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 August 2015
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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 assure accurate and up-to-date information, the College of Law and the Florida A&M University do not assume responsibility for any misrepresentation which might arise through error in the preparation of this or any other of its catalogues, or through failure to give notice of changes in its requirements, policies, tuition and fees, course offerings, and other matters affecting students or applicants.
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
* Excellence
* Openness
* Fiscal Responsibility
* Accountability
* Collaboration
* Diversity
* Service
* Fairness
* Courage
* Integrity/Ethics
* Respect
* Collegiality
* 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.

Further information as to the Standards and Rules of Procedure for the Approval of Law Schools by the American Bar Association may be obtained from the Section of Legal Education and Admissions to the Bar, 750 North Lake Shore Drive, Chicago, IL 60611, (312) 988-6738, FAX: (312) 988-5681, www.abanet.org/legaled.

Under ABA Standard 512, The American Bar Association requires that accredited law schools provide students with the opportunity to submit complaints to the Law School administration “of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards.” 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 as it relates to matters that directly connect to ABA Standards Complaints-ABA-Standard-512
NON-DISCRIMINATION STATEMENT

Florida A&M University

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.

College of Law

Florida A&M University College of Law does not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veteran’s Readjustment Assistance Act in the administration of its education policies, admissions and placement policies, and other school administered programs.
Law School Location And Facilities

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

Building Policies

- Smoking is prohibited in all indoor areas of the law school and within 50 yards of the building except for outside of 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 kitchenette / vending machines area and tables and chairs where eating is permitted. The lounge also contains couches, comfortable chairs and bulletin boards.

Restrooms

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

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 following is the law student communication policy of the FAMU College of Law.

Media and News Releases

The media policy at the FAMU College of Law provides that only an official spokesperson can comment on behalf of the law school or the university. All members of the media should be first directed to the
Coordinator of Information or Director of Development; this includes telephone calls and visits. Media should also be escorted by a College of Law staff member at all times while in the law school building. Unannounced media should remain at the security desk until a staff member arrives to escort them.

Only the Coordinator of Information and/or the University Office of Public Relations may issue a news release to the media organizations on behalf of the College of Law. College of Law students are encouraged to contact the Coordinator of Information for assistance with publicizing events, programs or achievements.

**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 freight elevator are for use by the law school administration and various departments.

Designated bulletin boards located in the student lounge are for use by student organizations. Postings for this location must be submitted to the Director 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 for election in any particular venue, including campus elections. Students pursuing an elective office in the 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 place election material within designated student mailboxes, or distribute material to individual students. Election signs cannot 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 of the campus community will not be posted unless approval is granted by the law school administration. All submittals must adhere to university policies outlined in appropriate materials, including the student handbook.

The Coordinator of Information, who reserves the right to exclude submissions from posting, will review submissions for “The Docket”. Submissions must be received at least 2-weeks prior to the effective date of the event, activity or deadline. 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.

**Electronic Mail**

FAMU and College of Law electronic mail (e-mail) is public record when sent using the FAMmail account. All College of Law students are required to have an official FAMU e-mail account and address. Students who have not established an e-mail account should consult the Information Technology department. Students are required to communicate University and College of Law business with College of Law personnel through their FAMU e-mail accounts and addresses. 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 frozen and closed accounts.

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 by the user.

**College of Law News**

The College of Law News e-mail account is the official account for relaying pertinent information to mass groups of students within the College of Law community. Requests for distributing information can be sent directly to col.news@famu.edu or to the Coordinator of Information. All requests received are subject to approval. Please allow no less than 48 hours for information to be released. The College of Law News e-mail will not send information endorsing elections, individual activities, closed and exclusive events or events hosted by outside groups not associated with FAMU, the College of Law or of a legal nature.

**Virtual File Storage**

The College of Law does not maintain a server that allows for the storage of documents and files for students, nor does the College of Law maintain a server that personnel may virtually access outside of the College of Law building. The use of virtual or “cloud” storage by third-parties is not prohibited by the University or College of Law, but should be used with caution. Please contact the Information Technology department for details related to security and usage of virtual storage.

**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. Comments and concerns regarding content should be directed to the Electronic Services Reference Librarian, the Coordinator of Information, or 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 an OFFICIAL Facebook and Twitter page, and various departments within the College of Law operate UNOFFICIAL social media pages. Official pages are those sanctioned by Florida A&M University College of Law; unofficial pages are those not sanctioned by Florida A&M University College of Law, including but not limited to faculty and staff instructional and personal pages, and those of student organizations and individual students. The College of Law has no control over and is not responsible for the accuracy or completeness of the contents of any unofficial page. Authors of these pages must abide by the FAMU Communication Policy and all policies stated in the Faculty Handbook and Student Handbook.

**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: Communication Guidelines. The Coordinator of Information and Director of Development are 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 not approved by either the Coordinator of Information or Director of Development, that are printed, may be subject to recall if there is incorrect/unauthorized usage of the FAMU or College of Law logos, colors and name listings. For information on preferred College of Law print vendors, please contact the Coordinator of Information.

**Business Cards**

Students are not permitted to print personal business cards using the FAMU or College of Law logo without approval.

**Photography and Videography**

All students who enter the College of Law are asked to complete a non-compensatory waiver regarding 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 is 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.

Student groups may consult with the Information Technology department for permission to capture video images, and the Coordinator of Information 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 shoot videos or capture pictures 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. In order to obtain a Rattler Card, students need to present a valid picture ID (i.e., driver’s license, passport, etc.) Students are required to carry these cards and to show them upon entering the building in order to gain further access to the facilities. The Rattler card is also necessary to borrow books from the law library.

**Public Transportation**

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

The main downtown bus terminal for the LYNX Transportation system is located just 4 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.

In addition, LYNX operates LYMMO, a courtesy bus circulator that transports riders throughout the downtown Orlando area, traveling from the Orlando Centroplex Garage to Orlando’s City Hall and back. The LYMMO stop closest to the law school is at Hughey Avenue and Livingston Street. Buses are free and run every 5-10 minutes on weekdays. Service hours vary on weekends and during special events.
Telephone Access
All telephones within the library, administrative or faculty offices are for staff use only. A telephone for student use is located in the student lounge on the first floor and can be used to place local calls.

Cell Telephones, Pagers And Other Electronic Devices
In order to maintain a professional atmosphere in which members of the law school community can effectively learn and study, all cell phones, pagers 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 cell phones, pagers, programmable calculators, cameras, scanning or document imaging devices, iPods, or any other mp3 players, personal digital assistants (PDAs), 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 drop/add period. Failure to pay fees will result in the cancellation of the student’s schedule.

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

The College of Law faculty is committed to students’ educational and professional growth. Faculty will be accessible to students both inside and outside the classroom. In the first year of study, the College of Law assigns each student a faculty advisor who will be available to advise them throughout their law school careers.

**Class Assignments**

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

Offices and Departments

Office of the Dean

Darryll K. Jones (darryll.jones@famu.edu)
Interim Dean and Professor of Law
Location: Third Floor, Dean’s Suite

Pamela Leonard (pamela.leonard@famu.edu)
Executive Assistant to the Dean
Location: Third Floor, Dean’s Suite

Deborah Holmes (deborah.holmes@famu.edu)
Administrative Assistant to the Associate Dean for Academic Affairs
Location: Third Floor, Dean’s Suite

Joan Bullock (joan.bullock@famu.edu)
Associate Dean for Teaching and Faculty Development
Location: Third Floor, Dean’s Suite

Amy Li Ratra (amy.li@famu.edu)
Administrative Assistant to the Associate Dean for Teaching and Faculty Development
Location: Third Floor, Dean’s Suite

Reginald Green (reginald.green@famu.edu)
Associate Dean for Student Services and Administration
Location: First Floor, Operations Suite

Theresa Pissini (theresa.pissini@famu.edu)
Administrative Assistant to the Associate Dean for Student Services and Administration
Location: First Floor, Operations Suite

The Dean and Associate Deans serve as the Executive Officers of the College of Law, responsible for all aspects of operations. In that regard, the Dean’s administrative team’s efforts are concentrated on operations management, budget, faculty and staff hiring, external relations and fundraising, relations with the University administration, and the curricular development and accreditation process. The Associate Deans report directly to the Dean and the Dean report directly to the University Provost. The Dean is a member of the FAMU Academic Council. The Academic Council is comprised of all University deans and is chaired by the Provost.

CONTACT INFORMATION:
Office of the Dean
Florida A&M University College of Law
201 Beggs Avenue,
Orlando, FL 32801

Office: (407) 254-3268  Fax: (407) 254-2450
Academic Success and Bar Preparation Program

Alicia Jackson (alicia.jackson@famu.edu)
Director
Location: First Floor, Clinic Area/Room 192

Renee Allen (renee.allen@famu.edu)
Instructor
Location: First Floor, Clinic Area/Room 187

Reginald Mitchell (reginald.mitchell@famu.edu)
Instructor
Location: First Floor, Clinic Area/Room 188

Beverly Perry (beverly.perry@famu.edu)
Instructor
Location: First Floor, Clinic Area/Room 194

Penny Hammond (penny.hammond@famu.edu)
Program Assistant
Location: First Floor, Clinic Area/Room 189

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 Academic Success and Bar Preparation Supplement Library.

CONTACT INFORMATION:
Office of Academic Success and Bar Preparation
Florida A&M University College of Law
201 Beggs Avenue,
Orlando, FL 32801

Office: (407) 254-4024

Hours of Operation:
Monday – Tuesday – Thursday - Friday
Admissions

John Washington (john.washington@famu.edu)
Assistant Dean
Location: Third Floor, Room 324

The Admissions Office develops and administers programs for recruitment and the evaluation of applicants for admission.

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

Career Planning and Placement

Elizabeth Dusinberre (elizabeth.dusinberre@famu.edu)
Director
Location: Room 147

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

Students are not merely “placed” in jobs; however, the OCPP help students develop the skills necessary to become more marketable, creating opportunities and assisting in their job search efforts. The OCPP offers a variety of services for students and alumni.

- **Individual Counseling** – a career counselor is available by appointment to meet with students and alumni and offer suggestions on how to craft an effective resume and cover letter designed to help land your dream job.
- **Programming** – workshops on resume and cover letter writing, networking, job search strategies, interviewing techniques, how to dress for success, panel presentations by practitioners on different practice areas and topics, and much more.
- **On-Campus Interview (OCI) Program** – Following the first semester of law school, students will receive the opportunity to interview with potential employers through the OCPP. Legal employers are invited on campus to interview students for positions as law clerks, interns, summer associates, first year associates, volunteers, runners and more.
- **Mock Interviews** – to help prepare students for upcoming interviews, mock interviews are conducted to give feedback and offer constructive criticism.
- **Job Postings** – jobs are posted as they are received and are available on TWEN and Symplicity.
- **Reciprocity** – most ABA-approved law schools will grant reciprocity to allow students and alumni searching for employment in their area to use their resources to assist in their job search. FAMU, in turn, honors the same.
- **Publications and Books** – are located in the law library on the 4th floor.
• **Job Fairs and Career Fairs** – FAMU COL participates in a number of recruitment programs in Florida and across the country. Information about such programs will be posted on TWEN and Symplicity.

