

**FSU COLLEGE OF LAW BYLAWS**  
**(Revised through 8/2/17)**

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**I. ACADEMIC RULES, POLICIES AND PROCEDURES BYLAWS**  
(Revised 6/7/17)

**Section 1 Graduation Requirements**

**1.1 Degree Conferred**

The degree of Juris Doctor (J.D.) is conferred upon all graduating students.

**1.2 Degree Requirements: General**

A student is eligible to receive the J.D. degree when the student has satisfied all of the following requirements, which requirements must be completed within four calendar years of the student's matriculation date, except in those cases set forth in section 13.3.8:

**1.2.1 Credit hours.**

Successful completion of 88 semester credit hours of approved course work.

1.2.1.1 "Successful completion" means a final grade of 62 or better in a graded course and a final grade of Satisfactory (S) or Distinguished Satisfactory (S+) in an ungraded course. When a student elects the S/U option in a graded course [see

section 4], a “Satisfactory” grade requires a numeric grade in the course of 69 or better.

1.2.1.2 “Approved course work” includes all regular College of Law courses, seminars and clinics; all approved transfer course work [see section 1.4]; all approved transient work as a visiting student [see section 1.3]; and all co-curricular programs [section 8] and courses in other schools and colleges approved for law school credit [see sections 9 and 10].

### **1.2.2 Grade point average (GPA).**

A final cumulative grade point average of 69.000 or better for all course work undertaken in graded courses. There is no grade “forgiveness” if a student retakes a failed course; both grades are included in the computation of the student’s final grade point average.<sup>1</sup>

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<sup>1</sup> This provision applies to students entering the College of Law on or after the Fall 2006 semester. Students who entered the College of Law prior to the Fall 2006 semester must have a final cumulative grade point average of 67 or better to graduate.

### **1.2.3 Graded hours.**

Successful completion of approved course work in graded courses as follows:

- 1.2.3.1 GPA of 72: A student whose final cumulative grade point average is 72.000 or better must successfully complete at least 66 semester credit hours of graded course work. A student's remaining 22 required credit hours may be satisfied by successful completion of ungraded course work.
- 1.2.3.2 GPA below 72: A student whose final cumulative grade point average is below 72.000 must successfully complete at least 72 semester credit hours of graded course work. A student's remaining 16 required credit hours may be satisfied by successful completion of ungraded course work.
- 1.2.3.3 "Topics I: Florida Bar Subjects," "Topics II: Multistate Bar Exam Subjects," "Topics in Real Property, Torts & Commercial

Law,” and any other bar preparation “Topics” course approved by the Curriculum Committee do no count against the College of Law limitation on ungraded hours.

#### **1.2.4 Required courses.**

Successful completion of the following courses:

- 1.2.4.1 First-year courses: Civil Procedure, Constitutional Law I, Contracts, Criminal Law, Legal Writing I & II, Legislation & Regulation, Property, and Torts.<sup>2</sup>
- 1.2.4.2 Upper-level courses: Constitutional Law II and Professional Responsibility.
- 1.2.4.3 Retaking required courses. A student who fails a required course will ordinarily be assigned to a different instructor when retaking the course.

#### **1.2.5 Residence.**

- 1.2.5.1 Six semesters. A student’s course of legal studies must extend over not fewer than six academic semesters as a full-time

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<sup>2</sup> This provision applies to students entering the College of Law in or after the Fall 2010 semester.

student. An academic semester consists of not fewer than 13 weeks of instruction (65 days), excluding final examinations and reading periods. [See ABA Standard (a)-(c).]

1.2.5.2 Residence credit: full-time study. To receive full residence credit for an academic semester, a student must be enrolled for 12 or more hours of credit and must successfully complete at least nine hours of credit. A student who enrolls for 12 or more hours of credit, but successfully completes fewer than nine hours of credit, receives residence credit in the proportion of hours successfully completed over twelve (n/12).<sup>3</sup> A student does not receive increased residence credit by enrolling for more than 12 hours of credit.

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<sup>3</sup> Effective Fall 2009. A student who enrolled for in 12 or more credit hours in a semester prior to Fall 2009, but successfully completes fewer than nine hours of credit, receives residence credit in the proportion of hours successfully completed over nine (n/9).



- 1.2.5.3 Residence credit: part-time study. A student who enrolls for fewer than 12 hours of credit during a regular academic semester receives residence credit in the proportion of hours successfully completed over 12 ( $n/12$ ).
- 1.2.5.4 Summer sessions. A student may receive pro rata residence credit for study during a summer session on a basis that fairly apportions a student's effort to the usual residence period. [See ABA Standard 304(d).] Ordinarily, the residence credit earned for full-time study during a summer session is based on the number of days of instruction in proportion to a regular academic semester ( $n/65$ ), excluding final examinations and reading periods. [See ABA Standard (a)-(c).]
- 1.2.5.4.1 FSU summer session. For the seven-week summer session in Tallahassee, a student who enrolls for and successfully completes six or more hours of credit receives 0.5

residence credit. A student who successfully completes fewer than six hours of credit receives residence credit in the proportion of hours successfully completed over 12 ( $n/12$ ). A student does not receive more than 0.5 residence credit by enrolling for more than six hours of credit, except as provided in 1.2.5.4.2 and 1.2.5.5.

1.2.5.4.2 FSU summer externships. A student who enrolls for and successfully completes an externship offered by the FSU College of Law receives 1.0 residence credit for a 12-hour externship and 0.75 residence credit for a 9-hour externship.

1.2.5.4.3 FSU summer abroad program. A student who enrolls for and successfully completes four or more hours of credit at the FSU summer program in Oxford receives 0.308 residence credit ( $20/65$ ). A student does not receive more than 0.308

residence credit by enrolling for more than four hours of credit.

1.2.5.5 Online classes that qualify for law school credit count toward the residency requirement as would any other class taken at the law school. A student does not receive additional residence credit for any weeks that overlap in an academic semester or summer session.

1.2.5.6 Waiver. For good cause, the Dean or the Dean's designee may waive up to two-tenths (0.2) of a residence credit.

### **1.2.6 Upper-level writing requirement (ULWR).**

1.2.6.1 To satisfy the upper-level writing requirement, a student must (1) successfully complete a law school course, seminar, or Directed Individual Study (see section 6) requiring a research paper of substantial length and involving at least one written critique of a rough draft; and (2) write a final draft of the required research paper that meaningfully

responds to the professor's critique of the rough draft.

For each student enrolled in a course for which the student can earn ULWR, the professor shall assign the student a grade for the course and certify whether the student has written a paper that satisfies the ULWR.

- 1.2.6.2 Only full-time members of the FSU College of Law faculty, including clinical faculty and legal writing instructors, may supervise and certify a student's satisfaction of the ULWR.
- 1.2.6.3 Only a graded course or seminar may be taken to satisfy the ULWR, with the exception of a DIS (see section 6.5.) A student may not elect to take it on an S/U basis.
- 1.2.6.4 A DIS may not be taken to satisfy the ULWR during a student's last semester or term of law school.

1.2.6.5 Pursuant to ABA Standard 303 (Interpretation 303-1), a student cannot use a course to satisfy both the ULWR and the skills training (experiential course(s)) requirement described below.

**1.2.7 Skills Training<sup>4</sup>.**

1.2.7.1 A student must receive substantial instruction in “skills training.”

1.2.7.2 A student may satisfy the “skills training” requirement by successful completion and receipt of credit in a class certified by the Dean or his designee as including “substantial instruction in ‘other professional skills generally regarded as necessary to effective and responsible participation in the legal profession,’” as that term is used in the ABA accreditation standards.

1.2.7.3 A student may also satisfy the “skills training” requirement by successful completion and receipt of credit in a class

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<sup>4</sup> This Section applies only to students who matriculated as a first year student before the Fall 2016 semester.

certified by the Dean or his designee as providing select students in the class with skills training, if the professor in the class indicates to the Law School Registrar that the student's work in the class involved "substantial instruction in other professional skills."

1.2.7.4 Pursuant to ABA Standard 303 (Interpretation 303-1), a student cannot use a course to satisfy both the skills training requirement and the ULWR described above.

**1.2.7.1-a Skills Training: Experiential Courses<sup>5</sup>.**

1.2.7.1-a In accordance with ABA Standard 303, a student must satisfactorily complete one or more "experiential course(s)" totaling at least six (6) credits hours.

1.2.7.2-a The Dean or his designee will certify which simulation courses ("classroom skills training courses") are experiential courses under this section. The Registrar will

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<sup>5</sup> This Section applies only to students who matriculated as a first year student in the Fall 2016 semester, and to any students who matriculates in the College of Law after the Fall 2016 semester.

designate these classroom skills training courses as “Skills Training” or “Experiential Courses” in the class schedule.

1.2.7.3-a The Dean or his designee will certify which field placements (“externships”) are experiential courses under this section. The director(s) of the College of Law’s Externship Programs shall designate externships that have been certified as experiential courses in the listing of the externships for which students are able to receive course credit.

1.2.7.4-a The Family Law Clinic, the Children’s Advocacy Clinic, and the Business Law Clinic are experiential courses under this section.

1.2.7.5-a Pursuant to ABA Standard 303 (Interpretation 303-1), a student cannot use a course to satisfy both the experiential course(s) requirement and the ULWR described above.

## **1.2.8 Pro bono service.**

1.2.8.1 Twenty hours of pro bono service. To satisfy the pro bono service requirement, a student must complete 20 or more hours of pro bono legal work. The work may not be performed until after a student's completion of the first year of law school. The pro bono requirement must be completed 30 days prior to graduation.

1.2.8.2 "Pro bono legal work" means –

1.2.8.2.1 legal work on behalf of an indigent individual;

1.2.8.2.2 uncompensated legal work in conjunction with an individual lawyer, law firm or organization on behalf of a disadvantaged minority, victims of racial, sexual or other forms of discrimination, or those denied their human or civil rights; or

1.2.8.2.3 other uncompensated legal work on behalf of the public interest.



- 1.2.8.3 “Work on behalf of the public interest” means legal work that is designed to present a position on behalf of the public at large on matters of public interest.” Public interest work does not include the direct representation of litigants in actions between private persons, corporations or other representations of litigants in which the financial interests at stake would warrant representation from private legal sources.
- 1.2.8.4 The Dean or the Dean’s designee must approve in advance all legal work that may be used to satisfy the pro bono requirement and must certify a student’s satisfaction of the requirement.

### **1.3 Special Rules: Transient Work**

An FSU College of Law student may be given credit towards the J.D. degree for up to 30 semester credit hours of approved course work taken at another ABA-accredited law school as a visiting student (a “transient student”). Though not required, it is recommended that the other law school also be a member of the Association of American Law

Schools (AALS). The following special rules apply to work done as a transient student.

### **1.3.1 Requests to Visit as a Transient Student.**

Requests to visit as a transient student at another law school and all course work to be undertaken at that school must be approved by the Dean or the Dean's designee in advance of registration at the other school. Ordinarily, only third-year students are approved to visit as a transient student at another law school, but a second-year student may be approved under special circumstances.

### **1.3.2 Academic Credit towards the J.D. Degree**

Academic credit towards the J.D. degree for work done as a transient student at another law school may be awarded only for course work successfully completed with a grade of 69 (C) or better or the equivalent. Credit for course work completed with a grade below 69 (C) will not be accepted for credit towards the J.D. degree.<sup>6</sup>

### **1.3.3 "S" for Successful Completion of Work.**

All credit for course work successfully completed (grade of 69 or better or the equivalent) as a transient student at another law school will be indicated as an "S" on the student's FSU

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<sup>6</sup> Effective Fall 2009. Academic credit may be awarded for course work successfully completed prior to Fall 2009 with a grade of 67 (C) or better or the equivalent.

transcript and will not be used in the calculation of the student's final grade point average.

#### **1.3.4 Graded Hours Rule.**

One-half ( $\frac{1}{2}$ ) of the credit hours for course work successfully completed as a transient student at another law school will be deemed "graded hours" for the purpose of calculating the graded credit hour graduation requirement. (See section 1.2.3.)

### **1.4 Special Rules: Transfer Students**

A student who transfers to the FSU College of Law from another law school or from one of the College of Law's LL.M. programs must satisfy all of the prescribed graduation requirements for the J.D. degree, except as otherwise provided in this section 1.4.

#### **1.4.1 Minimum Credit Hours.**

At least 45 semester credit hours of approved course work must be successfully completed at the FSU College of Law. This requirement will not be satisfied by credit earned under the auspices of another law school or through graduate-level courses at FSU or Florida A & M University.

#### **1.4.2 Graded Hours.**

At least three-fourths ( $\frac{3}{4}$ ) of the credit hours of course work that is successfully completed at the FSU College of Law must be graded hours. Credits earned as a visitor will not

proportionately reduce the number of graded hours required for graduation.

#### **1.4.3 Transfer Hours.**

The Dean or the Dean's designee must approve all credit hours, required courses, and residence credit that may be applied to satisfy the FSU College of Law graduation requirements.

Transfer credit may be awarded only for course work successfully completed with a grade of 69 (C) or better or the equivalent.

### **1.5 Waiver of Graduation Requirements**

Under exceptional circumstances, a graduation requirement may be waived in accordance with the following procedure.

#### **1.5.1 Committee.**

A student may request to have a graduation requirement waived by filing a petition to do so with the College of Law Academic Waiver Committee. The members of the committee shall be appointed by the Dean.

#### **1.5.2 Exceptional Circumstances.**

The committee may waive a graduation requirement only upon a finding of exceptional circumstances. Normally, the circumstances must be beyond the student's control and not have been reasonably foreseeable.

### **1.5.3 Decision.**

- 1.5.3.1 A majority vote of the committee to reject a waiver request is final.
- 1.5.3.2. A unanimous vote of the committee to grant a waiver request is final.
- 1.5.3.3. A majority vote of the committee to grant a waiver request results in the request being referred to the faculty. If a majority of the voting faculty approves the waiver, the waiver will be granted.

### **1.6 Graduation With Honors**

A graduate receiving the J.D. degree will be awarded the degree with honors when the graduate's final cumulative grade point average is --

- 1.6.1 Summa Cum Laude (highest honors): 93.000 or above
- 1.6.2 Magna Cum Laude (high honors): 89.000 to 92.999
- 1.6.3 Cum Laude (honors): 84.000 to 88.999

## **Section 2 Class Attendance**

### **2.1 Policy**

Regular and punctual class attendance is necessary to satisfy credit hour and residence credit requirements. [See ABA Standard 304(e).]

### **2.2 Minimum Standard**

At a minimum, a student must attend at least 80 percent of class meetings to receive credit for a course. Attendance includes the obligation to arrive on time and to satisfactorily complete reading assignments prior to class.

### **2.3 Instructor's Standard**

An individual faculty member may adopt an attendance standard that is more stringent than the minimum standard or may establish other reasonable rules and policies regarding class attendance, tardiness, class preparation or other classroom conduct. If more stringent than the minimum standard, a faculty member must announce the faculty member's individual attendance standard or other rules at the beginning of the semester. In setting an attendance standard that exceeds the minimum, a faculty member should consider, *inter alia*, student needs to arrange job interviews.

### **2.4 Enforcement**

A student who violates the minimum attendance standard or a faculty member's individual attendance standard may be administratively

disenrolled from the course. Normally, administrative disenrollment will result in a grade of AD on the student's transcript. At the discretion of the faculty member teaching the course, a student disenrolled for chronic absenteeism may be awarded a grade of Administrative F (AF, numeric grade = 60) or, in an ungraded course, an Administrative Unsatisfactory (U, no credit). A faculty member may impose other academic penalties for violation of the faculty member's individual rules or policies.

### **Section 3 Full-Time Status: Employment Limitation**

#### **3.1 Policy**

A full-time law 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. [See ABA Standard 304(f).] If a student wishes to take an underload, the underload must be approved by the Associate Dean for Academic Affairs.

#### **3.2 First-Year Students**

All students are strongly discouraged from engaging in any employment during their first-year of law school.

#### **3.3 Acknowledgment**

Annually at the beginning of each fall semester, every law student must acknowledge in writing that they understand it is their

responsibility to comply with this employment policy as a condition of full-time student status.



## Section 4 Grading System

### 4.1 Grading System

The following numeric and letter grades are utilized by the College of Law and are shown on a student's official grade transcript:

|    |        |  |
|----|--------|--|
| A+ | 98-100 | S+: Distinguished Satisfactory Work (hour credit only) |
| A  | 93-97  | S, S-: Satisfactory (hour credit only)                 |
| A- | 90-92  | U: Unsatisfactory (no credit)                          |
| B+ | 86-89  | I: Incomplete  |
| B  | 80-85  |  |
| B- | 77-79  | AD: Administrative Disenrollment (no credit)           |
| C+ | 74-76  | AF: Administrative F (numeric grade = 60)              |
| C  | 69-73  | WD: Withdrawn from course by permission                |
| C- | 65-68  | W: Withdrawn from College/University                   |
| D  | 62-64  |  |
| F  | 60-61  |  |

The following numeric and letter grades were utilized by the College of Law prior to November 9, 2007 and may be reflected on a student's official grade transcript:

|    |        |                                    |
|----|--------|------------------------------------|
| A+ | 98-100 | S: Satisfactory (hour credit only) |
|----|--------|------------------------------------|

|    |       |  |
|----|-------|--|
| A  | 93-97 | U: Unsatisfactory (no credit)                |
| B+ | 86-92 | I: Incomplete                                |
| B  | 80-85 | IE: Incomplete Expired (numeric grade = 60)  |
| C+ | 74-79 | AD: Administrative Disenrollment (no credit) |
| C  | 67-73 | AF: Administrative F (numeric grade = 60)    |
| D  | 62-66 | WD: Withdrawn from course by permission      |
| F  | 60-61 | W: Withdrawn from College/University         |

#### **4.2 Grade Point Average**

A student's official grade point average and class rank are determined using the student's numeric grades, not letter grades.

#### **4.3 Grade Normalization**

All grades awarded in the College of Law are subject to the following grade normalization rules except as provided in section 4.3:

##### **4.3.1 Mandatory Curve.**

Except as otherwise provided in 4.3.2 or 4.3.3, in every class the median grade awarded must be between 79-81 and the distribution of the final grades awarded in the class must fall within the following percentages:

|          |         |                               |
|----------|---------|-------------------------------|
|          | {93-100 | (5-15%, with < 3% for 98-100) |
| (45-55%) | {86-92  | (10-25%)                      |

|          |        |  |
|----------|--------|--|
|          | {80-85 | (20-35%)                                   |
| -----    |        |  |
|          | {74-79 | (20-35%)                                   |
| (45-55%) | {67-73 | (10-25%)                                   |
|          | {60-66 | (5-20%, except 0-20% for Legal<br>Writing) |

The term “class” in this paragraph refers to a particular section of a course, and not to multiple sections even when an instructor teaches more than one section of a course, except that a professor who teaches two sections of a course together as one class shall curve both sections together.

