The Student Handbook provides that all students entering in the Fall 2008 semester or after are required to meet the Continuing Professionalism Education requirement (CPE) prior to graduation. The Handbook states:

**Section V (F)  
Continuing Professionalism Education Requirement**

A. **Students entering between Fall 2008 and Spring 2012** are required to complete six (6) hours of Continuing Professionalism Education (CPE) programs. Students transferring into Florida Coastal from another law school must earn one (1) hour of CPE credit for each fall and spring semester spent at Florida Coastal. Program topics will include professionalism, mental health, substance abuse, and diversity issues. Programs that allow for students to substantially and meaningfully interact with professionals in the community in a professional manner may also be approved, at the sole discretion of the Committee. All programs must be approved by the Professionalism Committee for CPE credits. The Professionalism Committee will provide at least three CPE program opportunities per semester.

B. **Students entering in Fall 2012 and after** will be required to attend 4 mandatory sessions on professionalism:
   1. Classroom etiquette
   2. Courtroom etiquette
   3. Professional dress, multiculturalism, and substance abuse
   4. Professional communications, including online presence

The first session on classroom etiquette will take place during Orientation. It will last approximately 2 hours and will be led by deans, professors, and students.

The next session on professional communications will take place the day before classes begin for the second semester of the 1L year or during the 2 hour break in the schedule during the first week of classes (to be determined). This discussion will be led by deans, professors, students, and staff.

There will be a session on professional dress offered at the beginning of the 2L year, either during the 2 hour break in the schedule during the first week of classes or during the day before classes start (to be determined). This panel will be led by professors, local attorneys, and judges. Multiculturalism and substance abuse will also be covered during this session. This discussion will be led by deans, professors, students, and staff.

The final session on courtroom etiquette will take place the day before classes begin for the second semester of the 2L year or during the 2 hour break in the schedule during the first week of classes (to be determined). This panel will be led by professors, local attorneys, and judges.

Each session will allow time for small group breakout sessions where these topics can be discussed in more detail and with small group facilitators.

In the case of an exceptional circumstance (an externship in Bosnia, for example), these sessions will be podcast and the student will have to complete a substantial worksheet to receive credit for attending. Otherwise, attendance is mandatory.
In addition to mandatory attendance at all 4 workshops (beginning with the entering class in fall 2012), students will need 3 CPEs to graduate.

To streamline this process, the Professionalism Committee (“the Committee”) has adopted the following policies:

1. The Committee invites student organizations, students, professors, and the local legal community to submit proposals for events that could be awarded CPE credit.
   a. This proposal should be submitted to the Professionalism Committee at professionalismcommittee@fcsl.edu at least thirty (30) days before the event.
   b. Any such proposal should include a description of the event, the time allotted for the event, the topics of professionalism, mental health, substance abuse, or diversity issues that will be covered, and the amount of time spent during the program on those topics.
   c. Events that would be appropriate for credit are those that relate to professionalism, mental health, substance abuse, or diversity issues. General Continuing Legal Education (CLE)-type events or skills programs may not qualify.

2. The events are open to students on a first-come, first-serve basis until the room is full. Saving seats is not allowed. Sitting on the floor is not allowed. Unprofessional behavior during the event (including, but not limited to, side conversations or distracting use of technology) may result in the student not receiving CPE credit for the event.

3. Students are not permitted to use electronic devices during CPE sessions, unless notified otherwise by a faculty member. These devices include, but are not limited to, computers and mobile phones.

4. At the end of each event, a student will receive a password that will allow the student to access Class Climate and complete a survey on the event within seven (7) days of the event; the student must do this in a timely fashion in order to earn CPE credit for the event. The registrar will then receive a list of the students who participated in the event and will update the student’s record to reflect the new CPE total.
   a. No exceptions will be made for students who lose the password or forget to complete the Class Climate survey within the specified time period.

5. Generally, CPE hours are awarded on a one-to-one ratio. For example, if the student attended a two (2) hour professionalism event on campus, the student will receive two (2) CPE credits. The exception to this is for those students who elect to receive credit by participating in the Shadow Program. Students who earn CPEs through the Shadow Program are eligible to receive one CPE for each event regardless of its duration.

6. CPEs for events not held at Florida Coastal:
   a. CLE programs: A CLE program approved by a state bar, which has approved or will be approved for CLE credit in the area of professionalism, ethics, mental health, substance abuse, and/or diversity issues, is automatically approved for CPE credit on a one-to-one ratio. For example, if the program is approved for eight (8) general CLE credits, including 2 ethics hours, Florida Coastal will award 2 CPE credits. In order for the CPE credit to become effective, the student seeking credit must submit proof that the CLE program
actually received the state bar CLE credit for which the event applied.

b. Non-CLE programs: A student who wishes to attend an event off-campus which is not a CLE program must gain prior approval from the Professionalism Committee in accordance with the process in (1) above.

c. Shadow Program Events: To receive CPE credit for attending an event posted through the Shadow Program, students must write a summary detailing what they learned about professionalism within thirty (30) days after they attend the event. The summary must be approved by one of the two Shadow Program Directors.

d. (1) The student must complete and sign a form attesting the student has attended the event. This form must be submitted to the Professionalism Committee at professionalismcommittee@fcsl.edu within ten (10) days of the event to receive CPE credit. The form is available at http://www.fcsl.edu/content/professionalism-credits. (2) The student must also provide proof of registration and payment (if payment is required) for the off-campus event.

7. Student Ambassadors who are active for one year (fall and spring term) may receive one (1) hour of CPE credit per year, at the discretion of the Assistant Dean for Student Affairs. This policy will be retroactively applied to students who entered in Fall 2008 and forward. The Assistant Dean will notify the Registrar if CPEs are awarded.

8. Student members of the Committee will receive one (1) hour of CPE credit per year of service on the Committee. This credit is awarded at the discretion of the Chair of the Committee. The Chair of the Committee will notify the registrar if CPEs are awarded. This policy will be retroactively applied to students who entered in Fall 2008 and forward. The Committee Chair will notify the Registrar if CPEs are awarded.

9. On a case-by-case basis for each student, clinic and externship professors may approve, in their discretion:

a. Clinics:

   i. One (1) hour of CPE credit per first term of four (4) clinic credits or two (2) CPE credits per first term of five (5) or six (6) clinic credits and one (1) additional point for senior clinical students.

   ii. The total maximum CPE credit hours available for Live Client Clinic course work is three (3) CPEs across all years at Florida Coastal.

b. Externships:

   i. One (1) hour of CPE credit per externship of three (3) or four (4) credits or two (2) CPE credits per externship of five (5) or six (6) credits. A student who participates full time during the fall or spring semester in the international criminal law externship, the Florida Supreme Court externship, or the Florida District Court of Appeal externship is eligible to earn three (3) CPE credits.

   ii. The total maximum CPE credit hours available for credit-bearing externships are three (3) CPEs across all years at Florida Coastal.

c. These credits are not automatically awarded and must be approved by the clinic or externship professor. The clinic or externship professor will notify the Registrar that CPEs
have been awarded to the student.

d. This policy will be retroactively applied to students who entered in Fall 2008 and forward.