• **Other Resources** – computer, printer, fax machine and copier are available to students for use in their job search only, including drafting resumes, cover letters, on-line job search and other career-related tasks.

• **OCPP Newsletter** – published monthly during fall and spring semesters.

• **Symplicity** – is an on-line career center designed to assist in your career planning process. You will be able to post your resume and cover letter, search for jobs, sign up for job fairs, OCI’s, programs and events, and much more, all on line.

**CONTACT INFORMATION:**
Office of Career Planning and Placement
Florida A&M University College of Law
201 Beggs Avenue, Room 147
Orlando, FL 32801

Office: (407) 254-3212Fax: (407) 254-2455

Hours of Operation:
Monday – Tuesday – Thursday - Friday
8:30 a.m. – 5:00 p.m.
Wednesday – 8:30 a.m. – 7:00 p.m.

**Financial Aid**

Tocoa Hogans ([tocoa.hogans@famu.edu](mailto:tocoa.hogans@famu.edu))
Associate Director
Location: First Floor, Room 143

**Mission**

The mission of the Office of Financial Aid into provide access to financial resources in a fair, sensitive and confidential manner; to inform and educate students and their families about their financial options; and to continually improve our services so that students may take full advantage of their educational opportunities.

**Free Application for Federal Student Aid**

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. The FAFSA becomes available on January 1st each year. Students are encouraged to complete the FAFSA by Florida A&M University’s priority date of March 1st. Completing the FAFSA by the priority date aids in expeditious processing of financial aid. The FAFSA may be completed at [www.fafsa.gov](http://www.fafsa.gov).

**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:

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• have a high school diploma or a General Education Development (GED) certificate, pass a test approved by the U.S. Department of Education, meet other standards your state establishes that the Department approves, or complete a high school education in a home school setting that is treated as such under state law;
• be working toward a degree or certificate in an eligible program;
• 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 paper or electronic FAFSA to register, you can register at www.sss.gov, or you can call 1-847-688-6888. (TTY users can call 1-847-688-2567);
• maintain satisfactory academic progress once in school;
• enroll in the equivalent of half-time status;
• 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 Stafford Loan funds in excess of the federally mandated Stafford Loan Aggregate limit.

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. 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.

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 packages.

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 programs offered at Florida A&M University College of Law must be repaid. Students at the College of Law may take advantage of the Federal Stafford Loan Program and/or the Federal Graduate PLUS Loan Program.
**Stafford Loans**

Graduate/Professional students who meet the aforementioned requirements to receive federal aid may borrow from the Stafford Loan Program. Stafford loan funding is available to assist students with educational expenses. The Stafford Loan is offered at a low interest rate and does not require a credit check. Students may borrow up to $20,500 per academic year in the Stafford Loan Program. The Stafford Loan is not need based. Interest begins accruing on the principal balance of the Stafford Loan after the loan is disbursed to the university. 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.

**Graduate PLUS Loans**

The Federal Graduate PLUS loan is available to Graduate/Professional students who meet the eligibility requirements to receive federal aid. The Graduate PLUS Loan is offered to students at a 7.9% interest rate. Hence, students should exhaust annual eligibility in the Stafford Loan Program before considering borrowing from the Graduate PLUS Loan program. Students must meet the credit worthiness criteria of the U.S. Department of Education in order to receive the Graduate PLUS Loan. Students who are not deemed credit worthy have the opportunity to apply with a credit worthy endorser (cosigner). Students may borrow up to the remaining balance of the Cost of Attendance, for the given loan period, in the Graduate Plus Loan. Once a student has been credit approved, the University will be notified. The Office of Financial Aid will accept the Graduate PLUS Loan on behalf of students with approved credit. Graduate PLUS Loans are certified for the requested amount or the remaining unmet Cost of Attendance, whichever amount is the lesser.

**Disbursement of Funds**

Tuition payment is deferred for financial aid recipients until financial aid disburses each semester. Financial aid begins the disbursement process after the add/drop period of each term. Students are required to submit all requested documentation and have a valid the Master Promissory Note on file 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.

**Summer Financial Aid**

Students who have received the maximum Stafford Loan for the academic year ($20,500) will not have remaining 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 Graduate PLUS Loan.

Federally funded student loans are disbursed in two substantially equal disbursements each loan period. For financial aid purposes, the summer is a non-standard academic term. Hence, the summer term serves as a loan period. Summer financial aid is disbursed in two disbursements. The second disbursement takes place after the midway point of the summer term.

**Satisfactory Academic Policy**
Per federal regulation, students must meet Satisfactory Academic Progress in order to receive federally funded financial aid. Florida A&M University 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 Satisfactory Academic Progress may submit a Satisfactory Academic Progress Appeal based on extenuating circumstances. The appeal form can be found on the main campus financial aid website: www.famu.edu/financialaid.

**Return to Title IV**

Students who withdraw from all courses or fail to earn credit 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 how much financial aid a student who has withdrawn from all courses has earned. 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.

**Transient Student Policy**

Financial aid will be awarded to students who are enrolled at least half-time in courses towards degree completion at Florida A&M University. Students enrolled in eligible ABA-approved study abroad programs that meet all other eligibility requirements, will be qualified to receive financial aid via the Florida A&M University Office of Student Financial Aid. Students who have elected to take transient courses needed for degree completion that are offered at Florida A&M University at a host institution, while remaining a student at Florida A&M University, will not be eligible to receive financial aid via the Florida A&M University Office of Financial Aid.

**Information Technology**

Mr. Shashi Persaud (shashi.persaud@famu.edu)
Director
**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 in order to facilitate efficiency in performance of computing operations.

**Center for International Law and Justice**

Professor Randall S. Abate (randall.abate@famu.edu)
Director
**Location:** 3rd Floor, Room 342
The Center for International Law and Justice (CILJ) coordinates and manages all College of Law international research and development initiatives, international travel, international law curriculum development and distance learning, international practice and advocacy projects, international environmental law initiatives, international moot court competitions, international law internships and study abroad programs.

The 2014-2015 Annual Report of the Center for International Law and Justice, which describes recent student and faculty activities and achievements in the program, is available on the College of Law website.

**Registrar’s Office**

Sonja Boles-Melvin *(sonja-boles@famu.edu)*  
Registrar  
**Location:** Room 162

Chontay Clark *(chontay.clark@famu.edu)*  
Coordinator  
**Location:** Room 162

Sharon Shelton *(sharon.shelton@famu.edu)*  
Program Assistant  
**Location:** Room 162

The College of Law’s 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.

**Hours of Operation:**  
Monday – Wednesday  8:30 a.m. – 5:00 p.m.  
Thursday  8:30 a.m. – 6:00 p.m.  
Friday  8:30 a.m. – 5:00 p.m.

Telephones:  
(407) 254-3287  
(407) 254-3279

FAX:  
(407) 254-3221

Hours of operation for the Registrar’s Office are subject to vary at particular times of the semester (i.e., final exam sessions, summer term, etc.). If you are traveling from afar to conduct business at the Registrar's Office, please contact our office first to confirm the hours of operation during that time.

**Office of Student Affairs**

Fritzlaine M. Powell *(fritzlaine.powell@famu.edu)*  
Director  
**Location:** Room 142C
The Director of Student Affairs is responsible for student advising; approval of leaves of absence, program changes and withdrawals; oversight of examination administration; oversight of accommodations of students with disabilities; and review of student conduct issues.

The Director of Student Affairs works with students regarding a wide range of matters affecting student life. The Director of Student Affairs also works with student organizations, including students who wish to start a new organization.

**Counseling And Student Services**

The College of Law provides academic and career counseling for its students. In addition, the administration and faculty are concerned with the welfare of the student body and often provide informal personal counseling as well. The Associate Dean for Student Services and Administration and the Director of Student Affairs provide assistance with academic problems, 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 8:00AM to 8:00PM Monday-Thursday, 8:00AM to 6:00PM on Friday, and 10:00AM to 2:00PM on Saturday. The hours of operation during the holiday periods are 8:00AM to 5:00PM.

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

Students are eligible for services during the semester for which they are officially registered and have paid their health fee. The student health fee allows students to visit the Health Center an unlimited number of times. It does not provide for laboratory studies, X-rays, or medical supplies. All students taking six (6) credit hours or more are required to pay the student health fee.
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 Examinations to learn more about the state's requirements for admission to the Bar. It is important that this is done upon entering law school to prevent delaying admission to the Bar. Information regarding Bar admission requirements is available in the Office of the College of Law Registrar.

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
Certification And Clearance For Students

Certified Legal Intern (CLI)

The Clinic Program offers students who have completed at least 48 semester hours of academic credit an opportunity to serve traditionally underserved clients under the supervision of the faculty, the bench and the bar. A number of our clinic programs require students to be certified by the Florida Supreme Court before participation. The Florida Supreme Court’s rules regulating the Florida Bar permit certified students to engage in the supervised practice of law as part of a law school’s clinical placement program. Under the supervision of a member of The Florida Bar and formal registration in an approved law school clinic program, certified students may represent clients in broad range of civil or criminal matters. Students must be certified by the Florida Supreme Court for practice through application and by meeting the requirements of Chapter 11, Rules Regulating The Florida Bar. For more information regarding the process, application and deadlines, please visit the following links: Florida Board of Bar Examiners, Florida Bar CLI Checklist or Rules Governing Law Practice Programs.

All students are strongly encouraged to start the clearance certification process during their first year of law school. The application for the clearance certificate is not difficult to complete, but it often takes 4-5 months for the Bar to complete the background check and issue the clearance certificate. Students who fail to initiate the certification process early run a significant risk that it will not be completed in time for them to participate in a clinic program. Participation in a live practice clinical program is an incredibly valuable experience while students are in law school and we would hate to see any student miss out on such valuable opportunities. As such, we encourage all students to be proactive, be responsible and register early.

Students who plan on taking the Florida Bar can complete the bar application to obtain the character and fitness bar clearance letter. If a student does not plan to take the Florida Bar, he or she can apply for the character and fitness bar clearance letter by completing the online application. 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 can take six weeks to six months or more depending on the student’s background.

Deadlines and Fees

If a student completes the application within the first 250 days of the student’s beginning law school education, he or she will pay $75.00. However, a student who submits the application after 250 days will pay $150.00. Therefore, students are encouraged to apply within the first 250 days of their beginning law school education. The applicable fee will be deducted if the student later decides to apply for admission to the Florida Bar.
Participating in a clinic provides not only the opportunity of getting involved and assisting the community with a wide range of needs, but also creates social awareness that furthers the commitment of professionalism and responsibilities as lawyers.

Effective spring 2011, students who do not have their bar clearance letter will not be qualified to participate in an advocacy clinic. However, students without the clearance have the option of participating in the pro bono program.
ACADEMIC POLICIES AND RULES

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

- Successfully complete at least three academic years of full-time study or at least four academic years of part-time study;
- Successfully complete all required courses;
- Successfully complete at least 90 semester credit hours of course work. No more than 30 semester credit hours may be earned at any other law school;
- Satisfy the upper-level writing requirements;
- Earn a cumulative grade point average of not less than 2.00 for all courses taken; and,
- Be approved by the College of Law faculty.

