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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 (hereinafter “Florida Coastal,” “Coastal Law” or “School of Law”), 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 shall be 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.

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.

Also attached as exhibits, are the Florida Coastal School of Law’s Sexual Harassment Policy, Security Policy, Alcohol Policy for Student Sponsored Events & Activities, Smoke and Tobacco Policy, and the Complaint Procedures in Cases of Alleged Disability and Age Discrimination.

DISCLAIMER

The rules, regulations, policies and procedures governing Florida Coastal School of Law are subject to amendment; any such amendments take effect immediately, unless otherwise noted. Amendments may affect program requirements, degree status, tuition, fees and financial aid, and any other aspect of enrollment at Florida Coastal School of Law. Florida Coastal School of Law 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, through correspondence sent to student portals, through email or by way of handbook update notifications on our website.

This Handbook is typically updated at the end of each academic year (August). However, it may be updated as changes occur during the academic year.

This document is not a contract. It is not to be construed as a contract between students and Florida Coastal School of Law. Each student is personally responsible for her/his academic progress. Students are urged to carefully read this document and all Florida Coastal School of Law publications and correspondence, and to consult regularly with appropriate School of Law personnel for additional information.
RIGHTS RESERVED

Florida Coastal School of Law 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.

For students who would like to obtain more specific information about FERPA, a Model Notification of Rights Under FERPA for Postsecondary Institutions is posted on the Florida Coastal website at http://www.fcsl.edu/registrar/ferpa-know-your-rights.
SECTION I

GENERAL INFORMATION ON THE LAW SCHOOL
AND RELATED SERVICES

Academic Affairs

The academic deans—Associate Dean of Academic Affairs and Assistant Dean of Academic Affairs—provide assistance to students with questions concerning their academic progress. In addition, the academic deans may offer advice and answer questions regarding academic rules, scheduling, course concerns, and change of status.

Bar Examination and Admission

The Center for Student Advising provides assistance in obtaining information concerning the requirements of the bar exam. The Dean of Florida Coastal completes bar certificates and character recommendation forms.

Florida Coastal offers a number of final semester bar preparation courses as well as post-graduation bar coaching support and assistance.

Students should be advised that each state has “character and fitness requirements” in terms of sitting for and admission to the bar. Each student, prior to enrollment and during law school, should review the state bar requirements for Florida or any other 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 your ability to sit for the bar 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 application to the bar early in his/her law school education. Students should contact the Board of Bar Examiners in any state in which he/she may be interested in practicing for further information.

Bookstore

The Coastal Bookstore is located at the Oak Grove building of the Law School. Items for sale include new and used course books, course supplements, school supplies, and Coastal Law emblematic merchandise.

Center for Student Advising (CSA)

The Center for Student Advising offers academic success resources to help students succeed in law school. The CSA Advisors are available to meet with students individually to review
academic performance, discuss study techniques, plan course schedules, and provide feedback on practice essays. The CSA offers a variety of workshops for all students who wish to further develop and improve their academic performance.

The CSA also provides support and assistance to students in all stages of the career planning process. The CSA offers a wide range of services and programs that are responsive to a diverse student body and evolving market realities. For more in-depth information on the services provided by the CSA, please read Section VIII of the Student Handbook.

Computer Lab

The student computer lab is located in the Library and Technology Center. The computers are password protected, and include the following programs: WordPerfect, Internet Explorer, Google Chrome, Firefox, and Microsoft Office. Students are assigned their Florida Coastal network passwords during Orientation, and are required to login to the network during Orientation to activate their accounts. Problems with passwords can be resolved by contacting the SYNC Desk – Services You Need Center at 904.680.7600 or emailing sync@fcsl.edu.

Distance Education

Florida Coastal offers a limited number of courses through distance education. Distance education is an educational process characterized by the separation, in time or place, between instructor and student. The guidelines for enrolling in distance education courses may be found in Section V (G) below.

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 your 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 Associate Dean for Student Affairs in writing or in person within seven (7) 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.
Finance Office

The Finance Office is responsible for billing and receiving all payments such as tuition, fees and other financial obligations to Florida Coastal.

Financial Aid Office

Applicants for Student Loans must complete the Free Application for Federal Student Aid (FAFSA). There is no deadline for submitting these forms which can be obtained from the Financial Aid Office. The Financial Aid Office can also provide you with important information regarding the eligibility requirements for Student Loans and assistance with completing the forms.

ID Cards

The Florida Coastal Office of Security is responsible for issuing student identification (ID) cards. Students may upload their photos in advance of orientation by visiting the following website: https://www.fcsl.edu/form/photo-upload. Student ID pictures can also be taken during Orientation, and are distributed during the first weeks of the semester. An email is sent providing instructions on where and when IDs can be picked up. Please contact the Office of Security to schedule an appointment to have your picture taken if you did not attend Orientation. Replacements for lost cards or name changes can be requested through the Office of Security.

Library and Technology Center

The Florida Coastal Library and Technology Center (LTC) provide 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/.

Contact Phone Numbers: SYNC Desk, ext. 7600 and Reference Desk, ext. 7612.

Mailboxes and Lockers

Select an empty locker, place a lock on the locker, and then proceed to the following Registrar website link: http://surveys.infilaw.com/classclimate/index.php?mca=online/index/index, password = locker

Faculty mailboxes are located in the Faculty Assistants’ offices.

Notices to Students

It is important for students to check their personal 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.

**Webcast**

Webcasting enables students to access course and other materials electronically. Webcasts of courses at Florida Coastal may be available to students at the discretion of the professor. Please see Section IV (C) below for more information.

**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 is also responsible for maintaining student records. Students shall input any change to their address or telephone number in their Student Portal immediately. In the event a student is unable to make this change in the Student Portal, the student should contact the Registrar’s Office for assistance.

**Room Reservations**

To reserve classrooms or meeting space for law school related activities, visit LibCal (Room Reservation System), which can be found on Costal Law Homepage under Tools. Library study rooms are reserved in person through the SYNC Desk or online through the room reservation link found on the LTC homepage http://www.fcsl.edu/ltc/.

**Security**

Security guards are on the Florida Coastal premises at all times the law school is open and will escort anyone to their car. Escort services may be requested by calling 680-7777. This number automatically forwards the call to a security officer’s cell phone. Security should also be notified of any suspicious activity.

**Student Grading Numbers (Blind Grading ID)**

Students are provided with a new Student Grading Number (SGN) at the beginning of each semester. SGNs are available on each student’s web portal. SGNs are not disclosed to Faculty or other students. Students should retain their SGN in a secure place and not disclose the SGN 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. This will be done on an exception basis only. Questions about SGNs should be directed to the Registrar’s Office.

**Student Affairs**

The Associate Dean for Student Affairs provides support and advice to individual students as well as student organizations and acts as the liaison between student groups, faculty, the administration, and the alumni board, when appropriate. Students with disabilities and students needing assistance are a high priority in this office (please read Section III- Policies and
Procedures for Students with Disabilities for further information).

**Multicultural Affairs**

The Assistant Dean for Multicultural Affairs focuses on enriching Florida Coastal by fostering the development of and an appreciation for multiculturalism and diversity at the law school. The Assistant Dean provides support and advice to students regarding nationality, ethnicity, language, and gender and sexual orientation. The Assistant Dean also serves as liaison between student groups, faculty, the administration, and the alumni organization, when appropriate, to attain the highest levels of multicultural sensitivity and programmatic results within the institution. The support of the identified students is supplementary and does not supplant the general broad services and responsibilities of the Associate Dean for Student Affairs.

**Voter Registration Forms**

Voter registration forms are made available to students by Florida Coastal, and these forms are located in the Student Lounge.
SECTION II

NOTICE OF NON-DISCRIMINATION

No person on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, ethnicity, genetics, gender identity, gender expression, political affiliation, marital status, familial status, or veteran status shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any of the programs and activities of Florida Coastal School of Law, including but not limited to admissions, retention, recruitment, and employment, consideration, or selection therefore, whether full-time or part-time. Florida Coastal School of Law, as an equal opportunity institution of higher education, conforms to all applicable law prohibiting discrimination and affirms its commitment to equal employment opportunity.

Assistant Dean of Multicultural Affairs
8787 Baypine Road
Jacksonville, Florida
SECTION III
POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

A. Introduction

Florida Coastal School of Law is committed to providing an inclusive educational environment, responsive to the needs of all its students, including those students with disabilities. In doing so, Florida Coastal School of Law (Coastal Law) is guided by its mission statement, the Americans with Disabilities Act (ADA), and all applicable regulations. The purpose of this Section is to notify all students of the resources available to those with disabilities and the procedures by which those resources may best be utilized.

B. Confidentiality

All documentation submitted to, and the records of, the Office of Student Affairs regarding the specific nature of the disability shall be held in confidence, separate from the student’s academic records. Information about a student’s disability shall not be released to school faculty or staff without the written permission of the student, unless there is a clear educational, health or safety reason. Granted testing accommodations are provided to the Registrar’s office for the purpose of administering exams.

C. Disabilities and Accommodations

Some examples of disabilities are physical disabilities, specific learning disabilities, and psychological disabilities. Reasonable accommodations, supported by the documentation of the disability presented to the Office of Student Affairs, are available to qualified students on a case-by-case basis. A wide range of accommodations are made available to students with a documented disability as long as they do not materially affect the integrity of the class.

D. Temporary Medical Conditions

Temporary medical conditions are typically not covered under the Americans with Disabilities Act. However, Coastal Law is dedicated to supporting our students’ education and will attempt to accommodate a student requesting accommodations due to a temporary medical condition. Students requesting accommodations for temporary medical conditions shall provide current documentation verifying the nature of the condition, stating the expected duration of the condition and describing the recommended accommodations. A professional health care provider who is qualified to diagnose such conditions must provide the verification, and the verification must demonstrate that the requested accommodations are medically necessary. The cost of obtaining the professional verification shall be borne by the student. The Office of Student Affairs shall consider requests for accommodations on the basis of a temporary condition on a case-by-case basis.
E. Accommodation Requests: Process and Procedures

1. Self-Identification: Students with disabilities who require accommodations must make those needs known to the Office of Student Affairs in a timely manner and should take the following steps:

   a. Review the requirements set forth in these Policies and Procedures.

   b. Schedule a meeting with the Assistant Director of Student Affairs in the Office of Student Affairs.

   c. Complete a Student ADA Accommodations Intake Form and obtain the appropriate Disability Verification Form.

   d. Have a qualified practitioner complete the correct Disability Verification Form and submit it, along with appropriate evaluations and testing, to the Assistant Director of Student Affairs.

   All paperwork can be obtained through the Office of Student Affairs. The Policies and Procedures for Students with Disabilities are located on the school’s website and in the Student Handbook. It is the responsibility of the student to make these needs known and to provide the appropriate medical documentation in accordance with the disability documentation guidelines set forth in Coastal Law’s Policies and Procedures for Students with Disabilities. Students who do not require accommodations need not make their disabilities known. However, students diagnosed with serious medical conditions are encouraged to register these conditions with the Office of Student Affairs, even if academic accommodations are not warranted.

2. Accommodations Process:

   a. The student submits the Student ADA Accommodations Intake Form and required medical documentation.

   b. The Office of Student Affairs reviews all documentation and makes a determination regarding the presence of a disability and a corresponding need for accommodation.

   c. If the need for an accommodation is determined, the Office of Student Affairs works with the student to develop an appropriate plan for individualized accommodations while attending Coastal Law

   All documentation must be submitted a minimum of two weeks prior to the first day of the next exam period, including mid-term exams. If an exam is given outside of the exam period, all documentation must be received a minimum of two weeks before the exam. If a testing accommodation is granted, the Office of Student Affairs will notify the Registrar’s Office of the specifics of the accommodations for the purpose of facilitating the
exam accommodations. Due to the varying nature of disabilities, some accommodation requests must be renewed during a student’s tenure at Coastal Law.

F. Guidelines for Disability Documentation

Students who request accommodations on examinations or other academic modifications on the basis of a disability must provide documentation that meets the guidelines set forth below. In all cases, the cost of obtaining the professional verification to establish the disability shall be borne by the student. In the event that a student requests an academic accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, it is incumbent on the student to obtain supplemental testing and assessment at the student’s expense.

Documentation must indicate that a disability exists and the disability substantially limits one or more major life activities. A diagnosis of a disorder in and of itself does not automatically qualify an individual for disability accommodations. Documentation must support the request for accommodations. Please see the corresponding Disability Verification Form for specific information regarding documentation requirements.

1. Disability Verification Forms:

   Students must have a qualified medical practitioner complete the specific Verification Form related to their disability. These forms can be obtained through the Office of Student Affairs. These forms include:

   a. Disability Verification of Physical Conditions
   b. Disability Verification of Psychological Conditions
   c. Disability Verification of Attention-Deficit/Hyperactivity Disorder
   d. Disability Verification of Specific Learning Disorders

2. Documentation Requirements:

   Coastal Law requires several elements that must be included in the medical documentation and specific forms in order to receive an accommodation.

   a. The credentials of the evaluator(s)

      Documentation must be provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. The documentation must be completed by the medical professional and not by the student except for the required student authorizations. Please refer to the appropriate Disability Verification Form for specific credentialing requirements.
b. A diagnostic statement identifying the disability

A clear diagnostic statement is required. The statement must describe how the condition was diagnosed, provide information on the functional impact, and detail the typical progression or prognosis of the condition. While diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association (DSM 5) or the International Classification of Diseases of the World Health Organization (ICD) are helpful in providing this information, a full clinical description will also convey the necessary information.

c. A description of the diagnostic methodology used

A description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results are required. Where appropriate to the nature of the disability, having both summary data and specific test scores within the report is recommended.

d. A description of the current functional limitations

The impact of the disabling condition(s) must demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the condition(s).

e. A description of the expected progression or stability of the disability

Documentation must provide information on expected changes in the functional impact of the disability over time and context. Information on the cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provides opportunities to anticipate and plan for varying functional impacts.

f. A description of current and past accommodations and/or services

Provide a description of current or past auxiliary aids, assistive devices, support services, and accommodations. While accommodations provided in another setting are not binding at Coastal Law, they may provide insight in making current decisions regarding a given request for accommodations.

g. Recommendations for accommodations

This is to include all reasonable recommendations for testing and classroom accommodations with accompanying rationale for each accommodation. Please note that Coastal Law does not have an obligation to provide or adopt recommendations made by practitioners but will consider each recommendation. Recommended accommodations may not be adopted by the school if they are not deemed to be reasonable or appropriate, or if the recommended accommodations materially affect the integrity of the class.
G. Bar Examinations

Students who are granted accommodations at Coastal Law are encouraged to apply for accommodations on state bar exams. Students requesting accommodations on the Florida Bar Exam must apply directly to the Board of Bar Examiners, or if the exam is to be taken in a different state, to the Board of Bar Examiners or other appropriate agency in that particular state. Accommodations for the Multistate Professional Responsibility Exam are arranged through the National Conference of Bar Examiners. Receiving accommodations at Coastal Law does not guarantee the receipt of accommodations on a bar exam. Students who pursue accommodations at Coastal Law should consider the possibility that accommodations, if received while in law school, may not be received in the administration of a state bar exam.
Date: _________________
Level: 1L  2L  3L  Other: ______________
Start Date: ___________________ Expected Graduation Date: ______________

**BIOGRAPHICAL INFORMATION**

Name: _________________________________________________________________
Preferred Name: _________________________________________________________
Student ID#: ___________________    Email: __________________________________
Date of Birth: ___________________    Phone Number: _______________________

**ACCOMMODATIONS:**

1. Please list any reasonable accommodations that you have received in the past: *Please note that your receipt of an accommodation in the past does not guarantee that you will receive an accommodation, the same accommodation at Coastal Law, however past accommodations are considered in the eligibility process.*
   a. _______________________________________________________________
   b. _______________________________________________________________
   c. _______________________________________________________________

2. Please list any reasonable accommodations you would like to request at Coastal Law and the accompanying rationale for each requested accommodation based on the barriers of your disability:
   Accommodation: ___________________________________________________
   Rationale: _________________________________________________________
   Accommodation: ___________________________________________________
   Rationale: _________________________________________________________
   Accommodation: ___________________________________________________
   Rationale: _________________________________________________________
   Accommodation: ___________________________________________________
   Rationale: _________________________________________________________
   Accommodation: ___________________________________________________
   Rationale: _________________________________________________________

I understand that if testing accommodations are granted, these will be communicated with the Registrar’s office for the purpose of facilitating test accommodations. The Office of Student Affairs reserves the right to inform specific Coastal Law personnel involved in the facilitation of granted accommodations. All medical records remain confidential in the Office of Student Affairs.

_________________________    ____________________________
Student Signature          Date
SECTION IV

ACADEMIC RULES AND REGULATIONS

A. Course Load

1. Regular Semester

The standard course load for full-time students is thirteen (13) to sixteen (16) credit hours per semester, and the standard course load for part-time students is nine (9) to twelve (12) credit hours per semester. This distinction between full-time and part-time course loads is used by the Finance Office to determine tuition and fees owed by the student each semester.

It is expected that students enrolling in the full-time division will graduate in three (3) years and those in the part-time division in four (4) years.

Students are strongly encouraged to take courses in the sequence listed in the suggested course schedules on the law school website at http://www.fcsl.edu/academics/suggested-schedules-course-concentrations. Accelerating the academic program is generally inadvisable and requires advance approval by an academic dean or admission into an approved accelerated program.

2. Acceleration

Any student who, in any semester, wishes to enroll in more than sixteen (16) credit hours must obtain the written approval of an academic dean. Students registering for sixteen (16) credit hours should be aware that this course load will likely require a large commitment of time; such students are advised to speak with an academic dean or a CSA Advisor prior to registering.

3. Summer Session

Any student who has a cumulative grade point average of less than a 2.0 after a spring semester may not enroll in summer classes. No exceptions will be made for any student who files a grade appeal or petition for a waiver of academic dismissal.

Summer is not considered part of the regular semester for purposes of determining a student’s academic standing. There is no minimum course load for enrollment in a summer session. However, in order to be eligible for federal financial aid, a student must be registered for a minimum of four (4) credit hours. The maximum course load in any summer session for full or part-time students is eight (8) credit hours or three (3) courses, whichever is less. Students will not be permitted to enroll in more than eight (8) credit hours or three (3) courses during any summer session. Students enrolled in an approved accelerated program may be required to enroll in additional credit hours.
4. **Intersession**

Any student who has a cumulative grade point average of less than 2.3 at the time of registration may not enroll in spring intersession or summer intersession courses.

A student may take a one credit hour course over a one-week period, or, if available, a two credit hour course over a two-week period. No student may take more than one course per intersession period.

Intersession is not considered part of the regular semester for purposes of determining a student’s academic status or financial aid. Students should speak with Financial Aid to request the inclusion of the cost of the intersession classes into the total cost of attendance for financial aid purposes.

5. **Half-Time Student**

Students enrolled in seven (7) to eight (8) credit hours during any regular semester or four (4) credit hours during the summer term are defined as “half-time” students. Special permission from an academic dean is required to become a half-time student during any regular semester; no such permission is required during the summer term. Under exceptional circumstances, an academic dean may allow a student to take five (5) to six (6) credit hours during a regular semester; such a student will not be considered a half-time student and will not be eligible for federal financial aid.

6. **Auditors**

Mature persons with an adequate background of experience or study, who have special need for a limited acquaintance with a field of law, may be permitted to enroll in one or more classes upon application with an accompanying statement of their situation and needs. Unless the applicant seeks admission as a regular student, her/his status and privileges are those of an auditor, and he/she will not receive credit for attendance or work done.

7. **Registration for Courses**

Course registration is conducted in accordance with rules and procedures established and published by Florida Coastal. There is no guarantee that a student will be able to register for a particular course at a particular time or semester. It is the responsibility of the student to become familiar with registration rules and procedures, including Drop/Add procedures and dates, to ensure proper course registration. Students must be properly registered to receive course credit.

Students are also advised to read the course descriptions and prerequisites posted on the Coastal Law website at [http://www.fcs](http://www.fcs)l.edu/academics/course-descriptions-and-prerequisites.
8. Drop/Add Period

A student may drop or add (subject to enrollment restrictions) a course without consequence during the official Drop/Add period. The Drop/Add period is typically the first week of the semester except for intersession courses.

After the Drop/Add period, a student may only withdraw from a course in accordance with the policy set forth in Section IV (H) - Withdrawal from a Course. Further, after the Drop/Add period, a student may not change the number of credit hours for any course or clinic for which s/he is already registered.

Failure to attend a class does not constitute a drop. Additionally, notification to the instructor of an intention to stop attending classes does not constitute a drop.

Students become liable for fees the last day of Drop/Add except for intersession courses. The financial liability deadline for intersession courses will be posted on the academic calendar in advance of each intersession. Transfer to another school does not relieve a student of financial liability for courses for which he/she is registered at Florida Coastal unless a drop/add form is submitted to the Registrar by the appropriate deadline.

B. Class Attendance and Employment Limitation

1. Regular attendance and preparation are required in all courses. A student whose absences exceed eighteen (18) percent of the total number of classes in a course will be barred from taking the final examination or completing other graded course requirements and, in such instance, will receive the grade “WF” in the course. For purposes of this policy, absences during the Drop/Add period will be counted when calculating total absences for the course. If a student believes the absences were caused by exceptional circumstances, the student should refer to Section IV (K) below.

Faculty members are free to establish additional attendance requirements consistent with the needs of specific courses, so long as such other requirements are not more lenient than the ABA standards or the Florida Coastal attendance policy and are set forth in advance in the course syllabus.

Students are entering a profession. It is pivotal to success in law school and in the legal profession that students attend each class and arrive to class on time, having thoroughly prepared for class. Professors will detail in course syllabi the ways in which they will require students to meet these professionalism standards.

2. Students are expected to track their own attendance and are responsible for complying with faculty attendance policies, as well as the Florida Coastal attendance policy. Notification of excessive absences will be sent electronically through student e-mail and/or student portal alerts. It is the student’s responsibility to read and respond to the notifications as appropriate.
3. An excused absence shall not be counted against the maximum number of absences allowable in the course. Students must also be given an opportunity to avoid suffering a penalty for any assessments given during an excused absence. An absence is considered “excused” if one of the following applies:

a. **Religious Holidays.** Advance notice given to the Professor of the course that a student will not attend a class because of a verifiable religious observance shall automatically result in the granting of an excused absence.

b. **Coastal Educational Programs.** A student who will not attend a class because of participation in a moot court or mock trial competition or direct participation in a court appearance or required administrative proceeding through an in-house clinic or externship shall receive an excused absence if the sponsoring full-time faculty member gives written approval of the student’s direct participation in such proceedings, at least 24 hours in advance of the date of the anticipated absence and the student provides a copy of such written approval to the Professor of the course from which the student will be absent. A maximum of ten (10) percent of the total number of classes in a course may be excused if the student complies with the provisions of the preceding sentence and such absences shall not be counted against the maximum number of absences allowable in the course.

4. If a student believes that one or more absences were due to an exceptional circumstance, the student should refer to Section IV (K) below:

   a. For the purposes of this section, an “exceptional circumstance” includes, but is not limited to, a circumstance, that arises due to serious illness or injury to the student or immediate family member, death of an immediate family member, a call to active duty in the military, or any other extraordinary circumstance beyond the student’s control that prevented the student from meeting attendance requirements.

   b. It is not an exceptional circumstance if a student has taken on a course load that exceeds the work load he or she contemplated at the time of registration or fails to abide by an attendance policy established by an individual faculty member.

5. Full-time students must devote substantially all working hours to the study of law. For this reason, the school discourages employment for full-time first year students. A student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours. During final registration for each semester, these students must certify that they are not devoting more than 20 hours per week to outside employment. A false, inaccurate or misleading statement on this certification shall be grounds for dismissal or such other disciplinary action as is deemed appropriate by an academic dean. Such disciplinary action may include, but is not limited to, a denial of credit hours for all course work taken in excess of 12 credit hours, beginning with the courses in which the student obtained the highest letter grade(s). Refunds will not be granted for credit hours denied under this section.
C. Webcasting

1. Webcasting enables students to access course and other materials electronically. Any class may be Webcast at any time.

2. Webcasts of classes at Florida Coastal may be available to all students in the course at the discretion of the Professor of the course. However, Webcasting may be required for students with approved ADA accommodations for Webcasts.

