



College of Law

STUDENT HANDBOOK

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I. Disclaimers

The Jacksonville University College of Law is not currently approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association and makes no representation to any applicant that it will receive approval from the Council before the graduation of any matriculating student.

The rules, regulations and information contained in this Handbook do not constitute a contract between Jacksonville University or Jacksonville University College of Law and any prospective student, applicant, or student. Therefore, the rules, regulations, policies, and procedures governing Jacksonville University and Jacksonville University College of Law are subject to amendment and any such amendments take effect immediately, unless otherwise noted. Students are expected to abide by all requirements as they are amended. Each student is personally responsible for their academic progress. Students are urged to carefully read this handbook and all Jacksonville University policies and correspondence and to consult regularly with appropriate Jacksonville University personnel for additional information.

To the extent not covered in this Handbook, the College of Law adopts the academic standards and policies applicable to all students at Jacksonville University. Where inconsistent with other University policies, this Handbook serves as the policy for record for College of Law students.

II. College of Law Academic Policies

1. Graduation Requirements

A. Requirements for Graduation

To be considered for graduation and eligible for a Juris Doctor degree, students are required to:

- (1) satisfactorily complete and receive course credit for 90 hours of course work with a cumulative GPA of 2.3.
- (2) satisfactorily complete the following requirements:
 - a. 30 credits of first-year, required core courses:
 - i. Contracts & Sales I, Contracts & Sales II
 - ii. Torts I, Torts II
 - iii. Property I, Property II
 - iv. Civil Procedure I, Civil Procedure II
 - v. Legal Reasoning, Research & Writing I, Legal Reasoning, Research, & Writing II
 - b. 3 credits of required upper-level writing:
 - i. Advanced Legal Reasoning & Writing
 - c. 12 credits of upper level required core courses:
 - i. Criminal Law & Procedure I, Criminal Law & Procedure II
 - ii. Constitutional Law I, Constitutional Law II
 - d. 18 credits of upper level required electives:
 - i. Business Organizations,
 - ii. Commercial Law (UCC Articles 2, 3, & 9),
 - iii. Evidence,

- iv. Family Law,
 - v. Professional Responsibility,
 - vi. Trusts and Estates
- e. 6 credits of experiential learning
 - f. 6 credits of bar prep courses
- (3) at least 64 of these credit hours shall be in courses that required attendance in regularly scheduled classroom sessions or direct faculty instruction; (See the Minimum Number of Classroom Credits section located in this handbook)
 - (4) complete the pro-bono requirement; (See the Pro Bono Requirements located in this handbook)
 - (5) paid all balances owed to the College of Law and Jacksonville University;
 - (6) not have a pending honor code, conduct code, or criminal case; and
 - (7) not be subject to the rules of academic dismissal as stated under “Academic Probation and Dismissal.”

B. Minimum Number of Regularly Scheduled Classroom Credits Required for Graduation

In accordance with American Bar Association standards, of the 90 credits required for graduation, students pursuing a Juris Doctor degree must complete a minimum of 64 credits of coursework in courses that require attendance in regularly scheduled classroom sessions. Not all credit hours students may take towards the 90 credits required for graduation will count towards the Classroom Credits requirement. Credits that will not count towards the 64-credit requirement include credits earned through co-curriculars (law review, moot court, mock trial), a course in any other degree program at Jacksonville University, or externship or clinic. Questions as to whether a particular course counts toward the Classroom Credits requirement should speak with the Associate Dean of Academic Affairs or the Registrar. Students must submit to the Associate Dean of Academic Affairs an Application to Study at Another Institution in advance of enrolling in any courses outside the Jacksonville University College of Law. The Associate Dean will determine whether those credits should count toward the J.D. program and/or the Classroom Credits requirement.

C. Experiential Learning Credit Requirements

Students must complete a minimum of 6 credit hours of courses designated as experiential learning courses.

D. Character and Fitness

The College of Law reserves the right to withhold a degree conferral whenever it appears that the character or conduct of a student, or the quality of the work completed, will prevent acceptable representation of the College or will compromise the legal profession. Each student who meets the established graduation requirements will automatically be recommended by the faculty to receive the appropriate degree.

E. Maximum Time to Earn Degree

Students completing the Juris Doctor degree program on a full-time basis must complete the program of study within 72 months of starting classes. The College of Law Academic Standards Committee may waive this time period in extraordinary circumstances. Any student who leaves the College of Law no more than two years from the last date they attended classes may petition the College of Law Academic Standards Committee to return to complete his or her degree.

F. Pro Bono Requirement

Students are required to complete sixty (60) hours of pro bono work, up to thirty of which may be non-legal public service volunteer work.

Pro bono and public service volunteer hours must be completed prior to the deadline by which all graduation requirements are to be completed. All work must be pre-approved, and hours must be regularly submitted to the Assistant Dean of Student Development & Practice.

Legal related pro bono work includes pro bono work for the indigent, public agencies, private legal practice on a case being conducted on a pro bono basis, and under the supervision of a Jacksonville University faculty member who is conducting the work on a pro bono basis. Non-legal public service volunteer work may include volunteering at any non-profit organization and engaging in general community service work.

Students who are enrolled in externship credits are not entitled to pro bono hours for work completed as a requirement of the externship. If students wish to earn pro bono hours or community service from the same externship field office after the requirements of the externship credit are met, students shall request permission from the externship professor and supervisor; if permission is granted the student must notify the Assistant Dean of Student Development & Practice.

2. Class Attendance

A. Attendance Policy

Students are expected to attend class. Failure to attend at least 80 percent of the total class hours in a course will automatically preclude a student from taking the final examination in that course, regardless of the reason(s) for the absence. Each student is required to keep a record of their total absences for each class. The professor is not required to notify students of their total absences. At the discretion of the professor, and with advance notice to the student, a student who is absent more than the number of times a class meets per week may be precluded from taking the final examination in that course unless such absences were due to participation in an approved experiential learning program and the absences were approved by the professor and the Associate Dean of Academic Affairs. Failure to attend and/or be prepared for class may be considered in the professor's determination of a student's final grade in a course.

Students who have flu or flu like symptoms, a contagious or serious illness, are caring for another person suffering from the flu or a contagious or serious disease or have an exigent circumstance that might result or require missing several class hours shall consult with the Associate Dean of Academic Affairs as soon as possible to discuss class attendance.

The Associate Dean of Academic Affairs holds discretion to determine and assign the maximum permissible number of absences in each of the student's courses, considering relevant factors. In most situations, it will not be reasonable for a student to miss more than 30 percent of the class hours. The Associate Dean of Academic Affairs may request the student to obtain a doctor's note or to provide other documentation.

B. Excessive Absences or Other Failure to Complete Course Requirements

If a student has not formally withdrawn or been withdrawn from a course pursuant to the *Course Withdrawals* policy, has excessive absences, or fails to fulfill any other requirement in the course except taking the final examination, submitting the final paper, or participating in or submitting the final project, the student will be precluded from taking the final examination or precluded from submitting the final paper or project, will not receive credit for any work done in the course, and will receive an "WX" grade for the course. Pursuant to the College's policies on academic probation, a student who receives an "WX" grade in any course work will be placed immediately on academic probation and will remain on probation for at least the following semester.

The hours of an "WX" graded course may not be used in determining hours for graduation, nor will they impact a student's G.P.A. A student who receives a grade of "WX" in, or is withdrawn from, a required course must repeat the course the next time it is regularly scheduled. If a student receives a "WX" grade, they will not be entitled to

any tuition refund relating to that course.

C. Distance Education Attendance Policy

This policy applies to any course at the College of Law offered primarily through distance education. Students' class attendance will be determined each week by the students' doing the following:

- (1) reading and preparing all assignments given by the course professor;
- (2) watching any lectures or other presentations provided on the distance education site;
- (3) participating on the distance education site as required by the course instructor; and
- (4) completing any other course requirements of the instructor.

