Student Handbook (2000-2001)

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## Florida State University
### College of Law Academic Calendar
#### 2000 - 2001

### Fall 2000

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Summer Orientation</td>
<td>August 15-21</td>
</tr>
<tr>
<td>First Year Orientation</td>
<td>August 23-26</td>
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<tr>
<td>Classes Begin</td>
<td>August 28</td>
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<tr>
<td>Labor Day (Holiday)</td>
<td>September 4</td>
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<tr>
<td>Veterans Day (Holiday)</td>
<td>November 10</td>
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<tr>
<td>Thanksgiving (Holiday)</td>
<td>November 23 – 24</td>
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<tr>
<td>Classes End</td>
<td>December 1</td>
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<td>Exams Begin</td>
<td>December 4</td>
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<td>Exams End</td>
<td>December 15</td>
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<td>Graduation</td>
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### Spring 2001

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<tr>
<td>Classes Begin</td>
<td>January 8</td>
</tr>
<tr>
<td>Martin Luther King Day (Holiday)</td>
<td>January 15</td>
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<tr>
<td>Spring Break</td>
<td>March 12 - 16</td>
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<td>Classes End</td>
<td>April 13</td>
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<tr>
<td>Exams Begin</td>
<td>April 16</td>
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<tr>
<td>Exams End</td>
<td>April 27</td>
</tr>
<tr>
<td>Graduation</td>
<td>April 28</td>
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### Summer 2001

<table>
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</thead>
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<tr>
<td>Classes Begin</td>
<td>May 8</td>
</tr>
<tr>
<td>Memorial Day (Holiday observed)</td>
<td>May 28</td>
</tr>
<tr>
<td>Summer Law Program</td>
<td>TBA</td>
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<tr>
<td>Classes End</td>
<td>June 26</td>
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<tr>
<td>Exams Begin</td>
<td>June 27</td>
</tr>
<tr>
<td>Exams End</td>
<td>July 3</td>
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INTRODUCTION

Welcome to the Florida State University College of Law!

The Florida State College of Law, which opened its doors in 1966, offers a full-time program of study leading to the Juris Doctor degree. This degree, which is required for admission to the Florida Bar, is a prerequisite for the practice of law in this state.

Since 1969, the College of Law has been accredited by the American Bar Association and has been a member of the Association of American Law Schools.

This Handbook contains rules and regulations that pertain to students at the College. It is the student's responsibility to understand and comply with the rules. Academic policies, rules, regulations, curriculum, and degree requirements as set forth in this Handbook are subject to modification by action of the faculty of the College of Law and administration of Florida State University. Changes that do not affect graduation requirements apply from the date of notice. If a rule affects a requirement for graduation, it applies to the next incoming class and subsequent classes. An upper-level student may opt to be under a newer Handbook. Exercise of this option must be in writing and filed in the Records and Admissions Office and is irrevocable.

Students should read the material in this Handbook carefully. Students are on notice of what is contained here. It is the student's responsibility to acquaint him/herself with the rules and all modifications as posted through official College of Law communications (i.e., mail folders, electronic messaging, website, closed circuit TV, bulletin boards) and in the administrative offices of the College.

This Handbook is not a contract, either expressed or implied, between the Florida State University College of Law and the student, but represents a flexible program of the current curriculum, educational plans, offerings and requirements which may be altered from time to time to carry out the administrative, academic and procedural purposes and objectives of the Florida State University College of Law. The College of Law specifically reserves the right to change, delete or add to any provision, offering, academic curriculum, program or requirement at any time within the student's period of study at the College of Law.

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I. MISSION STATEMENT

The Florida State University College of Law is an academic body responsible for providing a systematic course of instruction to prepare its graduates to practice law. The College expects its members and alumni to shape the growth of law and legal institutions through their contributions to scholarship, public service, and insight regarding the philosophical premises and historical roots of our legal culture. The chief purpose of our research and instruction is to gain understanding of the role of legal concepts and values.

Faculty of the College are responsible for supervising the curriculum of formal instruction necessary to promote these aims. They are also responsible (both inside and outside the classroom setting) for recruiting, developing and retaining the scholarly and pedagogical resources needed to provide models of critical, analytical, and practical skills associated with the responsible practice of law. Students of the College are expected to share the faculty's interest in analysis of legal materials, and in providing criticism and intellectual influence within the professional and academic discourses of the legal profession. As a scholarly community, the College recognizes that the privilege of professional learning and status entails a responsibility to provide leadership, advice and public service to the community, with special regard to the causes of persons who are disadvantaged or treated unjustly in the existing legal order.

In order to provide structure and specificity and to facilitate self-analysis, the College has agreed upon a categorical division of its mission into three principal tasks:

Teaching

The skills of effective and ethical counsel and of legal analysis are conveyed by formal classroom and clinical instruction and by externships, student-edited publications, co-curricular activities, and collaborations between faculty and students on tasks of common interest. The College aims to provide its students with a diverse program of instruction in each of these dimensions, in order to maximize the opportunity for a diverse student body to develop the various skills and a sense of professional responsibility, which contribute to good judgment and accurate analysis in the successful pursuit of an honorable profession of trust. The College strives to offer opportunities for instruction in small classes and other settings that maximize the student's opportunity to engage freely in debate. The College also strives to maintain an atmosphere among its faculty that is conducive to experiment, discussion, and shared efforts in matters of pedagogy as well as scholarship.

Research and Scholarship

Each member of the faculty is expected to engage in the analysis and explanation of legal materials through papers and monographs published in journals of institutions affiliated with the Association of American Law Schools. Faculty publication in professional journals and
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Service

Members of the legal academy are expected to contribute to the community their expertise, advice and counsel on questions of public policy and law and to provide leadership in suggesting reform. The College undertakes to discharge responsibly its duty to engage in public service at all levels. The service function embraces the advising and supervision of students or participation with them in representing deserving clients and causes pro bono publico, as well as collaboration with courts, legislatures and organs of the bar to achieve specific legal reforms.

revised March 1995
II. GRADUATION REQUIREMENTS

A. Class Attendance and Employment Policy

In accordance with the law school accreditation standards of the American Bar Association a 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 class hours. Prior to the beginning of each fall semester, each student must complete a form acknowledging this responsibility as a full-time student. Forms are available in the Office of Career Planning and Placement. The College of Law discourages all outside employment by first-year students.

Accreditation standards also provide that "[r]egular and punctual class attendance is necessary to satisfy residence and class hours requirements." This standard has been interpreted by the faculty in the following rule:

The College of Law requires a student to attend a minimum of 80 percent of class meetings to receive credit for the course. Attendance includes the obligation to arrive on time and to satisfactorily complete reading assignments prior to class. This is a minimum standard only and individual faculty may adopt other reasonable rules and may enforce academic penalties for violations, including disenrollment and an administrative F grade. Faculty shall announce their individual attendance rules at the beginning of each semester. In setting attendance policies that exceed the minimum, faculty should consider, inter alia, student needs to arrange job interviews. College rules state that an administrative F or U grade may be given, at the discretion of the faculty member teaching the course, where a law student is disenrolled for chronic and unexcused absenteeism.

B. Eligibility

Students are eligible for the Juris Doctor (J.D.) degree when they have:

1. taken all required courses;
2. successfully completed the first-year required curriculum as well as the Professional Responsibility course and the Constitutional Law II course;
3. successfully completed 88 hours of approved credit work under the semester system, of which at least 66 credit hours were in graded courses (not more than 22 of the 88 required hours can be "S" hours from S/U courses) with a final grade point average of 67 or better; students with a cumulative grade point average of less than 70 must pass 72 graded hours as a requirement for graduation;
4. satisfied the residence requirement;
5. satisfied the upper-level writing requirement;
6. satisfied the pro bono requirement.
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4. satisfied the residence requirement;
5. satisfied the upper-level writing requirement;
6. satisfied the pro bono requirement;
7. submitted a completed Graduating Student certificate.

C. Waiver of Graduation Requirements

A graduation requirement may be waived under exceptional circumstances. There is an established law school committee to consider requests to waive graduation requirements, with its members appointed by the Dean. A student who wishes to have a graduation requirement waived may file a petition to do so with the committee.

1. A majority vote of the committee to reject a waiver request is final.
2. A unanimous vote of the committee to grant a waiver request is final.
3. A majority vote of the committee to grant a waiver request results in the request being referred to the faculty.

D. Reliability and Character

In view of the professional responsibility of lawyers, the College of Law will take into account character and general reliability in its determination of the right of a candidate to a degree.

E. Degree Conferred

The degree of Juris Doctor is conferred upon all graduating students.

F. Successful Completion

A graded course or seminar is successfully completed if a passing grade (D or better) is awarded. A grade in a paper course (one in which a paper is submitted in lieu of an exam) can only be incomplete until the beginning of the final examination in the semester after the term in which the paper course was taken. "Pass-Fail" courses or programs are successfully completed only if a "Pass" is awarded. All required courses must be successfully completed. A student should be assigned to a different section when retaking a failed course. Students may re-take a failed upper-class course once with permission of the professor. In no case will a failed grade be "forgiven". All attempted hours will be computed in a student's grade point average. However, in a readmission case the faculty may, in writing, extend the time by which any required grade point average is to be achieved or may relieve a readmitted student from strict application of the eight-hour "F" rule on academic dismissal.

G. Academic Counseling and Schedule Approval

Students with a cumulative grade point average of less than 71 must meet with an Associate Dean each semester for academic counseling and schedule approval.
H. Residence Requirement

Residence involves the equivalent of not less than 90 weeks in residence at the law school. A student must have a minimum of six 15-week semesters of law study, each consisting of twelve or more credit hours. All requirements must be completed within four (4) calendar years of the matriculation date. If a student takes fewer than 12 hours of work during a semester, the residence credit (s)he earns for that semester will be in the proportion to the number of hours successfully completed over 12 (x/12). A student does not receive increased residence credit by taking more than 12 hours of credit a semester. A student taking 12 or more hours of work receives full residence credit provided (s)he passes at least nine (9) of the hours. If (s)he passes fewer than nine (9) of the hours, (s)he receives residence credit in the proportion of hours passed over nine (x/9). It is possible to earn residency credit during the summer term. However, no more than 0.5 residency credits can be earned for course work taken in the summer term, except when a student enrolls in a 9 or 12 hour externship. Students may earn 0.75 for a 9 hour externship and 1.00 for a 12 hour externship during the summer.

For the summer programs in Oxford, Barbados, and Prague,.308* hours of residency credit can be earned taking 4 or more credit hours. Upon good cause shown, the Dean or his/her designee may waive up to two-twelfths (2/12, i.e., .167) of a semester residence credit.

I. Required Courses:

1. The first-year required curriculum, Professional Responsibility and Constitutional Law II must be taken and successfully completed. Students are advised to take the latter two courses during the second year and not to rely on either course being offered during the final semester of the student's third year.

2. The required first-year curriculum is set out below.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Torts</td>
<td>Criminal Law</td>
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<tr>
<td>Civil Procedure</td>
<td>Constitutional Law I</td>
</tr>
<tr>
<td>Contracts I</td>
<td>Property I</td>
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<tr>
<td>Property I</td>
<td>Contracts II</td>
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<tr>
<td>Legal Writing I</td>
<td>Legal Writing II</td>
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<tr>
<td></td>
<td>15 cr.</td>
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<td>14 cr.</td>
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The first year of law school at Florida State University is prescribed. The curriculum provides the basis of law needed to understand other, more specialized courses offered at the upper levels. See course descriptions listed in the back of this Handbook.

Students must successfully complete all required courses. Students who retake failed courses will be assigned to a different professor. The College of Law does not have a grade forgiveness policy. *Effective Summer 2001.
J. Upper-Level Writing Requirement

To obtain a degree, a student must satisfy the upper-level writing requirement by successfully completing a law school course, seminar, or Directed Individual Study (DIS) with a research paper of substantial length, which involves at least one critique of a rough draft. Law school rules do not permit the upper-level writing requirement to be satisfied by a DIS during a student's last semester. The course taken to satisfy the ULWR may not be taken pass/fail.

K. Pro Bono Requirement

To obtain a degree, a student must satisfy the law school's pro bono requirement. To satisfy this requirement, students must do a minimum of 20 hours of civil pro bono legal work during their second or third year of law school. Pro bono legal work is defined as "work on behalf of indigent individuals or other uncompensated legal work in conjunction with an individual lawyer, law firm or organization on behalf of a disadvantaged minority, the victims of racial, sexual, other forms of discrimination, those denied human and civil rights, or other work on behalf of the public interest. 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. The Associate Dean for Student Affairs has the responsibility for determining whether a student has satisfied the pro bono requirement. There is a mandatory pro bono meeting that covers all aspects of this law school requirement. This meeting is held during the spring semester of the first year of law school.

L. Transfer Students

To obtain a degree, a transfer student must complete a minimum of 45 semester hours of approved credit work at the College. Three-quarters of all work that the transfer student must take at the College to satisfy credit and graduation requirements must be graded as non-S/U hours. The Associate Dean for Academic Affairs has the responsibility to determine which credits are transferable, provided no credit will be given for work for which the student received a grade lower than a "C". Transfer students must take, or have taken, all required courses and must meet all other graduation requirements.
III. ACADEMIC CREDIT

A. Transient Status at Another ABA-Approved Law School

In practice, transient status is accorded almost exclusively to third year students; second year students have been admitted as transient students under extraordinary circumstances. Students may be given credit for up to 30 semester hours of approved course work taken at another ABA-approved law school. Though not required, it is recommended that the other school also have AALS accreditation. All such course work must be approved by the Associate Dean for Academic Affairs in advance of registration for such course work. Grades below "C" will not be accepted for law school credit. All grades "C" and above will be indicated as an "S" on the transcript. One-half (1/2) of the course hours so taken will be counted as "S/U" hours for the purposes of the law school's graded credit graduation requirement.

B. Credit for Directed Individual Study (DIS)

1. Purpose. The Directed Individual Study (DIS) program provides an opportunity for upper-class students to enrich their legal education by pursuing study, in an area of particular interest, under close faculty supervision.

2. Scope. Ordinarily a DIS project results in a research paper of substantial length. DIS projects may be used as (a) a means to study areas in which no courses are ordinarily offered in the curriculum; (b) to study areas in which a student legitimately cannot register for a regular course (this use will be very limited so as to promote efficient use of faculty time and efforts); (c) for the officially established Legislative Staff Internship Program; or (d) for goal-oriented research devoted to the development of new courses or new legal programs. DIS credit shall not be awarded for paid work done for law firms, the Legislature, or administrative agencies, for work performed in any clinical program, or for other work not under the direct supervision of a faculty member.

3. Academic Credit. No more than five (5) DIS credits may be earned per semester. Depending on the type of research involved, a student will ordinarily receive two credits for a thirty to fifty page paper. DIS credit will normally not be granted for less than two (2) nor more than three (3) hours. The DIS may fulfill the upper level writing requirement, except in the last semester.

4. Enrollment Procedures and Restrictions. A student may enroll for a DIS project by obtaining a "Request for DIS" application from the law school Registrar's Office. After completing the application, the student must secure the signature of the directing faculty member. Proposals must be submitted to, and when possible approved by, the Curriculum Committee before the end of the classes of the semester preceding the semester in which the project is to begin, except that for good cause the Committee may approve a timely-submitted proposal no later than the first day of the drop/add period. Whenever possible,
proposals will be considered by the Committee at a meeting attended by the student and directing professor. There will be no "faculty research" DIS approvals. The student is responsible for complying with these procedures and cannot register for the DIS unless these steps are completed. Students may not take a DIS to fulfill the upper-level writing requirement during their last semester.

5. Grading – Completion

a. Projects shall be graded either "S" (Satisfactory) or "U" (Unsatisfactory) by the directing faculty members.

b. No credit will be given until one copy of the finished product is submitted to the Committee and approved by its chairperson, following which, the copy will be filed in the Law Library.

6. DIS When a Student Is Not in Residence. Since one of the reasons for the DIS program is to enable students to work closely with a faculty member on a project of mutual interest, there is a presumption against approval of a DIS during a term in which the student is not in residence.

C. Incomplete Grades

Incomplete grades on DIS and course papers that are not removed by the end of the next term, may become an Incomplete Expired (IE) at the discretion of the professor. A numerical grade of 60 will be assigned for an IE.