3. Webcasting is neither a substitute for class attendance nor an excuse for a student’s lack of full attention or participation in class.

4. All Webcasts are the property of Florida Coastal and may not be redistributed in any form to any person, except for the sole purpose of supporting the learning activities of matriculated students and student applicants.

D. Grading

1. Grades

Grades in each course reflect academic performance as evaluated by the faculty member. Faculty members may, at their discretion, consider class attendance and participation in determining final grades. Faculty members will provide students with a written syllabus of course work and an explanation of the testing and grading requirements for the course.

2. Anonymous Grading

a. 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. Grades are posted by SGN. 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.

b. Faculty may incorporate into final grades non-anonymous factors such as class participation and other assigned projects. If so, each factor and its percentage of the final grade must be identified in the course syllabus. To preserve anonymity, faculty must submit a list of student names and non-anonymous points earned to the Faculty Assistant prior to the first day of the examination period.

c. The anonymous grading policy does not apply to courses in which supervised papers are required or other courses in which papers account for a major part of the final grade are assigned.
3. Distribution Policy

To avoid inequities that result when different professors employ different criteria, and to defuse pressures which may result in grade inflation, the faculty has adopted a grade distribution policy. This policy aims to avert individual grading standards and establish a faculty-wide grading criterion. It is also designed to facilitate instructor and course selections for sound academic reasons.

The grading policy requires each instructor to 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.

It is the faculty member’s prerogative and responsibility to assign grades. 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.

The following mandatory grade distribution policy does not apply to Appellate Advocacy sections designated as “Moot Court Members Only”, or courses with a student enrollment of less than twenty (20), except for the First Year Required Courses found in Section VI (A) (1).

a. The grade distribution for first-year, first-semester courses other than Legal Research and Analysis is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-, B+</td>
<td>15-25%</td>
</tr>
<tr>
<td>B, B-, C+, C</td>
<td>40-60%</td>
</tr>
<tr>
<td>C-, D+, D, F</td>
<td>25-35%</td>
</tr>
</tbody>
</table>

The mean for these courses must be 2.50 with an acceptable deviation of no more than 0.30.

First-semester courses are those designated by the faculty to be taught in the first-semester of the first-year full-time program regardless of the semester in which a student takes a particular course.

b. The grade distribution for all other courses except Lawyering Process: Research and Objective Writing, Writing for Law Practice, Pretrial Litigation Drafting, Transactional Drafting Practice, Skills, and France Program Courses is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-, B+</td>
<td>20-30%</td>
</tr>
<tr>
<td>B, B-, C+, C</td>
<td>55-75%</td>
</tr>
<tr>
<td>C-, D+, D, F</td>
<td>5-15%</td>
</tr>
</tbody>
</table>

The mean for these courses must be 2.70 with an acceptable deviation of no more than 0.10.
c. The average grade for each Legal Research & Analysis section must fall between 2.3 and 2.7. The average grade for each Lawyering Process: Research and Objective Writing, Pretrial Litigation Drafting, Transactional Drafting Practice, and Writing for Law Practice section, must fall between 2.6 and 2.8.

d. The grade distribution for the France Program Courses is:

   A, A- 15%
   B, B+ 35%
   B-, C+ 35%
   C or below 15%

e. The grade distribution for “Skills” designated courses (including Trial Practice for Mock Trial), is:

   A, A- 20%
   B, B+ 50%
   B- and below 30%

f. LL.M. courses cross-listed on the J.D. course schedule will be graded on a Pass/Fail basis at the end of the term for J.D. students.

g. Although Trial Practice for Mock Trial will be graded as a “skills” course, all other sections of Trial Practice will be graded on a Pass/Fail basis. Legal Editing will also be graded on a Pass/Fail basis.

h. As detailed in Section VI (F), with the exception of certain clinical credits, non-course credit is awarded on a Pass/Fail basis.

3. 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>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>HP</td>
<td>High Pass</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>LP</td>
<td>Low Pass</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>W/F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
4. Grade of “Incomplete”

A student shall receive an Incomplete (“I”) if, and only if, either (i) her/his absence from the final examination was excused by an academic dean, as provided below, or (ii) the instructor granted the student additional time to complete the course requirements on or before the last day of classes for that semester. Instructors granting such permission must submit written notice to an academic dean and the Office of the Registrar no later than the last day of classes. An instructor may not grant permission for a student to delay or defer sitting for the final examination. Students should be advised that by accepting an incomplete, they may no longer be subject to anonymous grading.

5. Expunging a Grade of “Incomplete”

An Incomplete (“I”) may be expunged by taking an examination or completing other unfulfilled course requirements within such time as may be fixed by the instructor, but, in no event, later than thirty (30) days after the end of the examination period for the semester for which the Incomplete (“I”) was granted. A student who fails to expunge an Incomplete (“I”) as provided herein will receive a “F” for the course.

E. Finality of Grades

1. Grades are deemed final when posted by the professor.

2. 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 by the professor.

   a. A faculty member may change a grade only if there has been an arithmetical or clerical error in calculating the grade. If a student believes that an arithmetical or clerical error occurred, she or he must resolve the matter with the faculty member. If the faculty member determines that there is an arithmetical 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.

   b. If a student believes a grade was motivated by animus or given arbitrarily, s/he may submit a written petition to the Academic Standards Committee setting forth all information which the student deems relevant. The Academic Standards Committee will provide a copy of the petition to the faculty member. Where appropriate, at the request of the Academic Standards Committee, an academic dean may convene a meeting between the student and the faculty member to resolve the dispute. The decision of the Academic Standards Committee shall be final.
F. Examinations

Students should not schedule any events, flights, activities, etc. during the entire exam period. An exam date may change due to unforeseen circumstances.

1. Schedules and Procedures. An academic dean establishes final examination schedules and procedures for administering examinations. Students are responsible for adhering to examination schedules and procedures.

2. ExamSoft Policies. Florida Coastal uses ExamSoft to administer secure exams. Prior to the exam period, students will receive instructions via their Florida Coastal email. Students must download the software and the exam prior to the examination period. Any student who shows up for an exam and has not followed the instructions will be required to handwrite. No exceptions, except for approved accommodations, will be made.

Students must provide their own laptop computer and have a duty to ensure it is in proper working condition before their examinations, including installing required updates, anti-virus software, and ensuring all installation instructions are followed.

Students are responsible for downloading the exam files prior to coming to class on exam day and must be in the classroom at least 20 minutes prior to the exam start time to ensure the exam is launched and seek support if there are technical issues. Students must be launched into ExamSoft and on the “Stop Sign” page no later than 5 minutes prior to the start of the exam. If a student is not on the “Stop Sign” page the student will be required to close their computer and handwrite their examination.

If a student experiences technical issues during the exam, the student may seek ExamSoft support at the locations listed on the support schedule provided by the SYNC desk (sync@fcsl.edu). No additional time will be granted to a student who experiences technical difficulties or who leaves the room to seek ExamSoft support during the exam. If student fails to resolve the issue, the student should immediately begin handwriting the exam where he or she left off in ExamSoft.

Students should take full advantage of the resources provided by ExamSoft on the Student Portal.

Students are responsible for following the proper procedure for uploading their exam answer file. If during the upload a student experiences technical difficulty, the student should immediately seek assistance from the SYNC desk (sync@fcsl.edu).

Florida Coastal School of Law, ExamSoft Worldwide, Inc., their partners, employees, officers, directors or affiliates are not liable for any damages to laptops arising from the use of this software including any loss of exam answers or any affect it may have on any students’ grades.
3. Examination Schedule Conflicts and Deferrals.

A student may request that a scheduled final exam be rescheduled under the following circumstances: (a) two examinations at the same time; (b) two examinations scheduled in which there is less than two hours from the end of the first scheduled examination time and the beginning of the second scheduled examination time; (c) or a verified religious holiday. Rescheduled examinations will be marked and grades will be rendered in the normal course.

To request a deferral based on these reasons, a student must complete a Deferral Request form and submit it to the Registrar no later than the Friday before mid-term week. Once the Registrar receives the request, she will work with the student to reschedule the exam for a time which is after the regularly scheduled exam time.

4. Exam Policy for Students Who Arrive Late or Fail to Appear For a Final Examination

a. If a student arrives within thirty (30) minutes of the scheduled start time of a final examination, the following policies apply:

i. The student may report to the examination room, enter without disruption, and begin taking the examination. The student is prohibited from typing any answers using ExamSoft and must hand-write the examination answers. The student may take the examination but will not be given any additional time. (For example, if the student arrives ten minutes late for a three-hour examination, the student will have only two hours and fifty minutes to take the examination.)

ii. If the student wishes to demonstrate extraordinary circumstances beyond the student’s control to explain the tardiness, the student may report to a dean for academic affairs (hereinafter “the Dean” or “a Dean”). The time of arrival will be noted by the Dean’s office. (The student must notify an administrative assistant that the student is arriving late for an examination so that the time may be recorded.)

1) If the student demonstrates extraordinary circumstances beyond the student’s control to explain the tardiness, and if the Dean finds the reasons to constitute extraordinary circumstances beyond the student’s control, the student will be placed in a separate room to take the examination using the full allotted time.

2) If the student either does not demonstrate extraordinary circumstances beyond the student’s control to explain the tardiness, or if the Dean does not find the reasons to constitute extraordinary circumstances beyond the student’s control, the student will be placed in a separate room to take the examination using whatever time was remaining of the scheduled examination when the student first arrived in the Dean’s office as recorded.
by the administrative assistant. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The student may be charged a $50 fee for the special arrangements that are needed to separately proctor the examination.

iii. Thirty (30) minutes after the scheduled start time for an examination, the person proctoring the examination will deliver to the Dean’s office any examinations that have not been picked up by a student in that classroom.

b. If a student arrives more than thirty (30) minutes after the scheduled start time of a final examination (after the time designated for the examination to begin), the student MUST report to a Dean. The time of arrival will be noted by the Dean’s office. (The student must notify the administrative assistant that the student is arriving late for an examination so that the time may be recorded.) The student may sit for the examination, but the following policies apply:

i. If the student demonstrates extraordinary circumstances beyond the student’s control to explain the tardiness, and if the Dean finds the reasons to constitute extraordinary circumstances beyond the student’s control, the student will be placed in a separate room to take the examination using the full allotted time.

ii. If the student either does not demonstrate extraordinary circumstances beyond the student’s control to explain the tardiness, or if the Dean does not find the reasons to constitute extraordinary circumstances beyond the student’s control, the student may elect either of the following options:

1) The student will be placed in a separate room to take the examination using whatever time was remaining of the scheduled examination when the student first arrived in the Dean’s office as recorded by the administrative assistant. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The grade for this examination will be given without any penalty.

2) The student will be allowed to take the exam with the fully allotted time before the end of that current examination period and at the earliest available time to be determined by the Dean. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The grade for the examination will be capped at a “D.”

The student may be charged a $50 fee for the special arrangements that are needed to separately proctor the examination.

c. If a student does not appear during the scheduled examination period or is unable to take the examination during the scheduled examination time, the student must notify a Dean as soon as possible but no later than 24 hours after the scheduled start time of
the examination. The following policies apply:

i. If the student demonstrates extraordinary circumstances beyond the student’s control, the Dean may authorize a delay in the student’s examination. If a delay is authorized, however, the examination (with the fully allotted time and with no grade penalty) must be taken before the end of that current examination period and at the earliest available time as determined by the Dean.

ii. If the student fails to demonstrate extraordinary circumstances beyond the student’s control, or if the Dean does not find the reasons to constitute extraordinary circumstances beyond the student’s control, the student will be allowed to take the exam with the fully allotted time before the end of that current examination period and at the earliest available time to be determined by the Dean. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The grade for the examination will be capped at a “D.”

The student may be charged a $50 fee for the special arrangements that are needed to separately proctor the examination.

iii. If the student fails to take the examination as scheduled by the Dean, the student will receive the grade of “F” on the examination.

iv. If the student fails to notify a Dean within 24 hours of the scheduled start time of the examination, the student will not be allowed to take the examination and will receive an “F” on the examination, unless the student makes a separate showing of extraordinary circumstances beyond the student’s control, and the Dean finds the reasons justifying such late notice to constitute extraordinary circumstances beyond the student’s control.

d. The term “extraordinary circumstances beyond the student’s control” used herein includes but is not limited to health emergency or immediate family emergency.

G. Dismissal, Academic Probation, and Academic Alert

The following rules regarding Dismissal, Academic Probation, and Academic Alert apply to all students without regard to full time or part time status. Under these rules, Summer and Intersession terms are not deemed “semesters” for probation evaluation purposes. A student’s probationary status will only be evaluated at the end of a Fall or Spring semester.

1. Students Matriculating in the Spring 2015 Semester or Later

Students matriculating in the Spring 2015 semester or later must earn a cumulative 2.00 GPA or higher at the end of every semester or they will be academically dismissed. If a student earns between a 2.00 and a 2.29 GPA, inclusive, after any semester, the student
may continue his or her studies on Academic Probation. If a student earns between a 2.3 and a 2.59 GPA, inclusive, after any semester, the student may continue his or her studies on Academic Alert.

a. Completion of the First Semester

i. Any student earning less than a 2.00 GPA will be academically dismissed.

ii. Any student with a first semester GPA between 2.00 and 2.29 who continues for a second semester of study will be subject to Academic Probation, under which the following conditions apply.

a) The student must meet with a CSA Advisor before or during the first two weeks of classes in the student’s second semester of enrollment. This condition applies only for Fall and Spring semesters.

b) The student must continue to meet with a CSA Advisor twice a month for the duration of the second semester. This condition applies only for Fall and Spring semesters.

c) The student will be prohibited from participating in the following academic and non-academic activities:

1) The student may not serve as a representative or officer of the Student Bar Association or any other student organization;

2) The student may not participate in Law Review, Moot Court, or Mock Trial;

3) The student may not enroll in, or continue in, any externship program; and

4) The student, if attending full-time, must relinquish all employment positions.

d) The CSA Advisor, Academic Standards Committee, or Academic Dean may impose any additional conditions during the Academic Probation term as they deem necessary to promote the success of the student.

e) If a student fails to abide by the terms set forth above, the student will be prevented from registering for the next semester via a registration hold and/or the student’s course registration for the following semester may be dropped. If this occurs, the student will lose priority in course selection, but may re-register upon successful completion of these requirements as certified by the student’s CSA Advisor and notification by the Registrar’s Office.
iii. Any student with a first semester GPA between 2.30 and 2.59 who continues for a second semester of study will be subject to Academic Alert, under which the following conditions apply.

a) Within the first month of the second semester the student must meet with a CSA Advisor to evaluate the student’s academic standing and set goals for the semester to come. This condition applies only for Fall and Spring semesters.

b) The student must attend at least two (2) CSA workshops, which will be administered periodically throughout the course of the semester. This condition applies only for Fall and Spring semesters.

c) The CSA Advisor, Academic Standards Committee, or Academic Dean may impose any additional conditions during the Academic Alert term as they deem necessary to promote the success of the student.

d) If a student fails to abide by the terms set forth above, the student will be prevented from registering for the next semester via a registration hold and/or the student’s course registration for the following semester may be dropped. If this occurs, the student will lose priority in course selection, but may re-register upon successful completion of these requirements as certified by the student’s CSA Advisor and notification by the Registrar’s Office.

b. Completion of Second Semester through Sixty (60) Credits of Study

i. Any student earning less than a 2.00 cumulative GPA will be academically dismissed.

ii. Any student who earns a cumulative GPA between 2.00 and 2.29 in any semester beyond his or her second semester through sixty (60) credits of study will be subject to Academic Probation, under which the following conditions apply.

a) The student must meet with a CSA Advisor before or during the first two weeks of classes in the student’s semester of enrollment. This condition applies only for Fall and Spring semesters.

b) The student must attend at least two (2) CSA workshops, which will be administered periodically throughout the course of the semester. This condition applies only for Fall and Spring semesters.

c) The student will be prohibited from participating in the following academic and non-academic activities:

1) The student may not serve as a representative or officer of the Student Bar Association or any other student organization;
2) The student may not participate in Law Review, Moot Court, or Mock Trial;

3) The student may not enroll in, or continue in, any externship program; and

4) The student, if attending Florida Coastal full-time, must relinquish all employment positions.

ii. Any student who earns a cumulative GPA between 2.30 and 2.59 in any semester beyond his or her second semester through sixty (60) credits of study will be subject to Academic Alert, under which the following conditions apply.

a) Within the first month of the semester the student must meet with a CSA Advisor to evaluate the student’s academic standing and set goals for the semester to come. This condition applies only for Fall and Spring semesters.

b) The student must attend at least two (2) CSA workshops, which will be administered periodically throughout the course of the semester. This condition applies only for Fall and Spring semesters.

c) The CSA Advisor, Academic Standards Committee, or Academic Dean may impose any additional conditions during the Academic Alert term as they deem necessary to promote the success of the student.

d) If a student fails to abide by the terms set forth above, the student will be prevented from registering for the next semester via a registration hold and/or the student’s course registration for the following semester may be dropped. If this occurs, the student will lose priority in course selection, but may re-register upon successful completion of these requirements as certified by the student’s CSA Advisor and notification by the Registrar’s Office.

c. Completion of Remaining Studies at Florida Coastal

i. Any student earning less than a 2.00 cumulative GPA will be academically dismissed.

ii. Any student who earns a cumulative GPA between 2.00 and 2.29 in any semester beyond sixty (60) credits of study will be subject to Academic Probation, under which the following conditions apply.

a) The student may not serve as a representative or officer of the Student Bar Association or any other student organization;

b) The student may not participate in Law Review, Moot Court, or Mock Trial; and
c) The student may not enroll in, or continue in, any externship program.

iii. If a student fails to abide by the terms set forth above, the student will be prevented from registering for the next semester via a registration hold and/or the student’s course registration for the following semester may be dropped. If this occurs, the student will lose priority in course selection, but may re-register upon successful completion of these requirements as certified by the student’s CSA Advisor and notification by the Registrar’s Office.

2. Students Matriculating Prior to the Spring 2015 Semester

a. Any student matriculating prior to the Spring 2015 semester who earns a cumulative GPA between 1.90 and 1.99 at the end of the second semester will be subject to Academic Probation, under which the following conditions apply.

i. The student must meet with a CSA Advisor before or during the first two weeks of classes in the student’s second semester of enrollment. This condition applies only for Fall and Spring semesters.

ii. The student must continue to meet with a CSA Advisor twice a month for the duration of the semester. This condition applies only for Fall and Spring semesters.

iii. The student will be prohibited from participating in the following academic and non-academic activities:

   a) The student may not serve as a representative or officer of the Student Bar Association or any other student organization;

   b) The student may not participate in Law Review, Moot Court, or Mock Trial;

   c) The student may not enroll in, or continue in, any externship program; and

   d) The student, if attending full-time, must relinquish all employment positions.

iv. The CSA Advisor, Academic Standards Committee, or Academic Dean may impose any additional conditions during the Academic Probation term as they deem necessary to promote the success of the student.

v. If a student fails to abide by the terms set forth above, the student will be prevented from registering for the next semester via a registration hold and/or the student’s course registration for the following semester may be dropped. If this occurs, the student will lose priority in course selection, but may re-register upon successful completion of these requirements as certified by the student’s CSA
vi. Students matriculating prior to the Spring 2015 semester must earn at least a 2.00 cumulative GPA at the end of their third semester or they will be academically dismissed. If at any time following their third semester of study a student earns less than a 2.00 cumulative GPA he/she will be academically dismissed.

b. Any student matriculating prior to the Spring 2015 semester who earns a cumulative GPA between 2.00 and 2.30 in any semester after the second semester through completion of sixty (60) credits will be subject to Academic Alert, under which the following requirements apply.

i. Within the first month of the semester the student must meet with a CSA Advisor to evaluate the student’s academic standing and set goals for the semester to come. This condition applies only for Fall and Spring semesters.

ii. The student must attend at least two (2) CSA workshops, which will be administered periodically throughout the course of the semester. This condition applies only for Fall and Spring semesters.

iii. The CSA Advisor, Academic Standards Committee, or Academic Dean may impose any additional conditions during the Academic Alert term as they deem necessary to promote the success of the student.

iv. If a student fails to abide by the terms set forth above, the student will be prevented from registering for the next semester via a registration hold and/or the student’s course registration for the following semester may be dropped. If this occurs, the student will lose priority in course selection, but may re-register upon successful completion of these requirements as certified by the student’s CSA Advisor and notification by the Registrar’s Office.

3. Transfer Students

Any student transferring to Florida Coastal after having completed two or more semesters at another law school will be dismissed if he/she fails to earn at least a 2.00 cumulative GPA in classes completed at Florida Coastal. Transfer students are subject to the Academic Probation and Academic Alert provisions above upon completion of their first semester at Florida Coastal.

H. Withdrawal from a Course

Students are not permitted to withdraw from courses after the Drop/Add period without the approval of an academic dean. Withdrawals will be approved only for good cause. An academic dean may consult with the faculty member if s/he believes that the faculty member may have information bearing on the request for withdrawal. A student may receive the
grade of “W” or “WF” at the discretion of an academic dean. Students should be aware that the grade of “WF” has the same impact on a cumulative grade point average as a failing grade.

Withdrawal from courses may have financial aid impact. Students considering a withdrawal from a course should consult with the Financial Aid Office. Please see Section IV (A)(8) for further information regarding the drop/add period.

I. Leave of Absence, Withdrawal, Previously Disqualified Applicants

Florida Coastal understands 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 Coastal Law.

1. Leave of Absence. A student may take a leave of absence from Florida Coastal for up to two (2) regular semesters. A leave of absence requires prior approval from an academic dean. An academic dean may grant a leave of absence for good cause but only if the student is in good academic standing or on academic probation.

2. Withdrawal. Withdrawal, under this section, is defined as dropping the entire academic program, not a portion thereof. A withdrawal requires prior approval from an academic dean. An academic dean may grant a withdrawal for good cause but only if the student is in good academic standing. Any student who withdraws at any time after completing their third semester and has a cumulative GPA less than a 2.0 is not in good academic standing and will be academically dismissed.

3. Transcript. A student requesting a leave of absence or withdrawal may receive the grade of “W” or “WF” at the discretion of an academic dean taking into account the student’s performance in the course(s) at the time the leave or withdrawal is requested. Students should be aware that the grade of “WF” has the same impact on a cumulative grade point average as a failing grade.

4. Return to Coastal Law.

a. Following an Approved Leave of Absence. Any student who discontinues his or her attendance for no more than two regular semesters may resume law studies upon approval of an academic dean. Students returning from a leave of absence should contact an academic dean at least forty-five (45) days prior to the beginning of the term in which the student intends to return.

b. Others. Any student who discontinues her/his attendance for more than two regular semesters shall be deemed to have withdrawn from school. In such instance, former students must apply for readmission by submitting a petition to the Academic Standards Committee no later than forty-five (45) days prior to the beginning of the term in which the student seeks readmission. If the Academic Standards Committee approves the petition for readmission, the student may continue his/her legal studies
at the law school. In the event the Academic Standards Committee does not approve the student’s application for readmission, the student may reapply for admission to the law school no sooner than six (6) months from the date of withdrawal. In such instance, the student will receive no credit or grade points for work previously attempted or completed at Florida Coastal.

c. Previously Disqualified Applicants

1) An applicant who has been disqualified previously from law school for academic reasons shall submit a personal statement and other evidence affirmatively demonstrating that the applicant’s prior disqualification does not indicate a lack of capacity to complete the Florida Coastal School of Law program of legal education and to be admitted to the bar.

2) The applicant will not be eligible to apply for admission to FCSL unless at least six months have elapsed since the prior disqualification. This time period is non-waivable.

3) The applicant’s file shall be reviewed by the Admissions and Scholarships Committee, which will consider the following factors when deciding whether to recommend admission of the applicant:

   a. Mitigating or extenuating circumstances regarding the prior disqualification;
   
   b. Remediation measures the applicant has taken to address the root causes of the prior disqualification;
   
   c. Interim work, activity, or studies the applicant has completed since the prior disqualification that may indicate a stronger potential for law study; and,
   
   d. Admission test scores; performance in undergraduate, graduate, or professional programs; extracurricular activities; work experience; and other relevant demonstrated skills.

4) If the Committee recommends admission, it shall supplement the applicant’s file with a brief statement of the considerations that led to that recommendation.

