb) The word “Can” is used in the permissive sense.
- (cc) The word “May” is used in the permissive sense.
- (dd) The word “Shall” is used in the imperative sense.

- (ee) The word “Will” is used in the imperative sense.
- (ff) All definitions not included in this Code are in accordance with definitions found in the Merriam-Webster’s dictionary located in the Office of Student Conduct and Conflict Resolution.

Violations

(8) Violations.

(a) Academic Dishonesty:

1. *Cheating*: using, attempting to use or giving unauthorized information or material in any academic endeavor. Cheating includes, but is not limited to, unauthorized possession and/or use of an examination, course related materials, cheat sheets, study aids or other information in an academic exercise; communication to another through written, visual, electronic or oral means; submitting the same academic work for credit more than once without the express written permission of the instructor; use of any materials or resources a faculty member has notified the student or class are prohibited.
2. *Plagiarism* may be specifically defined for the purposes of any course by the school, institute, or college involved. Unless otherwise defined, plagiarism shall include, but is not limited to, failure of the student to use another’s work without any indication of the source and in so doing, conveying or attempting to convey that the work is the student’s own; submitting a document or assignment in whole or in part that is identical or substantially identical to a document or assignment not written by the student; allowing another person to compose or rewrite an assignment or document.
3. A student who assists in any of the academic dishonesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.
4. When the University’s schools, colleges or institutes choose to internally address academic dishonesty violations, students should consult with the academic dean, director or program coordinator in the respective school, college, or institute for procedural information.
5. The penalties for academic dishonesty violations may include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; 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.

- (b) Alcoholic Beverages: The violation of alcoholic beverages is defined as noted in FAMU Regulation 3.021.
- (c) Conspiracy: Assisting or attempting to assist another in any act(s) that violate(s) the Student Code of Conduct.
- (d) Criminal Conviction: The student convicted of a criminal offense by an off-campus court of competent jurisdiction may be subject to sanctions by the University.
- (e) Demonstrations/Riots: Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts or obstructs the normal operations of the University and/or infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- (f) Destruction of property: Defacement, damage, misuse or destruction of University property or services, or the private property of another. In addition to being subject to conduct action, students or student organizations responsible for such damage may be financially liable.
- (g) Disorderly Conduct: Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
- (h) Disruptive Behavior: Disruption of a class, curricular or University activity; obstruction of the free flow of pedestrian or vehicular traffic on University premises; interference with the rights of others to carry out their activities or duties at, or on behalf of the University; interference with the freedom of movement of any member or guest of the University; interference with the academic freedom and freedom of speech of any member or guest of the University; or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct and/or functions of the University or the rights of other members of the University community.
- (i) Drugs: Use, possession, manufacture, cultivation, distribution or sale of illegal drugs and/or controlled substances is prohibited. Illegal drugs include, but is not limited to, synthetic drugs or other substances that will alter a student's mental state (e.g. glue, nitrous oxide, paint, etc.); drug paraphernalia; possession, use, sale or distribution of prescription medication not issued to the student.
- (j) Extortion: The act or practice of obtaining something or compelling some action by force, coercion, intimidation or threat is prohibited.
- (k) Gambling: Participating, or play, in an unlawful game of chance for money or for anything of value on University premises, or at an affair sponsored by a student or student organization; to unlawfully sell, buy, barter or dispose of a ticket, or any interest in a scheme of chance by whatever name on University premises or at any affair

sponsored by a student or student organization; wager on a University team or organization in a competition, with a direct influence in the success of the competition.

- (l) Gender-Based Misconduct: Encompasses a range of behaviors including, but not limited to, all forms of sexual harassment, non-consensual sexual contact, sexual exploitation, as well as other forms of misconduct such as stalking and relationship violence. Genderbased misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Gender-based misconduct can be committed by persons of any gender identity and it can occur between people of the same or different gender.
1. Consent consists of a voluntary, clear and unambiguous agreement expressed in mutually understandable words and/or actions to engage in a particular activity. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation or fear.
 2. Consent to past sexual activity and/or one form of sexual activity does not imply consent to future sexual activity and/or other forms of sexual activity.
 3. The lack of resistance is not consent as there is no duty to fight off an individual.
 4. Consent can be withdrawn by any party at any time.
 5. Consent cannot be given by a person who is incapacitated. Incapacitation means that a person lacks the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol, drugs or other substances.
 6. Gender-Based Misconduct offenses include, but are not limited to:
 - a) *Sexual Harassment*: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature if: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a University-related activity or University Program; (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment, or participation in a University-related activity; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity.