D. Special Students and Graduate Students

Special students and graduate students may be enrolled in specified courses by the Associate Dean, but only consistent policy adopted by the faculty. Persons enrolled in this law school as regular students or enrolled in another law school may not be special students. Only a college graduate may be a special student.

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

   a. Graduate students enrolled in other school or colleges within the University may take courses related to the major field of study with their major professor's approval. Only S/U grades are awarded. Proper paperwork is required prior to enrollment.

   b. College graduates not otherwise enrolled in a graduate program may take certain College of Law courses, other than first-year law courses, only if the courses are related to their employment.

2. Enrollment is subject to space availability and meeting course prerequisites.
Enrollment in practice courses, Professional Responsibility, DIS, Law Review, Moot Court, Mock Trial, any clinical orientation course, litigation skills courses, and 7949 series course is not permitted in any case.

3. Special or graduate students may be reclassified only upon completion of the full regular admissions process. Admissions as a regular law student is solely within the discretion of the Admissions Committee. Work taken as a special, or graduate student, will not automatically be applied toward completion of the requirements for the Juris Doctorate degree.

4. Full-time graduate students are limited to 8 semester hours of College of Law credit. All others are limited to a total of 6 semester credit hours.

E. Outside Credit

1. General. Although students may take courses offered by other departments and schools of the University, such courses may not be taken for College of Law credit except as provided as part of a recognized joint degree program or as consistent with Section 2, below.

2. Outside Course Registration.
   a. A student enrolled in the College of Law may register in a graduate-level course at Florida State University or Florida A & M University, and receive College of Law credit, provided:
      (1) the grade received for the course will not be used in the computation of the student’s cumulative GPA;
      (2) no credit of any kind will be recognized unless the student receives at least a grade of “B” or its equivalent;
      (3) all outside course credits shall be counted as Pass/Fail hours for graduation requirement purposes, even though the course is graded;
      (4) no student may enroll under this policy for more than six semester hours of credit during his/her entire period of matriculation at the College of Law;
      (5) each student seeking credits under this policy must receive prior approval from the Academic Dean or his/her designee.
   b. The Academic Dean or his/her designee may approve applications to register for courses outside of the College only if satisfied that:
      (1) the course covers material outside the College’s curriculum; and
      (2) the course is reasonably necessary and material to the applicant’s curricular program for the entire period of expected matriculation at the College.
   c. The Academic Dean may refer close questions of academic justification for an outside course request to the faculty.
d. The student’s application and the Academic Dean’s approval shall be recorded on a form designed by the Curriculum Committee. Each form should be retained in the student’s file for at least one calendar year following the approval of credit.


Students may count up to nine (9) hours of academic credit, received for work on any law journal, toward the College of Law’s 88 credit hour graduation requirement.

1. Law Review
   Credit may be awarded for Law Review participation subject to guidelines below:
   a. All grades will be "S/U". A student may earn a maximum of nine (9) hours of credit for participation.
   b. Credit for Law Review writing may be awarded as follows:
      (1) One (1) hour for completion of a case note.
      (2) Two (2) hours for completion of a case comment.
      (3) Writing credit is awarded only after the Law Review faculty advisor determines, with the advice of the Editor-in-Chief, that the writing is of publishable quality and approves credit. The writing need not be scheduled for publication, or published, to justify an award of academic credit.
      (4) A student will register for writing credit only in the semester in which the writing is determined to be of publishable quality and approved for credit.
   c. Credit for Law Review editorial board service may be awarded as follows:
      (1) Editorial board members may receive not more than two (2) hours of credit during each semester they serve as Editor. Students should register for credit in the semester they serve as an editor.
      (2) In addition to other sanctions authorized by written Law Review procedure, an Editor may receive a grade of "U" in a semester of unsatisfactory service.
      (3) The Law Review faculty advisor will determine, with the advice of the Editor-in-Chief, what credit and grade is to be received on the basis of editorial board service.

2. Journal of Land Use and Environmental Law
   Credit may be awarded for Journal participation subject to the guidelines below:
   a. All grades will be S/U. A student may earn a maximum of nine hours of credit for participation.
   b. Credit for Journal writing may be awarded as follows:
(1) One hour for completion of a case note.
(2) Two hours for completion of an article.
(3) Writing credit is awarded only after the Journal faculty advisor determines, with the advice of the Editor-in-Chief, that the writing is of publishable quality and approved credit. The writing need not be scheduled for publication or published to justify an award of academic credit.
(4) A student will register for writing credit only in the semester after the writing is determined to be of publishable quality and approved for credit.
(5) Students may not receive Journal credit for papers written as part of a class assignment, although such papers may satisfy the Journal writing requirement.

Credit for editorial board service may be awarded as follows:
(1) Editorial board members may receive no more than two hours of credit during each semester they serve as an editor.
(2) Editors must register for Journal credit in the semester in which the editing will be done or in the semester immediately following the editing work if assigned as an editor after the drop/add period has ended.
(3) An editor may receive a grade of "U" in a semester of unsatisfactory service, in addition to other sanctions authorized by written Journal procedures.
(4) The Journal faculty advisor will determine, with the advice of the Editor-in-Chief, what credit and grade is to be received on the basis of performance.

Journal of Transnational Law and Policy
Credit may be awarded for Journal participation subject to the guidelines below:
a. All grades will be S/U. A student may earn a maximum of nine hours of credit for participation.
b. Credit for Journal writing may be awarded as follows:
   (1) One hour for completion of a case note.
   (2) Two hours for completion of an article.
   (3) Writing credit is awarded only after the Journal faculty advisor determines, with the advice of the Editor-in-Chief, that the writing is of publishable quality and approved credit. The writing need not be scheduled for publication or published to justify an award of academic credit.
   (4) A student will register for writing credit only in the semester after the semester in which the writing is determined to be of publishable quality and approved for credit.
(5) Students may not receive Journal credit for papers written as part of a class assignment, although such papers may satisfy the Journal writing requirement.

c. Credit for editorial board service may be awarded as follows:
   (1) Editorial board members may receive no more than two hours of credit during each semester they serve as an editor.
   (2) Editors must register for Journal credit in the semester in which the editing will be done or in the semester immediately following the editing work if assigned as an editor after the drop/add period has ended.
   (3) An editor may receive a grade of "U" in a semester of unsatisfactory service, in addition to other sanctions authorized by written Journal procedures.
   (4) The Journal faculty advisor will determine, with the advice of the Editor-in-Chief, what credit and grade is to be received on the basis of performance.

G. Academic Credit - Moot Court/Mock Trial

Credit is awarded only for activities in trial and appellate advocacy programs approved by the Curriculum Committee and subject to the guidelines below. Credit is awarded only on the basis of participation in competitions, except as provided in subsection "4" below. "Competition" means both regional and national phases of a program collectively. "Participant" refers to a student selected for competition. "Significant portion of the brief" means an entire section of a brief (e.g., jurisdiction or substantive issues) prepared entirely by a participant. "Brief" refers to a complete, written product prepared by a participant or pursuant to sub-section "4" below.

1. Academic credit for any trial or appellate advocacy program must be approved in advance by the Curriculum Committee. Each competition must have a permanent faculty member who will supervise that competition (including intramural phases) in compliance with these guidelines. An advisor may supervise more than one competition at a time.

2. All grades for Moot Court/Mock Trial activities will be "S/U".

3. With faculty advisor approval, students may earn up to six (6) hours of credit for Moot Court/Mock Trial activities, with not more than three (3) additional hours being allowable by petition to, and prior approval of, the Curriculum Committee, for an absolute maximum of nine (9) hours.

4. When intramural activity requiring presentation of a brief and an oral argument is a prerequisite for participation in competition, one (1) hour of credit may be awarded once only to an intramural competitor not selected for participation. The faculty advisor must determine that the work involved a substantial research and writing effort.
5. One (1) hour of credit may be awarded to a participant in an inter-school appellate advocacy competition that includes presentation of an oral argument but no written brief or significant portion of a brief.

6. Two (2) hours of credit may be awarded to a participant in an inter-school appellate advocacy competition presenting both an oral argument and a brief or significant portion of a brief.

7. Two (2) hours of credit may be awarded for participation in the National Student Trial Advocacy Competition or the "Texas" Mock Trial Competition.
IV. EXAMINATIONS AND GRADING

A. Grading System

1. The following grading system will be utilized:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter</th>
<th>Grading Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100</td>
<td>A+</td>
<td>S: Satisfactory</td>
</tr>
<tr>
<td>93-97</td>
<td>A</td>
<td>U: Unsatisfactory (no credit)</td>
</tr>
<tr>
<td>86-92</td>
<td>B+</td>
<td>WD: Withdrawn from course by permission</td>
</tr>
<tr>
<td>80-85</td>
<td>B</td>
<td>W: Withdrawn from the College/University</td>
</tr>
<tr>
<td>74-79</td>
<td>C+</td>
<td>I: Incomplete</td>
</tr>
<tr>
<td>67-73</td>
<td>C</td>
<td>IE: Incomplete Expired (numerical grade=60)</td>
</tr>
<tr>
<td>62-66</td>
<td>D</td>
<td>AD: Administrative Disenrollment</td>
</tr>
<tr>
<td>60-61</td>
<td>F</td>
<td>AF: Administrative F (numerical grade=60)</td>
</tr>
</tbody>
</table>

The College of Law transcript will reflect both letter and numerical grades will be distributed.

B. Satisfactory/Unsatisfactory (S/U) Grading Option

Law students will be permitted to enroll in a course on an S/U basis subject to the following limitations:

a. Professors will not be informed of the identity of students electing S/U grading, and student S/U examinations shall be graded on the same basis as all other student examinations.

b. The grades awarded to students electing to take the course on an S/U basis will be taken into account regarding compliance with the curve.

c. Any grade of 66 or below ("D" or below) shall be a "U".

d. The S/U option is not available to first-year students. Upper-level students may elect to take any course on an S/U basis except Constitutional Law II, Professional Responsibility, and the course which is used to satisfy the upper-level writing requirement.

e. A student may elect only one course each semester as an S/U, not including courses that are automatically S/U.

f. A student must elect the S/U option by the end of the fifth 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.

g. Credit earned pursuant to the exercise of this option will not count toward the 66 graded hours required for graduation. For students with a cumulative grade point average of less than 70, S/U courses will not count toward the 72 graded hours required for graduation. Similarly, courses that are automatically S/U do not count toward the graded hours requirement.
h. Students exercising this option must complete the appropriate form in duplicate, submit it to the Law School's Records Office, and retain a dated and initialed copy by the end of the fifth week of classes.

C. **Dean's List Designation**
All students who have a semester grade point average of 86 or above will have a “Dean's List” designation posted to their transcript for that semester. Students must earn 12 hours for the semester with a minimum of 6 graded hours.

D. **Honors Designation for Graduates**
Beginning with the Fall 1998 graduating class, honors designations will be as follows:
- Honors - cumulative average of 84 or above
- High honors - cumulative average of 89 or above
- Highest honors - cumulative average of 93 or above

E. **Minimum Grade**
The grade of 60 is to be considered a minimum grade and no numerical grade below 60 shall be given to a student.

F. **Grading Rules**
1. **The Curve**
   In classes with 35 or more students, the following grade curve is employed:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>(5-15%, with no more than 3%, 98-100)</td>
</tr>
<tr>
<td>86-92</td>
<td>(10-25%)</td>
</tr>
<tr>
<td>80-85</td>
<td>(20-35%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>74-79</td>
<td>(20-35%)</td>
</tr>
<tr>
<td>67-73</td>
<td>(10-25%)</td>
</tr>
<tr>
<td>60-66</td>
<td>(5-20% for all courses, except Legal Writing; 0-20% for Legal Writing)</td>
</tr>
</tbody>
</table>

2. **The Class Profile Option**
   In classes of 34 or fewer students, professors may elect to use the Class Profile Option. The mean GPA of the class is computed and submitted to the professor. The mean GPA of submitted grades for the class must be within 3 points (+ or -) of the mean GPA of the class.

G. **Grading Graduate Students**
A graduate student taking a law course should receive a grade of "S" if (s)he receives a numerical grade of 62 or better. Faculty members should report a numerical grade for
h. Students exercising this option must complete the appropriate form in duplicate, submit it to the Law School's Records Office, and retain a dated and initialed copy by the end of the fifth week of classes.

H. Grades - When and How Released
1. After the exam period, grades are posted as soon as they are approved. Grades in all first-year courses and upper-class courses with more than 35 students are posted on the bulletin board across from the copy center.
2. Grades in courses with 34 or fewer students are available in the Office of Admissions and Records.
3. Students are not authorized to obtain individual release of their grades. Neither faculty nor staff members will release grades in advance of the consolidated posting for each course. Grades are not furnished over the telephone, by e-mail, by facsimile, or to messengers.
4. Individual Grade Reports are not produced.

I. Class Rank-How Determined
1. Class rank is to be determined by taking into account all graduates between September of one year and August of the following year. All students, including joint degree students, will be ranked with the class with which they graduate.
2. Grades for work taken after the semester in which graduation requirements are completed will be recorded, but will not be used in determining a student's grade point average or class standing.

J. Class Rank-Distribution
1. Class ranks will be computed once a year.
2. The law school will not publish or display class rankings, although they will be computed.
3. Rank in class will not be released to anyone without student authorization except Bar authorities and the Florida Supreme Court.
4. Where the student does not authorize release of rank in class, prospective employers will be furnished with the following proposed statement of the Curriculum Committee:
   Most grades reflect scores on written examinations and papers. Law school grading is not an attempt to evaluate the entire range of abilities needed by lawyers. Numerical grades from 60-100 are available. A grade above 93 is unusual, and a grade of 80 is considered a high grade. A grade below a 62 is a failing grade. Grades in the low 60s indicate that one's work was barely satisfactory. The minimum average grade required for graduation is 67.

K. Grade Turn-In Deadline
Grades for each course are due by 5 P.M. on the 25th day after the examination for that course is given. Grades are due on the next business day if the last day falls on a Saturday
or Sunday. The time authorized before grades are due starts to run on the day after the main body of the class takes the examination.

L. **Blind Anonymous Grading System (BAGS)**
1. BAGS numbers will be assigned each semester by the law school Office of Admissions and Records. The number assigned will be used in all courses subject to blind grading. One BAGS number will be used per student for all final semester examinations subject to blind grading.
2. Separate BAGS numbers will be used if faculty members give mid-term examinations or use other multiple evaluative instruments that are subject to blind grading.
3. Grades will be turned in to the Office of Admissions and Records separately. The Office of Admissions and Records will post all grades by BAGS number only.
4. BAGS numbers will remain confidential and will be furnished to the faculty only upon authorization of the Dean or Associate Dean for Academic Affairs for some good cause.
5. In courses covered by BAGS system, faculty members have authority to decline to grade papers not having an issued BAGS number.

M. **Grade Appeal Process**
This system affords an opportunity for a student to appeal a 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. A student who believes a grade was inequitably awarded on the basis of the instructor's own specified grading standards must follow this procedure:

**Step 1.** Contact the instructor to discuss the grade and attempt to resolve any differences. A student not in residence for the succeeding semester, or a student unable to resolve his/her differences with the instructor must file a written appeal with the Academic Dean within sixty (60) days following the posting 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. A copy must be furnished to the instructor by the student.

**Step 2.** A student who is still dissatisfied may then request an appearance before a board consisting of three students appointed by the Academic Dean. This board acts as a screening body only. It determines only whether the appeal is consistent with the criteria indicated above. A negative decision by the board will end the appeal. A favorable decision will be referred to Step 3.

**Step 3.** A committee of three faculty members and two students appointed by the Academic Dean will review a favorable decision reached by the Step 2
board. A majority decision by this College-wide review committee shall be final.

Administration:

a. Student members of a board or committee will be appointed from nominees selected by SBA President or the president's delegate, four nominees for a Step 2 and six for a Step 3 committee.

b. Notice of the appointment of all boards and committees will be given to the student and the instructor by the Dean's office.

c. Copies of material furnished to a board or committee by either student or instructor should, whenever practical, be furnished to the other party. Both parties may appear at any step and be heard.

d. Each board or committee will be headed by a chairperson designated by the Dean. The chairperson will select a meeting time and place, furnishing notice to both parties. The Dean's office will assist as may be required. A written report will be furnished to the Dean and to the parties at the conclusion of Step 2, and where required, Step 3.

e. In the case of successful appeal at any stage, the grade can be changed by the joint agreement of the student and faculty member. In case of their failure to agree, the grade will be changed to "P" and so indicated on the transcript. The "P" grade carries the same implication as an "S" in quality points and therefore, it is not calculated in the academic grade point average. Actual grade changes are accomplished through the Office of Admissions and Records. Hours earned with a "P" grade are credited towards the 88 required hours, but do not count toward the 66 (or 72) graded hours required.