5. Honor Code or Conduct Code. If a student takes a leave of absence or withdraws when an honor code or student conduct code investigation or proceeding is pending, the Associate 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 code or student code of conduct proceeding may continue even after the student has taken a leave of absence or withdraws.

6. Financial Aid Impact. Students should be aware that any leave from the institution may have an impact on current as well as future financial aid. This may include repaying a portion of funds received in the current semester. In accordance with
financial aid regulations, a leave of absence cannot exceed 180 days. Students considering a leave of absence or withdrawal should meet with the Finance Office to ascertain if any funds are to be immediately returned to lenders and with the Financial Aid Office concerning the impact on future financial aid.

J. Repeating Courses

The right of a student to repeat a course is limited as follows:

1. A student may, as a matter of right, repeat any course from which s/he withdrew or which s/he dropped.

2. A student who receives a grade of “F,” “W,” or “W/F” in a required course must repeat the course.

3. In all other cases, a student shall not be permitted to repeat any course without the approval of the Academic Standards Committee.

4. In the case of repetition of a course, both the original grade earned and the grade earned on repetition shall be reported on the transcript and computed as part of the student’s cumulative average.

K. Waiver of Academic Rules

1. General

Requests for waivers of Florida Coastal rules, regulations, or policies must be submitted in writing to an academic dean who shall forward such requests to the faculty committee having jurisdiction over the matter. An academic dean may also forward a recommendation to the faculty. If none of the standing faculty committees has jurisdiction over the issue(s) raised, then an academic dean, in her/his discretion, may grant or deny the waiver. 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 or faculty committee is final.

a. Requests for academic waivers under Section IV (G), Dismissal, Academic Probation, and Academic Alert, must be submitted in writing to an academic dean within seven (7) calendar days from the date of the dismissal letter.

b. Requests for academic waivers under Section IV (B), Class Attendance and Employment Limitation, must be submitted in writing to an academic dean within seven (7) calendar days from the date of the attendance notification. In making a determination on a waiver, the academic dean may consider the total number of absences, whether a substantial majority of the absences were the result of an exceptional circumstance, and whether the student has otherwise made a good faith effort to minimize the total number of absences.
2. **Graduation Requirements**

Requests for waivers of academic rules, regulations and/or policies relating to graduation requirements must be submitted in writing to the Academic Standards Committee.
SECTION V

DEGREE REQUIREMENTS

A candidate for graduation must have: (i) attained a cumulative grade point average of at least 2.00 in at least ninety (90) credit hours of course work; (ii) successfully completed all course requirements; (iii) satisfied the advanced legal writing requirement; (iv) satisfied the skills and experiential learning credit requirement; (v) conducted himself or herself as a fit candidate for admission to the bar; and (vi) satisfied all outstanding account balances owed to the school, including any library fines. Students must complete a minimum of forty-five (45) credit hours in residence at Florida Coastal School of Law. Beginning with students who enroll in the Fall 2013, a candidate for graduation must have at least ninety-three (93) credit hours in addition to the above requirements.

Beginning with students who enroll in Fall 2015, all students are required to complete at least ten (10) legal pro bono hours. This work must be completed no later than the semester prior to the student’s final semester of law school. A candidate for graduation will be permitted to sit for a state bar exam provided that all degree requirements have been satisfied at least 30 days prior to the administration of the next bar exam. Students who have not met all degree requirements prior to the bar exam may be required to postpone unless they are taking the exam in a jurisdiction, which allows students to take the exam when they have not met all degree requirements prior to the exam administration. Students taking courses during the summer term are not considered to have met their degree requirements prior to the July bar exam.

If the candidate has completed all degree requirements but is subject to an Honor Code or Conduct Code complaint, that person will be certified to sit for the bar exam only if the matter has been fully adjudicated through the applicable process prior to the exam administration.

Sanctions imposed in Honor or Code hearings may be completed after the candidate sits for the bar exam. However, sanctions must be completed in full before a candidate is permitted to be sworn in by the bar.

A. 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,” or for which s/he has received advanced standing credit on the basis of work at another law school. A student who receives a grade of “F” in a required course shall not be deemed to have completed the course.

B. Course Requirements

Please see Section VI (A) for further information regarding the courses required for graduation.
C. Advanced Legal Writing Requirement

Please see Section VI (B) for further information regarding the advanced legal writing requirement.

D. Skills and Experiential Learning Credit Requirement

Students matriculating prior to the Fall 2013 semester are required to complete eight (8) credit hours of skills courses. At least five (5) of the skills credit hours must come from designated skills courses, clinics or externships. A student may count up to three (3) credits from ALWR courses, or independent study courses that have an ALWR component, towards the skills credit hours requirement.

A student also may count up to four (4) credits from any combination of the following towards the skills credit hours requirement: (a) credits earned for Mock Trial Team during any semester in which the student participates in a designated position with an external competition team for the Mock Trial Team; (b) credits earned for Moot Court Honor Board during any semester in which the student participates in a designated position with an external competition team for the Moot Court Honor Board; (c) credits earned for Moot Court or Mock Trial (other than for the Moot Court Honor Board or Mock Trial Team) during any semester in which a student participates in a designated position for an external moot court competition, mock trial competition, or arbitration, or similar competition team supervised by the faculty member who assigns the grade for the credit. No student may compete nor earn credits in an external competition for moot court, mock trial or arbitration unless under the supervision of a FCSSL faculty member; and (d) credits earned for Law Review during any semester in which the student is a staff editor or Board member, except where the student has elected to treat Law Review as an ALWR course during that semester.

Independent study courses without an ALWR component do not count towards the required skills credit hours.

**Students matriculating in the Fall 2013 semester and thereafter** are required to complete six (6) experiential learning credit hours. These credit hours must come from experiential learning courses, such as clinics, externships or simulations, unless such simulation is a requirement for graduation.

**Students matriculating in the Spring 2016 semester and thereafter** are required to complete three (3) of the six (6) experiential learning credits through a clinic or externship.

E. Continuing Professionalism Education Requirement

Students are required to attend the professionalism workshops that are offered during the new student orientation sessions. Workshop topics will include Professionalism in the Classroom, on Campus, and in the Community; Substance Abuse and Mental Health considerations; Cultural Competency; and Managing Your Online Presence.
F. Limitations of Time

The normal maximum period for a full-time law student to complete requirements for a J.D. degree is five (5) years. The normal maximum completion time for a part-time law student to complete requirements for a J.D. degree is six (6) years. The maximum time that a student is permitted to complete

A law school shall require that the course of study for the J.D. degree be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.

G. Distance Education Courses

1. A student may not take more than fifteen (15) total credit hours of distance education courses toward the J.D. degree. A student whose cumulative GPA is less than a 2.3 may not take more than three (3) credits of distance education in any semester in which their cumulative GPA is below 2.3.

A student may not enroll in courses qualifying as distance education courses until s/he has successfully completed twenty-eight (28) credit hours toward the J.D. degree.

2. Students who register for DE courses offered by Florida Coastal through a consortium agreement (e.g., agreement with Charlotte School of Law, Arizona Summit School of Law, and/or iLawVentures) must have a cumulative 2.6 GPA at the time of registration. Any student with below a cumulative 2.6 GPA who wishes to enroll in such classes as part of completion of one of Florida Coastal’s certificate programs should contact the designated director of said certificate program.

3. Students who register for distance education courses will be simultaneously registered in the school’s online orientation course in the online Learning Management System (LMS). The online orientation will teach students to navigate and utilize the LMS and therefore, students should complete the online orientation prior to the first schedule class day of the term.

H. Graduate Credits

Students may apply toward the course credit requirements up to six course credits for graduate courses taken outside the law school, provided an academic dean approves the enrollment in advance and that a grade of “C” or better is earned.

An academic dean shall approve the enrollment if he/she finds that (1) the student is in good standing; (2) the course does not overlap with any course offered at the School of Law; and (3) the student demonstrates that taking the course is essential to his or her intellectual or practice objectives.
Graduate credits earned under this section will count in the total number of visiting credits earned by the student in Section V (J) below. No credit shall be granted for graduate level courses completed prior to enrollment in the law school or during any period in which the student had been dismissed. In no case may a student receive course credit for units that are being applied to earn a degree elsewhere.

I. Transfer-In Students

A candidate who has transferred from another law school must successfully complete at least forty-five (45) credit hours at Florida Coastal, attain a cumulative grade point average of 2.00 or better for at least ninety (90) credit hours, complete all required courses or their substantial equivalent, satisfy the advanced writing requirement and eight (8) credit hours of clinic/skills requirement, and satisfy all other degree requirements. Students who matriculated at another law school during Fall 2013 or after and subsequently transfer to Florida Coastal must successfully complete at least forty-five (45) credit hours at Florida Coastal, attain a cumulative grade point average of 2.00 or better for at least ninety-three (93) credit hours, complete all required courses or their substantial equivalent, and satisfy all other degree requirements.

Credits for courses completed at another approved law school are evaluated by an academic dean on an individual basis. Only courses completed with a grade of “C” or better are transferable. All credits must have been obtained within two academic years prior to matriculation. An academic dean will determine whether specific courses cover the material necessary to meet a graduation requirement at Florida Coastal.

Any student transferring to Florida Coastal after having completed two or more semesters at another law school will be dismissed if he/she fails to earn at least a 2.00 cumulative GPA for work completed at Florida Coastal. Transfer students are subject to the academic probation and academic alert provisions upon completion of their first semester at Florida Coastal.

J. Transfer-In Students from a non-ABA accredited law school

A candidate who has transferred from a non-ABA accredited law school must be in the top one-third (1/3) of his or her graduating class.

A candidate who has transferred from a non-ABA accredited law school must successfully complete at least sixty (60) credit hours at Florida Coastal, attain a cumulative grade point average of 2.00 or better, complete all required courses or their substantial equivalent, and satisfy all other degree requirements. A candidate can transfer up to thirty (30) credit hours from a non-ABA accredited law school.

Credits for courses completed at a non-ABA accredited law school are evaluated by an academic dean on an individual basis. Only courses completed with a grade of “C” or better are transferable. An academic dean will determine whether specific courses cover the material necessary to meet a graduation requirement at Florida Coastal.
Any student transferring to Florida Coastal after having completed two or more semesters at another law school will be dismissed if he/she fails to earn at least a 2.00 cumulative GPA for work completed at Florida Coastal. Transfer students are subject to the academic probation and academic alert provisions upon completion of their first semester at Florida Coastal.

K. Advanced Standing Policy

Florida Coastal School of Law may grant an admitted J.D. applicant who holds a foreign law degree advanced standing consistent with Section 507 of the American Bar Association’s Standards for Approval of Law Schools. To be considered as an advanced standing student, the applicant must have obtained an in residence law degree from another country.

Applicants requesting one year advanced standing must apply to the J.D. program through our transfer application process (instead of the regular J.D. application process) along with students who have completed the first year in another law school in the U.S. Advanced standing students may receive up to 30 credit hours of transfer credit from their prior degree. The amount of transfer credits will be determined by the Academic Dean.

Florida Coastal admits transfer students to the full-time and part-time programs. As a prerequisite to enrollment, all applicants are required to have earned a baccalaureate degree or its foreign equivalent from a college or university that is accredited by an agency recognized by the US Department of Education or foreign equivalent. A final, official transcript evidencing conferral of the degree must be submitted to Florida Coastal School of Law before enrolling. In no event will anyone who has yet to receive a baccalaureate degree or foreign equivalent be permitted to enroll.

Application Requirements:

Completed online application. The application will include the applicant’s:

1. Resume
2. Personal Statement
3. Completed Credential Assembly Service Report from LSAC. This requires the following items:
   a. Law School Admissions Test (LSAT) score
   b. Transcripts. All transcripts from any post-secondary schooling completed in and outside of the US. The candidate will be required to submit a translation and/or analysis of his or her transcript, and must pay for that service. The College of Law will endeavor to provide the J.D. candidate with a foreign law degree with an analysis of the credits that will or will not transfer before the deadline for the candidate to accept the College of Law’s offer of admissions.
c. Two (2) letters of recommendation from professors or employers.

d. Applicants whose native language is not English and who have not completed an undergraduate degree at an English-speaking institution must submit a TOEFL score of at least 100 on the Internet-based test. TOEFL scores are valid for three years. For TOEFL information, visit www.ets.org. Fluency in English may also be established by alternative assessment such as scoring at least a 7 in IELTS. For more information, visit www.ielts.org.

- TOEFL Paper-Based Test: 600
- TOEFL Internet-Based Test: 100
- IELTS: 7.0

L. Students Visiting Elsewhere

1. A student who, at the time of application, has a minimum cumulative GPA of 2.60, has earned a minimum of thirty (30) credits prior to the visiting semester or summer session, and who receives advance permission from an academic dean, may enroll for a summer session or one semester at another ABA approved law school. Students are only permitted to visit at another institution for a total of fifteen (15) credit hours. An academic dean shall grant such permission if the student demonstrates a compelling reason for the visit and it is in the best interests of the institution. Factors that may bear upon the institution’s best interest include, but are not limited to, possible administrative and financial aid problems, reciprocity of understanding with other schools, and whether the proposed visited institution has policies that assume appropriate responsibilities and risks of student matriculation and performance.

For credits to be awarded toward graduation from Florida Coastal, a student must receive advance approval from an academic dean for the student’s proposed courses, demonstrate that he or she is enrolling in special classes or a special program not available at Florida Coastal, and earn a “C” or better in each such course. A student must obtain special permission from an academic dean to take a course graded on a Pass/Fail basis at a visiting institution. The actual grades earned at the other institution will not be factored into the student’s grade point average.

2. **Courses required by Florida Coastal may not be taken at another institution.**

Proposed courses will not be approved if they overlap with courses previously taken or would result in a violation of academic standards (including standards relating to internships or non-course credit) that would have applied to the student were he or she taking the courses at Florida Coastal.

In no instance may a student receive more than eight (8) credits for courses taken in a single summer or receive credit in excess of the amount permitted by ABA Standards regarding the minimum number of class hours necessary to receive credit in a course.
Students earning credits at another institution (summer abroad, or visiting away from Florida Coastal for a semester) must earn a minimum of forty-five (45) credits at Florida Coastal to earn a Florida Coastal degree.

3. Visiting Elsewhere in the Last Semester Prior to Graduation. Students who plan to take the Florida Bar Exam may not visit elsewhere in their last semester prior to graduation. In a student’s last semester prior to graduation, a student may only visit at another institution that is located in the state in which the student plans to take the bar exam.

M. Florida Coastal’s France Study Abroad Program

A student who, at the time of application, has a minimum cumulative GPA of 2.20, has earned a minimum of thirty (30) credits prior to summer session may apply for Florida Coastal’s France Study Abroad Program. Grades earned through this program will be factored into the student’s cumulative GPA.

N. Dual Degree Program

Students in the J.D. Program at Florida Coastal School of Law may also earn an M.B.A., M.P.P. or other graduate degree through an approved cooperative program with Jacksonville University.

1. Reduction in Overall Credit Requirement

The dual degree program was developed based on the assumption that, there is complementary intellectual benefit from studying law and certain other professions in a coordinated program. A student enrolled in the dual degree program may earn both degrees in less time and with a lower overall credit requirement than a student enrolled in each school or program independently.

A student enrolled in the dual degree program will be awarded each degree upon completion of the respective school’s degree requirements without having to wait until the requirements for both degrees have been completed.

2. Application to the Dual Degree Program

Applicants interested in the dual degree program must submit separate admission applications to Florida Coastal and to the other approved degree program. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.

Applicants interested in pursuing the dual degree are strongly encouraged to apply to both programs at the same time and in their first year of law school. However, it may be possible for a law student to apply to the dual degree (and thus be eligible to earn a dual degree) any time prior to completion of his/her law degree. Students wishing to enroll in
a dual degree after their first semester must be in good standing and have a cumulative GPA of 2.3 or higher at the time of application. Students, who enroll after their first year, should seek the advice of an academic dean.

3. **Enrollment in the Dual Degree Program and Approval of Courses**

A student who has been admitted to both the J.D. and another approved degree program and who wishes to pursue a dual degree must file a Dual Degree Enrollment Form with Florida Coastal School of Law. Students are not considered to be in the dual degree program until the Dual Degree Enrollment form is completed and approved by an academic dean. Once this form has been approved, the student will meet with the program advisors of each school to draft an overall plan of study that takes advantage of the goals of the dual degree program.

Each semester, the student must complete a Florida Coastal Dual Degree Course Selection Form. This form must list the courses the student will be taking in the upcoming semester and must be filled out to ensure financial aid is awarded correctly.

4. **Course Load and Financial Considerations of the Dual Degree Program**

The standard course load for full-time dual degree students is thirteen (13) to sixteen (16) credit hours per semester, and the standard course load for part-time dual degree students is nine (9) to twelve (12) credit hours per semester. This course load is determined using the combined total credits taken in each program during the applicable semester. However, a credit-hour formula may be applied to non-JD courses when the student completes the Dual Degree Course Selection Form to determine the semester course load when either school’s semester or session start or end dates differ.

Dual degree students are eligible for federal financial aid while enrolled in the dual degree program. In order to facilitate the award and distribution of federal financial aid disbursements, Florida Coastal School of Law will be considered the home institution of all dual degree students as long as the students are enrolled in the dual degree program.

Students are required to pay the tuition at each institution based upon the number of credit hours in each program of study during a given semester.

5. **J.D./M.B.A Program Requirements**

Students enrolled in the J.D./M.B.A program may count up to 9 credit hours of law school class work towards fulfilling the credit-hour requirement of the M.B.A. degree, and may count up to 9 credit hours of M.B.A. class work towards fulfilling the credit-hour requirement of the J.D. degree. Upon completion of each program, the student will earn two separate degrees, a J.D. degree awarded by Florida Coastal School of Law and an M.B.A. degree awarded by the Jacksonville University’s Davis College of Business.
To earn academic credit towards the J.D. degree for course work completed in the M.B.A. program: (1) the courses selected must be listed on the Dual Degree Course Selection Form and be approved by an academic dean and the J.D./M.B.A. program advisor; (2) the courses must be graduate level courses but not part of the M.B.A. foundation course curriculum; and (3) the student must receive a grade of “B” or higher in the course.

To earn academic credit towards the M.B.A. degree for coursework completed in the J.D. program: (1) the course may not be part of the law school’s first-year curriculum; (2) the student must receive a grade of “C” or higher in the course; (3) the nine credits must come from the following courses: three from an international law course, three from a Professional Responsibility course, and three from any elective course. Any exceptions to this must be pre-approved by the M.B.A. Program Advisor.

6. J.D./M.P.P. Program Requirements

Students enrolled in the J.D./M.P.P. program may count up to 12 credit hours of law school class work towards fulfilling the credit-hour requirement of the M.P.P. degree, and may count up to 12 credit hours of M.P.P. class work towards fulfilling the credit-hour requirement of the J.D. degree. Upon completion of each program, the student will earn two separate degrees, a J.D. degree awarded by Florida Coastal School of Law and an M.P.P. degree awarded by the Jacksonville University’s Public Policy Institute.

To earn academic credit towards the J.D. degree for course work completed in the M.P.P. program: (1) the courses selected must be listed on the Dual Degree Course Selection Form and be approved by an academic dean and the J.D./M.P.P. program advisor; (2) the courses must be graduate level courses but not part of the M.P.P. foundation course curriculum; and (3) the student must receive a grade of “C” or higher in the course.

To earn academic credit towards the M.P.P. degree for coursework completed in the J.D. program: (1) the course may not be part of the law school’s first-year curriculum; (2) the student must receive a grade of “C” or higher in the course; (3) each student must take at least “Administrative Law” and “Statutory Interpretation and Legislative Process” as a part of the J.D. program. Any exceptions to this must be pre-approved by an academic dean and the M.P.P. Program Advisor.

Due to the demands of the first year law school curriculum, Florida Coastal students may not take any M.P.P. courses during the first year of law school.
O. Honors

A candidate for the J.D. degree or an approved dual degree may be recommended for honors if the student’s cumulative grade point average at Florida Coastal meets the following standards and the student is enrolled in six (6) or more credits at Florida Coastal:

- **Cum Laude** 3.250
- **Magna cum Laude** 3.500
- **Summa cum Laude** 3.750
SECTION VI
CURRICULUM

A. Required Courses.

Courses that are required for graduation are as follows:

1. **First Year Required Courses:**
   a. **Students who matriculated prior to Spring 2016:** Civil Procedure; Contracts I and II; Criminal Law; Lawyering Process: Research and Objective Legal Writing; Legal Methods; Property I and II; and Torts I and II.
   b. **Students matriculating in Spring 2016 and thereafter:** Civil Procedure I, Contracts I and II, Criminal Law, Legal Research & Analysis, Writing for Law Practice, Property I and II, and Torts I and II.

2. **Upper Division Required Courses:**
   a. **Students who matriculated prior to Fall 2013:**
      i. Constitutional Law I and II; Criminal Procedure; Evidence; and Professional Responsibility;
      ii. Two (2) of the following three (3) courses: Business Associations, Family Law, Trusts and Estates; and
      iii. Eight (8) credit hours of Skills requirement and the Advanced Legal Writing Requirement.
   b. **Students who matriculated in Fall 2013, Spring 2014, and Summer 2014:**
      i. Constitutional Law I and II; Criminal Procedure; Evidence; and Professional Responsibility;
      ii. Two (2) of the following three (3) courses: Business Associations, Family Law, Trusts and Estates;
      iii. Six (6) credits of experiential learning;
      iv. Lawyering Process for Litigation Practice, Lawyering Process for Transactional Drafting, and Financial Literacy for Lawyers;
      v. One (1) the following: Administrative Law, American Legal Process, Health Law, Environmental Law, or Federal Income Tax; and
      vi. A minimum of three (3) credit hours of Bar preparation courses.
   c. **Students who matriculated in Fall 2014, Spring 2015, Summer 2015, and Fall 2015:**
      i. Constitutional Law I and II, Criminal Procedure, Evidence, and Professional Responsibility, and Lawyering Process for Litigation Practice;
      ii. Two (2) of the following three (3) courses: Business Associations, Family Law, Trusts and Estates;
      iii. Six (6) credits of experiential learning;
      iv. Six (6) credits of Bar preparation-designated courses; and
      v. One (1) the following: Administrative Law, American Legal Process, Health Law, Environmental Law, or Federal Income Tax.
d. Students matriculating in Spring 2016 and thereafter:
   ii. One (1) of the following: Pretrial Litigation Drafting or Transactional Drafting Practice;
   iii. Six (6) credits of experiential learning; and
   iv. Six (6) credits of Bar preparation-designated courses.

**Strongly Recommended Courses:** Florida Practice and Procedure; Florida Constitutional Law; Remedies; Family Law; Business Associations; and, Trusts and Estates. These courses are heavily tested on the Florida Bar Examination.

Students must complete all first year required courses before taking any upper division courses. The Required Course Sequence for first year students and the Recommended Course Sequences for upper division students are available online at [http://www.fcsl.edu/academics/suggested-schedules-course-concentrations](http://www.fcsl.edu/academics/suggested-schedules-course-concentrations).

Students should review the course sequences prior to registering for classes.

B. Advanced Legal Writing Requirement (ALWR)

The purpose of the Advanced Legal Writing Requirement (ALWR) is to provide students with a rigorous upper level writing experience that will enhance a student’s writing skills in a legal context. ALWR writing projects are designed to challenge a student’s organizational, problem-solving and writing abilities. ALWR writing projects are intended to integrate theory and application, provide an opportunity to implement lawyering skills, and/or provide a basis for advocating a particular position.

Each student must satisfy the ALWR as a pre-requisite to graduation. Except as provided below, students must satisfy the ALWR by meeting the ALWR writing project requirements in an ALWR course at Florida Coastal, or through an independent study with a full-time faculty member at Florida Coastal, and earning a grade of ”C” or better on the ALWR writing project requirements. Moot Court members may satisfy the ALWR by completing a written project (appellate brief) that the faculty advisor certifies as satisfying the ALWR.

