

**CODE OF ACADEMIC REGULATIONS – March 13, 2026**

This Code governs academic requirements, graduation requirements, and certain student rights and responsibilities. Other sections of the College of Law website contain useful information, such as course prerequisites and class schedules.

**The Academic Regulations cover the following topics:**

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## 1. GRADUATION REQUIREMENTS

Candidates for the J.D. degree are subject to requirements concerning (1) minimum GPA; (2) credit hours; (3) minimum and maximum time for completion of degree requirements; (4) required courses; (5) community service and professionalism requirement; and (6) approval by the Board of Trustees. Those requirements are explained in this Section 1. Transfer students, foreign attorneys, students who visit at other law schools and dual degree students are also subject to the course and credit hour rules in paragraph 2.7.5 below.

1.1. **Minimum GPA:** Students in the College of Law must attain a cumulative grade point average of 2.25 or better. **Grade point averages are not rounded at any time or in any circumstances.**

1.2. **Credit Hours:**

1.2.1. Required Number: Students must earn at least 90 credits.

1.2.2. Limitations on sources of Credit Hours: Three limitations apply to the 90 credits required for graduation, including:

1.2.2.1. *Classroom Credits:*

(a) At least 64 of the credit hours taken shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. In calculating the 64 credit hours of regularly scheduled classroom sessions or direct faculty instruction, the credit hours **may include:** (1) credit hours earned by attendance in regularly scheduled classroom sessions or direct faculty instruction; (2) credit hours earned by participation in a simulation course or law clinic in compliance with ABA Standard 304; (3) credit hours earned through distance education in compliance with ABA Standard 306; and (4) credit hours earned by participation in law-related studies or activities in a country outside the United States in compliance with ABA Standard 307. In calculating the 64 credit hours of regularly scheduled classroom sessions or direct faculty instruction, the credit hours **shall not include** any other coursework, including, but not limited to: (1) credit hours earned through field

placements and other study outside of the classroom; (2) credit hours earned in another department, school, or college of the university with which the College of Law is affiliated, or at another institution of higher learning; (3) credit hours earned for participation in co-curricular activities including but not limited to law review, journals, moot court, and trial competition; and (4) credit hours earned by participation in studies or activities in a country outside the United States for studies or activities that are not law-related.

(b) Additionally, the following credit earning limitations apply: 1. Dual degree students may count up to the maximum number of credits approved for the particular dual degree program towards their law degree. 2. Students may count no more than 9 credit hours earned for participation in co-curricular activities including, but not limited to law reviews, journals, moot court, and trial competitions towards their graduation requirements. 3. Students may count no more than 2 credits earned for Supervised Research and Writing towards their graduation requirements.

1.2.2.2. *Non-NSU Law Courses:* No more than 30 credits may be earned for courses taken outside the College of Law unless a student is transferring law credits under 2.7.4.1 earned from an ABA-approved law school or earned by the student at a time a school had previously been ABA-approved. Included in these 30 credits are non-law graduate courses. Even if taken through the College of Law, all credits earned for foreign study are included as part of this 30-credit limit on courses taken outside the College of Law. Foreign study credits are credits earned from foreign law schools and credits earned from foreign programs sponsored by U.S. law schools.

*Dual Degree Students:* Dual degree students may count towards graduation from the College of Law, up to the maximum number of credits approved by the College of Law, for the particular dual degree program in which they are enrolled; provided the student is matriculated into both the College of Law and other degree program at the time the student completes the course credits to be counted. In addition, the credits earned at NSU but outside the College of Law are included in the overall 30-credit limit on courses taken other than at the College of Law and subject to all other sections of this code for rules concerning taking courses in both programs in the same semester.

1.2.3. Minimum and Maximum Credit Limitations Per Term:

1.2.3.1. *Minimum Credits:* Unless a student has prior written permission from the Student Services Office, a full-time student cannot enroll in fewer than 13 credits during Fall or Winter semester, and a part-time student cannot enroll in fewer than 8 credits during Fall or Winter semester. (Note: full-time students in a 12-credit clinic/field placement may take only 12 credits for the clinic/field placement semester but remain full-time students).

1.2.3.2. *Maximum Credits:* A full-time student may not enroll for more than 18 credit hours during a Fall or Winter semester. A part-time student may not enroll for more than 12 credit hours during a Fall or Winter semester. The summer term has courses that may run either in the first half of the summer, the second half of the summer, or the entire summer. The maximum course load for students enrolled in the first half of the summer is 9 credit hours for full-time students and 6 credit hours for part-time students. The maximum course load for students enrolled in the second half of the summer is 9 credit hours for full-time students and 6 credit hours for part-time students. For any semester, the combination of full and partial terms may not exceed the maximum credit hour enrollment for a semester of 18 credit hours for full-time students and 12 credit hours for part-time students. No College of Law administrator has the authority to waive any of the maximum credit limits. (Note: As used in this Code, a summer term is not a semester. The word "semester" refers only to Fall or Winter semesters).

1.3. **Minimum and Maximum Time for Completion of Degree Requirements:** Students shall complete the course of study for a JD degree no earlier than 24 months and, except in extenuating circumstances, no later than 84 months after the student had commenced the study of law at the law school or a law school from which transfer credit has been accepted. A student must spend at least two of the last four semesters in residence at the College of Law, and must spend at least four semesters total in residence at the College of Law.

1.4. **Required Courses: Students must pass all of the following courses:**

1.4.1. Required Course Sequencing Based on Division (Full-time or Part-time):  
***First Year Curriculum (Full Time Division)***

<b><i>Fall Semester first year full time</i></b> <b>Contracts (4 Credits)</b>	<b><i>Winter Semester first year full time</i></b> <b>Civil Procedure (4 Credits)</b>
<b>Criminal Law (4 Credits)</b>	<b>Constitutional Law I (4 Credits)</b>
<b>Legal Research and Writing I (3 Credits)</b>	<b>Legal Research and Writing II (3 Credits)</b>
<b>Torts (4 Credits)</b>	<b>Property (4 Credits)</b>
<b>LSP I (1 Credit for those matriculating in Fall 2021 and thereafter – 0 Credit for those matriculating prior to Fall 2021)</b>	<b>LSP II (1 Credit for those matriculating in Fall 2021 and thereafter – 0 Credit for those matriculating prior to Fall 2021)</b>
<b>15 credits (matriculating in Fall 2020)</b> <b>16 credits (matriculating in Fall 2021 and thereafter)</b>	<b>15 credits (matriculating in Fall 2020)</b> <b>16 credits (matriculating in Fall 2021 and thereafter)</b>

***First Year Curriculum (Part Time Division) (Criminal Law and Constitutional Law I, which are part of the first-year curriculum, must be taken in the second year.)***

<b><i>Fall Semester first year part-time</i></b>	<b><i>Winter Semester first year part-time</i></b>	<b><i>Second Year part-time</i></b>
<b>Contracts (4 Credits)</b>	<b>Civil Procedure (4 Credits)</b>	<b>Criminal Law (4 Credits)</b> <b>Constitutional Law I (4 Credits)</b>
<b>Legal Research and Writing I (3 Credits)</b>	<b>Legal Research and Writing II (3 Credits)</b>	
<b>Torts (4 Credits)</b>	<b>Property (4 Credits)</b>	

<b>LSP I</b> (1 Credit for those matriculating in Fall 2021 and thereafter – 0 Credit for those matriculating prior to Fall 2021)	<b>LSP II</b> (1 Credit for those matriculating in Fall 2021 and thereafter – 0 Credit for those matriculating prior to Fall 2021)	
<b>11 credits (matriculating in Fall 2020)</b> <b>12 credits (matriculating in Fall 2021 and thereafter)</b>	<b>11 credits (matriculating in Fall 2020)</b> <b>12 credits (matriculating in Fall 2021 and thereafter)</b>	<b>8 credits</b>

1.4.2. Additional Course Requirements for both Divisions:

- 1.4.2.1. Before Graduation: Each student must pass Professional Responsibility (3 Credits).
- 1.4.2.2. *Upper-Class Writing Requirement:* Each student is required to complete a substantial writing experience before graduation in addition to the required Legal Research & Writing curriculum. A list of approved courses, workshops, and seminars satisfying this writing requirement will be made available to students before registration. A student must earn at least a C+ in a designated course, workshop, or seminar. A course, workshop, or seminar satisfying the upper-class writing requirement must be taught by a full-time College of Law faculty member or a College of Law emeritus/emerita faculty member. Each such course, workshop, or seminar is offered as a rigorous writing experience under faculty supervision (based on the number and nature of writing projects assigned to students, the form and extent of individualized assessment of a student’s written products, and the number of drafts that a student must produce for any writing experience). Written work produced for a two-credit Supervised Research and Writing paper or a note or comment written for the Nova Law Review, or the Journal of International Law and Comparative Studies may satisfy the upper-class writing requirement, if it meets the requirements of a rigorous writing experience stated above and a full-time College of Law faculty member or a College of Law emeritus/emerita faculty member certifies that the writing project is of C+ or higher quality. To satisfy the upper-level writing requirement, a research paper for a seminar or supervised research and writing project requires a minimum length of 20

pages (double-spaced, exclusive of footnotes or endnotes) with an array of primary and secondary sources to fully support the research. A student is expected to revise the work based on the critique and feedback provided by the faculty member throughout the semester. Legal documents prepared by students in at least two credit courses or workshops should be comparable in total cumulative length and complexity to this standard, and should provide the student a similar opportunity to revise the work based upon feedback provided by the faculty member. Faculty feedback may be supplemented by peer review. **Students are not permitted to use a course, workshop or seminar to satisfy both the writing requirement and the experiential learning requirement.** A student who will be attending another law school as a transient student may, prior to enrolling in a course (including a seminar, workshop, or other course) that satisfies that school's upper-level writing requirement, petition the Associate Dean for Academic Affairs for permission to count such course taught at that other law school for writing requirement credit. If the Associate Dean grants written permission before the student commences participation in the course, a full-time College of Law faculty member must read the written work product produced during the course and certify that it satisfies the writing requirement.

1.4.2.3. *Experiential Learning Credits:* Students must complete at least 6 credits in experiential learning courses, which are all workshop/simulation courses and field placements/clinics. Workshop courses are designated as such in the course description and a list is available on the College of Law website.

1.4.2.4. *Academic Success and Professionalism Program Requirements:* Students must satisfy the following ASP requirements:

1.4.2.4.1. LSP: All first-year students must satisfactorily complete Legal Skills & Professionalism I and Legal Skills & Professionalism II.

ELA I: The Fall semester, second-year Academic Success and Professionalism course is open to all second-year students and **mandatory** for any student whose first-year cumulative GPA is below 2.75. Transfer students may be required to take ELA I or ELA II upon transfer to the College of Law at the discretion of the academic dean,

but foreign lawyers on the accelerated graduation track are exempted from these courses.

ELA II: The Winter semester, second year Academic Success and Professionalism course is open to all second-year students and **mandatory** for any student whose cumulative GPA is below 2.75 after completion of the fall semester of the second year of law school. Transfer students may be required to take ELA I or ELA II upon transfer to NSU Law at the discretion of the academic dean, but foreign lawyers on the accelerated graduation track are exempted from these courses.

1.4.2.4.2. Third-year Full-Time students and fourth-year Part-Time students must complete Multistate Bar Exam Lab (3 credits) and Florida Bar Exam Lab (2 credits) during the final year before graduation. Both can be taken in the same semester or separate semesters. Students not taking the Florida Bar examination may be exempt from completing the Florida Bar Exam Lab requirement, if approved in writing by the Assistant Dean for the Academic Success and Professionalism Program.

1.4.2.4.3. Students will not be certified for graduation until Student Services receives a certificate of completion of ASP requirements from the ASP office.

#### 1.5. **Mandatory Community Service and Professionalism Requirement**

NSU Shepard Broad College of Law is committed to instilling the ethic of pro bono service, community engagement and public service in its graduates. NSU Law's mission is to ensure that students develop the knowledge, skills, and values that are at the heart of becoming trusted, highly adept, professional lawyers who are respected for serving clients, their communities, and justice.

Each J.D. candidate at NSU Shepard Broad College of Law is required to perform a minimum of 30 hours of qualifying community service as a requirement for graduation with a J.D. degree. Eligible or qualified service options include both law and non-law related placements. The students receive neither pay nor academic credit for their service. Students are required to complete the minimum 30 hours of qualifying community service prior to their final semester before graduating.

Additionally, all law students are encouraged to continue to participate in voluntary pro bono service. NSU College of Law, through The Van Horn Law Group Pro Bono Honor Program, recognize students who have completed voluntary pro bono service as follows: Students are recognized in three levels of distinction: Bronze – 50-124 hours; Silver – 125-299 hours; and Gold – 300+ hours. Students are recognized for their commitment to voluntary pro bono service with an awards certificate, by wearing a gold cord at graduation, and being recognized at an honors program.

Any pro bono (law-related service) hours earned under the College of Law's Mandatory Community Service Graduation Requirement may be credited to The Van Horn Law Group voluntary Pro Bono Honor Program hours.

In addition, each J.D. candidate is required to participate in College of Law designated opportunities to support the development of their professional identity and their cross-cultural competencies in compliance with A.B.A. Standard 303.

- 1.6. **Approval by the Board of Trustees:** A student may graduate with a J.D. degree from the College of Law only upon recommendation of the College of Law forwarded through the Dean's Office to the President and Board of Trustees of the University. The University will not confer a degree until the College of Law's Student Services Office determines that the student has met all requirements, both academic and financial, and has forwarded the student's name to the University. A student must pay all debts owed to the University before graduating, receiving grades or transcripts, receiving a Dean's Certificate to take any bar examination, or receiving any other administrative services from the University. A student will graduate on the degree conferral date determined by the University Board of Trustees.

## 2. EARNING ACADEMIC CREDIT

2.1. **Class Attendance:** Regular attendance in accordance with the attendance policy of the College of Law is an essential requirement of, and is fundamental to, the study of law. The rules governing attendance and the penalties for failure to attend are set forth below.

2.1.1. Attendance – The Mandatory Maximum Number of Absences Rule: The rules in this Section 2.1 are self-executing. Faculty members and instructors are not required to announce attendance rules in advance, unless they are invoking a stricter attendance standard than that set forth in this Section 2.1.

2.1.2. Effect of Exceeding the Mandatory Maximum Number of Absences: Students who miss an excessive number of classes will earn a grade of F regardless of any additional work they complete in the course. If a student exceeds the maximum number of absences but can show that his or her excessive absences were caused, in whole or in part, by extenuating circumstances, the student may petition the Dean of Students, to receive a grade of W (or an I, if the I is appropriate) instead of an F. The Dean of Students may then grant or deny the requested grade. If the Dean of Students denies the student's petition, the student may appeal that decision to the Student Affairs Committee, which shall apply an abuse of discretion standard. Where there has been no such abuse of discretion, the Committee shall deny the petition. Decisions of the Student Affairs Committee about a grade under this paragraph are final and are not appealable. If the petition is granted, whether by the Dean of Students or by the Student Affairs Committee, the Associate Dean for Academic Affairs may waive one or more of the first-year prerequisites where necessary to allow the student to take courses in the next semester.

2.1.3. Meaning of Word "Absence": In deciding whether a student was absent from any particular class, for the purpose of enforcing his or her attendance policy, a faculty member or instructor has the discretion to treat any physical absence from the classroom, during the entire duration of the class—including lateness in arriving, earliness in departing, and absence from the room in mid-class—as an absence. For online/remote attendance at synchronous class sessions of a course designated as an online course (or for specific class sessions designated as remote by the faculty member of an in-person course), a faculty member or instructor has the discretion to treat a student as absent if the student failed (1) to log into the scheduled class session, (2) to login or remain logged in for the entire class session, (3) to have a

functioning camera and microphone allowing for the instructor and the other class members to see and hear the student, or (4) to be responsive during class session.

A faculty member may require students to sign an attendance sheet as proof of attendance. A student's failure to sign the attendance sheet creates a rebuttable presumption of absence. A faculty member or instructor may not treat any other behavior on the part of a student—including being unprepared for class—as an absence. A faculty member or instructor who treats a physical absence for less than the full class as an absence must include those rules in the course syllabus and should treat any absences from the classroom shorter than the entire duration of the class equally between students attending in person and remotely.

2.1.3.1. *Meaning of Word "Absence" in Synchronous and Blended Online Classes:*

In addition to the absence policy in section 2.1.3, a faculty member or instructor has the discretion to treat a student as absent for the applicable portion of a synchronous and blended online course if the student has failed (1) to log into the online course for one week or more, (2) to submit one or more assignments in a timely manner, or (3) has failed to respond in a timely manner to two or more communications.

2.1.3.2. *Meaning of the Word "Absence" in Asynchronous or Partially*

*Asynchronous Classes:* When a course is taught completely or partially asynchronously online, each instructor will define in the course syllabus what it means to be absent for the asynchronous portion of the course. Absences for the synchronous portion will follow the requirements of 2.1.3.1. above.

2.1.4. Reason for Absence is Irrelevant for Purposes of the Mandatory Maximum

Number of Absences Rule and Penalty: The attendance rules apply to all absences. No distinction is made between excused and unexcused absences. While in-person class sessions may be recorded, watching a video of a class when available and provided by the professor, does not count as the student being present for purposes of the class attendance policy.

2.1.5. Drop/Add Period Class Sessions: In the case of upper division courses, student absences from class sessions held during the drop/add period shall not be counted in determining whether a student violates the Maximum Number of Absences

Rule, if the student is not enrolled in the course when the student is absent from a class session held during the drop/add period.

2.1.6. Hurricanes and Similar Disasters: The Mandatory Maximum Number of Absences Rule is automatically suspended when a hurricane warning is issued for Broward, Miami-Dade or Palm Beach Counties. The Dean may also suspend the Mandatory Maximum Number of Absences Rule for students who can establish that they reside in other counties for which a hurricane warning has been issued. In all cases, the Dean will announce when the suspension is lifted and has discretion to lift the suspension at separate times for the Full-time Division and the Part-time Division. In addition, the Dean may suspend the Mandatory Maximum Number of Absences Rule for similar disasters (e.g., pandemics) in the Dean’s discretion.

2.1.7. Additional Circumstances Justifying Waiver: Upon request, the Dean of Students will waive the application of the Mandatory Maximum Number of Absences Rule for a student if the student’s absences occur as a result of complying with documented jury duty, responding to the activation or deployment of his or her military unit, or police, fire, or other civil disaster employees responding to a state of emergency declared by an appropriate civil authority. A waiver shall not be granted unless the student can successfully complete all course requirements. In no event can a student miss attending more than 20% of a course’s classes and remain in the class. This 20% absence maximum applies notwithstanding section 2.1.1.

2.1.8. Maximum Absences: Absent action by a faculty member or instructor described in paragraph 2.1.9, below, the table below indicates the maximum number of absences allowed before a student earns an F for excessive absences under Section 2.1.2.

Number of Class Sessions	Number of Absences
1-4	0
5-9	1
10-14	2
15-19	3
20-24	4

25-29	5
30-34	6
35-39	7
40-44	8
45-49	9
50-54	10
55-56	11

2.1.9. Attendance – Faculty and Instructor Discretion to Lower the Number of Absences Permitted Under the Mandatory Maximum Number of Absences Rule: A faculty member or instructor may establish a stricter standard for absences than the number permitted under the Mandatory Maximum Number of Absences Rule described above by incorporating the lower maximum in the syllabus for the course. If the professor uses a stricter policy, the professor must excuse absences based on extenuating circumstances if the total number of absences do not exceed the number allowed under the Mandatory Maximum Number of Absences Rule. Unless a student misses more than the number of the classes permitted under the Mandatory Maximum Number of Absences Rule, a faculty member or instructor may only lower to the next lowest available grade a student’s final grade as a penalty for unexcused absences that exceed a stricter standard than that permitted under the Mandatory Maximum Number of Absences Rule.