N. Examinations

1. Examinations-General

Most examinations in the College of Law are essay examinations. Most questions require answers involving anywhere from fifteen minutes to one hour's time. The Law School shall provide each student the blue books necessary for answering essay examinations. Blue books will be distributed prior to the examination.

2. Scheduling, Administration, and Duration of Final Examinations

a. The final exam schedule should be published by the Dean's Office at a reasonable time before pre-registration for each semester.

b. Each faculty member is responsible for the preparation and administration of his/her examination. Support staff may assist in the distribution and administration of the exam. It is the responsibility of each faculty member to administer his/her own examination, including, if desired, the proctoring
thereof. Faculty members who cannot be present in person shall arrange with another member of the faculty to discharge this function.

c. Examinations shall be given only at the time prescribed in the examination schedule. Except for a good cause (illness, tragedy, or a like circumstance) a student may take an examination only at the regularly scheduled time. The Associate Dean for Student Affairs has limited authority to allow a student to reschedule an examination if a student has multiple examinations within a short period of time. Specifically, a student will be permitted to reschedule an exam when the student has any of the following circumstances: 1) two exams in one day; 2) three exams in two days; or 3) an exam on an afternoon and one the following morning. Requests for an alternate time shall be addressed to the Associate Dean for Student Affairs, or in his/her absence, to the Associate Dean for Academic Affairs, who, in consultation with the faculty member concerned, shall make the necessary arrangements if (s)he believes the request should be granted. Students must complete and submit a REQUEST TO RESCHEDULE EXAMINATIONS form by 5:00 p.m. by the end of the fifth week of the semester in which the rescheduling is sought. Conflicts arising out of a student's participation in an overseas program sponsored by the College of Law shall constitute good cause within the meaning of this provision. However, a student participating in such a program will not be permitted to take the exam prior to the scheduled date of the examination but will be required to take the exam while participating in the overseas program under conditions designed to guarantee integrity of the examination taking process or at a later date.

d. No final exams administered in one sitting shall exceed five (5) hours in duration without: (1) prior approval of the Curriculum Committee; and (2) notice thereof prior to the time the exam schedule is published. A take home exam shall not exceed eight (8) hours in length.

e. No final exam shall be given during the last week of regular classes. However, bonafide "quizzes" are permitted during the last week.

f. Take-home exams given during the exam period shall not be given without the approval of the Associate Dean for Academic Affairs. Take-home exams must have a maximum time limit of eight (8) hours.

g. Computers may not be used during final examinations except for take-home examinations at the discretion of the faculty member. In addition, computers are permitted in cases where special accommodations (required by the Americans with Disabilities Act) are approved by the Associate Dean of Student Affairs.

3. Postponement of Exam by Student Illness
If a student, before or during an examination, believes (s)he cannot take or complete the examination by reason of illness, (s)he must immediately contact the instructor or an Associate Dean. Otherwise, permission to take a later examination is automatically denied.
An unexcused absence from an examination is recorded as an "F" and a grade of 60 is entered on the student’s record.

4. **Examinations and Special Accommodations**

Students in need of special accommodations because of a physical or learning disability should make arrangements with the Associate Dean for Student Affairs. To be eligible for special arrangements, students must complete and submit a *REQUEST FOR SPECIAL EXAM ACCOMMODATIONS* form by 5:00 p.m. by the end of the fifth week of the semester in which accommodation is sought.

5. **Examinations and Grades for Sequential Courses**

Beginning with the 1998-99 entering class, students in Property, Contracts, or any other sequential course will be assigned a separate grade for each semester’s work in the course.

6. **Retention of Evaluative Materials**

All written materials, including but not limited to, examinations, quizzes, papers, and supervisor's evaluations upon which a student's course credit is based, shall be retained for at least one calendar year from the granting of credit for such course.
V. READMISSION OF ACADEMICALLY DISMISSED AND WITHDRAWN STUDENTS

Readmission is required for students who (1) are academically dismissed, (2) withdraw from the College of Law (University), or (3) do not enroll for two or more consecutive terms (including summer).

A. Academic Dismissal

1. Criteria

Academic dismissal from the College of Law occurs automatically when:

a. any law school student, after the second semester in the College of Law, fails to maintain a cumulative grade point average for the academic year of 66 (transfer students grade point rule applies when their fourth final course grade is received); or when

b. any law student receives 11 or more hours of "F" or "U" grades provided all such grades are not received from the same faculty member; or when eight or more hours of "F" or "U" grades from more than one faculty member in the first two semesters of law school study; or when

c. any law student receives 4 or more semester hours of administrative "F" or "U" grades in courses taken for law school credit.

2. Definition of Administrative "F" or "U" Grades

An administrative "F" or "U" grade, in the discretion of the faculty member teaching the course for which the grade is to be awarded, may be given in any of the following circumstances: (a) where a law student (other than one who has properly withdrawn from law school or one who has properly withdrawn from the class) fails to complete previously announced course requirements; (b) where a law student is disenrolled for chronic and unexcused absences; (c) where a law student fails to make a bonafide attempt to write an acceptable paper of examination; (d) where a law student withdraws from courses or from the College of Law without valid clearance; or (e) where a law student permits an "Incomplete" grade to expire. [Note: Incompletes for paper courses and DIS expire at the end of the semester following the semester the student registered for the course.]

Any administrative "F" or "U" grade awarded a law school student shall be clearly so marked on the student's transcript. Additionally, the student shall be informed of the nature of the grade and the purpose for which it was awarded, in writing, by the faculty member assigning the grade.
3. **Special Rule for Extra courses**

Grades of "F" or "U" received by a law student in his/her final semester of law school for extra courses taken beyond those courses and hours required for graduation shall not be considered for purposes of applying the academic dismissal criteria.

4. **Special Rule Applicable to Transfer Students**

For students who have transferred from another accredited law school, only grades received after transfer shall be considered for purposes of applying the academic dismissal criteria.

5. **No Grade Expunction for Retaken Courses**

Any law student, having received a grade of "F" or "U" in a course, who retakes the same course successfully, shall receive credit for the course but the initial "F" or "U" grade shall not be expunged for purposes of academic dismissal criteria.

6. **Notification of Dismissal: No Right to Return**

The dismissed student is notified by the Dean's Office as soon as academic dismissal is determined. There is no probationary period, no right to remain to complete a current semester, and no right to return.

**B. Withdrawal Procedures**

1. **Cancellation of Registration Before the Start of Classes**

Before the start of classes, a student may cancel his/her registration by submitting a written request to the Office of the University Registrar (3700 University Center). Beyond the fifth day of classes, a student cannot voluntarily cancel registration, but must apply for a withdrawal from the University.

2. **Withdrawal from the College of Law (University)**

Any student may withdraw from the College of Law at any time. The withdrawing student must first contact the Associate Dean for Student Affairs, then contact Withdrawal Services, University Center, prior to withdrawal. Any student who withdraws without making the proper arrangements shall receive administrative grades of "F" or "U" in all courses in which the student is registered and a grade of 60 shall be assigned for the course.
3. **Withdrawal from Courses**

Except for first-year students, a student may withdraw from a course at any time prior to the drop/add period or during the first four weeks of a regular semester or during the first two weeks of summer semester. Students may withdraw after the first four weeks only for cause and with the permission of the Associate Dean. Students generally will not be able to withdraw if any grades have been received in the class. A student who has dropped a course may not re-enroll in that course, if it is taught by the same professor, without permission of that professor. Students who fail to formally withdraw prior to the deadlines specified above, must complete the course. Grades in courses from which the student has not properly withdrawn, and which are not completed, shall be recorded as an Administrative "F" and a grade of 60 shall be entered on the student's record.

Notwithstanding the above, a student may not withdraw from a course designated as a limited enrollment course without the consent of the instructor or upon a determination of good cause by the Associate Dean.

C. **Readmission of Academically Dismissed and Withdrawn Students**

1. **Academically Dismissed Students**

   a. **Decisions Delegated to Admissions Committee**
   
   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.

   b. **Procedure for Readmission**
   
   Any 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.

   c. **Time When Petition for Readmission Will be considered; Time When Petitioner Will be Permitted to Return to Law School**
   
   An academic dismissal relates back to the end of the semester in which the student violated the academic dismissal criteria. 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:

(1) 2 or 3 semesters for students academically dismissed in their first year of law school.
(2) 1 or 2 semesters for students academically dismissed in their second year of law school.
(3) 1 semester for students academically dismissed in their third year of law school.

d. 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.

e. 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.

f. Reasons for Denial of Readmission shall be written
Where an academically dismissed student is denied readmission to the College of Law, the justifications for this action shall be reduced to writing. A copy shall be attached to the petition for readmission, and a copy shall be given to the petitioner.

g. Only One Readmission
A second academic dismissal of any law student is final.

2. Withdrawn Students

Law students who have voluntarily withdrawn from the College of Law may be readmitted by the Associate Dean for Academic Affairs if readmission is sought for a term within one calendar year from the time of withdrawal. The Associate Dean may refer any readmission application to the Admissions Committee and shall refer all applications when the student is seeking readmission for a semester more than one calendar year after the date of withdrawal. Any 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. Students seeking readmission after withdrawal are subject to the same rules applicable to academically dismissed students except as provided above.
VI. REGISTRATION

A. Telephone and On-Line Registration
Registration is conducted by telephone and website. Students accept both grade and fee liability by registering. Students are also responsible for confirming the accuracy of telephone and website registration, and will be financially liable for all courses listed on their schedules as of the end of the drop/add period. Inaccurate registration or failure to verify your schedule is NOT grounds for waiving fee liability. Schedules should be reviewed during drop/add to verify accuracy.

1. Drop/Add Policy
Students are permitted to drop and add classes during the first four days of classes. Students are financially liable for all courses that appear on their schedules after the fourth day of classes. Students who add classes after drop/add ends must pay for the additional class(es) within five (5) calendar days to avoid a $100 late payment fee.

A student may withdraw from a course at any time prior to the drop/add period or during the first four weeks of a regular semester or during the first two weeks of summer semester. Students may withdraw after the first five weeks only for cause and with the permission of the Assistant Dean. Students generally will not be able to withdraw if any grades have not been received in the class.

2. Late Registration
Students who do not begin the telephone or website registration process until the first day of classes will be assessed a $100 late registration fee. The late registration fee becomes effective as of 12:01 a.m. on the first day of classes.

3. Limited Enrollment
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.

The selection process for limited enrollment classes usually takes place prior to or during the first two weeks of registration.

4. Class Conflicts
Students are not permitted to enroll in courses whose scheduled class meetings conflict any time. While the university’s registration system does not check for time conflicts between classes, students are required to assure that their schedules
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4. Class Conflicts

Students are not permitted to enroll in courses whose scheduled class meetings conflict any time. While the university's registration system does not check for time conflicts between classes, students are required to assure that their schedules so no present conflicts in violation of the law school's rule. A student's failure to abide by the rule does not create a conflict between examinations that would justify a change in that student's exam schedule.

B. Required Course Load

Law students are expected to carry approximately fifteen hours of approved credit work each semester and are required to carry at least twelve hours of approved credit work each semester, with the following exceptions:

1. Dropping Below Twelve Hours

For good cause, students may be granted permissions to withdraw from courses and thereby drop below twelve hours (see Withdrawal Procedure).

2. Transfer Students' Academic Load

Transfer students need not carry twelve semester hours during their first semester in residence if suitable courses are not offered for them.

3. Permissible Reduced Loads

   a. Reduced loads may be carried by any student during the Summer Term, by students awarded a Legislative Staff Internship, by seniors during their last semester in residence, and by full-time staff members of the College of Law or Law Library who have been admitted as regular degree-seeking students in the College of Law.

   b. In advance of registration, the Associate Dean for Academic Affairs may grant special under-load permission to students in exceptional cases and only when warranted by the best interests of the College of Law. All other students must register for at least twelve hours of approved credit work each semester.

4. Overloads

In advance of registration, students are required to seek permission from the Associate Dean for Academic Affairs to register for more than eighteen credit hours.

5. Approved Credit Work

The term "approved credit work" includes all regular College of Law courses and seminars, approved outside courses and seminars which may be taken for law school credit, and all special programs within the College of Law that carry academic credit.

The faculty counsels students concerning this policy and assists the Office of the Dean enforcing it. Students should neither seek nor expect to receive authorization
for deviations from it. Students should know that enrolling for less than twelve hours of work in a semester results in a proportionate loss of residence credit.
VII. STUDENT CONDUCT CODES

Introduction

Responsible student behavior requires observance of the Student Conduct Codes of both the Florida State University and the College of Law. As law students prepare themselves to enter a profession that requires the highest ethical standards of honesty, integrity and irreproachable conduct, they are expected to conduct themselves in a manner that reflects these high standards. In addition, as members of the broader University community, law students are to conduct themselves as responsible members of the community and are expected to abide by federal, state, and local laws, as well as University rules and regulations.

The College of Law’s Student Conduct Code establishes the rules by which students at the Florida State University College of Law shall be governed with respect to any conduct relating to academic matters. The Florida State University’s Student Conduct Code establishes the rules by which all students at the Florida State University shall be governed with respect to conduct while at the University.

The following agreement is to be signed by each student who enters the Florida State University College of Law:

I have read the Student Conduct Codes of both the Florida State University and the FSU College of Law and understand that I am subject to both codes. At all times during my tenure at the College of Law, I will conduct myself in a manner that reflects the highest ethical standards of honesty, integrity and irreproachable conduct.

A. College of Law Student Conduct Code

Article 1: Definitions and Violations: This code defines and prohibits:

1. **Cheating**
   Cheating is receiving or giving unauthorized aid or assistance in the completion of examinations or of any other work used in evaluating a student’s performance.

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.

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.

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.

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.

6. **Other Serious Misconduct**
Other serious misconduct are 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.

**Article 2: Procedures**

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 violation has been committed, or will be committed, failure to report information, however, is not a violation of this code.

The information required 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 exists.

2. **Investigation**
The Dean shall appoint a faculty member 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.
The investigator shall:

a. Notify the accused of the allegations, the investigations, and the accuser;

b. Interview all persons believed to have knowledge of the facts and circumstances surrounding the alleged offense, provided such persons are within the reach of the investigator without subpoena powers;

c. Interview the accused if considered appropriate and if the accused agrees, provided that the accused may terminate the interview at any time;

d. Report findings and recommendations to the Dean. A recommendation to proceed shall be supported by a complaint. A recommendation to terminate shall give reasons. In either case, a recommendation shall be supported by documentation as to the findings.

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.

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

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 any evidence tending exonerate the accused. However, no accuser or potential witness may present the case.

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 witness 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.

6. Panel Procedure after Hearings
After 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 finding a violation of the Student Conduct Code 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 actual 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 school days of the final hearing. The Dean shall make available to the accused a copy of the panel's recommendation and shall allow the accused at least ten (10) calendar days in which to submit written exceptions to the recommendations. When a case involves multiple charges, and/or multiple accused persons, each charged and accused shall be separately covered in the findings and recommendations.
7. **Sanctions**
A student convicted of a violation of this code is subject to one or more of these sanctions:
   a. expulsion from the College of Law;
   b. suspension from the College of Law for a specified period of time;
   c. loss of privileges to participate in any non-required course, program, or activity of the College of Law;
   d. replacement, repair, or restitution for damages, destroyed, or stolen property;
   e. written reprimand to be included in the student's permanent record;
   f. oral reprimand;
   g. disclosure by the Dean to the College of Law and Bar agencies.

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.

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.

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 school days after a student is informed or proposed sanctions. The Dean imposes those sanctions not reduced or suspended as a result of the faculty review.

10. **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 9 of this Article.

11. **Timeliness**
All actions prescribed or authorized by this code shall be accompanied as expeditiously as possible, except where the Code provides otherwise or where prejudice of an accused or convicted student would result.