Students who matriculate in the Fall 2011 or later whose LP I and LP II grades are in the bottom quartile of their 1L class will be required to complete their ALWR requirement in a course designed to provide intensive writing assistance. Recognizing that effective writing is vital to success in law school, FCSL strongly recommends that these students complete the ALWR in their 2L year. Courses which may be taken to satisfy the ALWR include the following when offered as an ALWR option: Ethical and Professional Legal Writing, Persuasive Writing, Judicial Writing, or Appellate Advocacy.
Students who enroll in an ALWR course that has an exam option must elect within two weeks of the beginning of the semester whether they will satisfy the ALWR in the course, and such election is irrevocable.

**General Requirements for ALWR Writing Projects**

**Use of Sources**

1. Each ALWR writing project must be the student’s own work. Plagiarism will not be tolerated. The following quotes are provided to help students understand the expectations regarding originality in the final work product.

   Plagiarism: “The act of appropriating the literary composition of another, or parts or passages of his [or her] writings, or the ideas or language of the same, and passing them off as the product of one’s own mind.” Webster’s II New College Dictionary 841 (1995) (emphasis added).

   “[M]”any persons...perceive plagiarism to be only intentional, wholesale copying of large passages, and are oblivious to the fact that borrowed words, phrases and ideas are included in that definition.” Comment, Plagiarism in Legal Scholarship, 15 U. Tol. L. Rev. 233, 235 (1983) (emphasis added).

   Please refer to the Florida Coastal Honor Code for more information and to the ALWR section of the Florida Coastal website for more information.

2. With respect to material or ideas in an ALWR writing project that do not originate with the student, the student should retain a copy of that source or maintain a readily-available list of citations, which the student shall submit to the supervising faculty member upon request of the faculty member.

3. Except for ALWR writing projects that consist of simulated client communications or similar drafting projects, ALWR writing projects must contain appropriate citations to the source material. Citations must be proper and complete. Students must accurately use information obtained from sources.

4. Students may not rely on websites as a basis for material included in their ALWR writing projects, unless the student discusses each such website with the supervising faculty member and obtains the faculty member’s approval for each website.

**Quality of Work**

5. Students must produce a high level written product that would be acceptable to the target audience for the work, which includes the professor as well as practicing attorneys, judges and clients, as appropriate.

6. Each ALWR writing project should adhere to the rules of grammar and punctuation.
ALWR writing projects should be well-organized, precise and appropriately formatted based on the type of project and its target audience. The text and footnotes (if required) shall be in Times New Roman 12 point type.

7. Students must comply with the ALWR Project Standards set forth in paragraph 12 below.

ALWR Process

8. Students must submit draft(s) for review and discussion prior to the submission of the finished work pursuant to a schedule determined by the professor, and students must use the feedback to enhance the quality of the ALWR project.

9. Students and their ALWR professor must discuss the grading criteria for each ALWR writing project during the first two weeks of the semester.

10. Students must adhere to deadlines set by the supervising faculty member.

Satisfaction of ALWR

11. All students registering to satisfy the ALWR must complete the “ALWR Declaration” form at http://www.fcsl.edu/registrar within the first two weeks of the beginning of the semester. The faculty member will confirm completion of the ALWR requirements through the grade submission form at the end of the semester. Students seeking to satisfy the ALWR through an Independent Study must also submit the “Independent Study Program application” as described in Section VI (C) below.

12. In addition to the general standards set forth above, ALWR writing projects must satisfy the standards set by the supervising faculty member, which will of necessity vary depending on the nature of the course or writing project. Below are basic standards for common types of ALWR writing projects:

Law review articles and similar academic papers

(a) The topic must require the student to do significant research and engage in significant independent legal and/or policy analysis.
(b) The project must be in the form of a law review article, or the functional equivalent of same, with appropriate citation to sources.
(c) The project must be a minimum of 25 double-spaced pages, excluding footnotes.
(d) Wherever possible, the project should use at least 15 different sources and, where possible, sources should be primary sources and/or scholarly materials.
(e) The project should contain a table of contents or table of authorities.
(f) The project must follow the citation form found in the most recent edition of The Bluebook: A Uniform System of Citation or similar guides as designated by the supervising faculty member. In particular, the project should have footnotes rather than internal citations, and have an appropriate number of footnotes.
With the advance consent of an academic dean, the supervising faculty member may revise or supplement these criteria as appropriate to the subject matter of the project and the course.

Non-appellate briefs and memoranda of law

(a) The topic must require the student to do significant research and engage in significant independent legal and/or policy analysis.
(b) The student must write a minimum of 25 double-spaced pages. These pages can be distributed over any number of assignments/projects.
(c) Each project must follow the citation form found in the most recent edition of The Bluebook: A Uniform System of Citation or similar guides as designated by the supervising faculty member.
(d) With the advance consent of an academic dean, the supervising faculty member may revise or supplement these criteria as appropriate to the subject matter of the project and the course.

Appellate briefs

(a) The topic must require the student to do significant research and engage in significant independent legal and/or policy analysis.
(b) The student must write a minimum of 25 double-spaced pages. These pages can be distributed over any number of assignments/projects.
(c) Each project must follow the citation form found in the most recent edition of The Bluebook: A Uniform System of Citation or similar guides as designated by the supervising faculty member.
(d) Each project should contain a table of contents and a table of authorities.
(e) With the advance consent of an academic dean, the supervising faculty member may revise or supplement these criteria as appropriate to the subject matter of the project and the course.

Other ALWR writing projects

(a) Supervising faculty members may establish ALWR writing projects other than law review articles, academic papers, appellate and non-appellate briefs, and memoranda of law, with the prior consent of an academic dean.
(b) An academic dean must consent in advance that the standards for such proposed ALWR writing projects are the substantial equivalent of the standards otherwise set forth in this paragraph 12.

Deadlines for submission of the project to the supervising faculty member

(a) The faculty member will set and announce a stated deadline for the handing in of papers, which may be no later than the last day of exams for the semester in which the student has registered to complete the ALWR.
(b) Failure to complete the paper. Failure to submit the paper by the appropriate
deadline will result in a failing grade for the paper unless the instructor granted the student additional time to complete the course requirements before the deadline for the paper or an academic dean granted the student additional time to complete the paper due to extraordinary circumstances. If the student is granted additional time under this provision, the Registrar will record a grade of Incomplete (“I”). An Incomplete (“I”) may be expunged by submission of the paper no later than thirty (30) days after the end of the examination period for the semester in which the Incomplete (“I”) was granted. A student who fails to expunge an Incomplete (“I”) as provided herein will receive an “F” for the course.

C. Independent Study Program

1. The Independent Study Program allows a student to work closely with a faculty member to deepen his or her knowledge in a specific area of the law. Students are expected to produce a written document as the result of enrolling in the program.

2. A student may satisfy the Advanced Legal Writing Requirement through an Independent Study Program for one or two credits. Students satisfying the ALWR though an Independent Study Program must comply with all the criteria set forth in Section VI (B) above. Students may receive credit for only one Independent Study Program regardless of whether that Independent Study is completed in residence at Florida Coastal or at another institution. If the student intends to use the Independent Study Program to satisfy the ALWR, s/he must take the Independent Study in residence at Florida Coastal.

3. The following students are not eligible to enroll in an Independent Study Program:
   (a) Students who have not yet completed at least 42 credit hours;
   (b) Students who have a cumulative grade point average less than 2.75.

4. To register for an Independent Study Program, the student must:
   (a) Identify a full-time faculty member (tenured, tenure-track, and professional skills professors) who agrees to supervise the student’s study;
   (b) Submit a written proposal to the faculty member who has agreed to supervise the student’s research and the “Independent Study Course application” form;
   (c) Obtain the approval of an academic dean prior to the end of the Drop/Add period. When the faculty member accepts the student’s proposal and the dean provides approval, the student may register for up to two credit hours for that semester.

5. Students registering for a two credit Independent Study Program must produce a paper that is a minimum of twenty-five (25) pages, excluding footnotes, and must comply with the requirements specified for Advanced Legal Writing Requirement papers set forth in Section VI (B) above.
Students registering for a one credit Independent Study Program must produce a paper that is a minimum of fifteen (15) pages, excluding footnotes, and must comply with all the other requirements specified for Advanced Legal Writing Requirement papers set forth in Section VI (B) above.

6. Any Independent Study paper must meet all of the standards established by Section VI (B) above. The work product of the student will be evaluated by the supervising faculty member. The evaluation shall include the determination of the grade to be assigned and whether the Advanced Legal Writing Requirement has been satisfied. All students registering to satisfy the ALWR through an Independent Study must complete the “ALWR Declaration” form at http://www.fcscl.edu/registrar. The faculty member will confirm completion of the ALWR requirements through the grade submission form and submit a copy of the graded paper to an academic dean at the end of the semester.

7. A faculty member may supervise no more than three (3) Independent Study students per semester.

D. Non-Course Credit

1. Non-course credits consist of live-client clinics, practitioner clinics, externships, judicial externships, classroom components of all clinics, externships, teaching assistant or research assistant positions, Law Review, Moot Court, and Mock Trial. Except as provided in the next sentence, only fifteen (15) non-course credits may be applied toward the total number of credits required to graduate.

2. A student may be dropped from a non-course activity during the term if the faculty advisor determines that the student has missed an excessive number of meetings or otherwise failed to participate fully and effectively in the activity.

E. Clinics and Externships

1. Florida Coastal School of Law offers students in good academic standing who have completed all the first-year required courses and certain other specific course prerequisites, an opportunity to participate in numerous clinical placement programs. Clinical placement programs include four (4) in-house clinics and a wide variety of externships. While specific externship placements vary from semester to semester, they typically include placements in prosecutorial agencies, public defender offices, legal services organizations, the City of Jacksonville Office of General Counsel and other governmental agencies, as well as many corporate in-house legal departments. There are also opportunities to participate in externships with federal and state trial and appellate judges. Finally, externships are available for students in association with the Business Law Program, the Environmental Law Program and the International Law Program.
With the exception of those externships associated with the certificate programs noted in the previous paragraph, students may not earn credit for externships with private law firms or individuals in private practice.

A member of the Florida Coastal faculty coordinates the administrative process and works with each student intern to enhance the clinical experience or placement process and maximize the learning experience. All placements must be secured through or approved by the responsible faculty member. Each semester, members of the clinical faculty hold several informational meetings about clinical programs. Any student who wishes to participate in a clinical program in a future semester must attend one of these informational meetings.

Initial enrollment in an in-house clinic is for four (4), five (5) or six (6) credit hours. In addition to the client-representation component of the live-client clinic, students enrolled must also attend the classroom component which normally meets twice a week. During the semester, a student must work a total of forty-five (45) hours per credit hour. Hours spent in class and preparing for class count toward the overall time requirement. At the discretion of the clinical professor and subject to the limitation set forth hereafter, a student may be allowed to enroll in the same clinic for up to two (2) additional credit hours in a semester subsequent to the initial enrollment. Such students will not be required to attend the classroom component of the clinic. Credit for the initial enrollment in an in-house clinic will be graded in accordance with detailed grading criteria developed by the professor supervising the clinic and communicated in writing to the students at the beginning of the semester. Any additional credit hours earned in a subsequent semester in the same clinic will be awarded on a pass fail basis.

For externship placements, the Experiential Learning department approves the number of credits that may be earned in each placement. For externships there is a three credit minimum. For approval of fewer than three credits, students must petition the Experiential Learning department.

A student must work a total of forty-five (45) hours per credit hour at his or her placement with the fifth and sixth credit hour requiring a total of fifty (50) hours per credit hour. In addition to the field work, students are required to participate in a classroom component or the equivalent that provides both a link between the externship and the substantive law curriculum and an opportunity for guided reflection by the student. All of the credits for the externship will be graded on a High Pass (HP), Pass (P), Low Pass (LP), Fail (F) basis. This grade is based on the student’s performance in the classroom component of the externship as well as the student’s performance at the externship and completion of the required number of hours at the placement. The grades of HP/P/LP do not factor in the student’s overall GPA. A grade of F means that the student will not receive any credit for the externship and has failed the externship. A grade of F will be factored into the student’s overall GPA.
Enrollment in clinical placement programs, which include in-house clinics and externships, is often limited. Decisions for placements will be based upon the following considerations: credits the student has successfully completed; the student’s goals and objectives in seeking the placement; the student’s grade point average; the student’s research and writing skills; requirements imposed by the supervising professor, attorney, agency, or judge; interviews with the supervising professor, attorney, or judge; and other qualifications as determined by the clinical professor or faculty supervisor. In addition, priority will be given to those students who have not participated in an in-house clinic, externship, or judicial externship in a prior semester. A student may not enroll in more than one clinical placement program during a semester. While a student may participate in more than one clinical placement program during law school, the total number of credit hours from such that may be applied toward the graduation requirement is limited to fifteen (15) credit hours.

Three of the five in-house clinics, as well as many of the most popular externships, require completion of Professional Responsibility and Evidence as well as gaining status as a certified legal intern (CLI) from the Florida Supreme Court. As a matter of interest, the only way that a student can gain CLI status is by participation in a qualifying “law school practice program.” In order to be approved as a certified legal intern, a student must have completed at least 48 credit hours. In addition, a student must have applied to the Florida Board of Bar Examiners and have received a background clearance letter from the Board. More detailed information regarding the certification process can be found on the clinical page of the Coastal website.

2. Florida Bar Character and Fitness Application

   a. Required

   In order to ensure that all of our students have the maximum access to Experiential Learning opportunities, all Florida Coastal School of Law students are required to complete and file a Student Application for Florida Bar Character and Fitness Clearance within 180 days of their matriculation to Law School. The Florida Bar requires students participating in many types of clinical and externship programs to be Florida Bar Certified Legal Interns, which requires the student to have a Character and Fitness Clearance Certificate from the Florida Bar. Applying for and receiving the Clearance Certificate is required even if a student ultimately does not apply to be a member of the Florida Bar.

   Students who file their Student Application within 180 days of matriculation also take advantage of the lower application fee offered for first semester filers. It is highly recommended that students begin their Florida Bar application as soon as possible and begin assembling the documents required to be submitted with the application (go to www.floridabarexam.org). Resources and information about the application process are on the Library and Technology Center (LTC)’s Homepage under LibGuide, as well as under the heading Bar Character and Fitness Clearance.
b. Extensions or Waivers

Extensions or waivers to this requirement will only be granted upon a finding by the CSA of exceptional circumstances. All applications must be submitted to the CSA within 120 days of Matriculation to Coastal Law. The decision of the CSA is final.

Failure to file a Student Application to the Florida Bar within 180 days of matriculation or apply for an extension or waiver within 120 days will result in a hold on the student’s account.

Students may apply for an extension or waiver of this requirement with the CSA under the following circumstances:

i. Waivers: Students may apply for a waiver if they have verifiable concerns about issues in their background that may prove problematic for achieving the background clearance or if they can adequately establish that they have no intention of ever taking the Florida Bar. Students must articulate an alternative plan for obtaining the recommended 400 hours of legal work experience in order to qualify for this waiver.

ii. Extensions: Students may apply for an extension if they cannot file their character and fitness application in a timely manner due to exceptional circumstances. The application must explain in detail the exceptional circumstances which would prevent completion of filing of the character and fitness application prior to the deadline. A limited waiver may be granted once if exceptional circumstances are found to exist. The decision of the CSA is final. Students must articulate a comprehensive plan for obtaining the recommended 400 hours of legal work experience in order to qualify for this waiver.

F. Practitioner Clinics

Florida Coastal School of Law offers students in good academic standing who have completed all the first-year required courses and certain other specific course prerequisites, an opportunity to participate in practitioner clinics. A practitioner clinic is a course, usually offered for 1-2 credits, in which students work closely on pro bono cases with a professor who is a Florida Bar licensed full-time or adjunct faculty member. Some practitioner clinics follow a prior doctrinal course in the subject area. For instance, students who successfully completed the doctrinal Trusts and Estates and Professional Responsibility courses in a prior semester are eligible to register for the Trusts and Estates Practitioner Clinic. The practitioner clinic consists of both classroom and practice components.
Each semester, the practitioner clinic coordinator will hold an informational meeting about the practitioner clinic. Any student who wishes to participate in a practitioner clinic in a future semester must attend one of these informational meetings.

Enrollment in a practitioner clinic is limited to eight (8) students. Decisions for placements will be based upon the following considerations: credits and prerequisites the student has successfully completed; preference will be given to students who have not already earned credit in an in-house clinic, an externship, or another practitioner clinic at Coastal Law; the student’s goals and objectives in seeking the placement; the student’s grade point average; requirements imposed by the supervising professor; and other qualifications as determined by the practitioner clinic professor or coordinator.

Students will be required to work a total of 25 hours per credit hour. Time spent outside of class, in addition to time spent in class sessions, will count toward the total number of hours. Students must keep a time sheet documenting time spent and submit this to the professor at regular intervals as directed by the professor or at the end of the semester if no other times are designated.

Students will be assigned one of the following grades for the practitioner clinic: “High Pass,” “Pass,” “Low Pass” or Fail.” Those students receiving the grade of “Fail” will earn no course credit or skills credit for the course. Students earning “High Pass,” or “Pass,” or “Low Pass” grades will be awarded the credits for which they registered.

The credits awarded for practitioner clinics will count towards the non-course credit limit set forth in Section VI (D) of the Student Handbook. A student may not enroll in more than one practitioner clinic, clinic, or externship placement program during a semester or summer term. While a student may participate in more than one practitioner clinic, clinic, or externship placement during law school, the total number of credit hours from such that may be applied toward the graduation requirement is limited to twelve (12) credit hours. Credit hours earned in practitioner clinic shall count towards the skills course credit requirement set forth in Section V (E) of the Student Handbook.

G. Infusion Curriculum and Skills Training

Through the Infusion Curriculum and Skills Training, students are exposed to “real-life” situations. Simulations and practical exercises are incorporated in a wide variety of courses to demonstrate how legal principles function and provide the students with an opportunity to learn and practice essential skills. In addition, students may enroll in trial and appellate advocacy courses and other skills courses, and compete in internal and external moot court and mock trial competitions.

H. Teaching Assistants and/or Research Assistants

To be eligible for a teaching assistant (TA) or research assistant (RA) position, students must have a minimum cumulative grade point average of 2.75 and have obtained permission as described below. Students may accept TA or RA positions for academic credit. Students can view available positions and apply online at
A professor must formally request, in writing, approval of the TA or RA position at https://sharepoint.fcsel.edu/SiteDirectory/TARA/default.aspx. The request should set out with specificity the responsibilities of the TA or RA for the semester. TA positions will be automatically granted for first-year required courses and with permission from an academic dean for upper level required courses. RA positions will be granted for full-time professors.

Full-time students may not work in excess of twenty (20) hours per week, as prescribed in the ABA standards. Copy and/or printing privileges for TAs and RAs are available in the Law Library.

1. **Mandatory training for RA positions**: All students serving in a RA position must attend a one-hour research workshop as part of their minimum sixty (60) hours work requirement. A reference librarian serving as the RA Coordinator will conduct the workshop. The workshop will review the research process and solutions to potential search problems for professor-requested material. The workshop will provide in-depth instruction on using library resources, including the library catalog, subscription databases for general and legal resources (with some special features of Lexis, Westlaw, and Bloomberg) and inter-library loan.

2. **Credit**: Students may earn only one unit of credit per semester as a TA or RA. The student must work at least sixty (60) hours during the semester. The student shall submit biweekly timesheets to the professor to ensure the minimum hour requirement is met. It is the professor’s responsibility to maintain a record of the student’s hours logged during the semester. At the end of the semester, the professor must contact the Registrar’s office to confirm that the student satisfactorily completed the requirements for credit. Students will be graded on a pass/fail basis at the end of the semester.

Students who elect to complete a TA or RA position for credit will be required to pay tuition for the credit received. Note that the addition of a credit hour to the student’s schedule may affect the student’s tuition based upon his/her status as a part-time (9-12 hours) or full-time (13-16 hours) student. If the added credit bumps a student over the full time limit of 16 credits per semester, the student will be charged the per credit tuition rate for the TA or RA credit.

3. **Pay**: The number of TA or RA positions available for pay during any given semester is subject to budget approval. Students may hold a maximum of two (2) TA or RA positions for pay per semester. The student may work a maximum of ten (10) hours per week or one hundred and fifty (150) hours per semester. It is the responsibility of the student to submit the employment paperwork to Human Resources (HR) after approval is received from the Academic Success Department. The student shall submit a timesheet each week through the online payroll system. The Finance Department and/or Human Resources can assist students with this system.
SECTION VII

STUDENT/FACULTY DISPUTES

A. Policy

Individual faculty members are primarily responsible for each course or other academic activity to which they are assigned. As a necessary concomitant of this responsibility the faculty member has the primary authority in all matters pertaining to the course or activity, subject to the rules, regulations and policies of Florida Coastal.

As chief administrative and academic officer of the School of Law, the Dean possesses a general supervisory responsibility for the academic affairs of Florida Coastal. His concomitant authority is also general and supervisory and does not extend to matters which are properly within the province of the individual faculty member.

B. Procedure

1. A student who believes that a faculty member engaged in improper conduct, i.e., exceeded or abused her/his authority in academic matters (exclusive of grade appeals discussed in Section IV (E) above) must first discuss the problem with the faculty member. This must be done promptly, and in no event later than the end of the fourth week of the semester or summer session immediately following the semester or summer session in which the alleged improper conduct occurred. If the faculty member is on leave, has resigned or is otherwise unavailable to meet with the student, the student must send the faculty member a written statement describing her/his complaint within the time period specified above.

2. If discussion or correspondence between the student and the faculty member does not resolve the matter, the student may then request a review by the administration. Requests for review must be submitted in writing to an academic dean no later than the end of the fifth week of the semester immediately following the semester in which the alleged improper conduct occurred. The request for review must: (i) be dated and signed by the student; (ii) specify the action which the student believes to have been improper; (iii) specify what relief is sought; and (iv) set forth any and all other information that the student deems relevant.

Upon receipt of a request for review, an academic dean shall forward a copy to the faculty member.

3. An academic dean may request that the faculty member respond to the request for review in writing, meet with the student or an academic dean, or both. An academic dean will seek to reach a resolution which is acceptable to both the faculty member and the student through correspondence and meetings. Except in unusual circumstances, the faculty member and the student will be sent copies of all correspondence and will be advised in advance of all meetings.
4. Should the efforts to reach a mutually acceptable resolution of the matter be unsuccessful, an academic dean will forward to the Dean the complete file on the matter together with a recommendation as to what further action, if any, should be taken. The faculty member and the student will be advised when a dispute is referred to the Dean. After evaluating the file and the recommendation of an academic dean, the Dean may make such further inquiries as might be appropriate and will thereupon communicate a decision to the faculty member and to the student. The decision of the Dean shall be the final resolution of the matter.
The Center for Student Advising (CSA) at Florida Coastal offers a variety of resources and services designed to assist students in enhancing and maximizing their academic potential. CSA not only provides individual counseling and skills-based workshops for all students who desire to improve their law school performance, it also offers a full service career advising and resource center that provides support to students in all stages of the career planning process. Research has proven that hiring employers are interested in candidates who are professionally prepared with demonstrated hands-on legal experience. It is the two-fold goal of the CSA to prepare students to enter the legal field and assist students in obtaining a minimum of 400 hours of legal work experience while in law school.

The CSA prepares students for a professional career in a variety of ways. Each student should meet with a CSA Advisor early during law school to discuss unique career planning goals and to develop effective job search strategies that are tailored to the individual student. By working in a one-on-one relationship, CSA Advisors are better able to guide students towards career paths that are responsive to the student’s individual aspirations and career goals. Additionally, the CSA provides group workshops and trainings on a variety of topics including Resume and Cover Letter Drafting, Online Presence, Successful Interviewing Techniques, Proactive Networking, and more.

The CSA’s online and office resources are excellent tools for students to utilize for the creation and development of a job search strategy. Symplicity, an online database, is designed to review available jobs, apply to opportunities, and house thousands of employer contacts for students’ use in networking and job seeking. An effective legal career search is a process rather than a destination. Students should be engaged in the process of developing professional skills during all three years of law school to be job ready at graduation.

The second goal of the CSA is to promote legal work experience for law students. Each semester, the CSA hosts employers on campus as part of the On-Campus Interviewing Program (OCI). OCI is a recruiting program where employers visit campus to recruit and interview students. The CSA also participates in national legal job and recruitment fairs with employers located across the country and manages a robust resume collection program. Additionally, the CSA actively supports the Coastal Law pro bono, externship, and clinical programs aimed at getting law students live-client experience while in law school.

