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INTRODUCTION

Please read this Handbook and its attachments carefully. It contains the rules and regulations of the Florida Coastal School of Law (“Florida Coastal”), for which every faculty member and student is responsible. These rules cover only the subjects enumerated and do not govern or limit the existing and customary authority of the Faculty or the Deans in other respects. These rules are construed in harmony with the rules and standards of the American Bar Association, the Association of American Law Schools and the Florida Department of Education. All law students are subject to the general regulations of Florida Coastal on matters not specifically covered in this Handbook. For information about matters not covered in this Handbook, including the Florida Coastal School of Law’s Sexual Harassment Policy and the Complaint Procedures in Cases of Alleged Disability and Age Discrimination, students should visit the Florida Coastal website at http://www.fcsld.edu/academics/student-handbook and review the attached exhibits.

The Honor Code and the Student Code of Conduct are attached to the Student Handbook as exhibits. Because of Florida Coastal’s commitment to values and to ethical professional conduct, every student is bound by the Honor Code and Code of Conduct. In order for these Codes to be effective, every student must take the time to read them and to understand them thoroughly.

DISCLAIMER

The rules, regulations, policies and procedures governing Florida Coastal are subject to amendment; any such amendments take effect immediately. Amendments may affect program requirements, degree status, tuition fees and financial aid, and any other aspect of enrollment at Florida Coastal. Florida Coastal notifies students of amendments to the Handbook, rules, regulations, policies and procedures by way of notices appearing on the class schedules published prior to each semester or term, through correspondence sent to student portals, or through email.

This document is not a contract. It is not to be construed as a contract between students and Florida Coastal. Each student is personally responsible for her/his academic progress. Students are urged to carefully read this document and all Florida Coastal publications and correspondence, and to consult regularly with appropriate Florida Coastal personnel for additional information.
Florida Coastal reserves the right to dismiss any student for any reason notwithstanding any other provision in the Student Handbook.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Florida Coastal complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA was designed to protect the confidentiality of student records, guarantee student access to certain records, regulate disclosure of information from student files, provide opportunities for students to correct or amend records and add explanatory statements, and provide opportunities for students to file complaints with the U.S. Department of Education alleging infractions of the law.

Students who would like to obtain more specific information about FERPA should contact the Program Director of the LL.M. Program in U.S. Law (“Program Director”).
SECTION I

GENERAL INFORMATION ON THE LAW SCHOOL
AND RELATED SERVICES

Program Director

The Program Director is responsible for the day-to-day administration of the program and will report directly to the Dean and Vice Dean. She will be the primary contact for students.

Bar Admission Information

The Florida Coastal Bar Preparation Instructor provides assistance in obtaining information concerning the requirements of the bar and in obtaining the proper forms. The Dean of Florida Coastal completes bar certificates and character recommendation forms.

Students should be advised that each state has “character and fitness requirements” in terms of sitting for and admission to the bar. Each student, both before and after enrollment in the LL.M. Program, should review the state bar requirements for any state in which he/she may be considering the practice of law.

Please note that criminal charges and/or convictions, juvenile offenses, credit problems, academic charges and sanctions, and student conduct issues may affect a student’s ability to sit for a bar exam and/or be admitted to practice. The investigation by the state bars of such issues is often lengthy; therefore, it is highly recommended that students begin their applications to the bar early in their law school education. Students should contact the Board of Bar Examiners in any state in which they may be interested in practicing for further information.

Florida Coastal’s Academic Success Program provides a voluntary, non-credit earning course to LL.M. students to teach effective essay-writing skills for LL.M. examinations and bar exam essay questions.

The Live, Online Classroom and Technical Support

All of the courses in Florida Coastal’s LL.M. Master of U.S. Laws degree will be offered online. In order to participate in the program, students will be required to have a computer and access to a high-speed, broadband Internet connection. Students may also need to purchase a headset. Florida Coastal reserves the right to require students to purchase a webcam. Students will receive user names and passwords that will enable them to access the on-line classroom as well as LexisNexis and Westlaw, two legal research databases.

Florida Coastal will provide technical support for students in the event they have problems accessing the classes. Students are encouraged to contact Florida Coastal’s Help Desk at any time with any technical problems relating to passwords and access to the courses, email
accounts, and student portal: HelpDesk@fcsl.edu. For technical problems relating to the classroom technology or D2L, students should contact Academic Technology: AcademicTechnology@fcsl.edu.