B. Florida State University Student Conduct Code

Contents

1. Introduction
2. Scope
3. Authority
4. Definitions
5. Offenses
6. Student Rights
7. Procedures
8. Victim Rights
9. Sanctions
10. Appeals
11. Records
12. Immediate Suspension of a Student

(1) Introduction.

The Student Conduct Code applies the principles found in the "Statement on Values at Florida State University" by promoting responsible freedom for all students. Responsible freedom is exercised when actions are directed by ethical standards. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Florida State University students. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. The "Statement on Values at Florida State University" is found in the 1996/97 FSU Student Handbook, which is incorporated herein by reference.

(2) Scope.

Florida State University jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on Florida State University premises. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community.

The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by Florida
State University. This Student Conduct Code applies to student conduct and will not be used to discipline the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in Oglesby Union and other University policies.

The processes for adjudicating violations of state and federal law and violations of the Student Conduct Code are separate and may be pursued independently of one another.

(3) Authority.

(a) Authority for student discipline ultimately rests with the University President. The President delegates this authority to the Vice President for Student Affairs, and the Vice President delegates this authority to the Dean of Students and to the Director of University Housing. Under the direction of the Dean of Students and the Director of University Housing, the Associate Dean of Students, the Assistant Dean of Students, Director of Student Rights and Responsibilities, and appropriate University Housing staff are responsible for implementing the student disciplinary system. Either the President, the Vice President, or the Dean of Students may take direct jurisdiction of any case due to the inability of the appointed hearing officer to serve, or when it is determined by the immediate circumstances that taking direct jurisdiction is the best way to resolution.

(b) The Vice President (or designee) also has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in case of an emergency involving that student.

(c) All hearing bodies have the authority to consult with other appropriate University officials in order to effectively resolve a Student Conduct Code case.

(d) Decisions of the Lower Student Court, Interfraternity Council, National Pan-Hellenic Council Judicial Board, and Panhellenic Judicial Boards are considered recommendations to the Director of Student Rights and Responsibilities.

(e) Decisions of administrative hearing panels are considered recommendations to the Associate Dean of Students.

(f) Decisions of the Housing Judicial Board(s) are considered recommendations to the Assistant Director of Housing.

(g) All recommended disciplinary decisions must be approved in writing by the appropriate administrator or designee. (See "c" - "f"
above.) The appropriate administrator may adopt or amend the recommended decision, or order a new hearing. Upon approval, the recommended decision becomes a first-level disciplinary action.

(h) Decisions of all other hearing bodies constitute first-level disciplinary actions.

(i) If a first-level disciplinary action is not appealed, that decision becomes final agency action.

(j) Appellate bodies are listed in Section 10, Appeals. Appellate decisions are considered recommendations to the Vice President for Student Affairs and become final agency action upon approval by the Vice President or designee.

(4) Definitions.

(a) University. The term "University" means Florida State University, including all of its branch campuses. The Student Conduct Code applies to all branch campuses of the University; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus are permitted.

(b) Student. The term "student" means any person who is admitted to and enrolled in any credit-bearing course or program in any school or division of Florida State University, any person who is admitted to the University and is present on campus for the purpose of being enrolled in any University course or program, or any person who has been enrolled in any credit-bearing course or program at the University and continues to be associated with the University because he or she has not completed the course or program in which he/she was enrolled. Students enrolled in the College of Law are subject to the Student Conduct Code within the College of Law. In cases of dual enrollment, jurisdiction over a student's conduct will be determined in consultation with appropriate officials at the student's other institution. The term "student" also means any student organization that is officially registered with the University.

(c) University Community. The term "university community" means any person who is a student, faculty member, University official, or any other person employed by the University.

(d) On-Campus. The term "on-campus" means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets, sidewalks, and parking lots.
(e) University Official. The term "university official" means any person employed by the University to perform assigned teaching, research, administrative, professional or other responsibilities.

(f) Charged Student. The term "charged student" means any student who has been formally charged with an alleged violation of the Student Conduct Code.

(g) Advisor. The term "advisor" means any person chosen by the charged student or the alleged victim to assist him/her throughout the disciplinary process. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student unless expressly authorized to do so by the hearing body.

(h) Hearing Body. The term "hearing body" means any person or persons authorized by the Dean of Students or Director of University Housing to conduct hearings to determine whether a student has violated the Student Conduct Code and to impose sanctions.

(i) Preponderance of Evidence. "Preponderance of evidence" means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within this Student Conduct Code.

(j) University Student Defender. The term "University Student Defender" means any person provided by the Student Government Association, either through formal appointment or informal referral, to serve as a resource and advisor to the charged student.

(k) Policy. The term "policy" means the written regulations of the University as found in the Student Conduct Code, the General Bulletin, The Student Handbook, the Directory of Classes, the Guide to Residence Living and other written regulations and rules for departments, organizations and clubs.

(l) Class days. The term "class days" means any day that either classes or final exams are scheduled.

(5) Offenses.

The following offenses, or the aiding, abetting, or inciting of, or attempting to commit these offenses, represent violations of the Student Conduct Code.
a. Sexual Misconduct

1. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
3. Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities or comments.

(b) Endangerment.

1. Physical violence towards another person or group.
2. Action(s) that endanger the health, safety, or well-being of another person or group.
3. Action(s) that serve the purpose of endangering one's own health or safety.
4. Interference with the freedom of another person to move about in a lawful manner.

(c) Harassment.

1. Conduct, (not of a sexual nature), that creates an intimidating, hostile, or offensive campus, educational or working environment for another person.
2. Action(s) or statement(s) that threaten harm or intimidate another.
3. Acts that invade the privacy of another person.
4. Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for their life.
or personal safety.

(d) Hazing.

Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is related to a person's initiation or admission into, or affiliation with, any student group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active or associate members (pledges) of an organization may be considered hazing. Hazing includes, but is not limited to:

1. Interference with a student's academic performance.
2. Forced consumption of any food, alcohol, other drugs, or any other substance.
3. Forced physical activity, such as calisthenics.
4. Deprivation of food or sleep.
5. Kidnapping.
6. Any activity that would subject the individual to embarrassment or humiliation.

Please refer to the Florida State University Hazing Policy for more details.

(e) Weapons.

1. On-campus possession or use of firearms, explosives, or other weapons or dangerous articles or substances, including non-lethal weapons such as pellet guns. Note: This rule does not apply to any student law enforcement officer or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations.
2. Off-campus, illegal possession or use of firearms, explosives, or other weapons or dangerous articles or substances.

(f) Fire and Safety.

1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
2. Removal, damage, or tampering with fire safety or other emergency warning equipment.
3. Failure to evacuate a University building or facility when a fire alarm is sounded.
(g) Illegal Drugs.

1. Possession or use of illegal drugs.
2. Distribution, delivery, or sale of illegal drugs.
3. Possession or use of drug paraphernalia.

(h) Alcohol.

1. Possession or consumption of alcohol when under the age permitted by the State of Florida.
2. Dispensing alcoholic beverages to an individual who is under the age permitted by the State of Florida.
3. Any other violation of the FSU Alcohol Policy. Please refer to the Florida State University Alcohol Policy in the 1996/97 FSU Student Handbook, for more details.

(i) Disruption.

1. Failure to comply with a lawful order of a University official or with the lawful order of any non-University law enforcement official.
2. Knowingly provides false information to a University official, including disciplinary hearing bodies.
3. Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University or the rights of other members of the University community. This includes acts that occur both inside and outside of the classroom setting.
4. Commercial solicitation on campus without prior approval from University officials.
5. Acts that disrupt the University disciplinary process, including attempting to coerce or influence a person in order to discourage their participation in any disciplinary proceeding.

(j) Identification.

1. Permits another person to use his or her FSU-related identification.
2. Inappropriate use of another person's FSU-related identification.
3. Impersonation, or misrepresenting being authorized to act on behalf of another or the University.
4. Forgery, alteration, or misuse of University documents, records, or keys.

(k) Property.
1. Damage or destruction of public or private property.
2. Theft - knowingly and without authorization removes or uses the property or services of another person or of the university.
3. Possession or sale of property or services that are known to have been stolen.

(l) Computers.

1. Unauthorized access or entry into a computer, computer system, network, software, or data.
2. Unauthorized alteration of computer equipment, software, network, or data.
3. Unauthorized copying or distribution of computer software or data.
4. Any other act that violates Florida law or the University logon guidelines that are hereby incorporated by reference.

(m) Other Violations

1. Violation of Federal or State Law or local ordinance.
2. Violation of Board of Regents Rule.
3. Aids or abets any other violation of federal law, state law, local ordinance, or the Academic Honor System.
4. Violation of any other University regulation as described in the FSU General Bulletin, University Housing contract, The Guide to Residence Living, other University Housing publications, the FSU Student Handbook, the FSU Greek Constitutions, Student Activities and Organization Policies, or other official University policies directly related to departments, organizations or clubs.

(6) Students' Rights.

(a) Notice: Students will be given clear and complete notice of the Student Conduct Code Charge and the allegations upon which the charge is based.

(b) Hearing: Students will be given an opportunity to present information, including witnesses, during a fair and impartial hearing.

(A more complete description of the procedures utilized to implement these rights is found in Section 7, Procedures.)

(7) Procedures.
Introduction. The Office of Student Rights and Responsibilities and University Housing are charged with implementing the Student Conduct Code in ways that are congruent with the FSU "Statement on Values" and with all appropriate laws and administrative rules. The procedures implemented by these offices will be consistent with all appropriate due process rights accorded to students in University disciplinary decisions.

(a) Charges - A review for possible charges may be initiated in the following ways:

1. Filing a police report with the FSU Police Department or requesting that a report from another law enforcement agency be sent to the FSU Police Department.
2. Providing a signed statement to the Office of Student Rights and Responsibilities or University Housing. All information will then be reviewed by an appropriate staff member in the Office of Student Rights and Responsibilities or University Housing to determine whether Student Conduct Code charges will be filed. When possible, reports should be submitted to either law enforcement or the appropriate administrator in a timely manner.

(b) Notice. The notice given to any charged student will include the following:

1. Sufficient detail to prepare a defense (including source of information, alleged offense, and specific Code charges).
2. An invitation to attend an information session, during which the student will view all materials related to the case, receive instruction regarding the disciplinary process and the student's rights, and confirm the forum in which the case will be heard.
3. Notice of a formal hearing will occur at least seven class days prior to the adjudication of the case. Informal hearings will be scheduled at the convenience of the charged student and the hearing body.
4. Parent(s) of any student under the age of eighteen at the time of the alleged offense may also be notified of pending charges.
5. The Office of Student Rights and Responsibilities or University Housing may place a judicial hold on the records and registration of any student who fails to respond to a judicial notice. Any pending judicial matters must be resolved prior to a student's graduation.
6. The address on file with the University Registrar's Office will be used for all disciplinary notices sent to the student.
(c) Hearing. Hearings will follow these guidelines:

1. All hearings will be fair and impartial. A student may submit a challenge to the impartiality of any member of a hearing body at least five class days prior to the hearing.
2. A student charged with offenses will have the opportunity to present evidence on his/her behalf, including presenting witnesses and/or signed, written statements.
3. Both the charged student and any witnesses may be accompanied during the hearing by an advisor of their choice. The advisor may be anyone the student chooses, including the University Student Defender. The advisor may not represent the student before the hearing body; the student must speak for himself or herself. The charged student should notify the Office of Student Rights and Responsibilities of the advisor's name at least three days in advance of the hearing.
4. A student may choose not to answer any and all questions posed by a hearing body. This protection from self-incrimination does not extend to student organizations.
5. The burden of proof at a first-level hearing always rests with the University, and the standard of proof will be the preponderance of the evidence; which means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.
6. All hearings will be conducted in private, unless the charged student submits a written request for a public hearing at least five class days prior to the hearing. Charges involving alleged sexual misconduct will not be heard in public without the prior written consent of the alleged victim.
7. All hearing decisions will be communicated in writing to the charged student and will include the findings of fact, the hearing decision, and sanctions imposed (if applicable).
8. Appropriate witnesses will be called by the University to all formal hearings (see "D" below for a description of formal versus informal hearings). Those witnesses who appear may be cross-examined by the charged student. If called witnesses do not appear, their written or taped statements may be considered by the hearing body. In some cases, student witnesses who fail to appear may be charged with a violation of the Student Conduct Code. Appropriate witnesses may also be called by the charged student to all formal hearings.
9. If the charged student fails to appear at the scheduled hearing (after proper notice), the hearing may be held in the charged student's absence.
10. Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the
sanctioning phase of deliberations.
11. The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at the hearing. If additional information that affects this determination is gathered outside the informal hearing, it will be shared with the charged student.

(d) Types of Hearings. Two distinct types of hearings (informal and formal) are provided for by this Code. Informal hearings typically can be scheduled more quickly than formal hearings and are usually better suited to cases involving fewer questions of fact. Formal hearings may be more appropriate for cases involving more serious alleged violations of the Code.

1. Formal Hearings:
   a. Require the hearing body to call appropriate witnesses to provide information in support of the charges.
   b. Will be held no sooner than seven class days after notice is received by the charged student.
   c. Allow the presence of an attorney as a student's advisor.
   d. Will be recorded. This recording will serve as the official record of the proceedings.
   e. A formal decision letter will be sent to the student within ten class days from the conclusion of the hearing process. This time limit may be extended if necessary where additional consideration of evidence and deliberation is required.
   f. The following order of presentation is recommended for use in formal hearings. The hearing body may change the order if necessary.

   1. Presentation of formal charges.
   2. Opening statement by the University, followed by the opening statement of the charged student.
   3. Presentation of evidence and witnesses by the University, followed by questioning of those witnesses by the hearing body and the charged student. Witnesses are then dismissed.
   4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body. Witnesses are then dismissed.
   5. Questions directed to the charged student by the hearing body.
   6. Closing statement by the University, followed by the closing statement of the charged student.

2. Informal hearings:
The University does not automatically call witnesses to support the charges, although the hearing body may gather any additional information needed, including calling witnesses. The student will be informed of any additional information gathered by the hearing body. The charged student may call witnesses and present evidence.

b. Are scheduled at the convenience of both the charged student and the hearing body.

c. Do not normally include the presence of an attorney as a student’s advisor; if an attorney will be present, the hearing body must be informed at least two days in advance.

d. Brief written decisions (including findings of fact) will serve as records of informal hearings and will be communicated within ten class days of the hearing body’s final meeting with the student. This time limit may be extended if necessary where additional consideration of evidence and deliberations are required.

(e) Hearing Bodies and Authorities. Any specific procedures used by hearing bodies will comply with the requirements of this Student Conduct Code. The range of available hearing bodies may differ on branch campuses.

1. The Director of Student Rights and Responsibilities and designee(s) may conduct both informal and formal hearings on individual or group cases.

2. A hearing officer designated by the Dean of Students may conduct both informal and formal hearings on individual or group cases.

3. The Dean of Students may conduct both informal and formal hearings on individual or group cases.

4. The Lower Student Court may conduct both informal and formal hearings on individual or group cases.

5. An Administrative Hearing Panel (composed of one faculty member appointed by the Dean of Students, one student appointed by the Student Government Association and one staff member designated by the Dean of Students) may conduct formal hearings on individual or group cases.

6. Interfraternity Council Judicial Board may conduct both informal and formal hearings regarding cases of an Interfraternity Council organization’s alleged violation of the Student Conduct Code or Interfraternity Council Constitution. The Board may also provide information regarding individual cases related to a group case that is being heard to the Office of Student Rights and Responsibilities.

7. National Pan-Hellenic Council Judicial Board may conduct both informal and formal hearings regarding cases of a
National Pan-Hellenic Council organization's alleged violation of the Student Conduct Code or National Pan-Hellenic Council Constitution. The Board may also provide information regarding individual cases related to a group case that is being heard to the Office of Student Rights and Responsibilities.

8. Panhellenic Council Judicial Board may conduct both informal and formal hearings regarding cases of a Panhellenic organization's alleged violation of the Student Conduct Code or the Panhellenic Constitution. The Board may also provide information regarding individual cases related to a group case that is being heard to the Office of Student Rights and Responsibilities.

9. University Housing hearing officers (Director, Associate Director, Assistant Directors and designee) may conduct both informal and formal hearings regarding cases involving arising in University Housing in which the charged student is a resident of University Housing.