Through a combination of traditional career advising, professional planning, and promotion of opportunities to obtain legal work experience, the CSA remains committed to developing innovative and tailored career opportunity strategies to assist our students in reaching their professional goals.
SECTION IX

STUDENT ORGANIZATIONS

Student Bar Association

The Student Bar Association (SBA) is the student government and service organization of Florida Coastal. Every law student is automatically a member of the SBA. The SBA is headed by a popularly elected President. The President works closely with an Executive Committee composed of a Vice President for the full-time division and a Vice President for the part-time division, a Treasurer and a Secretary. Appointments to student committees are made by the President of the SBA with the advice and consent of the SBA Council. First year students elect their representatives in October of the year they enter Florida Coastal.

The SBA has primary responsibility or shares responsibility with Florida Coastal administration for the following services and programs:

- First Year Orientation and Mentoring Program
- A Speakers Series
- A Law Student Newsletter
- Advocacy for Student Issues
- Recommendations for Funding of Student Organizations
- Social and Professional Activities on Campus

Moot Court Honor Board

Just as writing is an essential skill for an attorney, oral communication is also a very significant skill. Through a series of moot court activities, students have the opportunity to develop and reinforce both their advocacy skills and their intimate knowledge of specific areas of the law. The Board coordinates the activities of several specific Moot Court competitions throughout the academic year.

Moot Court is a co-curricular activity. Except for special circumstances, members of the Honor Board must register for Moot Court the semester after having acquired thirty (30) credit hours, which is usually in the fall of their second year. Members may receive one (1) pass/fail credit per semester. Students may not receive more than a total of four (4) credits during their law school career for participation on the Moot Court Honor Board.

Florida Coastal Law Review

The Florida Coastal Law Review is a student-run and edited journal, providing a unique forum for the exposition of quality research and original thought. Florida Coastal Law Review’s mission is to publish a visible and forward-thinking journal that influences and engages the legal community. The Law Review challenges its editors to cultivate and environment of personal and professional achievement. Law Review student editors are selected on a
competitive basis and may receive academic credit for their participation as provided in the Florida Coastal Law Review By-Laws.

Law Review staff editors may earn one (1) credit per semester, up to a maximum of three (3) credits total. Board members may earn two (2) credits per semester, up to a maximum of four (4) credits. No Law Review member can earn more than a total of four (4) academic credits from participation on Law Review.

**Florida Coastal Mock Trial Team**

The Florida Coastal Mock Trial Team is a co-curricular organization that allows students to practice their trial advocacy skills in competitive state, regional, and national simulated jury trials, during which they are evaluated by experienced trial lawyers and judges. Through their participation, a student will have the opportunity to perfect trial skills to a degree not usually possible through classroom instruction. Mock trial team members are selected on a competitive basis and enroll in a Trial Practice for Mock Trial class for two (2) credits taught by the Director of Mock Trial. After the student’s first semester on the mock trial team, students may also earn one (1) course credit for their participation per semester when the student participates in a designated position within the Mock Trial Team. Students may not earn more than a total of four (4) credits during their law school career for participation on the Mock Trial Team.
A. Purpose

Students at Florida Coastal School of Law must exhibit high standards of academic and professional responsibility in order to enter the legal profession. The principles of honesty and personal responsibility are essential for the proper practice of law. The law school believes that those who intend to enter this profession cannot wait for graduation but must now begin to live by these principles. The Honor Code shall be interpreted in accordance with these underlying fundamental purposes.

This Honor Code details prohibited conduct, outlines the jurisdiction and operations of the Honor Council, establishes the procedures to be followed when a violation of the Code is alleged, and provides for the election, appointment and removal of Honor Council members and Student Representatives. This Honor Code and its processes shall only be applicable with respect to alleged violations of the Code committed by students and shall not, under any circumstances, be applicable with respect to alleged violations committed by professors, staff members or law school administration. Professors, staff members and law school administration may, but are not obligated to, enforce this Honor Code against students.

The primary goals of the Honor Council procedures are to:

1. Create a process in which to determine violations of the Honor Code;
2. Ensure involvement of students, faculty, and administration in enforcement; and
3. Maintain confidence that the system will work, that violators will be punished, and that any accused student will be treated fairly.

B. Notice of the Honor Code Provisions and Amendments

A student is on notice of this Code and its provisions by virtue of enrollment at the law school. Copies of this Code are to be distributed by the Director of Admissions or his/her designee to every student enrolling for the first time at the law school. Copies are to be made available at the office of the Student Bar Association, and may be found on the law school’s website at http://www.fcsl.edu/content/student-honor-and-conduct-codes. Any suggestions for amendments to the provisions of this Honor Code shall be made by the Academic Standards Committee. In order to take effect, such amendments (excluding
minor clerical or grammatical corrections) must be approved by the voting faculty at a duly noticed faculty meeting. A simple majority is required to amend the Code.

C. Prohibited Conduct

Any conduct by a student that would permit any student to gain or give an unfair advantage to any student in any academic matter or matter related to academic credentials shall be considered a violation of this Code. The Honor Council does not have to find that any unfair advantage was achieved by the student, only that the student acted knowingly or recklessly with respect to the specific violation. Conversely, a disciplinary violation occurs when, among other things, the violation of a scholastic standard is not the sole or primary allegation against the student. Disciplinary violations will be adjudicated and sanctioned pursuant to Florida Coastal School of Law’s Student Code of Conduct.

The following conduct, while not exhaustive, shall constitute a violation of this Code:

1. **Plagiarism**- Appropriation of any other person’s work without acknowledgment in any work submitted in any academic pursuit or law school competition, including but not limited to, research or seminar papers, examinations, law review or moot court.

2. **Cheating** - Any act of fraud or deception by which the offender improperly gains or attempts to gain an unfair benefit or advantage from the school, its faculty, staff, fellow
students, or other persons in connection with the school. Examples of this offense include, but are not limited to the following:

a. Giving or securing information about an examination, except as authorized by the examining professor;
b. Copying or consulting books, papers, or notes of any kind during the examination, except as authorized by the examining professor;
c. Unauthorized communication during an examination, which creates a presumption of cheating;
d. Failing to report advance knowledge of any question on an examination not yet given.

3. **False Witness** - Knowingly making a false report or statement that another student has violated this Code or that a faculty or staff member has violated any provision of the faculty handbook, employee handbook or otherwise engaged in unprofessional conduct.

4. **Obstruction of Justice** - Failing to reveal fully any knowledge or evidence concerning a filed complaint on proper request of a member of the Honor Council, the Investigating Representative or Student Representative.

5. **Perjury** - Knowingly misstating a material fact in testimony presented before the Honor Council.

6. **Contempt** - Willfully failing or refusing to comply with any request of the Honor Council or the Dean’s Office in a matter related to this Code.

7. **Confidentiality of Code Violation Proceedings** - Violating any duty of confidentiality imposed by this Code on any member of the Honor Council or any individual called before the Honor Council.

8. **Other Conduct** - Engaging in conduct, not otherwise covered by any other provision of this Code, involving dishonesty, fraud, deceit, or misrepresentation directly related to activities or programs related to the law school, which adversely reflect upon fitness to remain a student at the law school.

9. **Failure to Report** - Failing to file a complaint pursuant to the provisions of this Honor Code when a student has knowledge that another student has committed a violation of
the Honor Code that raises a substantial question as to that student’s honesty, trustworthiness, or fitness as a student in other respects.

D. Confidentiality of Honor Council Proceedings and Ex Parte Communications

1. Confidentiality of Proceedings

   a. All Honor Council proceedings are confidential. No person may, without the explicit authorization from the Honor Council, disclose information concerning an Honor Council proceeding which identifies, or which could reasonably be expected to identify, the accused, the accuser, or any other witness, except to the extent allowed by this Code.

   b. The Dean of the law school will release otherwise confidential information only when required by existing law.

   c. The duty to maintain confidentiality is ongoing and does not end with the termination of the proceedings.

   d. The duty to maintain confidentiality shall not prevent the disclosure by the Dean of the law school to bar examiners of a student’s guilty verdict in Honor Council proceedings.

   e. Breach of confidentiality by any member of the Honor Council or any individual called before the Council shall be a violation of this Code.

   f. Only the accused may waive confidentiality as to his or her identity and the charges rendered against that individual. No such waiver is effective unless provided in a writing signed or otherwise authenticated by the accused. If the accused does not waive the confidentiality of his or her identity in writing, but nonetheless engages in non-privileged discussions with others about the pending Honor Council proceedings, the accused will be deemed to have implicitly waived the confidentiality provision.

2. Ex Parte Communications

   a. During Honor Council proceedings neither party may engage in ex parte communications regarding the contents of the case with Honor Council members, Deans of the law school, or witnesses identified pursuant to Section G.1.(c), unless
otherwise authorized by this Code. Any ex parte communications should be reported to the Chairs of the Honor Council.

b. Communications regarding procedural aspects of the Honor Council proceedings are acceptable, but must be directed solely to the Chairs of the Honor Council.

E. The Honor Council

1. Composition

The Honor Council shall consist of nine members, made up of seven students and two faculty members. Of these nine members, there shall be two Council Chairs, one post being held by a student and the other by a faculty member.

The student members of the Council shall consist of four third-year students (one of whom shall serve as Council Chair) and three second-year students who will be elected by the student body. These students shall undergo an application process as further defined in E.2 and 3 prior to standing for election, then shall be elected by the student body each year and may serve a maximum of two academic years. All 1L students who are elected to a 2L Student Representative, Investigating Representative, or Council member position on the Honor Council will have the option to exercise their position for their 3L year without standing for election, subject to review by the Advisory Panel as provided below. The date to retain this option will be set by the Supervisor of Elections with guidance from the Dean of Student Affairs.

The Dean will appoint one faculty member every year; the faculty member shall serve a two year term. The Dean may deviate from this schedule of faculty appointment, if circumstances warrant.

The members of the Council present at a hearing will determine whether there have been violations of the Code and recommend appropriate sanctions. (See G.2.(b)) regarding the required forum for Council hearings.)

2. Honor Council Advisory Panel

The Honor Council Advisory Panel shall consist of six members, made up of two students, three faculty members and the Dean of Student Affairs. The panel shall consist of:

a. The Faculty Council Chair;
b. The two Honor Council Faculty Advisors;
c. The Dean of Student Affairs;
d. The Student Bar Association President; and
e. The Student Council Chair.
The Panel shall review all applications objectively and independently and provide the Supervisor of Elections with a list of candidates it recommends to stand for election by a majority vote.

On request of the Dean of Student Affairs, a student Honor Council member choosing the option to serve a second term without standing for re-election shall be reviewed by the Panel for continued qualifications for service. The panel may deny the student member leave to serve for a second term by majority vote.

3. Application Process

Applications for the position of Honor Council member shall be submitted to the Honor Council Advisory Panel in accordance with the guidelines and deadlines of the Election Code. Applications shall include:

a. An intent to run application provided by the Supervisor of Elections;
b. Cover letter;
c. Resume;
d. Character and fitness application provided by the Dean of Student Affairs;
e. Unofficial transcript;
f. One letter of recommendation from a current student; and
g. One letter of recommendation from a current faculty member.

Applicants shall also attend personal interviews if requested by the Advisory Panel and shall provide any additional information that may be deemed necessary. The Supervisor of Elections shall only include on the Honor Council ballot those candidates that have been recommended by the Advisory Panel, and who have met the minimum standards as set forth in the Student Bar Association Bylaws.

4. Election

a. Election of the seven student Honor Council members shall be held annually, in conjunction with, or as close as possible to, the Student Bar Association elections during Law week, but no later than the end of classes in the spring semester. The term of office shall begin on the last day of such spring semester and shall run for one full academic year.
b. Candidates seeking positions on the Honor Council shall run independently and shall not be associated, support, endorse, or seek the support or endorsement of any other candidates or tickets, as defined in the Student Bar Association Election Code. Violation of this provision will result in the removal of the student from the ballot and is a violation of the Honor Code.
c. All other election requirements and procedures pertaining to candidacy, campaigning or any other election issue, including but not limited to removal and vacancies, will be governed by the applicable provisions of the Student Bar Association Election Code pertaining to Student Bar Association Officers.
5. The Honor Council Chairs

a. The student membership of the outgoing Honor Council shall elect a student Council Chair for the following year from among those Honor Council members-elect who will be beginning their third year of law school. The new student Council Chair shall be elected by a majority of the student members of the Honor Council for a one-year term and shall assume office immediately following the last day of classes of the spring semester. All other election requirements and procedures pertaining to candidacy, campaigning or any other election issue, including but not limited to removal and vacancies, will be governed by the applicable provisions of the Student Bar Association Election Code pertaining to Student Bar Association officers. The faculty Council Chair shall be the faculty member who is serving in his or her second year on the Honor Council.

b. The Council Chairs shall preside over all Honor Code hearings, make decisions on the information that will be considered by the Honor Council and ensure that the hearings are conducted in a manner that is orderly, expeditious, fair, and consistent with the rules and the purpose of the hearing.

c. In the event that the student Council Chair is unable to preside or is disqualified pursuant to E.7.(a), the Honor Council shall elect by popular vote one of its members to preside over the Honor Council hearing in the place of the student Council Chair. In the event that the faculty Council Chair is unable to preside or is disqualified pursuant to E.5.(a), the other faculty member on the Honor Council shall serve in the place of the faculty Council Chair.

d. The Council Chairs are voting members of the Honor Council and have the authority to vote in Honor Code hearings.

e. In the event that the Council Chairs are not able to reach a common decision in the course of fulfilling their duties, they shall refer the matter to the other faculty member on the Honor Council.

6. Duties and Powers of the Honor Council

The Honor Council shall have the following duties and powers:

a. Promote awareness of the Honor Code among students;

b. Determine the merits of any allegation of a violation or violations of the Honor Code in accordance with the procedures provided for herein;

c. Decide whether or not the accused student has violated the Honor Code;

d. Determine appropriate sanctions to recommend to the Dean of the law school for a violation of the Honor Code;

e. Maintain the confidentiality of Honor Council proceedings, unless confidentiality has been waived by the accused in accordance with this Code; and

f. Carry out any other responsibilities specified in this Code.

7. Recusal and Exclusion of Honor Council Members from Voting

a. Any member who is likely to become a party or a witness, is related by blood or marriage to a party or witness, or in the case of a faculty member, is currently
teaching a course in which the accused is enrolled, may not participate in any way in that case and has an affirmative duty to recuse himself or herself. Such recusal shall take place at the moment of discovery. A recused member may not participate in any way in the deliberations of the Honor Council regarding the subject matter for which he or she was recused.

b. Following a determination by the assigned Investigating Representative and the Dean of Student Affairs of cause to believe that an Honor Code violation has been committed, the accused may challenge the participation of any member of the Honor Council on the grounds of demonstrable bias by submitting a written statement setting forth the grounds of the challenge to the Council Chairs at least three 5 five days before the hearing. The Council Chairs shall determine the merits of the challenge unless the challenge is to the Council Chairs, in which case the Council Chairs shall designate a member of the Honor Council to determine the merits of the challenge.

c. Honor Council members may recuse themselves from participating in the case only for good cause as stated to the Honor Council. The Honor Council by majority vote of the non-recusing members will determine if recusal is appropriate.

F. Code Violations: Preliminary Investigative Procedures

1. Initial Reporting to the Dean of Student Affairs
   Any student, faculty or staff member who believes that a violation of the Honor Code may have occurred should first consult with the Dean of Student Affairs. If the Dean believes a possible violation of the Honor Code has occurred, the Dean should urge the individual to move forward with a written complaint. The Dean should alert a reporting student to the fact that failure to report an Honor Code violation is in itself an offense under section C.9. of the Code. If the Dean does not believe a violation has occurred, the Dean shall inform the student, faculty or staff member that he or she is not obliged to take any further action in the matter. However, if despite the consultation with the Dean, the student, faculty or staff member decides to file a complaint, the Dean should remind the student that the Honor Code equally sanctions the students who knowingly make a false report of an Honor Code violation (see section C.3.).

2. Filing a Complaint

a. Any person who wishes to formally initiate the Honor Code process must submit to the Dean of Student Affairs a signed written complaint alleging a violation of the Honor Code. At a minimum, the complaint should include the name of the reporting individual, the name of the accused student, the violating conduct, when the conduct occurred, the class in which the conduct occurred or to which the offending conduct relates, and the date of the submission of the complaint. Upon receipt of such a complaint, the Dean of Student Affairs should appoint one of the Investigating Representatives to investigate the complaint. The complaint should be in sufficient detail to permit the Investigating Representative to proceed with a preliminary investigation and to provide the accused adequate notice of the nature of the alleged violation. No anonymous complaints will be considered. The complaint shall be
filed within sixty days (60) of the date of the violation, or the discovery thereof, whichever is later. A lockbox will be kept at all times in the SBA office for the filing of such complaints, and only the Dean of Student Affairs will have access to the lockbox. If the signed written statement is insufficiently detailed to permit the investigation to proceed, the Dean of Student Affairs shall contact the person who submitted the signed statement and ask for supplemental information in writing.

b. After a statement described in section F.2.(a) has been received, the Dean for Student Affairs should furnish a copy of such complaint to the Investigating Representative and to the accused student.

3. Investigation

a. The Investigating Representative shall then engage in a preliminary investigation, with the assistance of the Dean of Student Affairs, to determine whether there is cause to believe that a violation of the Honor Code has occurred. This investigation may include interviewing the complainant, the student accused, and any other person who may have knowledge or information that will assist the Investigating Representative in the cause determination. The Student Representative should complete the investigation within twenty-one (21) days of the filing of the complaint. Extensions can be granted for good cause, at the discretion of the Council Chairs.

b. If the Investigating Representative, with the concurrence of the Dean of Student Affairs, determines that no cause exists, he or she shall meet with the accused and the complainant, separately, and inform each of them of the determination and the basis of the determination. The Investigating Representative shall also send a copy of the no cause determination to both the accused and to the complainant. The Investigating Representative shall also inform the Dean of Student Affairs and any person whom the Investigating Representative contacted during the investigation, of the no cause determination.

c. If the Investigating Representative, with the concurrence of the Dean of Student Affairs, determines that cause exists to believe that a violation of the Honor Code has occurred, the Investigating Representative must write a report that summarizes the basis for the determination and provide a copy of that report to the accused. At a minimum, the Investigating Representative should e-mail a copy of the report to the student as well as send a hard copy to the student’s current mailing address on file with Florida Coastal School of Law. The Investigating Representative can also inform the student of the determination in a face to face meeting, where a copy of the report should be provided to the accused. The Investigating Representative will forward a copy of the written complaint and the cause determination to the Council
Chairs and the Dean of Student Affairs. The Council Chairs will then initiate formal Honor Council proceedings as outlined in this Code.

G. Formal Honor Council Proceedings

1. Pre-Hearing Procedures

a. A hearing will be scheduled by the Council Chairs no earlier than ten (10) days and no later than thirty (30) days from the date of delivery of the cause determination to the respondent. However, the Honor Council Chairs may deviate from this time schedule for good cause.

b. The notice shall be delivered personally or by mail (which may include email sent to the student’s Florida Coastal account) to the accused and the Investigating Representative, and shall include the following:
   i. A statement of the date, time, and location of the hearing.
   iii. Notice of the accused’s right to representation by one of the Student Representatives and/or assistance by an outside advisor of the accused’s own choosing and at the accused’s own expense.
   iv. Any information already collected by the Investigating Representative in support of the cause determination.
   v. A list of the members of the Honor Council.

c. Should the accused decide to seek assistance from an outside advisor, the advisor will be bound by the provisions in this Code. If the accused chooses an attorney to serve as his or her advisor, the accused shall, no later than five (5) days prior to the hearing, notify the Council Chairs of that attorney’s name and contact information.

d. Prior to the Honor Council hearing, the Student Representative assisting the accused may investigate the charge against the accused. This investigation may include interviewing the accused, the complainant, and any other person who may have knowledge or information that will assist the Student Representative in presenting information on behalf of the accused. Even if the accused does not want to utilize a Student Representative at the hearing, a Student Representative assisting the accused must discuss the alleged violation of the Code with possible witnesses and provide such information to the accused student. An accused student should not discuss the complaint with any witness or possible witness.

e. No later than five (5) days before the hearing, the Investigating Representative and the Student Representative assisting the accused shall:
   i. Exchange and submit a list to the Council Chairs of witnesses who may be called to testify at the hearing.
   ii. Exchange documents and other items that each expects to use at the hearing. Should there be any disagreement regarding information to be presented or
procedural matters the Council Chairs will be the final arbiters of the disagreement.

f. If a witness is a student or employee of the law school, the Council Chairs may, at the request of the Investigating Representative, Student Representative or the accused, require the attendance of that witness at the hearing.

g. Any student or faculty member who is likely to become a witness, or is related by blood or marriage to the accused or s witness, or in the case of a faculty member, is currently teaching a course in which the accused is enrolled, may not participate in any other way in the proceedings (i.e., serving as Council member, Investigating Representative, Student Representative or faculty advisor) and has an affirmative duty to recuse himself or herself. Such recusal shall take place at the moment of discovery.

2. Hearing Procedures

a. The purpose of the hearing is to formulate a recommendation to the Dean of the law school as to (1) whether a violation of the Honor Code has occurred if the violation is not admitted by the accused, and (2) if a violation has occurred or has been admitted by the accused, the appropriate sanction.

b. Two (2) faculty members and three (3) student members of the Honor Council must be present in order for the Council to conduct a hearing.

c. The hearing shall be closed except as stated in this Code.

d. All witnesses shall testify under oath.

e. The Council Chairs shall preside at the hearing and shall determine what information will be considered by the Council and any procedural issues presented at the hearing. The Honor Council is not bound by the formal rules of evidence. The Council Chairs have the sole authority to determine what information will be helpful to the Council as it fulfills its duties under this Code.

f. The Investigating Representative and Student Representative assisting the accused or the accused may make a brief opening statement at the beginning of the hearing.

g. After any opening statements, the Investigating Representative shall present the information which supports the charges that the accused violated the provisions of this Code. The Investigating Representative shall bear the burden of showing by clear and convincing evidence that a violation of the Code has been committed.

h. The Student Representative assisting the accused or the accused may also question any witnesses presented by the Investigating Representative. Following presentation of information by the Investigating Representative, the Student Representative assisting the accused or the accused may present information for the Council to consider. The Investigating Representative may also question any witnesses offered
by the accused. With the permission of the Council Chairs, rebuttal witnesses may be called.

i. The Council Chairs may alter the order of the presentation of information at the hearing.

j. Honor Council members may question any witness.

k. At the conclusion of the presentation of information, the Investigating Representative and Student Representative assisting the accused or the accused may make a closing statement.

3. Post-Hearing Procedures

a. At the conclusion of the Hearing, the Honor Council shall meet and decide whether a violation of the Honor Code has occurred. If, by a majority of the members, the Honor Council determines that such a violation occurred, it shall recommend what it determines to be an appropriate sanction, up to and including suspension or expulsion. The faculty member teaching the class in which the alleged infraction occurred shall have control over the grade assigned to the accused student. The assigned grade is independent of any sanctions that may be imposed by the Honor Council.

b. If a majority of the Honor Council determines a violation has not occurred, and believes the complaint was filed for an improper purpose or was motivated on the basis of animosity, the Council Chairs shall present their beliefs and supporting proof to the Assistant Dean for Student Affairs, pursuant to section F.1. of this Code.

c. The Honor Council shall make a written report explaining the basis for its determination and any recommended sanction within a reasonable time following the conclusion of the hearing. Any member of the Honor Council who dissents either from the determination of the existence or nonexistence of a violation or on the appropriateness of any sanction shall reduce the dissent to writing. The decision, and any dissent, shall be signed by the members of the Honor Council and shall comprise the Report of the Honor Council. A copy of the Report shall be given to the accused within five (5) days of its issuance. If the accused wishes to challenge the Report’s findings and recommended sanctions, the accused shall do so in writing within fourteen (14) days of the issuance of the Report. Any challenge to the Report must be based on one or more of the following: (1) availability of new information sufficient to alter the decision; (2) a procedural defect that was prejudicial or that substantially prevented the accused student from obtaining a fair hearing; or (3) sanctions found to be grossly disproportionate to the offense. The challenge must be signed by the student and submitted to the Council Chairs.

d. The Council Chairs shall give the Dean of the law school a copy of the report, along with any challenge from the accused.

e. The Dean of the law school or the Dean’s assigned deputy (either the Vice Dean or Dean of Academic Affairs) shall review the Honor Council’s report and recommended sanctions, along with any challenge from the accused student. If the Dean finds the Honor Council’s conclusion of liability or proposed sanctions to be arbitrary and capricious, the Dean may assign any action or sanctions that he or she
believes is appropriate. Likewise, if the Dean determines there are grounds warranting the student’s challenge to the Honor Council’s report and recommended sanctions, the Dean may impose alternative sanctions, or remand the case to the Honor Council for further proceedings. In any instance in which the Dean does depart from the Honor Council’s recommendation, the Dean shall inform the Council in writing of his or her alternative decision and the reasons for the alternative decision.

f. The Dean of the law school shall inform the student in writing of the Dean’s final determination of the Honor Code violation and any sanctions within a reasonable time following receipt of the report and any challenge from the accused student.

g. A copy of the Dean’s written communication to the accused student shall be placed in the student’s permanent file at the law school.

h. The Dean of the law school shall inform the student body, the faculty and the staff in writing of the nature of the alleged violation and the Dean’s final decision in the case, including the sanctions imposed, but shall not reveal the identity of the student.

i. Upon completion of the Honor Council proceeding, all documents and exhibits shall be filed with the Dean of Academic Affairs.