**2.2. Class Preparation**

2.2.1. Out-of-Classroom Expectations: Students are expected to read all assigned materials and be prepared for all classes. As set forth in ABA Standard 310, students should spend a minimum of two hours of out-of-class preparation for every in-class hour in accordance with the chart below.

Number of Credits Earned	Total Required Number of <b>In-Classroom Minutes</b> for Semester	Total Required Number of <b>Out-of - Classroom Minutes</b> for Semester	<b>Total Minutes/Hours Required for Instructional Offering</b>
<b>1</b>	750	1800	2550 (42.5 hours)
<b>2</b>	1500	3600	5100 (85 hours)
<b>3</b>	2250	5400	7650 (127.5 hours)
<b>4</b>	3000	7200	10,200 (170 hours)
<b>5</b>	3750	9000	12,750 (212.5 hours)
<b>6</b>	4500	10,800	15,300 (255 hours)

For credits earned *exclusively* for non-classroom curricular activities, the ABA standard requires that students engage in the appropriate number of minutes as follows:

Number of Non-Classroom Credits Earned	<i>Total Minutes/Hours Required for Credit Earning</i>
1	2700 (45 hours)
2	5400 (90 hours)
3	8100 (135 hours)
4	10,800 (180 hours)
5	13,500 (225 hours)
6	16,200 (270 hours)

2.2.2. Raising of Grades: In a seminar or workshop, a student’s class participation may be taken into account by a faculty member or instructor in determining the

student's final grade, in any manner, and to any extent, which the faculty member or instructor deems appropriate, as long as the students are notified in writing, at the beginning of the semester, of the weight to be given to class participation. In any other course, a student's grade can be raised for class participation only to the next highest available grade that the student would otherwise receive, and a faculty member or instructor who invokes this rule must give written notice in the course syllabus to the students in that class at the beginning of the semester.

2.2.3. Lowering of Grades: A faculty member or instructor may lower to the next lowest available grade a student's final grade in a course if the student is deemed by that faculty member or instructor to be unprepared for class during more than two (2) class sessions. A student who does not respond to a faculty member's or instructor's question may be deemed by that faculty member or instructor to be unprepared for class. Each faculty member or instructor may decide what circumstances, if any, will excuse a failure to be prepared for class. For purposes of this rule, an absence from class shall not count as a class session during which a student was unprepared. This rule is self-executing. Faculty members and instructors are not required to announce its application in advance.

### 2.3. **Date and Time of Examinations:**

2.3.1. General Rule: Students are required to take examinations at the regularly scheduled date and time unless their absence has been excused by Student Services, in which case a make-up examination will be scheduled. Upon request, Student Services will reschedule a final examination for a student if the student has two or more final examinations scheduled to start fewer than 24 hours apart. In addition, upon request, Student Services will reschedule one final examination for a student if the student has four or more final examinations scheduled in consecutive days (e.g., M, T, W, and R) Students may request the rescheduling of an exam by submitting a Request for Exam Rescheduling and Accommodations form to Student Services. This form must be submitted at least one week before the start of exams. Student Services has the discretion to reschedule a final examination only based upon an emergency or a student's disability. Upon request, Student Services will reschedule a final examination for a student if the student has two or more final examinations scheduled to start fewer than 24 hours apart. Student Services will not reschedule an examination because of a student's vacation plans, airplane flights, or similar personal decisions. If an examination is

rescheduled, for whatever reason, it will be rescheduled only for a date or time later than the date or time on which the examination is originally scheduled to be given.

2.3.2. Accommodations pursuant to Americans with Disabilities Act: Students should follow the procedure in Section 11.2 to request an accommodation.

2.3.3. Change in Exam Date: A faculty member or instructor cannot change the scheduled date of a final examination, other than a take-home examination, after students have registered for the course. (This does not preclude changing an “in-class” examination to a “take-home” examination or changing the date of a take-home examination if all students in the course agree to that change).

#### 2.4. Examinations and Quizzes:

2.4.1. When Required: The College of Law requires a written final examination in every course for which credit is given, except clinical work and courses requiring extensive written work such as student competitions, Legal Research & Writing I & II, seminars, workshops, and supervised research and writing projects. The final examination may be administered during the examination period or may be a take-home examination. Faculty members and instructors may elect to give quizzes or other written work in any course.

2.4.2. Anonymous Grading: Any examination or quiz worth more than 25% of a final grade will be graded anonymously. Student Services will distribute anonymous numbers for these examinations and quizzes. If the faculty member or instructor administers more than one anonymously graded examination or quiz during a course, a different anonymous number will be distributed for each. Students must not put their names or other identifying information on these examinations, quizzes, or any other assignments that faculty members or instructors have designated as anonymously graded.

2.4.3. Absence from Examination or Quiz: A student absent from a final examination, mid-term examination, or quiz graded by anonymous number will receive a grade of F for it unless the absence is excused.

- 2.4.3.1. Student requests for an excused absence must be submitted in writing to Student Services before the final examination, mid-term examination, or quiz graded by anonymous number. Students must not contact the faculty member or instructor directly.
- 2.4.3.2. A student who requests an excused absence from an exam but who for extenuating reasons cannot report in advance of the final examination, mid-term examination, or quiz graded by anonymous number the reason for being absent must file a written request to be excused with Student Services at the earliest practicable opportunity; the writing must include the reason for the late request and the reason why the student should be excused. Students must not contact the faculty member or instructor directly.
- 2.4.3.3. A student with a properly excused absence from a final examination will receive a grade of Incomplete. If the student is unable to take the examination by the official make-up date(s) for that semester or term, the faculty member or instructor will determine the date of any make-up examination in consultation with Student Services. The faculty member or instructor will determine if the student will take the missed examination, take a different examination, or take the examination when the faculty member or instructor next teaches the course. The date of the make-up examination cannot be later than 12 months from the date of the end of the semester in which the Incomplete was received. A student who does not take the examination within the required time will receive an F.
- 2.4.3.4. If a student is absent from a final examination, mid-term examination, or quiz graded by anonymous number for circumstances other than the extenuating reasons that would allow an excused absence under Section 2.4.3.2 above, the student must file a written explanation with Student Services at the earliest practicable opportunity; the writing must include the reasons why the student missed the examination. Students must not contact the faculty member or instructor directly. After considering the reasons for the student's absence, the Dean of Students has the discretion to take action based on the type of course in which the problem occurred. If the missed exam occurred in a required course, the Dean of Students may require the student to take a grade of Incomplete for the course and to retake the course in full during the next semester the course is offered rather than receive an F

for the course. If the student is permitted to retake the course, the student must comply with all attendance and other requirements of the course and take the final examination for the course as scheduled. The decision of the Dean of Students is final and not appealable.

2.4.3.4.1. If the student is retaking the course and is in good academic standing, the highest grade the student can receive in the course will be the highest available grade that does not exceed the student's GPA for the semester immediately preceding the one in which the course is being retaken. For example, if the student's GPA after the Fall semester is 2.70 and the student is retaking the course in the Winter semester, the highest grade the student can receive in the course would be a C+ (2.5).

2.4.3.4.2. If the student is retaking the course during a semester when the student is on academic probation, the highest grade the student can receive in the course would be a C (2.0).

2.4.3.4.3. If the missed exam occurred in an elective course, the student will be instructed by the Dean of Students office to take the missed exam as soon as the student's existing exam schedule permits. The student will not be permitted to earn a grade higher than a C+ on the rescheduled exam, regardless of the assessed grade.

#### 2.4.4. Failure to Complete an Examination or Quiz:

2.4.4.1. *General Rule:* A student who begins an examination has decided that the student is well enough to sit for and complete the examination. Therefore, a student who receives a copy of an examination from a proctor will be graded on the work submitted by the end of that examination even if the student is unable for any reason to finish taking the examination. A student who believes the student will be unable to complete an examination must notify Student Services before the examination begins and request an excused absence.

2.4.4.2. *Exception:* If a student is not able to complete an exam that the student has started due to a bona fide medical issue, the student will be expected to provide professional documentation of the medical issue as soon as

reasonably possible after the student has left the exam room. Where adequate professional documentation has been provided, the student in question will receive a grade of Incomplete in that course. The student will be required to re-take the examination consistent with the procedure set forth in Section 2.4.3.3.

2.4.5. Problems during Examination: All College of Law examinations are proctored. If a student discovers a problem, such as an examination with missing pages, or becomes ill during the examination, the student must immediately report the problem to the proctor. The proctor will consult with Student Services if the proctor is unable to resolve the problem.

**2.5. Papers and other Projects:**

2.5.1. Deadline for Coursework: Students must submit other coursework, such as seminar papers and workshop drafting projects, by the scheduled due date unless the faculty member or instructor grants an extension. If an extension has not been granted, the student will receive an F for any work not timely submitted. If an extension has been granted that extends beyond the deadline for submitting grades for the semester, the student will receive an Incomplete.

2.5.2. Due Date for Incomplete Coursework: When a course requires the student to complete a paper or other project to remove a grade of Incomplete, the faculty member or instructor will determine the due date for submission of the required work, which cannot be later than the end of the examination period of the next regular semester following the semester for which the original grade of Incomplete was given. A student who submits a paper after the deadline will receive a grade of F unless the faculty member or instructor and Student Services determine a lesser sanction is appropriate. A grade of Incomplete cannot be changed to a W.

**2.6. Grading:**

2.6.1. Credits Earned Before Matriculation: With the exception of transfer students and foreign attorneys, who receive a transfer of credit from the Associate Dean for Academic Affairs, no course taken before matriculation at the College of Law will receive College of Law credit.

2.6.2. Grading Scale: The College of Law uses the following grading system:

A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D+	1.50
D	1.00
D-	0.75
F (or WF)	0.00

AU Audit; no credit or effect on average

I Incomplete

P Pass; no effect on average

W Withdrawal

Non-classroom

Credits other than Supervised Research and Writing may be graded on a P/D/F system. A grade of D or F affects the student's grade point average; a P does not.

2.6.3. Passing and Failing Grades: A student receives a passing grade by earning a grade of D- or better (or a P or D in a P/D/F course); earning the greater of a C or the minimum grade that school requires as its graduation average (or a P in a P/F course) in a pre-approved course taken at another law school; or earning a B or

better (or a P in a P/F course) in a pre-approved course taken in a non-law graduate program. The Associate Dean for Academic Affairs, acting in conjunction with the faculty as necessary, will determine whether to pre-approve courses to be taken at other law schools or in graduate programs.

**2.6.3.1** *Effect of Failing Grade:* A student who receives an F in a required course will be required to retake the course during the next semester that it is offered. Any student who fails an elective course may retake it if the student wishes. In all instances, the F as well as the grade earned when the course is retaken will be entered on the student's transcript and will be included in the GPA calculation. A student may not retake a course with the same professor.

**2.6.3.2** *Effect of Passing Grade:* A student may not retake a course in which the student received a passing grade and cannot receive credit more than once for the same course.

**2.6.4. Average Grade Range:**

**2.6.4.1.** *Courses Subject to the Average Grade Range:* Civil Procedure; Constitutional Law I; Contracts; Criminal Law; Legal Research & Writing I; Legal Research & Writing II, Property, and Torts.

**2.6.4.2.** *Average Grade Range:* The average grade in each section (or combined sections if an instructor teaches more than one section of a course in the same semester) for any of the courses listed in Section 2.6.4.1 above, will fall between 2.90 and 3.10.

Every instructor teaching a course listed above shall certify that the faculty member's grades comply with the average grade range and submit to the Student Services Office and the Associate Dean for Academic Affairs an electronic or printed copy of the spreadsheet that shows compliance with the average grade range before posting grades for students.

**2.6.4.3.** *Inclusions in Average Grade Range Computation:* Any set of final examination answers received during the grading period (the earlier of 20 business days from the date of the examination for the course or 12 business

days from the date on which the semester ends) shall be graded and included in the calculation of the average grade range for the course. Before entering grades on WebSTAR, the faculty member will check with the Student Services Office to verify that there are no outstanding examination answers for the course.

- 2.6.4.4. *Exclusions from Average Grade Range Computation:* The following are excluded from the Average Grade Range computation:
- 2.6.4.4.1. Grade for any student who did not take the final examination before the end of the grading period (whether or not the student received a grade of I);
  - 2.6.4.4.2. Grade changes approved by the Associate Dean for Academic Affairs as clerical errors (only the original grade is used in determining compliance with the average grade range);
  - 2.6.4.4.3. Grades imposed pursuant to the NSU Code of Student Rights and Responsibilities or College of Law Supplemental Academic Conduct Standards;
  - 2.6.4.4.4. Grades for which there is a charge pending under the NSU Code of Student Rights and Responsibilities or College of Law Supplemental Academic Conduct Standards; and
  - 2.6.4.4.5. Any failing grade given to a student as a result of excessive absences, pursuant to the provisions of Section 2.1.2 of this Code.
- 2.6.5. Transmitting Grades: Faculty members and instructors input their grades into the University WebSTAR system. Students can view their grades on WebSTAR. Grades are not released in any other manner.
- 2.6.6. Changing Grades: A faculty member or instructor who has posted grades may request a grade change only to correct the faculty member's clerical error. No grade will be changed unless the faculty member or instructor submits a written explanation to the Associate Dean for Academic Affairs describing the clerical

error. If the Associate Dean determines that the proposed change is not clerical, the faculty member or instructor may ask that the issue be decided by the Student Affairs Committee.

## 2.7. Special Credit and Enrollment Limitations:

- 2.7.1. Distance Learning Instructional Opportunities: Student enrollment in distance learning courses that count towards graduation must be in compliance with ABA Standard 311. A distance learning instructional opportunity is one in which students are separated from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously. Students are prohibited from registering for a distance learning instructional opportunity if they have taken or are currently taking the in-person version of an instructional opportunity as indicated in the course description. Students are prohibited from registering for the in-person version of an instructional opportunity if they have taken or are currently taking the corresponding distance learning instructional opportunity.
- 2.7.2. Limitation on Courses Offered in More than One Delivery Format: Students are prohibited from registering for a distance learning instruction opportunity if they have taken or are currently taking the in-person version of an instructional opportunity. Students are prohibited from registering for the in-person version of an instructional opportunity if they have taken or are currently taking the corresponding distance learning instructional opportunity.
- 2.7.3. Concurrent Enrollment in Clinics/Field Placements, Academic Courses, and Co-Curricular Activities:
- 2.7.3.1. *Concurrent Enrollment*: Students enrolled in a clinic activity may enroll up to the maximum number of credits allowed for that semester. Students must notify the clinical faculty member of their intended schedule and complete an intended plan to be kept on file at the clinical offices that ensures a schedule that allows all clinical obligations to be properly fulfilled. Any deviations or changes from the plan must be approved.

- 2.7.3.2. *Co-Curricular Student Activity*: For purposes of the following rule, “co-curricular student activity” refers to any student activity for which academic credit is awarded, including Nova Law Review, Journal of International Law and Comparative Studies, and moot court, trial, and other law student competitions. A student who wishes to enroll in a co-curricular activity during a clinical/field placement semester or summer term must notify both the clinic/field placement director and the faculty advisor or faculty coach for the activity of such obligations and complete and intended plan to be kept on file at the clinical offices that ensures a schedule that allows all clinical and competition obligations to be properly fulfilled. Any changes to the plan must be approved.
- 2.7.4. Transfer and Foreign Students: The Associate Dean for Academic Affairs follows Admissions Committee and faculty guidelines in admitting transfer students and foreign attorneys and awarding advanced standing credit to all students.
- 2.7.4.1. *Transfer Students*: Transfer students may receive a maximum of 60 credits for eligible coursework at another law school as provided in 1.2.2.3. To receive credit, a transfer student must earn the greater of a C or the minimum grade that school requires as its graduation average. The Memorandum of Transfer Credits will indicate how many additional credits and which courses are required for graduation.
- 2.7.4.2. *Foreign Attorneys*: Foreign attorneys will receive credit for no more than 30 credits of prior coursework. The Memorandum of Transfer Credits will indicate how many additional credits and which courses are required for graduation. A foreign attorney must earn at least 60 credits at the College of Law. The Associate Dean for Academic Affairs cannot reduce the number of credits earned at the College of Law below 60. Foreign attorneys in their final year at the College of Law will retain second year preference status for second year preference and required courses, but will otherwise be treated as third year full-time or fourth year part-time students, as applicable.
- 2.7.5. Non-Law Course: Credit towards the J.D. degree shall only be given for non-law course work taken after the student has matriculated in a law school. To receive College of Law credit for a non-law course, the student must obtain written

approval from the Associate Dean for Academic Affairs before taking the course. To receive credit for a non-law course, a College of Law student must earn at least a B (or a P in a P/F course). Those credits will be added to the student's College of Law record by a Transfer of Credit form after the College of Law receives an official transcript showing that the student received the grade required for credit.

2.7.5.1. *Non-Law Course Credits:* Unless the student is in an approved dual degree program between the College of Law and the other school, the College of Law will approve no more than nine (9) non-law credits, none of which may be counted in the required 64 credit hours of regularly scheduled classroom sessions or direct faculty instruction. The non-law credits earned are included in the overall 30-credit limit on courses taken other than at the College of Law.

2.7.5.2. *Dual Degree Students:* Dual degree students may count up to the maximum number of credits approved for the particular dual degree program towards their law degree, however none of those credits may be counted in the required 64 credit hours of regularly scheduled classroom sessions or direct faculty instruction. The increased limit applies provided the student is matriculated into both the College of Law and other degree program at the time the student completes the course credits to be counted. In addition, the credits earned at NSU but outside the College of Law are included in the overall 30-credit limit on courses taken other than at the College of Law. See Section 4.1.2.2 of this Code (Good Standing) for rules concerning taking courses in both programs in the same semester.

2.7.6. College of Law Students Who Visit Other Law Schools: To receive College of Law credit for courses taken as a visiting (transient) student at an ABA-accredited law school the student must submit a Request for Coursework at Other U.S. Law Schools form to obtain approval from the Associate Dean for Academic Affairs before taking the course. The approval of the Request for Coursework at Other U.S. Law Schools will indicate whether a College of Law student will be permitted to use a course taken elsewhere in satisfaction of a course that is required by the College of Law (an option only for students with at least a 3.1 cumulative grade point average) or to satisfy a College of Law prerequisite. Once the Associate Dean for Academic Affairs provides a student with approval of a course the student proposes to take at another law school, the Associate Dean may thereafter approve any changes in the courses taken by the student at the law school in

question. No credit will be given for credits earned at other law schools if those credits would result in the student earning less than 60 credits at the College of Law, and the student must comply with section 1.2.2.1 regarding classroom credits. To receive credit for work done as a visiting (transient) student, a College of Law student must earn the greater of a C or the minimum grade that school requires as its graduation average. The credits will be added to the student's College of Law record by a Transfer of Credit form after the College of Law receives an official transcript showing that the student received the grade required for credit.

### 3. REGISTERING FOR COURSES

3.1. **Prerequisites:** Course prerequisites are published on the College of Law website as part of the course descriptions. Any updates will appear in registration materials. Prerequisites are of two types: courses and grade point average. Although non-classroom credits must require at least a minimum grade point average of 2.25, some of these offerings require a higher grade point average. Neither the faculty member teaching a course nor the administration can waive a prerequisite. Students who enroll in a course for which they lack one or more prerequisites will be dropped from the course no matter how late in the semester or term the problem is discovered. They will not receive credit for the course. The responsibility for determining that prerequisites are met lies with the student. Prerequisites may vary for foreign attorneys and students enrolled in a dual degree program with a foreign law school. Students in those categories have their course sequence prescribed.