10. University Housing Judicial Board(s) may conduct formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.

(f) Choice of hearing type and hearing body. Students may normally choose both the hearing type and the hearing body to adjudicate their case subject to the restrictions stated in (E) above. Further restrictions to that choice include:

1. When it is determined that a case requires a formal record of proceedings, a formal hearing may be chosen by the Dean of Students or designee.

2. When two or more individual cases stem from the same incident, those cases should normally be heard by the same hearing body. In such cases, the Director of Student Rights and Responsibilities may either pre-select the hearing type and hearing body or consult with the students involved before making the decision.

3. The Dean of Students or Director of University Housing or designee reserves the right to choose the appropriate hearing type and body based on the immediate circumstances.

4. During time periods in which any of the hearing bodies are not officially constituted, the Dean of Students or Director of University Housing or designee may choose an appropriate alternative as the hearing body.

(8) Victims' Rights.
(a) Victims' rights apply to the following types of cases:

1. Sexual Misconduct
2. Endangerment
3. Harassment
4. Hazing
5. Property (damage)
6. Property (theft)

(b) Rights

1. To have an advisor of the alleged victim's choice accompany her/him when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.
2. To submit a victim impact statement to the hearing body. This information would be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the charge(s). If the charged student appeals the first-level decision on the basis of severity of the sanction imposed, he/she will have the right to view the victim impact statement upon request.
3. To have unrelated past behavior excluded from the hearing. The chair of the hearing body will decide if such information is unrelated.
4. To submit questions to the hearing body. The hearing body will then consider posing those questions to the charged student.
5. To testify in limited privacy, as long as the process does not compromise the charged student's right to confront and question witnesses. This option will be offered only by the Director of Student Rights and Responsibilities.
6. To be present throughout the entire hearing, or portions thereof. This option will be offered only by the Director of Student Rights and Responsibilities.
7. To be notified of the outcome, including both the decision and the sanctions, of the disciplinary process.

(9) Sanctions.

(a) In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual student found to have violated the Student Conduct Code:

1. Reprimand (written or verbal)
2. Work Hours - assignment to complete tasks under the
supervision of a University department or outside agency.

3. Educational activities - attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.

4. Counseling assessment - referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.

5. Restitution.

6. Fees - may not be levied in excess of $200.00.

7. Conduct Probation - A period of time during which any further violations of the Student Conduct Code may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, entrance into University residence halls or other areas of campus, or contact with another specified person(s).

8. Disciplinary Probation - A period of time during which any further violation of the Student Conduct Code puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion from the University. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to, participation in student activities, representation of the University on athletic teams or in other leadership positions, entrance into University residence halls or other areas of campus, or contact with another specified person(s).

9. Change in University residence hall assignment.

10. Exclusion (either temporary or permanent) from University residence halls.

11. Suspension - Separation from the University for a specified period, not to exceed two years.

12. Dismissal - Separation from the University for an indefinite period of time. Readmission is possible, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee.

13. Expulsion - Separation from the University without the possibility of readmission.

14. Withholding of diplomas, transcripts, or other records.

15. Transcript Notations - a written notation indicating that disciplinary action was taken. This sanction may be applied only in cases in which the student has been permanently
supervision of a University department or outside agency.

3. Educational activities - attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.

4. Counseling assessment - referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.

5. Restitution.

6. Fees - may not be levied in excess of $200.00.

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13. Expulsion - Separation from the University without the possibility of readmission.

14. Withholding of diplomas, transcripts, or other records.

15. Transcript Notations - a written notation indicating that disciplinary action was taken. This sanction may be applied only in cases in which the student has been permanently separated from the University.

(b) The following sanctions may be imposed upon groups or organizations found to have violated the Student Conduct Code:

1. Those sanctions listed in Section "A". Suspension, Dismissal, or Expulsion of student organizations includes loss of registration status.

2. Additional sanctions specific to student organizations are found in Greek and other organizational constitutions, and in the Office of Student Activities and Organizations' policies, which are hereby incorporated by reference.

(c) Any sanction that permanently separates a student from the University may be integrated into that student's academic transcript. A lesser sanction may not be integrated into the transcript.

(10) Appeals.

(a) Appellate Bodies.

1. Recommended decisions of the Lower Student Court may be appealed to the Student Supreme Court. During time periods in which the Student Supreme Court has not been officially constituted, the Dean of Students (or designee) will hear appeals of Lower Student Court decisions.

2. Recommended decisions of the Interfraternity Council, N.P.H.C., and Panhellenic Judicial Board cases may be appealed to the Dean of Students (or designee).

3. Recommended decisions of the Housing Judicial Board may be appealed to the Director of University Housing (or designee).

4. Recommended decisions of Administrative Hearing Panels may be appealed to the Dean of Students.

5. Decisions of the Director of Student Rights and Responsibilities (and designees) may be appealed to the Dean of Students (or designee).

6. Decisions of other hearing officers appointed by the Dean of Students may be appealed to the Dean of Students (or designee).

7. Decisions of hearing officers appointed by the Director of University Housing may be appealed to the Director of University Housing (or designee).

8. Decisions of the Dean of Students may be appealed to the Vice President for Student Affairs.

9. Decisions of the University President may be appealed to the First District Court of Appeals.
(b) Appeal Requests:

1. A written request should be submitted to the appropriate appellate officer (See Section "A") within five class days after the student is notified of the initial hearing decision.
2. The request should state the reason(s) for appeal (see "C" below), the supporting facts, and the recommended way to correct the error.

(c) Appeal considerations are limited to:

1. Due process errors involving violations of a charged student's rights (See Section 6) that substantially affected the outcome of the initial hearing.
2. Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3. New information that was not available at the time of the original hearing.
4. A sanction that is extraordinarily disproportionate to the offense committed.
5. The preponderance of the evidence presented at the hearing does not support a finding of "responsible". Appeals based on this consideration will be limited solely to a review of the record of the first-level hearing.

(d) Appellate Hearings:

1. Will be scheduled within ten class days of receiving the written request for appeal.
2. Will involve hearing the charged student and any witnesses called by the student; the appellate body may determine whether it needs to call any further witnesses or gather additional information.
3. Will be recorded; this recording will serve as the official record of the hearing.
4. The charged student may bring an advisor to the appellate hearing.
5. On appeal, the burden of proof rests with the student to clearly show that an error has occurred during the first level hearing process.

(e) Appellate Decisions:

1. The appellate body may affirm, modify, reverse, or remand the
first-level decision, or order that a new hearing will be held.
2. Are recommended to the Vice President for Student Affairs. The Vice President (or designee) has the right to affirm, modify, or reverse the recommended decision, or to order a new hearing.
3. Are communicated within fifteen days of an appellate hearing, unless notification is given that additional time is necessary for consideration of the record on appeal.
4. Once approved by the Vice President, appellate decisions become final agency action.
5. Except in the case of an immediate suspension, the student's status will remain unchanged during the appellate process.

(11) Records.

(a) Records of all disciplinary cases will be maintained in the Office of Student Rights and Responsibilities and in University Housing. Records in which suspension or a less severe sanction is imposed shall be removed seven years from the date of final agency action on the case. Dismissal records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record should be removed five years beyond the date of readmission. Expulsion records shall not be removed from the official files under any circumstances. Any records kept beyond these limits for statistical purposes will not be considered or released as official disciplinary records.

(b) A student's prior disciplinary record will be considered only during the sanctioning phase of deliberations, not to determine whether or not to find the student "responsible" for the alleged violation.

(c) The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records. General information regarding the outcome of disciplinary proceedings (without identifying information) may be released to the public.

(12) Immediate Suspension of a Student.

In certain circumstances involving a student's actions that may affect the safety, health, or general welfare of the student or the University community, the Vice President for Student Affairs, the Dean of Students, or their designee(s) may impose an immediate University suspension prior to the student's hearing with a hearing body. An immediate suspension means that a student cannot be on University property, cannot attend classes, and cannot use University facilities. The Director of University Housing has the...
authority to cancel a student's University Housing contract under a separate process.

(a) An immediate suspension requires that the student be notified in writing.

(b) The student has the opportunity for a speedy hearing regarding whether the immediate suspension should continue until a hearing is held on the facts of the case.

(c) If the student requests a hearing on the immediate suspension, the hearing will be held within three class days of the Dean of Students' receipt of the student's written request for a hearing. The Dean of Students or a designee will conduct the hearing.

(d) Formal disciplinary charges will be filed either when the immediate suspension is imposed or as soon thereafter as possible.

(e) Student organizations may be suspended by the Vice President for Student Affairs, the Dean of Students, or their designees, in circumstances involving actions related to that group that may affect the safety, health, or general welfare of its members or the University community. The affected group has the right to a speedy hearing as described in "(b)" and "(c)" above.
VIII. JOINT DEGREE PROGRAMS

A. Approved Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Law hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. JD/MBA (Business)</td>
<td>79</td>
</tr>
<tr>
<td>2. JD/MSP (Urban and Regional Planning)</td>
<td>78</td>
</tr>
<tr>
<td>3. JD/MPA (Public Administration)</td>
<td>79</td>
</tr>
<tr>
<td>4. JD/MS (International Affairs)</td>
<td>80</td>
</tr>
<tr>
<td>5. JD/MS (Economics)</td>
<td>80</td>
</tr>
<tr>
<td>6. JD/MSW (Social Work)</td>
<td>82 (Clinical Track)</td>
</tr>
<tr>
<td></td>
<td>79 (Social Services &amp; Administrative Practice Track)</td>
</tr>
</tbody>
</table>

B. Admission - Applicants for the joint degree programs must apply to and be admitted by each department. Admission to one department does not guarantee admission to the other. Applicants to the College of Law must go through regular admission procedures. Students are required to submit an approved form signed by both departments.

C. Enrollment - Normally, students pursuing a joint degree program must spend the first year of the program enrolled in the College of Law. Joint degree students must satisfy all College of Law graduation requirements, except that for cross-credits for courses taken in the other department are applied to the 88-credit hour minimum required for the receipt of the Juris Doctor degree.

D. Receipt of Degree - Students in joint degree programs receive both degrees concurrently. Law students may not be certified as graduates without having completed the degree requirements in both departments.

E. Grade Point Average Computation - No grades received in the other department will be used in determining the student's law school grade point average (GPA). For purposes of class rank, only the law GPA will be used.

F. Satisfactory/Unsatisfactory Hour Limitation - Students enrolled in joint degree programs may apply for a maximum of 20 hours S/U credit towards the graduation requirements in law.
G. **Residence Requirement** - Unless otherwise approved by both advisors and the College of Law Associate Dean for Academic Affairs, students enrolled in joint degree programs must earn a minimum of seven (7) semesters of residence credit. Based on the College of Law formula for determining residency (12-credit hours over not less than 13 weeks of study [excluding examinations] earns one semester residency credit), but including all courses taken in both law and the other department. All requirements for both degrees must be completed within five (5) calendar years.
IX. CLINICAL EXTERNSHIP PROGRAM

A. General Information

The College of Law offers one of the most extensive clinical externship (off-campus) in the United States, including more than 60 placements. Students earn academic credit while learning to assume the role of attorney or judicial clerk in the litigation and adjudication of real cases. The program provides the opportunity for students to be trained in legal practice in numerous agencies and judicial settings in Tallahassee, and in State Attorney, Public Defender, and Legal Aid offices locally and throughout Florida. Each program has both an academic and a clinical segment. A faculty supervisor oversees the academic segment, which provides perspective and trains the student in self-reflection and critical analysis of the institutions, processes, lawyering skills, and ethical issues related to the specific externship. A "placement" supervisor at the office location provides case assignments and assists/critiques the student to assure effective handling of the casework.

The programs are generally open to students who have completed 48 credits of law studies. Enrollment for each placement is limited and occasionally is competitive. Selection of students is determined by the faculty coordinator, often in conjunction with the office where the student is to be placed.

Programs award from 3-12 credits. All programs are graded pass/fail, and each program includes one (1) or two (2) Clinical Perspectives credits, graded pass/fail with an Honors (S+) and S- grade option. Three-, four-, and six-credit programs include 1 Clinical Perspectives credit; 9 and 12-credit programs include 2 Clinical Perspectives credits. The Perspectives grade is based on required weekly reporting to faculty members, participation in periodic seminars, and submission of additional written reports and papers. Failure to satisfactorily complete the perspectives component of the course may result in a "U" grade for the entire clinical program.

Students should be aware that they must successfully complete 66 graded credits (72 credits if GPA is under 70) to graduate from the law school. A total of 88 credits are needed for graduation. Also, the graduation requirement for residency semesters may be partially satisfied by summer credits. Check with the Registrar's office for details. No more than 15 hours of externship credits may apply toward graduation.

B. Certified Student Practice

Many of the extern programs involve the practice of law, and those students are certified for such practice by the Florida Supreme Court pursuant to the Student Practice Rule, Chapter 11, Rules of The Florida Bar. The certification process is coordinated by the Program Office. To be certified, a student must:
1. Have completed legal studies amounting to four semesters for which (s)he has received not less than 48 semester credits. (Note: a minimum of 6 credits is required during the summer term to count as a semester for this purpose);
2. Be certified by the Dean as being of good character and competent legal ability and as being adequately trained to perform as a legal extern; and
3. Certify in writing that (s)he has read, and is familiar with, the Rules of Professional Conduct as adopted by the Florida Supreme Court and will abide by its provisions.

With regard to the "good character" requirement, students should disclose to the Dean or a faculty member all convictions, arrests, expulsions, dishonorable discharges, or anything else that conceivably could be deemed relevant to their character.

Note: Background information or unprofessional behavior as a law student may be a factor considered for acceptance for an externship, and will be disclosed to placement offices also in the judgment of the faculty extern coordinator. Students with questions should discuss them with the externship coordinator.

C. Externship Requirements and Limitations - Read Carefully

1. Course Planning
Any student who wants to take a 12-credit externship (generally Prosecutor, Defender or Legal Services) in the Fall needs to schedule other important Fall electives in the student's second year. The 12-credit or 9-credit externship generally cannot be taken in the student's last term, and no other courses may be taken with a 12-credit program.

2. Travel
Students participating in programs outside the Tallahassee area may be required periodically to travel substantial distances to engage in seminars with other students or to meet individually with the faculty supervisor. Please consult with the program coordinator or assistant for more information.

3. Maximum Credits
A maximum of 15 externship, or 18 Clinic credits (externship and/or Children's Advocacy Clinic) may be applied toward graduation, excluding orientation course hours. In addition, only two programs may be taken. A student may not take more than one clinical program in any semester.

4. Last Semester of Law School
Students generally may not take a 9 or 12 credit externship program during their last semester of law school. Waivers will be granted only in the most extraordinary and compelling circumstances. (Exception: A limited number of students may be permitted to take a 9-credit prosecutor/defender externship in their last semester in cases of over enrollment and subject to other conditions.) Students may, however, take up to six extern program credit hours during the last semester of law school.
5. **Additional Courses**  
Students may not take additional courses while they are enrolled in a full-time (12 credit) externship program. However, Tallahassee externs may receive Law Review or other journal credit with prior approval of the faculty externship coordinator.

6. **Work Hours Required**  
Six credit programs require a student to work a minimum of 280 hours over a 14-15 week period. Students work a minimum of 20 hours per week in blocks of 3 or more hours, as arranged with the site supervisor. Students may not take more than 9 additional credits during this semester. Three- and four-credit programs require 225 hours over 14-15 weeks and students may not exceed 15 total credits during the semester.

Twelve-credit externships require a student to work a minimum of 560 hours during 14 full weeks, excluding holidays.

Nine-credit externships involve either full-time participation during the summer for 11 weeks (420 hours) or a 14-week (420 hours) program in one of the programs approved for 9 or 12 credits.

7. **Repeating an Externship**  
A student may not repeat a completed externship program in a subsequent term. If a student is unable to complete a program for a compelling reason, the program coordinator may permit the student to repeat the program.

8. **Application Deadlines**  
Unless otherwise posted, application for an externship or an orientation course must be filed with the clinical office six weeks into the previous semester. Fall semester applications are due in the Spring, according to posted deadlines.

9. **Credit**  
Students may not receive credit unless they are participating in an approved externship program. All enrollments are subject to the director's approval, considering course preparation, and possible duplication of curriculum with other clinical programs. The director may also deny enrollment to a student who has not consistently demonstrated professional behavior in prerequisite courses or otherwise at the college (including, without limitation, honor code violations, absence or lateness to classes, or inattention to administrative requirements or assigned work).