H. Investigating Representatives and Student Representatives

1. Composition of the Investigating and Student Representative’s Office
   There shall be six students elected to serve as Representatives.. Four of Representatives should be third year students and two shall be second year students. These students shall undergo an application process as further defined in E.2 and 3 prior to standing for election, then shall be elected by the student body each year and may serve a maximum of two academic years. The Supervisor of Elections shall only include on the Honor Council ballot those candidates that have been recommended by the Advisory Panel, and who have met the minimum standards as set forth in the Student Bar Association Bylaws.

2. Election of Members to Each Office

   a. Election of Investigating and Student Representatives shall be held annually in conjunction with, or as close as possible to, the SBA elections during Law week, but no later than the last day of classes in the spring semester. The term of office shall begin on the last day of such spring semester and shall run for one full academic year.

   b. Candidates seeking Representative positions shall run independently and shall not be associated, support, endorse, or seek the support or endorsement of any other candidates or tickets, as defined in the Student Bar Association Election Code. Violation of this provision will result in the removal of the student from the ballot and is a violation of the Honor Code.

   c. All other election requirements and procedures pertaining to candidacy, campaigning or any other election issue, including but not limited to removal and vacancies, will
be governed by the applicable provisions of the SBA Election Code pertaining to SBA officers.

3. Appointment of Investigating and Student Representatives

a. An Investigating Representative shall be assigned by the Dean of Student Affairs to serve with respect to each complaint that is filed pursuant to section F.2.(a). A Student Representative shall be assigned by the Dean of Student Affairs to assist the accused student with the investigation of the complaint and the presentation of information at the Honor Council hearing.

b. The accused’s private discussions with her or his Student Representative shall be kept in the strictest confidence. The Student Representative assisting the accused student shall have no obligation to report Code violations or evidence of Code violations revealed in confidence.

c. The accused is permitted to be assisted by an outside advisor of his or her own choice and at his or her own expense. Advisors may assist the accused with preparation for the hearing, and consult with the accused during a hearing. However, advisors may not act as legal counsel, nor may they address the Honor Council or question witnesses during the proceedings. As referenced in section G.1.(b).v., if the accused chooses an attorney to serve as their advisor, the accused shall, no later than five (5) days prior to the hearing, notify the Council Chairs of that attorney’s name and contact information.

d. The Dean of the law school shall appoint, from among the full-time faculty of the law school, two Faculty Advisors to the Student Representatives Office. Such Faculty Advisors shall serve for a term of one or two calendar years, commencing on the last day of classes of the spring semester. One of the Faculty Advisors shall assist the Investigating Representative and the other Faculty Advisor shall assist the Student Representative assisting the accused student.
A. Introduction

A central mission of Florida Coastal School of Law is to develop and maintain a challenging yet supportive academic environment guided by core values of professionalism, integrity, trust, civility, mutual respect, and accountability. This Student Code of Conduct is intended to ensure students, as members of our school community, conduct themselves in accordance with these values. The purpose of the Student Code of Conduct is to create a set of expectations of student conduct, to ensure a fair process for determining responsibility, and to assign corrective measures when student behavior deviates from expectations. Students become part of the school community upon admission, and by doing so; they share in the school’s mission and associated responsibilities.

Students are expected to respect the views and personal dignity of other members of the Coastal Law community. In addition, students should learn about the expectations that will be required of them when they become lawyers. The Codes of Professional Responsibility published by each state’s bar association, including the Rules of Professional Conduct of The Florida Bar, describe these expectations. Students are encouraged to consult these codes for guidance.

B. Definitions

1. The terms “school” or “Coastal Law” mean Florida Coastal School of Law.
2. The term “student” means an individual:
   a. Who has received an offer of admission to Coastal Law, or who has been accepted for enrollment in one or more classes offered by this school, or in any qualifying program at Coastal Law, and
   b. Who has registered for one or more classes of academic instruction to be given at the school or sponsored by the school.
3. The terms “class” or “course” refer to any class or course at Florida Coastal School of Law. The terms should be construed broadly, and include graded and nongraded courses, courses offered for credit and not for credit, and courses
offered on or off the law school campuses. The terms specifically include clinics, internships, summer abroad programs, and advocacy competitions.

4. Student status continues until it is terminated upon the occurrence of one or more of the following events:
   a. Graduation.
   b. Documented completion of the academic program by the Registrar or program administrator.
   c. Voluntary withdrawal of the student from all courses of academic instruction.
   d. Involuntary dismissal from all programs and activities of the school, and the exhaustion of all internal procedures to redress the dismissal or withdrawal (if applicable).
   e. Unauthorized absence from the school for one or more semesters.

6. The term “school official” includes any person employed by Coastal Law and serving the school in an official capacity.
7. The term “Dean” refers to the Dean of Florida Coastal School of Law, or that person’s designee.
8. The term “school community” includes any person who is a student, school employee, school official, trustee, or any other person serving the school in an official capacity.
9. The term “school premises” includes all land, building, facilities, and other property in the possession of, used, or controlled by Coastal Law.
10. The term “organization” means any Coastal Law student organization or organization sponsored by the school.
11. For the purpose of determining deadlines, “day” means any regular business day of the Coastal Law, and does not include weekends, college holidays, or any day on which the school is not open to conduct regular business. References to a number of “days” prior to or after occurrence of an event shall not include the day of the event.
12. The term “notice” means written notice and includes e-mail messages.
13. The term “property” includes physical property, intellectual property, and computing and communication files and resources.
14. The term “writing” includes an e-mail message sent to a student’s Coastal Law e-mail account.
15. The term “Investigator” refers to the person charged with gathering facts and information about a referral under this Code, and with imposing sanctions.
   a. The Investigator typically will be a professional employee of the Office of Student Affairs but may be another Coastal Law employee appointed by the Dean.
   b. The Dean reserves the right to appoint another person, including a person who is not a full-time employee of Coastal Law, as Investigator. If the Dean appoints a person who is not a full-time employee of Coastal Law, the Dean
will enter into an agreement with that individual indicating that the individual will abide by the relevant Coastal Law policies and procedures.

c. The Dean also reserves the right to appoint multiple Investigators to a matter. When multiple investigators are appointed, those people will collaborate in the fulfillment of investigator duties and actions.

d. The Investigator may be assisted by others in work under the Code.

e. The Investigator under this Code is distinct from the person charged with gathering facts and information about a referral under the Honor Code.

f. Upon appointment, the Investigator will notify the Dean of any conflict of interest, allowing the Dean to appoint a different Investigator. A student may challenge the involvement of an Investigator through prompt written communication to the Dean after initial contact is made by the Investigator.

C. Discipline Authority and Delegation

Ultimate authority for student discipline is vested in the Dean of Florida Coastal School of Law through the Board of Advisors. The Dean may assign any action or sanction that he believes is appropriate for a given incident, notwithstanding anything contrary in the Conduct Code. The department head for the Office of Student Affairs is the person designated by the Dean to be responsible for the administration and enforcement of the Conduct Code. This person may delegate responsibility under this code to another professional in the Office of Student Affairs. Discipline authority may be delegated to specific school officials as deemed appropriate by the Dean or designee.

D. Conduct Code Jurisdiction and Student Responsibility

Generally, the school will take action for conduct that occurs on school premises or at school events, whether held on or off-campus. However, the school may take action for other off-campus behavior that adversely affects the school, the school community, and/or the school’s reputation, the pursuit of its mission, or objectives. Coastal Law has an interest in the character of its students and may regard off-campus behavior as a reflection of a student’s character and his or her fitness to continue as a member of the student body. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though that conduct may occur before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment. Students are responsible for knowing the contents of the Conduct Code. Ignorance of the Conduct Code and its provisions will not constitute an acceptable defense in any disciplinary meeting. The Conduct Code shall apply to a student’s conduct even if the student withdraws or is dismissed from the school while a disciplinary matter is pending, as long as the conduct occurred prior to the student’s withdrawal or dismissal. If a Conduct Code investigation or meeting is pending when a student is scheduled to graduate, the student’s degree may be withheld until the matter is resolved, and the student may be denied the privilege of participating in graduation programs, receptions, elections, or honors banquets at the discretion of
the Dean or designee. Students and student organizations are subject to the Conduct Code. The Conduct Code and its processes shall only be applicable with respect to alleged violations of the Code committed by students and shall not, under any circumstances, be applicable with respect to alleged violations committed by faculty, staff, or law school administration. The Conduct Code is intended to govern all non-academic conduct issues, while the Coastal Law Honor Code governs all academic dishonesty and related issues. In the event of a jurisdictional conflict between the provisions of the Conduct Code and the Honor Code, the department head of the Office of Academic Affairs will be consulted to determine the appropriate course of action. A matter need not be handled under the Conduct Code if appropriate action is taken under other Coastal Law procedures (e.g., Library policies and rules). The Conduct Code is not a contract, and it is not to be construed as a contract between students or student organizations and Florida Coastal School of Law.

E. Educational Process

This Code provides an educational and non-adversarial process designed to resolve matters concerning student professionalism or conduct. It is not designed to be a legal or judicial process. Accordingly, it is not appropriate for counsel to attend or participate in meetings and other proceedings initiated under this Code.

F. Violation of Law and Conduct Code

A referral may be registered against a student or organization charged with violation of a law that is also a violation of this Conduct Code if both violations result from the same factual situation, without regard to any pending civil litigation or criminal arrest and prosecution. Actions under the Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Students who are arrested or otherwise charged with a violation of law or ordinance outside of law school have an on-going obligation to disclose this information to the school in a timely fashion. Disclosure should be made in writing or in person to the department head of the Office of Student Affairs within seven (7) days of the date of arrest. Failure to comply with this reporting provision constitutes misconduct under the Conduct Code.

G. Prohibited Conduct

The Conduct Code and the assignment of sanctions are not limited to the acts of prohibited conduct specifically outlined here, as this Code is not meant to be an exhaustive summary of all conduct prohibited by the school. However, any student
found to have committed one or more of the following acts of prohibited conduct will be subject to sanctions, up to and including expulsion.

1. Prohibited Conduct Affecting the School Community

   a. Engaging or having engaged in any conduct that, under the laws of the United States or the state where such conduct occurred, constitutes a crime punishable by incarceration, whether or not the student is charged in a criminal court and whether or not the punishment of incarceration is actually imposed. If such conduct occurs in a foreign nation, it is misconduct under this code if it constitutes a crime punishable by incarceration both (1) in that foreign nation and (2) under the laws of the United States or any state.
   
b. Disruption of teaching, clinics, meetings, conferences, library activities, research, administration, disciplinary or other proceedings, or other school-sponsored or school-related activities, whether on or off-campus.
   
c. Failure to comply with directions of school officials, including, but not limited to, faculty, staff, administration, school security or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
   
d. Failure to wear or display the school-provided personal identification (ID) card on campus grounds. Failure to adhere to the Campus ID Card Policy covering the school-provided personal identification card. Failure to pursue or receive a campus ID card.
   
e. Failure to register vehicle or any subsequent vehicle changes with the campus Security Department.
   
f. Failure to recognize and preserve student anonymity with respect to confidential or controlled information including, but not limited to, student
grading numbers (SGN) and special accommodations provided to students under the Americans with Disabilities Act (ADA).

g. Improper use of a computer in a classroom or in any school-sponsored presentation, on or off-campus.
h. Recording a lecture or other classroom interaction without permission of the professor.
i. Videotaping, audio taping, or photographing members of the school community without permission, and the distribution or public display of the same.
j. Sharing authorized or unauthorized recordings from class with other students or people outside the school.
k. Signing-in another student to class or the solicitation of the same act by another student.
l. Selling class notes or being paid for taking class notes except when authorized by the Student Affairs Department.
m. Failure to report any arrest or legal/disciplinary charges to the Associate Dean of Student Affairs within seven (7) days of the said incident.
n. Acts of dishonesty not covered by the Honor Code, including but not limited to the following:

i. Furnishing false information to the school or any school official including, but not limited to, information provided in the law school application, employment hours certification, class attendance verification processes, or any internal application.

ii. Furnishing false information to a prospective employer, in a resume, or in a bar application.

iii. Omission of vital information requested by the school or any school official including, but not limited to, information requested in the law school admissions application.

iv. Forgery, alteration, or misuse of any school, government, or Law School Admissions Council (LSAC) document, record, or means of identification.

v. Tampering with the election of any person, organization, or award.

vi. Misuse or unauthorized use and/or possession of school or school-sponsored organizational funds, checking account, credit card, or debit card.

o. Violation of published school policies, rules, regulations, or requirements including, but not limited to, Student Handbook policies, Policy for Sexual Misconduct and Relationship Violence (Title IX), Coastal Law Library policies, Information Technology network and computer policies, Alcohol Policies, Weapons Policy, Tobacco Policy, Non-Discrimination Policy, Security Policy, Campus ID Policy, parking and traffic regulations, vehicle
registration requirements, policies governing student organizations, and other school policies.
p. Unauthorized use of the school’s name, logo, or symbols.
q. Unauthorized soliciting or canvassing by an individual group, or organization.
r. Violating the terms of any disciplinary sanction imposed in accordance with the Conduct Code.
s. Tampering with the normal activity of service animals.
t. Failure to complete requirements associated with clinics, internships, or other off-campus courses that can affect Coastal Law’s reputation and ability to place students into those programs in the future.

2. Prohibited Conduct Affecting People

a. Domestic violence, dating violence, stalking, and sexual misconduct, including but not limited to sexual battery, sexual assault, rape, and sex-based harassment. These offenses are subject to the additional procedural requirements outlined in the Policy for Sexual Misconduct and Relationship Violence (Title IX).
b. Physical or verbal abuse, harassment, threats, stalking, intimidation, bullying, coercion and other conduct which threatens or endangers the health or safety of any person, or which causes reasonable apprehension of such harm.
c. Discriminatory harassment, including harassment based on one of the protected classes in the school’s non-discrimination policy. Any discriminatory act including, but not limited to, hate speech/symbols/gestures or any violation of the school’s non-discrimination policy.
d. Any participation or role in activities involving hazing. Hazing includes, but is not limited to, any mental or physical requirement, request, or obligation placed upon a person that could cause injury, pain, fright, disgrace, or which is personally degrading. A person’s consent to hazing is not an excuse.
e. The use or display of profane, indecent, degrading, threatening, or otherwise inappropriate images, gestures, or written/verbal communications on school premises or off-campus at school-sponsored activities, events, or experiential learning activities.
f. Clothing which displays profane messages or images or which is otherwise indecent or exceedingly unprofessional.

3. Prohibited Conduct Affecting Property

a. Attempted or actual theft of and/or damage to property of the school or school-sponsored organization or property of a member of the school community. Unauthorized possession of any school property or property of a member of the school community.
b. Destroying, defacing, erasing, altering, hiding, limiting access to, possessing, accessing, entering, or using without authority, the property of Coastal Law
or the property of others located on the premises of Coastal Law or related to a Coastal Law activity.

c. Unauthorized use or possession of school money, credit card, or debit card. Unauthorized use or possession of money, credit card, or debit card belonging to a school-sponsored organization.

d. Improper or unauthorized use, duplication, or distribution of any school property, including, but not limited to, Coastal Law CDs, tapes, books/library materials, podcasts, website, Facebook, Twitter, or photographs of any member of the school community. Violation of existing copyright policies.

e. Unauthorized possession, duplication, or use of keys to any school premises or unauthorized entry into or use of school premises.

f. Theft or other abuse of computer facilities and resources, including, but not limited to, the following actions:

   i. Use of computing facilities and resources to disrupt the normal operation of the Coastal Law computing system or to interfere with the work of others.

   ii. Use of computing facilities and resources to send threatening, abusive, or indecent messages or images.

   iii. Use of another individual’s identification and/or password.

   iv. Unauthorized entry into a file to use, read, or change the contents, or for any other purposes.

   v. Use of computing facilities or resources in violation of copyright laws.

   vi. Any violation of the school’s network and computer policies.

4. Prohibited Conduct Affecting Health, Safety, and Order

a. Possession, use, or storage of firearms, explosives, incendiary devices, weapons, or dangerous chemicals on school premises or at school-sponsored activities occurring off campus, including in the subject’s vehicle in the parking facilities.

b. Use, possession, distribution, sale, or manufacture of illegal drugs, including the use of drug-related paraphernalia, on school premises or at school-sponsored or school-related activities occurring off campus.

c. Use, possession, sale, or distribution of alcoholic beverages on school premises or at school-sponsored/school-funded activities off campus, except as expressly permitted by the law and school officials.

d. Appearance in class, on campus, or at school-sponsored or school-related functions, on or off campus, under the influence of alcohol or drugs.

e. Any violation or deviation from the school’s Alcohol Policy for Student Sponsored Events and Activities.

f. Engaging in violent, abusive, indecent, profane, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends
to cause or provoke a disturbance or disrupts the normal operation of the school, school-sponsored function, or functions associated with the school.
g. Any activity which disrupts the normal operations of the school or infringes on the rights of other members of the school community.
h. Leading or inciting others to disrupt scheduled or normal activities on campus.
i. Intentional obstruction of the free flow of pedestrian or vehicular traffic on school premises or at school-sponsored or school-supervised functions.
j. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
k. Misusing or tampering with fire extinguishers, alarms, smoke detectors, defibrillators, or any other safety or security equipment.
l. Failure to immediately vacate a school building when a fire alarm has sounded.
m. Smoking in unauthorized locations on school premises.
n. Violations of federal, state or local law on school premises or at school-sponsored or school-supervised activities.
o. Violations of federal, state or local law off school premises and not related to school-sponsored or school-related activities when the violations adversely affect the school and/or the pursuit of its objectives.
p. Loitering on campus grounds or facilities outside of open building hours.

5. **Prohibited Conduct Affecting the Discipline Process**

   a. Failure to appear at a disciplinary meeting when directed to do so.
   b. Falsifying, distorting, misrepresenting, or failing to disclose material facts in a disciplinary investigation, meeting, or knowingly initiating a false or frivolous complaint.
   c. Attempting to discourage a person’s proper participation in, or use of, the discipline process. Harassment or intimidation of a complainant, witness, respondent, or other participant in a disciplinary meeting.
   d. Harassment or intimidation of a school official or member of a disciplinary committee, including the Honor Council, or Review Committee.
   e. Refusing reasonable cooperation in an investigation of an alleged violation of the Conduct Code.
   f. Tampering with evidence relevant to a Conduct Code charge.
   g. Failure to comply with any sanctions, actions, or terms imposed under the Conduct Code or Honor Code processes.

6. **Prohibited Conduct Involving Groups**

   a. Students who act together to violate the Conduct Code may be assigned joint responsibility for such violation(s).
   b. Students and organizations may be held responsible for the conduct of their guests while on school premises, at school-sponsored activities, and at functions sponsored by any registered student organization.
7. Other Conduct

a. Engaging in conduct not otherwise covered by any other provision of this Code which reflects negatively on a student’s character and fitness in law school. These conduct issues may occur on campus or outside of the law school while adversely affecting the school community and/or the school and the pursuit of its objectives.

b. Engaging in any other conduct that would render a student unfit to practice law, including violations of any state’s rules of professional responsibility while acting under student practice rules in that state.

c. Engaging in conduct that would, if students were a member of The Florida Bar, violate the Rules of Professional Conduct of The Florida Bar.

H. Organizational Responsibility

This Code also applies to student groups and organizations at Coastal Law, regardless of whether they are formally recognized by Coastal Law or receive funding, directly or indirectly, from the school.

a. Student organizations are expected to adhere to all applicable institutional policies and standards. Failure to do so may result in action being initiated against the group; consequently, this Code applies to student organizations collectively. Student groups may be held responsible when any of the following situations exist:

i. Members of the group act in concert to violate Coastal Law community standards.

ii. A violation arises out of a group-sponsored, -financed, or -endorsed event.

iii. A group leader has knowledge of the act or incident before or while it occurs and fails to take corrective action.

iv. The incident occurs at an off-campus facility that is leased, rented, or used by the group.

v. A pattern of individual violations is found to have existed without proper or appropriate group control, remedy, or sanction.

vi. Members of the group attempt to cover up or fail to report improper conduct to the appropriate Coastal Law officials.

b. One officer of the student group should be designated to represent the organization when a referral against that group is made under the Conduct
Code. If the group does not designate an officer, the president or president-equivalent will be deemed the representative.

I. Sanctions

1. The following sanctions and may be imposed upon any student found to have violated the Conduct Code:

   a. Warning—Notice, orally or in writing, that continuation or repetition of prohibited conduct will be cause for additional disciplinary action.
   b. Reprimand—A written or oral reprimand specifying the violation for which the student is held responsible.
   c. Disciplinary Probation—A form of probation that is distinct from probation that may be imposed as a result of academic performance. The term refers to the period prescribed by the Investigator during which certain conditions imposed as sanctions must be met or during which the student’s behavior will be monitored. If the student fails to fulfill the conditions during the probationary period, the Investigator, after giving the student notice and a reasonable opportunity to respond, may determine that the student has violated the probation and may impose new or additional sanctions. The conditions of disciplinary probation may be varied, depending on the circumstances. Examples of conditions might include obtaining drug or alcohol counseling or treatment, obtaining a psychiatric evaluation, refraining from certain activities or contact with certain persons, redoing assignments, and attending programs.
   d. Restrictions or Loss of Privileges and/or Benefits—Denial, exclusion, or restriction of certain privileges, events, activities, or benefit for a designated period of time. An example would be the denial of the privilege of participation in any school-sponsored extracurricular or athletic activity or organization for a definite period of time. Another example would be the removal from any student governmental office or position in any school-sponsored activity or organization or from any school-sponsored position of trust, responsibility or interest. Another example would be the partial or total revocation or suspension of scholarship.
   e. Contact Restriction—A written notice that further contact between specified students is prohibited. Conditions and duration of restrictions may be specified.
   f. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   g. Discretionary Sanction—Work assignments, service to the school, local community, civic organizations, or other related discretionary assignments.
   h. Counseling—This may be for substance abuse, anger management, or other purposes depending on the incident and associated circumstances. The student will be required to provide documentation of completion of the
required off-campus counseling by a qualified professional. The student will be responsible for all costs associated with the counseling.

i. Suspension—Separation of the student from the school for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Duration of suspension will be determined as part of the disciplinary process.

j. Expulsion—Permanent separation of the student from the school. School officials administering this Code have the right to permanently dismiss a student for any reason, cause, or Conduct Code violation notwithstanding any other provision in the Conduct Code or Student Handbook. If a student is expelled from the school for any Conduct Code violation, the student is not entitled to any reimbursement of tuition, book expenses, or other fees associated with the school and/or enrollment.

k. Revocation of Degree—Rescinding a student’s degree awarded by the school.

l. Other Sanctions — Other sanctions or actions may be imposed instead of or in addition to those specified in parts (a) through (k) of this section.

2. The following sanctions may be imposed on any organization or group of students found in violation of the Conduct Code.

a. Any of the sanctions listed in Section 1 above.

b. Loss of identification as a registered student organization.

c. Loss or withdrawal of all student general fee dollars or other school funding for the remainder of the academic year.