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

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

Curriculum

Required Courses
All students must complete the following courses and requirements:

- Business Organizations
- Civil Procedure I & II
- Clinical Program or Professional Skills Requirement
- Constitutional Law I & II
- Contracts I & II
- Criminal Law
- Evidence
- Introduction to Analytical Skills I & II
- Legal Methods I & II
- Mission-Related Course (applies to students entering in Fall 2010 or later)
- Professional Responsibility
- Property I & II
- Torts I & II
- Upper-Level Writing Requirement

Students must take required courses at the Florida A&M University College of Law.
FULL-TIME PROGRAM

FIRST YEAR REQUIRED COURSES

First year students are required to take the following courses in the sequence set forth below. Full-time students must enroll in day sections of required courses.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure I</td>
<td>3</td>
<td>Civil Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>Contracts I</td>
<td>3</td>
<td>Contracts II</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Analytical Skills I</td>
<td>0</td>
<td>Introduction to Analytical Skills II</td>
<td>0</td>
</tr>
<tr>
<td>Legal Methods I</td>
<td>3</td>
<td>Legal Methods II</td>
<td>2</td>
</tr>
<tr>
<td>Property I</td>
<td>3</td>
<td>Property II</td>
<td>2</td>
</tr>
<tr>
<td>Torts I</td>
<td>3</td>
<td>Torts II</td>
<td>2</td>
</tr>
<tr>
<td>Constitutional Law I</td>
<td>3</td>
<td>Constitutional Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 15

Total Credits 15

UPPER-LEVEL REQUIRED COURSES – STUDENTS ENTERING THE COLLEGE OF LAW BEFORE FALL 2010

Students who entered the College of Law before Fall 2010 must complete the upper-level required courses listed below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organizations</td>
<td>4</td>
</tr>
<tr>
<td>Constitutional Law II</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td>2</td>
</tr>
</tbody>
</table>

Full-time students must enroll in day sections of Business Organizations, Constitutional Law II, Criminal Law, Evidence, and Professional Responsibility.

Sequencing of Upper-Level Required Courses

Second Year, Fall Semester

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

- Constitutional Law II
- Evidence
• Professional Responsibility

Second Year, Fall Semester or Spring Semester

• Criminal Law

Second Year or Third Year

• Business Organizations

Other Requirements

Upper-Level Writing Requirement

In addition to completing the required courses, students must satisfy the Upper-Level Writing Requirement. For more information, see “Upper-Level Writing Requirement” on page 41.

Professional Skills Requirement

All students are required to obtain substantial instruction in professional skills. A student may satisfy this skills requirement by participating in and satisfactorily completing either one of several available clinical offerings or by successfully completing two of the courses designated as professional skills courses or any courses the Dean or the Dean’s designee may certify as professional skills courses. For more information, see “Clinical Programs” on page 66 and see "Substantial Instruction in Professional Skills Requirement" on page 42.

Elective Courses

The College of Law offers a wide variety of elective courses. Full-time students may take day or evening elective courses.

UPPER-LEVEL REQUIRED COURSES – STUDENTS ENTERING THE COLLEGE OF LAW IN FALL 2011 OR LATER

Students who entered the College of Law in Fall 2010 or later must complete the upper-level required courses listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organizations</td>
<td>4</td>
</tr>
<tr>
<td>Constitutional Law II</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td>Mission-Related Course</td>
<td>3*</td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td>2</td>
</tr>
</tbody>
</table>

*Effective 2012-2013, all Mission Related Courses are three credits. Students who took the Advanced Topics Critical Race Theory Seminar in Fall 2011 have satisfied the requirement with the two-credit seminar.
Mission-Related Courses

Courses designated as mission-related will be taught in a manner that includes thematic coverage of items central to the College of Law mission, including, as appropriate, themes related to slavery and enslavement, colonization, segregation/apartheid, globalization.neo-colonization, and freedom movements (civil rights, human rights, women’s rights).

The College of Law has designated the following courses as mission-related.

• Race and the Law
• Public International Law

Important Notices:

• Effective 2012-2013, Critical Race Theory Seminar is no longer designated as a Mission-Related Course. The Seminar may, however, satisfy the Upper-Level Writing Requirement.

• Effective 2012-2013, all Mission Related Courses are three credits.

Sequencing of Upper-Level Required Courses

Second Year, Fall Semester

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

• Constitutional Law II
• Evidence
• Professional Responsibility

Second Year, Fall Semester or Spring Semester

• Criminal Law

Second Year or Third Year

• Business Organizations
• Mission-Related Course

Full-time students must enroll in day sections of Business Organizations, Constitutional Law II, Criminal Law, Evidence and Professional Responsibility. Full-time students may enroll in day or evening sections of Mission-Related Courses.

Other Requirements
Upper-Level Writing Requirement

In addition to completing the required courses, students must satisfy the Upper-Level Writing Requirement. For more information, see “Upper-Level Writing Requirement” on page 41.

Professional Skills Requirement

All students are required to obtain substantial instruction in professional skills. A student may satisfy this skills requirement by participating in and satisfactorily completing either one of several available clinical offerings or by successfully completing two of the courses designated as professional skills courses or any courses the Dean or the Dean’s designee may certify as professional skills courses. For more information, see “Clinical Programs” on page 66 and see "Substantial Instruction in Professional Skills Requirement" on page 42.

Elective Courses

The College of Law offers a wide variety of elective courses. Full-time students may take day or evening elective courses.

Highly Recommended Core Electives in Bar Examination Subject Areas

The faculty strongly encourages students to take the courses listed below, which cover subjects tested on the Florida Bar Examination. Highlighting these courses reflects the view that a student will benefit from taking these courses, no matter what area of practice he or she chooses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Procedure: Arrest and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Procedure: Pre-Trial</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Procedure Survey</td>
<td>3</td>
</tr>
<tr>
<td>Estates and Trusts</td>
<td>3</td>
</tr>
<tr>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>Florida Bar Law and Skills</td>
<td>4</td>
</tr>
<tr>
<td>Florida Constitutional Law</td>
<td>2</td>
</tr>
<tr>
<td>Florida Practice</td>
<td>2</td>
</tr>
<tr>
<td>Multistate Bar Law and Skills</td>
<td>4</td>
</tr>
<tr>
<td>Juvenile Law</td>
<td>2</td>
</tr>
<tr>
<td>Payment Systems (covers Article 3 of the UCC)</td>
<td>3</td>
</tr>
<tr>
<td>Remedies</td>
<td>3</td>
</tr>
<tr>
<td>Secured Transactions (covers Article 9 of the UCC)</td>
<td>3</td>
</tr>
<tr>
<td>Sales</td>
<td>2</td>
</tr>
</tbody>
</table>
## PART-TIME PROGRAM

### FIRST YEAR REQUIRED COURSES

First year students are required to take the following courses in the sequence set forth below. Part-time students must enroll in evening sections of required courses.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure I</td>
<td>3</td>
<td>Civil Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>Contracts I</td>
<td>3</td>
<td>Contracts II</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Analytical Skills I</td>
<td>0</td>
<td>Introduction to Analytical Skills II</td>
<td>0</td>
</tr>
<tr>
<td>Legal Methods I</td>
<td>3</td>
<td>Legal Methods II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits**: 9

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits**: 5

*(Students may not enroll in elective courses in the second semester of the first year.)*

<table>
<thead>
<tr>
<th>Second Year Evening Program Required Courses</th>
</tr>
</thead>
</table>

### Fall Semester

Student **must** take the following courses in the sequence set forth below. Part-time students must enroll in evening sections of required courses.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law I</td>
<td>3</td>
<td>Constitutional Law II</td>
<td>3</td>
</tr>
<tr>
<td>Torts I</td>
<td>3</td>
<td>Torts II</td>
<td>2</td>
</tr>
<tr>
<td>Property I</td>
<td>3</td>
<td>Property II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits**: 9

**Total Credits**: 7

*(Students may enroll in elective courses during the summer term of the first year.)*
(Second year students in the part-time program have limited options for elective courses because they have not completed the foundational courses. Accordingly, second year part-time students who enroll in the required seven (7) credits only during the spring semester will be considered to be in compliance with the College of Law’s minimum course load rules.)

UPPER-LEVEL REQUIRED COURSES – STUDENTS ENTERING THE COLLEGE OF LAW BEFORE FALL 2010

Part-time students who entered the College of Law before Fall 2010 must complete the upper-level required courses listed below.

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Organizations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

**Sequencing of Upper-Level Required Courses**

**No Later Than Third Year, Fall Semester**

- Evidence

**No Later Than the Expected Semester of Graduation**

- Business Organizations

Part-time students must enroll in evening sections of Business Organizations and Evidence.

**Other Requirements**

**Upper-Level Writing Requirement**

In addition to completing the required courses, students must satisfy the Upper-Level Writing Requirement. For more information, see “Upper-Level Writing Requirement” on page 41.

**Professional Skills Requirement**

All students are required to obtain substantial instruction in professional skills. A student may satisfy this skills requirement by participating in and satisfactorily completing either one of several available clinical offerings or by successfully completing two of the courses designated as professional skills courses or any courses the Dean or the Dean’s designee may certify as professional skills courses. For more information, see “Clinical Programs” on page 66 and see "Substantial Instruction in Professional Skills Requirement" on page 42.
Elective Courses

The College of Law offers a wide variety of elective courses. Part-time students may take day or evening elective courses.

Highly Recommended Core Electives in Bar Examination Subject Matter Areas

The faculty strongly encourages students to take the courses listed below, which cover subject matter tested on the Florida Bar Examination. Highlighting these courses reflects the view that a student will benefit from taking these courses, no matter what area of practice he or she chooses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Procedure: Arrest and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Procedure: Pre-Trial</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Procedure Survey</td>
<td>3</td>
</tr>
<tr>
<td>Estates and Trusts</td>
<td>3</td>
</tr>
<tr>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>Florida Bar Law and Skills</td>
<td>4</td>
</tr>
<tr>
<td>Florida Constitutional Law</td>
<td>2</td>
</tr>
<tr>
<td>Florida Practice</td>
<td>2</td>
</tr>
<tr>
<td>Juvenile Law</td>
<td>2</td>
</tr>
<tr>
<td>Multistate Bar Law and Skills</td>
<td>4</td>
</tr>
<tr>
<td>Payment Systems (covers Article 3 of the UCC)</td>
<td>3</td>
</tr>
<tr>
<td>Remedies</td>
<td>3</td>
</tr>
<tr>
<td>Secured Transactions (covers Article 9 of the UCC)</td>
<td>3</td>
</tr>
<tr>
<td>Sales</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organizations</td>
<td>4</td>
</tr>
<tr>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td>Mission-Related Course</td>
<td>3*</td>
</tr>
</tbody>
</table>

*Effective 2012-2013, all Mission Related Courses are three credits. Students who took the Advanced Topics Critical Race Theory Seminar in Fall 2011 have satisfied the requirement with the two-credit seminar.