- b) *Non-Consensual Sexual Contact* (or attempts to commit same): Unwanted or unwelcome touching of a sexual nature including, but not limited to, kissing, fondling, oral sex, anal or vaginal intercourse, digital penetration or penetration by an object, or other physical sexual activity that occurs without valid consent.
- c) *Sexual Exploitation*: Occurs when one person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the individual being exploited, and the behavior does not otherwise constitute one of the other gender-based misconduct offenses. Examples of sexual exploitation include, but are not specifically limited to:
 - i. Invasion of sexual privacy;
 - ii. Non-consensual video or audio recording of sexual activity;
 - iii. Non-consensual distribution of photos, other images, or information of an individual's sexual activity;
 - iv. Going beyond the boundaries of consent (such as letting friends hide in the closet to watch you having consensual sex);
 - v. Engaging in voyeurism;
 - vi. Knowingly transmitting a sexually transmitted infection (STI) or HIV to another student;
 - vii. Exposing one's genitals in non-consensual circumstances;
 - viii. Inducing another to expose their genitals;
 - ix. Prostitution of another person.
- d) *Relationship Violence*: Any act of violence or threatened act of violence that occurs between individuals who are or have been involved in a sexual, romantic, dating, spousal, domestic, or other intimate relationship. Relationship violence can also include psychological, sexual, economic, and emotional abuse, when one partner tries to establish or maintain power and control over the other.
- e) Other student conduct offenses may also fall under gender-based misconduct as determined by the Office of Student Conduct and Conflict Resolution. Examples of these offenses include, but are not limited to:
 - i. Behavior prohibited under Regulation 10.103, Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures;
 - ii. Intimidation: Implied threats or acts that cause an unreasonable fear of harm;
 - iii. Hazing: Refer to Regulation 2.028, Anti-hazing;

- iv. Retaliation in connection with allegations of gender-based misconduct; and
- v. Stalking: Refer to subsection (8) (w) below.

7. Complainant Rights in a Gender-Based Misconduct Case:

- a) While the University encourages all violations to be reported, the Complainant has the right to choose whether or not to file a formal complaint. There is also the option of filing an anonymous report. However, filing an anonymous report may limit the University's ability to issue a violation to the Respondent for the misconduct, or to address the needs of the Complainant;
- b) A Complainant also has the right to file a report and request confidentiality. However, there may be circumstances based on the status or seriousness of the purported offense, that confidentiality may not be honored when the University must investigate and take action to protect the Complainant or other members of the University community. If the University is unable to honor a request for confidentiality, the Complainant will be notified;
- c) In addition to pursuing administrative/conduct remedies, the Complainant maintains the right to pursue criminal charges;
- d) The Complainant may have an advisor or support person present throughout the conduct proceedings. The advisor may be a victim advocate, attorney, friend, faculty member or family member. The advisor is not permitted to speak or participate directly in any student conduct proceeding;
- e) The University may prohibit the Complainant's past sexual history from being presented as information in University proceedings;
- f) The Complainant may attend the entire portion of the hearing at which information is received, excluding deliberations;
- g) The Complainant will receive similar and timely access to any information that will be used during the proceedings;
- h) The Complainant may submit potential relevant questions to the hearing panel chairperson prior to and during the hearing;
- i) The Complainant may present relevant information or witnesses during the hearing;
- j) The Complainant may ask relevant questions of witnesses who give statements during the hearing. All questions will be submitted in writing to and asked by the chair of the hearing panel;

- k) The Complainant may submit a written impact statement to be considered by the hearing panel if the Respondent is found Responsible but before determining sanctions. While the impact statement is not binding, the impact described in the statement, together with the totality of the circumstances, including the Respondent's conduct record, shall be considered in determining the appropriate sanction(s).
8. Respondent and Complainant Hearing/Panel Additional Procedures in a Gender-Based Misconduct Case:
- a) The student conduct proceeding shall be conducted by a University official or panel of university officials, except a University may provide for a committee or panel where students comprise at least one-half of the membership if such committee or panel is requested by the Respondent and no objection is raised by the Complainant.
 - b) Upon request, the Complainant, Respondent and witnesses may provide relevant information in a manner that avoids direct contact with the Respondent, Complainant or witnesses; and
 - c) A Complainant or Respondent may not be questioned directly by the other. All questions shall be asked through the hearing panel chairperson.
9. Pending Outcome of Proceedings in a Gender-Based Misconduct Case:
- a) The Vice President for Student Affairs, Dean of Students or Director of Housing is authorized to modify living arrangements in cases where the Complainant and Respondent live in the same residential hall or complex; b) The Vice President for Student Affairs, Dean of Students, or the University Conduct Officer is authorized to issue an immediate No Contact order, forbidding the Complainant and Respondent from all contact;
 - c) The Provost and/or the academic dean is authorized to establish an immediate reassignment of classes when both the Respondent and Complainant attend the same classes;
 - d) The University provides on-campus counseling services for students involved in reports of gender-based misconduct;
 - e) The University may provide additional rights and options in response to an incident;
 - f) Both the Complainant and the Respondent shall be informed of the outcome of any University conduct proceeding regarding reported gender- based misconduct, the University's final determination and any sanctions;

10. **Appeal.** Both the Complainant and Respondent have the right to appeal the outcome of the proceedings as outlined in Regulations 2.012(25) and 2.013(1)(i).
- (m) **Harassment:** Verbal or written abuse (including electronic communications or internet activity), threats, intimidation, coercion and/or other conduct that endangers the health, safety, or welfare of others, or places another individual in reasonable fear of physical harm or creates a hostile environment in which others are unable to reasonably conduct or participate in work, education, research, living or other activities. Harassment also includes actions defined in Regulation 10.103.
- (n) **Hazing:** Hazing is defined as noted in FAMU Regulation 2.028.
- (o) **Identification Violations.** Identification violations include:
1. Failure to present identification when requested by a University Law Enforcement Officer or other University official who identifies him/herself.
 2. Alteration, illegal use or attempt to illegally use another's identification regardless of methodology (i.e., card, identification number, access code, etc.).
 3. The student who allows another student or any individual to use his/her student identification card, identification number, decal or other means of identification.
 4. To manufacture, distribute, deliver, sell, purchase, possess, or use of false identification.
 5. Impersonation or misrepresenting the authority to act on behalf of another or the University.
- (p) **Mail:** The opening and removing of the mail, including electronic mail, of another person without authority is a violation of Federal law. University penalties may also be imposed for such a violation.
- (q) **Misuse of computer facilities, wireless system, network, data and resources,** including but not limited to:
1. Unauthorized access, entry or use of a University's or another's computer, computer system, network, software, password, account or data;
 2. Unauthorized alteration or degradation of computer equipment, software, network, data or system performance;
 3. Unauthorized copying or distribution of computer software or data;
 4. Theft or unauthorized use of intellectual property;
 5. Use of a computer or computer system in the commission of a crime to violate or facilitate the violation of laws, Board of Governors or University rules, regulations or policies;