Failure to participate in any distance education course in one course week may only be excused by the professor for the course, in consultation with the Associate Dean of Academics. If the failure to participate is excused, the student may be required to complete additional work to make up for the absence or the student's grade may be reduced by the professor for the absence, both in the instructor's discretion. A student whose failure to participate in any distance education course for one full week is not excused will be given a grade of "WX" in the course, and the student will not receive a refund of tuition paid for that course. The College of Law's standard withdrawal policies apply to courses taught via distance education. A student who registers for a course must formally withdraw from the course. Failure to attend a course for which the student is registered will be considered absence from the course. If a student withdraws from a distance education course, the College of Law's standard tuition refund policy will apply. By registering to take a class via distance education, the student certifies that they will perform the work for the class without outside assistance, except as approved by the professor in writing. Representation that work done in a distance education course is one's own when it is not constitutes dishonesty, a violation of the Academic Integrity Policy.

3. Degree Conferral

The College of Law will award diplomas four times each academic year: at the conclusion of the Fall semester, at the conclusion of the Winter term, at the conclusion of the Spring semester, and at the conclusion of the Summer term. Diplomas will be awarded at the next available award date after all graduation requirements are met. In addition to the academic graduation requirements, for a diploma to be awarded, absent extraordinary circumstances, the student must not have any pending honor code, conduct code, or criminal charges.

4. Academic Credit

A. Definition of Credit Hour

The College of Law adheres to Federal law and ABA definitions of a credit hour. ABA Standard 310(b) provides: *a "credit hour" is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.*

The College of Law currently operates on 16-week semesters, including reading days and final exam periods, in the Fall and Spring. For College of Law purposes, in-class time is calculated in 50 minute "hours" per credit over 15 weeks, or other equivalent for more-condensed courses. Any direct faculty instruction time is calculated at this rate. All other academic time is calculated in 60-minute hours. This means that at least 42.5 total hours, accumulated through some combination of in-class and out-of-class time, are required for a credit hour.

B. Work Associated with Earned Credit Hours

College of Law Faculty, in accordance with the ABA standards, design courses that reflect at least 45 total hours of work per credit hour, which may be attained through any of the following, alone or in combination:

- (1) Direct faculty instruction in class, mandatory office hours, exercises, practices, rehearsals, or supervision of field placement or clinic work;
- (2) Reading;
- (3) Preparing and revising notes, class outlines, and related materials;
- (4) Observing taped materials, podcasts, or live events;
- (5) Preparing for, performing, and reviewing exercises, simulations, competitions, field placement and clinic work, and other assignments;
- (6) Researching, drafting, and editing writings;
- (7) Reviewing others' work (as allowed by class policies);
- (8) Contributing to discussions both orally and in writing;
- (9) Preparing for, taking, and reviewing performances on quizzes, midterms, exams, and other assessments; and
- (10) All other academic activity.

Faculty are responsible for ensuring that experiential learning and all other academic work leading to the award of credit hours reflect at least 45 total hours of work per credit hour.

C. Documentation of Course Credit Requirements

Course syllabi will demonstrate compliance with this policy and will be on file with the Associate Dean of Academic Affairs. Faculty are encouraged to include on their syllabi the expected number of hours of out of class work required for the course. Documents establishing compliance with this policy will be maintained on file with the Associate Dean of Academic Affairs for seven years.

Proposals for new courses will not be approved by the College of Law Curriculum Committee without an assurance the new course will comply with this policy. Non-course credit work will require submission of an assurance detailing compliance with this policy.

5. Admission Policies

A. Standards for Admissions

The standards for admissions to the Jacksonville University College of Law advance the mission of the College of Law to provide quality legal education, focused on experiential learning and community partnerships, especially in the service of Jacksonville, Florida, and beyond.

The College of Law seeks to admit students who demonstrate academic excellence, integrity, and a commitment to the legal profession. The College of Law is committed to enrolling students with diverse backgrounds and viewpoints.

The College of Law evaluates holistically all information provided by applicants, however, the College weighs substantially the numerical indicators of success in legal education (undergraduate GPA and LSAT scores), as well as the Character and Fitness evaluation. Candor in the Character and Fitness evaluation portion of the application is paramount because it is the beginning of candidates' application to the practice of law. Legal jurisdictions and organizations have varying standards and may require information beyond what our application specifically requires. Applicants are encouraged to research states in which they intend to practice and seek the assistance of our admissions counselors for any questions about what should be included.

Other considerations for admission include challenges that may have impacted prior performance, letters of recommendation, graduate school or other professional training, and other information that demonstrates an applicant's preparation and potential.

B. Admissions Requirements

All applicants to the College of Law must submit:

- Completed application
- Personal statement
- Resume or Curriculum Vitae
- Two letters of recommendation
- Character and Fitness evaluation
- Official Law School Admissions Test (LSAT) score
- Official transcripts for all colleges and universities attended

Applicants may provide additional materials including addenda, GRE Scores, and LSAT writing samples.

C. Qualifications for Admission to the Bar

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

D. Transfer Student Admission

The College welcomes transfer applications from applicants with superior academic records in law study will be considered. Transfer applicants will be accepted only to the extent that vacancies exist in the second-year class. The previous law study must have been undertaken at a law school which is an ABA accredited institution.

- (1) **Application for Admission as a Transfer Student.** Candidates for transfer admission must submit the following documents, following the general admissions deadlines:
 - a. Application for admission
 - b. Resume
 - c. Personal statement explaining the reason for transfer.
 - d. LSAT test scores
 - e. Transcripts from undergraduate and graduate institutions, including the current law program
 - f. Letter of good standing from the Dean of current law program

- (2) **Transfer of Credits.** The Registrar and Associate Dean of Academics will identify which courses and credits will transfer, if admitted, and this will be disclosed at the time of acceptance. Each transfer student's transcript from the other law school will be evaluated to determine whether the student has completed the courses required of a Jacksonville College of Law student in the first year. To the extent that a student has not completed those requirements, his or her offer of admission will set forth the required courses that must be completed. The following policies apply to all transfer credits:
 - a. A student may transfer up to 30 credit hours from an ABA accredited institution.

- b. A grade of “C” (not C-) or higher must be earned for transfer of credit. Courses taken pass/fail will not be awarded credit.
- c. Credits will be applied to the equivalent Jacksonville University College of Law course(s).
- d. A Student may appeal a transfer of credit decision in writing to the Associate Dean.
- e. Transferred courses will not factor into a student’s Jacksonville University College of Law GPA. Courses will be recorded with a grade of “TR”.
- f. Credits earned 10 years or more from the time of enrollment will not be accepted.

- (3) **Class Rank for Transfer Students.** The College of Law ranks each class of students and determines quartile thresholds at the end of each Spring semester based on the cumulative GPA, excluding courses completed at other institutions. During their 2L year at the College of Law, transfer students will not have an official rank or quartile. They will be ranked for the first time after all grades have been entered at the conclusion of the Spring semester.

E. Transfer Credits for Existing College of Law Students

Current Jacksonville University College of Law students must get prior written approval from the Associate Dean of Academic Affairs to take courses at another institution. The Associate Dean and the Registrar will determine whether those credits may count toward the Juris Doctor degree program and/or whether they will satisfy any specific degree requirements.

6. Advising and Registration

A. Advising and Counseling

The Associate Dean of Academic Affairs advises students regarding graduation requirements. The Assistant Dean of Student Development and Practice counsels students regarding career and professional development. In addition, students will be assigned a faculty member for advising. Faculty members will be accessible to students through regular office hours and email communications.

B. Full-Time Status

The Jacksonville University College of Law is a full-time program. Students must enroll in 15 or more credit hours in each fall and spring semester. Upon approval of the Associate Dean of Academic Affairs, a student may be permitted to enroll in fewer credits in the fall or spring semester for extraordinary circumstances.