**4.3.2 Class Profile Option.**

In any upper-level class that either (a) is classified as satisfying the Upper Level Writing Requirement, or (b) has an enrollment of 16 or fewer students, the instructor may elect to award final grades in the class under the class profile option in lieu of the curve. Under the class profile option, the mean (i.e., average) of the grades awarded in the class must not vary from the mean grade point average of the students enrolled in the class by more than six ( $\pm 6$ ) points. In any other upper-level class that has an enrollment of 17 to 34, the instructor may elect to award final grades in the class under the class profile option in lieu of the curve. Under the

class profile option, the mean (i.e., average) of the grades awarded in the class must not vary from the mean grade point average of the students enrolled in the class by more than three ( $\pm 3$ ) points. The College registrar will, prior to each examination period, calculate the mean GPA of each class eligible for the class profile option and report it to the instructor.

#### **4.3.3 Deviation for Good Cause.**

A deviation in the grades awarded in a class from those required under the curve or the class-profile option may be granted for good cause. The burden to demonstrate good cause is on the instructor requesting the deviation. Requests for good cause deviations shall be submitted to the Associate Dean for Academic Affairs. If the Associate Dean determines that the deviation from the curve or profile is *de minimus*, and is justified, he is authorized to approve the grades. If the Associate Dean determines that the grade deviation from the curve or profile is either not *de minimus* or not justified, the professor may either change the grades so that any deviation is *de minimus* and justified or ask the Curriculum Committee for approval of all the grades. All deviations must be approved before the grades are released. All Committee action on

requests for a grade deviation, and the reasons therefore, shall be reported to the faculty, except for de minimus deviations.

#### **4.3.4 Grade Normalization Exceptions.**

“Special students” (see Rule 16.2) and candidates for the College’s LL.M in American Law for Foreign Lawyers shall not be included in grade normalization.<sup>7</sup> A “transient” student (a student who is currently in good standing and earning a J.D. or equivalent degree at an A.B.A.-accredited or provisionally accredited law school) shall be subject to the grade normalization process.

#### **4.4 Satisfactory/Unsatisfactory (S/U) Grading Option**

A student may elect to enroll in a law school course on an S/U basis subject to the following conditions:

##### **4.4.1 Availability.**

The S/U option is not available to first-year students.

An upper-level student may elect to take any course on an S/U basis, except a required course (i.e., Constitutional Law II or Professional Responsibility) or the course which is used to satisfy the upper-level writing requirement, other than a DIS project.

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<sup>7</sup> Effective Fall 2009. Prior to Fall 2009, special students were included in the grade normalization process.

#### **4.4.2 Per-Semester Limit.**

A student may elect only one course each semester under the S/U option, not including courses that are offered only on an S/U basis.

#### **4.4.3 Election.**

To exercise the S/U option, a student must complete and submit an S/U request form to the Records Office by the end of the fourth week of classes for the fall and spring semesters and by the end of the second week for the summer term. Once exercised, the S/U option is irrevocable.

#### **4.4.4 Blind Grading.**

The class instructor will not be informed of the identity of those students who have elected to take the course on an S/U basis, and the instructor will assign a numeric grade to those students on the same basis as all other students in the class. The numeric grades awarded to students electing to take the course on an S/U basis will be taken into account by the instructor in normalizing the grades awarded by the instructor in the course.

#### **4.4.5 Grade of 69 or Better Required to Pass.**

A student electing the S/U option will receive a final grade of Satisfactory (S) in the course only if the student's numeric

grade in the course is a 69 or better. A numeric grade of 68 or below will result in a final grade of Unsatisfactory (U) and no credit will be awarded for the course.<sup>8</sup>

#### **4.4.6 NO LONGER RELEVANT**

For any course which students must take on a Satisfactory / Unsatisfactory basis (i.e., mandatory S/U course), a professor may award the grade S+ to indicate that the student work was significantly better than that needed for the student to pass the course, and may award the grade of S- to indicate that although the work was sufficient to pass the course, it was significantly worse than the work that the professor expected from students in the course.

#### **4.4.7 S/U Credits Do Not Count as “Graded Hours”**

Credit hours earned by a student for a Satisfactory grade under the S/U option will count toward the total hours required for graduation [see section 1.2.1], but will not count toward the graded hours required for graduation [see section 1.2.3].

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<sup>8</sup> Effective Fall 2009. A student electing the S/U option in a semester prior to Fall 2009 will receive a final grade of Satisfactory (S) in the course only if the student’s numeric grade in the course is 67 or better.

## **4.5 Administrative F Grade**

### **4.5.1 General Rule.**

An Administrative F (AF) or U (AU) grade may, in the instructor's discretion, be awarded only in the following circumstances:

- 4.5.1.1 where a student is administratively disenrolled for chronic absences;
- 4.5.1.2 where an enrolled student (other than one who has properly withdrawn from the College or one who has properly withdrawn from the course) fails to complete previously announced course requirements;
- 4.5.1.3 where a student fails to make a bona fide attempt to write an acceptable paper or complete an examination;
- 4.5.1.4 where a student permits an "Incomplete" (I) grade to expire without a bona fide attempt to complete the course; or
- 4.5.1.5 where a student withdraws from a course or from the College without completing the proper procedures.



#### **4.5.2 Transcript and Written Explanation**

An Administrative F (AF) or U (AU) grade will be clearly so marked on the student's transcript. On written request to the instructor, the student will be informed in writing of the nature of the grade and the reason why it was awarded.

### **4.6 Incomplete Grades**

#### **4.6.1 General Rule.**

An interim grade of Incomplete (I) may be assigned by the instructor if a student has not completed all assigned course work at the time that grades are submitted.

#### **4.6.2 Completion Deadline.**

All incomplete coursework must be completed by the end of the next academic term (including summer term), unless an exception is granted by the Associate Dean for Academic Affairs prior to that time.

#### **4.6.3 Consequences of Failure to Complete Coursework.**

An Incomplete grade not otherwise changed will become an Administrative F (AF) and will result in a numeric grade of 60 in a graded course or an Unsatisfactory in an ungraded course.

## **4.7 Grade Appeal System**

### **4.7.1 Grounds for appeal.**

The grade appeals system affords an opportunity for a student to appeal a final grade considered inequitably awarded because it involved a gross violation of the instructor's own specified standards. The system is not a basis for appeal of the instructor's grading standards, nor does it cover situations in which the judgment of the instructor is questioned as to a borderline grade decision. The system is also not a means of challenging whether a professor's grades met the curve, because the curve is an administrative requirement to be enforced by the Dean or his designee, and is not part of a professor's grading standards.

### **4.7.2 Procedure.**

To appeal a final grade that the student believes was inequitably awarded on the basis of the instructor's own specified grading standards, a student must:

- 4.7.2.1      Step 1: Contact the instructor to discuss the grade and attempt to resolve any differences. A student unable to resolve the student's differences with the instructor, or a student not in residence

for the succeeding term, must file a written appeal with the Dean or the Dean's designee within sixty (60) calendar days following the assignment of the disputed grade. The student may file the written appeal before finally determining that differences with the instructor cannot be resolved. The appeal should contain the facts and circumstances on which the student's claim is based. The student must furnish a copy of the appeal to the instructor.

4.7.2.2 Step 2: A student who is still dissatisfied may then request an appearance before a board composed of three students appointed by the Dean or the Dean's designee (hereinafter the "student board"). This student board acts as a screening body only. It determines only whether the appeal satisfies the standard contained in section 4.7.1 by a preponderance of the evidence. The

decision shall be determined by majority vote, with any abstention counting as a vote that the appeal lacks merit. In its discretion, the student board is empowered to solicit evidence and testimony from the appealing student and any other person or entity. A negative decision by the student board will end the appeal. A favorable decision will be referred to a Step 3 committee.

4.7.2.3 Step 3: A committee of three faculty members and two students appointed by the Dean or the Dean's designee (hereinafter "the committee") will review a favorable decision reached by the student board. The students appointed to the committee shall not include any student who served on the Step 2 student board. The committee shall conduct a de novo review of the appeal and conclude whether the appeal satisfies the standard contained in section 4.7.1 by a

preponderance of the evidence. In its discretion, the committee is empowered to solicit evidence and testimony from the appealing student and any other person or entity. A majority decision by the committee is final.

### **4.7.3 Administration.**

4.7.3.1 Students appointed to the student board and the committee will be appointed from nominees selected by the SBA President or the President's designee.

4.7.3.2 The Dean or the Dean's designee will appoint a chairperson of both the student board and the committee. The Dean's office will furnish notice to the appealing student and to the instructor of the appointment of a grade appeal board or committee.

4.7.3.3 The chairperson will select a meeting time and place and furnish notice to both the appealing student and the instructor. Both parties have the right to appear at

any step and be heard and to submit any materials for consideration of the student board and/or committee that they deem appropriate. A student board or committee may determine its own procedures, except as otherwise prescribed herein. Copies of material(s) furnished to a student board or committee by the appealing student, the instructor, or any party or individual should, whenever practical, be furnished to the other party. The Dean's office will provide staff assistance as needed to the Step 2 student board and Step 3 committee.

4.7.3.4 At the conclusion of each step, the student board or committee shall furnish a written report of its decision to the Dean and to the parties.

4.7.3.5 In the case of a successful appeal at the Step 3 committee stage, the grade may be changed by the joint agreement of the

student and the instructor, except that if the newly agreed upon grade will cause the grades for the class to deviate from the curve or the profile, the Associate Dean for Academic Affairs must approve the agreement. In case of their failure to agree in the context of a successful appeal, the appealing student may elect to keep his or her grade or to have the grade changed to Satisfactory (S). Hours of S resulting from a grade appeal are credited towards the hours required for graduation, but not towards the graded hours required, even if the course was initially a graded course.

#### **4.8 Dean's List**

For any semester in which a student's semester grade point average of 86.000 or better, the designation of "Dean's List" will be noted on the student's transcript for that semester. To be eligible for the Dean's List designation, a student must successfully complete 12 or more credit hours for the semester with at least six graded LAW hours.

## **4.9 Class Rank**

### **4.9.1 Annual ranking.**

A class ranking for each law school class is calculated once a year.

### **4.9.2 Calculation of class rank.**

4.9.2.1 The final class ranking of each graduating class is determined by taking into account all students who graduate with the J.D. degree between September of one year and August of the following year. All students, including joint degree students, are ranked based on the class in which they graduate. Grades for any course work taken after the semester in which a student has satisfied all of the requirements for graduation are recorded on the student's transcript, but are not counted in calculating the student's final grade point average or class rank.

4.9.2.2 Unofficial class ranks. The unofficial class ranking for the first- and second-year classes is calculated based on final grades



received for course work completed as of  
June of each year.

#### **4.9.3 No publication.**

The College of Law does not publicly publish or display class rankings.

## **Section 5 Examinations**

### **5.1 Blind Anonymous Grading System (BAGS)**

All College of Law examinations are anonymously administered and graded pursuant to the Blind Anonymous Grading System (BAGS).

Other graded work may, in the discretion of the instructor, be administered and graded pursuant to the BAGS system.

#### **5.1.1 Assignment of BAGS Number**

Each semester, the Office of Admissions and Records will assign a BAGS number to each student. Students must use their BAGS number to identify their examination papers in all courses subject to blind grading and must not use their name or any other personal identification on their examination papers. A single BAGS number is used by each student for all final examinations taken during the semester.

### **5.1.2 Assignment of Additional BAGS Numbers**

Additional BAGS numbers will be assigned to students in courses with a mid-term examination or other multiple evaluative instruments that are subject to blind grading.

### **5.1.3 Consequences of Failure to Follow Rule.**

An instructor may decline to grade a student's examination if the student's name or other personal identification appears on the examination paper.

## **5.2 Administration of Exams**

Except as otherwise provided in this section, a student must take a final examination at the time it is scheduled. An unexcused absence from a final examination will result in an Administrative F grade (AF, 60) in the course.

### **5.2.1 Excused absence.**

If a student, before or during an examination, believes that (s)he cannot take or complete an examination by reason of illness, tragedy or similar compelling exigency, the student must immediately notify the instructor or a dean. Unless justified, a student's failure to provide timely notice of an illness or other exigency will be deemed grounds to deny the student an opportunity to take or complete the examination at a later time.

### **5.2.2 Multiple examinations.**

If a student has two scheduled final examinations on a single day or an examination on an afternoon followed by one the next morning, the student may request a alternative examination schedule. A request to reschedule an examination must be submitted by the end of the fifth week of the semester to the Associate Dean for Student Affairs or designee who, in consultation with the instructors concerned, will arrange for an alternate time for one of the examinations, if justified. An examination ordinarily will not be rescheduled to a date earlier than that specified on the exam schedule.

### **5.2.3 Special accommodations.**

A student who is entitled to special examination accommodations because of a physical or learning disability should make arrangements with the Associate Dean for Student Affairs or designee. To be eligible for special arrangements, a student must complete and submit a request for special exam accommodations form by the end of the fifth week of the semester in which accommodation is sought.

### **5.2.4. Overseas programs.**

An examination conflict arising out of a student's participation in an FSU summer overseas program immediately following

the summer term in Tallahassee will ordinarily be accommodated. Students with such a conflict must arrange for an early examination before leaving Tallahassee.

## **Section 6 Directed Individual Study (DIS)**

### **6.1 Purpose**

The Directed Individual Study (DIS) program provides an opportunity for second- and third-year students to enrich their legal education by pursuing a research project in an area of particular interest under close faculty supervision. DIS project may be supervised only by a faculty member who holds a full time or courtesy appointment in the College of Law.

### **6.2 Scope**

A DIS project requires the completion of a significant research paper of substantial length (normally 40-50 pages). DIS credit will not be awarded for paid work, work performed in a clinical program, work that is not under the direct supervision of a faculty member, or work that was completed for other academic credit.

### **6.3 Credit**

A DIS project may be for one, two or three credit hours. The expectation is that a DIS project will receive two credit hours. A request to the curriculum committee for three credit hours should include an explanation from the student and the faculty director about

why the project should be approved for more than the normal two credit hours. Three credit hours may be earned for a project that involves significant empirical work, that requires substantial translation of non-English language sources, or that is of a scope that warrants more than two credit hours. The length of a DIS paper will not, by itself, be a basis for an award of three credit hours. No more than four DIS credit hours may be earned in a single semester.

#### **6.4 Enrollment Procedures**

##### **6.4.1 Request and Approval**

All DIS projects must be approved by the COL Curriculum Committee before registration. To apply for a DIS, a student must submit to the Curriculum Committee a completed “Request for DIS” form. The request form must include the signature of the faculty member who will direct the study and must be accompanied by a memorandum that describes the aim of the project, explains its significance, and indicates the research plan that will be pursued.

##### **6.4.2 Deadline for Submitting Request**

DIS requests should be submitted to the Chair of the Curriculum Committee by the end of the semester prior to the one for which credit is being sought and must be submitted in

time to allow for Committee consideration before the end of drop/add period for the semester.

### **6.4.3 Review by Curriculum Committee of Completed DIS**

Completed DIS requests will be considered by the Curriculum Committee as soon as possible after receipt, and approval will require the affirmative vote of a majority of the Committee.

The Chair of the Committee will sign an approved request form and deliver it to the COL registrar's office no later than the last day of the drop/add period for the semester and will inform an applicant of the reasons for the Committee failing to approve a request. Registration for a DIS project will require a signed request form.

### **6.5 Grading**

A DIS project will be graded on a Satisfactory/Unsatisfactory basis by the directing faculty member. A grade of S+ may also be awarded.<sup>9</sup> No credit will be awarded unless one copy of the final DIS paper is submitted to the Curriculum Committee and certified by the Chair of the Committee as complying with the terms of the application as approved.

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<sup>9</sup> Prior to Fall 2009, a grade of S- may also have been awarded for a DIS project.

## **6.6 ULWR**

A DIS may not be used to satisfy a student's Upper Level Writing Requirement during the student's last semester. (See section 1.2.6.4.)

## **6.7 In Residence Requirement**

Because DIS projects are designed to allow a student to work under the close supervision of a faculty member, it is presumed that approval will not be given for a DIS during a term when either the student or the directing faculty member is not in residence at the College of Law. In an exceptional situation in which the Committee is assured by the supervising faculty member that an appropriate level of supervision will occur, this presumption may be rebutted.

## **Section 7 Clinical Programs**

### **7.1 Clinical Programs**

The College of Law's clinical programs include both an internship program (the Public Interest Law Center) and four externship programs (Criminal Prosecutor, Criminal Defender, Civil Practice, and Judicial). The number of credit hours awarded for successful completion of a clinical program varies with each program.

### **7.2 Credit Hours**

Subject to the limitations in section 7.3, up to a maximum of 18 clinical credit hours (including pre-requisite courses) may be applied toward the credit hours required for the J.D. degree, but clinical credit hours are ungraded and do not apply to the graded credit hours required for the J.D. degree. A student may enroll in only one clinical program in any one semester or term.

### **7.3 Limitations**

The following limitations apply to externship programs:

#### **7.3.1 [Removed]**

#### **7.3.2 Maximum Credit Hours Allowed.**

A student may not apply more than 15 externship credit hours toward the J.D. degree, excluding prerequisite course credit hours.



### **7.3.3 Last Semester Credit Hour Limitation.**

A student may not enroll in a 9- or 12-credit hour externship program during the student's last semester unless a waiver is granted by the Curriculum Committee. A waiver will be granted only in the most extraordinary and compelling circumstances.

### **7.3.4 12-Credit Hour Rule.**

A student enrolled in a 12-credit hour externship may not enroll for any additional course work during that semester, except that, with the prior approval of the externship director, a Tallahassee extern may be allowed to receive law journal credit.

## **7.4 Transient Students**

A transient student visiting at FSU may not enroll in a 9- or 12-credit hour externship, but a full-time transient student may be permitted to enroll in an externship for up to 6-credit hours if space and resources are available.

## **Section 8 Co-Curricular Programs**

### **8.1 General Policies**

Academic credit may be awarded to students for their participation in approved co-curricular programs at the College of Law as provided in this section.

### **8.1.1 Faculty Approval.**

The faculty of the College of Law must approve each co-curricular program for which students may be awarded academic credit. Approval may be revoked by the faculty if the faculty determines that participation in the program does not warrant the award of academic credit.

### **8.1.2 Curriculum Committee Oversight.**

The COL Curriculum Committee has general oversight responsibilities to ensure that all approved co-curricular programs continue to conduct their programs in a manner consistent with the faculty's policies and these rules. At least annually, the Committee should review the bylaws and practices of each approved program and consult with the program's faculty advisor(s) to assure continued compliance.

### **8.1.3 Fair Access.**

Student access to membership in a co-curricular program for which members may earn academic credit must be open to all law students on a fair, impartial and non-discriminatory basis. There should be meaningful participation in the program's membership selection process by faculty members, alumni and/or other outside professionals. The program faculty advisor shall have ultimate authority to determine the

proportionate composition of students, faculty members, alumni and/or other outside professionals voting in the selection process, and the weight to be given to individual votes for each of these groups of participants. Each student program must inform the Curriculum Committee and the program's advisor in writing of any proposed change in its membership selection process before any change is implemented. Any policy or procedure promulgated by the program's advisor shall take precedence over and supersede any policy or procedure in use by or proposed by the program's members or their designees.