6. Any unauthorized commercial use of University computer or computing resources;
 7. Any unauthorized use of electronic or other devices to make an audio or video recording;
 8. Use of computing facilities and resources to send obscene or defamatory messages or material; or
 9. Use of computing facilities or resources to interfere with the work of another student, faculty/staff, University official or the normal operation of the University computing system.
- (r) Misuse of Safety Equipment: Vandalizing or misusing emergency equipment for non-emergency events, which includes but is not specifically limited to intentional misuse of 911, blue lights systems, fire alarm pull stations, fire extinguishers, smoke detectors, or heart defibrillators; unauthorized use of emergency exit doors; false report of an explosive or incendiary device; causing or attempting to cause a fire or explosion; failure to evacuate during a fire alarm on the University's premises or at any University activity.
- (s) Noncompliance with a University Official's Directive: Failure to comply with oral or written instruction from a University official (i.e. faculty, staff, administration, residence hall staff, law enforcement officer) acting within the scope of his/her job duties or the use of contemptuous words toward the University official.
- (t) Obstruction of the Student Conduct System, including but not limited to:
1. Failure to obey the notice from the University Conduct Officer to appear for an information briefing or hearing as part of the student conduct system;
 2. Falsification, distortion, or misrepresentation of information before a hearing body, hearing officer, or a staff member of the Office of Student Conduct and Conflict Resolution during a student conduct meeting;
 3. Disruption or interference with the orderly conduct of an administrative hearing;
 4. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
 5. Attempting to influence the impartiality of a member of a hearing body prior to, during, and/or after an administrative hearing;
 6. Harassment, verbal or physical, and/or intimidation of a member of the hearing body, hearing officer, Student Conduct and Conflict Resolution staff, reporter or a witness prior to, during, and/or after an administrative hearing; or
 7. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

- (u) Providing False Information and/or Falsification of University Records: The student who falsifies records or gives misleading information, verbal or written. This includes falsifying, tampering, altering, forging, withholding of required information, or misusing any record or official document.
- (v) Stalking:
 1. Repeated following, contacting, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that places a person in reasonable fear for his/her physical or emotional welfare; or
 2. Behavior that is intentional and repeated, or meant to be done in humor or in jest, that results in the intimidation, injury or distress of another individual physically, mentally, or socially. The behavior may be physical, written, visual, electronic or verbal.
 3. Stalking also includes actions defined in Regulation 10.103.
- (w) Theft: Unauthorized use or possession of, taking or attempting to take, the property or services of another. The property or services may be personal or public.
- (x) Unauthorized Use of Facilities and Grounds: Unauthorized access or entry or attempted entry into any University building or facility or the property of another; misuse or unauthorized use of classroom or laboratory facilities; abusing grounds or building structures, including but not limited to ramps, rails, stair sets, and entryways by means of skating, scootering, recreational cycling or other recreational activities or devices; unauthorized possession, duplication or use of keys, access cards/codes for any such property.
- (y) Violation of Residence Hall Policies: Violation(s) of any Department of Housing and Residential Life policy, rule, or regulation.
- (z) Violations of the terms of conduct action imposed as a result of previous conduct proceedings under the provisions of this Code will subject the student to additional sanctions.
- (aa) Violation of University Intellectual Property: Misuse or unauthorized use of the University's name, brand, acronym, logo, seal, symbols, marks, mascot, monogram, or other graphic identity symbol.
- (bb) Violent Behavior: Conduct causing physical harm or injury; endangering the health, safety, or welfare of another or oneself; conduct causing severe emotional distress, or endangering one's own health or safety; any threat, attempt or offer to cause physical harm or severe emotional distress to another.
- (cc) Weapons: Use and/or possession of weapons, firearms, ammunitions, explosives, knives, firecrackers, fireworks or any other instrument as a weapon is prohibited, except as provided by law. Firecrackers or fireworks may be used only when approved by appropriate University officials.

1. “*Weapon*” means any item (including, but not specifically limited to, metallic knuckles, sword, any dangerous chemical or biological agent, firearm, machine gun, starter gun, BB gun, stun gun, paintball gun, conducted electrical weapon (such as Tasers), archery equipment or any other object) 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.
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, incense, 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, and 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.