Mission-Related Courses
Courses designated as mission-related will be taught in a manner that includes thematic coverage of items central to the College of Law mission, including, as appropriate, themes related to slavery and enslavement, colonization, segregation/apartheid, globalization/neo-colonization, and freedom movements (civil rights, human rights, women’s rights).

The College of Law has designated the following courses as mission-related.

- Race and the Law
- Public International Law

**Important Notices:**

- Effective 2012-2013, Critical Race Theory Seminar is no longer designated as a Mission-Related Course. The Seminar may, however, satisfy the Upper-Level Writing Requirement.
- Effective 2012-2013, all Mission Related Courses are three credits.

The sequencing of Upper-Level courses is set forth below.

**Sequencing of Upper-Level Courses**

**No Later Than Third Year, Fall Semester**

- Evidence

**No Later Than Expected Semester of Graduation**

- Business Organizations
- Mission-Related Course

Part-time students must enroll in evening sections of Business Organizations and Evidence. Part-time students may enroll in day or evening sections of Mission-Related Courses.

**Other Requirements**

**Upper-Level Writing Requirement**

In addition to completing the required courses, students must satisfy the Upper-Level Writing Requirement. For more information, see “Upper-Level Writing Requirement” on page 41.

**Professional Skills Requirement**

All students are required to obtain substantial instruction in professional skills. A student may satisfy this skills requirement by participating in and satisfactorily completing either one of several available clinical offerings or by successfully completing two of the courses designated as professional skills courses or any courses the Dean or the Dean’s designee may certify as professional skills courses. For more information, see “Clinical Programs” on page 66 and see "Substantial Instruction in Professional Skills Requirement" on page 42.
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</tr>
<tr>
<td>Sales</td>
<td>2</td>
</tr>
</tbody>
</table>

Writing Requirements

To be eligible for the award of the J.D. degree, a student must satisfy the writing requirements.

FIRST YEAR WRITING REQUIREMENT

In order to satisfy the writing requirements, a student must earn a passing grade in Legal Methods I and Legal Methods II. Students also must complete the Upper-Level Writing Requirement, as set forth below.

UPPER-LEVEL WRITING REQUIREMENT

In addition to completing Legal Methods I and Legal Methods II, students must also satisfy the Upper-Level Writing Requirement.

Students may complete the Upper-Level Writing Requirement paper as a part of a seminar or through an approved two-credit independent research project. A member of the full-time faculty who is not a member of the faculty in the Legal Methods Program or the Academic Success and Bar Preparation Program must supervise independent research projects. Adjunct faculty members are not eligible to supervise independent research projects.
In order to satisfy the requirement, the research paper must be a minimum of twenty-five (25) pages in length including footnotes; earn a grade of B- or above; and the paper must meet all of the standards listed below, as certified by the faculty supervisor of the paper:

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

**Under no circumstance can a student satisfy the Upper Level Writing Requirement without satisfactorily completing Legal Methods I and II.**

### Substantial Professional Skills Requirements

All students are required to obtain *substantial instruction in professional skills*. A student may satisfy this skills requirement by participating in and satisfactorily completing either one of several available clinical offerings or by successfully completing two of the courses designated as professional skills courses or any courses the Dean or the Dean’s designee may certify as professional skills courses. For more information regarding clinical offering, see “Clinical Programs” on page 66. The list of courses designated as professional skills courses is below.

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

### Maximum And Minimum Course Loads

#### Full-Time Program

**Fall and Spring Semester**

No Full-Time student may register for more than 16 credit hours or less than 12 credit hours in any Fall or Spring semester.

**Summer Term**

A full course load for summer is eight (8) credit hours. However, students may enroll in nine (9) credit hours without obtaining permission to do so. When a student is scheduled to graduate in the Summer term, enrollment in 10 hours will be permitted. There is no minimum course load for Full-Time students in a Summer term.
NOTE: THE SUMMER TERM OPERATES ON AN EVENING SCHEDULE, DESIGNED FOR PART-TIME STUDENTS WHO ARE REQUIRED TO ATTEND SUMMER CLASSES. SUMMER TERM ENROLLMENT IS OPTIONAL FOR FULL-TIME STUDENTS. FULL-TIME STUDENTS MAY TAKE SUMMER TERM CLASSES FOR ENRICHMENT PURPOSES. REQUIRED COURSES ARE NOT OFFERED IN THE SUMMER FOR FULL-TIME STUDENTS.

Part-Time Program

Fall and Spring Semester

Except during the spring semester of the second year, no Part-Time student may enroll in less than eight (8) credit hours or more than (11) credit hours in any Fall or Spring semester.

Summer Term

A full course load for summer is eight (8) credit hours. However, students may enroll in nine (9) credit hours without obtaining permission to do so. When a student is scheduled to graduate in the summer term, enrollment in 10 hours will be permitted. No Part-Time student may register for less than four (4) credit hours in any Summer term.

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

Additional Credit Hour in Semester of Graduation

Full-Time Students – Fall or Spring Semester

A Full-Time student who is scheduled to graduate in the fall or spring semester may enroll in 17 credit hours in the semester of graduation. However, students on financial aid will need to enroll in a minimum of four (4) credits to receive financial aid.

Summer Term

Any student who is scheduled to graduate in the summer term may enroll in 10 credit hours in the term of graduation.

Registration

First Year Students

First-year students are assigned to sections for all of their fall and spring semester courses during Orientation week. 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 of study.

Advance Registration By Appointment Times

The College of Law conducts Advance Registration prior to each term. After their first semester of attendance, students have designated appointment days for registration based on their number of earned credits. During the Advance Registration period, students may register only on their designated days.
Students who miss their designated appointment day will register during Open Enrollment, which begins immediately after Advance Registration and runs through the end of the Drop/Add period.

Students who register before their designated appointment day will be removed from enrollment and will not be permitted to register until the first day of Open Enrollment.

**Drop/Add 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 they have registered for any semester, may do so until the last day of the add/drop period. (Refer to the published Academic Calendar for specific drop/add dates each semester). A student’s ability to make changes is subject to the minimum and maximum number of credits required for his or her particular program. (See page 42, Minimum and Maximum Course Loads.)

Once the drop/add period has passed, students may no longer add a course. Additionally, dropped elective courses after this date require the written approval of the Associate Dean of Student Services and Administration on the appropriate form. Following the Associate Dean’s approval, the dropped course is 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 304 of the American Bar Association for Approval of Law Schools, the College of Law requires regular and punctual class attendance to satisfy residency and class-hour requirements.

In order to be eligible to take the final examination and receive academic credit for a course, a student must have attended a minimum of 80% of the classes for the course. A student who attends fewer than the 80% minimum of classes will be dropped automatically from the course and will be administratively assigned a grade of “F” for the course.

The 80% minimum attendance policy does not preclude faculty members from imposing stricter, more demanding attendance requirements for their courses. Faculty will take attendance in classes. It is the obligation of each student to ensure that his/her attendance has been counted. Please note that a student registering or adding a course after classes have begun will be counted absent for classes missed prior to entering the course.

Each student is responsible for maintaining his or her own records of attendance. As a courtesy, some professors may have their faculty program assistants keep attendance records for each class and some may send absence notices when a student is approaching or have reached the maximum number of allowable absences. The fact that 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 Conduct Code.

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. Upon a showing of compelling hardship and in exceptional circumstances, however, the Associate Dean for Student Affairs and Administration and the Associate Dean for Academic Affairs 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 Deans may permit the student to take the examination or give no relief, in their discretion. Under no circumstances will the associate deans be permitted to grant a waiver to any student who has missed more than 30% of the class sessions for any course.

**Maximum Absences**

<table>
<thead>
<tr>
<th>Maximum Absences Fall &amp; Spring Classes</th>
<th>Maximum Absences for Summer Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits</td>
<td>Meetings per Week</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
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<tr>
<td>4</td>
<td>1</td>
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<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

**Employment Limitations**

In accordance with American Bar Association’s Standard 304, a full-time student may 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.

The College of Law discourages all employment by first-year, full-time students.
A part-time evening student’s hours of employment are not regulated. Thus, a part-time student who is enrolled for fewer than 12 credit hours may be employed for more than 20 hours per week.

**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 subsequent to the deadline for dropping a course
- N No grade reported

**MINIMUM GRADE 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**

The Florida A&M University College of Law uses the following grading curve.
First Year Courses – Grade Distribution

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

<table>
<thead>
<tr>
<th>Earned Grade</th>
<th>Min. / Max. Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>up to 10%</td>
</tr>
<tr>
<td>A-</td>
<td>up to 10%</td>
</tr>
<tr>
<td></td>
<td><strong>Total A range: 5% to 12%</strong></td>
</tr>
<tr>
<td>B+</td>
<td>up to 10%</td>
</tr>
<tr>
<td>B</td>
<td>up to 20%</td>
</tr>
<tr>
<td>B-</td>
<td>up to 25%</td>
</tr>
<tr>
<td></td>
<td><strong>Total B range: 20% to 40% Total A&amp;B range: 25% to 50%</strong></td>
</tr>
<tr>
<td>C+</td>
<td>up to 30%</td>
</tr>
<tr>
<td>C</td>
<td>up to 20%</td>
</tr>
<tr>
<td></td>
<td><strong>Total C+ &amp; C range: up to 45%</strong></td>
</tr>
<tr>
<td>C-</td>
<td>up to 10%</td>
</tr>
<tr>
<td>D+</td>
<td>up to 10%</td>
</tr>
<tr>
<td></td>
<td><strong>Total C- &amp; D+ range: 5% to 12%</strong></td>
</tr>
<tr>
<td>D</td>
<td>up to 10%</td>
</tr>
<tr>
<td>F</td>
<td>up to 10%</td>
</tr>
<tr>
<td></td>
<td><strong>Total D &amp; F range: 5% to 12%</strong></td>
</tr>
</tbody>
</table>

Second-Year Part-Time Grade Distribution

The First Year Course Grade Distribution also applies to Constitutional Law I, Property I, Property II, Torts I, and Torts II in the part-time program.

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

**Extensions And Incomplete Grades**

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

A grade of incomplete (“I”) shall be submitted for a student only when:

- in a seminar or an independent study project, the student has received an extension of time to submit his or her paper; or
- in an examination course, the student was granted an excused absence from the final examination. Delayed examinations must be taken no later than one week from the end of the examination period for the semester. (See “Final Date for Rescheduled Examinations,” page 37).

In the event a grade of incomplete (“I”) is not removed from a student’s transcript by the last day of classes of the term in which the student is next enrolled, 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.

**Failed Courses**

A student who fails a required course must retake it during the next regular semester of enrollment that the course is offered. A student who fails an elective course may retake it if 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.

**Grade Concerns**

Students who may have concerns about a specific grade shall refrain from contacting their professor until after the 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 re-evaluation of a student’s examination answers or other work. A faculty member may change the grade ONLY if it is incorrect due to a mathematical error. When a grade is changed, the change of grade must be submitted to the Dean for final approval.
Courses Taken Elsewhere

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.