#### 3.2. Initial Registration:

3.2.1. Timing: Students register for summer and fall classes during the preceding winter semester; they register for winter classes during the preceding fall semester. Students can both add and drop courses during this period. See Section 3.4, for special registration rules pertaining to courses taken at another law school, non-law courses, and student activity credits.

3.2.2. Restriction: Fall start students with a cumulative grade point average below 2.25 at the end of the preceding fall semester are not eligible to register for summer courses.

3.2.3. Academic Supervision Requirements: A student whose GPA is below 2.9 upon completion of their first-year, or whose GPA falls below 2.9 at the close of any subsequent semester, and who is permitted to continue in the Law School must comply with the mandatory advising requirements set forth by the Office of Student Services, submit their proposed course schedule to the Dean of Students prior to registration, and must receive the Dean of Students' approval of their proposed schedule.

### 3.3. Preferences Based on Admission Status:

3.3.1. Full-Time/Part-Time: Full-time students have preference for most courses that meet during the day if there is also an evening section of that class; part-time students have preference for courses that meet during the evening. Seats in limited enrollment seminars and workshops will be allocated equitably between full-time and part-time division students.

3.3.2. Third-Year Full-time: During initial registration rising third-year full-time students have priority for all upper class day courses that are not designated second year preference or required courses. This preference applies to second-year students registering for fall courses and to third-year students registering for winter courses.

#### 3.3.3. Second-Year Full-time:

For students matriculating into the College of Law prior to Fall 2020: During initial registration, second-year full-time students have priority for all day sections of Business Entities, Constitutional Law II, Criminal Procedure, Evidence, Family Law, Income Tax, Trusts, Wills, and Wills & Trusts in the fall semester. Second-year full-time students have priority for all day sections of Professional Responsibility and Trial Advocacy in the winter semester and the summer term. This preference applies to first-year students registering for fall courses and to second-year students registering for winter and summer courses.

For students matriculating into the College of Law in Fall 2020 and thereafter: During initial registration, second-year full-time students have priority for all day sections of Constitutional Law II, Criminal Procedure, Evidence, and Income Tax in the fall semester. Second-year full-time students have priority for all-day sections of

Professional Responsibility and Trial Advocacy in the winter semester and the summer term. This preference applies to first-year students registering for fall courses and to second-year students registering for winter and summer courses.

- 3.3.4. First-Year Students: Students in their first Fall and first Winter term must take their courses in the section to which they are assigned. First-year students are not eligible to take any course other than (or in addition to) the required first-year courses.
- 3.3.5. Part-time Students: Required courses for those matriculating into the College of Law prior to Fall 2020 will be offered to part-time students in a manner that allows students to take all of them before graduation.
- 3.3.6. Failure to Take Course During Preference Period: A student who does not register for an elective or menu course for which the student has preference during the initial registration period waives the preference for that course unless the delay occurred because the student lacked a prerequisite. If the course is required for graduation, the student will be allowed to enroll during the drop/add period, if a seat is available after all students with preference have had an opportunity to register.
- 3.3.7. Foreign Attorneys: Foreign attorneys retain the right to register for second-year preference courses in their final year. They do not have to wait for the drop/add period.
- 3.3.8. Auditors: Students taking a course for credit have priority over students seeking to audit. Students who have fulfilled the prerequisites may audit a course with the permission of the faculty member teaching the course if seats are available after students enrolling for credit have registered; permission is to be obtained from the Associate Dean for Academic Affairs for courses taught by adjunct faculty. Audited courses do not count towards any graduation requirements.
- 3.3.9. Course Caps: All seminars and workshops are capped at 20 or fewer students. No faculty member or instructor may increase any applicable cap for a course, seminar, workshop, clinic, or field placement. With the exception of the American & Caribbean Law Workshop and the Judicial Field Placement no seats are available

in any course, seminar, workshop, clinic, or field placement by permission of the faculty member or instructor.

### **3.4. Special Registration Rules:**

- 3.4.1. Courses Taken at Another Law School: When a student has received approval to take a course at another law school pursuant to Section 2.7.7 above, the student registers for courses taken at the other law school when that other program holds its registration.
- 3.4.2. Non-law Courses: When a student has received approval to take a non-law course, the student registers for courses taken in the graduate program other than a law school when that other program holds its registration.
- 3.4.3. Student Activity Credits: Students register for co-curricular activity credits, such as law review or journals, moot court, and trial competitions, during the normal registration or drop/add periods. Registration for all student activity credits is done through Student Services rather than through web registration. Students must submit a form signed by the supervising faculty member to Student Services.
- 3.4.4. Supervised Research and Writing: Students register for Supervised Research and Writing during the normal registration and drop/add periods. Registration is done through Student Services rather than through web registration. Students must present a signed form from the supervising faculty member.

### **3.5. Dropping and Adding Courses:**

- 3.5.1. Drop/Add Period: The drop/add period begins on the date announced by Student Services. With the exception of Supervised Research and Writing, the drop/add period ends after five class days or after all classes have been scheduled for at least one meeting, whichever is earlier. Students may drop Supervised Research and Writing through the end of the second week of classes for a regular semester (the drop period for Supervised Research and Writing in summer term will be twice as long as the drop period for other classes).

3.5.2. Adding Courses: Students cannot add a course, including Supervised Research and Writing, after the drop/add period ends. Attendance requirements are not waived for students who add a course during the drop/add period, except as specifically provided in Section 2.1.5 of this Code.

3.5.3. Withdrawing from Courses:

3.5.3.1. *Required Courses*: A student may not withdraw from a required course (other than Professional Responsibility), except in extenuating circumstances upon written petition approved by the Dean of Students and the faculty member.

3.5.3.2. *Clinic or Field Placement*: A student may not withdraw from a clinic or field placement after the semester or summer term begins except in extenuating circumstances upon written petition approved by the Dean of Students and the faculty member.

3.5.3.3. *Other Elective Courses and Professional Responsibility*: A student may withdraw from an elective course or from Professional Responsibility at any time during the drop/add period. Withdrawal after the drop/add period requires the faculty member's permission.

3.5.3.4. *Overriding Limitation*: Absent extenuating circumstances, notwithstanding other provisions of this paragraph 3.5.3, a student may not withdraw from a course fewer than 21 days before the end of the semester. A student petition for a waiver of this rule based on extenuating circumstances must be granted by both the Associate Dean for Academic Affairs and the University's Office of Enrollment and Student Services for withdrawal to be permitted. A student cannot withdraw from a course in which he or she has a grade of Incomplete.

3.5.3.5. *Effect of Withdrawal on Transcript*: A student can withdraw from courses without a grade of W appearing on the transcript at any time through the end of the drop/add period. If a student withdraws from (or is withdrawn from) a course after the drop/add period ends, a W will appear on the transcript. The faculty member may award a grade of F if the student is doing unsatisfactory work at the time of withdrawal.

#### **4. GOOD STANDING, PROBATION, AND DISMISSAL**

**A student who is not in good standing may be dismissed or placed on probation. Students who are on probation and students who are in good standing but have cumulative grade point averages below 3.1 are subject to additional limitations. Those rules are explained in this Section 4. Only grades earned at the College of Law are used in determining whether a student has attained any grade point average requirement specified in this Section 4. This Section 4 explains both requirements for and consequences of: (1) Good Standing; (2) Probation; (3) Academic Dismissal; (4) Effect of Admission Status on Applicability of Rules; (5) Petitions for Reinstatement Following Academic Dismissal and (6) Character and Fitness.**

**4.1. Good Standing:**

4.1.1. Average GPA: Students must have a cumulative grade point average of 2.25 to be in good academic standing. A student whose cumulative grade point average is below the required cumulative GPA is not in good standing and will be dismissed unless the student is eligible for probation.

4.1.2. GPA Average Limitations: Even though they are in good standing, students whose cumulative grade point average is below 3.1 are subject to the following limitations:

4.1.2.1. *Required Courses:* The student must take all required courses at the College of Law and cannot substitute courses taken elsewhere.

4.1.2.2. *Non-Law Courses:* The student cannot simultaneously take non-law courses in another program. Students who wish to take such courses may take them in a semester or summer term during which they are not taking any College of Law courses.

**4.2. Academic Dismissal and Probation:**

4.2.1. Required Average: A student matriculating into the College of Law as a first-year law student whose grade point average is below 2.00 after the student's first semester is academically dismissed. A first-year student whose grade point average is between a 2.00 and 2.24 after the student's first semester is on probation in the next semester. A student or a transfer student who fails to achieve a cumulative grade point average of at least a 2.25 at the end of any subsequent semester or

term of enrollment is academically dismissed. See Section 4.4 below, for the effect of admission status on the required average.

4.2.2. Consequences of Probation:

4.2.2.1. *Courses:* No student on probation may receive credit for a course taken at another law school or non-law courses taken in another graduate program.

4.2.2.2. *Non-classroom Credits:* No student on probation may take credit-earning opportunities other than those that require attendance in regularly scheduled classroom sessions or direct faculty instruction as referenced in Section 1.2.2.1 of this Code.

4.2.2.3. *Student Activities:*

4.2.2.3.1. No student on probation is eligible to serve as an officer, director or coordinator of (or hold any other position of responsibility in) any organization affiliated with the College of Law, whether or not credit can be earned through participation in the activity (e.g., Law Review, Moot Court Society, SBA, FAWL). A student must relinquish any position whenever his/her cumulative grade point average is below the level for good standing.

4.2.2.3.2. No student on probation is eligible to compete in, coordinate, or serve as a witness for any intramural or interscholastic competition, or to serve on the Law Review, Journal, or Citator staff or board of editors. This includes the first-year competition. A student in good academic standing chosen for any interscholastic competition who is placed on probation before the competition will be withdrawn from the competition without any grade.

4.3. **Academic Dismissal:**

4.3.1. Consequences of Dismissal: Students who are academically dismissed are not eligible to continue studies at the College of Law. Dismissal is final and

unreviewable by any means other than through the process included in Section 4.5 (Petitions for Reinstatement and/or Readmission) of this Code.

- 4.3.1.1. A student who is academically dismissed from the College of Law may apply for admission as a first-year student for any subsequent academic year. The application described in 4.3.1.1 is made using the normal College of Law admissions process, including filing an application for admission.

**4.4. Effect of Admission Status on Applicability of Rules:**

- 4.4.1. Part-Time Students: The rules above apply to part-time students in the same manner as to full-time students. The first two part-time semesters constitute the first two semesters of the first year of law school.
- 4.4.2. Transfer Students: A transfer student other than a foreign attorney who matriculated into the College of Law who fails to attain the required cumulative grade point average as noted in this code at the end of any semester or term of enrollment (including any intensive term, summer term, or fall or winter semester) is academically dismissed. For this purpose, intensive terms and mini-terms in the same summer will be combined rather than treated as separate terms. Transfer students are not entitled to any probationary semesters or terms.
- 4.4.3. Foreign Attorneys: A foreign attorney is subject to the rules applied to First Year students in the first two semesters during which the foreign attorney is enrolled at the College of Law.
- 4.4.4. Visiting/Transient Students: A student who is attending the College of Law as a visiting/transient student is subject to the rules governing transfer students.

**4.5. Petitions for Reinstatement and/or Readmission Following Academic Dismissal:**

- 4.5.1. Notification of Academic Dismissal: A student who has failed to attain any minimum grade point average (GPA) currently required by this Code, by the deadline set forth in the Code for attaining that GPA, will be academically dismissed. The College of Law will send a letter and an email to each dismissed

student who is entitled to submit a petition as soon as reasonably possible following the entry of all grades for that student, notifying him or her of: the dismissal, the right to submit a petition for reinstatement and/or readmission, the date(s) on which these petitions are scheduled to be considered and decided, the ultimate deadline for submitting a petition, the criteria set forth herein for granting any such petition, and the right to continue attending classes pending the resolution of the petition.

4.5.2. Submission of Petitions:

4.5.2.1. A *petition for reinstatement* is a request that the College of Law allow the student to continue his or her studies, retaining his or her earned academic credits and GPA. A *petition for readmission* is a request that the College of Law allow the student to be readmitted in the following fall semester in which the student will begin his or her legal studies anew, and will not retain his or her earned academic credits and GPA.

4.5.2.2. Petitions shall be addressed to the Student Services Committee, but shall be delivered to the Dean of Students, who will transmit them to the Committee.

4.5.2.3. *Time for Submitting and Considering Petitions:*

4.5.2.3.1. A student may submit a petition for reinstatement and or readmission as soon as he or she knows that his or her GPA has fallen below the required GPA, even if the student has not yet received a letter of dismissal from the College of Law.

4.5.2.3.2. The College of Law will notify students of the meeting dates and deadlines for submitting petitions. The Committee will meet as soon as possible to consider and vote on the petitions. All petitions received by the Student Services Committee in time to be considered at the meeting will be considered at that meeting. The deadline for receiving petitions shall be three business days prior to the meeting date.

4.5.2.3.3. A petition which has been submitted later than any of the deadlines referred to herein will not be considered, unless the lateness

of the submission was caused by (a) delay on the part of a faculty member or instructor in entering a grade, or (b) an error by a faculty member, instructor or a College of Law or University administrator, or (c) extraordinary or extenuating circumstances, preventing the filing of a timely petition. If a Petition is not timely filed, a dismissed student's only option is to file an application through the Office of Admissions. The application will be subject to the policies and procedures for new applicants.

4.5.3. Criteria for Granting Petitions:

- 4.5.3.1. The grade point average earned by a student is the strongest indicator of student success, and the strong presumption is that a student who has not met the academic criteria for continuation shall not be reinstated or readmitted, absent a compelling reason for the College of Law to grant the petition. A student may overcome the presumption by showing that he or she meets the criteria for reinstatement or readmission with compelling evidence that he or she meets the standards of this sections and that the student will be successful in the completion of law school.
- 4.5.3.2. For a petition for reinstatement to be granted by the Student Services Committee, the petition must demonstrate that (a) the student's poor academic performance was a result of extenuating circumstances outside of the student's control (such as serious illness, unusual hardship, or qualitatively similar circumstances), (b) the extenuating circumstances that caused the student's poor academic performance have been fully resolved and no longer exist, and (c) given one more semester, the student will be able to attain (and maintain thereafter) the requisite GPA. A student may submit supporting documentation simultaneously with the petition.
- 4.5.3.3. For a petition for readmission to be granted by the Student Services Committee, the petition must demonstrate that (a) the student's poor performance was a result of extenuating circumstances (such as an undiagnosed illness, unusual hardship, or qualitatively similar circumstances that impacted the learning experience, (b) the extenuating circumstances that

caused the student's poor academic performance have been fully resolved and no longer create an impediment to success, and (c) if readmitted the Student Services Committee anticipates the student will be able to successfully attain and then maintain the requisite GPA. A student may submit supporting documentation simultaneously with the petition.

4.5.3.4. The Student Services Committee may elect to treat a petition for reinstatement as a petition for readmission if the Committee determines readmission is the appropriate outcome for a student petition.

4.5.3.5. A student may submit only one petition for reinstatement and/or readmission. The student may seek both reinstatement and readmission in the same petition. In addition, a student who is readmitted as a first year student may submit one petition for reinstatement even if he or she had submitted one petition for reinstatement during his or her prior admission at the College of Law. However, the student cannot file another petition for readmission.

A student who has been dismissed for more than one academic semester may not seek readmission by petition and instead shall file any application for admission through the Office of Admissions. Such application will be subject to the policies and procedures for new applicants.

4.5.4. The Decision Process:

4.5.4.1. The Dean of Students will notify all full-time faculty members and full-time instructors of the identity of all students who have petitioned, inviting faculty members and instructors to submit written comments regarding any such student. Any such comments shall be addressed to the Student Services Committee, but delivered to the Dean of Students, who will transmit them to the Committee.

4.5.4.2. In no event will a student's petition be shown, without the consent of the petitioner, to anyone other than the members of the Committee, a member of the College of Law faculty (upon request), or a College of Law or University administrator charged with making decisions regarding disability-related issues; provided, in the case of a petitioner who represents to the panel that

he or she has been diagnosed with a disability, the Committee may show the petition to a disability specialist for guidance.

- 4.5.4.3. A panel consisting of at least three voting members of the Committee will consider and rule on petitions for reinstatement or readmission. The student member of the Committee, or his or her designate, should be a member of the panel that considers and votes on a petition when the petitioner has waived his or her privacy rights. The Dean of Students or his or her designate, sitting as a non-voting ex officio panel member, will attend each such meeting and participate in the discussion of each petition.
- 4.5.4.4. The panel may request any supporting documentation or other information from a petitioner that the panel believes will or may be helpful to it in making its decision.
- 4.5.4.5. When granting a petition for reinstatement or readmission, the panel may choose to make any recommendation to the petitioner and may impose any conditions precedent to reinstatement or readmission that the panel deems appropriate in order to improve the student's chances of success following reinstatement, including (but not limited to) recommendations or requirements pertaining to (a) the taking of specified courses, (b) the number of credit hours taken, and (c) limitations on outside employment or other extracurricular activities. A student whose petition for reinstatement is granted will be on probation during the semester of reinstatement and is subject to the consequences described in Section 4.2.2.
- 4.5.4.6. All decisions of the panel concerning petitions for reinstatement and readmission are final.
- 4.5.4.7. *Notification of Panel Decisions:* Following each meeting, the Chair of the Student Services Committee will, as soon as reasonably possible thereafter, notify each petitioner, by letter and email, of the panel's decision. The Chair will also provide a summary of the panel's decisions to the faculty.

**4.6. Character and Fitness: Obligations, Disciplinary Action, and Sanctions:**

All applicants and students enrolled at the College of Law have a continuing obligation to provide a complete, candid, and truthful disclosure of events that are relevant to the evaluation of their character and fitness as potential members of the legal profession.

4.6.1. Students: Students enrolled or on academic leave have a continuing obligation to report information concerning any events relevant to their character and fitness. This includes, but is not limited to all information required to be disclosed on the law school application, including updating that information when events occur. The information required to be disclosed on a continuing basis includes, but is not limited to, the following:

4.6.1.1. *Educational Institutions*: Any one or more of the following events at other educational institutions, including during any prior enrollment at a law school, must be disclosed and updated:

4.6.1.1.1. Request or advice involving discontinuation of studies related to character and fitness; and

4.6.1.1.2. Accusation of a violation of an honor code or student code of conduct; and

4.6.1.1.3. Imposition of academic warning; and

4.6.1.1.4. Imposition of academic or disciplinary probation; and

4.6.1.1.5. Suspension or dismissal; and

4.6.1.1.6. Expulsion or imposition of requirement to withdraw for academic reasons.

4.6.1.2. *Violations of Law*: For violations of law the continuing disclosure and updating obligations apply to any event that resulted in a sanction of:

4.6.1.2.1. Probation; or

4.6.1.2.2. Community service; or

- 4.6.1.2.3. Jail sentence; or
- 4.6.1.2.4. Revocation or suspension of a driver's license; or
- 4.6.1.2.5. Traffic violations resulting in a fine of \$200 or more dollars.

4.6.1.3. *Additional Requirements Pertaining to Violations of Law:* A student has a continuing obligation to disclose any of the following events:

- 4.6.1.3.1. Conviction of a criminal offense in any city, state or country, other than a minor traffic offense; and
- 4.6.1.3.2. Entry into a plea of guilty or nolo contendere (no contest) to a criminal offense; and
- 4.6.1.3.3. Had adjudication of guilt withheld for a criminal offense; and
- 4.6.1.3.4. Participated in a first-offender or pre-trial diversion program or its equivalent; and
- 4.6.1.3.5. Committed any criminal offense where the records have been sealed or expunged.

Notes: Driving under the influence is not a minor traffic offense. Criminal offenses include those committed as a juvenile.