Sanctions

- (9) **Sanctions.** A student found Responsible for a violation or violations of the Code shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including but not limited to, the student’s conduct record. The student will be deemed to have knowledge of his or her record of previous conduct violations and sanctions. If a student does not complete a sanction by the required deadline, a hold may be placed on the student’s record or additional violations may be issued. Sanctions include one or more of the following, unless otherwise expressly provided:
- (a) **Counseling Assessment.** The University can refer a student for an assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues. The student shall choose an appropriately licensed and qualified facility.
 - (b) **Discretionary sanctions.** Action not specifically set out but deemed proper by a majority of the hearing body or the University Conduct Officer.
 - (c) **Educational Requirements.** Attendance or presentation at educational programs; interviews with appropriate officials; planning and implementing educational programs; completion of an essay or project; or other educational activities.
 - (d) **Expulsion from the University.** The student is permanently deprived of his/her opportunity to continue at the University in any status.

- (e) Fine. A specific monetary amount ranging from \$100.00 to \$350.00, which may be included with a period of conduct probation. A fine may be issued for each individual violation or as an aggregate amount.
 - (f) Mediation. Depending on the nature and severity of the alleged violation, the University Conduct Officer may recommend mediation as an alternative to formal conduct action. The involved parties must each agree to mediation. Mediation shall not be offered as an alternative in instances to include, but not specifically limited to: gender-based misconduct, loss of life, serious bodily injuries, use of weapons, hazing and the cultivation, distribution, or sale of drugs.
 - (g) No Contact Order. A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, e-mail, text messaging, telephone, social media or third parties. A No Contact Order may be temporary or permanent.
 - (h) Probation. Probation for a specified period which shall not exceed time needed by the student to complete requirements for graduation. Students placed on probation are not in good standing with the University and are subject to suspension or expulsion should they be found Responsible for another violation during the probationary term.
 - (i) Reprimand. Correspondence which notifies the student that his/her behavior did not meet University standards. The reprimand may be oral or written.
 - (j) Restitution for the loss or damage to University property.
 - (k) Restriction/Loss of Privileges. The denial of specific University privileges including but not limited to attendance at athletic functions, restricted library use, parking privileges, University computer usage, University facilities and resources; residence hall visitation for a designated period of time, etc.
 - (l) Suspension from the University for a period not to exceed five (5) years which may also include restricted access to campus and/or other specified activities. The student must comply with all conditions imposed by the hearing body or University official prior to re-enrolling. Students who are suspended for more than one year will need to apply for re-admission to an ad hoc review board appointed by the President or Vice President for Student Affairs.
 - (m) University/Community service. The student is required to complete a specified number of hours of service to the campus or general community.
 - (n) Withholding of diplomas, transcripts, or other records.
 - (o) Any combination of the foregoing that the majority of the hearing body, hearing officer or the University Conduct Officer may, under the circumstances, consider fair and appropriate.
- (10) Students are required to carry a Florida A&M University picture identification card at all times.

Failure to do so, may subject them to reasonable detention by appropriate University authorities.

Notice

(11) **Notice.** The written notice of the violation(s) to the charged student should proceed the actual hearing date, or information briefing with the charged student, no less than five (5) business days, except in an emergency. All notices, decisions and outcomes of conduct matters connected with the conduct process will be e-mailed to the student's University provided e-mail address. This method shall constitute proper notification to the charged student. At the discretion of the Conduct Officer, correspondence may be sent to the student's last known local address as filed with the Registrar's Office and/or via iRattler. If no local address is on file, correspondence will be mailed to the student's permanent address. Students who have a change of address must file a change of address form at the Office of the University Registrar and/or via iRattler.

Time Limit

(12) **Time Limit.** The time limit for issuing a violation against a student should be done within six (6) months from the date the violation was committed or discovered, whichever is later. The University Conduct Officer may exercise professional discretion when applying the time limit for issuing a violation against a student when there are circumstances that warrant a waiver of the six (6) months' time limit. Circumstances that may warrant a waiver include but are not specifically limited to: stalking, gender-based misconduct, or relationship violence; requests from law enforcement not to take action; or concern for the safety of students, University employees or other witnesses.

Administrative Request to Appear

(13) **Administrative Request to Appear.** A student who fails to respond to an Administrative Request to Appear within four (4) business days shall be placed on judicial hold and/or prohibited from attending classes and participating in extra-curricular activities until compliance with the Administrative Request to Appear is affected.

Information

(14) **Information.** A charged student may request an opportunity to provide information to the Conduct Officer against other students who are charged with violations of the Code arising out of the same incident or circumstances, including the student's own involvement, in exchange for imposition of sanction(s) by the Conduct Officer. Under this provision, the student waives his/her right to a hearing. The provision of information against other students will be considered a mitigating factor in determining sanctions.

Alternative to a Finding of Responsibility

(15) **Alternative to a Finding of Responsibility.** The Conduct Officer may defer or suspend a finding of Responsibility pending completion of specific sanctions where circumstances

warrant. If a student successfully completes the required sanctions, the student's conduct record may be sealed. This means that the record sealed will not appear on a student conduct/background check; however, the record may be considered by a hearing body or the Conduct Officer should the student commit a subsequent violation of the Code.

Amnesty

- (16) **Amnesty.** In serious or life-threatening situations, particularly where alcohol poisoning or drug overdose is suspected or where other medical treatment is reasonably believed to be appropriate, students are asked to call 911 (or FAMU Police Department at 850-599-3256 if on campus); stay with the person needing assistance until help arrives; and be prepared to give emergency medical personnel as much information as possible including the amount and type of alcohol or substances consumed. Students who receive medical attention as a result of alcohol and/or drug use are eligible for Amnesty and may not face formal action under the Code. Students seeking medical assistance for another person while simultaneously violating the alcohol and/or drug regulation may also be eligible. Students who qualify for Amnesty are required to complete educational measures and pay any incurring costs. It is the expectation that a student uses Amnesty only once. If a student is involved in subsequent alcohol and/or drug abuse incidents, the incident will be reviewed for violation(s) of the Code.