10. **Compensation**  
Students are not permitted to receive compensation for their services rendered in credit-earning programs. However, students working outside the Tallahassee area may, at the option of the specific placement office, receive an expense reimbursement for the cost of
travel and relocation. Grant funds may also be available for expenses for legal services work, depending on student need.

11. **Employment**

Students engaging in a 9 or 12 credit externship, and those engaging in any judicial externship, may not have outside legal employment. However, other employment (including faculty research assistance) may be approved for evening and weekends up to a maximum of 8 hours per week, after consultation with the faculty externship coordinator and site supervisor. Other part-time externs may engage in outside legal employment only with the approval of the externship coordinator. Clerking is discouraged because of both time demands and ethical considerations.

12. **Overlapping Programs-Restrictions** (Subject to change as programs are evaluated)

   a. **Two Judicial Externships**
      Students will not receive 6 credits for each of two judicial externships. Students may not take both appellate programs nor both trial level programs for credit. If one trial level and one appellate program are taken, or bankruptcy with any other program, the second program is awarded 3 credits (for 15 hours per week participation).

   b. **Other Program Restrictions**
      Students may not take two appellate advocacy programs or two university attorney programs, or two criminal justice externships for credit. Where programs overlap to a substantial degree, including any two environmental programs (DEP, Game and Fresh Water Fish Commission, Department of Community Affairs, Legal Environmental Assistance Foundation, and 1000 Friends), the second program taken will award students 50% reduced credit with 25% reduction in participation hours at the placement office, as with the above restrictions with the combined judicial programs. Similarly, students combining any two programs among the appellate advocacy, judicial, and U.S. Attorney programs would also receive a 50% reduction in credit for the second program taken, with a 25% reduction in participation hours. Students undertaking both employment law programs (Florida Commission on Human Relations and Public Employee Relations) would have the same restriction. All other requirements remain for the second program as for the initial program.

   c. **Children’s Advocacy Center**
      To the extent that the learning experience in the CAC may duplicate that of a particular externship (i.e., Prosecutor/Defender or others), credit reductions may apply. Students wishing to take both the CAC and an externship should check with the faculty directors of both programs.
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13. **Transient Students**
Transient students may not participate in a full-time externship. Transient students may pursue a part-time externship program if space and resources are available, provided s/he is primarily enrolled in other course work at the College. The same limitation applies to the clinical orientation course.

14. **Pro-Bono Restrictions**
Students enrolled in a judicial externship may not complete any of their pro-bono hours during the externship. Therefore, if you are taking a judicial externship in your last semester, you must have your pro-bono requirement completed before your final semester.
X. STUDY ABROAD PROGRAMS

A. Oxford Program
The Florida State University College of Law annually sponsors a special summer term legal studies program at Oxford University, Oxford, England. Students may earn .308 residency credit and up to six semester hours of course credit for their participation in the program. The program includes formal course work and visitations to places in England having traditions related to the development of American law. A combined faculty drawn from Oxford University and Florida State University provides instruction for this program. The program is open to students in good standing in an approved law school and to graduates of such law schools; graduate students in other fields are considered based on the relevancy of their field of study.

B. Barbados Program
The College of Law annually sponsors a summer legal studies program at the University of West Indies, Barbados. Students may earn up to six hours of credit and up to .308 semester residency credit from participation in this program. The program concentrates on topics relating to the law of the Caribbean and the relationship between the Caribbean countries and the United States. The program is taught by faculty from the University of the West Indies and Florida State. Students in good standing from Florida State and other accredited law schools are eligible for the program after successfully completing one year of legal studies.

C. Prague Program
The College of Law sponsors a four-week summer law program in Prague at Charles University. Charles University is the oldest university in Central and Eastern Europe, dating to the 1300s. The program will be taught by Charles and Florida State law faculty and focus on comparative and international law. The program, which will take place in June, can be attended in conjunction with the Oxford Program. Students may earn up to 6 credit hours and .308 hours residence credit for participation in the program. Students in good standing from Florida State and other accredited law schools are eligible for the program after successfully completing one year of legal studies.

D. Cancellation Policy
The College of Law may cancel any of the Barbados or Prague Study Abroad programs for a year in which fewer than eight (8) students enroll. For the Oxford Program, cancellation may result if fewer than twenty (20) students enroll.
XI. STUDENT PROGRAMS, SERVICES AND POLICIES

A. Academic Support Program
The College of Law's Academic Support Program is coordinated by the Associate Dean for Student Affairs. The program is designed to enhance the first-year curriculum as well as the academic performance of first-year students.

Second-year students work as tutors for each section of the first-year courses. The tutors, working closely with the first-year professors, conduct bi-weekly group tutorial sessions and also hold office hours for individual conferences with first-year students. During the tutorial session, the tutors focus on assisting first-year students in the development of skills such as note-taking, briefing, analyzing, synthesizing, outlining, and exam-taking.

The program is complemented by the Academic Support Program Resource Materials, a small library of casebooks, outlines, and study aids which have been donated by students, faculty and alumni. The Resource Materials are located in the Office of Student Affairs (206) and are available on a two-week loan system to any student enrolled at the College of Law.

B. Scholarships
The Financial Aid Handbook explains the financial aid process and the requirements for applying for aid. The Handbook may be obtained by writing to the Office of Financial Aid, Florida State University, Tallahassee, Florida 32306. Students who have questions about financial aid should contact the Law School Specialist in the Financial Aid Office, (850) 644-5871.

Information on financial aid sources and financial planning is also offered by the Student Aid Resource (STAR) Center. Their computer-assisted programs, videotapes, and various guides and work sheets can facilitate estimating financial eligibility, identifying potential sources of financial assistance, and preparing applications for financial aid. Help with budgeting and debt management also is available. Call the STAR Center at (850) 644-4840.

1. Scholarships and Grants
The College of Law offers a program of scholarship assistance made available through the generous support of alumni and friends. Most aid is awarded to students on the basis of merit and financial need. All entering students are automatically considered for scholarships administered by the College of Law. Each year the College awards scholarships to at least ten percent of the students in the entering class. The following scholarships and grants are available to students in the College of Law.

2. College of Law Administered Scholarships and Grants:

Alumni Endowed Scholarship
Established by an anonymous alumnus, this scholarship is awarded annually to a student who has performed outstanding service to the College of Law.
**Alumni Recruitment Scholarship**
The College of Law provides scholarships to outstanding students with high academic credentials and financial need.

**Ausley Law Review Scholarship**
Mr. DuBose Ausley established a fund to provide stipends to second-year students while they complete their writing requirement for the Law Review. As many as six stipends are awarded each year, and the recipients are designated Ausley Scholars.

**Ralph R. Bailey Scholarship**
The estate of Ralph R. Bailey established this fund to award scholarships to students who are U.S. citizens maintaining their permanent residence in Broward County, Florida.

**Sandra Barr Memorial Scholarship**
Established in memory of Sandra Barr, a 1979 College of Law graduate, this scholarship is awarded annually to a second- or third-year student on the basis of academic merit, financial need, and service to the College of Law.

**Nathan Bedell Scholarship**
This scholarship was established in memory of Nathan Bedell, a Jacksonville attorney, and is awarded to a deserving female law student.

**Blank-Miller Scholarship**
This scholarship was established by Phil Blank, a Tallahassee attorney and 1975 College of Law alumnus in honor of his father and father-in-law and is presented to a student with high academic credentials and a financial need.

**Dan Bradley Memorial Scholarship**
This scholarship, sponsored by the Florida Lawyers' Legal Insurance Corporation, in memory of Florida attorney Dan Bradley, is based upon academic merit and financial need. The award is not limited to entering students and may be awarded to second- or third-year students as well.

**Richard M. Davis Scholarship**
This scholarship, established in memory of 1978 College of Law graduate Richard M. Davis, is awarded to an outstanding student with financial need who is designated the Richard M. Davis Scholar.

**David Warren Denney Memorial Scholarship**
This memorial scholarship, established by the family and friends of David Warren Denney, a triathlete and a 1981 College of Law graduate, is awarded to a second- or third-year student from the Twelfth Judicial Circuit (Sarasota, Manatee and DeSoto counties) who demonstrates a love for running and the outdoors as well as a financial need.
Denise Diaz Memorial Scholarship
Established in memory of former College of Law student Denise Diaz, this scholarship is awarded to an entering first-year female Hispanic law student who is dedicated to public service.

The Florida Bar City, County, and Local Government Law Section Law Student Award
This award is made to a second- or third-year law student who has demonstrated, by academic performance, an interest in the field of city, county and local government law.

The Florida Bar Foundation Public Service Fellowships
Approximately seven fellowships are awarded each year to students interested in public service careers. Awards are approximately $4,000 per year. The Public Service Fellowship Program is intended to expose law students to the wide range of opportunities and benefits of public service work in the law. The program has both academic and practical (i.e., direct involvement in public service work) requirements.

The Florida Bar Government Lawyers Section Public Service Scholarship
This scholarship was established by the Florida Bar Government Lawyers Section to provide financial assistance to law students committed to public service.

The Florida Bar Labor Employment Law Section Scholarship
This scholarship was established by the Florida Bar Labor Employment Law Section to provide financial assistance to law students who have performed well in the employment and labor law courses.

The Florida Bar Local Government Law Section Law Student Award
This scholarship was established by the Florida Bar Local Government Law section to provide an award to a law student who has shown him/herself to be both outstanding and interested in Local Government Law.

The Florida Bar Tax Section Scholarship
This scholarship was established by the Florida Bar Tax Section to provide financial assistance to law students committed to the pursuit of a career in tax law.

Florida Chapter, American Academy of Matrimonial Lawyers Family Law Scholarship
This scholarship is awarded to a second- or third-year student who has a strong interest in pursuing a career in family law and has demonstrated academic excellence. The recipient shall be required to take the course in Family Law during the academic year of the award. The recipient shall make a commitment to take one additional family law-related course before graduation.
**John W. Frost Scholarship**
This scholarship award is funded through the generosity of John W. Frost II, an alumnus and member of the College of Law Charter class. The scholarship is awarded to an entering first-year student with high academic credentials who is designated the John W. Frost scholar, and is continued each year, provided the student demonstrates satisfactory performance.

**Virgil Hawkins Fellowships**
The 1982 Florida Legislature established these fellowships to support the enrollment and successful matriculation of African American students. The program currently provides selected students with an award each year while enrolled full-time at the College of Law. Nominations for the fellowships are made by the College of Law. Recipients are required to have attended the College of Law's Summer Orientation Program.

**Wayne and Patricia Hogan Endowed Scholarship Fund**
A contribution of $10,000 was given by Wayne Hogan, a 1972 College of Law graduate, and his wife, Patricia, to provide scholarships to outstanding students with financial need.

**Claudia Rickert and A. Woodson Isom, Jr., Scholarship**
This scholarship was established by the Honorable Claudia Rickert Isom and A. Woodsom Isom, Jr., College of Law alumni in the class of 1975, and is awarded to married students with financial need.

**Katzentine-Simon Scholarship**
Mrs. Ucola Katzentine established this $1 million scholarship fund in memory of her lawyer, the late Tobias Simon. These scholarships are awarded to entering first-year students with high academic credentials and are continued each year, provided that the student maintains a required average.

**Guyte P. McCord Memorial Scholarship**
This scholarship fund was established in honor of a former Tallahassee judge and lawyer and provides an award on the basis of academic merit and financial need.

**David Guy McGunegle Memorial Scholarship**
This memorial scholarship, established by the family and friends of College of Law graduate David Guy McGunegle, is awarded to an academically deserving second- or third-year student who has performed well in the Professional Responsibility course.

**Beverly S. McLear Scholarship**
Mr. and Mrs. William Z. McLear established this scholarship fund in memory of their granddaughter, Beverly Stout McLear, a 1984 graduate of the College of Law. The scholarship is awarded to a second-year female law student who has exhibited an interest in, and aptitude for, the practice of environmental law in the public interest.
Amelia White Rowell Memorial Scholarship
This scholarship was established in memory of Amelia White Rowell, a College of Law alumnus of the class of 1991 and is provided to support a female returning to school.

W. Paul & Erin C. Shelley Scholarship
W. Paul Shelley, Jr., a practicing attorney, and his wife, Erin C. Shelley, established this scholarship fund because they believe that a legal education is best pursued when a student can devote time to the study of law and not be handicapped by the lack of financial support. A scholarship is awarded annually to a student who has established outstanding academic credentials and a financial need.

Jo Standley Memorial Scholarship
This annual award was established in memory of a former College of Law employee and is awarded to a law student who is employed by the College of Law and who demonstrates academic achievement and financial need.

James Harold Thompson Scholarship
This scholarship, initiated by former Speaker of the Florida House of Representatives James Harold Thompson, an alumnus and member of the charter class of the College of Law, is awarded each year to first-year students with financial need.

Eugene Tubbs Memorial Scholarship
Recipients of this annual award, established in memory of former state representative and 1977 alumnus Eugene Tubbs, M.D., must have a strong history of service to the law school or the community.

Bruce A. Wragg Memorial Scholarship
This scholarship was established by the family of Bruce Wragg, a College of Law alumnus of the class of 1992 and is awarded to students with financial need.

3. University Administered Scholarships and Grants

Delores Auzenne Grant-in-Aid Program
Each year the Board of Regents selects 15 black students from the University-wide student body to receive $5,000 grants. Applications are available in the Office of Financial Aid (fourth floor of the University Center).

University Fellowships
The Florida State University offers several highly competitive graduate fellowships each year. Fellowships are renewable and provide a stipend of $15,000, plus registration fees. Fellows must be enrolled for at least 12 credit hours per term during the period of the fellowship. Fellows are required to attend classes during the summer. In recent years, the average UGPA and LSAT score of fellowship recipients were 3.94 and 167, respectively. Applications may be obtained from the
Office of Graduate Studies and Research or from the Office of Admissions and Records of the College of Law. The application deadline is announced by the Office of Graduate Studies.

4. Scholarships Administered Outside the College
Information and applications for outside scholarships are forwarded to the Office of Student Affairs throughout the academic year. Students are encouraged to check regularly for new postings on the scholarship bulletin board, which is located on the first floor atrium of B.K. Roberts Hall and on the Student Affairs website.

C. Office of Career Planning and Placement
The primary objective of the Office of Career Planning and Placement is to assist students in securing clerkships and permanent employment in the legal profession. This office provides career counseling, resume consultations and an active on-campus recruiting program.

In compliance with Florida State University policy, all placement services provided by the University are to be administered in a manner which provides equal opportunities for the employment of individuals who are entitled to use such services. Therefore, the Office of Career Planning and Placement filings and listings are not available to any organization which unlawfully discriminates against any person because of race, creed, sex, religion, national origin, age, or physical disability. It is expected that employers take positive steps to assure that no such discrimination occurs in hiring, promotion, compensation, or work assignment. Students may obtain information from 209 B.K. Roberts Hall or call (850) 644-4495.

D. Office of Admissions and Records
General law school policies and procedures, class schedules, course descriptions, registration information, orientation and graduation information, and the law school catalog and application can be obtained from the Office of Admissions and Records, B.K. Roberts Hall, Room 210 or call (850) 644-3787 for additional information.

The Law School Office of Admissions and Records maintains all student records, including grade reports and transcripts. Students should obtain official transcripts from the Office of Admissions and Records since the University transcripts do not note numerical grades and does not reflect class rank.

The Office of Admissions and Records regularly uses e-mail and mail folders to communicate important information and deadlines. Students are responsible for daily checking of their e-mail and mail folders.

Requests for transcripts, certifications, GPA, class ranks, etc., should be made at the Office of Admissions and Records. Students are encouraged to make requests at least 48 hours in advance. Information pertaining to student records is confidential and can not be released by facsimile.

E. Copy Center

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Photocopied class materials required by the instructor may be picked up at the Copy Center, room 240, off the Student Lounge. Payment for materials is due at the time they are picked up. However, post-dated checks will be accepted for materials required before financial aid checks are available.

F. Student Disability Resource Center
The Florida State University Student Disability Resource Center is located in Rm. 08, Kellum Hall, (850) 644-9566, TTY attachment available. Qualified staff members are available to assist students with disabilities in many ways.