3. Multiple sanctions may be imposed in connection with any violation.

J. Implementation of Sanctions

Sanctions are effective immediately, unless stayed or otherwise set by the Investigator. If a student initiates an appeal, sanctions will not begin until the appeal process is exhausted. The Dean or designee may impose sanctions during the appeal process to ensure the safety and wellbeing of members of the school community. If the sanctions include suspension or expulsion, various members of the school community will be promptly notified, including school security personnel and the student’s faculty.

K. Mitigating and Aggravating Factors

In determining the sanction, the Investigator may consider mitigating and aggravating factors. A nonexhaustive list of factors that may be considered include the following:

1. Pre-referral admission — When a student voluntarily admits misconduct before learning that someone has referred the matter or is about to refer the matter, the Investigator may consider the admission as a mitigating factor. A
student who has the courage and integrity to come forth with a good-faith admission has reaffirmed a personal commitment to honor. Any student interested in making such an admission should contact the head of the Office of Student Affairs.

2. Other admissions — Even an admission made after a referral may have some mitigating value. This type of admission shows acknowledgment of the inappropriate nature of the student’s conduct. However, a post-referral admission is not as strong a mitigating factor as a pre-referral admission.

3. Cooperation — The Investigator may consider how cooperative, or uncooperative, the student was during the process, including whether the student responded timely to inquiries and requests for meetings, provided requested information, and dealt honestly and civilly with the investigator and others involved with the process.

4. Intent — Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly negligent conduct on the more serious end, to merely negligent, careless, and accidental conduct on the less serious end. Where conduct falls on this continuum may be considered when determining sanctions. Conduct that is malicious, willful, intentional, reckless, or grossly negligent may justify a more serious sanction. Less intentional conduct may be a mitigating factor.

5. Degree of harm or seriousness of offense — The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.

6. Prior violations — Prior violations of the Conduct Code or the Honor Code may be considered as aggravating factors.

7. Nexus to professional standards — The nexus between the student’s conduct and the question of character and fitness of the student to practice law is a relevant factor in determining sanctions.

8. Willingness to make restitution — A student’s willingness to make restitution may be considered as a mitigating factor in appropriate cases. Restitution refers to compensation for loss, damage, or injury; compensation may take the form of appropriate service and/or monetary or material replacement.

9. Discriminatory motive — If a student, in engaging in conduct prohibited under the Conduct Code or Honor Code, is also found to have intentionally directed the conduct toward a person or group because of the race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, or parental status of the targeted person or group, that discriminatory motive may be an aggravating factor in determining sanctions.

L. Procedures

1. Referrals

   a. Method of referral — Members of the Coastal Law community may refer possible conduct issues to the Office of Student Affairs. To determine
whether an investigation or intervention is necessary, it is helpful for the person to provide names, dates, locations, and descriptions of the possible misconduct.

b. Additional referrals — If the Investigator finds information that suggests the student or another person may have violated other provisions of the Conduct Code or the Honor Code, the Investigator may treat this information as an additional referral or may refer the additional matter to an Honor Code Investigator.

c. Faculty advisor notification — When a referral is made against a student group or organization, the Faculty Advisor should be notified of that referral.

2. Interim Action

a. After receiving a referral, the Investigator may recommend to the Dean that a student be suspended, restricted from classes or other activities, or prohibited from having contact with one or more individuals for an interim period.

b. A recommendation for interim action must be based on a reasonable belief that serious misconduct occurred and that the continued presence of the student on the campus(es) poses a threat to an individual, property, or college function.

c. The decision to impose an interim action will be communicated in writing to the student, and will become effective immediately.

b. A student who receives an interim action will be provided with an opportunity to meet with the Investigator to respond to the allegations of misconduct no later than five days following the effective date of the interim action.

e. The interim action will remain in effect until a final decision has been made on the pending referral or until the Investigator determines that the reasons for imposing the interim action no longer exist.

f. The Dean or his/her designee have the right to impose any readmission requirement necessary, based on an individualized assessment, to
demonstrate the health, well-being, and overall fitness of the student to continue in law school before allowing readmission.

3. Investigation and Decision

a. After receiving a referral, the Investigator
   i. will determine whether the referral states a sufficient basis to believe that a violation of the Conduct Code or Honor Code may have occurred;
   ii. will determine whether the referral primarily reflects academic or nonacademic misconduct and will request the Dean to reassign the matter if necessary;
   iii. may interview the person making the referral and other persons with information, and may seek additional information regarding the referral.

b. If the Investigator determines that the Code has not been violated or that a violation cannot be substantiated, the investigation will end and the Investigator will follow the reporting and record-keeping provisions noted below.

c. Even if the Investigator determines that a matter should not be pursued under the Conduct Code, the Investigator may recommend that an educational conference be held with the student or student group so that the conduct at issue is not repeated, or so that the student or student group may better understand the effects and consequences of the actions.
   i. During this educational conference, the Investigator may require the student or student group enter into a conduct contract. That contract may outline conduct or actions that the student or student group must avoid, or may impose affirmative obligations on the student or student group.
   ii. A violation of the contract may be considered as a violation of this Conduct Code.

d. The referral will be considered an allegation under this Code only after the Investigator determines that a sufficient basis exists to believe that the Conduct Code may have been violated.

e. If the Investigator believes that a violation of the Code may have occurred, then the Investigator will promptly notify the student or student-group representative, in writing, of the alleged violation, will set a time to meet with the student or representative in person, and will gather any other information needed to resolve the matter.

f. At the meeting the student or student-group representative will be provided with the following:
   i. an explanation of any Conduct Code sections at issue and the nature of the conduct that is the basis for invoking those Code sections;
   ii. A summary of the information gathered;
   iii. A reasonable opportunity to respond; and
   iv. An explanation of the applicable disciplinary procedures.

g. During the meeting with the student or student-group representative, both the Investigator and the student or student representative may have witnesses
available, but the witnesses need not be in the same room as the student or representative, while having the right to understand the witnesses’ positions, does not have a right to examine the witnesses. The Investigator may choose to audiotape the meeting.

h. A student or student-group representative who fails to attend a scheduled meeting with the Investigator will forfeit the right to respond regarding the alleged violation, unless excused by the Investigator. If the student or representative fails to attend the meeting, the Investigator may proceed to impose a sanction.

i. After carefully considering the information gathered, the Investigator will determine whether it is more likely than not that a violation of the Conduct Code has occurred and, if so, the appropriate sanction or sanctions to apply.

j. The Investigator will notify the Dean of the decision and sanction, if any.

k. Then, the Investigator will inform the student or student-group representative of the decision, in writing. The written decision will describe the violation, the determination, and the sanction. When feasible, the Investigator also should communicate the decision and sanction to the student or student-group representative in a face-to-face meeting.

l. Following a decision, the student or student group has the right to file an appeal based on the procedures outline in Section M.

M. Appeals

A student may appeal the sanctions imposed under this Code. Appeals should be made in writing to the Dean of the school within five (5) days of the date of communication of the decision reached in the meeting with the Investigator. An appeal must be based on one or more of the following:

a. Availability of new evidence sufficient to alter the decision that was not available prior to the original decision.

b. A procedural defect that was prejudicial.

c. Sanctions found to be grossly disproportionate to the offense.

The appeal will be reviewed and considered by a Review Committee comprised of the Dean or his/her designee, an academic dean, and another administrator selected by the Dean or his/her designee.

Formal rules of evidence will not be applied nor will deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student or the school may result. Upon review of the appeal, the Review Committee will
make a ruling, and the decision of the committee is final. The student will be notified in writing of the Review Committee’s decision regarding the appeal.

N. Records and Record-keeping

1. Individual students:

   a. Decision issued — In the case of an individual student, the decision will be placed in the student’s file in the Registrar’s Office, and a confidential file on the matter also will be maintained in the Office of Student Affairs.
   
   b. Decision not issued — If the Investigator determines that the Code has not been violated or that a violation cannot be substantiated, the Investigator may prepare a summary of the matter; that summary will be maintained in a confidential file in the Office of Student Affairs. Information in the file will be used only to respond to specific inquiries about that matter received from the student whose conduct was at issue or from a board of bar examiners or similar organization to which the student has applied.
   
   c. Report to board of bar examiners — Any finding of a Conduct Code violation may be reported by the Dean or his/her designee to any board of bar examiners or similar organization for any bar to which the student applies. Students should be aware that most bar applications will require the student to report any sanctions imposed on the student by an educational institution, regardless of whether the sanctions were for conduct suggesting unfitness for the practice of law. Students also should be aware that Coastal Law routinely responds to inquiries regarding student character and fitness from boards of bar examiners and similar organizations.

2. Student organizations: In the case of a student group, the decision and other material related to the matter will be maintained in a confidential file in the Office of Student Affairs. The information should not be placed into individual students’ files in the Registrar’s Office. The faculty advisor for the organization will receive a copy of the decision, which should be kept confidential.

O. Confidentiality

Coastal Law considers referrals and procedures under the Conduct Code to be confidential. All participants should respect the confidentiality of this information and disclose it only to those who have a legitimate and necessary need to know.

P. Publication of Results

At least once a year, the head of the Office of Student Affairs should compile a list of all referrals in which decisions were issued. This list, which should not contain names, but which should list the violation and any sanction issued, should be
published in *The Coastal Weekly* or school newsletter for students at the discretion of the Dean or his/her designee.

**Q. Student Code of Conduct Review and Amendment**

The Student Code of Conduct shall be reviewed semi-annually under the direction of the department head of the Office of Student Affairs. In addition, specific Coastal Law personnel selected by the Dean or designee shall periodically conduct a review of the Student Code of Conduct and make recommendations regarding omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Student Code of Conduct. Questions of interpretation regarding the Conduct Code shall be referred to the department head of the Student Affairs or designee. In keeping with normal school policy approval processes, the Student Code of Conduct may, at the sole discretion of the school, be amended at any time to include any changes deemed necessary to the Code. Changes made to the Conduct Code take effect immediately. Changes will be made with or without notice. Current/updated versions of the Student Code of Conduct will be maintained on the Coastal Law website.

Attribution: Portions of this code were derived from the Stetson University College of Law Code of Student Professionalism and Conduct.
ATTACHMENT #3

COASTAL LAW
ALCOHOL POLICY FOR STUDENT SPONSORED EVENTS AND ACTIVITIES

The purpose and goal of this alcohol policy is to foster alcohol awareness and responsible drinking practices and to promote the health and safety of the members of the law school community. Florida Coastal seeks to encourage a professional social life that limits the role of alcoholic beverages in student events and activities. We are committed to the ongoing development of a community based on respect for the individual and compliance with the policies of the school and the laws of our community, state, and nation. Within our school community, Florida Coastal will take reasonable steps to insure that no illegal or excessive consumption of alcohol occurs on school property or at its institutionally-sponsored activities. One’s presence at the law school, or any function associated therewith, requires compliance with applicable laws and standards of behavior of the school community. Only the Dean of the law school may grant exceptions to this policy for special occasions.

A. Alcohol Funding

1. Florida Coastal School of Law does not allow the use of any student funding for the purchase of alcohol. Student funding is defined as monies derived from the Student Bar Association (SBA) or any other type of student organization, group, or cause.

2. The SBA and other student organizations are permitted to host events at off-campus establishments where alcohol is served, and they may fund the purchase of food or non-alcoholic beverages at those events. Students desiring alcoholic beverages at such events must purchase their own drinks with private funds.

B. Advertising

1. A student organization may post advertising on the law school campus for an off-campus event it is sponsoring, but if alcoholic beverages will be available at the event, the advertising must conspicuously state that Florida Coastal School of Law is not sponsoring or providing security for the event. Any publicity or advertising for such events must be devoid of any reference to alcohol, alcohol price, or alcohol price advantage (ex. “drink specials,” “happy hour,” “two-for-one,” etc.).

2. Student organizations desiring to host events such as wine or beer “tastings”, held off-campus in accordance with the aforementioned funding policy, may advertise for such events after obtaining special permission for their written advertisement through the Associate Dean of Student Affairs.

3. Advertising on campus must be handled in accordance with the Florida Coastal School of Law Flyer Policy.
C. Alcohol Use on Campus

It is the policy of the law school that alcohol will not be served or offered at any student-sponsored or student-organized event held on campus.

D. Exceptions to Funding and Campus Use Policies

1. Student organizations may petition for an exception to the policies involving student funding for alcohol and/or alcohol use on campus. Exceptions to those prohibitions may be approved under rare circumstances, but only after written approval is granted by the Dean or the Dean’s designee after specific requirements for the event are agreed upon as described later in this policy (see D.3).

2. Requests for exceptions to the alcohol policy must be made in writing to the Dean or the Dean’s designee thirty (30) days prior to the proposed event. The student organization must provide all relevant details for the proposed event, including estimated breakdown on how the funds will be spent. The Dean may approve or deny the request, or at his or her discretion, he or she may limit the amount of alcohol purchased for the event, restrict the location of the event, or restrict the time and/or manner in which the alcohol is served.

3. At all events where an exception is granted to the aforementioned policies involving alcohol funding and/or alcohol use on campus, the following conditional requirements must be accepted and adhered to by the sponsoring organization(s) for the duration of the event:

   a. Non-alcoholic beverages must be available at the same location as the alcoholic beverages. If beverages are sold at the event, non-alcoholic drinks must be sold at the same price or for less/no charge compared with alcohol-containing drinks.

   b. Substantial food items must be provided by the sponsoring groups and available when the alcohol is served. When the food runs out, the serving of alcohol must cease.

   c. Alcoholic beverages served are restricted to beer and wine.

   d. Bartenders/servers who are licensed, insured, and professionally-trained must serve the alcohol.

   e. Organizations may serve only two alcoholic beverages to each individual. Each glass of beer served must be 12 ounces or less; each glass of wine served must be 5 ounces or less. Appropriately sized cups must be used. Organizations must provide a pre-approved system for distribution of alcoholic beverages, such as tickets or stamping of hands.

   f. The Associate Dean of Student Affairs must approve the amount of alcohol purchased for each event.

   g. Two non-drinking representatives of the organization must be present where the alcohol is being served at all times.
h. Competitions and contests that involve alcoholic beverages are strictly prohibited.
i. Alcoholic beverages shall not be used as prizes or awards for any student event.
j. Attendance at events is limited to Florida Coastal students, faculty, staff and their escorted guests with proper identification. The sponsoring organization shall be responsible for the behavior of all admitted guests.
k. A list of the names of officers of the sponsoring group and their non-drinking representatives must be provided to the Associate Dean for Student Affairs two weeks before the scheduled event. These individuals will be responsible for upholding state laws and school policies. The sponsoring group shall have its advisor or pre-approved replacement at the function.
l. No person under the age of 21 may be served alcoholic beverages.
m. Appropriate steps must be taken for event advertisement (see Advertising).
n. The service and sale of alcohol must cease at least one hour before the advertised end of the event. The service and sale of alcohol shall not continue after 1:00 a.m. at any off-campus event when the venue is rented by the school.
o. The sponsoring group is responsible for clean-up of the area.
p. The sponsoring group and its officers will be held responsible for damages to physical facilities incurred as a result of the event.
q. Only approved vendors and/or authorized organization representatives may enter and/or leave event premises with alcoholic beverages and/or setups.
r. The sponsoring group is responsible for denying entrance to any student or guest who arrives at the event in a visibly intoxicated state. Likewise, the sponsoring group is responsible for denying service to any student or guest who is visibly intoxicated or whose behavior at the event warrants the refusal of service. The sponsoring group should involve event security in the denial of entrance or service or in the removal of students/guests for intoxication or conduct. The sponsoring group must also report all offending parties to the Associate Dean of Student Affairs.
s. The sponsoring group is responsible for compliance with all above requirements. Violation of any of the above stipulations will subject the sponsoring group and its members to discipline under the Student Code of Conduct, including, but not limited to, the loss of privileges to the sponsoring group, or suspension or expulsion of individual members.

4. The law school strongly recommends that all student groups hosting off-campus social events adopt and enforce the applicable safeguards outlined above, even when students purchase their own alcohol.

E. Conduct Code and Legal Responsibility

1. Any incident of intoxication and/or misconduct at any event or activity associated with the school is subject to disciplinary action under the Student Code of Conduct (Conduct Code). This provision covers events and activities that are held on or off-campus. Legal infractions and conduct-related incidents that are linked to alcohol use may result in enhanced sanctions under the Conduct Code.
2. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action under the Conduct Code including, but not limited to, suspension or expulsion from the school. Proceedings under the Conduct Code may be carried out prior to, simultaneous with, or following any civil or criminal proceedings.

3. The law school will cooperate fully with law enforcement in the investigation and prosecution of any legal incidents involving members of the school community.

4. As outlined in the Conduct Code and the Student Handbook, students who are arrested or charged in association with any legal incident outside of the law school have an affirmative duty to disclose this information to the school in a timely fashion. Specifically, disclosure of legal incidents must be made to the Associate Dean of Student Affairs within fourteen (14) days of receipt of said charge or arrest. Failure to comply with disclosure requirements will be cause for additional sanctions under the Conduct Code.

5. When a student is found responsible for a Conduct Code violation, a written determination is placed in the student’s permanent academic file and is accessible to state bar examiners during subsequent character and fitness assessments.
Florida Coastal is a tobacco free environment. Smoking is not permitted in the building. Electronic cigarettes, personal vaporizers, and smokeless tobacco are not permitted in the building. Use of tobacco products is permitted only in specifically designated locations outside the building. Those using tobacco in permitted locations should properly dispose of their by-products in trash containers or cigarette disposals.
ATTACHMENT #5

COASTAL LAW
SECURITY POLICY

I. Reporting of Emergency Situations and Security Concerns: Any emergency situation involving a threat to life or property should be reported to the Security Officers at Florida Coastal School of Law at 680-7777. Florida Coastal encourages all students, members of the faculty, and staff to be involved in campus crime prevention.

All instances of rape/sexual offenses occurring on campus are to be reported immediately to a Security Officer. The Security Officer will then assist the victim until local police are notified and arrive. At that time, the Dean and Vice Dean will be notified of the incident. The local police will handle all aspects of the investigation into the alleged attack.

If other types of improprieties occur, these should be reported immediately to a Security Officer. At this time, a report of the incident will be written and statements taken. An investigation will be conducted and the results turned over to the Associate Dean for Student Affairs for possible Honor Code or Student Code of Conduct proceedings.

Crime statistic information concerns should be addressed to the Director of Security, Room 427, or by phone at 680-7777.

II. Weapons Policy: Possession, use, or storage of any weapon is prohibited on Florida Coastal School of Law (Florida Coastal) property and at Florida Coastal sponsored events. For purposes of this policy, the term “weapon” includes but is not limited to any: (a) firearm, meaning any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, such as a handgun, shotgun, rifle, starter gun, pellet/BB gun, and machine gun, including any ammunition; (b) destructive device or explosive, such as a bomb, grenade, mine, rocket, missile, pipe bomb, blasting cap, black powder, firecracker, or any similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage; (c) electric weapon or device, meaning any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury, such as a stun gun or dart-firing stun gun; or (d) any other weapon, equipment, material, or device that, in the manner it is used or could ordinarily be used, is readily capable of causing serious bodily injury. Examples of items described in clause (d) include but are not limited to any dirk, sword, knife (excluding small personal pocket knives with folding blades that are less than three (3) inches in length or cutlery used for cooking purposes), metallic knuckles, slingshot, martial arts weapon, club, chain, archery bow, crossbow, or tear gas/chemical dispensing device (other than a small chemical dispenser containing less than two ounces of chemical, allowed under Florida Statute, and sold commercially for personal protection).
Violation of this policy will result in disciplinary actions up to and/or including suspension or dismissal. All weapons as described above will be immediately confiscated by school officials and will not be returned. This policy does not apply to any law enforcement officer as defined by Section 943.10(1), (2), (3), (4), (6), (7), (8), (9), or (14), Florida Statutes.
A. Introduction

Florida Coastal School of Law (‘‘Coastal Law’’) is invested in creating a safe and positive environment for all community members. This includes the promotion of healthy relationships. As an institution, Coastal Law prohibits sex-based or gender-based discrimination, harassment, and sexual misconduct, including the offenses of domestic violence, dating violence, sexual assault, stalking, rape, and acquaintance rape. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The school is committed to providing continuing education in the form of primary prevention and ongoing awareness for our community, in addition to support for victims. Coastal Law’s sex-based and gender-based harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.

In support of, and in compliance with, Title IX, the Violence Against Women Reauthorization Act (VAWA), and the Campus Sexual Violence Act (Campus SaVE), Coastal Law provides the following information and procedures for our campus community.

B. Notice of Non-Discrimination

No person on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, ethnicity, genetics, gender identity, gender expression, political affiliation, marital status, familial status, or veteran status shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any of the programs and activities of Florida Coastal School of Law, including but not limited to admissions, retention, recruitment, and employment, consideration, or selection therefore, whether full-time or part-time. Florida Coastal School of Law, as an equal opportunity institution of higher education, conforms to all applicable law prohibiting discrimination and affirms its commitment to equal employment opportunity.

C. Purpose and Scope of Policy

This policy is intended to educate Coastal Law students on sexual misconduct, relationship violence and harassment and guide students who have been affected by sexual misconduct, relationship violence and harassment, whether as an accusing student, accused student or third party. When used in this policy, reporting party or accusing student refers to the person(s) who reports to Coastal Law that he/she has been the subject of sexual misconduct, relationship violence or harassment. Responding party, or the accused student, refers to the person(s) who is reported to have committed acts of sexual misconduct, relationship violence or harassment. A third party refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else.
Coastal Law is not responsible or liable for off-campus events or behavior. However, Coastal Law reserves the right to take action in response to behavior off campus that violates this policy.

The purpose of this policy is to:

- Define sex-based harassment and the forms of sexual misconduct and relationship violence that violate our community standards;
- Identify resources and support for members of the Coastal Law community;
- Identify the Title IX coordinator and the scope of his/her role;
- Provide information as to where a member of the Coastal Law community can obtain support or access resources confidentially;
- Provide information on how a member of the Coastal Law community can make a report on campus or off campus;
- Provide information on how a report against a member of the Coastal Law student community will be investigated, evaluated and processed under the Student Code of Conduct (“Conduct Code”) with the specialized procedures contained herein.

Vendors, independent contractors, visitors, and others who conduct business with Coastal Law or who are on Coastal Law property are also expected to comply with this policy. Coastal Law will take timely action in all allegations of sexual misconduct, relationship violence and harassment to ensure the safety of the Coastal Law community and to provide an environment free from gender and sex-based discrimination.

D. Coastal Law Title IX Coordinator

A school’s Title IX coordinator or coordinators are expected to play a critical role in helping a school ensure that every person affected by its operations—including faculty, staff, and students—are aware of their rights under Title IX, and that the school and all of its employees, through its policies, procedures, and practices, complies with its legal obligations under Title IX.

Coastal Law’s Title IX compliance team includes:

- Tammy L. Hodo, PhD is the Title IX Coordinator and can be reached in person in room 399, 3rd floor, by telephone at 904-256-1234, or by email THodo@fcsl.edu. The Title IX Coordinator is responsible for overseeing the Law School’s response to all Title IX complaints.
- Susie Pontiff Stringer, Senior Director of Culture and Human Resources, is Coastal Law’s Deputy Title IX Coordinator and can be reached at SPontiff@fcsl.edu or 904-256-1253.
- William Breen is Coastal Law’s Director of Security and can be reached in person in Room 429, by telephone at 904-680-7674, or by email at WBreen@fcsl.edu.
- The Coastal Law Community will be notified of any subsequent changes to the Title IX Coordinator Position(s)
E. Definitions

1. **Sex-Based Harassment**: Includes sexual harassment and gender-based harassment

2. **Sexual Harassment**: Unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature.

3. **Gender-Based Harassment**: Unwelcome nonsexual conduct based on a student’s actual or perceived sex or gender, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that has the effect of interfering with a student’s ability to participate in or benefit from Coastal Law’s programs and activities.

4. **Unwelcome Conduct**: Conduct is considered “unwelcome” if the student did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex or gender. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

5. **Hostile Environment**: A “hostile environment” exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from Coastal Law’s programs or activities.