Scheduling of Hearing

- (17) **Schedule of Hearing.** A hearing shall normally be scheduled within fifteen (15) business days from receipt of the student's written, signed request for such, unless the charged student and the Conduct Officer or his/her designee agrees in writing to a later hearing date or there are extenuating circumstances. Extenuating circumstances that may warrant a delay of a hearing include, but are not specifically limited to: unavailability of witnesses; illness; death; pending civil or criminal proceedings which might prejudice University findings; no contact order issued by a court; an on-going related law enforcement investigation; University closures and/or breaks between semesters; failure to meet composition requirements for the administrative hearing panel; and written requests for continuance from the charged student or from the University attorney.

Postponement

- (18) **Postponement.** A student charged with a violation of the Student Code of Conduct, regardless of which hearing body may hear the matter, may request to have the hearing postponed for no more than sixty (60) business days and such postponement may be granted provided the student requests it in writing and agrees to accept the imposition of probation, suspension, or expulsion, depending upon the gravity of the offense. Such probation, suspension, or expulsion will be recommended by the University Conduct Officer to the Vice President for Student Affairs, who shall make a determination. 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 or expelled prior to his/her making a decision to postpone the hearing.

Summary Suspension/Expulsion

- (19) **Summary Suspension/Expulsion.** The University may summarily suspend 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.
 - (b) The continued presence of the student on campus is likely to endanger the health, safety, morals, welfare or property of the University community.
 - (c) The offense or conduct committed by the student 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.

Summary Suspension/Expulsion for Criminal Conviction

- (20) **Summary Suspension/Expulsion for Criminal Conviction.** The Vice President for Student Affairs may summarily suspend 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 orderly operation of the university, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, morals, welfare or property of the members of the academic community.

University's Right to Enter Housing

- (21) **University's Right to Enter Housing.** In addition to the right of University officials to enter a student's room in University housing pursuant to the terms of the Housing 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.

Emergency and Administrative Hearings

- (22) **Emergency and Administrative Hearings.**
- (a) **Emergency Hearings.** The 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 (19) and (20) above. The chairperson of the committee, who may be an academic dean or director, shall be appointed by the Vice President for Student Affairs. Unless an ad hoc committee is appointed, the matter shall ordinarily be heard by the hearing body (panel) and chaired by a staff member of the Office of Student Conduct and Conflict Resolution.
 1. The student shall have five (5) business days from the date of the notice to request in writing an emergency hearing at which the student may show cause why his

or her continued presence on the University campus is not a threat pursuant to subsections (19) and/or (20) of the Code.

2. The emergency hearing shall be held within five (5) business days of receipt of the written, signed request from the student for an emergency hearing. Should a student timely request both an emergency and administrative non-emergency hearing (see Section 22(b) below, Administrative (non-emergency) hearings), the Conduct Officer, at his/her discretion, may combine the hearings into one proceeding. If the hearings are combined, the timeframes for an emergency hearing shall govern.
3. If the student fails to timely request in writing an Administrative (non-emergency) hearing on the merits of the case, the Conduct Officer in his/her sole discretion may accept a written request from the student to proceed with informal disposition. Informal disposition is explained in the section (23) found below. The written request must be submitted within ten (10) business days following the emergency hearing. Should the student fail to submit a timely request for informal disposition, the University will adopt the allegations as the findings, find the student responsible for the alleged violations, and render sanctions accordingly. The student shall not have a right to appeal the merits of the allegations under this provision; however, the student may appeal the sanctions imposed.
4. In accordance with Regulation 2.012(22)(a), above, if a student does not provide a written request an emergency hearing within the five (5) business days from the date of the notice of suspension or expulsion, the student will have waived the opportunity to the emergency hearing; therefore, the student shall remain suspended or expelled until he or she requests an administrative hearing on the merits of the alleged violations, the administrative hearing is held, and sanctions are rendered. If the student fails to request in writing an administrative hearing pursuant to Regulation 2.012(22)(b), within the ten (10) business days from the date of the notice, the student waives the opportunity to the administrative hearing, and waives the right to contest the facts alleged against him or her. The University shall then adopt the allegations as the findings, find the student responsible for the alleged violations, and render sanctions, which may include the suspension or expulsion.

(b) **Administrative (Non-Emergency) Hearings.**

1. An administrative (non-emergency) hearing is on the merits of the case, i.e., whether the student committed the alleged offense or offenses under the Code. The written request from the student for an administrative (non-emergency) hearing on the merits of the case must also comply with the specified time period for requesting an administrative (non-emergency) hearing which is ten (10) business days. This information is also provided in the notice to the student. At the discretion of the Conduct Officer, extenuating circumstances may be taken into consideration with regard to the ten (10) business day time limit such as a student's incarceration.

2. If the student does not provide a written request to the University for an administrative (Non-emergency) hearing, the student waives the opportunity to the hearing and further, waives the right to contest the facts alleged against him or her. The University shall then adopt the allegations as the findings, find the student responsible for the alleged violations, and administer sanctions appropriately.