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

Students who have elected to take transient courses needed for degree completion that are offered at Florida A&M University at a host institution, while remaining a student at Florida A&M University, will not be eligible to receive financial aid via the Florida A&M University Office of Financial Aid.

Students must take required courses at the Florida A&M University College of Law.

Transcripts

A transcript is the student’s official academic record. Official transcripts are issued upon request to the main University Registrar’s Office. Students must complete a transcript request form, and pay a $10.00 charge for each transcript requested. Transcripts will not be issued to any student who has an outstanding financial obligation to the University or the College of Law.

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

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

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

Transferring Between Day And Evening Programs

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

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

• Students must obtain the approval of the Associate Dean for Student Services and Administration to transfer from one program to another.

• Students must complete the “Request to Transfer between Programs” form. The completed form, including all required signatures and approvals, must be submitted to the College of Law Registrar’s Office.

• Students must apply prior to February 15 for their transfer request to be effective for the following Summer session and prior to April 1 for the request to be effective for the following Fall semester.
The College of Law will approve only one program transfer request per student.

**Withdrawing From Courses**

(See Drop/Add Procedures for Withdrawals During the Drop/Add Period)

Students may not withdraw from a course once the drop/add period has passed. Students are expected to complete the requirements for all courses in which they are enrolled. However, upon receiving final approval from the Associate Dean for Student Services and Administration, a student may withdraw from a course up until a week before the last day of class. A student must submit a Course Withdrawal form to the College of Law Registrar. 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, etc., do not justify withdrawing from a course after the drop/add period has ended.

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 a course that violates the maximum or minimum course requirement.

Where a student is permitted to withdraw, a grade of “W” will be reflected on the student’s transcript. The withdrawal is effective when the Registrar has received all required approvals and signatures.

**Withdrawal From The College Of Law**

Upon getting approval, a student may withdraw from the College of Law in good standing (either during or between semesters). A student must obtain, complete and return a School Withdrawal form to the College of Law Registrar. A student may be asked to meet with the Associate Dean for Student Services or a Dean designee to discuss the circumstances that necessitate the withdrawal.

The withdrawal is effective when the Registrar has received all required signatures.

Students who withdraw after the drop/add period will be held liable for all fees assessed. A student who withdraws after the drop/add period will receive “W” grades on the student’s transcript. A failure to complete the withdrawal process will result in “F” grades being recorded.

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

- A 100% fee refund/charge adjustment will be made to the student if the withdrawal is approved prior to the end of the drop/add period and written documentation is received from the student.
- A 25% refund/charge adjustment will be made to a new fall admitted student 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 will be made of the registration and tuition fees if a student withdraws or drops a course 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,
  (iv) Or 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 session 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 two semesters 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 College of Law Registrar. 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 for Student Services or a Dean designee to discuss the circumstances that necessitate the leave. The student may also be required to provide documentation substantiating his or her particular circumstances. The Associate Dean may approve or deny the request. 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 session.

Students who fail to register or fail to attend class in any semester and have not been approved for a leave of absence will be presumed to have withdrawn from the College of Law and may be required to reapply for admission.

Any student who has an approved leave of absence from the College of Law shall be 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 their admissions under current admissions standards.

**ACADEMIC STANDING**

**Class Rank/Academic Standing /Dean's List**

After students have attempted 30 credit hours, students’ grade point averages will be computed at the end of each semester for purposes of determining academic standing and the Dean’s List. For purposes of determining class rank, students’ grade point averages will be computed at the end of each academic year on a cumulative basis.

Full-Time Day and Part-Time Evening students will be ranked separately in their respective divisions. The initial class rankings for Full-Time students will be determined at the end of the Spring semester of the first year. The initial class rankings for part-time students will be determined at the end of the Fall semester of the second year. Thereafter, Full-Time students are ranked each year at the end of the Spring semester; Part-Time students are ranked at the end of each Fall semester.

**Dean’s List Designation**

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

**Graduation Honors**

Candidates for the Juris Doctor degree who maintain high cumulative grade point averages graduate with honors. Graduation with honors is based upon earning a minimum of 75 credit hours at the Florida A&M University College of Law.

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

**Summa cum laude (highest honors)**

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 previous 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. 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 the student 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. Notice of probation is automatic upon the official posting of the last grade for the semester. A student on probation must achieve both a semester and cumulative grade point average of 2.0 to continue and shall be subject to such reasonable rules and requirements deemed appropriate to meet the needs of individual cases. Full-time students placed on Academic Probation at the end of the Fall Semester may not enroll in Summer Session courses.

**Academic Alert**

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 Program (“ASP”) staff and develop a plan for improving academic performance before the first day of classes in the next semester for which that student enrolls. A student receiving an academic alert notice is strongly encouraged to attend a minimum of 75% of the ASP classes (Introduction to Analytical Skills II for first year students and Advanced Analytical Skills I and II for upper-level students) the next semester following the academic alert notice.

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**

**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 readmission. However, students may apply to the College of Law for admission as a new entering student two years after the dismissal.
Part-Time Students

Part-time students who earn a cumulative grade point average of 1.60 or below at the end of the second (Spring) semester of the first year (i.e. after attempting 17 credits) shall be dismissed from the College of Law and may not petition for readmission. However, students may apply 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, 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 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 session. 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 will not meet the Satisfactory Academic Progress requirements for receiving financial aid.

Petition For Readmission To Continue After Academic Dismissal

Students Ineligible to Petition for Readmission

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

Students Eligible to Petition for Readmission

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

Readmission Petition Procedure

A. The Office of the Dean must receive a petition for readmission by the seventh (7th) day following the official posting of the petitioner’s final grade to iRattler. The Committee will not consider late petitions. Except in extraordinary circumstances, students may not submit petitions by email.
B. An eligible student may petition the Academic Standards Committee for readmission by sending a letter to the Office of the Dean. The petition should set forth specific reasons for the petitioner’s substandard performance.

C. The Office of the Dean 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 re-admitted, 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:

   a. Relevant law school history (grades, community service, student organization involvement, legal work experience, etc.);
   b. the perceived causes of his or her poor academic performance;
   c. actions taken and the plan for corrective measures for dealing with problems interfering with academic performance; and,
   d. why he or she will likely succeed if readmitted.

G. If a majority of the Committee, present and voting, is in favor of readmission the student is readmitted. The Dean, upon recommendation by the Academic Standards Committee, may place condition on that readmission.

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 readmission are final decisions.

Readmission Standards

There shall be a strong presumption against readmission, 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 readmitted;
• the student will be able to successfully complete the remaining curricular requirements; and,
• any personal problems or other factors that contributed to the student’s poor academic performance are not the kind that is likely to recur.

The Academic Standards Committee will impose additional conditions that it deems appropriate, including, but not limited to requiring that a student seek prior approval of his or her schedule, or requiring that a student limit the number of credit hours he or she carries in a given semester. Although the Academic Standards Committee’s decision to readmit is final, the imposition of conditions upon that readmission is a recommendation to the Dean for the Dean’s final approval.

Any student, who 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 readmitted, or at the end of any subsequent term, shall be academically dismissed and is ineligible to petition for readmission.

**Readmissions To The College Of Law For Ineligible Petitioners, Unsuccessful Petitioners, And Subsequent Academic Dismissals**

**Students Ineligible to Petition – Waiting Period for Readmission**

An academically dismissed student who was ineligible to petition because they 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 -- Waiting Period for Readmission**

An academically dismissed student whose petition for readmission 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 Advanced Student with Subsequent Dismissal -- Waiting Period for Readmission**

A student who has been conditionally advanced 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, 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 exam soft, a laptop (without the carrying case), power cords, ear plugs without cords, 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 Director 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 Director of Student Affairs by the following dates:

- Fall Semester Examinations: September 30
- Spring Semester Examinations: February 28
- Summer Session Examinations: June 30

ABSOLUTELY NO EXCEPTIONS WILL BE GRANTED FOR FAILURE TO MEET THE ABOVE DEADLINES

The Director 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) or scheduled to take one exam each day for three consecutive days (not including take-home exams).

2. When illness of the student actually 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 his /her “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 his/her child

7. When a student is attending the wedding, graduation, or other such ceremony of his/her 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, but in any event, no later than the fifth week of the fall and spring semesters and the third week of the summer sessions. A failure to request accommodations in any given semester waives your right to accommodations during that semester.

**Anonymous Grading**

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

Legal Methods 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 the traditional method of taking a law school exam. SofTest 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. In an effort to avoid the vulnerabilities of most computer-based testing solutions,
SofTest provides instructor the ability to lock down all Windows applications thereby providing exam security and reducing the risk of violations of the student Code of Conduct.

In order to be eligible to take a computer exam, a student must register with ExamSoft at our ExamSoft Custom Home Page located at https://www.examsoft.com/famulaw

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

Step 1: Sign up – (2 minutes) Enter your first and last name, email address, ID# and password
Step 2: Log In – (30 seconds) Enter your Student ID# and password
Step 3: Download – Downloading SofTest takes minutes on high-speed Internet connections and 30 – 60 minutes on dial-up connections
Step 4: Qualification Exam – (5-10 minutes) To familiarize yourself with the software prior to exam day, you will take a mock exam
Step 5: Register SofTest – (1 minute) Once registered, you will be notified on-screen that you have completed the process and you will also receive a confirmation email to the address you provided in Step 1. Note that you must register SofTest by deadline provide to you by Florida A&M or you must hand write your exam. If you have any questions or issues with registration, contact ExamSoft technical support at support@examsoft.com or call toll-free 866.429.8889 ext. 114.

Sign up with ExamSoft in Step 1 using your FAMU Student ID number.

**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 SofTest’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 professors will permit the usage of the software in taking their exams.

* **Students use ExamSoft at their own risk. It is the student's responsibility to familiarize himself or herself with their equipment and the SofTest 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.**
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.

COMPLAINTS - ABA STANDARD 512

Under ABA Standard 512, The American Bar Association requires that accredited law schools provide students with the opportunity to submit complaints to the Law School administration "of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards." 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 as it relates to matters that directly connect to ABA Standards.

Any person may make a complaint alleging a violation of this standard 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:

- 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 Student Services for eight years.
THE LAW LIBRARY

Rules And Regulations

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

Library Hours

The College of Law Library will be open during the hours listed below, unless otherwise posted, throughout the summer, fall and spring semesters:

Monday – Thursday 7:00 a.m. – 11:00 p.m.
Friday 7:00 a.m. – 10:00 p.m.
Saturday 8:00 a.m. – 9:00 p.m.
Sunday 10:00 a.m. – 6:00 p.m.

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

During semester breaks, the library hours are as follows:

Monday – Friday 7:00 a.m. – 7:00 p.m.
Saturday & Sunday 10:00 a.m. – 6:00 p.m.

Library Circulation Desk: (407) 254-3263
Library Reference Desk: (407) 254-3289

Access To The Law Library

The College of Law Library occupies the entire first, second and Fourth floors of the south wing of the law school, 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
• Microfiche Room
• Law Review Offices
• Restrooms
• Library Technical Services Department

Second Floor
• Library Stacks, including Florida and Federal resources and case reporters
• Study Carrels
• Group Study Rooms
• Restrooms

Third Floor
• Computer Workstations/Lab

Fourth Floor
• International Law Collection
• Virgil Hawkins Collection
• Special Collections Room
• Library Stacks, including subject specific resources, law reviews and fiction collection
• Study Carrels
• Group Study Rooms
• Restrooms

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, LoisLaw, LegalTrac 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 databases available to law students, as well as links to those resources.