#### **8.1.4 Ungraded.**

All academic credit awarded for participation in co-curricular programs will be ungraded (S/U).

#### **8.1.5 Faculty Control.**

All credit awarded for a student's participation in a co-curricular program must (a) be individually approved by the program's faculty advisor and (b) be evaluated for educational achievement by a member of the faculty. The Curriculum Committee will specify standard forms on which faculty review of student educational achievement for all co-curricular credits will be recorded and maintained by the Records Office. A grade

of unsatisfactory (U) may be awarded for a student's unsatisfactory performance of the agreed co-curricular responsibilities for which the student sought academic credit.

#### **8.1.6 Approved programs.**

The following co-curricular programs have been approved by the faculty so that students are eligible to receive academic credit for their participation in the program:

Florida State University Law Review  
FSU Journal of Land Use and Environmental Law  
FSU Journal of Transnational Law & Policy  
FSU Moot Court Team  
FSU Mock Trial Team

### **8.2 Law Journal Credit**

Academic credit may be awarded for participation on the Florida State University Law Review, the FSU Journal of Land Use and Environmental Law, or the FSU Journal of Transnational Law & Policy as follows:

#### **8.2.1 Writing Credit.**

A law journal member may receive academic credit for writing a note, comment or other piece as provided in this section.

8.2.1.1 Faculty supervision. A journal note, comment or other piece must be written under an individual faculty member's supervision to receive academic credit. A

journal note, comment or other piece written solely under the supervision of a student editor is not eligible for academic credit. If permitted under a journal's bylaws, a journal member desiring to receive academic credit for a piece being written for the journal may register for a Directed Individual Study (DIS) under the supervision of a faculty director. The amount of academic credit to be awarded for the piece shall be governed by the usual DIS rules.

8.2.1.2 Publication credit. Any student whose note, comment or other piece is published by an approved FSU law journal or that of another ABA-accredited law school may receive one hour of academic credit for fulfilling the publication process. Registration for this credit shall be in the semester after the piece is published, and the faculty advisor of the FSU journal, or the Associate Dean for other journals,

must certify that the piece has completed the publication process. This credit is available regardless of any other academic credit received by the student in writing the piece.

### **8.2.2 Editing Credit.**

A law journal member may receive academic credit for service in an editorial capacity as provided in this section.

8.2.2.1 Annual certification. The academic credit that may be awarded to a journal's members for service in an editorial capacity must be approved annually by the Curriculum Committee.

8.2.2.2 Procedure. A journal that desires its members to be eligible to receive academic credit for service in an editorial capacity must submit annually to the Curriculum Committee a memo, approved by the journal's faculty advisor, setting forth the following information:

8.2.2.2.1 A list of the editorial positions to be eligible for academic credit;

- 8.2.2.2.2 A description of each position's responsibilities;
  - 8.2.2.2.3 The amount of credit sought for the position; and
  - 8.2.2.2.4 The academic term that members are to register for the credit.
- 8.2.2.3 Faculty advisor's approval. The journal's faculty advisor, after certification by the journal's editor-in-chief that all participation requirements have been met, must approve the final award of all academic credit for service as a journal editor. A grade of unsatisfactory (U) may be awarded if an editor who has registered to receive academic credit does not satisfactorily fulfill all the requirements for academic credit, unless the faculty advisor finds justifiable cause for the editor's failure to do so.
- 8.2.2.4 Semester credit limit. A student may not receive more than two hours of academic

credit in any semester or term for journal editorial service.

### **8.2.3. Aggregate Credit Limit.**

A student may not receive nor count towards the JD degree more than an aggregate total of nine hours of academic credit for participation on one or more of the law journals.

## **8.3 Appellate Advocacy Credit**

Academic credit may be awarded for participation on the FSU Moot Court Team as provided in this section.

### **8.3.1 Competition Credit.**

A Moot Court Team member may earn two hours of academic credit for satisfactory participation in an intercollegiate moot court competition. A competition team is ordinarily comprised of two students, although sometimes the team may have three students.

### **8.3.2 Participation.**

For academic credit, a member's participation must include:

- 8.3.2.1 Co-author of the competition brief, to be submitted to the team's editorial chair at least 10 days in advance of competition filing deadline;



8.3.2.2 Satisfactory participation in at least eight practice oral argument panels; and

8.3.2.3 Satisfactory participation in a regional, national, or international competition;

### **8.3.3 Faculty Advisor's Approval.**

The Moot Court Team faculty advisor, in consultation with the team coach for the competition and after certification from the team's editorial chair that all participation requirements have been met, must approve the final award of all academic credit for a member's participation in an appellate advocacy competition. A grade of unsatisfactory (U) will generally be awarded if a member who has registered for a competition does not satisfactorily fulfill all the requirements for academic credit, unless the faculty advisor finds justifiable cause for the member's failure to do so.

### **8.3.4 Registration.**

A member will generally register for academic credit in the semester in which the competition is scheduled to occur. Any exception must be authorized in advance by the Moot Court Team faculty advisor. When a competition extends over two semesters, a member may register for one hour of credit in the semester in which the brief is written and the other hour of

credit in the semester in which the competition (oral argument) occurs.

### **8.3.5 Aggregate credit limit.**

A student may not receive nor count towards the JD degree more than an aggregate total of six hours of academic credit for participation in trial and/or appellate advocacy competitions.

### **8.3.6 Competition Selection.**

The Moot Court Team faculty advisor shall have ultimate authority in selecting Team members for all competitions. In addition, students must have a minimum 72 cumulative grade point average to try out for the Team, and must maintain a minimum 72 grade point average, as calculated at the end of each academic year (prior to any summer session), to remain on the Team.

## **8.4 Trial Advocacy Credit**

Academic credit may be awarded for participation on the FSU Mock Trial Team as provided in this section.

### **8.4.1 Competition Credit.**

A Mock Trial Team member may earn academic credit based on the member's participation in a trial advocacy competition. The amount of credit awarded depends on whether it is an intramural competition or an intercollegiate competition.

8.4.1.1 Intramural competition. A member may earn one hour of academic credit for satisfactory participation in an intramural competition. For academic credit, a member's participation must include:

8.4.1.1.1 Attendance at mandatory information meetings and training sessions;

8.4.1.1.2 Satisfactory participation in twelve practice trials; and

8.4.1.1.3 Satisfactory participation in the intramural competition.

8.4.1.2 Intercollegiate competition. A member may earn two hours of academic credit for satisfactory participation in an intercollegiate competition as an advocate or one hour for participation as a witness. No any additional credit may be awarded for advancing beyond the regional round in a national competition. For academic credit, a member's participation must include:

8.4.1.2.1 Satisfactory participation in at least 12 practice trials; and

8.4.1.2.2 Satisfactory participation in the intercollegiate competition.

#### **8.4.2 Competition Selection.**

The Mock Trial Team faculty advisor shall have ultimate authority in selecting Team members for all competitions. In addition, students must have a minimum 72 cumulative grade point average to try out for the Team, and must maintain a minimum 72 grade point average, as calculated at the end of each academic year (prior to any summer session), to remain on the Team.

#### **8.4.3 Faculty Advisor's Approval.**

A Mock Trial Team faculty advisor, in consultation with the competition coach, must approve the final award of all academic credit for a member's participation in a trial advocacy competition. A grade of unsatisfactory (U) may be awarded if a member who has registered for a competition does not satisfactorily fulfill all the requirements for academic credit, unless the faculty advisor finds justifiable cause for the member's failure to do so.

#### **8.4.4 Registration.**

A member will generally register for academic credit in the semester in which the competition is scheduled to occur. Any exception must be authorized in advance by a faculty advisor.

#### **8.4.5 Aggregate Credit Limit.**

A student may not receive nor count towards the JD degree more than an aggregate total of six hours of academic credit for participation in trial and/or appellate advocacy competitions.

## **Section 9 Study Abroad**

### **9.1 The FSU Summer Program in Law at Oxford**

- 9.1.1 All lecture courses taken in the Oxford Program are considered to be taken at FSU for purposes of grading and residency credit.
- 9.1.2 Students who enroll in 4 or more credit hours will earn 0.308 residency credits in the program.
- 9.1.3 Students may elect to take one course in the program on an S/U basis.
- 9.1.4 Credits earned in this program will count toward the student's 45 credits at FSU necessary for graduation as an FSU student.

### **9.2 Summer Abroad Programs through FSU International Programs**

- 9.2.1 Other summer abroad programs sponsored by FSU International Programs may be taken on the same basis as taking graduate courses within the University (see section 10).
- 9.2.2 Prior approval of such courses by the Associate Dean for Academic Affairs or designee is required in order to receive any credit for such courses.

9.2.3 Credits earned pursuant to such a program will not count toward the student's 45 credits at FSU necessary for graduation as an FSU student.

### **9.3 Summer Abroad Programs through Other Law Schools**

9.3.1 FSU College of Law will accept transient credit only for courses taken in ABA-approved summer abroad programs.

9.3.2 Prior approval of the program and the individual courses by the Associate Dean for Academic Affairs or his or her designee is required in order to receive any credit for such courses.

9.3.3 To receive transient credit hours at FSU College of Law, the student must earn a 69(C) or better or the equivalent in the course. Credit will be awarded by FSU College of Law on a Satisfactory/Unsatisfactory (S/U) basis only. As in the case of other transient credit, one-half of the credits for graded program courses count toward the total number of graded credits required for graduation.

9.3.4 Credits earned pursuant to such a program will not count toward the student's 45 credits at FSU necessary for graduation as an FSU student.

## **9.4 Semester Study Abroad in Exchange Programs Based on FSU**

### **Consortium Agreements**

- 9.4.1 A limited number of students each year may be chosen by the FSU College of Law for a semester abroad in first degree law programs at universities that have concluded consortium agreements with the Florida State University and have agreements between the law programs.
- 9.4.2 Prior approval of courses by the Associate Dean for Academic Affairs or designee is required to receive credit at the FSU College of Law. The Associate Dean for Academic Affairs or designee is required to determine grade and credit equivalencies for FSU credit.
- 9.4.3 Students register for and pay for FSU credit for the courses taken.
- 9.4.4 To receive transient credit hours at FSU College of Law, the student must earn a 69(C) or better or the equivalent in the course. Credit will be awarded by FSU College of Law on a Satisfactory/Unsatisfactory (S/U) basis only. As in the case of other transient credit, one-half of the credits for graded program courses count



toward the total number of graded credits required for graduation.

9.4.5 A student will receive 1 residency credit for completing a full time load equivalent to 12 FSU credits as determined by the Associate Dean for Academic Affairs or designee.

9.4.6 Credits earned pursuant to such a program will count toward the student's 45 credits at FSU necessary for graduation as an FSU student.

#### **9.5 ABA-approved Semester Study Abroad Programs Through Other Law Schools**

9.5.1 Students must have prior approval to receive transient credit from an ABA-approved semester study abroad program sponsored by another law school. Both the program and the individual courses must be approved by the Associate Dean for Academic Affairs or designee.

9.5.2 Transient credit from such a program will be awarded by FSU College of Law under the same conditions as credit awarded for a semester visit to the sponsoring law school (see section 1.3).

9.5.3 Credits earned pursuant to such a program will not count toward the student's 45 credits at FSU necessary for graduation as an FSU student.

## **9.6 Semester Abroad Study at Foreign Universities**

9.6.1 Study abroad in a first degree, foreign law program at a university of nationally or internationally recognized reputation may be approved for transfer credit on a case-by-case basis at the discretion of the Associate Dean for Academic Affairs or designee. Prior approval of both the university and the individual courses must be provided by the Associate Dean for Academic Affairs or designee for the student to receive transient credit for courses taken at a foreign law school.

9.6.2 It is the student's responsibility to gain admission to the foreign law school and to provide to FSU all information necessary to meet ABA requirements to give credit for attendance at a foreign law school. This includes identifying and securing the agreement of a professor willing to serve as the student's on-site advisor.

9.6.3 The Associate Dean for Academic Affairs or designee is required to determine grade and credit equivalencies

for FSU credit. It is the student's responsibility to provide information necessary for such calculations.

- 9.6.4 To receive transient credit hours at FSU College of Law, the student must earn a 69(C) or better or the equivalent in the course. Credit will be awarded by FSU College of Law on a Satisfactory/Unsatisfactory (S/U) basis only. As in the case of other transient credit, one-half of the credits for graded program courses count toward the total number of graded credits required for graduation.
- 9.6.5 A student will receive 1 residency credit for completing a full time load equivalent to 12 FSU credits as determined by the Associate Dean for Academic Affairs or designee.
- 9.6.6 Credits earned pursuant to such a program will not count toward the student's 45 credits at FSU necessary for graduation as an FSU student.
- 9.6.7 The terms for FSU's approval and acceptance of credit from the foreign law school should be included in a memorandum signed by the student and the Associate Dean for Academic Affairs or designee prior to the student attending the foreign institution.

## **Section 10 Outside Courses**

### **10.1 Policy**

Credit towards the hours required for the J.D. degree may be earned for graduate-level course work successfully completed in other colleges or departments at The Florida State University or at Florida A. & M. University subject to the following conditions and limitations:

- 10.1.1 The subject matter or coverage of the course is reasonably necessary and material to the student's curricular program of study and is not otherwise reasonably available to the student within the College of Law's curriculum.
- 10.1.2 The credit hours granted for outside course work under this policy must be commensurate with the time and effort expended by and the quality of the educational experience of the student. [See ABA Standard 305(c).]
- 10.1.3 A student may not receive more than six semester hours of outside credit towards the J.D. degree under this policy.
- 10.1.4 To receive credit for an outside course the student must receive a final grade in the course of B or better or its equivalent.

10.1.5 The grade received for the course will not be used in the computation of the student's law school grade point average and the credit hours received for an outside course will be deemed as ungraded hours for the purpose of satisfying the graded hours graduation requirement (see section 1.2.3), even though the course is graded.

10.1.6 Such graduate-level coursework shall not help satisfy the requirement that a student successfully complete a minimum of 45 semester credit hours at FSU College of Law [see Rule 1.4.1].

## **10.2 Course Approval**

Before enrolling in an outside course, a student must obtain approval of the course pursuant to the following procedures:

10.2.1 The student must complete and submit an application for approval to take the course, which application must provide a syllabus or description of the course, including full particulars regarding the nature and extent of the work involved and the method of student evaluation, and an explanation of why the subject matter or coverage of the course is reasonably

necessary and material to the student's curricular program of study.

10.2.2 A full-time member of the College of Law faculty must review the application and agree to sponsor the student's request by attesting that the course is reasonably necessary and material to the student's curricular program of study and that the credit hours to be granted for the course are commensurate with the time and effort to be expended by the student and the quality of the anticipated educational experience.

10.2.3 The application must be approved by the Dean or the Dean's designee upon a determination that the course is reasonably necessary and material to the student's curricular program of study and is not otherwise reasonably available within the College of Law's curriculum and that the credit hours to be granted for the course are commensurate with the time and effort to be expended by the student and the quality of the anticipated educational experience. The Dean may refer to the Curriculum Committee close questions regarding the justification for approval of an outside course.

### **10.3 Credit Approval**

After completion of an outside course and receipt of a final grade in the course, the student must obtain approval of the credit to be awarded for the course as follows:

10.3.1 The faculty sponsor must review the work actually completed by the student in the course and the student's final grade in the course and approve the credit hours to be awarded for the course upon a determination that those credit hours are in fact commensurate with the time and effort expended by the student and the quality of the student's educational experience in the course.

10.3.2 The credit hours to be awarded for the course must be approved by the Dean or the Dean's designee upon a determination that those credit hours are in fact commensurate with the time and effort expended by the student and the quality of the student's educational experience in the course.

## **Section 11 Registration**

### **11.1 Full-Time Status**

#### **11.1.1 Policy.**

The FSU College of Law is a full-time J.D.-degree program, and all students are expected to enroll as full-time students and to complete their law studies in three academic years.

#### **11.1.2 Full-Time Status.**

Except as otherwise provided in section 11.1.3, a student must enroll for 12 or more credit hours of approved course work in each fall and spring semester following the student's initial matriculation at the College. Summer enrollment is not expected or required.

#### **11.1.3 Underload.**

A student may be permitted to enroll for fewer than 12 credit hours in the fall or spring semester only for good cause and with the prior written approval of the Dean or the Dean's designee. Good cause may include, but is not limited to, the following circumstances:

11.1.3.1 A student's health or disability.

11.1.3.2 A student's participation in the Florida legislative externship program.



11.1.3.3 A third-year student's not needing the credit hours or residence credit for graduation.

**11.1.4 Withdrawal.**

A student who initially enrolls for 12 or more credit hours may for good cause and with the prior written approval of the Dean or the Dean's designee be permitted to withdraw from one or more courses and thereby drop below 12 credit hours for the semester. (See Section 12)

**11.1.5 Residence Credit.**

A student who is enrolled for fewer than 12 credit hours or who successfully completes fewer than nine credit hours will not receive a full residence credit for that semester. (See section 1.2.5.)

**11.2 Summer Session**

A student who enrolls for a summer session is not required to do so on a full-time basis, but the residence credit received for a summer term will depend, *inter alia*, on the number of credit hours for which the student is enrolled. (See section 1.2.5.4.)

### **11.3 Maximum Credits Per Semester**

A student may not enroll for more than 17 credit hours of approved course work in the fall or spring semester and no more than eight credit hours in the FSU seven-week summer term.

### **11.4 Limited-Enrollment Courses**

Seats in seminars and courses with limited spaces (usually fewer than 30) are assigned through the limited enrollment process. The order of priority for enrollment is (1) Graduating 3L's; (2) Other 3L's; (3) 2L's. Space is assigned on a lottery basis within each of these three categories. Graduating 3L's are students who will not have another opportunity to take the regularly scheduled course or seminar prior to graduation.

### **11.5 Course Conflicts**

A student may not enroll in two courses during the same semester if one or more scheduled class meetings for those courses conflict. Notwithstanding that the university's registration system fails to prevent a student from enrolling in two courses that conflict, it is the student's responsibility to assure that the student's courses do not conflict. If a student registers for two courses that conflict, under no circumstances will the student receive credit for both courses, and if each professor determines that the student does not deserve credit

for that professor's course, the student will not receive credit for either course.

### **11.6 Course Withdrawal**

Subject to section 11.1.4, a second- or third-year student may voluntarily withdraw from a course in which the student is enrolled as follows:

11.6.1 Except as otherwise provided in section 11.6.3, a student may withdraw from a course at any time during the first four weeks of the fall or spring semester or the first two weeks of the summer term.

11.6.2 After the first four weeks of the fall or spring semester or the first two weeks of the summer term, a student may withdraw from a course only for good cause and with the prior written approval of the Dean or the Dean's designee. Ordinarily, a student will not be permitted to withdraw from a course if any graded work has been submitted in the course.

11.6.3 A student may not withdraw from a limited-enrollment course (see section 11.4) after the first class meeting without the consent of the instructor or the written approval of the Dean or the Dean's designee upon a determination of good cause.