Informal Disposition

- (23) **Informal Disposition.** In the event a student charged with an offense wishes to waive, in writing, his/her right to an emergency and non-emergency hearing and the University Conduct Officer wishes to accept jurisdiction, the University Conduct Officer may make a determination of facts and, if the student is found Responsible for the offense, make a determination of sanction(s). The student's written waiver shall be obtained after being given an explanation of the violations against him/her and of his/her rights to a hearing under the Student Code of Conduct. The student shall have two (2) business 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 fourteen (14) business days from the date of the waiver. Should the student elect to proceed under this provision and fails to complete the process, a judicial hold may be placed on the student's account. If the University Conduct Officer finds the student is responsible and sanctions are imposed, the student shall not have a right to appeal the merits of the allegations under this provision; however, the student may appeal the sanctions imposed.

Other University Boards

- (24) **Other University Boards.**
- (a) Violation of residence hall policies and procedures are punishable under the Code. Violation of the Visitation Policy as found in the Residence Life Handbook shall carry either an arrest for trespassing, suspension or probation, and removal from residing in University housing facilities.
 - (b) Matters involving incidents arising in University Housing and Residential Life may be referred to the University Housing Judicial Appeal Committee by the Dean of Students or University Conduct Officer where the charged student is a resident of University Housing. Appeal Committee members may include the Director, Associate and Assistant Directors or designees.
 - (c) Matters involving a club and/or organization may be referred to the Clubs and Organization Review Board by the Dean of Students or Director of Student Conduct and Conflict Resolution.
 - (d) Student Supreme Court. When a student is charged with a violation, which in the opinion of the University Conduct Officer would not warrant a penalty in excess of probation, the University Conduct Officer may refer the case to the Student Government Association Supreme Court.

- (e) In the event the violation is within the jurisdiction of more than one primary hearing body, the University Conduct Officer shall determine which primary hearing body shall hear the violation.

Appeals

- (25) **Appeals.** Decisions of the Student Supreme Court pursuant to subsection (24)(d) above, Residence Life conduct boards, Clubs and Organizations Review Board, University Conduct Officer and administrative hearing panels are appealed to the Dean of Students or other designated University official. At the conclusion of the appeals process, the decision of the Dean of Students, or other designated University official, shall be final, and the student's conduct matter shall be disposed through a final order signed by the Vice President for Student Affairs.
 - (a) The student has ten (10) business 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, and/or information presented during the hearing.
 - (c) No student's final penalty shall begin to run until all University appeals are exhausted or denied, except as specified under subsections (19) and (20) above.

Record

- (26) **Record.** A digital recording of each hearing will be made by the Chairperson and preserved. Retention of the record is subject to the General Records Schedule GS5 for universities and community colleges. Deliberations shall not be recorded. During the appeal period, the charged student, with or without the company of legal counsel, and/or advisor, and/or parent with the written authorization of the charged student will be granted permission to listen to the recorded testimony under arrangements as determined by the University Conduct Officer, with the express understanding that the record is to remain confidential to the extent provided by law. The student may, at his/her own expense, arrange for the making of a full transcript of the recording by employment of a certified court reporting agency. The recording will be provided by the University directly to the court reporting agency, who will be required to return the recording directly to the University. Other than the above modes of recording the hearing, other mechanical, electronic devices for recording or broadcasting shall be excluded from the hearing. If the student chooses to appeal, the recording shall be made available to the charged student and the Dean of Students.
- (27) The hearing body, ad hoc committee or University Conduct Officer shall afford the charged student with due process as, provided by FAMU Regulation 2.013, and/or Board of Governors Regulation 6.0105(c). The regulations 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.”

Hearing Guidelines

- (28) **Hearing Guidelines.** Student conduct hearings shall be conducted in accordance with the following guidelines:
- (a) All hearings shall be closed to the public unless required by law.
 - (b) The charged student and his/her advisor, if any, shall be allowed to attend the entire portion of the hearing at which information is received, excluding deliberation. No other person shall be permitted to attend.
 - (c) In conduct hearings involving more than one charged student, the University Conduct Officer or the chairperson, in his or her discretion, may permit the hearing concerning each student to be conducted separately or jointly. Information received during a hearing arising out of the same circumstances may be used.
 - (d) The charged student has the right to be assisted by an advisor they choose, at their own expense and initiative. The advisor may be an attorney. The charged student is responsible for presenting his or her own information, therefore advisors are not permitted to speak or participate directly in any hearing before a conduct hearing body. An advisor may not serve as a witness. A student should select an advisor whose schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student must provide, in writing, to the University Conduct Officer or the chairperson of the hearing body, the name, mailing or email address, and phone number of his/her advisor at least three (3) business days prior to the hearing date.
 - (e) The charged student may arrange for witnesses to present pertinent information to the hearing body. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible and who are identified by the charged student at least three (3) business days prior to the conduct hearing. Witnesses will provide relevant information to and answer questions from the hearing body and the charged student. No witness may be compelled to provide self incriminating information. Witness statements may be provided to the hearing body and are entitled to be given the same weight by the hearing body as live witness testimony. A written statement is not a violation of the due process rights of the charged student, as the charged student has the opportunity to review and respond to the written statement and may offer information to rebut the witness statement and other information presented at the hearing.
 - (f) If the charged student fails to appear at the hearing after being properly notified or fails to cooperate in the hearing process, the hearing body may hear the case on the basis of information accumulated as a result of witnesses and shall notify the charged student of the decision. In the absence of the charged student, a response of Not Responsible

shall be entered on the student's behalf by the chairperson of the hearing body. Also refer to Obstruction of the Student Conduct System, Section 8(t).