Students in need of special accommodations because of a physical or learning disability should make arrangements with the Associate Dean for Student Affairs. To be eligible for special arrangements, students must complete and submit a REQUEST FOR SPECIAL EXAM ACCOMMODATIONS form by 5:00 P.M. by the end of the fifth week of the semester in which accommodation is sought.

G. Florida Board of Bar Examiners
The Florida Board of Bar Examiners suggests that all entering students file a Beginning Student Application to initiate background investigation to the Bar examination within 150 days of their matriculation date to avoid additional registration fees.

Bar applications have been computerized and are available electronically on the website, CD-ROM, or on diskette. CD-ROM and diskette software may be “checked out” from the Office of Student Affairs.

Graduating students applying to the Florida Bar must sign a Graduating Student Certificate which certifies that all statements contained on their application to law school are accurate and authorizing the College of Law to submit final transcripts and Dean's Certificates to the Bar Examiners. In relation to this, students should be sure that their law school applications are accurate and up to date as of the time of entering the College of Law. Letters to amend the application should be submitted to the Associate Dean for Academic Affairs.

H. Health Center
Thagard Health Center provides primary health care to Florida State students. Services are provided through medical clinics and support units for which health enhancement and wellness of students are the ultimate goals.

Your student health fee (part of tuition and fees) entitles you to some health services without charge. Other services, such as elective surgery, X-rays, physical examinations, routine gynecological exams, allergy injections, laboratory tests, full-service pharmacy, medical supplies, optometry services, and dental care are available at reduced prices. Rates for these and other services are posted throughout the Health Center. Payment may be in cash, by FSU Card, or by check.
Because the health center does not provide inpatient care or perform major surgery, and because the Counseling Center does not see patients on a long term basis, it is strongly recommended that all students purchase health and accident insurance. Health care services provided outside the University are at a patient's expense. The Student Government Health Insurance Program offers low-cost insurance to supplement services provided by the health center. Information is available through the Student Government Office (A201 Union/644-1811) or in Room 117 of the Health Center (644-4250).

I. Counseling Services

1. General - Students in need of academic or personal counseling are encouraged to contact the Associate Dean for Student Affairs.

2. The FSU Counseling Center
   The Student Counseling Center provides counseling programs and services, including psychiatric consultation, to help students overcome personal and interpersonal difficulties. Registered students are eligible for services free of charge.

The Student Counseling Center's staff believes that supporting wellness helps to prevent illness. They focus primarily on short-term and pre-crisis psychological aid. Crisis intervention is provided, but the staff works to prevent that need. Group and individual counseling are offered for a number of difficulties and concerns, including but not limited to:

- Anxiety and stress management,
- Depression,
- Domestic violence,
- Eating disorders,
- Gay, lesbian, and bisexual issues,
- Minority and transfer student support services,
- Premarital, marital, and family concerns,
- Self-esteem,
- Sexual assault, and
- Study skills

Records of visits to the Counseling Center are confidential and are not included in the student's permanent university record. Information concerning use of the center will not be released without the written permission from the student involved unless there appears to be a clear and present danger to the student or to others.

Counseling and other services are available by appointment between the hours of 9:00 am and 12:00 p.m. or 1:00 p.m. and 3:00 p.m. Monday through Friday. Call Thagard Health Center, third floor, 644-2003. On weekends and after hours, students in crisis can call the Crisis Management Unit on campus at 644-1239 or the 24-hour Telephone Counseling and Referral Service in the city at 224-NEED.
J. Leach Center
The Dr. Bobby E. Leach Center, a student recreation facility, opened for use fall semester 1991. This beautiful $13.5 million facility, constructed with student funds, provides the FSU campus an unparalleled opportunity for fitness, recreational sports and leisure activity. The Leach Center is available to the University's students, staff, faculty, and others. The Center includes a variety of recreational space including gymnasium, spas, racquetball and squash courts, weight training and fitness rooms, indoor track, and other multipurpose areas. The Center is free to FSU students—simply present your FSUCard at the door. Call 644-0550 for any questions or information.

K. Student Organizations
With the support and encouragement of the Office of Student Affairs, students actively participate in a wide variety of student and service organizations at the College of Law. In addition to providing students opportunities to meet and work with their colleagues, the organizations address particular interests through a variety of forums, including debate competitions and lectures by distinguished speakers.

All student organizations must register with Student Government through the University's Office of Activities and Organizations. (A301 Union, 644-3840) (M-F, 8:00 A.M. - 5:00 P.M.). Only registered student organizations are officially recognized and are eligible for funding from Student Activities Fees.

The College of Law realizes that, from time to time, co-curricular programs and student organizations desire to engage in external fundraising activities to enhance their ability to serve the College of Law community. In any fundraising effort all funds raised must be used in a manner consistent with the educational mission of the College.

It is in the best interest of the College of Law to maintain oversight in the solicitation of alumni and friends of the College by co-curricular programs and student organizations of the College. Any co-curricular program or student organization of the College that wishes to solicit funds from the alumni and friends of the College must first seek approval through the Office of Advancement and Alumni Affairs. After approval is granted, the Office of Advancement and Alumni Affairs will work with the co-curricular program or student organization to determine the method and focus of the solicitation, refine the list of potential donors, and coordinate a time for the solicitation that fits the overall fundraising plan of the College. All internal fundraising activities should be approved by the Associate Dean for Students.

The following student organizations have been active at the College of Law in recent years:

American Civil Liberties Union (ACLU) frequently invites national, state, and local authorities on civil liberties to speak to students about highly topical issues. Civil liberties issues addressed include religious freedom, civil rights, political freedom, women's rights, the rights of immigrants and aliens, and the death penalty. Members in the group also help local attorneys in civil liberties
cases. Students may also assist community and state ACLU in other projects such as fundraisers, community education campaigns and presentation of issues to legislative bodies.

**Black Law Students Association** (BLSA) is concerned with increasing the enrollment of African-American Law Students at FSU, assisting them in successfully completing the law school program, and aiding them in securing employment upon graduation. Known as the Florida State Delores Poindexter Auzenne Chapter, it is one of the most active in the region. The chapter sponsors several educational, political, and community service activities, including an orientation and reception for entering black students and a minority law day program, as well as other workshops, lectures, and forums addressing topics of concern to black and other minority groups. BLSA also hosts a variety of social events for its members, alumni, prelaw students, and friends.

**Brehons**, the Association of Irish-American Law Students, exists to help alleviate the economic barriers to entering the legal profession. "Brehons" is a Gaelic word that translates to English as "lawyer."

**Business Interest Society** promotes scholarship and awareness of emerging and existing commercial and entrepreneurial legal issues. The organization strives to advance the professional development of the members of the student body and provide a forum of the interaction among the legal community, student body and faculty.

**Christian Legal Society** (CLS) is a support group formed by Christian law students to provide an opportunity for fellowship, Bible study and discussion. Membership is open to all interested students. The CLS promotes the concept of the Christian lawyer and provides the fellowship and impetus necessary for the students' development toward that end.

**College of Law Democrats** (COLD) serves as a social and political organization whose goals are to secure the benefits of mutual association, to further the legal, academic and social interests of its members, to promote positive and open discourse, and to work with the Democratic Party.

**Dispute Resolution Society** (DRS) focuses on alternatives to litigation. Its emphasis is on mediation as well as skills training in client counseling and negotiation. The members participate in national competitions in client counseling and negotiation.

**Entertainment, Arts and Sports Law Society** (EASL) was formed to bring together students interested in the law as it relates to the arts, entertainment and sports. The society frequently invites individuals to the law school to speak on issues and concerns in these areas.

**Environmental Law Society** (ELS) provides a forum to address key environmental law issues on the local, state and federal levels, as well as functioning as a group available to participate in local environment cleanups and fundraisers. ELS provides its members with opportunities to travel to national Environmental Law conferences and to make contact with state and local environmental employers through pro bono and internship opportunities.
Federalist Society seeks to promote a diversity of political thought and debate on issues of contemporary interest by sponsoring speakers and debates that represent a broad range of perspectives, including libertarian and conservative views.

International Law Society (ILS) provides an opportunity for interested students to learn about various fields in international law.

Intellectual Property Law Society is dedicated, but limited to the following: to educate students about the other career opportunities of intellectual property law; to be a resource center for those interested in intellectual property law; and to support participation in moot court competitions, seminars and other activities related to intellectual property.

Jewish Law Student Association (JLSA) was formed to create a greater awareness of Judaism at the Florida State University College of Law. This organization promotes the greater ideals of Jewish religion and culture, and creates unity and understanding among its members as well as campus-wide.

Law Partners, an auxiliary of the Student Bar Association, is a social and service organization for the spouses and "significant others" of FSU law students. The organization seeks to educate its members about the legal profession and to provide a means of interaction with the law school and law school-related activities. Meetings and social activities are scheduled during the fall and spring semesters. Law Partners is supported entirely by the fundraising activities of its membership and has recently decided to allocate a portion of its proceeds to book scholarships for law students.

National Lawyers Guild (NLG) was founded in the 1930s as an alternative to segregated bar organizations. The Guild's long tradition of progressive advocacy, from the McCarthy era "witch trials" of the fifties to today's gay rights battles, is carried on by student chapters such as this one at the College of Law.

Phi Alpha Delta (PAD) promotes friendly social and business relationships among its student members and members of the legal community. Each year, Phi Alpha Delta hosts a number of guest speakers and also coordinates a police ride program, which gives students the opportunity to experience the reality of law enforcement. Phi Alpha Delta members volunteer to clerk with lawyers involved in the legal aid program.

Phi Delta Phi is dedicated to promoting the highest standards of ethics and culture. Founded in 1869, Phi Delta Phi is the oldest national association in the legal profession. Its members have become prominent attorneys, law professors and judges. Several of the current Justices of the U.S. Supreme Court are members. Membership in FSU's Mason Ladd Inn (chapter) is open to law students who have completed their first year of study with an 80 percent or higher grade average. Phi Delta Phi sponsors speakers, community service activities and social activities involving both
students and practicing attorneys. The fraternity participates in the national organization's low-interest student loan program.

Public Interest Law Student Association (PILSA) is committed to promoting pro bono and community service as well as helping students who want to work in public interest law. As a means of removing barriers confronting students who want to work in public interest law, PILSA provides selected students with summer stipends for positions with public interest law agencies, such as legal aid offices. To support this effort, students and faculty are asked to donate one day of their summer salary to PILSA Summer Stipend Program.

Spanish-American Law Students Association (SALSA) functions primarily as a support group for Hispanic students. Recently, SALSA has broadened its perspective to include student recruitment, orientation, and leadership training. One of SALSA's goals is to raise the awareness in the legal community of the important contributions Hispanic lawyers have made to the legal landscape of Florida. SALSA schedules social and academic events during the school year and sponsors public discussions.

Student Bar Association (SBA), by far the largest student organization, represents the interests of all regularly enrolled students in the College of Law. Essentially the law school's student government, the SBA coordinates the professional, social and other extracurricular activities of the student body. Officers are elected by the student body. In addition to providing a liaison between students and the law school's administration, SBA appoints student members to the faculty committees and provides a variety of services, including student book sales, orientation for new students, and social and recreational activities. In addition, the SBA is FSU's link with the Law Student Division of the American Bar Association.

Student Trial Lawyers Association has recently been incorporated as the Trial Division of the Moot Court program.

Tallahassee Bar Law Student Association (TBS) is committed to providing law students the opportunities and means to network with lawyers and judges of the Tallahassee Bar Association in order to establish mentor relationships and assist law students in their professional development.

Women's Law Symposium (WLS) membership is open to anyone concerned with issues affecting women and the law. WLS frequently invites women attorneys, judges and legislators to speak at casual noontime or evening sessions. WLS also coordinates a mentor program in which first-year students are matched with local attorneys. Representatives of WLS attend the monthly meeting of Tallahassee Women Lawyers, whose members are invited to WLS events. Currently, the WLS sponsors a student loan program in which short-term, interest-free loans are made available to students.
L. Alcohol Policy Information
University policies and rules concerning the sale, serving and consumption of alcoholic beverages on the Florida State campus reflect a concern for welfare, health, and safety of the campus community. Those who wish to serve alcoholic beverages at a campus function must meet certain requirements and must request administrative approval prior to the event. The Office of Student Affairs (Room 206) is the place to begin the approval process.

All requests to serve alcohol will require review and approval at three (3) levels: first, by the Associate Dean for Student Affairs at the College of Law; second, by the Vice President for Student Affairs; and third, by the President of the University. Because the process for approval involves three offices, we ask that you submit your request as soon as possible before the function. In no event will a request submitted less than ten (10) business days prior to the scheduled function be approved.

Guidelines for the Serving of Alcohol at Events Sponsored by Student Organizations
Student organizations must request approval to serve alcohol at a sponsored event. The request must be in writing and must be submitted first to the Associate Dean for Student Affairs at least ten (10) days prior to the scheduled event. It is the policy of the College of Law that approval to serve alcohol will be granted only when a student organization can certify to the following:

1. that it is an officially registered organization,
2. that arrangements will be made to have Marriott Catering Service, the University's licensed server, provide and serve the alcohol;
3. that alcohol will not be served during an event for a period longer than two hours;
4. that food will be provided at the event;
5. that one or more alternative beverages will be provided in sufficient quantity throughout the event.

In addition to stating the above, the written request must also indicate the date, time, and place of the scheduled event; who is invited to the event and the name and telephone number of the contact person.

If the request to serve alcohol is approved by the Associate Dean for Student Affairs, it will then be submitted to the Vice President for Student Affairs, and then to the President for their approvals.

M. FSU Cards
All students, faculty and staff are required to have a photo FSU Identification Card. The card is the key to using many services at FSU, including the Leach Recreational Center or the Thagard Student Health Center. Further, the FSUCard is used for identification purposes when obtaining student records information.
The FSUCard also offers debit card and long distance calling card services. Card holders may deposit funds into their debit account from which housing, tuition, and other campus fees can be paid. The card can also be used to make cash withdrawals from automated teller machines as well as purchases from hundreds of Tallahassee merchants. The "pre-paid" feature of the FSUCard can be used to purchase products from vending machines, pay for copies, and can be used in the new interactive Kiosks around campus for administrative services.

There is a one time charge for the FSUCard and a replacement fee for lost or damaged cards.
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There is a one time charge for the FSUCard and a replacement fee for lost or damaged cards.

XII. FLORIDA STATE UNIVERSITY SEXUAL HARASSMENT POLICY

(1) POLICY STATEMENT. Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated at The Florida State University, whether by faculty, students, staff or by others while on property owned by or under the control of the University.

(2) COORDINATOR OF SEXUAL HARASSMENT RESOLUTIONS. The Office of the University's Coordinator of Sexual Harassment Resolutions (the "Coordinator"), within the Office of the Inspector General, is designated to receive and investigate sexual harassment complaints as set forth in this policy and to maintain the records pertaining thereto.

(3) DEFINITION. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or,

(b) submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or,

(c) such conduct has the purpose effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

(4) EXAMPLES OF SEXUAL HARASSMENT. Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:
(a) use of gender-based verbal or written language offensive or degrading to a person of that gender, whether or not the content is sexual;
(b) inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
(c) use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
(d) unwelcome requests or demands for sexual favors or unwelcome sexual advances;
(e) inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking movement; or
(f) sexual battery. (Note: some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, the Florida State University Police Department is to be notified immediately and will provide assistance to the victim and initiate an investigation of the crime. For additional information, please refer to the University's Sexual Battery Policy.)

(5) DISCIPLINARY AND OTHER ACTIONS. Sexual harassment is prohibited at the Florida State University. The University will take appropriate action against any person found to be in violation of this policy. (Note: a person who is sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

   (a) Disciplinary Actions. Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. Any student, except when acting in the capacity of an employee, who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.

   (b) Other Actions. The University will take such corrective actions against any non-students or non-employees found to have violated this policy as may be appropriate under the circumstances.