11.6.4 A student who enrolls for a course and fails properly and timely to withdraw as provided in this section 11.6 must complete the course, and if the student fails to do so a final grade of Administrative F (60) will be assigned and entered on the student's transcript.

11.6.5 A student who has withdrawn from a course may not re-enroll in the same course, if it is taught by the same instructor, without the instructor's consent.

11.6.6 This section 11.6 does not apply to a student's right to drop a course during the drop/add period, except as otherwise provided in section 11.6.3.

### **11.7 Online Classes – 15 Credit Limit**

In accordance to ABA Standard 306, a student may not count more than 15 credit hours of online classes towards the J.D. degree. The Dean or his designee will certify which classes are online classes for purpose of this section.

## **Section 12 Withdrawal From College/University**

### **12.1 Withdrawal**

A law student may voluntarily withdraw from the College of Law and the University at any time in accordance with the following procedures:

12.1.1 To withdraw from the College, a student must notify the Dean or the Dean's designee of the student's intention to withdraw and may, if the student so desires, discuss the reasons for the student's withdrawal.

12.1.2 To withdraw from the University, a student must complete and submit a withdrawal form to the University Withdrawal Services and comply with all University requirements prior to withdrawal.

12.1.3 A student who withdraws from the College and the University without complying with all applicable University requirements will receive a final grade of Administrative F (60) or U in all courses for which the student is enrolled at the time.

## **12.2 Readmission**

A student who voluntarily withdrew from the College of Law while in good standing may be readmitted as follows:

### **12.2.1 By Dean.**

A student applying for readmission for a term within one calendar year from the time of the student's withdrawal may be readmitted by the Dean or the Dean's designee. The Dean may, however, refer the readmission application to the Admissions Committee.

### **12.2.2 By Committee.**

A student applying for readmission for a term more than one calendar year from the date of the student's withdrawal may only be readmitted by the Admissions Committee. A student who withdrew in good standing and who has been out of law school for two calendar years or longer is required to seek readmission through the Admissions Committee. An application for readmission under this section 12.2.2 is subject to the procedures set forth in section 13.3 except as otherwise provided.

## **Section 13 Academic Oversight, Dismissal and Readmission**

### **13.1 Academic Oversight**

#### **13.1.1 Criteria.**

Students with a cumulative grade-point average of less than 72 at the end of any academic term (including summer) are subject to academic oversight.

#### **13.1.2 Good Standing.**

Oversight is not a form of probation, and a student subject to oversight is considered in good standing.

#### **13.1.3 Approval of Schedules.**

Students subject to oversight may only register for classes if their schedule has been approved by the Academic Dean or designee.

Students will not receive any academic credit for courses taken during the period of academic oversight that have not been approved in writing by the Academic Dean or designee. Absent compelling and unusual circumstances as determined by the Academic Dean or designee, such written approval must be received by the student prior to registration for the course.

#### **13.1.4 S/U Election.**

Students subject to academic oversight shall not be permitted to elect a pass-fail option in courses where numeric grades are awarded.

#### **13.1.5 Academic Counseling.**

Students subject to oversight may also be required to receive academic counseling or assistance in writing and analytical skills and may be subject to limits on employment, cocurricular activities, and summer abroad programs.

#### **13.1.6 Topics in Florida Practice Class.**

Subject to availability, students who are required to receive academic oversight at the beginning of their final year in law school shall take “Topics in Florida Practice” during their final year, unless the Associate Dean determines that there are compelling circumstances justifying relieving a student from this requirement. The credits for successful completion of this course

will not count against the College of Law limitations on ungraded hours (see rule 1.2.3.3). This rule shall take effect in the spring 2010 semester.

## **13.2 Academic Dismissal**

### **13.2.1 Criteria.**

A student will be administratively dismissed from the College of Law automatically and without further notice if:

13.2.1.1 the student fails, at any point after the completion of the student's second semester in the College, to maintain a cumulative grade point average of 69.000;<sup>10</sup>

13.2.1.2 the student receives a total of eight or more credit hours of F or AF grades during the student's first two semesters, provided that all such grades are not received from the same instructor;

13.2.1.3 except as provided in section 13.2.3, the student receives a total of 11 or more credit hours of F, AF and U grades,

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<sup>10</sup> This provision applies to students entering or readmitted to the College of Law on or after the Fall 2006 semester. Students who entered the College of Law prior to the Fall 2006 semester must maintain a cumulative grade point average of 66 or better after the completion of the student's second semester in the College in order to avoid academic dismissal.



provided that all such grades are not received from the same instructor; or

- 13.2.1.4 the student receives a total of four or more credit hours of administrative F (AF) or U (AU) grades (see section 4.5).

### **13.2.2 Transfer Students.**

In the case of a student who transfers to the FSU College of Law from another law school or from one of the College of Law's LL.M. programs:

- 13.2.2.1 Only the grades received by the student at FSU after transfer will be considered for the purpose of applying the criteria for dismissal under section 13.2.1.

- 13.2.2.2 A transfer student who fails, at any time after the completion of the student's first semester at FSU, to maintain a cumulative grade point average of 69.000 will be academically dismissed.<sup>11</sup>

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<sup>11</sup> This provision applies to students transferring to the College of Law on or after the Fall 2006 semester. Students who transferred to the College of Law prior to the Fall 2006 semester must maintain a cumulative grade point average of 66 or better after the completion of the student's first semester in the College in order to avoid academic dismissal.

### **13.2.3 Exception.**

A grade of F, AF or U received by a student in the student's final semester for a course that is not necessary for the student's graduation will not be considered for purposes of applying section 13.2.1.3.

### **13.2.4 Notification.**

An academically dismissed student will be sent notification of the student's dismissal by the Dean or the Dean's designee promptly upon determination, but the failure promptly to notify the student or the student's failure to receive the notification will not affect the dismissal.

### **13.2.5 Effective Date.**

The College has no probationary period for academically dismissed students, and a student's academic dismissal is effective immediately upon the student's notification of the dismissal. An academic dismissal relates back to the end of the semester in which the student was academically dismissed, and an academically dismissed student has no right to complete a semester or term in which the student is enrolled at the time of the student's notification of the dismissal.

**13.2.6 No Right to Return.**

An academically dismissed student has no right to return to the College and must apply for readmission pursuant to section 13.3 if the student wishes to return to the College.

**13.3 Readmission**

A student (i) who has been academically dismissed from the College as provided in section 13.2; (ii) who voluntarily withdrew in good standing from the College and University as provided in section 12.1; or (iii) who while in good standing failed for two or more consecutive terms (including the summer term) to enroll in the College, or to visit another law school as a transient student as provided in section 1.3.1, must apply for readmission to the College as follows:

**13.3.1 Readmission is Not a Matter of Right.**

Readmission of an academically dismissed student is not a matter of right. The discretionary authority to readmit or not to readmit is delegated by the faculty of the College of Law to the Admissions Committee.

**13.3.2 Procedure.**

An academically dismissed student should seek readmission through the Admissions Committee. The Committee's decision shall be made on the petition and the petitioner's law school record. There is no right of personal appearance before the

Committee, although the Committee, in its discretion, may permit a personal appearance or require additional information in writing from the petitioner or others. In all such cases, the petitioner shall be given a written copy of any information added to his/her file after the filing of the petition for readmission. The decision of the Admissions Committee as to factual determinations is final.

**13.3.3 Consideration of Petition and Layout.**

The Admissions Committee may consider a petition for readmission at any time after academic dismissal. It is left to the discretion of the Admissions Committee to decide whether a layout, as a condition precedent to readmission, is appropriate to readmission. Normally, any layout period shall comply with the following norms:

13.3.3.1 Two or three semesters for students academically dismissed in their first year of law school.

13.3.3.2 One or two semesters for students academically dismissed in their second year of law school.

13.3.3.3 One semester for students  
academically dismissed in their  
third year of law school.

**13.3.4 Certification of Cases or Issues to the Full  
Faculty.**

The Admissions Committee may certify particular issues or the entire readmissions decision in any case to the faculty. The faculty may then make the decision or provide guidelines to be applied by the Admissions Committee for that case.

**13.3.5 Conditions Imposed on Readmission.**

The Admissions Committee (or the full faculty in appropriate cases) may impose reasonable conditions on the readmission of academically dismissed students. Without limitation, these conditions may deal with alterations of the definition of academic dismissal as it is to apply to the readmitted student; with whether or not the student will be permitted to enroll in pass/fail courses and, if so, under what circumstances; with any required remedial work (including the retaking of previous courses) that might be warranted in the case; and with the academic average that must be maintained.

### **13.3.6 Reasons.**

Where an academically dismissed student is denied readmission, the justifications for the denial shall be reduced to writing. A copy shall be attached to the petition for readmission, and a copy shall be given to the petitioner.

### **13.3.7 Only One Readmission.**

A second academic dismissal of a student is final.

### **13.3.8 Time for Completion of Degree.**

For any students who are readmitted after withdrawing or being dismissed from the College of Law, and who subsequently spend one year or less not enrolled in the College of Law, the date by which they must complete their J.D. degree shall toll by the amount of time they spend not pursuing their degree, unless the admissions committee conditions their readmission on a different completion date. For any students who are readmitted after withdrawing or being dismissed from the College of Law, and who subsequently spend more than one year not enrolled in the College of Law, the date by which they must complete their J.D. degree shall be explicitly specified by the admissions committee as a condition on their readmission to the College of Law.

## **Section 14 Certificate Programs**

### **14.1 Certificate Program in Environmental, Energy and Land Use**

#### **Law**

The College of Law will award a Certificate in Environmental, Energy and Land Use Law as a supplemental certification to graduates who fulfill the following program requirements.

#### **14.1.1 Credit Hours and Courses.**

A candidate must successfully complete a total of 91 credit hours for graduation with a Certificate; 18 credit hours must be in courses and activities designated within the program (Program Courses) by the Environmental Programs Committee (Committee).

#### **14.1.2 Required Program Courses.**

The candidate must successfully complete the following required Program Courses at the college of law:

14.1.2.1 Environmental Law (LAW 6470)

Administrative Law (LAW 6520)

Land Use (Law 6460)

#### **14.1.3 Elective Program Courses.**

At least nine of the required 21 credit hours must be fulfilled by selection from elective Program Courses designated by the

Committee. The credits a student earns in completing the paper requirement (see below) count towards these nine credits. Service on the Journal of Land Use & Environmental Law counts towards the nine-credit electives requirement as well.

#### **14.1.4 Experiential/Practical Skills Requirement.**

The candidate also must successfully complete an Experiential/Practical Skills course or qualifying activity.

14.1.4.1 Paid Work Excluded. A student may not use paid work to satisfy this requirement.

14.1.4.2 Pro Bono Work. A student must complete at least 40 hours of pro bono work and document their employment and number of hours. The pro bono work must emphasize environmental, land use, natural resources, or energy law work but may do so in any capacity.

14.1.4.3 Moot Court. Participants in the Pace Law School Environmental Moot Court Competition or the Stetson University International Environmental Law Moot Court Competition automatically meet this requirement.

Participants in other moot court competitions may petition the Associate Dean for Environmental Programs if that



year's competition focuses on an environmental, land use, natural resource, or energy law issue. Up to three (3) credits earned for participating in moot court may count toward the overall 21-credit requirement but NOT toward the minimum nine (9) credits of elective courses.

14.1.4.4 Externships and Internships. Externships and internships must be formalized through the law school and receive law school credit. To fulfill this requirement, the externship or internship must emphasize environmental, land use, natural resources, or energy law work but may do so in any capacity. Up to three (3) credits earned for an externship or internship may count toward the overall 21-credit requirement but NOT toward the minimum nine (9) credits of elective courses.

14.1.4.5 Skills Courses. Skills training courses (*e.g.*, Environmental Litigation) used to fulfill this requirement must also fulfill the College of Law's practical skills requirement and must focus on environmental, land use, natural resources, or energy law. Up to three (3) credits earned for a skills training course may count toward the overall 21-credit requirement but NOT toward the minimum nine (9) credits of elective courses.

### **14.1.5 Grade Requirement.**

- 14.1.5.1 All Program Courses must be taken for graded credit if so offered.
- 14.1.5.2 The candidate must have a final cumulative grade point average of 74.000 or better for all Program Courses.
- 14.1.5.3 A candidate will be awarded the Certificate with Honors if the candidate's cumulative grade point average for all Program courses falls within the range that, if earned for all courses, would qualify the candidate for *cum laude* graduation. A candidate will be awarded the Certificate with High Honors if the candidate's cumulative grade point average for all Program courses falls within the range that, if earned for all courses, would qualify the candidate for *magna cum laude* graduation. A candidate will be awarded the Certificate with Highest Honors if the candidate's cumulative grade point average for all

Program courses falls within the range that, if earned for all courses, would qualify the candidate for *summa cum laude* graduation.

**14.1.6 Paper Requirement.**

The candidate must successfully complete an upper-level writing requirement in a course or seminar or Directed Individual Study (DIS) that includes a substantial research paper on an environmental law, natural resources law or land use law topic. If the paper is submitted for a DIS or a course or seminar other than a Program Course, the topic must be approved in advance by the Program Coordinator.

**14.1.7. Other Practical Experiences.**

Other practical experiences for the development and application of legal skills in the Program area, such as pro bono, volunteer, or paid legal work, may also afford practical experience, but academic credit will not be awarded for such experiences.

**14.2 Certificate Program in International Law**

The College of Law will award a Certificate in International Law as a supplemental certification to graduates who fulfill the following program requirements:

### **14.2.1 Credit hours and Courses.**

A candidate must successfully complete a total of 91 credit hours for graduation with a Certificate; 21 credit hours must be in courses and activities designated within the program (Program Courses and/or Activities) by the International Programs Committee (Committee).

### **14.2.2 Required Program Courses.**

The candidate must successfully complete three of the following five required Program Courses:

- Comparative Law (LAW 7250)
- International Business Transactions (LAW 6261)
- International Trade Law & Policy (LAW 7262)
- International Human Rights (LAW 7930)
- Public International Law (LAW 6260)

### **14.2.3 Elective Program Courses and Activities.**

The remainder of the required 21 credit hours must be fulfilled by selection from the following elective Program Courses and Activities. The Committee may from time to time approve additional Program Courses and Activities.

#### **14.2.3.1 Program Courses:**

- International Intellectual Property Law (LAW 7574)
- International Criminal Law (LAW 7930)
- International Environmental Law (LAW 7268)
- International Human Rights Law (LAW 7930)
- International Litigation (LAW 7266)
- International Tax (LAW 7680)
- Internet Trade Simulation (LAW )
- Immigration Law (LAW 7264)

Law and Institutions of the European Union (LAW 7930)  
Law of the Sea (LAW 7476)  
Refugee and Asylum Law (LAW 7930)  
Selected Topics in International Law (LAW 7930)  
Legal Institutions of the Commonwealth Caribbean  
(Barbados)  
Foreign Investment Law (Barbados)  
Comparative Criminal Procedure (Oxford) (LAW 7252)  
English Legal History (Oxford)

14.2.3.2 Program Activities. When taken for credit,  
up to a total of three credit hours for the  
following Program Activities may be  
applied toward the required credit hours  
for the Certificate:

The Jessup International Law Moot Court course (LAW  
7951-03)  
An international law Moot Court competition approved  
by the Committee  
Board membership on the Journal of Transnational Law  
& Policy  
An international law externship approved by the  
Committee

#### **14.2.4 Grade Requirement.**

14.2.4.1 All Program Courses must be taken for  
graded credit if so offered. Program  
Activities, however, may be taken on an  
S/U basis, provided that the candidate  
otherwise fulfills applicable J.D. degree  
requirements.

14.2.4.2 The candidate must have a final cumulative grade point average of 74.000 or better for all Program Courses.

14.2.4.3 A candidate will be awarded the Certificate with Honors if the candidate's cumulative grade point average for all Program courses falls within the range that, if earned for all courses, would qualify the candidate for *cum laude* graduation. A candidate will be awarded the Certificate with High Honors if the candidate's cumulative grade point average for all Program courses falls within the range that, if earned for all courses, would qualify the candidate for *magna cum laude* graduation. A candidate will be awarded the Certificate with Highest Honors if the candidate's cumulative grade point average for all Program courses falls within the range that, if earned for all courses, would

qualify the candidate for *summa cum laude* graduation

#### **14.2.5 Paper Requirement.**

The candidate must successfully complete a two- or three-credit seminar or course or Directed Individual Study (DIS) that includes a substantial research paper on an international or comparative law topic.

14.2.5.1 A “substantial research paper” is a paper of a scope that would meet the upper-level writing requirement.

14.2.5.2 If the paper is submitted for a DIS or a course other than a Program Course, the topic must be approved in advance by the Committee.

#### **14.2.6 Skills Requirement.**

A candidate must fulfill a skills training requirement, which can be obtained by completing, in an area relevant to international and/or comparative law, any of the following: (i) at least 40 hours of pro bono work; (ii) a moot court competition; (iii) an internship or externship; (iv) a skills training class; or (v) a legal research class.

### **14.3 Certificate Program in Business Law**

The College of Law will award a Certificate in Business Law as a supplemental certification to graduates who fulfill the following program requirements:

#### **14.3.1 Credit Hours and Courses.**

A candidate must successfully complete a total of 91 credit hours for graduation with a Certificate in Business Law; 21 credit hours must be in courses and activities designated as part of the Certificate Program by Business Law Committee.

#### **14.3.2 Required Program Courses.**

Each of the required core courses must be taken at Florida State University for graded credit. The candidate must successfully complete the following core courses:

14.3.2.1 Corporations (LAW 6060)

Taxation (LAW 6600)

The Corporate Finance Component (1 course required)

The Law & Economics Component (1 course required)

The Small Business Organization and Entity Taxation Component (1 course required)

14.3.2.2 The Corporate Finance Component may be satisfied through successful completion of any of the following



courses: Corporate Finance, Securities Regulation, Secured Transactions, Bankruptcy, the Financial Regulation Seminar, and the Dodd-Frank Act Seminar.

14.3.2.3 The Law & Economics Component may be satisfying through the successful completion of any of the following courses: Law and Economics Seminar, Law and Economics: Special Topics, Corporate Law and Finance Seminar, Statistical Inference in Law, Introduction to Business and Finance, Law and Economics of Insurance, Antitrust, Behavioral Law and Economics, Economic Regulation of Business Seminar, Corporate Governance Seminar, Topics in Advanced Corporate Governance, Game Theory & Business Ethics Seminar, Game Theory for Business Lawyers Seminar, and Advanced Tax Topics.

14.3.2.4 The Small Business Organization and Entity Taxation Component can be satisfied through successful completion of any of the following courses: Closely-Held Business Organization, Business Planning, Real Estate Finance, and Taxation of Business Entities.

### **14.3.3 Elective Program Courses.**

The remainder of the 21 required credit hours must be fulfilled by taking additional courses on the Corporate Finance, Law & Economics, Small Business Organizations and Entity Taxation Components and/or selections from courses related to business law and tax approved by the Committee.