- (g) A charged student may request only one postponement of a conduct hearing by contacting in writing the University Conduct Officer at least three (3) business days prior to the hearing. Postponement of the hearing shall be at the discretion of the University Conduct Officer or his/her designee.
- (h) Witnesses shall not serve as advisors at any conduct hearing.
- (i) At the time of the hearing, an automatic postponement shall be granted if the composition requirements of the hearing body are not met.
- (j) If any member of the hearing body feels that he or she had previous contact with the case or with the students involved so that a fair judgment cannot be rendered, the member must request that he or she not serve for the hearing. The charged student may request that any member of the hearing body be excused whenever the student can show a bias on the part of the member. The chairperson of the hearing body will decide on such challenges and, if appropriate, ask the member to excuse him or herself. If the chairperson of the hearing body is challenged by the student, the hearing body will decide by a majority vote whether or not the chairperson should be requested to excuse him or herself, notwithstanding that the chairperson does not vote on whether the charged student is Responsible or Not Responsible for violating the Code.
- (k) A charged student may be diverted from the conduct process or hearing if prior to or during the conduct process or hearing, it is determined by the Dean of Students pursuant to University Regulation 2.007, Voluntary and Involuntary Withdrawal, that the charged student has a mental health issue and the objectionable behavior appears to be a result of the mental health issue.
- (l) Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the hearing body.
- (m) All procedural questions are subject to the final decision of the chairperson of the hearing body.
- (n) After the portion of the conduct hearing concludes in which all pertinent information has been received, the hearing body shall determine by a majority vote whether the charged student is Responsible or Not Responsible for violating each section of the Code for which the charged student is charged. The chairperson of the hearing body cannot vote. Prior records of student conduct action and impact statements are considered by the hearing body only if the student has been found Responsible and during the sanctioning phase of deliberations.
- (o) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings, are not used in conduct hearings.
- (p) The burden of proof in all conduct hearings shall be on the University. A

“preponderance of evidence” shall constitute the standard of proof standard in all conduct hearings.

- (q) The University Conduct Officer and/or the chairperson of the hearing body, under extraordinary circumstances, may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, or any other participant during the hearing by providing separate waiting rooms and/or by permitting participation, when feasible, by video conferencing, videotape, audio tape, telephonically or other means.
 - (r) The conduct hearing body is comprised of faculty members, staff members, administrators and students. The composition is variable from four to six (4-6) persons, depending upon the nature of the violation. At least one-half of the membership must be students.
 - (s) The above guidelines for conducting a conduct hearing are not exhaustive. Therefore, the University Conduct Officer may adopt additional guidelines for the conduct of hearings that are not inconsistent with the provisions of this Code. Such procedural guidelines must be approved by the Vice President for Student Affairs or his/her designee, must be in writing and made available to the charged student and all witnesses at least three (3) business days prior to the hearing.
- (29) Unless specifically stated otherwise herein, the provisions of this Code should be read and interpreted broadly and are not intended to define misconduct in exhaustive terms. The Office of Student Conduct and Conflict Resolution may adopt internal operating procedures, which are consistent with this Code. In instances where there may be conflict between the internal procedures and the Code, the Code shall supersede.

Review of Code

- (30) **Review of Code.** The Student Code of Conduct shall be reviewed on a biennial basis under the direction of the Director of Student Conduct and Conflict Resolution who shall appoint a committee, with student representation, to evaluate the Code and make recommendations, if any, for amendments or revisions.

Specific Authority: Article IX, section 7, Florida Constitution, sections 1006.60, 1006.61, 1006.62, 1006.63, Florida Statutes, Board of Governors Regulation 6.0105. History—New October 1, 1975, Repromulgated March 8, 1976, Amended August 6, 1978, Amended December 22, 1983, Amended September 14, 1987, Amended June 29, 2006, Amended July 15, 2013, Amended March 6, 2014, Amended July 7, 2014, Amended June 11, 2016, Amended July 21, 2017, Amended July 13, 2018, Amended July 24, 2019, Amended August 1, 2021.

EXAMPLES OF ACTS OF ACADEMIC DISHONESTY

Florida A&M University College of Law expects that its students will act with honesty and integrity at all times. Any behavior or set of behaviors that is inappropriate and violates the academic and professional integrity of Florida A&M is taken very seriously.

Because of the seriousness of any violation of this Code, the College of Law has provided the list below as examples of acts of academic dishonesty. The following examples are meant to be instructive and not all – inclusive.

Example of Examination Violations

- 1.1. 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;
- 1.2. To obtain or to receive any unauthorized information concerning the characteristics or content of an examination prior to taking the examination;
- 1.3. To communicate 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;
- 1.4. To communicate at any time with another student who is taking an examination;
- 1.5. 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;
- 1.6. 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; or
- 1.7. 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.