(6) RETALIATION. Retaliation against one who in good faith brings a complaint of sexual harassment who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.
(7) FILING OF FALSE SEXUAL HARASSMENT COMPLAINT. Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

(8) REPORTING REQUIRED. Any student or employee who has witnessed what is perceived to be a violation of this policy should report that conduct to the Coordinator, who then will proceed as appropriate. Any supervisor who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving, a person within that supervisor’s purview is required to take prompt corrective action as appropriate, and to report the matter to the Coordinator. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

(9) COMPLAINT PROCEDURE.
(a) Filing of Complaint. Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the “respondent”) verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), Office of the Dean of Students (for students), or the Department of Personnel Services (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the “complainant”) may initiate a complaint under this policy by bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:
1. The Coordinator;
2. The Office of the Dean of the Faculties;
3. The Office of the Dean of Students;
4. The Department of Personnel Services;
5. A students’ school or college dean; or,
6. An employee’s immediate or next immediate supervisor.
(b) Contents of Complaint. The complaint should provide the following information to facilitate a prompt and thorough investigation:
1. The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;
2. Specific acts alleged, including dates, times, and locations, if known;
3. Names, addresses, and phone numbers of potential witnesses;
4. The effect the alleged acts have had on the complainant;

7. For purposes of this policy, the term “supervisor” shall be deemed to include vice presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc.; faculty when acting in a supervisory capacity or within the faculty-student role; graduate research assistants, teaching assistants, lab technicians, residence hall coordinators, etc.
8. Actions the complainant may have taken to attempt to stop the harassment;
9. Complainant’s suggestions of proposed actions to address or resolve the harassment; and,

Other information the complainant believes is relevant.

(c) Transmittal of Complaint to Coordinator. The complaint shall immediately be forwarded to the Coordinator. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

(d) Initial Review of Complaint. The Coordinator will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified as one who is not a student or employee, then the Coordinator will refer the matter to the Office of the General Counsel for appropriate action. If the Coordinator determines that the alleged perpetrator is a student or employee, the Coordinator will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the Coordinator determines the alleged acts may constitute a violation of this policy, investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).

(e) Notification to Respondent and Supervisor; Informal Resolution; Withdrawal of Complaint. The Coordinator will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint and the complainant’s suggestion of proposed action to address or resolve the alleged harassment. The respondent will be offered the opportunity to accept the complaint’s proposed resolution or to propose another possible resolution. If the matter is thus resolved informally to the complainant’s satisfaction, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement releasing the University from taking any further action. If the matter is not resolved at this stage to the satisfaction of all parties, including the University, the complaint will be investigated as set forth in Section (10) below.

(10) INVESTIGATION. The following procedures will govern all investigations of complaints alleging violations of this policy:
(a) The Coordinator will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Personnel Services, and/or the respondent’s supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the Coordinator will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students will notify the Coordinator of the outcome.
(b) The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the offending behavior.
(c) The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.

(d) The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.

(e) The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents relevant.

(f) All witnesses who provide relevant information will be asked to submit a written, signed statement attesting to their knowledge of the subject circumstances.

(g) Confidentiality of the investigation will be maintained to the extent by law.

(11) REPORT OF COORDINATOR. The Coordinator will prepare a report setting forth the Coordinator’s findings, with relevant exhibits attached, as appropriate. The report will contain the Coordinator’s conclusion as to whether this policy has been violated and include a recommendation as to whether disciplinary action should be initiated or the complaint should be dismissed. The report should be completed within 120 days following the filing of the complaint, where practicable, and will be submitted to the appropriate vice president of the respondent’s unit or department.

(12) SUBSEQUENT ACTION. The vice president will make a determination, upon review of the Coordinator’s report, consultation with the Dean of the Faculties or the Director of Personnel Services, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Board of Regents and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the Coordinator of the outcome. The Coordinator will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action, if any, to the extent allowed by law.

(13) DISTRIBUTION OF POLICY. Copies of this policy shall be furnished to all current and future employees and students at the Florida State University, and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the Coordinator.

(14) APPLICABILITY. This policy supercedes any and all prior University policies regarding complaints of alleged acts of sexual harassment that occur after its effective date.

(15) EFFECTIVE DATE. The effective date of this policy is July 1, 1998.
The College of Law Policies on Sexual Harassment and Faculty Relations

It is the sense of the faculty that sexual harassment is conduct, which adversely affects the opportunity of an individual to be a fully participating and productive member of the law school. Such conduct impairs the full enjoyment of the educational climate, opportunities and benefits; interferes with open, mutual academic and social exchange; and compromises the learning experience. It has a harmful effect on the ability to study, work, engage in leisure activities within the law school community, and interferes with the work or educational effectiveness of victims and their fellow workers and students. Sexual harassment threatens the psychological and emotional wellbeing of its victims and influences the work, study, and leisure setting, altering the conditions of employment and education.

The faculty of the College of Law, therefore, resolves that it will not condone sexual harassment in any form. The faculty respects the rights of students and staff to raise sexual harassment issues and encourages the use of university grievance procedures. It is the policy of the College of Law that students and staff not suffer any reprisal for asserting their rights regardless of outcome.

In recognition of the inherently unequal power and authority in such relationships, faculty members are prohibited from exercising any professional responsibility over a student or staff members with whom the faculty member has or has had an amorous relationship.

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XIII. THE LAW BUILDING COMPLEX

The College of Law building complex consists of the Law Library, B.K. Roberts Hall, and the James Harold Thompson Green. The Law Library is located on the west side of the College and is connected to B.K. Roberts Hall. B.K. Roberts Hall contains classrooms, faculty offices, and administrative offices. The James Harold Thompson Green, a cluster of restored Victorian homes, is located on the east side of the complex. The Thompson Green houses additional offices and clinics, the D’Alemberte Rotunda, as well as meeting and conference rooms for use by the college, the University, and the Tallahassee community.

A. Building Use Policies

1. **Smoking**: Smoking is prohibited in all indoor areas of all College of Law Buildings. Smoking is permitted on the veranda outside the building.

2. **Eating and Drinking**: Eating and drinking are prohibited in the Court Room and the Law Library. Students are strongly discouraged from eating and drinking in the classrooms. Some faculty prohibit eating and drinking during class.

3. **Trash Receptacles**: Trash and Recycle receptacles are located throughout all buildings.

4. **Motorcycles and Bicycles**: Parking of motorcycles under the covered walkways of any College of Law building is strictly prohibited. Motorcycles must be parked in the marked off areas of the College of Law parking lot. Parking of bicycles within any College of Law building is strictly prohibited. Bicycles should be parked at bicycle racks located at the northwest corner of B.K. Roberts Hall.

5. **Posters and Notices**: Posters, notices, etc., should not be taped, tacked, or in any other manner attached to the doors, walls, and other non-bulletin board space and are subject to removal without notice. Bulletin boards are provided for organizations and individuals to place announcements. Organizations are responsible for their boards. A board is provided on the first floor for individual notices. Notices must be on cards no larger than 4" X 6" and dated. Undated cards and cards more than two weeks old will be removed. Official announcements can be placed on the electronic bulletin board by delivering the information to the front desk of the Records and Admissions Office. Official announcements concerning administration, registration, class cancellations, and other law school business are available on the electronic bulletin boards as well as boards located near the Admissions Office and the first floor mail folders.

6. **Space Reservation**: Rooms in the law school for special events and meetings must be reserved with the receptionist in the Office of Admissions & Records (R210). Space is limited and use of facilities is normally limited to College of Law related activities. Classes and class related activities take precedence.
a. Reserve space in B.K. Roberts hall through the Receptionist in the Admissions & Records Office, Rm. 210, B.K. Roberts Hall.
b. Reserve Law Library space at the Circulation Desk through the Circulation Manager.
c. All rooms are reserved on a tentative first come, first served basis only and are subject to preemption for official College of Law purposes with little notice.

7. Parking: In order to park in university designated student lots students must register their automobile with Parking Services and display the appropriate decal (please call Parking Services at (850) 644-5278 for information about obtaining a decal). There is one law student lot located outside the Law School library, which is reserved for law students only. In addition, other student lots within walking distance of the law school are located on College Avenue and also on St. Augustine Road. Other parking resources include metered city spaces and a large parking lot located across from the law school at the Civic Center. The Civic Center charges $2 per day or $100 for the semester.

8. Lost and Found: Items found in B.K. Roberts Hall will be held in the Admissions and Records office (210). Items found in the Law Library will be held at the Library's Circulation Desk and a list of those items will be posted every two weeks. After one month, unclaimed items will be displayed in the circulation lobby area for anyone to claim. Afterward, remaining items will be sent to Oglesby Union to be auctioned.

9. Electronic Mail: The College of Law provides all law students with an electronic mail (e-mail) account (see 9a.). E-mail is the standard method of communication between the administration and students, and has proven to be efficient, reliable and cost-effective. Many professors use e-mail regularly in courses to communicate assignments and lessons; some require that you check your e-mail daily. Software is available for those having computers with modems at home who wish to connect remotely. CD's with Windows 95 and Windows 3.1 compatible software are available for checkout from the circulation desk in the library. You can make your own set of disks in the computer lab for either Windows 95 or Windows 3.1, check with the help desk (644-7355), the computer lab staff, or the library web page for the instructions. Macintosh software may be acquired form the University through the office of Micro Computer Support (320 Carrothers, 644-2811) via their disk exchange program (currently 8 disks).

   a. Computer Access Agreement: During orientation you will be required to sign an agreement to this effect: I certify that I have received a private username and password which I will not share with others. I understand that it is my responsibility to educate myself on the computer use policies of the University and of the
College of Law. Further, I agree to abide by these published standards of conduct and understand that the rules and regulations may change at any time. I understand that although e-mail accounts are mandatory by the College of Law administration, I realize that having such an account is a privilege and is subject to revocation for cause, without notice. I understand that if my account's use is in any way in question, the account will be temporarily terminated, the appropriate authorities notified, and an investigation initiated. If a problem is determined, the account may be permanently terminated and could also result in possible legal action, honor code violations and/or dismissal from school.

10. Mail folders: All law students have mail folders, which are located on the first floor atrium of B.K. Roberts Hall. Students are encouraged to check their mail folders frequently, as this is one of the primary means of communication used by the administrative offices and faculty.

11. Food Services: The Barristers Court, located in the Student Lounge, provides a light breakfast fare of fresh muffins, bagels, cookies and fruit. Barristers Court also offers a complete line of deli sandwiches, salads and beverages for lunch. Barristers Court's hours are 7:30 A.M. - 2:00 P.M., Monday through Friday.

Vending machines, with beverages, candy and snacks, are located on the first floor of the main library entrance as well as along the walkway outside the law school behind the library entrance.

12. Sonitrol Cards: Access to the College of Law complex is regulated by the Sonitrol electronic security system. In addition, the cards are used for recording attendance in some classes at the discretion of the faculty member.

a. Cards are issued to incoming law students during orientation.
b. Lost cards must be reported to the Copy Center Manager in room 240 of B.K. Roberts Hall.
c. A fee is charged for replacement cards.

13. Student-Issued Keys: Students participating in certain College of Law programs which require key access to specific areas of the complex may be issued a key with written authorization from the appropriate office. A non-refundable fee of $25.00 is required for the replacement of a lost key.

Procedures for obtaining a key are as follows:

1. Keys are obtained by presenting written authorization and a photo ID to the Copy Center.
2. The receipt from the Copy Center and the photo ID should be taken to the Administrative Services Center, located in room 111, B.K. Roberts Hall, where a key request card must be completed.
3. Keys may be picked up from the Administrative Services Center one business day after turning in the key request card.

4. Keys are issued on an annual basis, and must be returned to the Administrative Services Center at the end of the summer semester.


1. Hours during Fall and Spring Terms:
   - Monday-Thursday: 7:30 A.M. - 11:00 P.M.
   - Friday: 7:30 A.M. - 8:00 P.M.
   - Saturday: 10:00 A.M. - 6:00 P.M.
   - Sunday: 1:00 P.M. - 11:00 P.M.

   (Schedule changes for holidays, breaks, and summer term are posted in advance. Call 644-2448 for recorded library hour information.)

   a. To borrow books, students, faculty, staff and other borrowers must use Law Library validated identification cards.
   b. Books on reserve may be checked out for two hours' use in the Law Library or borrowed overnight one hour before closing.
   c. Most Law Library materials, e.g., reporters, journals, microforms, videotapes, unbound periodicals, books stamped "for use in library only", may not be checked out.
   d. Other materials may be checked out for three weeks.

3. Eating, Drinking, or Smoking. Eating and smoking are both prohibited in the Law Library; drinking is permissible from Law Library approved spill proof containers such as sports bottles.

4. Carrel Usage. Consult with the Circulation Supervisor for reservation of study carrels. Carrels are typically reserved only for special research projects.

5. Photocopiers.
   a. Coin- and card-operated photocopiers are located across from the Circulation Desk.
   b. Copicards may be purchased at the Circulation Desk.
   c. A dollar bill change machine is located in the Photocopy room; circulation staff may not make change.

6. Conference, Study and Video Viewing Rooms. Check at the Circulation Desk for information about using or reserving these spaces.

7. Public Computers. Computers are available in the public spaces of the library for searching the Internet and other electronic resources. These computers are attached, through the network, to printing facilities that are
controlled by the same copicard that controls photocopying. Cards may be purchased at the Circulation Desk.

8. **Computer Lab.**

a. Personal computers, connected to the College of Law network, are available in the Lab for law student use. A Sonitrol card controls entry to and exit from the Lab.

b. Through the network, law students have access to Internet services, email, on-line library catalogs, LEXIS and WESTLAW, word processing, CD-ROM and other legal and non-legal applications.

c. Printing in the lab is controlled by Copicards, which may be purchased at the Circulation Desk.

d. Access to the LEXIS/NEXIS and WESTLAW databases is limited by contract to academic research carried out by law students, law faculty and law staff.

*Our contracts with Westlaw and Lexis-Nexis prohibit their use by non-law members of the university community. The contracts also forbid research on these systems by law students acting for governmental or private entities.*

For information on training on either system contact the Reference Librarians, rooms L204C and L204D.

C. **Laptop Requirement**

Beginning with the 2000-2001 academic year, all first-year law students will be required to have a laptop computer with the ability to connect to the law school's wireless network.

The College of Law will have a limited number of laptops available as loaners for use when a student's laptop is being repaired or is otherwise unavailable. Because of the limited number of loaners, all broken laptops must be fixed in a timely manner. For this reason, we strongly recommend purchasing a three-year extended warranty on all laptop computers.

The College of Law Computer Department can provide assistance with the following tasks:
- Configuring the computer to access the wireless network;
- Installation of Microsoft Office 2000, Corel WordPerfect, and any other software purchased by the student which is required for class work;
- Installation of Lexis and Westlaw software;
- Checking and sending e-mail; and
- Basic word-processing tasks.

The College of Law Computer Department does not provide hardware support for student laptops and does not provide assistance with repairing corrupted disks or files, or reinstalling Microsoft
Windows on computers that are no longer functioning correctly. For this reason, we recommend that students keep back-ups of all documents and avoid installing unnecessary software. We provide all students with storage space on a network drive for backing up documents.
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Campus Police 644-1234
Campus Recreation 644-2430
Cashier (Fee Payments) 644-9452
Financial Aid Express Telephone 644-9521
Housing Office 644-2860
Leach Recreation Center 644-0548
Parking Services 644-5278
Post Office 644-1498
Women's Concerns 644-8128

Emergencies
On-campus 644-1234
Off-campus 911
Health Center 644-6230
Emergency Information 644-4636
Counseling Center 644-2003
Rape Crisis Service 681-2111
Telephone Counseling 224-6333

Numbers listed with 644 are a part of the campus system.
On campus, dial 4, then last four numbers.
Florida State University
College of Law Academic Calendar
2001-2002

Fall 2001
Summer Orientation
First Year Orientation
Classes Begin
Labor Day (Holiday)
Veterans Day (Holiday)
Thanksgiving (Holiday)
Classes End
Exams Begin
Exams End
Graduation

Spring 2002
Classes Begin
Martin Luther King Day (Holiday)
Spring Break
Classes End
Exams Begin
Exams End
Graduation

Summer 2001
Classes Begin
Memorial Day (Holiday observed)
Summer Law Program
Classes End
Exams Begin
Exams End

August 12-20
August 22-24
August 27
September 3
November 12
November 22-23
November 30
December 3
December 14
December 15
January 7
January 15
March 11-15
April 12
April 15
April 26
April 27
May 8
May 28
TBA
June 26
June 27
July 3
## Florida State University
### College of Law Academic Calendar
#### 2001 - 2002

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Iho 6/00