All lectures will be archived the same day after they are offered in the live sessions. Students may either attend the live lectures or view the archived versions at their convenience. For purposes of grading and attendance requirements, Florida Coastal does not make any distinction between students who view live lectures and those who view archived lectures.

**Duty to Update Admission Application**

On the application for admission to Florida Coastal, students were required to disclose any history of criminal offenses or academic, work-related, or military disciplinary actions, whether those matters appear on the student’s record or not. Each student has a continuing duty to update this information, beginning from the time the law school application was submitted until the time the student sits for the bar exam. This information specifically includes, but is not limited to, any arrests or convictions occurring during the time a student is enrolled at Florida Coastal. Students needing to change or update information on their admissions applications should notify the Program Director in writing or in person within fourteen (14) days of the occurrence of any addition or change.

Failure to disclose information in accordance with this provision may subject the student to discipline up to and including Honor Code proceedings, Student Code of Conduct proceedings, revocation of admission, suspension or dismissal from school, withdrawal of certification of graduation to bar authorities, or revocation of his/her degree.

Few acts will be serious enough to keep a student from being admitted to practice law in any jurisdiction, but a lack of candor in reporting instances which may reflect on a student’s character and fitness to practice law may substantially delay or even prohibit acceptance into a state bar.

**Tuition and Billing**

The tuition for the LL.M. Masters of U.S. Law Program is $575 per credit hour. The Finance Office is responsible for billing and receiving payments such as tuition, fees, and other financial obligations to Florida Coastal.

**Student Identification**

To be enrolled in the program, students must provide their names, home addresses, work addresses (if applicable), phone numbers (two numbers if applicable), email addresses, and photocopies of two identifying documents (i.e. passport profile page, driver’s license, birth certificate). Florida Coastal reserves the right to ask students to present these documents, either in person, via webcam, or through electronic submission, prior to examinations in order to verify identity.
Library and Technology Center

The Florida Coastal Library and Technology Center (“LTC”) provides a number of services to support the law school’s educational and research mission. The collection includes materials in print and electronic formats, covering U.S., international, and comparative law. The LTC’s services include reference assistance, research guides, interlibrary loan, and research workshops. Additional information, and access to the library’s collection, begins at the webpage: http://www.fcsl.edu/ltc/. LL.M. students are encouraged to submit requests for support from the Library through the LL.M. Library Help form, located at http://www.fcsl.edu/ltc/node/107.

Notices to Students

It is important for students to check their Florida Coastal e-mail accounts, messages sent to their student portals, and alerts posted on student notice boards on a regular basis, as this is the most effective way for the faculty and staff of Florida Coastal to communicate events, changes to academic schedules, and other important information to the students. E-mails to students from faculty, staff, and administrators are considered formal notification. E-mails will be sent to the students’ Florida Coastal e-mail account.

Registrar’s Office

The Registrar’s Office provides official verifications of enrollment; prepares official transcripts; provides graduation audits; assists students with questions regarding registration; and maintains student records. Students must input any change to their addresses or telephone numbers in their Student Portal immediately. In the event a student is unable to make this change in the Student Portal, the student must contact the Registrar’s Office for assistance.

Student Grading Numbers

Students are provided with a new Student Grading Number (“SGN”) upon enrollment in the LL.M. program. Students may access their SGNs on the web portal. SGNs are not disclosed to faculty or other students. Students should retain their SGNs in a secure place and not disclose SGNs to any other person. A student may request that his/her SGN number be reassigned only if he/she believes it has been revealed to a faculty member or another student. In such case, a new SGN number will be issued on an exception basis only. Questions about SGNs should be directed to the Registrar’s office.

Student Affairs

The Program Director, in conjunction with the Associate Dean for Student Affairs, will provide support and advice to individual students and act as the liaison between students, faculty, the administration, and the alumni board, when appropriate. Students with disabilities and students
needing assistance are a high priority in this office. Please visit our website at http://www.fcsl.edu/academics/student-handbook for more information.

Disabilities and Accomodations

Reasonable accomodations, supported by the documentation of the disability presented to the Associate Dean for Student Affairs, are available to qualified students on a case-by-case basis. A wide range of accomodations are made available to students with a documented disability as long as they do not materially affect the integrity of the class.