4.6.1.4. *Licensure:* The continuing disclosure and updating obligations apply to the following:

- 4.6.1.4.1. Denial of a professional license; and
- 4.6.1.4.2. Revocation or suspension of a professional license; and
- 4.6.1.4.3. Disciplinary action by a licensure board or agency.

- 4.6.2. Applicants: Following the submission of an application for admission to the College of Law, all applicants have a continuing obligation to disclose and update post submission of their applications information concerning any events relevant to their character and fitness listed in this Section 4.6.1, above, applicable to students.
- 4.6.3. Timely Disclosure:
- 4.6.3.1. *Applicants*: A disclosure that should have been made by an applicant in the applicant's original application is considered timely if made no later than November 1st of the applicant's first semester at the College of Law or March 1st if the applicant began their studies in January.
- 4.6.3.2. *Students*: A disclosure by a student is considered timely if it is made within 21 business days of any event listed in this Section 4.6.1.
- 4.6.4. Change of Status Reservation or Other Disciplinary Action: As a result of disclosures made under this 4.6, or if the College of Law learns of events required to be disclosed, the College of Law reserves the right to change the status of an applicant or student including, but not limited to, revocation of acceptance, revocation of matriculation, suspension, exclusion, revocation of degree, or to impose other appropriate disciplinary action. Any change of status or other disciplinary action shall become part of the applicant's or student's record and may be disclosed to the appropriate state bar authority, including in any dean's certificate concerning character and fitness.
- 4.6.5. Sanctions for Failing to Timely Disclose: Failure to timely disclose information required in to be disclosed in this Section 4.6 may result in disciplinary action taken by the College of Law, even if no sanction is imposed under this 4.6 or in addition to sanctions imposed under this Section 4.6. Any sanction imposed shall become part of a student's record and may be disclosed to the appropriate state bar authority, including in any dean's certificate concerning character and fitness. The Dean of Students determines sanctions for students whose admissions applications contain errors.

## 5. CLASS RANK AND HONORS

### 5.1. Class Rank:

*For students matriculating into the College of Law prior to the fall of 2020, class rank is determined as follows:*

Student Services prepares separate class rank lists at the end of each academic semester (fall and winter). Students are ranked separately by class (first, second, third, fourth year) within their division (full-time or part-time). Students starting their studies in January join the rank cohort of the proceeding fall start class upon completion of their first semester. Class rank is based on cumulative grade point average and includes only grades earned at the College of Law. Students who switch divisions (e.g., from full-time to part-time or part-time to full-time) will thereafter be ranked in the division they were in during the semester or summer term in which they completed 60 credits. As a result, students who change division in their final year will generally be ranked in their original division and not in their new division. International dual degree students are not ranked.

*For students matriculating into the College of Law in the fall of 2020 or thereafter, class rank is determined as follows:*

Student cohort is determined by the total number of credits towards graduation, regardless of where earned, while class rank is only based on cumulative grade point average from credits earned at the College of Law.

Student Services prepares a separate class ranking based on the total number of students' completed credits at the College of Law in three groups:

- All students completing 12-32 credits are ranked as one group, regardless of division.
- All students completing 33-61 credits are ranked as one group, regardless of division.
- All students completing 61-90 graduation credits are ranked as one group, regardless of division.

Transfer students, including Accelerated JD Program students, will not be ranked until they have completed 60 credits, including credits transferred to the College of Law. International Dual Degree students are not ranked.

**5.2. Honors:**

5.2.1. Dean’s List: Student Services compiles separate Dean’s Lists for each semester (fall or winter). The Dean’s List includes students who earn at least a 3.30 for the semester. It is not based on cumulative grade point average and includes only grades earned at the College of Law. In order to be recognized on the Dean’s List, part-time students must be enrolled in at least 8 credits for the semester; full-time students must be enrolled in at least 13 credits, except students in a full-time clinic, who may be enrolled in 12 credits.

5.2.2. Graduation with Honors: A student graduates with honors by earning the following cumulative grade point average for work done at the College of Law:

Summa Cum Laude	3.8 or higher
Magna Cum Laude	3.6-3.79
Cum Laude	3.30-3.59

5.2.3. Highest Grade Awards: Faculty members may designate a “highest grade” for each course section they teach in a fall or winter semester or summer term. Students designated for these awards receive certificates from Student Services.

5.3. **Applicability to Transfer Students, Foreign Attorneys, and Visiting Students**: Transfer Students and Foreign Attorneys are eligible for Dean’s List, Graduation with Honors, and Highest Grade Awards. They are not eligible for Class Rank. Students attending the College of Law as visiting students are eligible only for Highest Grade Awards.

**6. LEAVES OF ABSENCE AND WITHDRAWALS**

6.1. **Leave of Absence**: To request a leave of absence for up to one year, a student applies to the Student Services Office. That office may grant a leave of absence for good cause, but only if the student is in Good Academic Standing or on Academic Probation.

- 6.2. **Withdrawal:** A student considering withdrawing from the College of Law should first consult with Student Services. A student's status—Good Standing, on Academic Probation, or Academically Dismissed—will not be changed because the student withdraws. Absent extenuating circumstances a student who withdraws from the College of Law fewer than 21 days before the end of the term will receive an "F" for those courses that have not been completed.
- 6.3. **Procedure:** To obtain a leave of absence or to withdraw, a student must complete and submit to Student Services an official leave of absence or withdrawal form. The student must also satisfy or make arrangements to satisfy all University and College of Law obligations (including return of library materials).
- 6.4. **Failure to Follow Procedures:** A student who fails to request a leave of absence or to formally withdraw will be withdrawn from the College of Law effective with the first semester in which he/she does not attend class. The student will be permitted to return to the College of Law only if readmitted as a first-year student by the Admissions Committee.

## 7. WAIVERS OF AND CHANGES IN COLLEGE OF LAW RULES

- 7.1. **Waiver Requests:** Requests for waiver of any College of Law rule, except petitions for reinstatement, are to be presented in writing to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will (1) rule on the request; (2) refer it to the Dean or the appropriate Associate/Assistant Dean; or (3) if the petition relates to continuation of studies after academic dismissal, advise the student to use the procedures set forth in Section 4.5 of this Code. Decisions of the Associate Dean for Academic Affairs may be appealed to the Student Affairs Committee, which shall apply an abuse of discretion standard. Where there has been no such abuse of discretion, the Committee shall deny the petition. Decisions of the Student Affairs Committee are final and not subject to further review. Petitions for reinstatement are decided by the Student Affairs Committee with finality and are not subject to further review.
- 7.2. **Application of Rule Changes:** A change in College of Law rules, including a change relating to degree requirements, which may occur after the original admission of a student to the College of Law, will apply to all students unless the new rule otherwise

states or the Dean of faculty waives the change on the ground of extenuating circumstances.

## **8. STUDENT PARTICIPATION IN COLLEGE OF LAW GOVERNANCE: FACULTY COMMITTEES AND FACULTY MEETINGS**

### **8.1. Faculty Committees:**

8.1.1. Committee List: The Dean will publish and maintain a current list of all faculty committees, including descriptions of their duties and jurisdiction.

8.1.2. Student Members: Students may sit on faculty committees other than the Contract Renewal, Promotion and Tenure Committee, and the Faculty Development Committee. If any committee's charge includes the study of information that could be associated with individual students, Student Members of that committee will not be allowed to view the information absent a waiver.

8.1.2.1. The Student Bar Association will appoint one primary, and one additional student representative to each faculty committee. The additional student can vote (a) only in the absence of the primary student representative, or (b) if the faculty members on the committee vote to extend voting rights to a second student. In either case, the additional student representative will have the same voting rights as the primary representative.

8.1.2.2. The extent of student participation will depend on the determination of the individual faculty committee. Student members of the Admissions Committee may not read or vote on applicant files. Student members of the Student Affairs Committee may not participate in matters concerning other students for whom a waiver of student privacy rights is not on file.

### **8.2. Student Representation at Faculty Meetings:**

8.2.1. Appointment: Two SBA representatives, appointed by the Student Bar Association president, may attend and participate in faculty meetings, except those portions of a meeting dealing with (a) tenure, continuing contract, or other faculty

personnel matters (other than voting on an initial offer of employment), (b) matters relating to other students who have not waived their rights of privacy, and (c) matters considered in executive session.

8.2.2. Designation of Representatives: The SBA president will designate the primary student representative, who will have the right to one vote at faculty meetings. The second representative will have a right to vote in the absence of the primary student representative.

## 9. MISCELLANEOUS STUDENT/FACULTY ISSUES

- 9.1. **Office Hours**: Each faculty member and instructor has the right to set the time made available for consultation with students. Faculty members and instructors must devote a reasonable amount of time each week to a fairly regular schedule of office hours.
- 9.2. **Recording Class Sessions**: Recording of classes by a student is prohibited unless the student receives written permission to record the class from the faculty member or instructor. Faculty members and instructors are encouraged to allow videotaping and audiotaping of classes meeting the evening before religious holidays on which the College of Law is closed, as well as on religious holidays for which the College of Law is not closed.
- 9.3. **Faculty Advisors**: Each student will be assigned a faculty advisor, who will be available to advise the student throughout the student's academic career. The advisor will meet with advisees as needed.

## 10. RULES OF CONDUCT

**Students, faculty, and staff govern themselves by codes of conduct expected of those aspiring to a learned profession. Relevant policies cover (1) Professionalism (2) Discrimination, (3) Romantic and Sexual Relationships Between Faculty or Instructor and Students (4) Sexual Misconduct, (5) Grievances Against Members of the College of Law community, (6) Student Complaints, (7) Academic Misconduct, (8) College of Law Email Policy, and (9) Other NSU Policies.**

- 10.1. **Professionalism**: Students are expected to adhere to the following professionalism standard as defined by the Florida Bar Henry Latimer Center for Professionalism:

“Professionalism is the pursuit and practice of the highest ideals and tenets of the legal profession. It embraces far more than simply complying with the minimal standards of professional conduct. The essential ingredients of professionalism are character, competence, civility, and commitment.”

The law school has an affirmative obligation to certify to the various state boards of bar examiners that its students are trustworthy, honest, thorough, and civil in their communications and dealings with other students, staff, and faculty. This obligation may include an affirmative statement that the student meets this standard as well as an obligation to notify the bar of instances that demonstrate otherwise. Any violation of this standard will be reported to the boards of bar examiners and may constitute behavior that violates the College of Law Code of Academic Regulations. For example, a student who has communicated in an abusive and/or unprofessional manner may face disciplinary proceeding under NSU policies and will be reported to any state bar organization responsible for conducting the student’s character and fitness investigation.

- 10.2. **Discrimination:** Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, gender (including identity and expression), military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

Any such acts are unacceptable and strictly prohibited by the university. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying

disability, age, ancestry, marital status, sexual orientation, gender (including identity and expression), military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

The College of Law is committed to the principles of academic freedom and believes that a learning environment where the open exchange of ideas is encouraged is integral to the mission of the university. The College of Law embraces students' rights to freedom of expression, speech, and association. Nothing in this policy is intended to impede the exercise of those rights protected under the First Amendment of the U.S. Constitution.

For inquiries, complaints, or concerns regarding perceived discrimination related to sex or gender, please contact the Title IX Coordinator, at (954) 262-7858. For inquiries, complaints, or concerns related to any other form of discrimination, please contact the Assistant Dean for Student Development at (954) 262-7281.

### **10.3. Romantic and Sexual Relationships Between Faculty or Instructor and Students; Sexual Harassment:**

#### **10.3.1. Romantic and Sexual Relationships Between Faculty or Instructor and Students:**

10.3.1.1. Romantic or sexual relationships between a faculty member or instructor and a student then enrolled in the faculty member's or instructor's class (including co-curricular activities or supervised student activities for which academic credit is given) may appear to be coercive and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member or instructor to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's or instructor's class.

10.3.1.2. Social discourse between faculty, instructors and students contributes to the collegial atmosphere that characterizes Nova Southeastern University. Nothing in this section should discourage that collegiality.

#### 10.4. Title IX/Sexual Misconduct Policy

Nova Southeastern University is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and misconduct based on sex, including sexual orientation and gender-related identity and expression. This applies to students, employees, and others when the behavior occurs

- on NSU owned or controlled property,
- at a university or university-recognized program or activity, or
- regardless of location on or off-campus, when the conduct 1) may pose an obvious and serious threat of harm to or 2) may have the effect of creating a hostile educational environment for, any member(s) of the university community.

Prohibited behaviors include:

- Sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion
- Sex-based harassment, including hostile environment
- Intimate relationship violence, including dating and domestic violence
- Stalking
- Sexual exploitation

Information about confidential resources, rights of all parties, definitions and examples of prohibited behaviors and the procedures for investigating and resolving reports of misconduct is available on the Title IX website at <http://www.nova.edu/title-ix>. Individuals may also contact NSU's Title IX Coordinator, directly at 954-262-7858. The Title IX Coordinator also assists students in learning about their protections under Title IX, such as those for pregnant/parenting students.

**10.5. Grievance Procedure:** The College of Law grievance procedure governs complaints other than those that are based on discrimination, sexual misconduct (including sexual harassment), or any other issue governed exclusively by University policy. In some instances, a Nova Southeastern University policy may also apply. Grievances against fellow students that do not fall under the NSU Code of Student Conduct and Academic Responsibility or College of Law Supplemental Academic Conduct Standards may be resolved under the grievance procedure.

10.5.1. Students with any grievance concerning a member of the College of Law community will have the right, but not the obligation, to consult with a faculty counselor. A faculty counselor will advise the student respecting the various methods available for resolution of the grievance. Faculty members of the Student Affairs Committee serve as faculty counselors.

10.5.2. The Grievance Procedure appears as Appendix B.

10.6. **Student Complaints:** The procedure for bringing a formal complaint regarding the law school's compliance with ABA Standards appears in Appendix C.

10.7. **Academic Misconduct:**

NSU and the College of Law require all members of our community to be honest and forthright in their dealings with each other. This commitment is expressed in the College of Law and NSU academic conduct standards. Every law student has a duty to comply with the academic conduct standards of the College of Law and NSU which can be found in the NSU Code of Student Conduct and Academic Responsibility and the Supplemental Academic Conduct Standards provided in Appendix D. Any law student who observes a violation of those standards is encouraged to report his or her observation to a member of the administration or faculty or file a complaint with the Student Services Office.

10.8. **College of Law Email Policy:** Students are required to adhere to the College of Law Email Policy in Appendix E to this Code.

10.9. **NSU Policies:** Students can find relevant Nova Southeastern University policies using links on the College of Law website.

## 11. AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS POLICIES

11.1. **Accommodations Available:** Academic adjustments, auxiliary aids and reasonable accommodations are provided to students with physical, visual, hearing, speech, learning, and other disabilities, including those of a temporary nature. These accommodations are generally oriented to classroom and/or examination settings.

No academic adjustment, auxiliary aid or accommodation will be administered that would result in a fundamental alteration of the program or impose an undue burden on the College of Law or that is incompatible with the essential academic standards of the program or a course. See the College of Law's Technical Standards found on the website.

**11.2. Procedure:**

11.2.1. The College of Law follows the Nova Southeastern University policies and procedures regarding accommodations for qualified individuals with disabilities. These policies and procedures are detailed in the NSU Student Handbook which can be found on the College of Law's website. Request for accommodations must be made in writing to the NSU Office of Student Disability Services.

11.2.2. To receive accommodations, students must submit appropriate medical, psychological, or educational documentation to substantiate their needs. Confidentiality of records is maintained.

For more information concerning specific accommodations available and documentation guidelines, contact the NSU Office of Disability Services (<http://www.nova.edu/disabilityservices/index.html>).

11.2.3. If the NSU Office of Disability Services determines accommodations are appropriate, the student must meet with Student Services and complete a Request for Exam Rescheduling and Accommodations form each semester, in order to schedule and receive the approved accommodations. This form must be submitted at least one week before the start of exams.

## 12. APPENDICES TO CODE OF ACADEMIC REGULATIONS

### 12.1. Appendix A. Additional Rules for Student Activity Credits.

1. **A Maximum Overall Credit cap that a student may earn for publications, advocacy boards, and competitions, all of which are co-curricular credits, is governed by Section 1.2.2.1.** No exceptions to that cap will be made and no student organization bylaw or other section of the code may be interpreted to overrule that cap.

#### 2. Individual Credit Limits – Publications

2.1. Board of Editors: A student who performs the duties of a member of the Board of Editors (as defined within the publication's By-Laws) for a full semester may receive up to two (2) hours of pass/D/fail credit. The student must enroll for either one (1) or (2) credits at the beginning of the semester and must complete forty-five (45) hours of academic work per credit to receive a passing grade at the end of the semester. The faculty advisor will make the grade determination of pass/D/fail and enter the appropriate grade by the grading deadline.

2.2. Senior Staff: Any student performing the By-Laws' delineated duties of a senior staff member may receive one (1) hour of pass/D/fail credit for each semester of service.

2.3. Staff: Any student performing the By-Laws' delineated duties of a staff member for the equivalent of one (1) full year may receive one (1) hour of pass/D/fail credit.

#### 3. Individual Credit Limits - Competitions

3.1. Two (2) Pass/D/Fail credits will be granted to students on any trial, interviewing, counseling, negotiating, or moot court competition team under the supervision of the Moot Court Society, NTA, or a Shepard Broad College of Law faculty member who meet *both* of the following criteria:

3.1.1. Attend meetings (which include practice rounds) that are held for a minimum of twenty-eight (28) total hours. This is equivalent to the class meeting time for a 2-credit course. This meeting requirement does not include time spent on research or writing (see (b)); and

3.1.2. Participate in the writing of a brief, trial notebook, or other similar work product.

3.2. One (1) Pass/D/Fail credit will be granted to students who meet only one of the criteria in 3.1. This may permit, for example, granting two (2) credits to those students who participate in writing a brief, and one (1) credit to those students who do not, even though the students are members of the same team.

3.3. One (1) Pass/D/Fail credit will be granted to students who participate as a practice team for any trial, interviewing, counseling, negotiating, or moot court competition under the supervision of the Moot Court Society, NTA, or a Shepard Broad College of Law faculty member who meet *both* of the following criteria:

3.3.1. Attend meetings (which will include practice rounds) that are held for a minimum of 14 total hours. This is equivalent to the class meeting time for a 1-credit course. This meeting requirement does not include time spent on research or writing (see (b)); and

3.3.2. Participate in the writing of a brief, trial notebook, or other similar work product.

3.4. Credit cannot be earned for participation as a witness or in a similar capacity.

**4. Individual Credit Limits – Advocacy Boards:**

A student who performs the duties of an Executive Board Member of Moot Court or NTA (as defined within the Society’s By-Laws) for a full semester may receive up to two (2) hours of pass/D/fail credit. The student must enroll for either one (1) or two (2) credits at the beginning of the semester and must complete forty-five (45) hours of academic work per credit to receive a passing grade at the end of the semester. The faculty advisor will make the grade determination of pass/D/fail and enter appropriate grade by the grading deadline.

**5. Method of certifying receipt of credit:**

No student will receive co-curricular credit unless the faculty advisor to Nova Law Review, Journal of International & Comparative Law, or the competition team certifies, at the end of the semester for which credit is sought, that the student has completed editorial work of sufficient quantity and quality to merit academic credit.

## 12.2. Appendix B. Grievance Procedure

Grievances based on sexual misconduct (including sexual harassment) by other students, faculty, administration and employees are governed by the Nova Southeastern University [Sexual Misconduct Policy](#). Whenever possible, students should report allegations of sexual misconduct directly to the University Title IX Coordinator, Laura Bennett. Complete information is available at [www.nova.edu/title-ix](http://www.nova.edu/title-ix). Under university policy and federal law, employees of the College of Law including all faculty, administration and staff, apprised of an incident of sexual violence must report all details to the university Title IX Coordinator.