Example of Others Acts of Misconduct

- 1.8. To make a material misrepresentation for the purpose of obtaining a benefit in connection with any matter for which academic credit is given;
- 1.9. To steal, damage, destroy, conceal, or use without authority another student or faculty member's notes or books;
- 1.10. 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;

- 1.11. To submit a paper or other work for credit that has been edited (or significantly or substantially edited) by another;
- 1.12. 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;
- 1.13. 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;
- 1.14. To falsify class attendance records;
- 1.15. To open or remove the mail of another person without authority;
- 1.16. 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;

Examples of Plagiarism

- 1.17. To purposely or knowingly plagiarize or aid another student to plagiarize. Plagiarism includes, but is not limited to:
 - 1.17.1. 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,
 - 1.17.2. Paraphrasing someone else's words or work without citing the source.
- 1.18. To plagiarize with knowledge of circumstances, which should alert a reasonable student that there is a substantial risk that the student would be plagiarizing.

BAR ADMISSIONS AND RELATED INFORMATION

General Information

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 Examiners 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. Websites and addresses for all relevant state agencies and Boards of Bar Examiners is available through the National Conference of Bar Examiners at www.ncbex.org. Information regarding Bar admission requirements is available in the Office of the College of Law Registrar.

Deadlines and Fees

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. The applicable fee schedule is listed below.

"2-23 Application Fees. All fees are set by order of the Supreme Court of Florida and are subject to change by published order of the court. The total application fee is due and payable to the Florida Board of Bar Examiners by the applicant when filing the Bar Application, the Registrant Bar Application, or the Supplement to Registrant Bar Application, and no application will be considered complete without the full fee. Any fee paid by an applicant or registrant will not be refunded.

2-23.1 Student Registrant Fee. Except as provided below, every law student filing a Registrant Bar Application with the board must file with the completed Registrant Bar Application the fee of \$400. For any law student who files a Registrant Bar Application by the deadlines established, discounted early registration fees are available as follows:

(a) \$100. For those students who commence the study of law in:

- (1) August or September and who file a Registrant Bar Application by the following January 15;
- (2) January or February and who file a Registrant Bar Application by the following June 15;
- (3) May or June and who file a Registrant Bar Application by the following October 15.

(b) \$350. For those students who commence the study of law in:

- (1) August or September and who file a Registrant Bar Application by the following March 15;
- (2) January or February and who file a Registrant Bar Application by the following August 15; or
- (3) May or June and who file a Registrant Bar Application by the following December 15.

2-23.2 Student Applicant Fee. Applicants who did not file the Registrant Bar Application with the board as law students and who have not been admitted to the bar in any jurisdiction for a period in

excess of 12 months, excluding time spent in military service of the United States, must file with the Bar Application the fee of \$1,000."

The information above was obtained directly from the Florida Board of Law Examiners webpage and pertains the Rules of the Supreme Court that relate to Bar Admissions. 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
Website: <http://www.floridabarexam.org>

Certification and Clearance for Students

Certified Legal Intern (CLI)

The Legal Clinic Program and qualifying Field Placement sites offer students who have completed at least 48 semester hours of academic credit, including Professional Responsibility, an opportunity to serve traditionally underserved clients under the supervision of a member of the faculty, bench, and the bar. Some of the College of Law's clinic programs prefer students to be approved Certified Legal Interns (CLI) by the Florida Supreme Court before participation. The Florida Supreme Court's rules regulating the Florida Bar permit students with CLI to engage in the supervised practice of law as part of a law school's Clinical and Field Placement programs. As CLIs, students may represent clients in a broad range of civil or criminal matters. To become a CLI, a student must submit an application to the Florida Supreme Court through the Director of the Legal Clinic and Field Placement Programs. To qualify, students must meet the requirements of Chapter 11, Rules Regulating the Florida Bar. For more information regarding the process, application and deadlines, please visit the Florida Board of Bar Examiners website at <https://www.floridabarexam.org/> or the Florida Bar at www.floridabar.org, or contact the clinic director, Professor Mark Dorosin at mark.dorosin@famu.edu.

All students are strongly encouraged to start the clearance certification process during their first semester of law school. The clearance process takes time, and as noted above, there are substantial costs savings if you apply by January 15. The application for the clearance certificate is not difficult to complete, but it often takes four (4) to five (5) months for the Florida Board of Bar Examiners to complete the background check and issue the character and fitness clearance certificate. Students who fail to initiate the certification process early run a significant risk that the process will not be completed by the time they are ready to participate in a Legal Clinic or Field Placement program. Participation in live practice Clinical and Field Placement programs is an incredibly valuable experience for law students, and the College of Law would not want to see any student miss these opportunities. Consequently, students should be proactive and apply for the clearance certificate early. In addition, students who become CLI while in law school are eligible to remain certified while the bar exam or bar results are pending.

Students who plan to take the Florida Bar may complete the bar application to obtain the character and fitness bar clearance. If a student does not plan to take the Florida Bar, he or she can apply for the character and fitness bar clearance by completing the online application with the Florida Board Bar of Examiners. This application is not the same as applying for admission to the Florida Bar, but the application requires the same disclosures as the bar application. If the student subsequently decides to apply for admission to the Florida Bar, the student will have to complete the bar application. The character and fitness clearance application will not convert to the bar application.

The investigative process for both the Florida Bar and character and fitness clearance certificate can take six (6) weeks to six (6) months or more depending on the student's background.

Deadlines and Fees

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," which can be found here: [Rules Relating to Admissions to the Bar](#).

Students interested in admission to the Florida Bar upon graduation are strongly encouraged to file a Beginning Student Application within 180 days of their matriculation in law school. Students who file the application before January 15 of their first year of law school can save a substantial amount of money in application fees. The applicable fee schedule can be found here: [Application Fee Schedule](#).