Social Networking for LL.M. Students

Students are encouraged to interact with one another inside and outside of class. Students may set up their own social networking sites provided that such sites do not make use of the Florida Coastal School of Law logo and contain a statement on their home page that the sites are not owned or operated by Florida Coastal or its employees.

SECTION II

NOTICE OF NON-DISCRIMINATION

Florida Coastal does not discriminate on the basis of race, color, national origin, ethnicity, religion, gender, disability, age, or sexual orientation in its programs and activities. For grievances related to disability and age discrimination, please see the Complaint Procedures in Cases of Alleged Disability and Age Discrimination under Attachment #7 to the Florida Coastal School of Law Student Handbook. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Alicia Edwards, Assistant Dean for Multicultural Affairs
8787 Baypine Road
Jacksonville, Florida 32256
904-680-7747
AEdwards@fcsl.edu

SECTION III

ACADEMIC RULES AND REGULATIONS

A. Degree Requirements

a. General Requirements. A candidate for graduation must have: (i) attained a cumulative grade point average of at least 2.30 in the required twenty-six (26) credit hours of course work; (ii) successfully completed all course requirements;
(vii) conducted himself or herself as a fit candidate for admission to the bar; and
(viii) satisfied all outstanding account balances owed to the school.

1. **Credit Hour Requirement.** Credit hours are awarded for courses in which the candidate for the degree has earned a grade of “D” or better, or in the case of a course that is graded pass/fail, a “P.” Students may obtain a grade of “P” in no more than two (2) courses. A student who receives a grade of “F” in a required course is not deemed to have completed the course. He or she must repeat that course and obtain a passing grade in order to obtain credit. If a student receives an “F” in a course and repeats the course, both the “F” and the subsequent grade will be factored into the student’s cumulative GPA.

b. **Limitations of Time.** The maximum period for a full-time law student to complete requirements for an LL.M. degree is three (3) years from the date of matriculation.

B. **Course Load**

a. Credits Required for Graduation. Students must successfully complete twenty-six (26) credit hours to obtain the LL.M. Master of U.S. Laws degree.

b. Required Courses. All twenty-six (26) credit hours will be required courses. Students will be required to take and pass the following courses:

i. Introduction to U.S. Constitution and Legal System (1 credit)
ii. Constitutional Law (2 credits)
iii. Criminal Law (2 credits)
iv. Criminal Procedure (2 credits)
v. Contracts & Sales (3 credits)
vi. Real Property (2 credits)
vii. Torts (2 credits)
viii. Evidence (2 credits)
ix. Business Organizations (2 credits)
x. Civil Procedure (2 credits)
xi. Professional Responsibility (2 credits)
 xii. Wills, Trusts, and Succession (2 credits)
xiii. Remedies (2 credits)

b. **Sequence of Courses.** Courses will either be offered in a live, interactive online classroom or via recorded lecture with significant opportunities to interact with the professor. Students who view archived lectures rather than participate in the live, interactive classes are expected to follow the same examination schedule.

C. **Class Attendance**

Regular attendance and preparation are required in all courses. Students must attend eighty percent (80%) of the classes for a given course to receive credit for that course. Florida Coastal will monitor and verify the attendance of each student electronically. Students who do not participate in live lecture sessions are expected to view archived lectures. In the event that a student has not attended 80% of the classes for a given course, the student will not be permitted to sit for the final examination in that course. If a student withdraws
from a course or takes a Leave of Absence, he or she must re-enroll and take the course prior to the expiration of three years from the date of the student’s matriculation.

D. Live and Archived Lectures

a. Students may participate in the live, interactive online classes. or may attend class by viewing archived podcasts of the lectures. Archived lectures will be made available to students after the live lecture is finished, typically that same day.

b. Students who view archived lectures will be able to interact with the professor via email and message board postings during the period of time in which the course is scheduled. Students who view archived lectures after the scheduled period for a course may still contact the professor for the course using the professor’s e-mail address, with the understanding that the professor may not be readily accessible.