**A. Grievances Respecting Other Students:** A grievance against a fellow student may involve conduct that appears to violate the NSU Code of Student Conduct and Academic Responsibility or College of Law Supplemental Academic Conduct Standards, poses a threat to the safety of fellow members of the law school community, or substantially interferes with a student's experience at the College of Law.

1. When conduct appears to violate the NSU Code of Student Conduct and Academic Responsibility or College of Law Supplemental Academic Conduct Standards, the faculty counselor will advise the student of the relevant provisions of those documents that appears to encompass the conduct.

2. When conduct may pose a threat to the safety of fellow members of the law school community, the faculty counselor will, in the exercise of his/her judgment, advise the student to report the conduct to the Dean or to the other appropriate authorities within and outside the University.

3. When conduct otherwise interferes with the law school experience, the faculty counselor may in the exercise of his/her judgment offer to mediate the dispute between the students in an informal process designed to resolve the problem rather than adjudicate fault. Because mediation is a consensual undertaking, the faculty counselor will attempt mediation only with the consent of both students. Mediation proceedings will be confidential; no record of the mediation, or of the grievance, will appear in either student's file. Should either student decline to participate in informal mediation, the faculty counselor will counsel the aggrieved student respecting other remedies, if any, which may be available.

**B. Grievances Respecting Faculty Members:**

1. Both the College of Law and the University have formal grievance procedures in place for resolving grievances against faculty members. Those mechanisms contemplate fault-based adjudicatory processes appropriate for serious misconduct, but offer no mechanism for resolving grievances that do not rise to the level of serious misconduct. Student grievances either fester without resolution or grow into charges of misconduct. The former undermines student morale; the latter, requiring an adjudication of fault or exoneration, cannot resolve the grievance satisfactorily and may worsen the relationship between students and faculty.

2. When approached by a student with a grievance against a faculty member, the faculty counselor will advise the student of the various formal grievance procedures available under College of Law and University rules. In addition, the faculty counselor may in the exercise of his/her judgment, offer to mediate the grievance in an informal process designed to resolve the problem rather than adjudicate fault. Because mediation is a consensual undertaking, the faculty counselor will attempt mediation only with the consent of both the aggrieved student and the faculty member. Mediation proceedings will be confidential; no record of the mediation, or of the grievance, will appear in either the student's file or the faculty member's file. Should either the student or the faculty member decline to participate in the informal mediation, the faculty counselor will counsel the aggrieved student respecting other remedies, if any, which may be available.

**C. Grievances Respecting Members of the College of Law Administration:**

1. Grievances against members of the College of Law administration may involve matters formally assigned to an appeal process by the College of Law regulations. An example would be the process for securing accommodations based on a disability. In these situations, a faculty counselor should explain that matters already committed to a formal appeal process cannot be mediated.

2. Grievances may also arise from time to time respecting the resolution of matters governed by College of Law or University rules, which afford no discretion to an administrator,

such as tuition refunds after withdrawal from the school. A faculty counselor approached will explain the rule to the student and the absence of discretion to waive the rule.

3. Other grievances against members of the College of Law administration may arise from time to time. Those grievances may arise from the day-to-day exercise of discretionary authority by members of administrative staff, and by their superiors, and are most likely to arise in matters within the purview of the Dean of Students. When those grievances involve administrative staff under supervision of the Dean of Students, a faculty counselor will counsel the aggrieved student to first seek to resolve the matter by discussing it with the Dean of Students. If the matter thereafter remains unresolved, or if the matter originates with the Associate Dean, and is not committed to a formal appeals process, a faculty counselor will counsel the aggrieved student respecting the remedies, if any, available under College of Law and University rules. In addition, the faculty counselor may in the exercise of his/her judgment offer to mediate the grievance in an informal process designed to resolve the problem rather than adjudicate fault. Because mediation is a consensual undertaking, the faculty counselor will attempt mediation only with the consent of the aggrieved student and the member of the administration. Mediation proceedings will be confidential; no record of the mediation, or of the grievance, will appear in either the student's file or the administrator's file. Should either the student or the administrator decline to participate in the informal mediation, the faculty counselor will counsel the aggrieved student respecting other remedies, if any, which may be available.

4. If the grievance involves administrative staff who do not report to the Dean of Students, the faculty counselor will refer the student to the appropriate senior administrator, who will act based on the procedures in the preceding paragraph.

**D. Formal Grievance Procedures Respecting Faculty or Members of the Administration:**

1. Any student who has a grievance concerning a member of the faculty or the staff may file the grievance in writing with the Assistant to the Dean. Upon receipt of a written grievance, the Dean will review the grievance to determine if the grievance presents a complaint upon which action should be taken.

2. If the Dean decides no action should be taken based on the allegations contained in the grievance, then it will be returned to the individual with a brief written explanation of the reason(s) why it is not appropriate to take any action.

3. If the Dean decides an inquiry should be made to determine whether the complaint alleges conduct that should result in some action concerning the complaint, then the Dean will invoke the following procedures:

a. If the Dean determines that there is a basis for the complaint and informal resolution under 2 or 3 is not appropriate or was unsuccessful, then he/she will appoint an Ad Hoc Committee to investigate the complaint. This Committee will be composed of four faculty members and one student; except that if the complaint concerns a staff member, then the Committee will be composed of three faculty members, one staff member, and one student. The Committee will request that the parties involved attend a hearing, at which time both parties shall submit their evidence and arguments concerning the matter. The Committee will provide the Dean with a written finding of the facts and recommended solution for appropriate action by the Dean.

b. The Dean shall respond to all complaints within 90 days of their filing. The time period begins to run on the date the grievance is filed with the Assistant to the Dean.

c. If the Dean is a party to or witness in the matter of the complaint, then the Associate Dean for Academic Affairs will review the complaint under the procedure set forth above, including any recommendation for a solution. If both the Dean and the Associate Dean for Academic Affairs are unavailable, then the full faculty will meet to appoint a committee.

The Assistant to the Dean will be the custodian of records for all actions under this procedure.

### 12.3. Appendix C. Student Complaints

#### STUDENT COMPLAINTS

As an ABA-accredited law school, Nova Southeastern University, Shepard Broad College of Law, is subject to the ABA Standards for Approval of Law schools. The Standards may be found at

[http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html)

#### Reporting a Complaint

Any student at the Shepard Broad College of Law at Nova Southeastern University who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates the law school's program of legal education and its compliance with the ABA Standards should take the following steps:

1. The student should submit a complaint in writing to an Associate Dean for Academic Affairs or the Dean of Students. The written complaint should be submitted by email, U.S. mail, fax, or personal delivery.
2. The written complaint should describe the problem, behavior, program, or process in sufficient detail to permit an investigation and it should demonstrate how it implicates the law school's program of legal education and the school's compliance with a particular and specified ABA Standard.
3. The written complaint must specify that it is a complaint regarding the law school's program of legal education and its compliance with the ABA Standards.
4. The written complaint must provide the name of the student submitting the complaint and contact information including the student's official NSU email address, street address, and phone number for further communication about the complaint.

#### Procedures for Addressing Complaints

1. The administrator to whom the complaint is submitted (or the administrator's designee) should acknowledge the complaint within ten (10) business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery.

2. Within three 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. The student shall either receive a substantive response to the complaint stating what, if any, steps the law school is taking to address the complaint or further investigate the complaint.
3. Within ten (10) business days of being advised of any action the law school is taking to address the matter, the student may appeal the decision to the Dean of the law school.
4. Any decision made on appeal by the Dean shall be final.
5. A copy of the written complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean of the law school for a period of eight years.
6. The law school will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.
7. Complaints may also be filed with the Florida Department of Education.

### **Non-Exclusive Complaint Policy and Procedure**

Please note that this procedure does not apply to student complaints that are covered by the law school's Code of Academic Regulations, Code of Student Conduct or the Nova Southeastern University Student Handbook. Those policies and procedures contain separate sections pertaining specifically to Sexual Harassment or discriminatory harassment and grievances against others in the law school community.

## 12.4. Appendix D. Supplemental Academic Conduct Standards and Disciplinary Process

### COLLEGE OF LAW SUPPLEMENTAL ACADEMIC CONDUCT STANDARDS:

#### Preamble

The Shepard Broad College of Law of Nova Southeastern University requires all members of its community to be honest and forthright in dealing with each other. This requirement of honesty, in every aspect of the academic experience, is reflected in the NSU Code of Student Conduct and Academic Responsibility and in these Supplemental Academic Conduct Standards, the adoption of which is expressly authorized by the NSU Code. Every law student has a duty to comply with all of the academic conduct standards of the University and the College of Law. Any law student who observes a violation of these standards should file a complaint in the manner required by the College of Law's Academic Disciplinary Process or report his or her observation to a member of the College of Law administration or faculty.

#### **The following provisions supplement the NSU Code of Student Conduct and Academic Responsibility:**

##### **I. Definition of "Academic Exercise"**

For the purposes of applying the NSU Code of Student Conduct and Academic Responsibility, and these Supplemental Academic Conduct Standards, to conduct engaged in by a student at the College of Law, the term "academic exercise" refers to any work done by a law student which will be evaluated in connection with the earning of academic credit or honors, or in completion of academic requirements, including (but not limited to) examinations, research papers, and other assignments to be completed by a student in fulfillment of the requirements of a course, workshop, or seminar. In addition, any work done by a student in connection with the following activities shall be considered an "academic exercise," even if no academic credit is awarded therefor: law review, moot court, the Citator program, trial and other skill-related competitions, and work done as a research or teaching assistant.

##### **II. Additional Violations**

The following acts or omissions are violations of the NSU Code of Student Conduct and

Academic Responsibility:

**A. Violation of Anonymous Grading System**

1. Breach of anonymity, when it is required in connection with an examination or other written assignment, with the intent to gain an advantage in the grading process;
2. Any other breach of required anonymity.

With respect to an unintentional breach of anonymity, the following rules shall apply:

A first such violation shall result in (a) a warning to the student, and (b) the placement in the student's file of a written acknowledgment (by the student) of the violation. A second (or subsequent) such violation shall be treated as a violation of the NSU Code, *provided*, that the sanction imposed for any such second (or subsequent) violation shall be limited to the imposition of a community-service requirement.

**B. Interference with Access to Library Materials**

Any act intended to deprive other students of access to library materials of any type.

**C. Obstruction of Justice**

Intentionally making a false statement, refusing to answer a relevant and legitimate question, refusing to testify, or otherwise refusing to cooperate, during any investigation or hearing conducted pursuant to the College of Law's Academic Disciplinary Process.

**D. Harassment of Participants in Academic Disciplinary Proceedings**

Harassment, by a student, of any member of the Shepard Broad College of Law community who is or who has been involved in any proceeding of the Academic Disciplinary Process, including its appeal process. This provision includes those who are considering filing charges as well as those who may be called as witnesses if charges are filed.

**III. Additional Available Sanctions**

In addition to the available sanctions set forth in the NSU Code of Student Conduct and

Academic Responsibility, the following may be imposed as sanctions:

A. A requirement that a specified number of hours of community service be performed.

B. The imposition of a lower, or failing, grade in, and/or denial of academic credit for, the course or activity in connection with which the violation occurred.

[If the ultimate decision in a proceeding conducted pursuant to the College of Law's Academic Disciplinary Process is one that exonerates the accused student, then a faculty member may not lower the student's grade based upon that faculty member's belief that the student did in fact commit a violation.]

C. Removal from, or denial of eligibility for, any or all leadership positions or membership in any student organization or activity.

D. A requirement that the student apologize to the complainant, if the complainant is a member of the College of Law faculty or administration.

E. Public or private reprimand; *provided*, that no public reprimand shall identify the student by name or contain any other information tending to identify the student. For purposes of this provision, "information tending to identify the student" includes, but is not limited to, the student's year in school, the course in which the violation occurred (if any), and the professor or other person who filed the complaint, *provided*, that the reprimand may indicate the type of academic setting (*i.e.*, doctrinal course, seminar, workshop, LRW section, ASP course, or law journal) in which the violation occurred. The College of Law recognizes, however, that there are instances in which disclosure of any information surrounding a student disciplinary matter, even with the redaction of identifying information, may inadvertently result in disclosure of a student's identity. Accordingly, before releasing a public reprimand, it must first be determined in each case, taking into account the totality of the circumstances, whether a reasonable likelihood exists that the identity of the student will be ascertainable therefrom despite the redaction of identifying information. If it is concluded that such a likelihood exists, the information regarding the decision shall not be released to anyone other than the student who is the subject of the proceeding and members of the College of Law faculty and administration. The student may, however, consent in writing to waive his or her rights to privacy, thereby allowing the dissemination of a public reprimand to the entire College of Law community.

## **Violations**

Substantive and procedural rules are provided for in documents available on the College of Law website.

## 12.5. Appendix E. Email Policy

### I. PURPOSE

Email at the Nova Southern University Shepard Broad College of Law (hereinafter “the College of Law”) serves the purpose of allowing students, faculty, and staff to quickly and effectively communicate with each other. Email serves its primary function at the College of Law by fostering communication in support of the school’s goals — teaching, research, and public service — and in support of the administrative functions necessary to effectuate those goals. In order to most effectively use and manage this resource for the benefit of all members of the College of Law community, all of those members — including students, faculty, and staff — must adhere to the provisions of this policy.

### II. GENERAL RULES

The rules set forth in this section shall apply to all emails sent to or from the College of Law server, and shall apply in conjunction with all other rules set forth in this policy. Violations of these rules shall be governed by section V of this policy.

A. Except where otherwise provided, no student will be enabled or allowed to send any email to the following email groups at the College of Law:

1. All Student (“allstudent”);
2. Staff;
3. Faculty and Staff (“facstaff”);
4. Faculty and Faculty Executive Session (“faculty” or “facexecsession”);
5. First year class;
6. Second year class;
7. Third year class;
8. Fourth year class;
9. Any student section, except that first year students may use their own section’s e-mail group; and
10. Student groups or faculty groups.

B. The College of Law upon request, will create email groups for student organizations affiliated with the College of Law, and those organizations shall govern the use of their own email groups, consistently with the provisions of this policy.

C. Under no circumstances may any College of Law email or forum be used in a manner that promotes or contains any of the following:

1. Unlawful activities;
2. Sexual or other forms of harassment;
3. Personal attacks on others that would be perceived as offensive or abusive by a reasonable reader;
4. Violating guidelines regarding copyright or other intellectual property;
5. Vulgar language;
6. Other communications whose content is deemed to be inappropriate on the part of a member of the legal profession; or
7. A violation of any other University or College of Law guideline or policy found in the NSU Student Handbook on the Nova Southeastern University's website including but not limited to:
  - a. The University's email policy, and
  - b. The University Code of Student Conduct and Academic Responsibility

D. This policy applies to all emails sent to and from email addresses on the NSU or the College of Law server, including emails from non-NSU email accounts.

E. Anyone may report a violation of this policy in accordance with Academic Disciplinary Process. All reports of suspected violations shall include:

1. A copy of the email allegedly violating this policy;
2. The name of the sender who allegedly violated this policy; and (c) the rule in this policy allegedly violated.

### III. GROUPS

The following e-mail groups shall be created, in addition to other groups, to facilitate mass communication with members of the College of Law community. Violations of any rules set forth in this section shall be governed by section V of this policy.

#### A. Allstudent

1. Group Members: The allstudent email group will consist of every member of the College of Law student body. Inclusion is mandatory, and no student may withdraw from the allstudent email group.
2. Group Use: The allstudent email group may be used only for the purpose of sending official College of Law communications to students, and only by the following persons:
  - a. College of Law administrators;
  - b. College of Law faculty;
  - c. College of Law staff; and
  - d. Student organization presidents.
3. Definitions:
  - a. Dean of Students (Office of Student Services)
  - b. "Official College of Law communications" are:
    - i. Official notices sent by any administrative staff member at the College of Law;
    - ii. Notices of College of Law events sponsored by or associated with student organizations, faculty, staff, or administration;
    - iii. Academic or educationally-related communications, including, but not limited to, law-related articles and any other information that enhances the legal education of students at the College of Law; and
    - iv. Notices of external events of special interest to the legal community.
  - c. "Student Organization Designee" shall include (for the purpose of this section and throughout this policy) the chief executive officer of any student organization at the College of Law, as defined by that organization's constitution or by-laws, or a person designated by the chief officer of a student organization

submitted by written notice to the Office of Student Services and the President of the Student Bar Association.

4. Prohibitions and Limitations: Use of the allstudent email group, even by those persons permitted to send emails thereto, is subject to the following prohibitions and limitations:
  - a. Students may not “respond to all” to communications sent via the allstudent email group.
  - b. Emails sent to the allstudent email group may contain attachments, graphics, or similar files upon the prior approval of the Office of the Dean of Students.
    - i. Faculty and administrators may attach text documents when necessary to disseminate academic or education related information or administrative material; and
    - ii. Student organization presidents may attach files upon the prior approval of the Office of the Dean of Students.
  - c. No student organization designee may send more than one email per week to the allstudent or any student group. Any additional emails, including corrections of prior emails, must be submitted to the Office of the Dean of Students for approval prior to sending.

#### C. Faculty & Staff

1. Group Members: The facstaff email group will consist of every member of the College of Law faculty, administration, and staff.
2. Group Use: Only the following persons may send emails to the facstaff email group for the purpose of sending communications to faculty and staff:
  - a. College of Law faculty, administration, and staff; and
  - b. College of Law student organization designees, who must adhere to the following additional limitations:
    - i. Student organization designee may only send emails to facstaff when necessary to invite faculty and staff to a College of Law event or inform the faculty and staff of the activities or accomplishments of College of Law students or organizations; and
    - ii. Student organization designee are each limited to sending one email per week to the facstaff email group. Any additional emails, including

corrections to previous emails, must be submitted to the Office of the Dean of Students for approval prior to sending.

3. Prohibitions: The facstaff email group may not be used in any of the following ways:
  - a. Except where otherwise provided, students may not send any email to the facstaff email group. Students wishing to discuss an issue with particular faculty or staff members should email the faculty or staff member(s) directly.
  - b. Faculty members and administrators may attach files to emails sent to the facstaff email group, but student organization designee may only attach files to such emails upon the prior approval of the Office of the Dean of Students.

#### **IV. VIOLATIONS**

A. Violations of the email policy shall be treated, as violation of the code of Academic Regulation conduct violation will subject the student to the Academic Disciplinary Process.

#### **V. ACADEMIC DISCIPLINE SUGGESTIONS**

A. Remedies for Violations: If a violation of this policy is found to have occurred, a copy of any email may be placed in a student's record, which may carry negative implications if submitted to a state board of bar examiners. If the student's email privileges are revoked, that student must notify any of his or her professors who require students to communicate with him or her via email, so that the professor may make an accommodation for that student.

1. Student Violators
  - a. Procedural Violations: A procedural violation occurs when a student violates any rule in this policy with the exception of violations of section II-C.
    - i. First Violation: A warning shall be issued.
    - ii. Second Violation: The student's group email privileges may be suspended for a period no longer than two weeks.
    - iii. Third Violation: The student's privilege of sending outgoing group emails shall be suspended for a period of time which is deemed appropriate, but not longer than the combination of (a) the remainder of the semester during which the violation occurred, and (b) the following semester.

- b. Violations of Section II-C of this Policy:
    - i. First Violation: The student's privilege of sending outgoing group emails may be suspended for a period no longer than two weeks.
    - ii. Second Violation: The student's privilege of sending outgoing group emails shall be suspended for a period of time which is deemed appropriate, but not longer than the combination of (a) the remainder of the semester during which the violation occurred, and (b) the following semester.
2. Faculty/Administrator/Staff Violators
- a. First Violation: A warning shall issue.
  - b. Second Violation: The violation shall be submitted to the Office of the Dean for appropriate action.