### **14.3.4 Grading Requirement.**

14.3.4.1 All program courses must be taken for graded credit if so offered.

14.3.4.2 A candidate must have a final cumulative grade point average of 74.000 or better for all program courses.

14.3.4.3 A candidate will be awarded the Certificate with honors if the candidate achieves an average grade of 84.000 to 88.999 for all program courses. A candidate will be awarded the Certificate with High Honors if they achieve an average grade of 89.000 to 92.999. Highest Honors will be awarded to a candidate who achieves an average grade of 93.000 or above.

### **14.3.5 Skills Requirement.**

A candidate must fulfill a skills training requirement, which can be obtained either through the Business Law Clinic or by completing, in an area relevant to business law and/or tax law, any of the following:

- (i) at least 40 hours of pro bono work; (ii) a moot court competition;
- (iii) an internship or externship; (iv) a skills training class; or (v) a legal research class.

## **Section 15 Joint Degree Programs**

### **15.1 Joint Degree Programs**

The College of Law has established joint degree programs with other colleges and departments within The Florida State University. Those programs and the number of credit hours of approved course work that must be completed in the College of Law (LAW hours) for each joint degree program are as follows:

15.1.1 JD/MBA (College of Business) 79 LAW hours

15.1.2 JD/MSP (Department of Urban and Regional Planning) 78 LAW hours

15.1.3 JD/MPA (Department of Public Administration) 79 LAW hours

15.1.4 JD/MS (Department of International Affairs) 80 LAW hours

15.1.5 JD/MS (Department of Economics) 80 LAW hours

15.1.6 JD/MSW (School of Social Work)

Clinical Track 82 LAW hours

Social Services & Administrative Practice Track 79 LAW hours

15.1.7 JD/LIS (School of Information Studies) 79 LAW hours

### **15.2 Admission**

An applicant for a joint degree program must apply to and be admitted separately by the College of Law and the other college or department. A joint-degree applicant must be admitted to the College of Law as a regular law student through the regular admission procedures. Admission to the College of Law does not assure admission to the other college or department, nor does admission to the other college or department assure admission to the College of Law. Normally, a joint-degree student will apply for admission to the other college or department during the student's first year in law school. Following admission to both colleges or departments, a joint-degree student is required to submit a form declaring the student's intention to pursue both degrees, and the form must be endorsed by the Admissions Office and the faculty advisor of the College of Law and of the other college or department.

### **15.3 Enrollment**

Normally, a student pursuing a joint degree program must enroll in the College of Law and complete the first year of the JD program before enrolling for courses in the other college or department. A joint-degree student who wishes to enroll for any course work in the other college or department before completing the first-year of law

school must obtain the prior written approval of the College of Law faculty program advisor.

#### **15.4 Graduation Requirements**

A joint-degree student must satisfy all College of Law graduation requirements, except as otherwise provided in this section.

##### **15.4.1 Credit hours.**

The usual 88 credit hours required by section 1.2.1 are not required, and in lieu thereof a joint-degree student must successfully complete the number of credit hours of approved College of Law course work (LAW hours) specified for each joint-degree program in section 15.1 and must also successfully complete all established requirements in the other college or department for the awarding of the joint degree.

##### **15.4.2 Grade Point Average (GPA).**

No grades received in the other college or department will be used in computing the grade point average required by section 1.2.2.

##### **15.4.3 Graded Hours.**

A joint-degree student must satisfy the usual requirements of section 1.2.3 regarding the required number of graded LAW hours that must be successfully completed. Credit hours of course work successfully completed in the other college or

department are not graded LAW hours and are not counted in determining a joint-degree student's satisfaction of the graded hours requirement.

**15.4.4 No Other Outside Courses.**

A joint-degree student may not count toward the required LAW hours for the J.D. degree any course work done outside the law school as otherwise provided in Section 10.

**15.4.5 Residence.**

A joint-degree student's course of study must extend over not fewer than seven academic semesters as a full-time student rather than the usual six semesters of residence required by section 1.2.5.1. In unusual circumstances, the Dean or the Dean's designee may waive the additional semester of required residence credit, in whole or in part, upon the recommendation of the College of Law faculty program advisor. A joint-degree student's residence credit will be calculated in accordance with section 1.2.5, except that all courses taken in both the College of Law and the other college or department will be included in the calculation.

#### **15.4.6 Full-Time Program.**

All requirements for both degrees must be completed within five calendar years of a joint-degree student's date of matriculation to the College of Law.

#### **15.5 Receipt of Degree**

A joint-degree student must have completed all of the requirements for both degrees before either degree will be awarded, and the student will receive both degrees concurrently. A joint-degree student will not be certified to the bar authorities as a College of Law graduate without having completed all of the requirements for both degrees.

#### **15.6 Class Rank**

A joint-degree student's class rank as calculated pursuant to section 4.9 will be based solely on the student's College of Law grades and grade point average. Grades awarded in the other college or department will be disregarded for the purpose of determining the student's College of Law class rank.

### **Section 16 Special Students**

#### **16.1 Policy**

A graduate student or other eligible person who has not been admitted to the College of Law as a J.D. candidate may be permitted to enroll for course work as a Special Student at the College subject to the following conditions and procedures.

## **16.2 Eligibility**

Only the following persons, with the approval of the Associate Dean and the instructor in whose course the person seeks enrollment, are eligible to enroll for a course as a Special Student:

### **16.2.1 Graduate students.**

A graduate student who is currently enrolled in another school or college at The Florida State University or Florida A. & M. University may, with the prior written approval of the student's major professor, be permitted to enroll in College of Law courses related to the student's major field of study.

### **16.2.2 Foreign law students.**

A foreign law student who is participating in an approved exchange program between the student's home institution and the FSU College of Law may be permitted to enroll in courses approved by the student's home institution.

### **16.2.3 Employment related students.**

A college graduate who is not otherwise enrolled in a graduate program may be permitted to enroll in courses that are related to the student's employment.

## **16.3 Conditions**

All course work undertaken as a Special Student is subject to the following conditions:



### **16.3.1 Space available.**

A Special Student's request for a course will be considered only if there is space available in the course after according priority to regularly-enrolled law students.

### **16.3.2 Prerequisites.**

A Special Student must have satisfied all prerequisite course work, unless waived by the course instructor, and must be otherwise academically qualified to enroll in the course.

### **16.3.3 Ungraded.**

A Special Student will receive a final grade of Satisfactory (S) if the student's performance is the equivalent of a 69 (C) or better and will receive a final grade of Unsatisfactory (U) if the student's performance is the equivalent of a 68 (C-) or below.<sup>12</sup> No other letter or numeric grades will be awarded, unless approved for good cause by the Associate Dean for Academic Affairs and the instructor in whose course the person seeks enrollment. Grades earned by special students will not be subject to the law school's grading profile and grade normalizing policies.

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<sup>12</sup> Effective Fall 2009. Special student coursework completed prior to Fall 2009 would earn a grade of Satisfactory if the student's performance was the equivalent of a 62 or better.

#### **16.3.4 Excluded courses.**

No Special Student may enroll in any clinical course, clinical orientation course, trial practice, or any other litigation skills course, nor may a person otherwise eligible under section 16.2 enroll in any first-year course.

#### **16.4 Procedure**

A person who wishes to enroll in a law school course as a Special Student must obtain prior approval pursuant to the following procedure:

##### **16.4.1 Request.**

The person must submit a written request and justification to the Dean or the Dean's designee. The request should be submitted at least two weeks before the beginning of the semester in which the course is offered.

##### **16.4.2 Attachment.**

A graduate student's request should include as an attachment a letter of approval from the student's major professor, and a foreign law student's request should include the approval of the student's home institution.

##### **16.4.3 Approval.**

The request must be approved in writing by the Dean or the Dean's designee, who may confer with the course instructor

with respect to the student's prerequisite course work and other academic qualifications or the merits of the student's request. The decision of the Dean or the Dean's designee is final.

## **Section 17 Student Conduct Code**

The College of Law's Student Conduct Code governs the academic conduct of students at the Florida State University College of Law. All other conduct of students at FSU College of Law is governed by the Florida State University's Student Conduct Code, which is available at <http://srr.fsu.edu/Student-Conduct-Code>.

### **17.1 Definitions and Violations**

This Code defines and prohibits:

#### **17.1.1 Securing or Providing an Unfair Advantage:**

Securing an unfair advantage involves, but is not limited to, failing to follow instructions provided by a professor in relation to an examination or class assignment, as well as cheating. Cheating is receiving or giving unauthorized aid or assistance in the completion of an examination or of any other work used in evaluating a student's performance.

### **17.1.2 Plagiarism:**

Plagiarism is representing the work of another as the student's own. Students are expected to know and employ accepted conventions of citations and attribution. Failure to indicate quoted or paraphrased sources constitutes plagiarism. More specific definitions of plagiarism for particular courses or in particular contexts may be supplied by a course instructor, editor, or faculty employer of a student. A student should request clarification in case of doubt. Any student charged under this section may prove by a preponderance of the evidence that the misrepresentation of work resulted from mistake or inadvertence as a complete defense.

### **17.1.3 Library Offenses:**

Library offenses are sequestering, hiding, or mutilating library materials, or using library materials in a manner which violates official library rules on manner of length of use.

### **17.1.4 Disruption:**

Disruption is disturbance of or interference with the scholarly pursuit of the College. It includes, but is not

limited to, interference with the conduct of an examination, defiance of rulings or instructions issued by an instructor or proctor in the course of an examination, and defacing or destroying class notes, drafts, or any other scholarly or administrative work product of faculty, fellow students, or other users of College facilities.

**17.1.5 Fraud:**

Fraud is material falsification of documents or any other form of deceit or misrepresentation committed in regard to the administrative or academic processes of the College of Law.

**17.1.6 Other Serious Misconduct:**

Other serious misconduct involves intentional and serious offenses, involving acts for which criminal or other punitive sanctions are provided by federal, state, or local law, or ordinance, that directly relate to a student's fitness to continue as a student at the College.

**17.2 Procedures**

**17.2.1 Initiation of Code Violation Investigation:**

Students, faculty, and staff of the College are expected to inform the Dean of any facts constituting cause to believe a code violation has been committed or will be committed.

Failure to report such information, however, is not a violation of this code.

The information reported under this section may be communicated in confidence, and the fact that such communication has been received shall not be disclosed until the Dean determines that probable cause of a code violation exists.

**17.2.2 Investigation:**

The Dean shall appoint a faculty member to serve as investigator upon determining that the reported facts constitute probable cause to believe a violation of this code has occurred. The investigator should not be either an accuser or anticipated witness in the matter.

17.2.2.1 The investigator shall notify the accused of the allegations, the investigation, and the accuser.

17.2.2.2 The investigator may interview persons believed to have knowledge of the facts and circumstances surrounding the alleged violation, as the investigator deems appropriate, to determine whether to proceed to a hearing on the matter.

- 17.2.2.3 The investigator may review all documents and materials that the investigator deems appropriate to determine whether to proceed to a hearing on the matter.
- 17.2.2.4 Interview the accused if considered appropriate and if the accused agrees, provided that the accused may terminate the interview at any time.
- 17.2.2.5 Report findings and recommendations to the Dean. A recommendation to proceed to a hearing shall be supported by a finding, based on a preponderance of the evidence, that the accused engaged in the Code violation alleged. Such recommendation to proceed shall be stated in a complaint. If the investigator concludes by a preponderance of the evidence that no such Code violation occurred, the investigator shall recommend that the matter be terminated. In either case, a

recommendation shall be supported by documentation as to the findings.

**17.2.3 Dean's Review of Recommendation:**

The Dean shall review the investigator's findings and recommendations. The Dean may accept or reject recommendations in whole or in part, and may adopt or revise a proposed complaint. The Dean may also initiate a complaint although the investigator has recommended a termination of proceedings, but the Dean must provide a statement of reasons and documentation explaining the decision to proceed.

**17.2.4 Proceedings after Dean's Review:**

After review, the Dean shall advise the accused in writing of a decision to terminate proceedings or to proceed to a hearing based on a complaint. A decision to terminate is final and concludes the matter. A decision to proceed shall be accompanied by copies of the complaint, the investigator's findings and recommendations, and the documentation supporting them. The accused shall also be provided with a copy of this Code.

Unless the accused admits guilt in writing within fifteen (15) school days after receiving notice of a decision to



proceed to a hearing, the Dean shall appoint a panel to hear the case. The accused, upon admission of guilt, may also demand a hearing for the sole purpose of presenting matters in mitigation.

Every hearing panel shall consist of three permanent faculty members and two students, all of the College of Law. Student members shall be appointed after consultation with the Student Bar Association. The chair shall be designated by the Dean from among the three appointed faculty members.

Notice of appointment shall be given to panel members and to the accused, with the notice designating the chair. The chair shall make arrangements for meetings, the attendance of witnesses, the reproduction of necessary documents, and the recording of proceedings.

Unless the Dean directs otherwise, the investigator shall present the case against the accused. The investigator shall also present evidence of which the investigator is aware tending to exonerate the accused. However, no accuser or potential witness may present the case.

#### **17.2.5 Hearings:**

Hearings shall be scheduled at the convenience of all participants, and upon notice to the accused. Unless the accused consents, the first hearing shall not be scheduled within ten (10) school days of the appointment of the panel.

Hearings shall not be governed by formal rules of evidence. An accused is entitled to present evidence in person, or through an attorney, or both. Paid counsel must be supplied by the accused. An accused is entitled to present witnesses and documentary evidence, to cross-examine any witnesses, and to inspect and inquire concerning any evidence. Upon request, the chair shall make every reasonable effort to secure the presence of witnesses or documentary evidence for the accused.

In exercising any of the procedural rights, an accused may address both innocence and matters in mitigation.

#### **17.2.6 Panel Procedure after Hearings:**

After a final hearing, the panel shall meet in closed session upon call of the chair to discuss and consider the case, to determine guilt or innocence, and to

consider sanctions upon determination or admission of guilt. One or more sessions may be held.

The standard of proof for the panel's finding is clear and convincing evidence. Findings of fact shall be based exclusively on evidence of record.

A vote determining guilt and a vote as to any sanction requires the concurrence of at least four members.

The panel shall submit to the Dean a written summary of its factual findings, its findings of guilt or innocence, and its recommendations as to sanctions. The panel may also recommend terms for suspension of any sanctions. This summary should be made within five (5) school days of the final hearing. The Dean shall make available to the accused a copy of the panel's factual findings, findings of guilt or innocence, and recommendations as to any sanctions, and shall allow the accused at least ten (10) calendar days in which to submit written exceptions thereto. When a case involves more than one accused student, the panel shall specify its factual findings, its findings of guilt or innocence, and its recommendations as to each accused student.

**17.2.7 Sanctions:**

A student convicted of a violation of this code is subject to one or more of these sanctions:

- 17.2.7.1 expulsion from the College of Law;
- 17.2.7.2 suspension from the College of Law for a specified period of time;
- 17.2.7.3 loss of privileges to participate in any non-required course, program, or activity of the College of Law;
- 17.2.7.4 replacement, repair, or restitution for damaged, destroyed, or stolen property;
- 17.2.7.5 written reprimand to be included in the student's permanent record;
- 17.2.7.6 oral reprimand;
- 17.2.7.7 disclosure by the Dean to the College of Law and Bar agencies;
- 17.2.7.7 reduction in course grade;
- 17.2.7.8 any other sanction deemed appropriate by the Dean or the Dean's designee.

**17.2.8 Disclosures:**

Disclosure to the Bar of any proceeding, regardless of the result, by the Dean or the accused student may be required by Bar rules.

**17.2.9 Imposition of Sanctions:**

A panel finding of innocence as to any charge terminates the proceedings, upon delivery of the within report to the Dean. A panel recommendation that no sanctions be imposed upon finding of guilt as to any charge terminates the procedure as to sanctions.

The Dean shall review all findings as to guilt and mitigating matters, and all recommendations to impose sanctions. Rejection by the Dean of a finding of guilt terminates the proceedings. If the Dean endorses the finding of guilt, the Dean shall consider the panel's recommendations as to sanctions and determine which, if any, sanctions to impose.

Upon being informed of sanctions proposed by the Dean, the student may request a faculty review provided five faculty members join in the request. If faculty review is requested, the faculty by majority vote may reduce or suspend the proposed sanctions in whole

or in part. Faculty review must be requested in writing within five (5) school days after a student is informed of proposed sanctions. The Dean shall impose those sanctions not reduced or suspended as a result of the faculty review.

**17.2.10 Informal Resolution by the Dean:**

Notwithstanding the above procedures, the Dean may settle any instance of an alleged code violation at any time, with the assent of the accused student.

**17.2.11 Action taken by Dean's Representative:**

Whenever this code specifies that any action is to be taken by the Dean it may be performed by the Associate Dean, except that only the Dean or an Acting Dean designated by the University may perform those duties specified in section 17.2.9.

**17.2.12 Timeliness:**

All actions prescribed or authorized by this code shall be accomplished as expeditiously as possible, except where the code provides otherwise or where prejudice to an accused or convicted student would result.

**Section 18. Student Complaints Implicating Compliance with ABA Standards**

The College of Law's website sets forth the policies and procedures regarding student complaints, pursuant to ABA Standard 512. A "complaint" is a communication in writing that seeks to bring to the attention of the law school a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards. (ABA Standard 512(c)).

## **Section 19. Credit Hour Policy**

### **19.1 Policy and Procedures for Determining Credit Hours Awarded for Coursework**

A. The College of Law adheres to ABA Standards in determining the number of credit hours awarded for coursework. ABA Standard 310(b) provides that:

A "credit hour" is an amount of work that reasonably approximates:

(1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

B. As provided by Interpretation 310-1, fifty minutes suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is sixty minutes.

C. In accordance with Standard 310, the College of Law awards one unit of credit for an amount of work that reasonably approximates: (1) no less than 750 minutes of classroom or direct faculty instruction and 1,800 minutes of out-of-class student work, or a total time of 42.5 hours per credit; or (2) at least an equivalent amount of work for other academic activities, including simulation courses, field placements, clinical courses,



moot court, mock trial, law journals, and directed independent studies (as provided by Standard 310(b)(2)). These requirements apply to coursework that extends over any period of time, including semester-long courses and Summer session courses. They also apply to distance education courses.

D. For specific types of classes, the following examples may be helpful:

EXAM COURSE: 42.5 hours per credit of time spent in class, preparing for class (e.g., reading and briefing cases, completing other assigned work or assessments), writing outlines, working with other students in study groups, and preparing for and taking an exam.

PAPER COURSE: 42.5 hours per credit of time spent in class, preparing for class (e.g., reading or completing class assignments or assessments), and researching and writing the required paper(s). This includes the typical law school “seminar.”

FIELD PLACEMENT OR CLINIC: 42.5 hours per credit of time spent in class, performing field placement or clinic work, preparing for class or completing class assignments (e.g., reflective writing assignments), and preparing for and taking an exam, if applicable.

SIMULATION COURSES: 42.5 hours per credit time spent in class, preparing for class (e.g., reading, completing class projects and other assignments and assessments, preparing alone or with other students for in-class simulations), and preparing for and taking an exam, if applicable.