E. Grading

a. Grades

Grades in each course reflect academic performance as evaluated by the faculty member. Faculty members will provide students with a written syllabus of course work and an explanation of the testing and grading requirements for the course.

b. Anonymous Grading

1. Written examinations are graded without the grader knowing the identity of the test taker. Student Grading Numbers (SGNs) are confidential. Each student is assigned a unique SGN for use on examinations and other written projects. The Registrar posts final grades by SGNs. Faculty members or other individuals engaged in grading student work do not have access to SGNs. Faculty should not question students about their SGNs. Students who fail to use an SGN or who otherwise reveal their identity may be subject to sanctions by the administration or the professor, including, but not limited to, substantial grade reductions. Students with questions concerning SGNs should consult the Registrar.

2. Faculty may incorporate into final grades non-anonymous factors such as written assignments and multiple choice quizzes. If so, each factor and its percentage of the final grade must be identified in the course syllabus.

c. Distribution Policy

To avoid inequities that result when different professors employ different criteria, and to defuse pressures which may result in grade inflation, Florida Coastal has adopted a grade distribution policy for the LL.M. program. This policy aims to avert individual grading standards and establish a faculty-wide grading criterion.
It is the faculty member’s prerogative and responsibility to assign grades. Each instructor must assign to each student a final numerical grade and the total points possible for the course. This raw grade will reflect the relative rank of each student’s performance in the course.

The mean for these courses must be 3.00 with an acceptable deviation of no more than 0.10. To the extent his or her grade mean deviates from the curve, he or she will provide an academic dean with a written notation and rationale for the departure.

d. **The following grading and point value system applies:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
<th>Letter Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>W/F</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

F. **Exam Deferral Policy**

a. After administering the final examination for a given course, Florida Coastal will identify each student who did not take the examination. Students may elect to take up to two examinations for a grade of either Pass “P” or Fail “F.” A student may not receive a grade of “P” for more than two courses in the LL.M. program.

b. A student shall receive an Incomplete (“I”) if he/she is enrolled in a course but fails to sit for the final examination. A student who receives a grade of Incomplete must take the course the next time it is offered unless the student is on a Leave of Absence or has withdrawn from that course.

c. In the event that a student is unable to take the examination because of an error caused by Florida Coastal (e.g. the student is not given access to the examination) or by a software program used in the LL.M. program (e.g. a system-wide failure of Examsoft), then the student will be able to take the examination one week after the last date of the exam administration period (or later with approval of the Associate Dean for Academic Affairs). In such an instance, the student will be graded on the normal scale.

G. **Finality of Grades.**

a. Grades are deemed final when posted in the student’s academic record.
b. Grade Appeals. Grades may be appealed for only one of the two reasons listed below. All grade appeals must be made within six (6) weeks after the grade has been posted in the student’s academic record.

i. A faculty member may change a grade only if there has been a mathematical or clerical error in calculating the grade. If a student believes that a mathematical or clerical error occurred, she/he must resolve the matter with the faculty member. If the faculty member determines that there is a mathematical or clerical error, the faculty member must complete a grade change form and submit it to an academic dean. The decision of the faculty member is final, subject to the approval of an academic dean.

ii. If a student believes a grade was motivated by animus or given arbitrarily, she/he may submit a written petition to the Associate Dean of Academic Affairs setting forth all information which the student deems relevant. The Associate Dean will provide a copy of the petition to the faculty member. Where appropriate, an academic dean or the Program Director may convene a meeting between the student and the faculty member to resolve the dispute. The decision of the Associate Dean is final.

H. Examinations

1. Procedures.

a. The Program Director establishes final examination schedules and procedures for administering examinations. Students are responsible for adhering to examination schedules and procedures. Students will receive advance notice of all policies and procedures to be followed on during the examination period, including, but not limited to, procedures for verifying the student’s identity to ensure the integrity of the examination. Failure to comply with exam-taking policies and procedures may subject a student to disciplinary action, including dismissal from the program.

b. Students will need to purchase any and all software and hardware that is necessary to take the examination. Students may need to purchase webcams so that Florida Coastal can verify their identity prior to and during examinations. In the event that Florida Coastal requires webcams, it will provide reasonable advance notice to students.

c. Florida Coastal, its partners, employees, officers, directors, or affiliates are not liable for any damages to computers arising from the use of exam software, including any loss of exam answers or any effect it may have on any students’ grade for this course.

d. Students have a duty to ensure that computers are in proper working condition before the exams, including Microsoft Windows updates, Java updates, updates to
web browsers, anti-virus software, and that all installation instructions are followed.

e. In the event that the exam software malfunctions during the examination, students will be allotted additional time to finish the examination in proportion to the length of the software malfunction. In the event that the student’s hardware malfunctions during the examination such that the student is prevented from taking the examination, the student will be required to submit a handwritten exam during the same time-period. Florida Coastal is not responsible for hardware malfunctions during examinations.