## **12.6. Appendix F: Academic Disciplinary Process**

Unless preempted by the NSU Student Disciplinary Process handled by the NSU Office of the Vice President of Student Affairs, the Academic Disciplinary Process (ADP) set forth herein shall be used to adjudicate complaints alleging violations by College of Law students of the NSU Code of Student Conduct and Academic Regulations, as augmented by the College of Law's Supplemental Academic Conduct Standards (collectively, "The Code").

### **1. Applicability**

The ADP applies to all students enrolled in any program or course at the Shepard Broad College of Law. "All students" includes, but is not limited to:

- 1.1. J.D. students;
- 1.2. M.S. students;
- 1.3. Students enrolled in the Florida Bar Auxiliary Program;
- 1.4. Students enrolled in the Florida Law Certificate Program;
- 1.5. Students from another NSU college;
- 1.6. Visiting Law Students;
- 1.7. LL.M. Students;
- 1.8. Non-degree seeking and auditing students.

### **2. Complaint**

- 2.1. The ADP is initiated by the filing of a written Complaint against a student alleging a violation of the Code with the Office of the Dean of the Shepard Broad College of Law.
- 2.2. A Complaint may be filed by any member of the College of Law community, including faculty, administration, students, and staff members.

- 2.3. The Complaint should be filed within a reasonable time following the discovery of the alleged violation and must include the following:
  - 2.3.1. The name of the accused student(s);
  - 2.3.2. A statement identifying the provision(s) of the Code allegedly violated;
  - 2.3.3. A statement of facts supporting the allegation that a violation has occurred, including the date, time, and location that the alleged violation occurred;
  - 2.3.4. The names of any witnesses known to the complainant;
  - 2.3.5. The name of the person filing the complaint; and
  - 2.3.6. When appropriate, any supporting documents as an attachment.

### **3. Processing of Complaint**

- 3.1. Within three (3) class days after the Dean receives a Complaint alleging a violation of the Code, the Dean shall take one of the following two actions:
  - 3.1.1. Refer the Complaint to the appropriate disciplinary body, if the Dean determines that the Complaint is more appropriately the subject matter of another disciplinary process;
  - 3.1.2. Appoint an Investigator who shall investigate the allegation(s) contained in the Complaint. The Investigator shall be a member of the full-time faculty of the College of Law, unless the Dean determines that there is no faculty member suitable to serve as the Investigator, in which case the Dean may appoint such other person as the Dean finds suitable. The selection and appointment of the Investigator is not a basis for appeal absent clear and convincing proof of intentional misconduct by the Investigator.
- 3.2. Within three (3) class days following the receipt of a Complaint, the Dean shall notify the accused student of the filing of the Complaint and the name of the Investigator and the student's obligation to respond and cooperate with the investigation, or if the matter was referred to another disciplinary body, the name of that disciplinary body. Notification to the student of the filing of the Complaint and the action taken by the Office of the Dean shall be given in the

following manner, or such other manner deemed sufficient to give actual notice to the student of the filing of a Complaint, the allegations made, and the student's responsibilities:

- 3.2.1. An email shall be sent to the student at the student's official College of Law email address advising the student to come to the Office of the Dean, where the Complaint shall be handed personally to the student, along with a letter advising of the action taken by the Dean pursuant to 3.1.
- 3.2.2. If the student does not come to the Office of the Dean within three (3) class days to retrieve the Complaint as specified in 3.2.1., the Complaint and letter advising of the action taken by the Dean pursuant to 3.1 shall be mailed to the student by certified mail, return receipt requested, directed to the student's last known address as it appears in the University's records.

#### **4. Responsibilities of Investigator**

- 4.1. At any time following appointment, the Investigator may:
  - 4.1.1. Recommend to the Hearing Officer that the Complaint be dismissed on the ground that it was not filed within a reasonable time following the discovery of the alleged violation, if the Investigator finds that the student was significantly prejudiced by the lateness of the filing of the complaint;
  - 4.1.2. Recommend dismissal of the Complaint on any other basis, including insufficiency of the Complaint based on the requirements of 2.3.
  - 4.1.3. Engage in plea negotiations with the student.
- 4.2. The investigation of the Complaint should be completed by such date as designated by the Hearing Officer who may grant the Investigator additional time in which to complete the investigation, upon a showing of good cause.

- 4.3. All members of the College of Law community, including a student, shall cooperate with the Investigator by responding fully and promptly to the Investigator's requests for information.
- 4.4. Once the Investigator completes the investigation, the Investigator shall prepare a written report that shall contain the following:
  - 4.4.1. A description of the investigative steps taken;
  - 4.4.2. The names of any persons from whom information was sought or obtained;
  - 4.4.3. The factual information gathered;
  - 4.4.4. The Investigator's findings of fact, if any;
  - 4.4.5. The Investigator's conclusion as to whether any violation the student violated the Code; and
  - 4.4.6. A recommendation for disposition of the Complaint.
- 4.5. In reaching conclusions and making recommendations, the Investigator shall not be limited by the particular Code violations identified in the Complaint.
- 4.6. The Investigator shall file the written report with the Hearing Officer who shall deliver copies as required in § 5.2 *infra*.

## **5. Responsibilities of Hearing Officer & Hearing Procedure**

- 5.1. The Hearing Officer for the ADP shall be the Associate Dean for Academic Affairs, or such other person as the Dean may designate.
- 5.2. The Hearing Officer shall deliver copies of the Investigator's written report as follows:
  - 5.2.1. Within three (3) class days of receipt of the Investigator's written report, the Hearing Officer shall deliver to the student a copy of the report using the same procedure prescribed for delivery of the Complaint in § 3.2 *supra*.
  - 5.2.2. The Hearing Officer shall also deliver copies of the report as soon as practical to the following:

- 5.2.2.1. The complainant, but only if the complainant is a member of the College of Law faculty, administration, or staff (not including student staff members); and
  - 5.2.2.2. The instructor/advisor, if the alleged violation occurred in connection with a course, or a co-curricular or extracurricular activity and the instructor/advisor is not the complainant.
- 5.3. If the report contains a recommendation of dismissal of the Complaint or a plea bargain agreed to in writing by the student, within five (5) days of receipt of the report the Hearing Officer may accept such recommendation or plea bargain, reject the recommendation or plea bargain, or request the Investigator to perform additional investigative steps.
  - 5.3.1. If the Hearing Officer accepts a recommendation of dismissal, then the Hearing Officer shall prepare a written determination reflecting same.
  - 5.3.2. If the Hearing Officer accepts a recommended plea bargain, then such agreement shall be memorialized in a writing executed by the Hearing Officer and the student.
  - 5.3.3. If the Hearing Officer requests additional investigation, the Investigator shall file a supplemental investigation report with the Hearing Officer by such date as designated by the Hearing Officer who may grant the Investigator additional time in which to complete the investigation, upon a showing of good cause. The Hearing Officer shall deliver copies of the supplemental report in accordance with § 5.2 *supra*.
- 5.4. If the Investigator's report does not contain a recommendation of dismissal or plea bargain agreed to in writing by the student, then the student must advise the Hearing Officer in writing that the student either accepts or rejects the conclusions of the Investigator and recommended disposition of the Complaint within five (5) class days of receipt of the Investigator's written report or supplemental report, if further investigation was requested by the Hearing Officer. The failure of the student to timely advise whether the conclusions and recommendations contained in the report are being accepted or rejected will be deemed an acceptance by the student.

- 5.5. If the student accepts the conclusions and recommendations contained in the report, the Hearing Officer will advise whether the recommended disposition of the Complaint is accepted by the Hearing Officer within 5 class days after the student's acceptance of the report.
- 5.6. If the Hearing Officer rejects a recommendation of dismissal or plea bargain agreed to in writing by the student, or rejects the conclusions and recommendations in the report after acceptance by the student pursuant to § 5.5 *supra*, or if the student timely advises that the student rejects the conclusions and recommendations of the Investigator, then the Hearing Officer shall hold an informal hearing to resolve any questions of fact, and consider appropriate disposition of the Complaint and imposition of sanctions, if the Hearing Officer determines that the student did violate the Code.
  - 5.6.1. The Hearing Officer shall have the discretion to determine the procedure for the informal hearing, which shall, at a minimum, provide the student the opportunity to present argument and evidence in a form specified by the Hearing Officer and shall not require adherence to the rules of evidence.
  - 5.6.2. Any informal hearing shall be video recorded. The recording will be maintained by the Office of the Dean and may be maintained solely in electronic format. If requested by the student, the student will be given access to the recording. The College of Law is not obligated to produce a written transcript of the hearing.
  - 5.6.3. Within five (5) class days following a hearing, the Hearing Officer shall issue a written determination that shall include the following:
    - 5.6.3.1. The Hearing Officer's findings of fact;
    - 5.6.3.2. The Hearing Officer's determination as to whether the student violated the Code; and
    - 5.6.3.3. If a violation did occur, the sanctions that will be imposed.
  - 5.6.4. The Hearing Officer will deliver copies of the written determination using the same procedure prescribed for delivery of the Investigator's report in section 5.2 *supra*.

- 5.7. At any time following receipt of the Investigator's report and supplemental report, if any, the Hearing Officer may engage in negotiations or a mediation with the student to attempt to resolve the Complaint without the necessity of the hearing. Any such negotiations or mediations shall not be recorded. If the Complaint is resolved through negotiations or mediation the resolution shall be memorialized in a written agreement executed by the Hearing Officer or, depending upon the nature of the agreement, the Dean of the College of Law, and the student.

## **6. Student's Right to Appeal**

- 6.1. The student shall have the right to appeal the Hearing Officer's decision to the Dean of the College of Law by providing written notice to the Dean that the student objects to the Hearing Officer's decision within five (5) class days following receipt of the Hearing Officer's written determination.
- 6.2. The Dean may conduct appellate review of the Hearing Officer's decision using an informal process deemed appropriate by the Dean under the circumstances. The Dean shall overturn the written determination of the Hearing Officer only upon a finding that the determination was arbitrary and capricious.
- 6.3. All decisions by the Dean are final and are not subject to further appeal or review.
- 6.4. The Dean, or the Hearing Officer if there is no appeal, shall deliver copies of the final report, including the disposition of the Complaint and consequences to the student, for inclusion in the student's academic record to the student; to the Assistant Dean of Students; to the complainant, but only if the complainant is a member of the College of Law faculty, administration, or staff (not including student staff members); and to the instructor/advisor, but only if the alleged violation occurred in connection with a course or a co-curricular or extracurricular activity and the instructor/advisor is not the complainant.

## **7. Definitions and Miscellaneous Provisions**

- 7.1. All dates by which action must be taken under the ADP may be extended by the Dean, Hearing Officer, or Investigator for good cause shown. All objections to the timeliness of the actions of the investigator must be provided in writing to the hearing officer as part of the informal hearing pursuant to § 5. All objections to the timeliness of the actions of the Hearing Officer must be presented in the written notice of appeal to the Dean.
- 7.2. “Class days” are defined as any day during which classes or final exams are being held at the Shepard Broad College of Law, including those held during the fall semester, winter semester, and summer session.
- 7.3. Except as otherwise provided above, delivery of a copy of all documents may be made by email attachment or hand delivery.
- 7.4. An accused student may, at any time after the student receives a copy of the initial complaint, agree in writing that all further documents may be delivered to the student as email attachments.
- 7.5. In the event that the Dean refers a Complaint to another disciplinary body pursuant to 3.1.1. *supra* and that disciplinary body resolves the matter as it implicates that disciplinary body’s process without addressing the alleged Code violations, the College of Law may reinstate the ADP to consider the allegations that relate to a violation of the Code.
- 7.6. In the event that a student charged with, or found guilty of, academic misconduct withdraws (or attempts to withdraw) from the College of Law, the student’s file shall note, as appropriate, that the student “WITHDREW WITH ACADEMIC MISCONDUCT CHARGES PENDING” (or similar wording) or was “EXPELLED FOR ACADEMIC MISCONDUCT” (or similar wording). The fact that the student withdrew with academic misconduct charges pending, or attempted to withdraw after being found guilty of academic misconduct, shall in no event be reported as simply “WITHDREW” (or similar wording). The fact that academic misconduct charges were pending, or that the student was expelled for academic misconduct, shall be made clear whenever the College of Law receives a lawful request for the student’s records from any third party.

- 7.7. As used herein, the Office of the Dean may include such administrative offices as the Office of Student Services when so designated by the Dean.

## 12.7 Appendix G. Full Time Curriculum Sorting Guide.

### Curriculum Advising Guide: Full-Time Students

During their first year, students are not permitted to choose their courses or alter their assigned course sections, because the first-year curriculum is fixed and mandatory. This pre-determined curriculum is designed to provide students with a basic understanding of the legal process and the most exposure to foundational areas of legal practice.

After the first year, students have greater latitude to select courses. Various factors will affect those choices, including further graduation requirements, which bar exam related courses a student wishes to take, his or her work and internship schedules, and the timing of course offerings. A student must take all necessary prerequisites before enrolling in more advanced courses.

The following overview of the College of Law's curriculum should assist students in selecting and sequencing courses according to the students' interests and circumstances. Among other things, it:

- identifies required courses;
- identifies the options for satisfying the experiential credit requirement
- identifies the options for satisfying the upper-level writing requirement
- provides information about the relationship of courses to the bar exam
- identifies electives by area, sequencing, and faculty

**\*\*Because course selection and sequencing can involve many variables unique to each student and situation, these suggestions should be considered in that context. Students are encouraged to discuss their choices with individual faculty members, whose perspectives on these choices could potentially vary, and to keep in mind graduation requirements and The Code of Academic Regulations.\*\***

For all courses identified below, only the course name is identified. Consult the Course Description information on the College of Law's website for the individual in-depth course description, prerequisites, and the individual semester schedule for availability.

***\*\*Please note that just because a course is listed as approved in our curriculum does not mean it will be offered any particular semester, unless it is required to be offered\*\****

**I. FIRST-YEAR CURRICULUM**

The first-year curriculum is fixed and required:

<b><i>Fall Semester</i></b>	<b><i>Winter Semester</i></b>
<b>Contracts</b> (4 Credits)	<b>Civil Procedure</b> (4 Credits)
<b>Criminal Law</b> (4 Credits)	<b>Constitutional Law I</b> (4 Credits)
<b>Legal Research and Writing I</b> (3 Credits)	<b>Legal Research and Writing II</b> (3 Credits)
<b>Torts</b> (4 Credits)	<b>Property</b> (4 Credits)
<b>LSP I</b> (1 Credits)	<b>LSP II</b> (1 Credits)

**II. SECOND-YEAR CURRICULUM**

The second year is when most students begin to take electives while continuing to meet mandatory graduation requirements, including required courses. The “Required Courses” listed below *must* be taken during the semester indicated.

<b><i>Fall Semester</i></b>	<b><i>Winter Semester</i></b>
<b>ELA I</b> (1 Credits) Mandatory for any student whose cumulative GPA is below the requisite cutoff in either of the student’s first two semesters of law school. Optional for all other students.	<b>ELA II</b> (1 Credits) Mandatory for any student whose cumulative GPA after completion of the fall semester of the second year of law school is below the requisite cutoff. Optional for all other students.

### **III. THIRD-YEAR CURRICULUM**

#### **Multistate Bar Exam Lab and Florida Bar Exam Lab:**

In the last two semesters of law school, **students are required to take the Multistate Bar Exam Lab and Florida Bar Exam Lab for a total of five credits.** NSU Law requires two mandatory courses to give students the skills needed to prepare for the bar exam. One course focuses on the subjects tested on the Multistate portion of the bar exam, while the second required course focuses on the subjects tested on the Florida portion of the bar exam. Students registered to sit for a bar exam in a state other than Florida may be exempt from taking the Florida Bar Exam Lab upon the approval in writing of the Assistant Dean for the Academic Success and Professionalism Program.

**MBE Lab** (3 Credit)

**FBE Lab** (2 Credit)

### **IV. Additional Graduation Requirements**

#### **A. Additional Required Core Courses (Effective Fall 2025):**

Students matriculating in Fall 2025 and thereafter must successfully complete the following required courses in addition to all other graduation requirements:

1. Evidence (4 credits)
2. Constitutional Law II (2 credits)
3. Criminal Procedure (3 credits)

These required courses may be completed at any time following the student's first year of study. Students must earn a passing grade of D- or better in each required course to satisfy this graduation requirement.

#### **B. Upper-level Writing Requirement:**

**Students must complete an upper-level writing requirement** (satisfied through any approved writing requirement courses, or through approval of a Law Review/Journal paper.

Students must earn a C+ or better for the writing requirement course, which can be completed any time after the first year). Students should consult the Code of Academic Regulations for the exact specifications of this requirement. Not all of these courses will be offered every academic year. Course descriptions may be found at:

<https://www.law.nova.edu/current-students/course-descriptions.html>

**The currently approved upper-level writing requirement offerings (when taught by full-time faculty or emeritus faculty only) are:**

**American Legal History Seminar (3 Credits)**

**Animal Law Legislation Seminar (2 Credits)**

**Appellate Practice Workshop (2 Credits)**

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both). May only satisfy the upper-level writing requirement when taught by a full-time or emeritus faculty member, not when taught by an adjunct faculty member.

**Art Law Seminar (2 Credits)**

**Bioethics Seminar (2 Credits)**

**Business Planning Workshop (2 credits)**

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both) May only satisfy the upper-level writing requirement when taught by a full-time or emeritus faculty member, not when taught by an adjunct faculty member.

**Caribbean Law Seminar or Online Seminar (2 credits)**

**Civil Rights Litigation Seminar (2 Credits)**

**Comparative Corporate Governance Seminar (2 Credits)**

**Comparative Law Seminar (2 Credits)**

**Current Constitutional Issues Seminar (2 Credits)**

**Elder Law Seminar (2 Credits)**

**Environmental Enforcement Seminar (2 Credits)**

**Estate Planning Workshop (3 credits)**

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both) May only satisfy the upper-level writing requirement when taught by a full-time or emeritus faculty member, not when taught by an adjunct faculty member.

**Florida Land Development Workshop (2 Credits)**

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both) May only satisfy the upper-level writing requirement when taught by a full-time or emeritus faculty member, not when taught by an adjunct faculty member.