C. Maximum Credit Hours

The maximum number of credit hours for full-time students is set in accordance with the ABA standard that prohibits students from enrolling in coursework that would exceed 20 percent (18 credits) of the total coursework required for graduation. Without permission from the Associate Dean of Academic Affairs, a full-time student may not enroll in more than 15 credit hours in a fall or spring semester, or more than nine summer credit hours.

D. Course Withdrawal

- (1) **Student-Initiated Course Withdrawal.** A student may not withdraw from a required course without the written permission of the Associate Dean of Academic Affairs. Permission to withdraw from a required course will be granted only in extraordinary circumstances, or as may be required by applicable law. The Associate Dean’s decision may not be appealed to the faculty or any faculty committee.

After the relevant drop/add deadline, a student may withdraw from an elective course only with the permission of the Associate Dean of Academic Affairs. To withdraw, the student must submit a

written request to the Associate Dean of Academic Affairs and demonstrate good cause why the request should be granted. The Associate Dean's decision may not be appealed to the faculty or any faculty committee.

Students enrolled in experiential learning credits should consult with the director or faculty advisor for that specific program before submitting a request to withdraw to the Associate Dean.

After the relevant drop/add period, but during the semester in which a student expects to graduate, a student may withdraw from any course not needed to fulfill a graduation requirement, in accordance with the following guidelines:

- a. any experiential learning course must have the written permission of the faculty advisor or program director,
 - b. the course is not need to fulfill an aspect of academic probation,
 - c. the request to withdraw is submitted in accordance with the Registrar's withdrawal deadlines, and
 - d. the Associate Dean of Academic Affairs concurs in the request.
- (2) **Administrative Course Withdrawal.** Under certain circumstances approved by the Associate Dean of Academic Affairs, and in consultation with the instructor of record, the College of Law may administratively withdraw a student from a course.
- (3) **Transcript Notation.** When a student withdraws or is withdrawn from a course after the relevant drop/add deadline, the course name and a grade of "W" will appear on the student's transcript. In extraordinary circumstances, the Associate Dean of Academic Affairs, in conjunction with the Registrar, can approve a different transcript notation.
- (4) **Impact of a Withdrawal.** A course withdrawal, whether student-initiated or administrative, may affect the student's status to remain in the United States pursuant to USCIS guidelines.

E. Credit Overload

A full-time student must take the assigned, required courses during the first two semesters and may not take additional courses during the first fall or spring semester except in extraordinary circumstances and with approval of the Associate Dean of Academic Affairs.

A student who is in the first year and seeks to take an additional class should submit the request in writing to the Associate Dean of Academic Affairs. The request should identify the course in which the student hopes to enroll and should explain in detail the reasons why the overload should be granted. The Associate Dean of Academic Affairs, in their sole discretion, will determine whether the request should be granted.

F. Course Selection

- (1) **Course Sequencing.** The suggested course sequences for students starting in the Fall semester and those starting in Spring semester are detailed in the charts below:

**Course Sequence
Full-Time Fall Start**

First Year		Second Year		Third Year	
<u>Fall Semester</u>		<u>Fall Semester</u>		<u>Fall Semester</u>	
Civil Procedure I	3	Advanced Legal Reasoning & Writing	3	Elective/Experiential Learning [^]	3
Contracts & Sales I	3	Criminal Law & Procedure I	3	Elective/Experiential Learning [^]	3
Legal Reasoning, Research, & Writing I	3	Constitutional Law I	3	Elective/Experiential Learning [^]	3
Property I	3	Evidence*	3	Elective/Experiential Learning [^]	3
Torts I	3	Professional Responsibility*	3	Elective/Experiential Learning [^]	3
Total Credits	15	Total Credits	15	Total Credits	
<u>Spring Semester</u>		<u>Spring Semester</u>		<u>Spring Semester</u>	
Civil Procedure II	3	Criminal Law & Procedure II	3	State Law (bar review)	3
Contracts & Sales II	3	Constitutional Law II	3	National Law (bar review)	3
Legal Reasoning, Research, & Writing II	3	Upper Level Required Elective*	3	Elective/Experiential Learning [^]	3
Property II	3	Upper Level Required Elective*	3	Elective/Experiential Learning [^]	3
Torts II	3	Upper Level Required Elective*	3	Elective/Experiential Learning [^]	3
Total Credits	15	Total Credits	15	Total Credits	15
First Year Total Credits	30	Second Year Total Credits	30	Third Year Total Credits	30

* Upper Level Required Electives (18 credits): Business Organizations, Commercial Law, Evidence, Family Law, Professional Responsibility, Trusts and Estates. Upper level students who have not yet completed upper level required core courses and required electives must do so at the earliest possible opportunity.

**Course Sequence
Full-Time Spring Start**

First Year		Second Year		Third Year	
<u>Spring Semester</u>		<u>Spring Semester</u>		<u>Spring Semester</u>	
Civil Procedure I	3	Criminal Law & Procedure II	3	State Law (bar review)	3
Contracts & Sales I	3	Constitutional Law I	3	National Law (bar review)	3
Legal Reasoning, Research, & Writing I	3	Professional Responsibility*	3	Elective/Experiential Learning [^]	3
Property I	3	Evidence*	3	Elective/Experiential Learning [^]	3
Torts I	3	Upper Level Required Elective*	3	Elective/Experiential Learning [^]	3
Total Credits	15	Total Credits	15	Total Credits	15
<u>Summer Semester</u>		<u>Summer Semester</u>		<u>Third Year Total Credits</u>	
Civil Procedure II	3	Elective/Experiential Learning [^]	3		15
Legal Reasoning, Research, & Writing II	3	Elective/Experiential Learning [^]	3		
Total Credits	6	Elective/Experiential Learning [^]	3		
		Total Credits	9		
<u>Fall Semester</u>		<u>Fall Semester</u>			
Advanced Legal Reasoning & Writing	3	Constitutional Law II	3		
Contracts & Sales II	3	Upper Level Required Elective*	3		
Criminal Law & Procedure I	3	Upper Level Required Elective*	3		
Property II	3	Upper Level Required Elective*	3		
Torts II	3	Elective/Experiential Learning [^]	3		
Total Credits	15	Total Credits	15		
First Year Total Credits	36	Second Year Total Credits	39		

* Upper Level Required Electives (18 credits): Business Organizations, Commercial Law, Evidence, Family Law, Professional Responsibility, Trusts and Estates.
Upper level students who have not yet completed upper level required core courses and required electives must do so at the earliest possible opportunity.

Students must also take 6 credits during summer of second year.
Students must take a 3-credit overload, one semester during second or third year.

A student must take required core courses before registering for electives. By registering for electives, a student represents to the College that they completed, or is concurrently registered in, all remaining required core courses. Upper-level students who have not yet completed upper level required electives must do so at the earliest possible opportunity.

A student may enroll in a course for credit only after they complete all prerequisites for that course; however, a particular prerequisite may be waived for good cause by the Associate Dean of Academic Affairs, after consulting with the course professor.

- (2) **Adjusting the Course Sequence.** The Associate Dean of Academic Affairs has discretion to grant a Juris Doctor student who is still in the required curriculum permission to enroll in elective courses under the following circumstances:
- a. The adjustment is necessary for a student in accordance with applicable law (e.g., the Americans with Disabilities Act) or other Jacksonville University policy or
 - b. the adjustment is deemed necessary for a student with unique circumstances caused by the fact that the student has
 - i. transferred into the College of Law from another law school,
 - ii. been granted permission to withdraw from one or more required courses in a prior semester, or
 - iii. another extenuating circumstance that requires adjustment to afford the student an opportunity to complete the course-of-study in a timely manner.

In these circumstances, the student should complete the required curriculum as soon as feasible, which typically means the student should take any remaining required course the next fall or spring semester it is offered. Any adjustment under this subsection must be in writing signed by the Associate Dean of Academic Affairs and the student.

G. Drop/Add

- (1) **General Deadline and Policies.** The general drop/add deadlines for the Fall, Spring, Winter and Summer semesters are listed on the official Jacksonville University academic calendar, which is maintained by the Registrar's Office.