E. These policies and procedures shall be published in the College of Law's website and included in its Bylaws.

**19.2 Policy and Procedures for Assuring the College of Law Adheres to and Enforces the Credit Hour Policy**

1. Responsibility for Assuring Adherence to Standard 310 and the Credit Hour Policy

The Dean' designee, the Associate Dean for Academic

Affairs, is charged with assuring that the College of Law

adheres to ABA Standard 310 and the Credit Hour Policy. This includes assuring that the methods and processes used to determine and assign credits lead to reliable, accurate results, and conform to commonly accepted practice in higher education. It also includes assuring that the methods and processes followed in determining and assigning academic credit are documented, and that all requisite records are kept.

2. Determination of Credit Hours for New Courses:

A. At the time of approving a new course, the

Curriculum Committee shall determine and assign the number of credits to be awarded for that course. In doing so, the Curriculum Committee shall adhere to Standard 310 and the Credit Hour Policy.

B. A new course proposal submitted to the Curriculum Committee shall include a proposed syllabus and set forth:

(1) a course description;

(2) a statement of the expected course requirements, types of assessments, and course prerequisites, if any; and

(3) a statement from the faculty member proposing the new course that provides a justification for the number of credits to be awarded that takes into account classroom or direct faculty instruction, as well as the time to be spent on course-related out-of-class work.

C. In determining and assigning the number of credits, the Curriculum Committee shall take into account:

(1) the type of course (e.g., first year doctrinal course, upper level common law course, upper level code course, seminar, simulation course, clinical course, field placement, and Directed Independent Study);

(2) the amount and difficulty of the assigned readings;

(3) the number and types of assignments students must complete during the semester (e.g., papers and simulation exercises);

- (4) the number and types of assessments  
(e.g., final examination, midterm exam,  
research paper, quizzes, and short papers);
- (5) other types of academically-related work  
(e.g., in the case of law journals, the amount  
of time spent on the completion of a note or  
comment, reading and evaluating journal  
submissions, and editing and cite-checking  
articles; and in the case of mock trial and  
moot court, the amount of time spent  
practicing, judging practice rounds, doing  
research, and writing briefs, and the time  
spent in actual competition);
- (6) any feedback from the Associate Dean  
for Academic Affairs, the College of Law  
Registrar, and experienced faculty members;
- (7) commonly accepted practice in higher  
education; and
- (8) any other factors that the Curriculum  
Committee determines are relevant for  
determining accuracy and reliability of the  
credits being awarded.

D. The Curriculum Committee shall submit a New Course Approval Report to the Associate Dean for Academic Affairs that documents the factors and processes that it followed in determining and assigning credits. This includes providing a justification for the number of credits to be awarded that takes into account classroom or direct faculty instruction, as well as the time to be spent on course-related out-of-class work.

(1) In the case of courses “that require attendance in regularly scheduled classroom sessions or direct faculty instruction,” the Curriculum Committee shall provide a justification that the amount of work per credit hour reasonably approximates no less than 750 minutes of classroom or direct faculty instruction and 1,800 minutes of out-of-class student work, or a total time of 42.5 hours per credit. See Standard 310(b)(1).

(2) In the case of other academic activities, such as simulation courses, field placements, clinical courses, co-curricular activities, and other academic work leading to the award of

credit hours, the Curriculum Committee shall provide a justification that the amount of work per credit hour reasonably approximates at least an equivalent amount of work as no less than 750 minutes of classroom or direct faculty instruction and 1,800 minutes of out-of-class student work, or a total time of 42.5 hours per credit. See Standard 310(b)(2).

E. The Associate Dean for Academic Affairs shall review the New Course Approval Form and make a determination whether or not the number of credits that the Curriculum Committee assigned to the new course complies with Standard 310 and the Credit Hour Policy. If the Associate Dean for Academic Affairs determines that the number of credits assigned is not in compliance, (s)he shall describe the problems identified and send the new course proposal back to the Curriculum Committee for further consideration.

3. Yearly Audit to Assure Ongoing Adherence to Standard 310 and the Credit Hour Policy

A. Each academic year, the Curriculum Committee shall audit the College of Law's current course offerings

to ensure ongoing compliance with Standard 310 and the Credit Hour Policy.

B. In carrying out this audit, the Curriculum Committee shall, for each audited course, review:

- (1) the course description;
- (2) the syllabus;
- (3) student feedback (e.g., in student evaluations, exit interviews, and self-reports of time spent reading, writing outlines, working in study groups, completing assignments, and studying for exams); and
- (4) any other materials that the Curriculum Committee determines relevant for determining the accuracy and reliability of the credits being awarded.

C. In carrying out this audit, the Curriculum Committee shall, for each audited course, take into account:

- (1) the type of course (e.g., first year doctrinal course, upper level common law course, upper level code course, seminar, simulation course, clinical course, field



placement, and Directed Independent Study);

(2) the amount and difficulty of the assigned readings;

(3) the number and types of assignments students must complete during the semester;

(4) the number and types of assessments (e.g., final examination, midterm exam, research paper, quizzes, and short papers);

(5) other types of academically-related work (e.g., in the case of law journals, the amount of time spent on the completion of a note or comment, reading and evaluating journal submissions, and editing and cite-checking articles; and in the case of mock trial and moot court, the amount of time spent practicing, judging practice rounds, doing research, and writing briefs, and the time spent in actual competition);

(6) any feedback from the Associate Dean for Academic Affairs, the College of Law Registrar, and experienced faculty members;

(7) commonly accepted practice in higher education; and

(8) any other factors that the Curriculum Committee determines are relevant for determining accuracy and reliability of the credits being awarded.

D. The Curriculum Committee shall submit an Annual Credit Hour Audit Report to the Associate Dean for Academic Affairs that, for each audited course, documents the factors and processes that it followed in determining the accuracy of the credits being awarded. This includes providing a justification for the number of credits to be awarded that takes into account classroom or direct faculty instruction, as well as the time to be spent on course-related out-of-class work.

(1) In the case of courses “that require attendance in regularly scheduled classroom sessions or direct faculty instruction,” the Curriculum Committee shall provide a

justification that the amount of work per credit hour reasonably approximates no less than 750 minutes of classroom or direct faculty instruction and 1,800 minutes of out-of-class student work, or a total time of 42.5 hours per credit. See Standard 310(b)(1).

(2) In the case of other academic activities, such as simulation courses, field placements, clinical courses, co-curricular activities, and other academic work leading to the award of credit hours, the Curriculum Committee shall provide a justification that the amount of work per credit hour reasonably approximates at least an equivalent amount of work as no less than 750 minutes of classroom or direct faculty instruction and 1,800 minutes of out-of-class student work, or a total time of 42.5 hours per credit. See Standard 310(b)(2).

E. The Associate Dean for Academic Affairs shall review the Annual Credit Hour Audit Report and make a determination whether or not the number of credits

being awarded for each audited course complies with Standard 310 and the Credit Hour Policy. If a course is not in compliance with Standard 310 and the Credit Hour Policy, the Associate Dean for Academic Affairs shall communicate the perceived deficit to the faculty member teaching the course, provide instructions for correcting the problem, and assure that the course comes back into compliance with the Standard and the Credit Hour Policy.

F. Each academic year, the Curriculum Committee shall review the Credit Hour Policy to determine whether any changes are warranted.

## **Section 20. Curriculum Review and Learning Outcomes**

20.1 The Curriculum Committee will conduct an ongoing evaluation of the law school's program of legal education, learning outcomes, and assessment methods. It will ordinarily make annual reports and recommendations to the dean and the faculty to improve the curriculum and ensure compliance with American Bar Association Standards and Rules of Procedure for Approval of Law Schools. These reports will evaluate the degree to which the academic program promotes student competency in the law school's learning outcomes; the law school's use of both formative and summative assessment methods in its curriculum to

measure and improve student learning and provide meaningful feedback to students; and the curriculum's compliance with the Credit Hour Policy [see section 19].

20.2 In conducting this review, the Curriculum Committee will consider the following methods and sources of information: the syllabi of the law school's courses; the assessment methods used throughout the law schools; reports from the Dean or the Dean's designee on enrollment statistics and other relevant matters; student evaluations of courses; exit interviews conducted by the Associate Dean for Student Affairs or other appropriate members of the faculty and staff; bar-exam passage rates; and job-placement rates.

20.3 The Curriculum Committee must approve any new course or change in the number of academic credits offered by a course, before students can receive academic credit for completing it.

## **II. ADMISSIONS BYLAWS**

(Revised 12/5/03)

### **Section 1 Admissions Requirements – Catalogue Statement**

1.1 Inquiries regarding admission should be sent to the College of Law, Florida State University, Tallahassee, FL 32306-1601.

1.2 All applicants must have a baccalaureate degree from a regionally-accredited college or university prior to commencing law study. Every eligible applicant must take the Law School Admissions Test (LSAT)

administered by the Law School Admissions Service. Applications for this test may be obtained from the College of Law, or from the Law School Admissions Council, Post Office Box 2000, Newton, PA 18940-0998. The LSAT is given in October, December, February, and June of each year. It is administered at Florida State University, and many other test centers throughout the world. The test should be taken as early as possible so that applicants can be considered without unnecessary delay. To be assured of consideration, beginning students should take the test no later than the February preceding the August in which they intend to enroll.

1.3 Applicants must register with the Law School Data Assembly Service (LSDAS), provided by the Law School Admissions Council. An official transcript from every college attended should be sent directly to LSDAS, which analyzes transcripts, and sends results to the College of Law. Applicants register with LSDAS on a form supplied by the Law School Admissions Council when they apply for the Law School Admissions Test.

1.4 Application for August admission should be made no later than the previous February for a beginning student to have the best opportunity for admission. An accepted applicant must supply the College of Law with an official final transcript, showing the awarding of the bachelor's degree, as soon as it is available. Transfer applicants must submit a letter from their

previous law school's dean indicating that the applicant is leaving in good standing, and is eligible to return.

1.5 Beginning students are accepted for entry to the Fall Semester only. Transfer students may be accepted for entry to any semester of the year.

1.6 Acceptance for admission to a particular class or term does not guarantee admission for any subsequent time. Accepted applicants who decline admission must reapply if they later choose to attend the College of Law.

## **Section 2 Admissions Committee**

### **2.1 Membership and Quorum**

2.1.1 The Dean shall designate at least four members of the tenure-track faculty to serve on the Admissions Committee. The Dean shall appoint the Chair. A majority of the Committee shall constitute a quorum. The Dean may designate up to two members of the administration or the administrative staff to serve on the Admissions Committee as an ex officio member of the Committee.

2.1.2 The ex officio member may vote on issues of policy before the Committee, but will not have authority to vote on admission of applicants. In addition, the ex officio member of the Committee may execute other duties in the admissions process as the Dean from time to time may

delegate, including, but not limited to, participation in the recruiting process, counseling applicants, providing written comments or evaluations on admissions applicants, providing recommendations regarding scholarship awards, and evaluating applicants who have been accepted.

## **2.2 Committee Jurisdiction**

The authority of the Dean and the faculty to admit students to the College according to these rules is delegated to the Committee subject to the oversight and review of the faculty. The Committee shall make all decisions for the College pertaining to:

2.2.1 Admission of Regular or Transfer Students

2.2.2 Readmission of Students in Good Standing Who Withdrew Pursuant to Chapter 11.2.2. of the College of Law Rules

2.2.3 Readmission of Any Student Who Has Been Dismissed for Academic or Other Reasons

2.2.4 Recruitment of Students

The Committee shall oversee the recruitment of students.

2.2.5 Committee Rules and Procedures

The Committee shall adopt rules and procedures to implement this authority.

2.2.6 Governing Rules and Procedures



- 2.2.6.1 The Committee shall comply with all rules and regulations promulgated by the Board of Education, the University, and the College.
- 2.2.6.2 The Committee shall observe all Standards and Interpretations for Approval of Law Schools of the American Bar Association, including, but not limited to, Standards 212, 505, and 506, and the Bylaws and Executive Committee Regulations of the Association of American Law Schools.

## **2.3 Meetings and General Procedures**

### **2.3.1 Meetings**

- 2.3.1.1 The Committee shall meet at the call of the Chair.
- 2.3.1.2 The Chair shall call a meeting upon the written request of any member of the Committee.
- 2.3.1.3 Meetings shall be open to all members of the faculty.
- 2.3.1.4 The Chair shall give timely notice of all meetings of the Committee and shall determine the agenda.

- 2.3.1.5 The Chair shall place on the agenda any matter requested by the Dean or a member of the Committee.
- 2.3.1.6 Minutes and other appropriate records shall be maintained of all meetings and other action taken by the Committee.
- 2.3.1.7 The minutes and records shall be permanently preserved in the College Archives maintained by the Law Library.

### **2.3.2 General Procedures**

- 2.3.2.1 The Committee shall maintain through its Chair liaison with the Dean and Associate Dean for Academic Affairs.
- 2.3.2.2 The Committee shall adopt written procedures to implement its authority.
- 2.3.2.3 Copies of the Committee's procedures shall be provided to the Dean and the faculty.

### **2.4 Director of Admissions**

- 2.4.1 The Director shall administer the recruiting and admissions program of the College.
- 2.4.2 The Director shall review all applications and may grant or deny admission as authorized by the Committee.

2.4.3 The Director shall prepare and provide to the Committee and to the faculty periodic and annual reports on the status and results of the admissions process.

## **2.5 Admissions Standards**

### **2.5.1 Review of Applications: General Rule**

The Director of Admissions or the designee of the Chair shall review all applications, and may grant or deny admission only as authorized by the Committee or pursuant to procedures adopted by the Committee.

### **2.5.2 Admission Based on Predictive Index**

Initially admissions applications shall be analyzed by the Committee Chair, the Director of Admissions, or the designee of the Chair in terms of each applicant's predictive index as prepared by the Law School Admissions Council on the basis of

2.5.2.1 the applicant's undergraduate grade point average, and

2.5.2.2 Law School Admission Test (LSAT) score(s). Utilizing this index figure, and prior admissions experience as guides, at least 50% of the entering class will be

admitted through reliance on the predictive index.

If an application contains information of a non-academic nature raising a question about the applicant's suitability for law study, it will be referred to the Committee.

### **2.5.3 Admission Based on LSAT Score, Undergraduate Grade Point Average, and Other Factors**

Those applicants not admitted through reliance on the predictive index will have their applications evaluated in light of the following factors:

- 2.5.3.1 LSAT score
- 2.5.3.2 Undergraduate grade point average
- 2.5.3.3 Graduate school
- 2.5.3.4 Writing sample on the LSAT, and the personal statement provided in the application
- 2.5.3.5 Performance in particular courses of study
- 2.5.3.6 Undergraduate school
- 2.5.3.7 Undergraduate major
- 2.5.3.8 History of overcoming economic or other social hardships
- 2.5.3.9 Significant activities of leadership

- 2.5.3.10 Work experience that suggests success in the legal profession
- 2.5.3.11 Life experiences indicating maturity, and ability to undertake positions of leadership
- 2.5.3.12 Factors which may have detracted from academic performance in undergraduate school
- 2.5.3.13 Letters of recommendation
- 2.5.3.14 Applicant's contribution to a diverse academic environment in terms of life experiences
- 2.5.3.15 The College's need to provide a diverse body of legally educated persons to serve a society with diverse needs.

Because Board of Education's policy limits the number of non-residents that can be admitted to State University System of Florida academic programs, residency may have a negative impact on an application.

#### **2.5.4 Variation from Year to Year**

The weight, if any, attributed to a particular factor listed in the paragraph above, or a combination of those factors, may vary from year to year in the discretion of the

Committee or its members, depending on the characteristics of the student body, and the applicant pool.

### **2.5.5 Reconsideration of Denial of Admission**

An applicant denied admission may be reconsidered on a written petition setting forth reasons for reconsideration.

The petition for reconsideration should present information not found in the original application.

Absent new or additional information, not presented in the original application, the petition for reconsideration may be denied at the discretion of the Director of Admissions. If the petition for reconsideration presents new information, or if the Director of Admissions deems the petition to have possible merit, the Director of Admissions may refer the matter to the Committee for consideration.

### **2.6 Contact Procedure**

Admissions Committee members will not conduct evaluative interviews of applicants or petitioners or discuss with them the status of applications or petitions. Applicants and petitioners will be encouraged to present all appropriate information in writing for Committee consideration.

### **2.7 International Applicants**

Applicants who are not citizens or permanent residents of the United States, and who do not possess an undergraduate degree from an American

college or university, will be required to submit a report of the score obtained on Test of English as a Foreign Language (TOEFL), or some equivalent showing, in addition to a report of the LSAT score.

### **2.8 Applicants Without UGPAs or LSATs**

Notwithstanding any earlier provision of this policy, qualified applicants from colleges not awarding grades capable of UGPA calculation, or who are not eligible to take the LSAT by reason of handicap, or both, may be admitted. However, such applicants should register with LSDAS.

### **2.9 Rule for Reconsideration of Denial of Admission to the College of Law**

Applicants for admission meeting minimum standards of admission who are denied admission to the College of Law may request reconsideration of their applications.

The following procedures apply to all requests for reconsideration made under this rule:

- 2.9.1 Timely notice of denial of admission shall be sent by letter to the applicant. This notice shall include: (1) a statement of the reason(s) for denial, and (2) where applicable, a statement regarding the reconsideration procedures established by paragraph 2.9.2 below.

2.9.2 Applicants who are denied admission and who meet minimum standards for admission may request reconsideration of the denial as follows:

2.9.2.1 written requests for reconsideration must be received by the College of Law Admissions Office within 30 days of the date of the letter of denial. Specific reasons for the requested reconsideration must be submitted in writing and supporting evidence, if any, must be included with the request;

2.9.2.2 the College of Law Admissions Office shall forward the request for reconsideration to the Chair of the Admissions Committee;

2.9.2.3 whenever possible, the request for reconsideration shall be reviewed within 30 days of receipt of the request and, if the request for reconsideration is denied, notification shall be sent to the applicant within 7 days of the decision; and

2.9.2.4 a decision denying reconsideration shall be final.



### **2.10 Status of Accepted Applicants Who Decline Admission**

Acceptance for admission to a particular class, or term, does not guarantee admission for any subsequent class, year or term. An accepted applicant who declines admission must reapply if the applicant thereafter chooses to attend the College of Law.

### **2.11 Transfer Students**

Persons who have previously studied law at an ABA or Association of American Law School (AALS) accredited law school may be considered by the Committee for admission with advanced standing for any term, provided they are students in good standing, are eligible to return to the law school or schools where they formerly studied, and are in the upper one-third of their present class, which shall be certified by letter from the Dean of such law school or schools.

## **Section 3 Beginning Student Underload Policy**

When justified, by medical circumstances arising from illness or physical handicap, a beginning student's petition to enroll for fewer than the prescribed number of semester hours may be granted by the Associate Dean. All other beginning students will be enrolled for the prescribed number of hours.