2. **Schedule.** FCSL will administer a floating exam period for each course. At any point during this period, students will be able to log in to Examsoft to take the examination. Once the student has logged in, the student must complete the examination in the allotted amount of time. Students who do not take the examination during this period will be required to repeat the course the next time the course is offered. FCSL reserves the right to change from a floating examination period to a fixed examination period for administrative reasons or to preserve academic integrity.

I. **Academic Dismissal**

The following rules regarding academic probation and dismissal apply to all students without regard to full-time or part-time status.

2. To receive the LL.M. degree, the student must complete the twenty-six (26) credit hours of coursework and receive a minimum of a 2.30 GPA.
   a. Students may be dismissed from the LL.M. Program at the discretion of the Associate Dean of Academic Affairs for the following reasons: The student’s cumulative GPA is below a 1.80 upon the completion of either seven (7) credit hours or four (4) courses, whichever is fewer.
   b. The student’s cumulative GPA is below a 2.20 upon the completion of either fourteen (14) credit hours or seven (7) courses, whichever is fewer.
   c. After a student has completed either fourteen (14) credit hours or seven (7) courses (whichever is fewer), he or she must maintain a cumulative GPA of at least 2.20 upon the completion of every subsequent course. (E.g. A student has a cumulative GPA of exactly 2.20 after seven courses. She obtains a grade of D in her eighth course, which lowers her cumulative GPA below 2.20. In this instance, the student could be dismissed from the LL.M. program at the discretion of the Associate Dean.)
3. Students may repeat the first course in which they receive a grade of “F.” If a student receives an “F” in a course and repeats the course, both the “F” and the subsequent grade will be factored into the student’s cumulative GPA.

J. Withdrawal from a Course

Students may withdraw from a course in which they are enrolled prior to the administration of the final examination for that course.

K. Leave of Absence

Florida Coastal understands that some students may need to leave school for an extended period of time. The policies and procedures below describe the circumstances under which a student may leave and return to Florida Coastal.

1. Leave of Absence. A student may take a leave of absence from Florida Coastal for any reason. Students who take a leave of absence should notify the Program Director no later than one week after the beginning of the term.

2. Return to Florida Coastal. A student who has taken a Leave of Absence must provide at least seven (7) days advance written notice of his/her intent to re-enter the program to the Program Director. E-mail suffices as written notice.

3. Honor Code or Conduct Code. If a student takes a leave of absence when an honor code or student conduct code investigation or proceeding is pending, the Assistant Dean for Student Affairs may place a memo in the student’s academic file outlining the charges and the status of the proceeding. An honor court or student code of conduct proceeding may continue even after the student has taken a leave of absence.

4. Three-Year Requirement.
   a. To receive an LL.M. degree, students must complete the program within three years of enrollment.
   b. Students must assume primary responsibility for ensuring that they will meet all requirements for graduation within three years of their initial enrollment. While the Program Director will advise students concerning how their leave of absence may affect their ability to complete the program, Florida Coastal is not responsible in the event that a student’s failure to complete all requirements for graduation within this time frame prevents him or her from graduating.

L. Waiver of Academic Rules

   a. General. Requests for waiver of any Florida Coastal rule, regulation, or policy must be submitted in writing to an academic dean. A waiver of an academic rule
will only be granted under exceptional circumstances. The student will be notified of the decision in writing. The decision of the academic dean is final.

b. **Graduation Requirements.** Requests for waivers of academic rules, regulations and/or policies relating to graduation requirements must be submitted in writing to an academic dean who shall forward such requests to the Associate Dean of Academic Affairs.

**M. Honors.** A candidate for the LL.M. degree may be recommended for honors if the student’s cumulative grade point average for all course work at Florida Coastal meets the following standards:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Cum Laude</em></td>
<td>3.250</td>
</tr>
<tr>
<td><em>Magna cum Laude</em></td>
<td>3.500</td>
</tr>
<tr>
<td><em>Summa cum Laude</em></td>
<td>3.750</td>
</tr>
</tbody>
</table>