A student may not add a course if the number of classes already missed equals or exceeds the number of absences a student is allowed under the applicable the attendance policy or the attendance rules in the professor's syllabus, whichever is most strict.

The Associate Dean of Academic Affairs holds the sole discretion to allow a student to drop or be dropped for a first-year required core course. A student will be granted permission to drop only in extraordinary circumstances, or as may be required by applicable law.

If a student drops a course before the drop/add deadline, the course will not appear on the student's transcript.

- (2) **Administrative Drops.** Students are expected to attend the first-class session of each course for which they are registered. A student will be automatically dropped from the course if they fail to attend the first-class session unless the student first notified the faculty member of their anticipated absence. If agreed upon by the Registrar and the professor, a student dropped from a course in this manner may be re-added if the student can still meet the attendance requirements for the class and the course does not have a wait list. If the course has a wait list, the student will be placed at the end of that list and will only be added if space allows.
- (3) **Experiential Learning Credits.** The last day a student may drop an experiential learning credit will be prescribed in the experiential learning application and policies. A student may not add or drop an experiential learning credit without the written permission of the supervising faculty member.
- (4) **Dropping a Course After the Deadline.** A student may not drop a course after the relevant drop/add deadline; however, the Associate Dean of Academic Affairs may, upon a showing of good cause, allow a student to withdraw from a class after the drop/add period in accordance with the Course Withdrawals policy.
- (5) **Financial Aid Impact.** Dropping a class can affect financial-aid eligibility. When aid eligibility depends on minimum enrollment under Jacksonville University's Financial Aid policy, aid disbursement can be delayed until enrollment at the requisite level is verified and the drop/add period has passed. Students are urged to meet with a representative from the Office of Financial Aid to understand how specific schedule changes can affect their aid.

7. Grading Policies

A. Class Rank

A student's individual numerical rank is based on their expected graduation date. It is generally presumed that full-time entrants will graduate in three years. Students may modify their expected graduation date in accordance with procedures developed by the Registrar.

First-year students are ranked with their entering class after their first semester. Ranking information will be provided every semester thereafter (excluding summers).

B. Dean's List

The names of full-time Juris Doctor students who complete at least 10 graded law school hours and achieve a semester a grade point average of 3.25 or higher will be recorded on the College of Law Dean's List.

Any Juris Doctor student who receives an WX grade will not be listed on the Dean's List regardless of his or her grade point average for the semester in which the WX grade is earned. Any Juris Doctor student who receives an I grade in any course in a semester will not be listed on the Dean's List, regardless of his or her grade point average for the semester in which the I grades are earned. A student is not eligible for Dean's List retroactively.

C. Graduation with Honors (Latin 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: 3.75 or higher

Magna cum laude: 3.6 to 3.74

Cum laude: 3.25 to 3.59

D. Grade Normalization

Except as addressed in subparagraphs 1) and 2) of this section, and absent both extraordinary circumstances and the express approval of the Associate Dean of Academic Affairs, all College of Law courses are subject to the College of Law's 4.0 scale will be graded based on an average (mean) between 2.70 and 3.10. Exceptions are set forth in subparagraphs 1) and 2) of this section. Exception may also be made upon request of the professor and with written approval of the Associate Dean for Academic Affairs, based on a finding of good cause. The Associate Dean's decision on such a request shall be final.

Any grades submitted by an instructor that do not conform to this policy will be returned to the instructor with instructions to recalculate the grades. If the grades are not recalculated by the instructor in accordance with this policy before the grading deadline, then the original grades will be adjusted (i.e., re-curved) by the Associate Dean of Academic Affairs to conform to the policy.

- (1) Absent both extraordinary circumstances and the express approval of the Associate Dean of Academic Affairs, the following elective courses, if subject to the College of Law's 4.0 scale, will be graded based on an average (mean) grade between 2.90 and 3.35: (a) any course with a scheduled maximum enrollment of 20 or fewer students, (b) any course with 20 or fewer students at the end of the add/drop period, and (c) any course that satisfies a skills or advanced writing requirement.
- (2) In calculating the course averages (means) described in Paragraphs 1. and 2., any grades of 1.0 or below shall not be included in the calculation. In any required course, an instructor may not assign a failing grade (1.0 or 0.0) to more than 5% of the class without the express approval of the Associate Dean of Academic Affairs.

E. Grades

- (1) **Unit of Credit.** The unit of credit at the Jacksonville University College of Law is the semester hour. Credits may be earned in the regular Fall and Spring semesters, or in the Winter and Summer terms.
- (2) **Grading Scale.** A student's academic achievement in Juris Doctor courses is graded on one of the following scales. Unless approved by the course instructor and the Associate Dean of Academic Affairs to be graded on the pass/fail scale, all courses are graded on the 4.0 scale.

Law School Grades — 4.0 scale

A	4.0
A-	3.66
B+	3.33
B	3.0
B-	2.66
C+	2.33
C	2.0
C-	1.66
D+	1.33
D	1.0
D-	0.67
F	0

Law School Grades — Pass/Fail scale

S (Satisfactory) (a student who earns an S is considered to have earned at least a 2.0 on the Jacksonville University 4.0 scale or a C on other school's grading scales)

S- (Satisfactory Minus)

U (Unsatisfactory)

Law School Grades Applicable to the 4.0 and the Pass/Fail Scale

I (Incomplete)

W (Withdrew)

WX (Excessive Absences or Failure to Complete Required Work)

- (3) **Grade Point Average.** A student's grade point average for any given period is determined by dividing the total quality points earned by the number of graded semester hours attempted during the period.
- (4) **Failing Grades.** A course in which the grade of 1.0 or 0.0 is earned is considered attempted but not completed and must be repeated before credit will be allowed. The failing grade remains on the student's permanent record. Both the failing grade and grade earned when the course is repeated are computed into the grade point average. A student who receives a failing grade in a required course must repeat the course the next time it is regularly scheduled. Absent relief granted pursuant to the Severe Examination Distress policy, a student who has fulfilled all the requirements of a course but is absent from the final examination will receive a grade of 0.0.
- (5) **Incomplete Grade.** A grade of Incomplete (I) will be granted by the professor when a student fails to complete work for the course and the professor grants the student an extension to complete the work to a date that does not allow the professor adequate time to submit a grade for that student by the grade submission deadline. The grade of Incomplete will be changed to a grade on the 4.0 scale or the pass/fail scale, as applicable for the course, by the professor when the student satisfactorily completes the requirements for the course. Unless the professor sends written notice to the Registrar, an Incomplete grade will be converted to an "WX" grade at the earlier of the grading deadline for the next regular semester or the date of the student's graduation and cannot then be converted to a grade on the 4.0 or pass/fail grade scales.
- (6) **Grade Change Policy.** Final grades shall not be changed, except in extraordinary circumstances. In extraordinary circumstances, the College of Law Academic Standards Committee may change a grade only after consultation with the professor(s) assigned to the course and the Associate Dean of Academic Affairs and/or the Registrar, as appropriate. A student or professor requesting a grade change must submit the request to the Academic Standards Committee within 45 calendar days of the beginning of the fall or spring semester following the semester or term in which the grade was assigned. The decision of the Academic Standards Committee is final.

Each semester, the Chair of the Academic Standards Committee will report to the faculty any grade changes made, indicating the course, the grade change, and the reason for the change. If the grade change request pertains to a course in which any member of the Academic Standards Committee was the professor, then that committee member shall recuse themselves and the remainder of the Academic Standards Committee shall have the authority to make the grade change in accordance with this policy.

This policy does not affect the authority of the Associate Dean of Academic Affairs under the Grade Normalization Policy.

8. Examination Policies

A. Failure to Take an Examination as Scheduled

A student who fails to attend an in-person examination as scheduled or who submits an online or take-home examination late will receive a grade of 0.0 on the examination, unless

- (1) in the case of a take-home examination, the faculty member teaching the class has expressly stated in the special exam instructions a different consequence for a late exam;
- (2) the student is granted relief pursuant to the Grade Change Policy; or
- (3) the student is granted relief pursuant to the Severe Examination Distress Policy.