**Intellectual Property, Technology, Cybersecurity Law Seminar (3 Credits)**

**Jewish Law Seminar** (2 Credits)

**Jurisprudence Seminar** (2 Credits)

**Law, Finance and Markets Seminar** (2 Credits)

**Law and Literature Seminar** (2 Credits)

**Law and Medicine Seminar** (2 Credits)

**Legislation Seminar** (2 Credits)

**Supervised Research and Writing** (2 Credits)

(may only satisfy the requirement under the direction of a full-time faculty member and when taken for 2-credits)

**C. Experiential Learning Requirement (6 Credits)**

**Students must complete six credits of experiential learning courses as defined in the Code of Academic Regulation.** Students should consult the Code for the exact specifications of this requirement. Not all of these courses will be offered every academic year. Course descriptions may be found at: <https://www.law.nova.edu/current-students/course-descriptions.html>

**Advanced Trial Advocacy** (3 Credits)

**Appellate Advocacy for Moot Court** (2 Credits)

**Appellate Practice Workshop** (2 Credits)

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both)

**Berger Entrepreneur Law Clinic** (5-7 Credits)

**Business Planning Workshop** (2 credits)

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both)

**Charitable Organizations Workshop** (2 Credits)

**Children and Families Clinic** (6-12 Credits)

**Civil Field Placement Clinic** (6 or 12 Credits)

**Civil Pre-Trial Practice** (3 Credits)

**Competitive Advocacy Workshop** (4 Credits)

**Consumer Bankruptcy Field Placement** (3 Credits)

**Consumer Protection Internship Clinic** (3 Credits)

**Criminal Justice Field Placement Clinic** (9 Credits)

**Criminal Pre-Trial Practice** (2 Credits)

**Criminal Procedure II Workshop**, (2 Credits)

**Cybersecurity Law Workshop** (3 Credits)

**Death Penalty Workshop** (2 Credits)

**Dependency Workshop** (2 Credits)

**Dispute Resolution Clinic Placement** (8 Credits)

**Drafting and Negotiating Intellectual Property Licenses** (3 Credits)

**Electronic Discovery, Digital Evidence and Information Governance Workshop**  
(3 Credits)

**Estate Planning Workshop** (3 credits)

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both)

**Family Law Litigation Workshop** (3 Credits)

**Florida Land Development Workshop** (2 Credits)

(may satisfy the upper-level writing requirement OR the experiential learning requirement but not both)

**Franchising Law Workshop** (3 Credits)

**Health Law Workshop** (3 credits)

**Interviewing and Counseling** (2 Credits)

**Interviewing, Counseling, and Negotiating** (3 Credits)

**Judicial Field Placement Clinic** (3 Credits)

**Landlord Tenant Workshop** (2 Credits)

**Law Office Management Workshop** (2 Credits)

**Law Practice Business and Technology** (3 Credits)

**Legal Drafting Workshop** (2 credits)

**Mediation Workshop** (2 Credits)

**Negotiating Workshop** (2 Credits)

**Patent Prosecution Workshop** (2 Credits)

**Post-Conviction Relief Workshop** (2 Credits)

**Probate Law Workshop** (2 Credits)

**Real Property Closing Workshop** (3 Credits)

**SEC Enforcement Workshop** (3 Credits)

**Sentencing Workshop** (2 Credits)

**Street Law Workshop** (2 Credits)

**Trial Advocacy** (3 Credits)

**Will Drafting Workshop** (2 Credits)

**D. Required course on *Professional Responsibility***

All students are required to take the course **Professional Responsibility** (3 Credits) during any semester AFTER their first year. This is a fundamental, foundational course that examines the lawyer's professional role and ethical responsibilities; and analyzes the Model Rules of Professional Conduct. Topics include disclosure and confidentiality, conflicts of interest, fees, advertising, group legal services, corporate counsel, and pro bono representation. The course also introduces students to the Code of Judicial Conduct and impacts every area of study.

The course is in part designed to prepare you to pass the national Multi-state Professional Responsibility Exam (MPRE). The exam is offered in August, November, and March. It is important to note that students must obtain a valid, passing score on the MPRE within 25 months of passing the Florida Bar Examination. Therefore, students should plan accordingly as to when to take the course and the subsequent test. Students who finish passing remainder of the bar exam requirements for Florida Bar Admission (the MBE and Florida Portion of the Exam) *after* that 25-month period from passing the MPRE *will need to sit for the MPRE again*. Therefore, students should not plan to take Professional Responsibility and the national exam too early in their studies. Students sitting for a bar exam in another jurisdiction must check their local bar rules for the time period in which a passing MPRE score may be obtained.

**V. CO-CURRICULAR INVOLVEMENT**

**1. Trial and Appellate Advocacy Student Competition Teams**

The [NSU Trial and Appellate Advocacy Program](#) offers multiple experiential opportunities to practice litigation and transactional skills in multiple areas of the law. Each year, the [Moot Court Society](#), [NSU Trial Association](#), [student organizations](#) and others sponsor mock appellate, trial, negotiation, and transactional teams that compete in national competitions. Several opportunities each year are subject-area specific; the remainder are opportunities designed to develop general practice skills. Students interested in a specific subject area should plan to try out for and compete in a competition that matches their interests, or students interested in litigation or transactional law generally may consider a wider variety of available opportunities offering those competition experiences. There are

specific eligibility requirements for each team and students must contact the specific [student organization](#) sponsoring a competition team to ensure eligibility.

It is possible for students to earn up to 2 credits for competitions. Some teams split the credits between oral advocates (one credit) and brief writers (one credit). Students MUST register to earn credits during the semester which the competition takes place and during the registration period. Please note that participating on a team that earns credit may carry a course pre-requisite before being selected for the team. Practice teams and intramural teams can earn up to one credit per semester.

***Students are advised to carefully consider the time commitment and practice schedules when registering for classes. Most competition teams require several evening practices and every weekend for at least five weeks in a row.***

**Full-Time Faculty Members Include:** Catherine Arcabascio, Timothy Arcaro, Heather Baxter, Amanda Bertrand, Megan Chaney, Jane Cross, Mark Dobson, Olympia Duhart, Linda Harrison, Joe Hnylka, Shahabudeen Khan, Camille Lamar, Joe Lester, Donna Litman, Michele Struffolino, Marilyn Uzdavines

## 2. Journals

The [Nova Law Review](#) and the [Journal of International Law and Comparative Studies](#) offer opportunities for students to engage in intensive legal research, analysis, and writing, thereby preparing them for the rigors of legal practice and public service. Students on these journals share the all-important work of criticizing, reconstructing, and polishing each article for publication until it is ready for publication. Students must also author their own note or comment on a topic of their choice.

It is possible for students to earn 1 or 2 credits per semester on the journal depending on their position on the journal. Students MUST register to earn credits during the semester which they serve on the journal during the registration period.

**Full-Time Faculty Members Include:** James Wilets, Doug Donoho, Joe Hnylka, Roma Perez

## VI. SUBJECTS, OFFERINGS, FACULTY MEMBERS & CURRICULUM MAPPING

The following section is intended to serve as a helpful guide to the instructional offerings that are currently at the College of Law. Instructional offerings are sorted below into categories that represent the primary focus of those offerings, or a significant focus of the substance area covered. Some offerings may be listed in more than one category to assist students in fully understanding their content.

The following instructional offerings are currently approved at the NSU Shepard Broad College of Law. They are grouped into general subject matter areas and identify faculty members who teach in that area and who may be a good resource for discussing both these offerings further and the practice of law in these areas. Offerings in each area are grouped into three categories:

1. **Core Offerings**: basic offerings in the field that are intended to broadly prepare students for this area of law. They are not necessarily prerequisites for additional offerings.
2. **Advanced Offerings**: these instructional offerings go into more depth on specialized topics within this field or are specifically taught from a skills perspective in this field.
3. **Related Offerings**: these instructional offerings are primarily focused in a separate field but are highly relevant to practicing attorneys in this field.

### **Students Should Note the Following Information:**

1. Students should consider taking some **core instructional offerings** in a field *before* branching out into advanced and related offerings. Many of these core offerings are prerequisites for other instructional offerings and students should check the descriptions for full information.
2. Instructional offerings that cover subjects that are tested on the multistate bar exam are marked with an **“MBE.”**
3. Instructional offerings that cover subjects that are tested on the Florida Bar exam portion are marked with an **“FB.”**

**BUSINESS OF LAWYERING**

**Full-Time Faculty Members Include:** Doug Donoho, Jon Garon, Donna Litman

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Business Operations for Lawyers</b> (3 Credits)		<b>The Berger Entrepreneur Law Clinic</b> (5-7 Credits)
<b>Law Office Management Workshop</b> (2 Credits)		<b>Business Planning Workshop</b> (2 credits)
<b>Law Practice Business and Technology</b> (3 Credits)		<b>Electronic Discovery, Digital Evidence and Information Governance Workshop</b> (3 Credits)
<b>Legal Leadership, Planning, and Management</b> (3 Credits)		<b>International Business Transactions</b> (3 credits)

**CIVIL LITIGATION/APPELLATE PRACTICE**

**Full-Time Faculty Members Include:** Tim Arcaro, Randolph Braccialarghe, Amanda Bertrand, Megan Chaney, Michael Dale, Mark Dobson, Joe Hnylka, Bob Jarvis, Camille Lamar, Joe Lester, Jim Levy

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Civil Procedure</b> (4 Credits) (MBE) (FB)	<b>Advanced Legal Research Techniques</b> (2 Credits)	<b>DIAL Clinic</b> (5-12 Credits)
<b>Conflict of Laws</b> (3 Credits)	<b>Advanced Trial Advocacy</b> (3 Credits)	<b>Children and Families Clinic</b> (6-12 Credits)
<b>Evidence</b> (4 Credits) (MBE) (FB)	<b>Appellate Practice Workshop</b> (2 Credits)	<b>Civil Field Placement Clinic</b> (6 or 12 credits)
<b>Legal Research and Writing I</b> (3 Credits)	<b>Civil Pre-Trial Practice</b> (3 Credits)	<b>Civil Rights Litigation Seminar</b> (2 Credits)

<b>Legal Research and Writing II (3 Credits)</b>	<b>Electronic Discovery, Digital Evidence and Information Governance Workshop (3 Credits)</b>	<b>Dispute Resolution Clinic (8 Credits)</b>
<b>Remedies (3 Credits)</b> <b>(MBE, FB)</b>	<b>International Litigation (3 credits)</b>	<b>Domestic Violence Law and Policy (2 Credits)</b>
	<b>Legal Drafting Workshop (2 Credits)</b>	<b>Interviewing and Counseling (2 Credits)</b>
	<b>Trial Advocacy (3 Credits)</b>	<b>Interviewing, Counseling, and Negotiating (3 Credits)</b>
		<b>Jurisprudence Seminar (2 Credits)</b>
		<b>Judicial Field Placement Clinic (3 credits)</b>
		<b>Judicial Opinion Writing (2 credits)</b>
		<b>Landlord Tenant Workshop (2 Credits)</b>
		<b>Mediation Workshop (2 Credits)</b>
		<b>Negotiating Workshop (2 Credits)</b>
		<b>Street Law Workshop (2 credits)</b>

**COMMERCIAL/BUSINESS LAW**

**Full-Time Faculty Members Include:** Tim Canova, Jane Cross, Doug Donoho, linda harrison, Shahabudeen Khan, Jim Levy, Donna Litman, Elena Marty-Nelson, Roma Perez, Florence Shu-Blankson, Debra Moss Vollweiler

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Agency</b> (2 Credits) (FB)	<b>Antitrust Law</b> (3 Credits)	<b>The Berger Entrepreneur Law Clinic</b> (5-7 Credits)
<b>Business Entities</b> (4 Credits) or <b>Corporations</b> (3 Credits) (MBE) (FB)	<b>Bankruptcy Law</b> (3 Credits)	<b>Charitable Organizations Workshop</b> (2 Credits)
<b>Contracts</b> (4 Credits) (MBE) (FB)	<b>Business Planning Workshop</b> (2 Credits)	<b>Comparative Corporate Governance Seminar</b> (2 Credits)
<b>UCC: Negotiable Instruments Law</b> (3 Credits) (FB)	<b>Civil Field Placement Clinic</b> (6 or 12 credits)	<b>Corporate Tax</b> (3 Credits)
<b>UCC: Sales</b> (2 Credits) (MBE) (FB)	<b>Consumer Bankruptcy Field Placement Clinic</b> (3 credits)	<b>Franchising Law Workshop</b> (3 Credits)
<b>UCC: Sales and Secured Financing</b> (4 Credits) (MBE) (FB)	<b>International Business Transactions</b> (3 Credits)	<b>Income Tax</b> (3 Credits)
<b>UCC: Secured Transactions</b> (2 Credits) (FB)	<b>International Sales &amp; Arbitration</b> (3 Credits)	<b>Nonprofit Organizations</b> (3 Credits)
	<b>Law, Finance and Markets Seminar</b> (2 Credits)	<b>Remedies</b> (3 Credits) (FB)
	<b>Regulation of Financial Institutions</b> (3 credits)	
	<b>Securities Regulation</b> (3 Credits)	
	<b>SEC Enforcement Workshop</b> (3 Credits)	

**CONSTITUTIONAL LAW AND CIVIL RIGHTS**

**Full-Time Faculty Members Include:** Michael Dale, Doug Donoho, Olympia Duhart, Jon Garon, Bob Jarvis, Jim Wilets

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Constitutional Law I</b> (4 Credits) (MBE) (FB)	<b>Civil Rights Litigation Seminar</b> (2 Credits)	<b>DIAL Clinic</b> (5-12 Credits)
<b>Constitutional Law II</b> (2 Credits) (MBE) (FB)	<b>Current Constitutional Issues Seminar</b> (2 Credits)	<b>American Legal History Seminar</b> (2 Credits)
<b>Florida Constitutional Law</b> (3 Credits) (FB)	<b>Federal Jurisdiction</b> (3 Credit)	<b>Appellate Practice Workshop</b> (2 Credits)
		<b>Civil Pre-Trial Practice</b> (3 Credits)
		<b>Disability Law</b> (3 Credits)
		<b>Employment Discrimination</b> (3 Credits)
		<b>Gambling Law</b> (2 credits)
		<b>Trial Advocacy</b> (3 Credits)
		<b>Veterans Law Clinic</b> (3-12 Credits)

**CRIMINAL LAW AND PROCEDURE**

**Full-Time Faculty Members Include:** Catherine Arcabascio, Tim Arcaro, Heather Baxter, Randolph Braccialarghe, Megan Chaney, Mark Dobson, Doug Donoho, Shahabudeen Khan, Camille Lamar

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Criminal Law</b> (4 Credits) (MBE) (FB)	<b>Advanced Criminal Law: Federal Crimes</b> (2 Credits)	<b>Domestic Violence Law and Policy</b> (2 Credits)
<b>Criminal Procedure</b> (3 Credits) (MBE) (FB)	<b>Advanced Trial Advocacy</b> (3 Credits)	<b>Interviewing and Counseling</b> (2 Credits)
<b>Evidence</b> (4 Credits) (MBE) (FB)	<b>Criminal Justice Field Placement Clinic</b> (3 and 9 Credits)	<b>Interviewing, Counseling, and Negotiating</b> (3 Credits)
	<b>Criminal Pre-Trial Practice</b> (2 Credits)	<b>Judicial Field Placement Clinic</b> (3 credits)
	<b>Criminal Procedure II Workshop</b> (2 Credits)	<b>Negotiation Workshop</b> (2 Credits)
	<b>Death Penalty Workshop</b> (2 Credits)	
	<b>Juvenile Law</b> (3 Credits)	
	<b>Post-Conviction Relief Workshop</b> (2 Credits)	
	<b>Sentencing Workshop</b> (2 Credits)	
	<b>Trial Advocacy</b> (3 Credits)	

**EMPLOYMENT LAW**

**Full-Time Faculty Members Include:** Jim Levy, Ken Lewis, Fran Tetunic

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Employment Discrimination</b> (3 Credits)	<b>Workers Compensation</b> (3 Credits)	<b>Baseball and the Law</b> (2 Credits)
<b>Employment Law</b> (3 Credits)		<b>Civil Pre-Trial Practice</b> (3 Credits)
		<b>Disability Law</b> (3 Credits)
		<b>Information Privacy Law</b> (3 Credits)
		<b>Mediation Workshop</b> (2 Credits)
		<b>Negotiation Workshop</b> (2 Credits)
		<b>Sports Law</b> (2 Credits)
		<b>Trial Advocacy</b> (3 Credits)

**ESTATES AND TRUSTS**

**Full-Time Faculty Members Include:** Donna Litman, Elena Marty-Nelson, Jani Maurer

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Trusts</b> (2 Credits) (FB)	<b>Animal Law</b> (2 Credits)	<b>DIAL Clinic</b> (5-12 Credits)
<b>Wills</b> (2 Credits) (FB)	<b>Art Law Seminar</b> (2 Credits)	<b>Income Tax</b> (3 Credits)
<b>Wills and Trusts</b> (4 Credits) (FB)	<b>Business Planning Workshop</b> (2 Credits)	<b>Interviewing and Counseling</b> (2 Credits)
	<b>Charitable Organizations Workshop</b> (2 Credits)	<b>Interviewing, Counseling, and Negotiating</b> (3 Credits)
	<b>Estate and Gift Tax</b> (3 Credits)	<b>Nonprofit Organizations</b> (3 Credits)

	<b>Estate Planning Workshop (3 Credits)</b>	
	<b>Probate Law Workshop (2 Credits)</b>	
	<b>Will Drafting Workshop (2 Credits)</b>	

**FAMILY LAW**

**Full-Time Faculty Members Include:** Tim Arcaro, Michael Dale, Camille Lamar, Fran Tetunic

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Family Law (3 Credits)</b> <b>(FB)</b>	<b>Children and Families Clinic (6-12 Credits)</b>	<b>DIAL Clinic (5-12 Credits)</b>
<b>Juvenile Law (3 Credits)</b>	<b>Dependency Workshop (2 Credits)</b>	<b>Appellate Practice Workshop (2 Credits)</b>
	<b>Domestic Violence Law and Policy (2 Credits)</b>	<b>Civil Pre-Trial Practice (3 Credits)</b>
	<b>Family Law Litigation Workshop (3 Credits)</b>	<b>Interviewing and Counseling (2 Credits)</b>
		<b>Interviewing, Counseling, and Negotiating (3 Credits)</b>
		<b>Mediation Workshop (2 Credits)</b>
		<b>Negotiation Workshop (2 Credits)</b>
		<b>Trial Advocacy (3 Credits)</b>

**HEALTH LAW**

**Full-Time Faculty Members Include:** Julie Agris, Amanda Bertrand, Donna Litman, Florence Shu-Blankson, Fran Tetunic, Marilyn Uzdevines

**Note:** The College of Law offers a [concentration in Health Law](https://www.law.nova.edu/jd-program/health-law.html)  
(<https://www.law.nova.edu/jd-program/health-law.html>)

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Administrative Law</b> (3 Credits)	<b>Bioethics Seminar</b> (2 Credits)	<b>Civil Field Placement Clinic</b> (6 or 12 credits)
<b>Health Care Compliance</b> (3 credits)	<b>Disability Law</b> (3 Credits)	<b>Civil Pre-Trial Practice</b> (3 Credits)
<b>Health Care Organizations, Regulation and Access</b> (3 Credits)	<b>Elder Law Seminar</b> (2 Credits)	<b>Dispute Resolution Clinic</b> (8 Credits)
<b>Health Policy, Bioethics and Quality of Care</b> (3 Credits)	<b>Health Law Workshop</b> (3 Credits)	<b>Estate Planning Workshop</b> (3 credits)
	<b>Law and Medicine Seminar</b> (2 Credits)	<b>Florida Constitutional Law</b> (3 Credits) (FB)
	<b>Medical Malpractice</b> (2 Credits)	<b>Insurance</b> (2 credits)
	<b>Mental Health Law</b> (3 Credits) =	<b>Trial Advocacy</b> (3 Credits)
	<b>Legal and Medical Interprofessionalism</b> (3 Credits)	

**INTELLECTUAL PROPERTY**

**Full-Time Faculty Members Include:** Viçenc Feliú, Jon Garon, Jim Levy, Jim Wilets

**Note:** The College of Law offers a [concentration in Intellectual Property, Technology and Cybersecurity Law](https://www.law.nova.edu/jd-program/ip-tech-cybersecurity-law.html) (<https://www.law.nova.edu/jd-program/ip-tech-cybersecurity-law.html>)

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Copyright Law</b> (3 Credits)	<b>Art Law Seminar</b> (2 Credits)	<b>The Berger Entrepreneur Law Clinic</b> (5-7 Credits)
<b>Intellectual Property Law</b> (3 Credits)	<b>Drafting and Negotiating Intellectual Property Licenses</b> (3 Credits)	<b>Business Operations for Lawyers</b> (3 Credits)
<b>Patent Law</b> (2 Credits)	<b>Entertainment Law</b> (3 Credits) LAW 1048	
<b>Trademark Law and Unfair Competition</b> (3 Credits)	<b>Franchising Law Workshop</b> (3 Credits)	
<b>Technology for Legal Practice</b> (3 Credits)	<b>Information Privacy Law</b> (3 Credits)	
	<b>International Intellectual Property Law</b> (3 Credits)	
	<b>Internet Law</b> (3 Credits)	
	<b>Law Practice Business and Technology</b> (3 Credits)	
	<b>Patent Prosecution Workshop</b> (2 Credits)	