6. **Consent**: Intelligent, knowing, and voluntary consent that does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

7. **Rape, Sexual Assault, and Sexual Battery**: These terms are interchangeable in the state of Florida, although Florida statute references the term as “sexual battery.” Sexual assault includes rape, fondling, incest, and statutory rape. Rape is the
penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity. Incest is sexual intercourse between persons who are related to each other. Statutory rape is sexual intercourse with a person who is under the statutory age of consent. Sexual battery includes, but is not limited to, gang rape, acquaintance rape, date rape, marital rape, and rape by a stranger. It is the commission of an unwanted sexual act that occurs without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. A person is legally incapable of giving consent if less than the age recognized by law, if intoxicated by drugs and/or alcohol, has a developmental disability, or if temporarily or permanently mentally or physically unable to do so.

8. **Sexual Exploitation:** Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include:
   - Prostituting another person;
   - Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
   - Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person;
   - Distributing images (e.g., video, photograph) or audio of another person’s private sexual activity, intimate body parts, or nakedness, without that person’s consent; and,
   - Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

9. **Dating Violence:** Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. The existence of such a relationship shall be determined based on the reporting party’s statement and consideration of the following factors:
   a. The length of the relationship;
   b. The type of relationship; and
   c. The frequency of interaction between the persons involved in the relationship.

10. **Domestic Violence:** A felony or misdemeanor crime of violence committed by (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) by a person who is, or has been,
cohabitating with the victim as a spouse or intimate partner; or (4) by a person
similarly situated to a spouse or protected under the domestic or family laws of the
jurisdiction.

11. **Stalking:** Engaging in a course of conduct directed at a specific person that would
cause a reasonable person to fear for his/her safety or the safety of others, or suffer
substantial emotional distress. A course of conduct means two or more acts,
including acts in which the stalker directly, indirectly, or through third parties, by
any action, method, device, or means, follows, monitors, observes, surveils,
threatens, or communicates to or about a person, or interferes with a person’s
property. Reasonable person means a reasonable person under similar circumstances
with similar identities to the victim. Substantial emotional distress means significant
mental suffering or anguish that may, but does not necessarily, require medical or
other professional treatment or counseling. This definition includes a person who
willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another
person

F. **Confidentiality**

Coastal Law encourages victims of an act of violence to talk to somebody about what
happened so victims can get the support they need, and so Coastal Law can respond
appropriately. This section is intended to make students aware of the various reporting and
confidential disclosure options available to them so they can make informed choices about
where to turn should they become a victim of an act of violence. Coastal Law will make
every effort reasonably possible to preserve an individual's privacy and protect the
confidentiality of information. The degree to which confidentiality can be protected,
however, depends upon the professional role of the person being consulted. Different
employees on campus have different abilities to maintain a victim’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is
  sometimes called a “privileged communication.”
- Some employees are required to report all the details of an incident (including the
  identities of both the victim and alleged perpetrator) to the Title IX coordinator. A
  report to these employees (called “responsible employees”) constitutes a report to
  Coastal Law and generally obligates Coastal Law to investigate the incident and take
  appropriate steps to address the situation.

1. **Privileged and Confidential Communications**

*Professional, Licensed Counselors*

Some campus resources are required to maintain near complete confidentiality;
talking to them is sometimes called a “privileged communication.” Professional,
licensed counselors who provide mental health counseling to members of the school
community are not required to report any information about an incident to the Title
IX coordinator without a victim’s consent. Exceptions to maintaining confidentiality
are generally set by law; exceptions to this may involve mandatory reporting of
abuse of a child or vulnerable adult, or if someone presents as a direct threat to
themselves or others. Coastal Law offers the following professional counseling resource:

Coastal Law Counseling and Wellness Center
Room 527, 904-256-1120

Other off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Coastal Law unless the victim requests the disclosure and signs a consent or waiver form. The Office of Student Affairs (“Student Affairs”) can provide referrals to off-campus mental health practitioners. Other resources and referrals can be found on the Student Affairs webpage.

National Domestic Violence Hotline
http://www.thehotline.org/
1-800-799-7233 FREE | 1-800-787-3224 FREE (TTY)

Women’s Center of Jacksonville and Rape Recovery Team
5644 Colcord Avenue, Jacksonville, Florida 32211
904.722.3000 | Rape Crisis Hotline: 904.721.7273
http://www.womenscenterofjax.org/

Jacksonville Sheriff’s Office Victim Services Coordinator
Police Memorial Building
501 E. Bay Street, Jacksonville, FL 32202
Florida Council Against Sexual Violence
http://www.fcasv.org/

Rape Crisis Hotline
1-888-956-RAPE (7273)

Hubbard House in Jacksonville
904-354-3114
http://www.hubbardhouse.org/

2. Reporting to “Responsible Employees”

Some employees are required to report all the details of an incident (including the identities of both the accuser and the accused) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to Coastal Law – and generally obligates Coastal Law to investigate the incident and take appropriate steps to address the situation. A “responsible employee” is a Coastal Law employee who has the authority to redress an act of violence, who has the duty to report acts of violence or intimidation or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an act of violence or intimidation, the victim has the right to expect Coastal Law to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the act of
violence shared by the victim and that Coastal Law will need to determine what happened — including the names of the accuser and accused, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling Coastal Law’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that Coastal Law will consider the request, but cannot guarantee that Coastal Law will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

In addition, under the Clery Act, Coastal Law is required by law to report specified factual details about incidents occurring on campus. These reports are for statistical purposes and do not include individual identities. Coastal Law will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality does not impair the ability of the institution to provide the accommodations or protective measures.

3. Requests for Confidentiality

When a victim of an act of violence contacts Coastal Law, the appropriate law enforcement agency may also be notified if requested by the victim. However, if the police initiate an investigation and the State Attorney files a criminal charge, Coastal Law may not be able to maintain full confidentiality. If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Coastal Law must weigh that request against Coastal Law’s obligation to provide a safe, non-discriminatory environment for all students, including the victim. Coastal Law has designated the Dean of Coastal Law or his/her designee, in consultation with the Coastal Law Title IX Coordinator, to evaluate requests for confidentiality once a responsible employee is on notice of an act of violence.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- Whether there is an increased risk that the accused will commit additional acts of sexual or other violence, such as:
o whether there have been other complaints of acts of violence about the same accused individual;

o whether the accused individual has a history of arrests or records from a prior school indicating a history of violence;

o whether the accused individual has threatened further acts of violence or other forms of violence against the victim or others;

o whether the act of violence or intimidation was committed by multiple perpetrators;

- Whether the act of violence or intimidation was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether Coastal Law possesses other means to obtain relevant evidence of an act of violence or intimidation (e.g., security cameras or personnel, physical evidence);
- Whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Coastal Law to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, Coastal Law will likely respect the victim’s request for confidentiality. If Coastal Law honors the request for confidentiality, a victim must understand that Coastal Law’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited. Coastal Law will also take immediate action as necessary to protect and assist the victim.

Although rare, there are times when Coastal Law may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students. If Coastal Law determines that it cannot maintain a victim’s confidentiality, Coastal Law will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling Coastal Law’s response. Coastal Law will take steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or Coastal Law employees, will not be tolerated. Under certain circumstances, Coastal Law may not require a victim to participate in any investigation or disciplinary proceeding.

Coastal Law will also:
- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services both on and off campus;
- Provide other security and support, which may include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the accused pending the outcome of an investigation) or adjustments for assignments or tests;
- Inform the victim of the right to report a crime to campus or local law enforcement, and provide the victim with assistance if the victim wishes to do so.

Because Coastal Law is under a continuing obligation to address the issue of acts of violence campus-wide, reports of acts of violence (including nonidentifying reports) will
also prompt Coastal Law to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported act of violence or intimidation occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If a complaint is filed or referred under the Student Code of Conduct then the accused student will be provided with the name of the third-party complainant (if appropriate) and accuser.

As required by law, all disclosures to any Coastal Law Security of an on-campus act of violence must be reported for statistical purposes only (without personal identifiers) to the Department of Public Safety, which has the responsibility for tabulating and annually publishing crime statistics, including statistics regarding acts of violence. To promote public safety, Coastal Law Security also alerts the campus community to immediate threats to campus safety by issuing Security Alerts.

G. Procedures and Assistance for Victims

The following are recommended actions for victims to follow in the event sexual or relationship violence:

- Victims should seek medical attention immediately by proceeding to the nearest hospital. A rape kit should be completed at your local hospital.
- Victims are reminded of the importance of preserving evidence as it may be necessary to support the investigations of law enforcement or to obtain a protective order. This may include clothing, as it could be used as evidence for prosecution. Place each item of clothing in a separate paper bag for police. Refrain from activities such as washing, bathing or douching until an exam is completed.
- Victims are able to report alleged offenses to local law enforcement, the Jacksonville Sheriff's Office.
- Alleged offenses can be reported to Student Affairs or to Security. Victims are able to be assisted by Student Affairs in notifying law enforcement, providing guidance in seeking medical attention, or other support as needed.
- Victims also have the right to decline to notify authorities.
- Coastal Law will work with victims to enforce orders of protection or other similar lawful orders to the extent possible.
- A victim’s name and identifying information will be withheld from the public and press in accordance with the Florida Public Records Law.
- To obtain a rape kit or contact the rape recovery team locally, please contact: Women’s Center of Jacksonville and Rape Recovery Team 5644 Colcord Avenue, Jacksonville, Florida 32211 904.722.3000 | Rape Crisis Hotline: 904.721.7273 http://www.womenscenterofjax.org/

H. Accommodations and Protective Measures for Victims

Student Affairs will work with other departments to provide assistance to student victims in any necessary changes to academic or school-related work situations and schedules. Upon receiving a report, Student Affairs will provide written notification to victims about the
options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Student victims have the option to take a leave of absence or to request modifications to their academic class schedule or to receive other academic accommodations (such as audio recordings) to the extent that Coastal Law is able to provide such academic accommodations within the requirements established by Academic Affairs. In addition, Student Affairs will provide advice and support for student victims regarding living situations, as needed. No contact orders may be imposed in some situations. The Office of Human Resources will provide assistance to victims who are student employees regarding work situations and schedules. The school will take any additional measures needed to protect the victim and/or school community. Options for accommodations and protective measures will be made available regardless of whether the victim reports the incident to law enforcement. When deciding what accommodations and protective measures are appropriate, Coastal Law will attempt to minimize the burden on the victim.

I. Incident Reporting

Coastal Law encourages all students and employees to report information about any type of sexual misconduct, relationship violence or harassment of another person involving a student, staff or faculty member. Faculty and staff, other than those outlined in this policy as confidential resources, are required to report information about any type of sexual misconduct, relationship violence or harassment that they become aware of involving a student or other faculty or staff member. An incident does not have to occur on campus to be reported to Coastal Law. Off-campus conduct that adversely affects or has the potential to adversely affect the community also falls under this policy. Coastal Law will promptly respond to all reports of sexual misconduct and harassment. Coastal Law provides resources to both the accuser and the accused in making decisions, obtaining information about options under this policy, and assists both parties in the event that a report of sex-based harassment or misconduct is made.

1. Ways to file a report:

   Campus Safety: Coastal Law Campus Security is available by calling Campus Safety 904-680-7777. An accuser can request a campus security officer to respond and take a report.

   Title IX Coordinator/Deputy Title IX Coordinators: Both the Title IX Coordinator and Deputy Title IX Coordinators are available to receive a report of sexual misconduct, relationship violence or harassment.

   Local Law Enforcement: A reporting party may file a report with the Jacksonville Sheriff’s Office or other law enforcement agency (depending on location of incident).

2. Coordination with Law Enforcement

Because the goals and objectives of the Coastal Law’s Policy for Sexual Misconduct and Relationship Violence differ from those of the civil and criminal justice systems, proceedings under this Policy are independent of civil and criminal
processes and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student’s or employee’s access to the state and federal justice system.

Notifying the Jacksonville Sheriff’s Office will generally result in the reporting party and, in some cases the responding party, being contacted by a police officer. The Sheriff’s Office determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a response by Coastal Law.

Under Florida state law, sexual misconduct or relationship violence (as described in the definitions above) may constitute a criminal act. However, Coastal Law conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate Coastal Law Policy. To the extent permitted or required by law, Coastal Law will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and respond only to allegations of criminal behavior. As a result, Coastal Law encourages reporting to both Coastal Law and to local law enforcement, if the alleged sexual misconduct or relationship violence may also be a crime. Coastal Law process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with the Jacksonville Sheriff’s Office, a Coastal Law staff member is available to assist. Coastal Law will not file a police report about the incident on the reporting party’s behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. Coastal Law’s response to a report is not impacted by the reporting party’s decision to file a criminal complaint or the outcome of the criminal investigation. To file a complaint against a student for alleged sexual violence, domestic violence, dating violence or stalking, the accuser should meet with the Title IX Coordinator or designee soon after the alleged offense. After gaining the accuser’s report, the Title IX Coordinator or Deputy Coordinator will initiate an investigation as the first step in addressing the report.

As stated previously, Coastal Law prohibits any type of sexual or relationship violence by and against members of the school community. Any student behavior that involves sexual violence (sexual battery, sexual assault, rape), domestic violence, dating violence or stalking of another person will not be tolerated. Each of these acts is a violation of the school’s Student Code of Conduct and may result in sanctions up to and including expulsion.

3. Amnesty

Our goal is that all individuals report all incidents of sexual misconduct and relationship violence so that those affected can receive the support and resources needed. Therefore, violations of certain Coastal Law Policies relating to alcohol or illegal drugs by a reporting party may be exempt from disciplinary action in situations where sexual misconduct, relationship violence or sex-based harassment
also occurs. This does not apply to any other policy violations, such as damage to property or sexual misconduct, nor does it protect students from actions by law enforcement agencies. However, Coastal Law may initiate an educational discussion about the use of alcohol or drugs and their impact.

4. Statement Against Retaliation

Although Coastal Law acknowledges that extreme emotions and stress often accompany incidents of sex-based harassment, sexual misconduct, or relationship violence, Coastal Law does not condone any person engaging in any type of retaliation. Coastal Law views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to Campus Security, the Office of Student Affairs, the Title IX Coordinator, or the Title IX Deputy Coordinator. Coastal Law will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under the Code of Conduct.

5. False Reports

The submission of a good faith complaint, concern, or report will not affect the reporting party’s employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action under the Student Code of Conduct.

J. Specialized Disciplinary Procedures

In order for Coastal Law to appropriately deal with cases of alleged acts of dating violence, domestic violence, sexual assault/battery, rape and/or stalking, the following specialized disciplinary procedures will be implemented in those cases, in addition to the standard procedures summarized in the Student Code of Conduct. Disciplinary procedures involving accusations of acts of sexual misconduct and relationship violence covering the aforementioned offenses will be conducted promptly and be fair and impartial. Prompt, fair and impartial means: (1) completed within reasonably prompt timeframes designated by policy; (2) conducted in a manner that is (a) consistent with the institution’s policies and transparent to the accuser and accused; (b) includes timely notice of meetings at which the accuser and the accused, or both, may be present; and (c) provides timely and equal access to the accuser, the accused, and appropriate officials, to any information that will be used during disciplinary meetings and proceedings; and (3) conducted by officials who do not have a conflict of interest or bias for or against the accuser or accused. The goal of Coastal Law’s response is to process a complaint in a timely manner (generally 60 days). An extension of this timeframe will be granted for good cause by the Title IX Coordinator or his/her designee with written notice to the accuser and the accused of the delay, and the reason for the delay. Such proceedings will be conducted by officials designated by the Student Code of Conduct who have received annual training on issues related to acts of sexual violence and misconduct, and how to conduct an investigation and disciplinary review process that protects the safety of victims and promotes accountability.
The standard of proof in such disciplinary proceedings shall be preponderance of the evidence.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice and expense. The role of the advisor is limited to consultation. Advisors may not speak in disciplinary meetings or proceedings or question witnesses. Because the purpose of this process is to provide a fair review of alleged violations of the Conduct Code rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted. Advisors may not appear in lieu of the accuser or the accused during a disciplinary meeting. Advisors may assist in the preparation for a disciplinary meeting.

The accuser and the accused will receive simultaneous notification in writing of (1) the result of the disciplinary proceeding, (2) the institution’s procedures for an appeal of the result, if applicable, (3) any change to the result, and (4) when the results become final. Result means any initial, interim, and final decision, including the rationale for the result and the sanctions imposed.

A student found in violation of the Conduct Code may be subject to any of the listed sanctions under the Conduct Code, including expulsion from the law school for the first offense. Disciplinary procedures and penalties are detailed in the Conduct Code and include a range of sanctions up to and including termination and exclusion from campus. Sanctions under the Conduct Code include warnings; reprimands; discretionary sanctions such as the requirement of a letter of apology or explanation of conduct, community service, service to Coastal Law, or educational tasks; counseling or referrals for assistance at the student’s expense; exclusion or restriction from events, activities, or places at Coastal Law; exclusion or restriction from leadership positions within Coastal Law organizations; loss of privileges or benefits including scholarships; disciplinary probation with specified conditions; contact restriction; restitution or compensation for loss, damage or injury; suspension or expulsion from Coastal Law; or revocation of degree, if applicable. Multiple sanctions may be imposed in connection with any violation.

Under applicable federal regulations, Coastal Law is permitted to release the results of a disciplinary proceeding regarding a crime of violence or a non-forcible sex offense if the perpetrator has violated Coastal Law’s policies and is found to be a perpetrator of a crime of violence or a non-forcible sex offense. Coastal Law will not disclose the names of any victim or witness without the prior written consent of the accuser or witness, absent a legal requirement to do so.

K. Maintenance of Disciplinary Records

Records pertaining to the investigation and/or disciplinary process will be maintained according to Coastal Law’s policies and applicable state and federal laws regarding maintenance and disclosure of student records. In addition, all records pertaining to allegations of sexual misconduct under this policy will be considered confidential and only
disclosed to individuals at the school who have a legitimate need for the records. Whenever possible, the names and any personally identifying information related to the victim or witnesses will be redacted prior to disclosure.

L. Education and Resources

Coastal Law is committed to educating the student community about sexual misconduct and relationship violence, including prevention and recognition of such acts, through initial student orientation for each entering class and through ongoing prevention and awareness programming. Student Affairs offers information regarding healthy relationships and local resources that are available for the whole community. The training includes definitions of acts of sexual misconduct, relationship violence and consent, information on bystander intervention options, information on risk reduction, and the victim notification and disciplinary proceeding information contained in this Policy. These programs are designed to be comprehensive, intentional, and integrated programs and campaigns designed to end dating violence, domestic violence, sexual assault, and stalking, and be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. In addition, the programs should consider environmental risk and protective factors as they occur on the individual, relationship, community, and societal levels.

Florida Coastal School of Law aims to provide all students with support and resources, which are available in the office and also on the website at: http://www.fcsld.edu/academics/sexual-violence-response-and-prevention
ATTACHMENT #7

COASTAL LAW
COMPLAINT PROCEDURES IN CASES OF
ALLEGED DISABILITY AND AGE DISCRIMINATION

I. Statement of Policy

Florida Coastal School of Law ("FCSL") is dedicated to maintaining an academic environment free of discrimination, exploitation or coercion. Discrimination in any, form frustrates individual achievement, undermines a comfortable learning climate, and affects the integrity of the law school. In the interest of promoting an academic environment in which people are free to work and learn without fear of discrimination, FCSL prohibits discrimination against any individual on the basis of physical or mental disability, or age. This policy extends to all rights, privileges, programs and activities, including employment, admissions, financial assistance, and educational programs. It is also the policy of FCSL to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. Retaliation against any, individual who has filed a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of this policy.

It is the policy of FCSL, to take appropriate remedial measures to prevent the recurrence of discrimination and to correct any discriminatory effects on the complainant and others, if appropriate. Any student, staff or faculty member who learns of possible discrimination should immediately report the possible discrimination to the Associate Dean of Academic Affairs.

These procedures supplement those provided by state and federal law and are in no way intended to discourage their use.

II. Procedures

A. Complaints: Any student, faculty or staff member who believes that he or she has been unlawfully discriminated against in violation of this policy may file a written complaint as promptly as possible after the alleged discrimination. The complaint should be as specific as possible regarding the actions(s) or inaction(s) that precipitated the complaint: date, place, persons involved, efforts made to settle the matter informally, and the remedy sought.

1. Student: A student may file a complaint with the Associate Dean of Academic Affairs. If the complaint alleges discrimination by the Associate Dean of Academic Affairs, then the complaint should be submitted to the Vice Dean of
the Law School.

2. Staff: A staff member may file a complaint with his or her immediate supervisor. If the complaint alleges discrimination by the supervisor, then the complaint should be submitted to the staff member's department head.

3. Faculty: A faculty member may file a complaint with an academic dean.

B. Investigation: The person receiving the complaint will either investigate the complaint or will assign investigation of the complaint to an appropriate administrative officer depending on the nature of the allegations. The person assigned to investigate the complaint is the "investigating law school official." The investigating law school official will conduct a fair and impartial investigation of the allegations of discrimination. The investigating law school official will interview the complainant at the complainant's request. The complainant may present evidence and witnesses to the investigating law school official. The investigating law school official may forward a copy of the complaint to the persons whose actions (or inactions) are the subject of the complaint, and may request a written response from appropriate individuals at FCSL. The investigating school official may also choose to interview witnesses, to meet with concerned parties, to receive oral or written statements, and to make other appropriate inquiries.

C. Notice to the Dean of the Law School: The investigating law school official will notify the Dean of the Law School that a complaint has been filed and the nature of the complaint.

D. Meet and Discuss: At the option of either the complainant or the investigating law school official, a meeting will be conducted with the complainant and the investigating law school official as soon as possible after the filing of the complaint to discuss the procedural requirements of this policy, confidentiality, retaliation, academic freedom, and any other relevant matters.

E. Decision: The investigating law school official will render a decision on the merits of the complaint as promptly as possible. If resolution is not possible within forty-five (45) days of receipt of the complaint, the investigating law school official will inform the complainant of the status of the investigation. The complainant shall be notified of the investigating school official's decision may be sent to the complainant, the Dean of the Law School, the Associate Dean of Student Affairs, and the department and/or the persons whose actions (or inactions) are the subject of the complaint, as appropriate.

F. Appeal Procedures: In the event that the complainant is not satisfied with the resolution of the complaint, an appeal may be made in writing. The appeal should be filed with the Vice Dean of the Law School within fourteen (14) days of the resolution of the complaint. The Vice Dean of the Law School will appoint a three-person review panel of faculty and/or administrators. The members of the panel shall receive a copy of the written complaint and appeal, investigating law school official's decision, and all
supporting documents provided by the investigating school official or the complainant. The Chair of the panel shall notify the participants of a hearing date, time and place at least five (5) calendar days in advance of the hearing. During the hearing, the complainant may address the panel and present his/her appeal. The complainant may have a non-participating advisor present at the hearing. The advisor must be a member of the FCSL, community, such as a student, staff or faculty member. The advisor may not participate in the hearing or address the panel, but may provide the complainant with advice and counsel during the hearing. The panel shall make a recommendation to the Dean of the Law School as promptly as possible after hearing an appeal. The panel may recommend that the investigating school official's decision be upheld, reversed, or some other relief be given.

G. Final Decision: The Dean of the Law School shall render the final decision on the appeal. The Dean of the Law School may adopt, reject or modify the panel's recommendation. The Dean of the Law School shall notify the complainant of the final decision as promptly as possible.

H. Records: The complaint and any other documents that are created in the course of resolving the complaint will be retained by the Associate Dean of Student Affairs in a confidential file.
ATTACHMENT #8

COASTAL LAW
COMPLAINT PROCEDURES IN CASES
IMPLICATING COMPLIANCE WITH ABA STANDARDS

As an ABA-accredited law school, Florida Coastal School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

As outlined in ABA Standard 512, any student at the law school who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following:

A. Submit the complaint in writing to the Associate Dean for Academic Affairs or the Associate Dean of Student Affairs. The writing may consist of e-mail, U.S. mail, or fax.

B. The writing should indicate that this is an ABA Standard 512 complaint and describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).

C. The writing must provide the name, official law school e-mail address, and a street address of the complaining student, for further communication about the complaint.

D. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.

E. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
F. Appeals regarding decisions on complaints may be taken to the Dean of the law school.

G. Any decision made on appeal by the Dean shall be final.

H. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept by the administration in the Deans’ Suite for a period of eight years from the date of final resolution of the complaint.