The Grade Change Policy considers situations involving the grading process; the Severe Examination Distress Policy considers extraordinary circumstances that cause severe distress shortly before or during the administration of an examination.

B. Arriving Late for a Scheduled Exam

A student who arrives late for an in-person examination may elect not to take the examination and seek relief pursuant to the Severe Examination Distress Policy. Alternatively, the student may proceed to take the examination with the time remaining for that examination. If the student elects to proceed with the examination, the student will not be given additional time to compensate for lateness. The student's examination will be provided to the faculty member without an indication that the student arrived late or had less time to complete the examination, and the student will be awarded the grade assigned by the professor.

C. Open-Book Examinations

Any open-book examinations must clearly state that it is an open book exam on the front page of the examination; preferably in bold-face print. Moreover, the extent to which materials may be brought into the examination room and used must be clearly and precisely stated on the front of the exam, not only for the benefit of the students, but also for the benefit of the examination monitors.

D. Severe Examination Distress

- (1) **Purpose of Policy.** Students are expected to make all efforts to take examinations as scheduled. In fairness to students who experience severe distress, and to protect the integrity of the College of Law's assessment system, the College of Law has developed these policies and procedures regarding severe distress.
- (2) **Application.** This policy applies to final examinations and graded midterm examinations. For other graded assignments, such as oral arguments and presentations, the provisions in the professor's syllabus will control. If the professor's syllabus is silent, then the policies and procedures below may be used as guidelines to address the situation, but are not binding on the professor.
- (3) **Decision About Severe Distress.** The Associate Dean of Academic Affairs is authorized to determine whether a student is experiencing severe distress and whether some form of accommodation regarding the examination is warranted. Examples of severe distress include issues relating to the health of the student or a close family member, death of a close family member, or other issues judged by the Associate Dean to be sufficiently extraordinary. The Associate Dean has discretion whether to grant an accommodation; this decision is final. The Associate Dean may seek outside advice and may require documentation of a medical condition. The Associate Dean, or the Dean, may designate another faculty or staff member to make decisions authorized under this policy

when the Associate Dean is not available.

- (4) **Student Procedure.** If a student seeks an accommodation for severe distress before or during the examination, the student should immediately notify the proctor, Registrar, or Associate Dean of Academic Affairs. If the student seeks an accommodation for severe distress after the time scheduled for the examination, the student normally should notify the Associate Dean within 24 hours of the scheduled time for the examination. To help preserve anonymity, the student should avoid communicating with the professor.
- (5) **Possible Accommodations for Severe Distress.** The Associate Dean, or their designee, may accommodate severe distress in any manner deemed appropriate to the situation. These include but are not limited to:
 - a. Giving the student additional time to complete the examination, either in the designated examination room or elsewhere.
 - b. Allowing the student to take the exam at a later time (this option is available only for a student who has not already started the examination or seen the examination), keeping in mind the College's grading deadlines.
 - c. Requesting the professor to provide an alternative final examination; in this case, the student should be made aware that the examination might be graded without anonymity.
 - d. Allowing the student to take an incomplete (I) in the course and retake the examination with the same professor, if practicable, within the next two semesters. This option is most practicable for one-semester required courses.
 - e. Allowing a student to withdraw from the course. If the course is a required course, the student should be required to retake the course as soon as practicable.
- (6) **Student's Failure or Refusal to Follow the Decision.** If the student refuses to follow the Associate Dean's decision, or fails to complete the option selected, the student will receive a 0.0 (for courses graded on the 4.0 scale) or U (for courses graded on the S/U scale) for that course.
- (7) **Impact on Other Students.** If a distressed student disrupts the examination room, the Associate Dean (or designee) may extend the time of the examination for all students in the room. The Associate Dean may, in their discretion, report the general circumstances of the extension to the professor whose examination was being taken. If one or more other students reasonably assist the distressed student and thus lose time on the examination, the Associate Dean (or designee), as a matter of equity, may extend the time of the examination for those students so they receive the benefit of the full time period designated by the professor.

9. Leave of Absence and Withdrawal

The College of Law understands some students may need to leave school for some period of time. The policies and procedures below describe the circumstances under which a student may leave and return to the College of Law.

A. Definitions

- (1) **Leave of Absence.** A student on leave of absence continues to be considered a student at the College of Law but is not enrolled in classes during the semester(s) in which the student is on leave.

- a. **Voluntary Leave of Absence:** Except as noted in subsection (A)(1)(b), a voluntary leave of absence is a leave requested by the student.
 - b. **Military Leave of Absence:** A military leave of absence is a leave that a student requests to fulfill military or other national-defense service obligations.
 - c. **College-Initiated Leave of Absence:** A college-initiated leave of absence is a leave that the College of Law requires that a student take due to a potential threat to the safety or welfare of the student or other members of the College of Law community. A student who is placed on college-initiated leave will not be permitted to attend classes or to be on College of Law or University property without prior written permission from the Dean or the Associate Dean of Academic Affairs.
- (2) **Withdrawal.** As used in this policy, withdrawal means dropping all academic credits in a given semester or required summer session. Withdrawing from just a portion of the credits in a given semester is covered by the separate policy titled Course Withdrawals. A student who has withdrawn from the College of Law is no longer considered a student at the College of Law.
- (3) **Administrative Withdrawal.** As used in this policy, administrative withdrawal means action taken by the College of Law and/or the University, on its own initiative, to withdraw a student from all academic credits in a given semester. A student who has been administratively withdrawn from the College of Law is no longer considered a student at the College of Law.

B. Eligibility and Circumstances Warranting Leave or Withdrawal

- (1) **Voluntary Leave of Absence.** A student may apply for a voluntary leave of absence. However, a student typically will not be eligible for a leave of absence if they are investigated for an honor or conduct code violation. Unless a student is called to active military service, a request for a leave of absence typically will not be considered during the last week of classes or the reading and examination periods. The College of Law may grant a voluntary leave only in extraordinary circumstances, and such grant shall be determined by the Dean or the Dean's designate. When leave is for the sustained illness of a student and the student is incapacitated, leave details will be coordinated with the student's next of kin or another person who has been designated through legal process as responsible for the student's affairs. International students are advised that taking a Voluntary Leave of Absence may affect their student visa status; they should consult with the Registrar's Office before seeking leave.
- (2) **Military Leave of Absence.** A Military Leave of Absence is available for a student who is called or ordered to active-duty service — whether voluntary or involuntary and including such service by a member of the National Guard or Reserve — in the United States Armed Forces for more than 30 days. For periods of less than 30 days, students should contact the Associate Dean of Academic Affairs to determine if appropriate accommodations can be made or whether a Leave of Absence is necessary.
- (3) **College-Initiated Leave of Absence.** The College of Law reserves the right to initiate a mandatory leave of absence when (a) a student presents an immediate danger to self or others by threatening and/or inflicting bodily harm to self or to others, or (b) when a student's behavior is likely result in bodily or other substantial harm to self or others.
- (4) **Withdrawal.** A student may withdraw from the College of Law at any time but must be in good standing. A student who is not in good standing will fall under the Dismissal policy.

C. Procedures for Voluntary and Military Leave of Absence

Procedures for the various types of leave are detailed below. While each contemplates that the student is available to submit the necessary paperwork and secure the needed signatures to approve leave, the College of Law recognizes that extenuating circumstances may exist where the student is not on campus or is otherwise unavailable to complete any required actions in person. In such circumstances, and with the approval of the Dean or the Associate Dean of Academic Affairs, the Registrar is empowered to effectuate alternate procedures that may be necessary to process leave requests.