Computers
The Law Library has six computer terminals and one ADA compliant workstation on the first floor. An additional thirty terminals are available on the third floor in the computer lab. The microfiche room on the first floor houses two computers to access the microfiche collection, as well as a microform reader.

Printers And Photocopiers
Printers are operated by the Pay for Print System. An Equitrac “value” machine will allow students to place money on their Rattler card. The value machines are located on the first and third floors adjacent to the printers. Students may print documents from LexisNexis and Westlaw to designated printers in the computer lab at no charge.

Coin operated photocopiers are located on the first and third floors of the library.

Group Study Rooms
Group study rooms are available on the second and fourth floors of the Law Library. Rooms may be reserved at the circulation desk for groups of two or more student.
CLINICAL PROGRAMS

Clinical Program

The Clinical Program offers externships and in-house clinics. The externships provide students the opportunity to work in a legal setting, such as a government agency or a non-profit legal services provider. Students handle significant legal tasks, such as legal drafting, research, fact investigation, negotiating and client interviewing while under the direct supervision of faculty, staff attorney or lawyers in-house or at the agency or non-profit organization. The Clinical Program includes externships in Criminal Defense, Death Penalty, Criminal Prosecution, Judicial Externship, and Mediation.

The in-house clinics provide students with even more in-depth hands on experience to work as a lawyer. While working under the direct supervision of experienced clinical faculty, students have an unparalleled opportunity to interact with clients, opposing parties, opposing counsel and court personnel who provide valuable learning experiences, which cannot be taught in a classroom. The Clinical Program includes In-house clinics in Guardian Ad Litem, Community Economic Development, Housing, Homelessness and Legal Advocacy.

The Clinical Program includes a variety of clinics to satisfy interests of most law students. The number of students in each clinic varies – generally depending upon the number of students capable of being supervised by available faculty or supervising attorneys.

Criminal Defense Practice – Students represent indigent clients through various public defender offices in Central Florida in all phases of the criminal justice system under the direct supervision of assistant public defenders. Student externs develop their legal skills and provide public service by representing indigent defendants under the supervision of on-site supervising attorneys and clinic faculty. Student externs represent assigned clients before real judges and against real prosecutors. Student externs participate in all phases of representation from client interviews to jury trials. Students handle client interviews, factual investigations, legal research and writing tasks, preliminary hearings and motions, and trials. (Pre-requisites: Trial Practice, Evidence, Professional Responsibility, Criminal Procedure and Criminal Law.)

Death Penalty – Students are placed as externs with the Capital Collateral Relief Offices (CCRC) in Tampa or Fort Lauderdale to research narrow post-conviction collateral matters or do field work under the supervision of CCRC attorneys. Students improve their advocacy, research and legal writing skills in one of the most controversial and complex areas of law in this country. They also serve one of our school’s missions by providing a public service to CCRC’s indigent death row inmates and to the Supreme Court. According to the latest Census report, there are 372 men on death row in Florida. One hundred twenty-nine inmates are African-American, 231 are white, and 12 are designated as “others.” African-American men comprise 35 percent of Florida’s death row population but comprise only 7 percent of Florida’s general population. This clinic is offered to third year and fourth year night students.
Students must be pre-approved by the clinic faculty and the CCRC supervising attorney. *(Pre-requisites: Trial Practice, Evidence, Professional Responsibility, Criminal Procedure, Criminal Law, and the Death Penalty Seminar.)*

**Criminal Prosecution Practice** – The goal of the Prosecution Clinic is to provide hands-on experience to students by integrating practice with doctrine. The Prosecution Clinic offers students the opportunity to practice criminal law as a certified legal intern under the supervision of an on-site supervisor and to observe and participate in a range of prosecutorial duties namely: recommending appropriate charges for new cases; arraigning defendants; negotiating pleas; drafting and arguing pre-trial motions; and participating in trials. The breadth of a student’s experience will vary according to the locale. Students are placed in one of eight State Attorney’s Offices: Sanford; Titusville; Viera; Deland; Daytona; Tavares; Ocala; and Bartow. In addition to collaborating with State Attorney’s Offices, the Prosecution Clinic also provides students with the unique opportunity to work with the U.S. Attorney’s Office located in downtown Orlando. Selection is competitive and made by the Orlando U.S. Attorney’s Office based upon a student’s application and interview. Students selected assist the U.S. Attorney’s Office with researching criminal and civil matters and drafting legal memoranda. Students are expected to work with short deadlines, as some assignments are time sensitive. Students develop their advocacy skills by interacting with judges, court personnel, state or federal attorney staff, law enforcement, interacting with victims and witnesses. *(Pre-requisites: Trial Practice, Evidence, Professional Responsibility, Criminal Procedure and Criminal Law.)*

**Judicial Externship** – This externship provides students with the incomparable advantage of working with local judges. The experience affords students the ability to peer into the inner-workings behind judicial rulings and how juries decide cases. Students research and write on a broad variety of legal topics, enabling them to hone their research and writing skills and sharpen their analytical reasoning under the direct supervision of members of the bench. Many judges also offer observation of court proceedings. *(Pre-requisite: Professional Responsibility and a current GPA of 3.00 or higher.)*

**Guardian Ad Litem** – This clinic focuses on legal advocacy on behalf of children, while providing students with a strong foundation in lawyering skills and values. This clinic addresses constitutional, statutory, and common laws impacting children, including the legal interests of parents and the government and the law's evolving conception of children's rights. In addition, the class examines the role of the child's attorney and ethical considerations in representing children. The substantive areas discussed include dependency, delinquency, guardianship, mental health, disability, medical decision-making, school law, child support, emancipation, family violence, and immigration. Special emphasis is placed on dependency law, including abuse and neglect, foster care, termination of parental rights, adoption, children's right to services and protection from harm, and state liability for harm. In addition, students are required to participate in intake proceedings at the local Legal Aid Society office during the week and obtain a set number of court observation hours in both dependency and delinquency court. *(Pre-requisite: Professional Responsibility/Co-requisite: Trial Practice.)*
Community Economic Development – This clinic emphasizes transactional practice skills. The clinic provides short term counseling in a broad range of small business matters such as corporations, limited liability companies, partnerships, nonprofit organizations, art groups and the legal requirements for starting a small business. Students provide direct legal assistance, counseling, representation, community legal education, and informational materials to new and mature For-profit and Non-Profit organizations, individuals and community groups seeking to better the economic, social, equitable and cultural well-being of low income communities. Assistance may be provided to groups that promote community and economic development in areas such as: community preservation, development and empowerment; drug prevention; homelessness; literacy; microenterprise development; social welfare; youth and teen development; entrepreneurship; and low-income and affordable housing. The clinic is designed to provide students interested in business law with a clinical experience that will expose them to the practical and substantive problems of issues related to counseling small businesses and nonprofit organizations. Students develop collaborative work skills and interpersonal skills in-group work. They also explore the growing area of community economic development law and other areas that underlie efforts to enhance the economic viability of the community. The students are encouraged to observe proceedings in the Business Court. *(Pre-requisite: Professional Responsibility and Business Organization.)*

Homelessness And Legal Advocacy – This clinic offers a comprehensive set of legal services focused on assisting and empowering low income individuals in their interaction with the legal system. Students explore the facets of homelessness and the role of legal advocacy in addressing its causes and alleviating its consequences. Students have the opportunity to handle real clients and real cases ranging from family law, domestic violence, landlord/tenant, public housing, public benefits and consumer law. The majority of our clients come from one on one intake meetings with students at two of the local homeless shelters. The student conduct interviews of homeless individuals under the supervision of a staff attorney at the Coalition for the Homeless every week on Tuesdays and Thursdays from 7 p.m. to 9 p.m. and on Wednesdays from 7 p.m. to 9 p.m. at the Women’s Residential Counseling Center facilities and assess the problems. Students also conduct in-house intake of individuals who contact the clinic seeking assistance once a week. *(Pre-requisite: Professional Responsibility/Co-requisite: Trial Practice.)*

Housing – Students in this clinic help protect the rights of low-income tenants who are faced with an immediate threat of losing their homes due to an eviction. In addition, students assist housing applicants who are requesting a return of their security deposit, seeking to avoid utility shut-offs and lock-outs, and termination of public housing and Section 8 assistance. Students handling these cases touch upon areas of contract and property law, as well as other areas that overlap in housing matters, such as torts, administrative law, guardianship, probate, and bankruptcy. Students are supervised and trained to handle all aspects of a housing case. This real world training of intricate and complex housing cases prepares students for trial work. Under the supervision of faculty and/or a staff attorney, the students have an opportunity to learn several key legal skills in the following areas: interviewing clients; investigating cases; researching legal issues; counseling clients; negotiating with opposing parties; drafting pleadings; motions and discovery; and representing clients in mediation and in court. Because of the unique nature of these cases, students have the rare opportunity to handling cases from beginning to end. Students
benefit from a basic working knowledge of substantive law, court rules and procedures, as well as
important advocacy skills. *(Pre-requisite: Professional Responsibility/Co-requisite: Trial Practice.)*

**STUDENT ORGANIZATIONS**

Student organizations are an important part of life as a law student. These organizations contribute
greatly towards the educational, social, service, and cultural enrichment of the law school community.
The organizations and their activities vary and range from the academically related, to service and
socially related, to subject matter related. Students are encouraged to become involved in one or more
student organizations, but they are cautioned against becoming overextended in extracurricular activities
so as to affect their academic work. In order to be eligible to hold any position of leadership within an
organization, a student’s cumulative law school grade point average must be at least 2.5 or above.

All student organizations must be registered through the University’s Office of Student Activities after
being previously approved by the Director 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
Director of Student Affairs.

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

**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. For a current list of registered student organizations, please go to
[http://law.famu.edu](http://law.famu.edu).
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.

Procedure
Students whose disabilities may require some type of accommodation, including course load modification, exam accommodation, or other accommodations must first contact CEDAR to request a Student Information Form, the Academic Accommodation Form and/or the Mobility Accommodation Form. Students are also required to notify the Director of Student Affairs of a possible or pending application. 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 CEDAR.

Students must submit supporting documentation for their request to:

Center for Disability Access and Resources
Florida A&M University
667 Ardelia Court
Tallahassee, FL 32327

Students who do not require accommodations need not disclose their disabilities, but are encouraged to file applications with CEDAR. 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 admitted to and/or enrolled in the University to request accommodations.
• Students requesting accommodations should first contact the CEDAR located at 667 Ardelia Court, on FAMU’s campus in Tallahassee; complete the Student Information Form, the Academic Accommodation Form, and/or the Mobility Accommodation Form.

• All students should be prepared to provide documentation of disabilities and needs. Documentation is subject to verification by the University.

