

FLORIDA STATE UNIVERSITY  
COLLEGE OF LAW

## Instructions for Requesting Special Student Status

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### **Please read carefully:**

- 1 Complete this Request Form.
- 2 Students not currently enrolled in a graduate program at Florida State University are also required to complete the College of Law application for admission. The application is available online at [http://www.law.fsu.edu/prospective\\_students/admissions/procedures/index.html](http://www.law.fsu.edu/prospective_students/admissions/procedures/index.html).
- 3 Attachments:
  - a. Graduate Students should attach a letter of approval from their major professor.
  - b. Foreign Law Students should attach a letter of approval from their home institution.
- 4 Complete an S/U (pass/fail) form, available in the Registrar's Office (Located in suite 313 of the Advocacy Center).
- 5 Submit all completed forms to the Associate Dean for Academic Affairs for approval and signature at least 2 weeks prior to the beginning of the semester in which the course is offered.

### **Policy:**

Special students and graduate students may enroll in specified courses at the College of Law with the permission of the Associate Dean. Regularly enrolled law students or students admitted to the College of Law as a J.D. or LL.M. candidate may not be special students. Only a college graduate may be a special student.

### **Eligibility:**

College graduates who are not law students may be granted permission by the Associate Dean, and the instructor if appropriate, to take law courses as a Special Student only as follows:

- 1 **Graduate Students** enrolled in another school or college at Florida State University or Florida A&M University may take law courses related to their major field of study with written approval of their major professor. Only S/U grades are awarded. Request form, S/U form and letter of approval are required prior to enrollment.
- 2 **Foreign Law Students** participating in an approved exchange program between the students' home institution and the Florida State University College of Law may be permitted to enroll in courses approved by the students' home institution.
- 3 **Employment Related.** College graduates who are not enrolled in a graduate program may be permitted to enroll in certain law courses if the courses are related to their employment. See "Excluded courses" below.

### **Conditions:**

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

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.
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.
3. Ungraded. A Special Student will receive a final grade of Satisfactory (S) if the student's performance is the equivalent of a 69 or better and will receive a final grade of Unsatisfactory (U) if the student's performance is the equivalent of a 68 or below. No other letter or numeric grades will be awarded.
4. Excluded courses. No Special Student may enroll in any clinical course, clinical observation course, trial practice, or any other litigation skills course, nor may a person otherwise eligible to take law courses related to their employment enroll in any first year course.
5. No JD credit. No credit towards the J.D. degree will be awarded for the work completed as a Special Student if the student is subsequently admitted as a regular law student.

FLORIDA STATE UNIVERSITY  
COLLEGE OF LAW  
**Special Student Status Permission Form**

|  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| NAME: _____<br><small style="text-align: center;">Print Please</small> | SSN: _____                           |                                       |
| ADDRESS: _____<br>_____  |                                      |                                       |
| Phone Number (Home) _____ (Work) _____ Email: _____                    |                                      |                                       |
| <input type="checkbox"/> State Employee                                | <input type="checkbox"/> FSU Student | <input type="checkbox"/> FAMU Student |
| <input type="checkbox"/> Credit  | <input type="checkbox"/> Audit       | <input type="checkbox"/> Other _____  |

Term (circle one): Spring   Fall   Summer                      Year: \_\_\_\_\_

Course Title: \_\_\_\_\_ Professor: \_\_\_\_\_

LAW \_\_\_\_\_, Section \_\_\_\_\_ Reference Number: \_\_\_\_\_

LAW \_\_\_\_\_, Section \_\_\_\_\_ Reference Number: \_\_\_\_\_

**Please briefly describe your reason for this request:**

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I have read, understand, and agree to the terms and conditions of Special Student Status outlined by the College of Law.

Student: \_\_\_\_\_  
Signature Date

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| Approved: _____<br><small style="text-align: center;">Signature                      Date</small> | Denied: _____<br><small style="text-align: center;">Signature                      Date</small> |
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