- (1) **Application for Military and Voluntary Leave of Absence.** A student seeking a Voluntary Leave of Absence or a Military Leave of Absence must initiate the process by completing and submitting to the Associate Dean of Academic Affairs the Leave of Absence form, which is available through the myJU portal. The form must be signed by the student and must set forth the circumstances necessitating a leave and the length of the requested leave. If the request is for Military Leave, the student should also submit a copy of the military orders calling the student to service. All leave requests will be considered unless it conflicts with ABA time to graduation requirements.

The Associate Dean may grant the request — with or without conditions — or deny the request. In the Associate Dean’s absence, the Dean or Chair of the Academic Standards Committee may review the leave request. If a student has previously been granted a one-year of leave of absence, any subsequent leave also must be approved by the Academic Standards Committee.

The student must meet with and obtain the signatures of the Associate Dean of Academic Affairs (or designee) and representatives from the Office of Financial Aid and the Controller’s Office. These signatures are necessary to prove that the student has fulfilled all outstanding obligations to the University, financial and otherwise. The student must then return the completed form to the Registrar’s Office.

A leave request is not complete until the completed Leave of Absence form is returned to the Registrar’s Office. If the request is granted by the Associate Dean (or designee), the Registrar will respond in writing and set forth the period of the approved leave and any conditions associated with the leave. A copy of this approval letter will be placed in the student’s file in the Registrar’s Office with copies to the Office of Financial Aid and Controller’s Office. If the leave is denied, the student is expected to complete the semester; alternatively, if the student is in good standing, they may withdraw.

- (2) **Time of Leave.** To be eligible for a Voluntary or Military Leave of Absence, the student must intend to return to the College within the granted leave period, which typically should not exceed one calendar year. If the requested leave exceeds one year, the Associate Dean of Academic Affairs will forward the petition to the Academic Standards Committee for approval.
- (3) **Returning to School.** At least four weeks before the start of the semester in which the student plans to return, or when otherwise requested, the student must submit a letter to the Associate Dean of Academic Affairs indicating the intent to return to school. If special conditions were attached to the leave, the student must demonstrate compliance with those conditions in the letter and provide accompanying documentation where needed. A student who fails to submit a letter, does not satisfy the special conditions, or goes beyond the time of the granted leave (1) will not be able to return automatically and must petition the Academic Standards Committee for readmission, and (2) is subject to administrative withdrawal. The Associate Dean or Academic Standards Committee may require additional documents, as warranted in their discretion, to verify that the student has met all stated conditions of the leave and/or is ready and able to return to school. If the leave was a Military

Leave, the Associate Dean or Academic Standards Committee may require documents relating to the student's service or military discharge type in support of the request for readmission.

Except when otherwise required by regulations governing the return of service members to school, a student who does not return to the College within two years of the beginning of the leave of absence or withdrawal risks losing all credits already earned and may be required to reapply for admission as a new student. The Academic Standards Committee has discretion to readmit a student who has been out of school for more than two years if good cause is demonstrated. The Academic Standards Committee shall review the transcript of any readmitted student who has been out of school for more than two years to determine what credits, if any, will be counted toward substantive or credit-based graduation requirements and what credits, if any, cannot be used to meet substantive or credit-based graduation requirements. Unless granted an exception by the Academic Standards Committee, a full-time student must complete all degree requirements within six calendar years, counting all periods of leave or withdrawal.

- (4) **Matriculation at Another School.** If the leave petition is granted, the student may not enroll as a degree candidate at another institution. If a student enrolls as a degree candidate at another school, the leave of absence will be converted to a withdrawal. A student may enroll as a nondegree seeking student at another institution only with the permission of the Associate Dean of Academic Affairs.
- (5) **Tuition and Fees.** Normal rules regarding tuition refunds as stated in Jacksonville University's Student Financial Services policies typically will apply if the student is granted a Voluntary or Military Leave of Absence after the start of the semester. Students with scholarships should refer to the conditions contained in the scholarship notification for details on the impact of leaves on scholarships. In the case of a Military Leave or a Voluntary Leave of Absence for medical reasons or other extraordinary and compelling circumstances, a student can appeal to the Tuition Appeals Committee via the process outlined in Jacksonville University's procedures.
- (6) **Financial Aid Impact.** For purposes of financial aid under Title IV, a Military or Voluntary Leave of Absence is treated as a withdrawal under Title IV. Students should contact the Office of Financial Aid for details on the return of funds.
- (7) **Petition to Receive Course Credit with Military Leave.** If the student requesting Military Leave due to being recalled to military or other national-defense service has attended at least 70 percent of the classes in a particular law course, the student may petition the Academic Standards Committee to grant course credit. If a student is in the first 30 credit hours of the Juris Doctor program, there will be a presumption against granting credit in courses in which the sole or primary grade is based on a final examination.
 - a. To pursue this option, the student should prepare a written memorandum to the Academic Standards Committee and submit the petition to the Associate Dean of Academic Affairs. The memorandum should contain at least the following information:
 - i. A brief statement that the student has been called to military or other national-defense service;
 - ii. A list of courses for which the student is seeking credit;
 - iii. A statement regarding how many class sessions the student has attended in each course, stated in terms of days and a percentage of overall class sessions in the course;
 - iv. A list of assignments, if any, completed in the course, along with any grades the student has received to date; and

- v. A request for relief (examples of requests for relief are to receive an “S” in a course, to receive a specific grade based on work performed to date, the option to take an incomplete in a course, and any other relief the student would like the Committee to consider).
 - b. Upon receiving a petition seeking course credit, the Academic Standards Committee will review the petition and seek input and recommendations from the student’s professors and the Associate Dean of Academic Affairs. The Committee has the authority to award “S/U” credit in a graded or non-graded course, a specific grade based on work already completed in the course, an “incomplete” grade, or any other relief deemed equitable. The Committee also has the authority to deny the petition. If the petition is granted, tuition and fee refunds— if any — will be based on the amount of credit awarded for the semester. For example, if a full-time student is awarded course credit for 10 or more credit hours, the student will not receive a tuition or fee refund. If the Committee awards less than 10 hours of credit for a full-time student, the student will receive a pro-rata tuition and fee refund.
- (8) **Petition to Graduate with Military Leave.** If a student is called to service within four weeks of his or her graduation date, the student may petition the full faculty to be allowed to graduate on time. The petition should be submitted to the Associate Dean of Academic Affairs, who will then present the petition to voting members of the faculty, as defined in the College of Law Faculty Bylaws.

D. Procedures for College-Initiated Leave of Absence

- (1) **Initial Decision.** The Dean or Associate Dean of Academic Affairs will make the final decision regarding whether a student will be placed on a College-Initiated Leave of Absence after consulting with other appropriate campus officials. The student will be notified about the decision immediately and in writing and will be given an opportunity to address concerns with the Dean or Associate Dean.
- (2) **Appeal of College-Initiated Leave of Absence.** After the College initiates a mandatory leave, the student, within three school days, may initiate an appeal in writing to the Associate Dean of Academic Affairs. Any appeal should include an evaluation by a licensed physician, psychiatrist, or mental health clinician. The Assistant Dean and/or the Dean will review the appeal and determine whether the student should be permitted to return to classes and University property. The College of Law reserves the right to request, at its own expense, a second opinion of the student’s fitness and suitability for return.
- (3) **Return to School Other Than Under Appeal Process.** When the student has not appealed a decision to be placed on mandatory leave, or when an appeal has been denied, a student who is ready to resume studies at the College of Law must notify the Associate Dean of Academic Affairs in writing of their intent to return for the next semester. Before being allowed to return, the student must submit a comprehensive written report from the treating professional that includes the professional’s diagnosis, treatment (including duration and response), medication, recommendations for return to the College (including any restrictions), and necessary follow-up care. These materials must be submitted at least four weeks before the start of the semester in which the student wishes to return. The College of Law reserves the right to request, at its own expense, a second opinion of the student’s fitness and suitability for return. The Associate Dean will consult with the Dean to determine whether the student may return. If the student’s request is denied, the student may request the Dean reconsider the decision on the basis of additional information that was not considered in the original decision.
- (4) **Timing of Return.** A student who does not return to the College within two years of the beginning of the leave of absence is subject to administrative withdrawal, risks losing all credits already earned,

and may be required to reapply for admission as a new student. The Academic Standards Committee shall review the transcript of any student who has been out of school for more than two years and allowed to return without reapplying as a new student. The Academic Standards Committee will determine what credits, if any, will count toward substantive or credit-based graduation requirements. Unless granted an exception by the Academic Standards Committee, a student must complete all degree requirements within six calendar years, counting all periods of leave or withdrawal.