• Requests that require special funding, such as a need for specific software, adaptive equipment, memberships to the RFB&D, etc., will be assessed for possible resources that might already provide for the request, such as Vocational Rehabilitation. 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:
  • Meet with a coordinator to discuss accommodations and services.
  • Keep initial interview, provide information, sign rights and responsibilities form, and fashion accommodations.

• Once accepted, the services and equipment (if deemed appropriate), will be provided at no cost to the student. However, to receive services from the CEDAR, the student is responsible for:
  • Request accommodations each semester. Documentation is not necessary at this time unless significant changes have happened since initiating services.
  • Delivering Accommodation Letters to all professors (if necessary).
  • Following procedures and adhering to policies for specific accommodations and services.
  • Monitoring his/her on academic progress.
  • If an accommodation is not effective, students should consult with a coordinator for adjustments.

**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 ADD documentation must comply with AHEAD and ETS guidelines.

• Completed Application by the student and the appropriate disability verification form completed by a qualified professional.

Your application, the disability verification form, and other documentation can be submitted by the following methods:
• Hand delivery to the CEDAR (Tallahassee Campus)
• Fax to (850) 561-2513 to the CEDAR (Tallahassee Campus)
• Mail to Center for Disability Access and Resources  667 Ardelia Court, Tallahassee, FL 32307

**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 www.famu.edu. 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 CEDAR 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”). Requests for accommodations, dated after this deadline will not be granted by the College of Law.
Documentation regarding the approval of accommodations from CEDAR must be submitted to the College of Law Office of Student Affairs at least two weeks prior to any exam or other assignment for which the accommodation is to be provided. Failure to comply will result in a denial of accommodations for the exam or assignment in question.

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 Director of Student Affairs. Grievances filed with the Director of Student Affairs must be in writing and will receive a written response.

Non-Discrimination Policy Statement

Florida A&M University College of Law does not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veteran’s Readjustment Assistance Act in the administration of its education policies, admissions and placement policies, and other school administered programs.

Sexual Harassment Policy

Sexual harassment destroys the trust needed to maintain an academic environment conducive to learning and the free exchange of ideas, threatens the security and sense of well-being of individuals who are harassed, and violates the law. Florida A&M University College of Law will not tolerate sexual harassment. FAMU Regulation 10.103, prohibits sexual harassment and provides for the procedures for filing complaints and disciplinary action against anyone who violates this prohibition.

Policy On Student Peer Harassment

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

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

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

Any student who believes that he or she has been subjected to peer harassment should report the harassment to the Associate Dean for Student Services and Administration.

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

Procedures For Responding To Peer Harassment Reports
• Upon receiving a report of peer harassment, the Director of Student Affairs shall notify the Associate Dean for Student Services and Administration of such report. Upon receiving notice of a report of peer harassment, the Associate Dean for Student Services and Administration shall make an initial determination of the existence of probable cause that peer harassment has been committed.

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

• Upon receiving such notice, the Dean shall appoint a committee to conduct a hearing to determine whether the student has committed peer harassment. This committee will be made up of at least five members and may include law school faculty, administration, and student representatives. Any member who does not feel capable of rendering a fair decision in a particular case shall refuse to serve on the committee.

• At the hearing, a faculty or staff member appointed by the Dean will introduce evidence relevant to the question of whether peer harassment has been committed. The student charged with harassment is entitled to be represented by counsel, other than a non-student law school employee, to introduce relevant evidence, and to confront and cross-examine any witnesses against him or her.

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

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

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

• In response to appropriate inquiries, the law school shall make available to appropriate bar officials, the written committee report and the Dean’s final determination of sanction.

Policy On Student Observance Of Religious Holy Days

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

Accordingly, the following procedures are in effect:

• A student who wishes to observe a religious holy day of his or her religious faith shall notify all of his or her professors 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 his or her instructors and/or university administrators.

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

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

- The Dean shall investigate each occurrence (grievance) and insure that appropriate corrective action is taken to insure compliance with this policy.

**FAMU Regulation**

Please see 10.103 (“Non Discrimination Policy and Discrimination and Harassment Complaint Procedures.”) for policies concerning discrimination and harassment.
PUBLIC SAFETY AND PARKING

Student Parking

Student Parking Accommodations

Pricing for fulltime students is located at the City of Orlando CentroPlex garages located at the southwest corner of Amelia and Hughey, and across from the old Amway Arena at 401 West Amelia Street. 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 a year. Security will be provided in the garage 24 hours a day. Students will have unlimited in and out access to the garage during those hours. Please visit the link below for more detailed information: http://www.cityoforlando.net/transportation/parking/garages/garage_centroplex1.htm.

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.

Pricing for part time students is located at the State of Florida Office Complex across Beggs Avenue 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 cards to park on levels 2 and 3 only. 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 2 or more violations. Additionally, students may be subject to a violation of the Student Code of Conduct.

Handicapped Parking

The College of Law has 2 marked handicapped parking spaces. These spaces are located in the staff parking lot located at the corner of Robinson and Beggs Avenue. A student who requires a handicapped parking accommodation must make a request and provide documentation to the Director of Administration, located in the Operations Suite. Documentation of a handicap permit from the state where your license plate is issued is required.

Student Safety

The top priority of the College of Law is insuring your safety. The guards at the College of Law are committed to doing everything they can to make the COL a safe and secure environment. However, understand your safety is a shared responsibility between law enforcement and you. That’s why 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 a number a resources intended to provide you with information to ensure your safety. Please visit http://www.famu.edu/index.cfm?PublicSafety&SafetyTips for detailed information.

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. FAMILIARIZE 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 Marshal or your professor, 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 professor 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 insure 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 COL.
• 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” which is expected to directly impact the College of Law in a period of time, the following will apply:

- Upon notification of a dangerous weather situation, which 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 COL 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 if he/she feels safe driving in the inclement weather. This is a decision that must ultimately 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.
STUDENT CODE OF CONDUCT

Part I

Applicable Code of Conduct

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.

RULES CONCERNING NON-ACADEMIC MISCONDUCT

Students at the College of Law are members of both the law school community and the larger University community. As such, the University’s Student Code of Conduct shall govern all non-academic misconduct that are not expressly addressed or covered by the College of Law Student Code of Conduct. The College of Law reserves the right to apply those rules internally (consistent with University standards) or forward the matter to the University. All students should review and be knowledgeable about FAMU Regulation 2.012 – 2.013. University Student Code of Conduct

RULES CONCERNING PROFESSIONAL MISCONDUCT

Professional misconduct while working in a legal clinic or similar program is measured primarily by the Florida Rules of Professional Conduct. Professional misconduct in other activities undertaken before graduation — such as paid or unpaid work for a law firm, government office, judge, or other organization that provides legal services — is measured by the rules of professional conduct that apply to lawyers and the rules of judicial conduct that apply to judicial assistants acting where the student conduct occurs.

Please visit www.floridabar.org to review the rules regulating the Florida Bar.

RULES CONCERNING ACADEMIC MISCONDUCT

Florida A&M University has a code of student conduct to maintain the general welfare of the university community. The College of Law, as a member of the Florida A&M community, is governed by this code. The College of Law, however, shall have exclusive jurisdiction over matters of academic misconduct. In the event there is a conflict in regards to standards, procedures or penalties relating to matters of academic misconduct between the College of Law Student Code of Conduct and the University Code of Conduct, the University Student Code of Conduct shall prevail.

Part II

Violations of Academic Misconduct

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

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;
   
   1.3.1. with anyone in any manner during an examination which the student is taking, except the dean in charge of examinations, the persons involved in administering the examination, or a faculty member, or
   
   1.3.2. at any time with another student who is taking an examination;

1.4. 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;

1.5. 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

1.6. 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.

SECTION 2: VIOLATIONS CONCERNING THE LIBRARY

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

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

2.3. To retain reserved library materials and textbooks past the given return date.

SECTION 3: OTHER VIOLATIONS

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

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

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

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

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

3.7. 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;

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

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

3.10. 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;

3.11. 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;

3.12. To falsify class attendance records;

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

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

3.15. 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;

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

3.17. To make false accusations under this code.

SECTION 4: VIOLATIONS CONCERNING THE SUBMISSION OF WRITTEN WORK (PLAGIARISM)

4.1. To purposely or knowingly plagiarize or aid another student to plagiarize. Plagiarism includes, but is not limited to:

4.1.1. 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,

4.1.2. Paraphrasing someone else's words or work without citing the source.

4.2. To plagiarize with knowledge of circumstances, which should alert a reasonable student that there is a substantial risk that the student would be plagiarizing.
Part III

Definitions

When used in this Code:

A. **Accused** means any student who has been accused of an act prohibited under this Code.

B. **Disciplinary Committee** means any member of the College of Law community who the Dean designates to make a finding in a disciplinary proceeding under this Code.

C. **Student** means any person for whom the School of Law maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who has not yet been awarded his or her degree from the University.

D. **Faculty** means any person who holds an academic appointment in the College of Law, including adjunct and visiting instructors.

E. **Notice** means a notice delivered to the student or his/her residence by any reasonable means. Such means may include e-mail, hand delivery or first class mail to a student’s most recent local address as it appears in the Registrar’s records.

F. **Business days** are defined as working days when classes are in session. These include Monday to Friday and do not include public holidays and weekends. Over holidays and breaks, there will be flexibility in deadlines. Every effort should be made to the extent possible to avoid unfair prejudice to the student.

Complaints

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

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

Investigation

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

Notice

Upon receipt of the written complaint, the Associate Dean for Student Services and Administration shall have 5 business days from the filing of the written complaint to notify the person or persons alleged to
have violated the code that a complaint has been filed. The notice shall describe the nature and circumstances of the claimed violation.

**Disposition**

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

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

C. If there is probable cause for the complaint, and the alleged infraction is not de minimis, and the complaint has been filed within a reasonable time the complaint may be

   a) forwarded to the Disciplinary Committee or
   b) disposed of on terms satisfactory to the Associate Dean for Student Services and Administration and the accused. If the complaint is resolved in this manner, the Associate Dean for Student Services and Administration shall inform the Dean of the terms of the agreement and shall notify the person filing the complaint of the fact that the complaint has been resolved.

D. The Associate Dean for Student Services and Administration shall have 15 business days after notifying the accused of the complaint in writing either (1) that the complaint is dismissed, or (2) that there is probable cause, the alleged infraction is not de minimis, the complaint has been filed within reasonable time, the matter cannot be settled administratively and has been forwarded to the Disciplinary Committee. The 15-day period can be extended only if the accused consents or if the Dean determines that there is good cause for extension. If the complaint is not dismissed or settled administratively, the Associate Dean for Student Services and Administration shall furnish the accused with a copy of the complaint.

**Appointment of Disciplinary Committee**

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

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

C. The Disciplinary Committee shall have the authority to require law school administrators, faculty, staff, and students to produce relevant documents and to appear and testify at a hearing.
D. If more than one student is charged with jointly violating the code, the Dean may or may not determine that separate Disciplinary Committees should be empaneled for each student. The decision of the Dean to impanel one or more Disciplinary Committees cannot be appealed.