**INTERNATIONAL AND COMPARATIVE LAW**

**Full-Time Faculty Members Include:** Tim Canova, Jane Cross, Doug Donoho, Bob Jarvis, Donna Litman, Florence Shu-Blankson, Jim Wilets

**Note: The College of Law offers a [concentration in International Law](https://www.law.nova.edu/international-program/international-law.html):**  
<https://www.law.nova.edu/international-program/international-law.html>

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>International Business Transactions</b> (3 Credits)	<b>Admiralty</b> (3 Credits)	<b>Civil Field Placement Clinic</b> (6 or 12 credits)
<b>International Law</b> (3 credits)	<b>Caribbean Law Seminar</b> (2 Credits)	<b>Civil Pre-Trial Practice</b> (3 Credits)
<b>International Protection of Human Rights</b> (3 Credits)	<b>Comparative Corporate Governance Seminar</b> (2 Credits)	<b>Introduction to EU Law</b> (2 Credits)
	<b>Comparative Law Seminar</b> (2 Credits)	<b>Trial Advocacy</b> (3 Credits)
	<b>International Law Seminar</b> (2 Credits)	
	<b>Immigration, Nationality, and Refugee Law</b> (2 Credits)	
	<b>International Intellectual Property Law</b> (3 credits)	
	<b>International Litigation</b> (3 credits)	
	<b>International Sales &amp; Arbitration</b> (3 Credits)	
	<b>Jewish Law Seminar</b> (2 Credits)	

**LEGISLATIVE ADVOCACY**

**Full-Time Faculty Members Include:** Tim Canova, Eric Hull, Keith Rizzardi, Julie Agris, Marilyn Uzdavines

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Administrative Law</b> (3 Credits)	<b>Animal Law Legislation Seminar</b> (2 Credits)	<b>Bioethics Seminar</b> (2 Credits)
<b>Legislation Seminar</b> (2 Credits)	<b>Lawyers as Advocates: Rhetoric, Modes of Persuasion &amp; Public Policy Advocates</b> (2 credits) LAW 1000	<b>Environmental Enforcement Seminar</b> (2 Credits)
		<b>Environmental Law</b> (2 Credits)
		<b>Health Policy, Bioethics and Quality of Care</b> (3 Credits)
		<b>Jurisprudence Seminar</b> (2 Credits)
		<b>Ocean and Coastal Law</b> (2 credits)

**REAL PROPERTY, ENVIRONMENTAL AND LAND USE**

**Full-Time Faculty Members Include:** Eric Hull, Ken Lewis, Elena Marty-Nelson, Keith Rizzardi Michele Struffolino, Marilyn Uzdavines

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Environmental Law</b> (2 Credits)	<b>Condominium Law</b> (3 Credits)	<b>Administrative Law</b> (3 Credits)

<b>Ocean and Coastal Law</b> (2 credits)	<b>Construction Law</b> (2 Credits)	<b>Bankruptcy Law</b> (3 Credits)
<b>Property</b> (4 Credits) (MBE)(FB)	<b>Energy Law</b> (2 Credits)	<b>Civil Field Placement Clinic</b> (6 or 12 credits)
<b>Real Estate Transactions</b> (3 Credits) (MBE)(FB)	<b>Environmental Enforcement Seminar</b> (2 Credits)	<b>Civil Pre-Trial Practice</b> (3 Credits)
	<b>Florida Land Development Workshop</b> (2 Credits)	<b>Trial Advocacy</b> (3 Credits)
	<b>Landlord Tenant Workshop</b> (2 Credits)	<b>Trusts</b> (2 Credits) (FB)
	<b>Real Property Closing Workshop</b> (3 Credits)	<b>Wills</b> (2 Credits) (FB)
		<b>Wills and Trusts</b> (4 Credits) (FB)

**TAX LAW**

**Full-Time Faculty\_Members Include:** Donna Litman, Elena Marty-Nelson, Jani Maurer

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Income Tax</b> (3 Credits)	<b>Corporate Tax</b> (3 Credits)	<b>Administrative Law</b> (3 Credits)
	<b>Estate and Gift Tax</b> (3 Credits)	<b>Estate Planning Workshop</b> (3 Credits)
	<b>State and Local Tax</b> (3 Credits)	<b>Trusts</b> (2 Credits) (FB)
	<b>International Tax</b>	<b>Wills</b> (2 Credits) (FB)
		<b>Wills and Trusts</b> (4 Credits) (FB)

**TORTS LAW**

**Full-Time Faculty Members Include:** Amanda Bertrand, Doug Donoho, Joe Hnylka, Ken Lewis

<b>Core Offerings</b>	<b>Advanced Offerings</b>	<b>Related Offerings</b>
<b>Torts (4 Credits)</b> <b>(MBE)(FB)</b>	<b>Agency (2 Credits) (FB)</b>	<b>Animal Law (2 Credits)</b>
	<b>Consumer Protection Internship Clinic (3 Credits)</b>	<b>Civil Field Placement Clinic (6 or 12 credits)</b>
	<b>Defamation, Privacy and Publicity (3 Credits)</b> <b>(MBE)(FB)</b>	<b>Civil Pre-Trial Practice (3 Credits)</b>
	<b>Medical Malpractice (2 Credits)</b>	<b>Environmental Law (2 Credits)</b>
	<b>Products Liability (3 Credits)</b>	<b>Remedies (3 Credits)</b> <b>(FB)</b>
	<b>Workers Compensation (3 Credits)</b>	<b>Sports Law (2 Credits)</b>
	<b>Insurance Law (3 Credits)</b>	<b>Trial Advocacy (3 Credits)</b>
		<b>Environmental Enforcement Seminar (2 Credits)</b>

**VII. MANDATORY SERVICE AND PROFESSIONALISM GRADUATION REQUIREMENTS**

Each J.D. candidate is required to perform a minimum of thirty (30) hours of qualifying service as a requirement for graduation. Eligible service options include both legal (pro bono) and non-legal (community) related placements. Students may not receive pay nor academic credit for their service. Students are required to complete the minimum thirty

(30) hours of qualifying service prior to the start of their final semester before being scheduled to graduate.

Additionally, all law students are encouraged to participate in NSU Law's voluntary The Van Horn Law Group Pro Bono Honor Program. NSU Law's The Van Horn Law Group Pro Bono Honor Program recognizes students who have completed voluntary pro bono service in three levels of distinction: Bronze – 50-124 hours; Silver – 125-299 hours; and Gold – 300+ hours. The Van Horn Law Group Pro Bono Honor Program students are recognized for their commitment to pro bono service with an awards certificate, by wearing a gold cord at graduation, and being recognized at an honors program. Any pro bono service hours earned under the College of Law's Mandatory Service Graduation Requirement may be credited to the voluntary The Van Horn Law Group Pro Bono Honor Program hours as well as receive recognition under the honor program.

In addition, each J.D. candidate is required to participate in College of Law designated opportunities to support the development of their professional identity and their cross-cultural competencies in compliance with A.B.A. Standard 303.

**12.8 Appendix H. Part Time Curriculum Sorting Guide.**

**Curriculum Advising Guide: Part-Time Students**

During their first year, students are not permitted to choose their courses or alter their assigned course sections, because the first-year curriculum is fixed and mandatory. This pre-determined curriculum is designed to provide students with a basic understanding of the legal process and the most exposure to foundational areas of legal practice.

After the first year, students have greater latitude to select courses. Various factors will affect those choices, including further graduation requirements, which bar exam related courses a student wishes to take, his or her work and internship schedules, and the timing of course offerings. A student must take all necessary prerequisites before enrolling in more advanced courses.

The following overview of the College of Law's curriculum should assist students in selecting and sequencing courses according to the students' interests and circumstances. Among other things, it:

- identifies required courses;
- identifies the options for satisfying the experiential credit requirement
- identifies the options for satisfying the upper-level writing requirement
- provides information about the relationship of courses to the bar exam
- identifies electives by area, sequencing and faculty

**\*\*Because course selection and sequencing can involve many variables unique to each student and situation, these suggestions should be considered in that context. Students are encouraged to discuss their choices with individual faculty members, whose perspectives on these choices could potentially vary, and to keep in mind graduation requirements and The Code of Academic Regulations.\*\***

For all courses identified below, only the course name is identified. Consult the Course Description information on the College of Law's website for the individual in-depth course description, prerequisites, and the individual semester schedule for availability.

***\*\*Please note that just because a course is listed as approved in our curriculum does not mean it will be offered any particular semester unless it is required to be offered\*\****

**I. FIRST -YEAR CURRICULUM**

The first-year curriculum is fixed and required:

<i>Fall Semester</i>	<i>Winter Semester</i>	<i>Second Year</i>
<b>Contracts</b> (4 Credits)	<b>Civil Procedure</b> (4 Credits)	<b>Criminal Law</b> (4 Credits)  <b>Constitutional Law</b> (4 Credits)
<b>Legal Research and Writing I</b> (3 Credits)	<b>Legal Research and Writing II</b> (3 Credits)	
<b>Torts</b> (4 Credits)	<b>Property</b> (4 Credits)	
<b>LSP I</b> (1 Credits)	<b>LSP II</b> (1 Credits)	

**II. SECOND-YEAR CURRICULUM**

Part-time students must take Criminal Law I and Constitutional Law in their second year. In addition, if applicable, part-time students must take the following courses in the semester indicated:

<i>Fall Semester</i>	<i>Winter Semester</i>
<b>ELA I</b> (1 Credits) Mandatory for any student whose cumulative GPA in the first two semesters of law school is below the requisite cutoff. Optional for all other students.	<b>ELA II</b> (1 Credits) Mandatory for any student whose cumulative GPA in the fall semester of the second year of law school is below the requisite cutoff. Optional for all other students

**III. THIRD-YEAR AND FOURTH-YEAR CURRICULUM**

**Multistate Bar Exam Lab and Florida Bar Exam Lab:**

The third and if applicable, fourth year curriculum should focus on completing additional graduation requirements, preparing for the bar exam, skill-building and substantive areas of interest. In the last two semesters of law school, **students are required to take the**

**Multistate Bar Exam Lab and Florida Bar Exam Lab for a total of five credits.** NSU Law requires two mandatory courses to give students the skills needed to prepare for the bar exam. One course focuses on the subjects tested on the Multistate portion of the bar exam, while the second required course focuses on the subjects tested on the Florida portion of the bar exam. Students registered to sit for a bar exam in a state other than Florida may be exempt from taking the Florida Bar Exam Lab upon the approval in writing of the Assistant Dean for the Academic Success and Professionalism Program.

**MBE Lab** (3 Credit)

**FBE Lab** (2 Credit)

#### **IV. ADDITIONAL GRADUATION REQUIREMENTS**

See Section IV of 12.7 Appendix G for specific information about additional graduation requirements.

#### **V. CO-CURRICULAR INVOLVEMENT**

See Section V of 12.7 Appendix G for specific information about co-curricular involvement.

#### **VI. SUBJECTS, OFFERINGS, FACULTY MEMBERS & CURRICULUM MAPPING**

See Section VI of 12.7 Appendix G for specific information about the subjects, offerings, faculty members & Curriculum Mapping for advising.

#### **VII. MANDATORY SERVICE AND PROFESSIONALISM GRADUATION REQUIREMENTS**

See Section VII of 12.7 Appendix G for specific information about mandatory service and professional requirements.

## **12.9 Appendix I. Course Descriptions**

Official Course Descriptions are found here: <https://www.law.nova.edu/current-students/course-descriptions.html>

## 12.10 Appendix J. LL.M. Students

1. Applicability of Code of Academic Regulations and Nova Southeastern University Policies
  - 1.1 Except as provided in this appendix, students matriculated into the LL.M. program are governed by the policies of Nova Southeastern University for its enrolled students and the Code of Academic Regulations for College of Law Students. Students must abide by Nova Southeastern University's and the College of Law's codes of conduct.
  - 1.2 LL.M. students are governed by the same policies and procedures as J.D. students except as provided in this appendix. Where a policy of this appendix conflicts with another university policy for LL.M. students, the regulations of this appendix take precedence.
2. Eligibility Requirements
  - 2.1 To be eligible for admission, an applicant must have earned a first degree in law at an accredited university.
  - 2.2 Applicants who have earned a J.D. degree from the College of Law must have completed two or more years of professional experience.
  - 2.3 For attorneys who earned a first law degree outside the United States, the degree must allow the recipient to practice law in that country.
  - 2.4 No LSAT or other entrance exam is required for attorneys who earned a first law degree within the United States.
  - 2.5 Applicants who are not native English speakers, or do not hold a degree from an institution at which English is the primary language of instruction, will be required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
  - 2.6 To be eligible for admission to the College of Law, attorneys who earned a first law degree outside the United States must meet the eligibility requirements to matriculate in the J.D. program of study, and are subject to the admissions criteria for the J.D. program.
  - 2.7 Upon admission, each attorney who earned a first law degree outside the United States shall elect whether to pursue either a J.D. or LL.M. degree.
3. Graduation Requirements
  - 3.1 Required Number of Credits: LL.M. students must earn at least 30 credits. Except as

- provided in this appendix, minimum requirements for course credits and limitations for online course credits do not apply to LL.M. students.
- 3.2 Common Core Curriculum: To graduate with a LL.M. degree, students who did not graduate from an ABA-approved law school must complete Legal Research and Writing I and Legal Research and Writing II. LL.M. students who graduated from an ABA-approved law school must complete the upper level writing requirement.
  - 3.3 LL.M. students are not required to complete the additional course requirements specified for J.D. students.
  - 3.4 LL.M. students are eligible to earn any concentration offered by the College of Law provided the student satisfies all obligations for the concentration.
  - 3.5 Except as provided as part of a concentration requirement, LL.M. students are not required to complete the J.D. Mandatory Community Service and Professionalism Requirement.
  - 3.6 All program requirements must be completed within five years from the first term enrolled. A student has five calendar years to complete the program. Leaves of absences taken during the course of the program, even for medical reasons, do not extend the five-year time limit.
4. Course and Registration Requirements.
    - 4.1 LL.M. students do not have priority for course registration, which is based on the number of credit hours previously completed.
    - 4.2 LL.M. students may not earn credit for a course for which the student has earned academic credit at another institution or at NSU Law . Although the LL.M. student should consult with the student's academic advisor or Dean of Students prior to registration, the responsibility to avoid duplication of courses remains with the student, and a student may be disenrolled from a course at any time, rather than earn credit for a course substantially the same as one previously completed.
    - 4.3 LL.M. students may not earn credit for Student Activity Credits by participation in publications, competitions, or advocacy board activities.
    - 4.4 Except as otherwise provided in the Code of Academic Regulations or in an individual course's description or syllabus, courses offered to either J.D. or LL.M. students are available to both J.D. and LL.M. students. In the event enrollment in a course exceeds the enrollment cap, preference will be given to J.D. students. LL.M. students are eligible to enroll in undergraduate courses or Master of Science courses only with the permission of the Dean of Students, who shall approve such

requests only in exceptional circumstances.

5. Class Rank
  - 5.1 LL.M. students are not included in the calculation of class rank for J.D. students.
  - 5.2 LL.M. students are not ranked.
6. Learning Outcomes
  - 6.1 Graduates of the LL.M. degree program will be able to demonstrate proficiency of substantive, fundamental legal doctrine, including statutes and case law, legal concepts, and legal principles.
  - 6.2 Graduates of the LL.M. degree program will be able to demonstrate self-directed learning practices for life-long learning.
  - 6.3 Graduates of the LL.M. degree program will be able to demonstrate proficiency and competence in problem-solving, legal analysis, and legal reasoning.
  - 6.4 Graduates of the LL.M. degree program will be able to demonstrate proficiency in communicating legal concepts and analysis in written and oral form.
  - 6.5 Graduates of the LL.M. degree program will be able to demonstrate proficiency and competence in performing entry-level lawyering tasks.
7. Goodwin Concentration in Law, Technology, & Effective Public Policy (Goodwin Concentration) Additional Requirements.
  - 7.1 Goodwin Concentration Completion Requirements
    - 7.1.1 To graduate with a Goodwin Concentration, students must complete the following courses:
      - 7.1.1.1 Administrative Law (3 credits)
      - 7.1.1.2 Advanced Legal Research (2 credits)
      - 7.1.1.3 Technology for Legal Practice (3 credits)
      - 7.1.1.4 Electronic Discovery, Digital Evidence and Information Governance Workshop (3 credits)
      - 7.1.1.5 LL.M. Master’s Thesis Research & Writing: Introduction or a Seminar Course
      - 7.1.1.6 LL.M. Master’s Thesis Research & Writing: Advanced (Proposed)
      - 7.1.1.7 Three additional courses from among the offerings in the Health Law Concentration; Intellectual Property, Technology, and Cybersecurity Law Concentration; and/or Environmental Law course offerings. Courses not listed in a Concentration must be approved by

either the program director or Associate Dean for Academic Affairs.

7.2 Goodwin Concentration Service Requirement.

7.2.1 To complete the Goodwin Concentration, students shall complete 30-hours of community service.

7.2.2 The service requirement may be fulfilled by providing pro bono legal work in the area of concentration; participating in CLE programs; participating in events and meetings of national, state, or local bar associations; writing materials for bar journals and other publications separate from their law school academic courses; or other otherwise volunteering their time in pursuits in the field.

7.2.3 The Goodwin service requirement is self-certified; however, students shall document their activities through a log, CLE certificates, or similar means.

8. Concentration for U.S. Law Study by Foreign Lawyers (Foreign Lawyers Concentration) additional requirements.

8.1 Foreign Lawyers Concentration Compliance.

8.1.1 The LL.M. candidate is solely responsible for compliance with the eligibility requirements of any state where that student seeks eligibility to sit for admission to the bar. The eligibility requirements vary by state and change, without notice.

8.1.2 No statement or guidance from the College of Law can be relied upon or substitute for the candidate's own determination of the requirements and adherence with the required procedural steps.

8.2 Foreign Lawyers Concentration Program of Study.

8.2.1 Students must complete their degree and be awarded their LL.M. degree within 24 months of matriculation.

8.2.2 Students must enroll in Fall and Winter courses. At least 20 of the students' 30 credits must be earned during Fall and Winter terms.

8.2.3 Students must complete all coursework within the United States. Concentration credit will be allowed for study abroad, transfer credit, supervised research, or a course without a classroom component.

8.2.4 Because New York and other jurisdictions may require 24 rather than 30 credits for completion of the LL.M. program, students may elect to take credits beyond the state-required 24 credits in the College of Law in online courses. Students are solely responsible for their decision to enroll

in such courses and its potential to make the student ineligible for bar admission in a particular jurisdiction even though the student has met the state's requirement of 24 credits of in-person instruction.

### 8.3 Foreign Lawyers Concentration Completion Requirements.

8.3.1 To graduate with a Foreign Lawyers Concentration, students must complete the following courses:

8.3.1.1 Legal Research and Writing I and Legal Research and Writing II.

8.3.1.2 Professional Responsibility.

8.3.1.3 American Legal Studies (which can be satisfied by successful completion of Constitutional Law I, Civil Procedure, or another course designated by the Associate Dean for Academic Affairs as satisfying this course requirement).

8.3.1.4 At least nine credits in bar-tested subjects (for example, Contracts, Torts, Civil Procedure, Real Property, Constitutional Law I, Constitutional Law II, Criminal Procedure, Evidence, Business Entities, and Family Law).