- (5) **Relationship to Other College of Law Policies.** This policy does not supersede or release a student from accountability under the Code of Conduct, Academic Integrity Policy, or other policies of the College.
- (6) **Tuition and Fees.** Normal rules regarding tuition refunds as stated in Jacksonville University's Student Financial Services policies typically will apply. Students with scholarships should refer to the conditions contained in the scholarship notification for details on the impact on scholarships. A student can appeal to the Tuition Appeals Committee via the process outlined in Jacksonville University's procedures.
- (7) **Impact on Financial Aid.** A student who is on a College-Initiated Leave retains in-institution status for Title IV loan repayment purposes until either the appeal period in paragraph D(2). has passed, or in the case of an appeal, the appeal is resolved. When a student retains in-institution status, no impact on financial aid occurs. If the student does not appeal a College-Initiated Leave, or if appeal is denied and the student is not allowed to return in the semester in which the leave was initiated, the leave is treated as a withdrawal for Title IV purposes. Students should contact the Office of Financial Aid for details on the return of funds.

E. Withdrawal from the College of Law

- (1) **Withdrawal Procedure.** To withdraw from the College of Law, a student should complete the Withdrawal form, which is available through the myJU portal. The student must meet with and obtain the signatures of the Associate Dean of Academic Affairs and representatives from the Office of Financial Aid and the Controller's Office. These signatures are necessary to prove that the student has fulfilled all outstanding financial and other obligations. The student must then return the completed form to the Registrar's Office. A withdrawal request is not complete until the completed Withdrawal form is returned to the Registrar's Office.
- (2) **Petition for Readmission.** Except in administrative withdrawals, a student who withdraws after completing at least one full semester, including final examinations, may petition the Academic Standards Committee for readmission. At least four weeks before the start of the semester in which the student seeks to return, they should complete the Petition to Return form through the myJU portal. Upon completion, the Registrar, will present the petition at the next meeting of the Academic Standards Committee.. The Committee may grant, grant with conditions, or deny the petition for readmission. The Committee will use the standards outlined in the general admissions policy. The Committee may require documents, such as a doctor's note, that reflect the student is ready and able to return to school.
- (3) **Reapplication.** A student who withdraws during the first semester must re-apply as a new student to the Office of Admissions and Financial Aid. Regular deadlines for admission, and all other admissions policies will apply. Readmission is not automatic.
- (4) **Returning to School.** A student who does not return to the College within two years of the withdrawal risks losing all credits already earned and may be required to reapply for admission as a new student. The Academic Standards Committee has discretion to readmit a student who has been out of school for more

than two years if good cause is demonstrated. Unless granted an exception by the Academic Standards Committee, a student must complete all degree requirements within six calendar years, counting all periods of leave or withdrawal.

- (5) **Tuition and Fees.** Normal rules regarding tuition refunds as stated in Jacksonville University's Student Financial Services policies typically will apply. Students with scholarships should refer to the conditions contained in the scholarship notification for details on the impact on scholarships. A student can appeal to the Tuition Appeals Committee via the process outlined in Jacksonville University's procedures.
- (6) **Withdrawal Without Notification.** If a student stops attending school without notifying the College of Law, or fails to return after a leave of absence, the student is subject to administrative withdrawal as of the last date of attendance and is no longer eligible for any course credit.
- (7) **Financial Aid Impact.** For purposes of financial aid under Title IV, a withdrawal, with or without notice, requires that a return of funds calculation be performed under Title IV. Students should contact the Office of Financial Aid policy for details on the return of funds.

F. Amendment to Application

All students returning from leave must review the Amendment to Application policy and provide any updates to the Associate Dean of Academic Affairs as part of the notice of intent to return.

G. Conduct or Honor Code Proceedings

If a student is approved for leave or withdraws when an honor or conduct code investigation or proceeding is pending, the Division of Student Affairs, Associate Dean of Academic Affairs, or the Dean may place a memo in the student's file in the Registrar's Office outlining the charges and the status of the proceedings. Proceedings will either be held in abeyance pending return, if in the case of a leave, or may continue even after a student takes leave or withdraws.

H. Transcript Notations

- (1) **Leave of Absence.** A student who is granted or placed on a Voluntary or Military Leave of Absence, or placed on a College Initiated Leave that is not successfully appealed, after the first day of class in a semester in which the student is enrolled will receive "WX" grades on their transcript. The transcript also will contain the notation "Leave of Absence."
- (2) **Withdrawal.** A student who withdraws after the first day of a semester in which the student is enrolled will receive "WX" grades on their transcript. The transcript also will contain the notation "Withdrew." However, if the student withdraws after having taken one or more examinations, the grades for the examination(s) will be posted on the student's transcript. Those grades may be converted to "WX" only if a petition is submitted to and granted by the Academic Standards Committee.

10. Academic Probation and Dismissals

Dismissal and readmission decisions will comply with applicable standards and guidelines of the American Bar Association and the Association of American Law Schools.

A. Academic Dismissal

- (1) **Conditions for Dismissal.** A student will be academically dismissed and subject the readmission procedures under the following circumstances:

- a. A student has failed to achieve a cumulative GPA of 1.65 after attempting at least 10 credit hours will be dismissed from the College of Law and is subject to the readmission procedures outlined in this handbook. .
 - b. A student has failed to achieve a minimum cumulative GPA of 2.0 after attempting at least 30 credit hours.
 - c. A student has received an “WX” grade in two consecutive semesters, or a consecutive semester and summer session, regardless of their cumulative GPA.
 - d. A student has failed to make satisfactory progress under the terms of the Academic Probation policies.
- (2) **Transfer Students.** The Academic Dismissal policy applies to transfer students. Credit hours earned at another institution do count toward the total number of credit hours attempted but they are not included in the grade point average calculation.
- (3) **Attending Classes.** A student who receives notice of dismissal while enrolled in a class and files a petition for readmission pursuant to the Readmission policy, may attend classes and participate in student activities while the petition for readmission is pending.

B. Academic Probation

- (1) **Conditions for Probation.** A student will be placed on Academic Probation under the following circumstances:
- a. A student has failed to achieve a cumulative GPA above a 2.30 after attempting between 10 and 80 credit hours by the end of any semester or summer session.
 - b. A student has failed in any semester, to achieve a semester GPA of least 2.0, regardless of their cumulative GPA.
 - c. A student has failed in any semester, other than a summer session, to pass at least 50 percent of the credit hours attempted.
 - d. A student has received an “WX” grade in two or more courses, whether earned in one semester or in different semesters.
- (2) **Notice.** The Registrar and/or Associate Dean of Academic Affairs will notify the student of their probationary status in writing after grades for that semester or term have been posted, but failure to receive notice does not affect the student’s probationary status. Although the letter notifying a student that they are on academic probation will be placed in the student’s permanent file in the Registrar’s office, their transcript will not contain a notation regarding the academic probation.
- (3) **Academic Plan.** A student placed on academic probation is required to meet with the Assistant Dean of Student Development and Practice within two weeks of receiving notification from the Registrar and/or Associate Dean of Academic Affairs, except that the two-week requirement may be waived by the Assistant Dean in extraordinary circumstances. Within two weeks of that initial meeting, the student must develop an Academic Plan that is approved by the Assistant Dean of Student Development and Practice and the Associate Dean of Academic Affairs. In extraordinary circumstances, as determined by the Assistant Dean of Student Development and Practice, the Assistant Dean may extend by up to two weeks the time within which the student may gain approval of his or her Academic Plan. The Academic Plan should address at least:
- a. the courses a student intends to take for the next 30 credit hours (depending on course offerings and sequencing);

- b. reflections and details regarding exam reviews sessions had with all professors from whom the student took classes during the prior semester or term;
- c. a self-analysis of the student's academic strengths and weaknesses;
- d. the student's proposed plan for co-curricular activities, extra-curricular activities, and outside employment; and
- e. specific steps for the student to take during the current and following semester.