## **Section 4 Admission of Applicants Previously Dismissed From Another Law School**

Admission shall not be granted to any applicant academically dismissed from another law school.

## **Section 5 Admissions Policy and Procedure for Applicants with a Disability**

### **5.1 General Policy.**

It is the policy and practice of the Florida State University College of Law to comply with the Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and state requirements regarding applicants and students with disabilities. Under those laws, no qualified individual with a disability may be denied access to or participation in College or University services, programs or activities, solely because of their disability. The College will provide reasonable accommodations for students with recognized disabilities to the extent that it is feasible to do so, but the College does not make accommodations that are unduly burdensome or that fundamentally alter the nature of its program.

### **5.2 LSAT and Application.**

Because extensive accommodations are provided for taking the LSAT, the College will not waive the LSAT or disregard an applicant's LSAT score except in extremely unusual circumstances. An indication on the LSDAS report that an applicant took an accommodated test will not be the basis for discrimination.

Applicants are not required to indicate on the application for admission whether they have a disability. Applicants who wish to have their disability considered as a factor in the admissions process, however, must disclose the disability at the time of application and provide an

explanation of why it is a factor in evaluating the applicant's qualifications for admission. If the applicant wishes the disability to be considered as a factor, it may be necessary for the applicant to provide appropriate documentation of the disability. See Appendix A for information relating to documentation requirements and payment for documentation.

### **5.3 Administrative Review.**

If an application discloses that the applicant has a cognizable disability that adversely affected the applicant's performance in undergraduate school or on the LSAT, the Director shall consider the impact of the disability in evaluating the applicant, including the applicant's history of overcoming disadvantages. The Director may request additional documentation from the applicant and may request an evaluation of the disability from the FSU Student Disability Resource Center (SDRC) or any other appropriate agency or qualified expert.

### **5.4 Committee Review.**

If the application is referred to the Committee for review, the disability shall be noted on the comment sheet; the Director's evaluation of the impact of the disability on the applicant's qualifications for admission may also be noted. Faculty readers shall use their discretion in considering the impact of the disability in their evaluation of the applicant's qualifications for admission.

### **5.5 Reconsideration.**

It is the practice of the College to reconsider applications that have been denied only if there is new information that was not available at the time of application through no fault of the applicant. For that reason, applicants are advised to make the disability known at the time of application, with appropriate documentation, if they wish to have it taken into account in the admissions process.

If an applicant requests reconsideration on the basis of a previously disclosed disability, the application will ordinarily be considered by the full Committee. Additional documentation supporting the disability and its impact on academic performance may be requested from the applicant. The Chair may request that a counselor from the FSU Student Disability Resource Center (SDRC) meet with the Committee or otherwise assist the Committee in evaluating the applicant's disability and its impact on academic performance. If the applicant has a specific learning disability, an evaluation from the FSU Student Disability Resource Center will ordinarily be requested and a copy of that evaluation and recommendation, if any, will be made a part of the applicant's file.

The decision of the Committee on reconsideration is final.

## **5.6 Documentation Policy**

### **5.6.1 Verification of Physical Disability**

A student with a physical disability must provide professional verification certified by a licensed physician or other medical professional who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning and the major life activity affected by the disability. The student shall provide the verification documentation to the FSU Student Disability Resource Center. The cost of obtaining professional verification at any time shall be borne by the student.

If the FSU Student Disability Resource Center determines anything other than that the present extent of the disability requires accommodations, the College of Law does not have the discretion to arrange for any accommodation.

### **5.6.2 Verification of Specific Learning Disability**

A student with a specific learning disability must provide to the FSU Student Disability Resource Center professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. The cost of obtaining professional verification at any time shall be borne by the student.

Documentation verifying a specific learning disability must:

- 5.6.2.1 be prepared by a licensed psychologist qualified to diagnose a specific learning disability;
- 5.6.2.2 include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of those test results;
- 5.6.2.3 reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling; and
- 5.6.2.4 reflect the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data that support the requests for any academic adjustment. The assessment of disability must reflect the student's current level of disability and shall generally be no older than four years. In the event

that the FSU Student Disability Resource Center determines anything other than that the present extent of the disability requires accommodations, the College of Law does not have the discretion to arrange for any accommodations.

### **5.6.3 Verification of Psychological Disability**

A student with a psychological disability must provide the FSU Student Disability Resource Center professional testing and evaluation results which reflect the individual's present level of functioning and academic accommodations indicated. The cost of obtaining the professional verification shall be borne by the student. Documentation verifying a psychological disability must:

5.6.3.1 be prepared by a psychiatrist or licensed psychologist qualified to diagnose a psychological disability; and

5.6.3.2 reflect the individual's present level of functioning and academic accommodations indicated.

The assessment must provide data that support the requests for any academic adjustment. The assessment of disability

must reflect the student's current level of disability and shall generally be no older than one year.

If the FSU Student Disability Resource Center determines anything other than that the present extent of the disability requires accommodations, the College of Law does not have the discretion to arrange for any accommodations.

#### **5.6.4 Verification of Temporary Disability**

Students seeking accommodations on the basis of a temporary disability must provide to the FSU office documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining professional verification at any time shall be borne by the student.

### **III. LL.M. IN AMERICAN LAW FOR FOREIGN LAWYERS**

(10/26/11)

#### **Section 1 Graduation Requirements**



## **1.1 Degree Conferred**

The degree of LL.M in American Law for Foreign Lawyers is conferred upon students graduating from the program.

## **1.2. Degree Requirements: General**

A student is eligible to receive the LL.M. degree when the student has satisfied all of the following requirements, which requirements must be completed within two calendar years of the student's matriculation date.

### **1.2.1 Credit hours.**

Successful completion of 24 semester credit hours of approved course work.

1.2.1.1 "Successful completion" means a final grade of 62 or better in a graded course and a final grade of Satisfactory (S+) in an undergrad course. When a student elects the S/U option in a graded course [see section III.4.3], a "Satisfactory" grade requires a numeric grade in the course of 69 or better.

1.2.1.2 "Approved course work" includes all regular College of Law courses, seminars, and clinics; and all co-curricular programs [section I.8] and courses in other schools and colleges approved for law school credit.

- 1.2.2 Grade point average (GPA). A final cumulative grade point average of 69.000 or better for all course work undertaken in graded courses. There is no grade “forgiveness” if a student retakes a failed course; both grades are included in the computation of the student’s final grade point average.
- 1.2.3 Graded hours. A student must successfully complete at least 18 semester credit hours of graded course work. A student’s remaining 6 required credit hours may be satisfied by successful completion of ungraded course work.

### **1.3 Special Rules: Transient Work**

No credit toward the LL.M. degree may be transferred from another law school.

### **1.4 Waiver of Graduation Requirements (Refer to Section I.1.5)**

### **1.5 Graduation With Honors**

A graduate receiving the LL.M. degree will be awarded the degree with honors when the graduate’s final cumulative grade point average is –

- 1.5.1 Summa Cum Laude (highest honors): 93.000 or above
- 1.5.2 Magna Cum Laude (high honors): 89.000 to 92.999
- 1.5.3 Cum Laude (honors): 84.000 to 88.999

## **Section 2 Class Attendance (Refer to Section I.2)**

### **Section 3 Full-Time Status: Employment Limitation**

3.1 Policy. 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. An LL.M. student may also be subject to work limitations imposed by his or her visa status.

### **Section 4 Grading System**

#### **4.1 Grading System (Refer to section I.4.1)**

#### **4.2 Grade Normalization Exceptions (See also I.4.3.4).**

Candidates for the College's LL.M in American Law for Foreign Lawyers shall not be included in grade normalization.

#### **4.3 Satisfactory/Unsatisfactory (S/U) Grading Option**

An LL.M. may elect to enroll in a law school course on an S/U basis subject to the provisions of section I.4.4.2 through I.4.4.6.

4.3.1 Credit hours earned by a student for a Satisfactory grade under the S/U option will count toward the 24 hours required for the LL.M. degree, but will not count toward the 18 graded hours required to the degree.

#### **4.4 Administrative F Grade (See section I.4.5)**

#### **4.5 Incomplete Grades (See section I.4.6)**

4.6 Grade Appeal System (See section I.4.7)

4.7 Dean's List

For any semester in which a student's semester grade point average of 86.000 or better, the designation of "Dean's List" will be noted on the student's transcript for that semester. To be eligible for the Dean's List designation, a student must successfully complete 12 or more credit hours for the semester with at least six graded LAW hours.

**Section 5**    **Examinations**    (Refer to sections I.5.1 through I.5.2.2)

5.1    **Special Accommodations**

A student who is entitled to special examination accommodations because of a physical or learning disability should make arrangements with the Associate Dean for Student Affairs or designee. To be eligible for special arrangements, a student must complete and submit a request for special exam accommodations form by the end of the fifth week of the semester in which accommodation is sought. LL.M. students for whom English is not their first language are entitled to special accommodation, including use of language dictionaries and other appropriate arrangements as determined by the Associate Dean for Student Affairs.

**Section 6**      **LL.M Thesis**

6.1 No LL.M. thesis is required for the degree.

6.2 An appropriate research project, approved by the International Programs Committee and qualifying for a 3-credit Directed Individual Study (DIS), may be designated an LL.M thesis upon final acceptance by the Committee. For criteria for DIS approval, refer to section I.6.

**Section 7**      **Clinical Programs**

7.1      **Clinical Programs**

The College of Law's clinical programs include both an internship program (The Public Interest Law Center) and four externship programs (Criminal Prosecutor, Criminal Defender, Civil Practice, and Judicial). The number of credit hours awarded for successful completion of a clinical program varies with each program.

7.2      **Credit Hours**

Up to a maximum of 6 clinical credit hours (including pre-requisite courses) may be applied toward the credit hours required for the LL.M. degree, but clinical credit hours are ungraded and do not apply to the 18 graded credit hours required for the LL.M. degree. A student may enroll in only one clinical program in any one semester or term.

**Section 8** [Reserved]

**Section 9** Outside Courses

9.1 Policy

Credit towards the hours required for the LL.M. degree may be earned for graduate-level course work successfully completed in other colleges or departments at The Florida State University or at Florida A. & M. University subject to the following conditions and limitations:

9.1.1 The subject matter or coverage of the course is reasonably necessary and material to the student's curricular program of study and is not otherwise reasonably available to the student within the College of Law's curriculum.

9.1.2 The credit hours granted for outside course work under this policy must be commensurate with the time and effort expended by and the quality of the educational experience of the student.

9.1.3 A student may not receive more than three semester hours of outside credit toward the LL.M. degree under this policy

9.1.4 To receive credit for an outside course the student must receive a final grade in the course of C or better or its equivalent.

9.1.5 The grade received for the course will not be used in the computation of the student's law school grade point average and the hours credit received for an outside course will be deemed as

ungraded hours for the purpose of satisfying the 18 graded hours degree requirement even though the course is graded.

9.2 Course Approval (Refer to Section I.10.2)

9.3 Credit Approval (Refer to Section I.10.3)

## **Section 10** **Registration**

10.1 Full-Time Status

10.1.1 Policy. The FSU College of Law program is a full-time LL.M. degree program, and students are generally expected to enroll as full-time students and to complete their law studies in one year.

10.1.2 Except as otherwise provided in section 10.1.3, a student must enroll for 9 or more credit hours of approved course work in each fall and spring semester following the student's initial matriculation at the College.

10.1.3 Underload. A student may be permitted to enroll for fewer than 9 credit hours in the fall or spring semester with the prior written approval of the Dean or the Dean's designee in the following circumstances:

10.1.3.1 A student's health, disability, or family circumstance.

10.1.3.2 A student is a US citizen, permanent resident or Florida resident and can finish the program within two years without meeting further visa requirements.

10.1.3.3 The Academic Dean or designee finds other circumstances which justify enrollment for less credit, e.g., student does not need the credit hours to graduate or student needs to have a semester to adjust to the U.S. legal education system.

10.1.4 Withdrawal. A student who initially enrolls for 9 or more credit hours may for good cause be permitted to withdraw from one or more courses with the prior written approval of the Dean or the Dean's designee and thereby drop below 9 credit hours for the semester. If the student is not a U.S. citizen or permanent resident, the student must provide the Dean or the Dean's designee with prior written permission to drop the course from the Global Pathways Office.

10.2 Summer Session

A student who enrolls for a summer session is not required to do so on a full-time basis.

10.3 Maximum Credits Per Semester



A student may not enroll for more than 17 credit hours of approved course work in the fall or spring semester and no more than eight credit hours in the Summer Session.

10.4 Limited-Enrollment Courses (See Section I.11.4)

LL.M. students are categorized as “graduating 3Ls” or “other 3Ls” for purposes of the limited enrollment process.

10.5 Course Conflicts (See section I.11.5)

**Section 11** **Withdrawal From College/University** (Refer to section I.12)

**Section 12** **Academic Oversight, Dismissal and Readmission**

12.1 Academic Oversight (Refer to sections I.13.1)

12.2 Academic Dismissal

12.2.1 Criteria. An LL.M. student will be administratively dismissed from the College of Law automatically and without further notice if:

12.2.1.1 the student fails, at any point after the completion of the student’s second semester in the College, to maintain a cumulative grade point average of 69.000

12.2.1.2 except as provided in section 12.2.2, the student receives a total of 8 or more credit hours of F, AF and U grades, provided that all such grades are not received from the same instructor; or

12.2.1.3 the student receives a total of four or more credit hours of administrative F (AF) or U (AU) grades (see section I.4.5).

12.2.2 Exception. A grade of F, AF or U received by a student in the student's final semester for a course that is not necessary for the student's graduation will not be considered for purpose of applying section 12.2.1.2.

12.2.3 Notification. An academically dismissed student will be sent notification of the student's dismissal by the Dean or the Dean's designee promptly upon determination, but the failure promptly to notify the student or the student's failure to receive the notification will not affect the dismissal.

12.2.4 Effective date. The College has no probationary period for academically dismissed students, and a student's academic dismissal is effective immediately upon the student's notification of the dismissal. An academic dismissal relates back to the end of the semester in which the student was academically dismissed, and an academically dismissed student has no right to complete a semester or term in which the student is enrolled at the time of the student's notification of the dismissal.

12.2.5 No right to return. An academically dismissed student has no right to return to the College and must apply for readmission

pursuant to section 12.3 if the student wishes to return to the College.

### 12.3 Readmission

A student (i) who has been academically dismissed from the College as provided in section 12.2; (ii) who voluntarily withdrew in good standing from the College and University as provided in section I.12.1; or (iii) who while in good standing failed for two or more consecutive terms (including the summer term) to enroll in the College, must apply for readmission to the college as follows:

12.3.1 Readmission of an academically dismissed student is not a matter of right. The discretionary authority to readmit or not to readmit is delegated by the faculty of the College of Law to the Admissions Committee.

12.3.2 Procedure. An academically dismissed student should seek readmission through the Admissions Committee. The Committee's decision shall be made on the petition and the petitioner's law school record. There is no right of personal appearance before the Committee, although the Committee, in its discretion, may permit a personal appearance or require additional information in writing from the petitioner or others. In all such cases, the petitioner shall be given a written copy of any information added to his/her file after the filing of the petition for

readmission. The decision of the Committee as to factual determinations is final.

12.3.3 The Admissions Committee may consider a petition for readmission at any time after academic dismissal.

12.3.4 Certification of Cases or Issues to the Full Faculty. The Admissions Committee may certify particular issues or the entire readmissions decision in any case to the faculty. The faculty may then make the decision or provide guidelines to be applied by the Admissions Committee for the case.

12.3.5 Conditions Imposed on Readmission. The Admissions Committee (or the full faculty in appropriate cases) may impose reasonable conditions on the readmission of academically dismissed students. Without limitation, these conditions may deal with alterations of the definition of academic dismissal as it is to apply to the readmitted student; with whether or not the student will be permitted to enroll in pass/fail courses and, if so, under what circumstances; with any required remedial work (including the retaking of previous courses) that might be warranted in the case; and with the academic average that must be maintained.

12.3.6 Reasons. Where an academically dismissed student is denied readmission, the justifications for the denial shall be

reduced to writing. A copy shall be attached to the petition for readmission, and a copy shall be given to the petitioner.

12.3.7 Only one readmission. A second academic dismissal of a student is final. (Refer to section I.13.2)

**Section 13     Student Conduct Code (Refer to Section I.17)**

**Section 14     Admissions Requirements for LL.M. in American Law for Foreign Lawyers**

14.1 Inquiries regarding admission should be sent to the College of Law, Florida State University, Tallahassee, FL. Applicants are not required to take the Law School Admissions Test (LSAT).

14.2 All applicants must have a first degree in law from a foreign college or university that meets accreditation or equivalent standards for the country.

14.3 Applicants must register with the Law School Data Assembly Service (LSDAS), provided by the Law School Admissions Council. An official transcript from every college attended should be sent directly to LSDAS, which analyzes transcripts, and sends results to the College of Law. Applicants register with LSDAS on a form supplied by the Law School Admissions Council.

14.4 Language Proficiency Requirement

14.4.1 If a foreign applicant's native language is not English, the applicant must take the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS) exam. An applicant whose first language is not English and who is a citizen or permanent resident of the United States will

be required to submit a report of the score obtained on TOEFL or IELTS, unless the applicant possesses an undergraduate degree from an American college or university (in addition to meeting requirements of Section III.14.2).

14.4.1.1 A student must achieve a score of at least 90 points on the Internet-based TOEFL with minimum scores of 22 in each section.

14.4.1.2 A student must achieve a minimum of 7 on the IELTS exam to be considered for admission.

14.4.2 Conditional Admission. A student who otherwise meets the requirements for admission to the LL.M. Program may be conditionally admitted. A student who is conditionally admitted has one year from the beginning of the next law school term to meet the language proficiency requirement and be formally admitted into the LL.M. degree program.

14.4.2.1 Students who are conditionally admitted and funded by their government must attend the Florida State University's Center for Intensive English Studies (CIES) to improve English language proficiency.

14.4.2.2 Students may not register for courses while attending CIES or until the minimum TOEFL or IELTS score is achieved.

14.5 Application for August admission should be made no later than the previous April 1st for student to have the best opportunity for admission. An accepted applicant must supply the College of Law with an official final transcript, showing the award of the first degree in law as soon as it is available.

14.6 Beginning students are generally accepted for entry to the Fall Semester only.

14.7 Acceptance for admission to a particular class or term does not guarantee admission for any subsequent time unless the student has requested and been granted deferred admission. Accepted applicants who decline admission must reapply if they later choose to attend the college of Law.

14.8 Director of Admissions

14.8.1 The director shall administer the recruiting and admissions program of the College.

14.8.2 The Director shall review all applications and may grant or deny admission.

14.8.3 The Director shall prepare and provide to the Committee and to the faculty periodic and annual reports on the status and results of the admissions process.

14.9. Admissions Standards

14.9.1 The Director of Admissions or the designee of the Chair shall review all applications and may grant or deny admission only as authorized by the Committee or pursuant to procedures adopted by the Committee.