**Hearing**

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

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

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

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

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

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

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

H. The Disciplinary Committee, by the affirmative vote of a majority of the committee authorized to vote, shall make one of the following written findings with respect to each alleged violation:
   a) The alleged violation was not proved and the charge is or charges are dismissed; or
   b) The charge has or charges have been established by clear and convincing evidence.

**Authorized Penalties**

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

B. Upon a finding of other violations, the Disciplinary Committee may impose one or more of the following:
   a) Expulsion from the Florida A&M University College of Law;
   b) Suspension from the Florida A&M University College of Law;
   c) Probation for a stated period of time on specified conditions;
d) Placement of a Disciplinary Letter in the student's personal file;

e) Oral reprimand;

f) Restitution or restoration; or

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

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

**Appeal**

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

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

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

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

**Part IV**

**Non-Exclusivity**

Disciplinary and other matters not expressly addressed by this Handbook are subject to the University Student Code of Conduct or may be handled administratively by the Dean or his designee. Please view FAMU Regulation 2.012 – 2.013.
Required Course Descriptions

Required course descriptions, including credit hours, are also available on the College of Law website at the following link:

http://law.famu.edu/current-students/academic-programs/required-courses/

Business Organizations

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

Civil Procedure I & II

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

Clinical Program or Pro Bono Service

A concurrent program of academic instruction and skills training designed to more fully qualify the student for the practice of law. Students participate in civil and criminal settings provided by practicing attorneys. The classroom component teaches lawyering skills of interviewing, counseling, discovery, negotiation, advocacy, and Florida practice. Students must have taken, or take concurrently, Interviewing Counseling and Negotiation as well as Professional Responsibility. All practice is in accord with Florida Student practice rules. Clinics may include: Bankruptcy, Civil, Criminal, Housing, Mediation, and Street Law. Alternatively, students may complete 20 hours of qualifying Pro Bono work. See Section XV “Clinical and Pro Bono Programs.”

Contracts I & II

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

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

Criminal Law

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

Evidence

This course is designed to provide a comprehensive examination of the problems of proof and the rules of evidence. Special attention is given to the concept of relevance, hearsay and non-hearsay, character evidence, testimonial proof, impeachment and support, scientific and demonstrative evidence and privileges.

Introduction to Analytical Skills I (IAS I)

This course is designed to teach first semester law students the critical skills necessary to successfully manage their time, prepare for class, participate in class, and effectively practice for exams. Students will learn the critical reading, writing, and thinking skills essential to excelling in law school, passing the bar exam, and succeeding as future legal practitioners. In addition, students will be taught test-taking strategies and protocols and a methodology for the evaluation of their work through the deconstruction of their multiple choice and essay practice exam answers.

Introduction to Analytical Skills II (IAS II)

This course is designed for first year law students in their second semester and is the successor course to Introduction to Analytical Skills I. Analogous to the purpose of IAS I, the general purpose of this course is to enhance the academic potential of first year law students. While reinforcing analytical skills, this class concentrates on the direct improvement of test-taking skills in both the essay and multiple-choice formats. Specifically, it promotes this improvement of critical skills by administering assessment exercises and by teaching students self-assessment techniques, which allow them to recognize and cure deficiencies in their work.

Legal Methods I & II

Legal Methods is a two-semester course, both parts required for graduation. Emphasis is on writing legal memoranda, legal documents, case briefing and analysis.
Professional Responsibility

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

Property I & II

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

Critical Race Theory (Offered as Advanced Topics Seminar in 2011-2012)

Effective 2012-2013, Critical Race Theory Seminar is no longer designated as a Mission-Related Course. The Seminar may, however, satisfy the Upper-Level Writing Requirement.

This seminar will explore the central tenets of critical race theory; the foundational and emerging scholarship of critical race scholars; and critical race perspectives in a variety of doctrinal contexts. One of the course objectives is to demonstrate the application of critical race theory as a viable lawyering, jurisprudential, and lawmaking technique. This course is also designed to sharpen students’ critical thinking, legal analysis and writing skills. Accordingly, students will analyze legal opinions and statutory and constitutional provisions as well as theorize factual circumstances through a critical race lens. Students may satisfy the seminar requirements through the completion of response papers to assigned readings and completion of either 1) a series of short papers or 2) one substantive final research paper of a minimum of 25 pages (which includes the student’s completion of a substantive outline or draft, series of revisions, and individualized consultation with the professor). Students who wish to satisfy the Upper-Level Writing Requirement through enrollment in this seminar must complete the substantive final research paper, which includes the student’s completion of a substantive outline or draft, series of revisions, and individualized consultation with the professor.

Public International Law

(Mission-Related Course; required for students who entered the College of Law in Fall 2010 or later)

This course aims to introduce students to the fascinating and complex world of international relations by examining the development and evolution of public international law and the general principles of law upon which national systems in Africa, the Americas, Asia, Europe and the Middle East are based, and situate specifically states, international organizations, regional institutions, multinational corporations, and people in their proper global legal context.

This course covers the general and comparative principles of international and national relations, including such topics as state formation and dissolution; government recognition; diplomatic privileges and immunity; international human rights and humanitarian law; international criminal law; international peacekeeping; international environmental law; international terrorism; women’s rights; and international cultural property.
Race and the Law

(Mission-Related Course; required for students who entered the College of Law in Fall 2010 or later)

A survey of racial patterns in American law. Insight into race as a social and legal construct discussed in detail. Focus will be on case law, statutes, works of historians, and critical race theorists in such areas as public facilities, voting rights, criminal justice, protest, public education, housing and environmental justice.

Torts I & II

The history and development of the legal principles underlying non-contractual civil wrongs at common law and under modern statutes are studied together with an analysis of the responsibility in tort for wrongs to the person and property. Topics include: intentional acts, liability without fault, negligence, privacy rights and harm to reputation.

Upper-Level Writing Requirement

The Upper-Level Writing Requirement must be completed before graduation and can be satisfied through a writing project that is part of a seminar or approved faculty-supervised independent research. The writing project must involve research that is substantial and constitutes a writing of sufficient quality to obtain approval by a full-time faculty member of the College of Law. Under no circumstance can a student satisfy the Upper-Level Writing Requirement without satisfactorily completing Legal Methods I and II.
Recommended Course Descriptions

**Criminal Procedure: Arrest and Investigation**

This course covers police practices such as arrests, search and seizure, wiretapping, eavesdropping, use of informers, entrapment, confessions and line-ups.

**Criminal Procedure: Pre-Trial**

This course covers commencement of formal criminal proceedings, bail, the decision to prosecute, the grand jury, the preliminary hearing, venue, joinder and severance, and speedy trial. Trial concerns such as guilty pleas, discovery, jury trial, prejudicial publicity, professional ethics, and double jeopardy are also considered.

**Criminal Procedure Survey**

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

**Estates and Trusts**

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

**Family Law**

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

**Florida Bar Law and Skills**

This course will provide training in bar exam essay-writing skills through a survey of substantive material covering topics frequently tested on the Florida Bar examination, including Florida Constitutional Law, Wills and Trusts, and Family Law. Students will learn techniques that improve issue spotting and issue resolution as it pertains to answering examination questions posed in the essay format. Students will write a substantial number of essay examination answers, receive feedback on those answers, and learn self-critique techniques.
Florida Constitutional Law

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

Florida Practice

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

Multistate Bar Law and Skills

This course will familiarize students with the bar exam process generally, bar exam essay writing skills, and MBE multiple-choice skills through a survey of multistate substantive material. The six multistate subjects are Federal Constitutional Law, Contracts, Criminal Law and Procedure, Torts, Property and Evidence.

Payment Systems

This course will survey the uses of different payment mechanisms (negotiable and nonnegotiable instruments, credit cards and electronic funds transfer and wire transfer systems) in both credit and cash transactions. The course will consider allocation of risks for fraud, countermands, defenses on the underlying contract, mistake, timeliness and unauthorized payments. In each case the allocation of risks in connection with different payment mechanisms will be considered, along with whether these allocations should be the same or different for each mechanism. The course will focus on Articles 3 and 4 of the Uniform Commercial Code and consider letters of credit under U.C.C. Article 5 and international payment regimes as well. The impact of federal legislation on the state payments law (U.C.C. Articles 3, 43 and 4A) may also be treated.

Remedies

Surveys the history and development of basic remedies for civil wrongs. Topics covered include contempt, damages, declaratory judgments, election of remedies, equity jurisdiction, injunctions, modern equity practice, present value adjustments, proof requirement, rescission, reformation and restitution.

Sales

Sales is an advanced course in contracts that builds upon the basic first-year offerings and focuses on the planning and regulation of sales transactions under Article 2 of the Uniform Commercial Code. The course also covers international sales governed by the U.N. Convention on Contracts for the International Sales of Goods (CISG). Major topics include electronic commercial transactions; the methodology and scope of the UCC and CISG; allocating the risk of loss; warranties; breach; excuse for non-performance; warranty disclaimers and remedy limitations; rejection, revocation, and cure; anticipatory repudiation and the right to demand adequate assurances; and techniques of statutory analysis.
Secured Transactions

The goal of this course is to acquaint the student with the arsenal that benefits and protects both the debtor and the creditor. Specifically, the student will be introduced to the legal system and rules governing the relationship between the debtor and the creditor (in those instances where the creditor has or has attempted to acquire an interest in the debtor’s property as a means of ensuring satisfaction of the underlying obligation) and between that creditor and all of the debtor’s other creditors, including, on frequent occasion, a bankruptcy trustee. Students will also be introduced to the concepts of secured financing transactions using the problem approach.
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<tr>
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<td>August 3-7</td>
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<tr>
<td>Classes Begin</td>
<td>August 10</td>
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<tr>
<td>Last Day to Add or Drop Classes</td>
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<tr>
<td>Labor Day Holiday</td>
<td>September 7</td>
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<tr>
<td>Veteran’s Day Holiday (Observed)</td>
<td>November 11</td>
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<tr>
<td>Last Day to Withdraw From A Course Without Receiving A Failing Grade</td>
<td>November 13</td>
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<tr>
<td>Labor Day make-up</td>
<td>November 16</td>
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<td>Veteran’s Day make-up with <em>Monday Class Schedule</em>; Classes End <em>Monday Class Schedule Applies</em></td>
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<td>Reading period</td>
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<td>Exams End</td>
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<td>University Commencement</td>
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<td>Classes Begin</td>
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<td>Last Day to Add or Drop Classes</td>
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<td>Spring Break</td>
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<td>Martin Luther King Day make-up; Classes End</td>
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<td>Reading period</td>
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<td>Exams begin</td>
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<td>Exams end</td>
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<tr>
<td>College of Law Hooding Ceremony</td>
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**Summer Session 2016 - TBA**

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<td>Last day to add or drop classes</td>
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<tr>
<td>Memorial Day Holiday</td>
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<td>Independence Day Holiday</td>
<td>July 4</td>
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<td>Last day to withdraw from courses without failing grade</td>
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<td>Memorial Day make-up with <em>Monday Class Schedule</em></td>
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<td>Independence Day make-up</td>
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<td>University Commencement</td>
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