14.9.2 Admission Based on Undergraduate Grade Point Average and Other Factors

Applicants will have their applications evaluated in light of the following factors:

- 14.9.2.1 Undergraduate School (program, grade point average, class rank)
- 14.9.2.2 TOEFL or IELTS Score
- 14.9.2.3 Graduate School (program, grade point average, class rank)
- 14.9.2.4 The personal statement provided in the application
- 14.9.2.5 Performance in particular courses of study
- 14.9.2.6 History of overcoming economic or other social hardships
- 14.9.2.7 Significant activities of leadership



- 14.9.2.8 Work experience that suggests success in the legal profession
- 14.9.2.9 Life experiences indicating maturity, and ability to undertake positions of leadership
- 14.9.2.10 Factors which may have detracted from academic performance in undergraduate school
- 14.9.2.11 Letters of recommendation
- 14.9.2.12 Applicant's contribution to a diverse academic environment in terms of life experiences

14.9.3 The weight, if any, attributed to a particular factor listed in the paragraph above, or a combination of those factors, may vary from year to year in the discretion of the Committee or its members, depending on the characteristics of the student body and the applicant pool.

14.9.4 Reconsideration of Denial of Admission (Refer to Section III.12.3)

#### 14.10 Contact Procedure

Applicants and petitioners must present all appropriate information in writing for committee consideration. On the initiative of the Director of Admissions or committee members, the Director or committee member

may conduct evaluative interviews of applicants or petitioners, particularly in regard to assessment of English language proficiency.

14.11 Applicants Without UGPAs

Notwithstanding any earlier provision of this policy, qualified applicants from college not awarding grades capable of UGPA calculation may be admitted. However, such applicants should register with LSDAS using the procedures established by paragraph II.1.3.

14.12 Status of Accepted Applicants Who Decline Admission

Acceptance for admission to a particular class, or term, does not guarantee admission for any subsequent class, year or term. An accepted applicant who declines admission must reapply if the applicant thereafter chooses to attend the College of Law.

## **IV. LL.M. IN ENVIRONMENTAL LAW AND POLICY**

(Revised 2/15/15)

### **Section 1 Graduation Requirements**

#### **1.1 Degree Conferred**

The degree of LL.M in Environmental Law and Policy is conferred upon students graduating from the program.

#### **1.2 Degree Requirements: General**

A student is eligible to receive the LL.M. degree when the student has satisfied all of the following requirements. Full-time students must complete the requirements within one calendar year of the student's matriculation date. Part-time students must complete the requirements within three calendar years of the student's matriculation date. The College of Law has established a special course for LL.M. students who have completed their 24 credits of coursework but who need extra time to complete their writing requirement. Students may enroll in one to six (1-6) credits of this course each semester for up to three (3) additional semesters (including summer, i.e., one academic year) or twelve (12) credits, whichever comes first (enrollment for six credits is generally required for financial aid).

##### **1.2.1 Credit hours.**

Successful completion of 24 semester credit hours of approved course work.

1.2.1.1 "Successful completion" means a final grade of 62 or better in a graded course and a final grade of Satisfactory (S) in an ungraded course.

1.2.1.2 The LL.M. student's mentor and the Associate Dean for Environmental Programs shall determine

whether a course should be approved for credit toward the L.L.M. degree. Courses listed on the Environmental, Energy and Land Use Law Program website are presumptively approved for credit toward the L.L.M. degree. Approval of other courses will depend on the student's particular interests and goals. All credits for work outside the College of Law, including for internships or externships, require the prior, written approval of the LL.M. student's mentor or the Associate Dean for Environmental Programs.

#### **1.2.2 Grade point average (GPA).**

A final cumulative grade point average of 74.000 or better for all course work undertaken in graded courses. There is no grade "forgiveness" if a student retakes a failed course; both grades are included in the computation of the student's final grade point average.

#### **1.2.3 Graded hours.**

A student must successfully complete at least 18 semester credit hours of graded course work. A student's remaining 6 required credit hours may be satisfied by successful completion of ungraded course work.

#### **1.2.4. Additional Requirements**

The Environmental Programs Committee may require students in the Environmental LL.M. program to successfully complete specific courses or other requirements as part of their studies.

### **1.3 Special Rules: Transient Work**

No credit toward the LL.M. degree may be transferred from another law school.

### **1.4 Waiver of Graduation Requirements**

Refer to Part I of Bylaws, Section 1.5.

### **1.5 Graduation With Honors**

A graduate receiving the LL.M. degree will be awarded the degree with honors when the graduate's final cumulative grade point average is –

1.5.1 Summa Cum Laude (highest honors): 93.000 or above

1.5.2 Magna Cum Laude (high honors): 89.000 to 92.999

1.5.3 Cum Laude (honors): 84.000 to 88.999

## **Section 2 Class Attendance**

Refer to Part I of Bylaws, Section 2.

## **Section 3 Full-Time Status: Employment Limitation**

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. An LL.M. student may also be subject to work limitations imposed by his or her visa status.

## **Section 4 Grading System**

### 4.1 Grading System

Refer to Part I of Bylaws, Section 4.1.

### 4.2 Grade Normalization Exceptions

Candidates for the College's LL.M in Environmental Law and Policy shall not be included in grade normalization. (Refer to Part I of Bylaws, Section 4.3.4).

### 4.3 Satisfactory/Unsatisfactory (S/U) Grading Option

An LL.M. student may not enroll in a law school course offered for a grade on an S/U basis.

4.3.1 Credit hours earned by a student for a Satisfactory grade under the S/U option will count toward the 24 hours required for the LL.M. degree, but will not count toward the 18 graded hours required for the degree.

4.4 Administrative F Grade

Refer to Part I of Bylaws, Section 4.5.

4.5 Incomplete Grades

Refer to Part I of Bylaws, Section 4.6.

4.6 Grade Appeal System

Refer to Part I of Bylaws, Section 4.7.

4.7 Dean's List For any semester in which a student's semester grade point average is 86.000 or better, the designation of "Dean's List" will be noted on the student's transcript for that semester. To be eligible for the Dean's List designation, a student must successfully complete 12 or more credit hours for the semester with at least six graded LAW hours.

## **Section 5 Examinations**

### **5.1 General Policies**

Refer to Part I of Bylaws, Sections 5.1 through 5.2.2.

### **5.2 Special Accommodations**

A student who is entitled to special examination accommodations because of a physical or learning disability should make arrangements with the Associate Dean for Student Affairs or designee. To be eligible for special arrangements, a student must complete and submit a request for special exam accommodations form by the end of the fifth week of the semester in which accommodation is sought. LL.M. students for whom English is not

their first language are entitled to special accommodation, including use of language dictionaries and other appropriate arrangements as determined by the Associate Dean for Student Affairs.

## **Section 6 LL.M Thesis**

- 6.1 No LL.M. thesis is required for the degree.
- 6.2 Each LL.M. candidate shall complete a substantial written project of publishable quality on an environmental, natural resources, land use, or energy law topic in connection with a seminar or otherwise approved by an authorized faculty member. All submissions shall be in law review format with complete footnotes in Bluebook format.

## **Section 7 Clinical Programs**

### **7.1 Clinical Programs**

The College of Law's "clinical programs" include both internship and externship programs. The number of credit hours awarded for successful completion of specific internship or externship programs will vary.

### **7.2 Credit Hours**

Up to a maximum of 6 clinical credit hours (including pre-requisite courses) may be applied toward the credit hours required for the LL.M. degree, but clinical credit hours are ungraded and do not apply to the 18 graded credit hours required for the LL.M. degree. A student may enroll in only one clinical program in any one semester or term.

- 7.3. All credits for work outside the College of Law, including for internships or externships, require the prior, written approval of the LL.M. student's mentor or the Associate Dean for Environmental Programs.

## **Section 8 Outside Courses**

### **8.1 Policy**

Credit towards the hours required for the LL.M. degree may be earned for graduate-level course work successfully completed in other colleges or departments at The Florida State University or at Florida A. & M.

University subject to the following conditions and limitations:

- 8.1.1 The subject matter or coverage of the course is reasonably necessary and material to the student's curricular program of study and is not otherwise reasonably available to the student within the College of Law's curriculum.
- 8.1.2 The credit hours granted for outside course work under this policy must be commensurate with the time and effort expended by and the quality of the educational experience of the student.
- 8.1.3 A student may not receive more than six semester hours of outside credit toward the LL.M. degree under this policy.
- 8.1.4 To receive credit for an outside course the student must receive a final grade in the course of C or better or its equivalent.
- 8.1.5 The grade received for the course will not be used in the computation of the student's law school grade point average, and the credit hours received for an outside course will be deemed as ungraded hours for the purpose of satisfying the 18 graded hours degree requirement even though the course is graded.

### **8.2 Course Approval**

Refer to Section 7.3 above.

### **8.3 Credit Approval**

Refer to Part I of Bylaws, Section 10.3.



## **Section 9 Registration**

### **9.1 Full-Time Status**

- 9.1.1 Except as otherwise provided in section 9.1.2, a full-time student must enroll for 12 or more credit hours of approved course work in each fall and spring semester following the student's initial matriculation at the College.
- 9.1.2 Underload. A student may be permitted to enroll for fewer than 12 credit hours in the fall or spring semester with the prior written approval of the Dean or the Dean's designee in the following circumstances:
- 9.1.2.1 A student's health, disability, or family circumstance.
- 9.1.2.2 The Academic Dean or designee finds other circumstances which justify enrollment for less credit, e.g., student does not need the credit hours to graduate or student needs to have a semester to adjust to the U.S. legal education system.
- 9.1.3 Withdrawal. A student who initially enrolls for 12 or more credit hours may for good cause be permitted to withdraw from one or more courses with the prior written approval of the Dean or the Dean's designee and thereby drop below 12 credit hours for the semester. If the student is not a U.S. citizen or permanent resident, the student must provide the Dean or the Dean's designee with prior written permission to drop the course from the Global Pathways Office.

### **9.2 Summer Session**

A student who enrolls for a summer session is not required to do so on a full-time basis.

### **9.3 Maximum Credits Per Semester**

A student may not enroll for more than 17 credit hours of approved course work in the fall or spring semester and may enroll for no more than eight credit hours in the FSU seven-week summer term.

### **9.4 Limited-Enrollment Courses**

LL.M. students are categorized as “graduating 3Ls” or “other 3Ls” for purposes of the limited enrollment process. (Refer to Part I of Bylaws, Section 11.4).

### **9.5 Course Conflicts**

Refer to Part I of Bylaws, Section 11.5.

## **Section 10 Withdrawal From College/University**

Refer to Part I of Bylaws, Section 12.

## **Section 11 Academic Oversight, Dismissal and Readmission**

### **11.1 Academic Oversight**

#### **11.1.1 Criteria.**

Students with a cumulative grade-point average of less than 77.000 at the end of any academic term (including summer) are subject to academic oversight.

#### **11.1.2 Good Standing.**

Oversight is not a form of probation, and a student subject to oversight is considered in good standing.

#### **11.1.3 Approval of Schedules.**

Students subject to oversight may only register for classes if their schedule has been approved by the Associate Dean for Environmental Programs or designee. Students will not receive any academic credit for courses taken during the period of academic oversight that have not been approved in writing by the Associate

Dean for Environmental Programs or designee. Absent compelling and unusual circumstances as determined by the Associate Dean for Environmental Programs or designee, such written approval must be received by the student prior to registration for the course.

#### **11.1.4 S/U Election.**

Students subject to academic oversight shall not be permitted to elect a pass-fail option in courses where numeric grades are awarded.

#### **11.1.5 Academic Counseling.**

Students subject to oversight may also be required to receive academic counseling or assistance in writing and analytical skills.

### **11.2 Academic Dismissal**

#### **11.2.1 Criteria.**

An LL.M. student will be administratively dismissed from the College of Law automatically and without further notice if:

11.2.1.1 the student's cumulative grade point average at the completion of any academic term (including summer) is less than 74.000.

11.2.1.2 except as provided in section 11.2.2, the student receives a total of 8 or more credit hours of F, AF and U grades, provided that all such grades are not received from the same instructor; or

11.2.1.3 the student receives a total of four or more credit hours of administrative F (AF) or U (AU) grades. (Refer to Part I of Bylaws, Section 4.5).

#### **11.2.2 Exception.**

A grade of F, AF or U received by a student in the student's final semester for a course that is not necessary for the student's

graduation will not be considered for the purpose of applying section 11.2.1.2.

### **11.2.3 Notification.**

An academically dismissed student will be sent notification of the student's dismissal by the Dean or the Dean's designee promptly upon determination, but the failure promptly to notify the student or the student's failure to receive the notification will not affect the dismissal.

### **11.2.4 Effective date.**

The College has no probationary period for academically dismissed students, and a student's academic dismissal is effective immediately upon the student's notification of the dismissal. An academic dismissal relates back to the end of the semester in which the student was academically dismissed, and an academically dismissed student has no right to complete a semester or term in which the student is enrolled at the time of the student's notification of the dismissal.

### **11.2.5 No right to return.**

An academically dismissed student has no right to return to the College and must apply for readmission pursuant to section 11.3 if the student wishes to return to the College.

## **11.3 Readmission**

A student (i) who has been academically dismissed from the College as provided in section 11.2; (ii) who voluntarily withdrew in good standing from the College and University as provided in Part I of Bylaws, Section 12.1; or (iii) who while in good standing failed for two or more consecutive terms (including the summer

term) to enroll in the College, must apply for readmission to the college as follows:

#### **11.3.1 Readmission is Not a Matter of Right.**

Readmission of an academically dismissed student is not a matter of right. The discretionary authority to readmit or not to readmit is delegated by the faculty of the College of Law to the LL.M. in Environmental Law and Policy Admissions Committee (Committee).

#### **11.3.2 Procedure.**

An academically dismissed student should seek readmission through the Committee. The Committee's decision shall be made on the petition and the petitioner's law school record. There is no right of personal appearance before the Committee, although the Committee, in its discretion, may permit a personal appearance or require additional information in writing from the petitioner or others. In all such cases, the petitioner shall be given a written copy of any information added to his/her file after the filing of the petition for readmission. The decision of the Committee as to factual determinations is final.

#### **11.3.3 Consideration of Petition**

The Committee may consider a petition for readmission at any time after academic dismissal.

#### **11.3.4 Certification of Cases or Issues to the Full Faculty.**

The Committee may certify particular issues or the entire readmissions decision in any case to the faculty. The faculty may then make the decision or provide guidelines to be applied by the Committee for the case.

### **11.3.5 Conditions Imposed on Readmission.**

The Committee (or the full faculty in appropriate cases) may impose reasonable conditions on the readmission of academically dismissed students. Without limitation, these conditions may deal with alterations of the definition of academic dismissal as it is to apply to the readmitted student; with whether or not the student will be permitted to enroll in pass/fail courses and, if so, under what circumstances; with any required remedial work (including the retaking of previous courses) that might be warranted in the case; and with the academic average that must be maintained.

### **11.3.6 Reasons.**

Where an academically dismissed student is denied readmission, the justifications for the denial shall be reduced to writing. A copy shall be attached to the petition for readmission, and a copy shall be given to the petitioner.

### **11.3.7 Only One Readmission.**

A second academic dismissal of a student is final.

## **Section 12 Student Conduct Code**

Refer to Part I of Bylaws, Section 17.

## **Section 13 Admissions Requirements for LL.M. in Environmental Law & Policy**

- 13.1 Inquiries regarding admission should be sent to the College of Law, Florida State University, Tallahassee, FL. Applicants are not required to take the Law School Admissions Test (LSAT).
- 13.2 All applicants must have a first degree in law from an ABA or AALS-accredited law school or from a foreign college of university that meets accreditation or equivalent standards for the country. The Committee may waive this requirement on a case-by-case basis.

13.3 Applicants must register with the Law School Data Assembly Service (LSDAS), provided by the Law School Admissions Council. An official transcript from every college attended should be sent directly to LSDAS, which analyzes transcripts, and sends results to the College of Law. Applicants register with LSDAS on a form supplied by the Law School Admissions Council.

13.4 Language Proficiency Requirement

13.4.1 If a foreign applicant's native language is not English, the applicant must take the Test of English as a Foreign Language (TOELF) or International English Language Testing Service (IELTS) exam. An applicant whose first language is not English and who is a citizen or permanent resident of the United States will be required to submit a report of the score obtained on TOEFL or IELTS, unless the applicant possesses an undergraduate degree from an American college or university (in addition to meeting requirements of Section IV.13.2).

13.4.1.1 A student must achieve a score of at least 90 points on the Internet-based TOEFL with minimum scores of 22 in each section.

13.4.1.2 A student must achieve a minimum of 7 on the IELTS exam to be considered for admission.

13.4.2 Conditional Admission. A student who otherwise meets the requirements for admission to the LL.M. Program may be conditionally admitted. A student who is conditionally admitted has one year from the beginning of the next law school term to meet the language proficiency requirement and be formally admitted into the LL.M. degree program.

13.4.2.1 Students who are funded by their government must attend the Florida State University's Center for

Intensive English Studies (CIES) to improve English language proficiency.

13.4.2.2 Students may not register for courses while attending CIES or until the minimum TOEFL or IELTS score is achieved.

- 13.5 Application for August admission should be made no later than the previous April 1st for student to have the best opportunity for admission. An accepted applicant must supply the College of Law with an official final transcript, showing the award of the first degree in law as soon as it is available.
- 13.6 Beginning students may be accepted for entry to the Fall or Spring Semester.
- 13.7 Acceptance for admission to a particular class or term does not guarantee admission for any subsequent time unless the student has requested and been granted deferred admission. Accepted applicants who decline admission must reapply if they later choose to attend the college of Law.
- 13.8. Admissions Standards
- 13.8.1 Admission Based on Undergraduate Grade Point Average, Law School Performance, Work Experience, and Other Factors Applicants will have their applications evaluated in light of the following factors: Undergraduate grade point average and class rank; TOEFL or IELTS Score; Graduate School grade point average and class rank; the personal statement provided in the application; performance in particular courses of study; undergraduate and law school; history of overcoming economic or other social hardships; significant activities of leadership; work experience that suggests success in the legal profession; life experiences indicating maturity, and ability to undertake positions of



leadership; factors which may have detracted from academic performance in undergraduate or law school; letters of recommendation; applicant's contribution to a diverse academic environment in terms of life experiences; the weight, if any, attributed to a particular factor listed in the paragraph above, or a combination of those factors, may vary from year to year in the discretion of the Committee or its members, depending on the characteristics of the student body and the applicant pool.

#### 13.8.2 Reconsideration of Denial of Admission

Refer to Section 11.3 of this Part IV.

#### 13.9 Contact Procedure

Applicants and petitioners must present all appropriate information in writing for committee consideration. On the initiative of the Director of Admissions or Committee members, the Director or Committee member may conduct evaluative interviews of applicants or petitioners, particularly in regard to assessment of English language proficiency.

#### 13.10 Status of Accepted Applicants Who Decline Admission

Acceptance for admission to a particular class, or term, does not guarantee admission for any subsequent class, year or term. An accepted applicant who declines admission must reapply if the applicant thereafter chooses to attend the College of Law.