A student who is placed on Academic Probation but fails to meet in a timely manner with the Assistant Dean of Student Development and Practice, or fails to complete in a reasonable time an acceptable Academic Plan, will be required to meet with the College of Law Academic Standards Committee to explain why the failure to successfully complete the Academic Plan should not result in dismissal from the College of Law under the procedure outlined in the Academic Dismissal Policy. Failure to attend the required meeting or to adequately explain the failure to successfully complete the Academic Plan will result in dismissal from the College of Law. The dismissal may fall mid-semester. A student who is dismissed under these circumstances will not be entitled to a tuition refund beyond the terms set forth in Jacksonville University's Student Financial Services policies.

- (4) **Student Activities and Employment.** A student on academic probation may not hold office in a College of Law or Jacksonville University campus student organization, participate in a co-curricular program or be employed on- or off-campus except as described in the Academic Plan.
- (5) **Time on Probation.** A student who is placed on academic probation will remain in that status for one semester, including the semester in which the student receives notice of the probationary status. A student will remain on probation beyond one semester if
 - a. the Assistant Dean of Student Development and Practice and Associate Dean of Academic Affairs determine that the student needs to remain on probation for a longer period of time, or
 - b. the student fails to complete the student's Academic Plan.

The Assistant Dean of Student Development and Practice will notify the Registrar if a student's probation should continue beyond one semester. A student who has not been released from probation after two full semesters, including summer sessions, will be subject to dismissal from the College of Law following a review by the College of Law Academic Standards Committee in accordance with the policy on Readmission.

- (6) **Failure to Make Satisfactory Progress.** At the completion of any semester in which a student is on academic probation, the student may be dismissed from the College of Law if the student fails substantially to complete the Academic Plan approved by the Assistant Dean of Student Development and Practice, or, in the discretion of the Associate Dean of Academic Affairs, fails to make satisfactory progress under the student's approved Academic Plan. "Failure to make satisfactory progress" under an Academic Plan includes, but is not limited to the following situations:
 - a. the student's cumulative grade point average remains the same or declines;
 - b. the student's semester grade point average declines in comparison with prior semesters;
 - c. given the number of credits attempted and the number of credits remaining, the student cannot realistically avoid dismissal in the following semester; or
 - d. the student fails to complete at least two courses, absent a circumstance, such as illness, excused by the Associate Dean of Academic Affairs.
- (7) **Procedure for Dismissal Following Probation.** If the Assistant Dean of Student Development and Practice and/or the Associate Dean of Academic Affairs determines that a student has failed

substantially to comply with an approved Academic Plan, they will notify the Registrar and the Chair of the College of Law Academic Standards Committee by the grade deadline for the applicable semester. If the Assistant Dean of Student Development and Practice determines that a student has failed to make satisfactory progress under an approved Academic Plan, they will notify the Registrar and the Chair of the College of Law Academic Standards Committee within 72 hours of the Registrar providing the Assistant Dean grades for students on academic probation to review. The Registrar should provide the Assistant Dean with grades as quickly as is practicable after all grades for the semester are posted. Following these notifications, the Associate Dean of Academic affairs will notify the student of Academic Dismissal.

- (8) **Readmission.** Any student who is dismissed from the College of Law under this policy may seek readmission pursuant to the Readmission policy.
- (9) **Transfer Students.** The Academic Probation policy applies to transfer students. The credits considered will be only those earned at Jacksonville University College of Law.

C. Readmission to the College of Law

- (1) **Petition for Readmission.** A student may petition for readmission following dismissal by submitting a written petition for readmission to the College of Law Academic Standards Committee. In the petition, the student may include any information the student believes is relevant to the Committee's decision but must include:
 - a. information relevant to showing their capacity to complete the program of legal education and be admitted to the bar, and
 - b. a plan for academic improvement.
- (2) **Academic Standards Review.** The College of Law Academic Standards Committee will deny the petition for readmission unless the evidence presented to the committee affirmatively shows that the dismissal does not indicate a lack of capacity to complete the program of legal education and be admitted to the bar. A student may request a meeting with the College of Law Academic Standards Committee to discuss the readmission petition. Alternatively, the Committee may require a meeting with the student. If a student fails to attend the scheduled meeting without prior notice to the Committee, and a compelling reason for missing the meeting, the student's written petition for readmission may be denied.
- (3) **Appealing the Decision.** After a student's petition for readmission has been considered and a decision has been made by the College of Law Academic Standards Committee, the petitioning student may appeal the decision to the Dean of the College of Law with seven (7) calendar days of the date of notice of the committee's decision regarding the petition for readmission. Unless otherwise determined by the Dean, this appeal will be decided based on a review of the information considered by the committee, without further submissions or appearances. Upon reaching a decision on the appeal, the Dean will notify the petitioning student and the committee of this decision. There is no right to petition or appeal beyond the Dean of the College of Law.

11. Full-Time Student Employment Restrictions

A. Notification of Employment

If any student is working on- or off-campus, for any number of hours, the student must notify the Associate Dean of Academic Affairs. The student has an obligation to update the Associate Dean of Academic Affairs any time

his or her employment changes. Violation of this policy may result in disciplinary action, an inability to work on the Jacksonville University campus, and/or a report to the Character and Fitness Committee of the Board of Bar Examiners.

B. First-Year Students

- (1) **Limit on Employment.** First-year students who are enrolled full-time may not work more than 20 hours in any week. If the student subject to this restriction has more than one employer, the limitations are cumulative, which means that a student cannot work more than a total of 20 hours per week.
- (2) **Petition for Exception.** The College of Law recognizes that there are situations in which students may need to seek employment beyond 20 hours a week. In these instances, the student should notify the Associate Dean of Academic Affairs and request an exception. The Associate Dean of Academic Affairs will consider such requests, so long as there are no academic or other concerns. This policy applies to employment on and off campus and applies to any type of employment for which a student receives remuneration.
- (3) **Employment at the College of Law.** While the limitations on work described above do not apply to periods when classes are not in session, such as breaks between semesters or a summer session when a student is not enrolled in classes, on-campus employment by the College of Law is always limited to 20 hours unless advance approval is obtained from the Associate Dean of Academic Affairs.

III. Jacksonville University General Policies

1. Jacksonville University

College of Law students are a part of the Jacksonville University community and have access to the resources of main campus.

Find out more about campus resources, <https://www.ju.edu/portal/current-students.php>

2. Title IX

Jacksonville University is committed to creating and maintaining an educational and employment environment free of sex discrimination and harassment, in accordance with Title IX of the Higher Education Amendments of 1972. Jacksonville University prohibits all forms of sex discrimination and harassment and such behavior will not be tolerated. Sexual misconduct is a form of sex discrimination prohibited by Jacksonville University and Title IX. Jacksonville University will take timely action in response to all allegations of sexual misconduct and harassment to ensure the safety of Jacksonville University and provide an environment free from sex discrimination.

Read more information on Jacksonville University's commitment to preventing discrimination and view the full campus policy, <https://www.ju.edu/titleix/index.php>

3. Academic Integrity

Members of the Jacksonville University community are expected to foster and uphold the highest standards of honesty and integrity, which are foundations for the intellectual endeavors we engage in.

Read the full Jacksonville University Academic Integrity Policy, <https://www.ju.edu/academicintegrity/academic-integrity-misconduct-policy.php>

4. Disability Support Services

The Office of Disability Support Services works with JU faculty and staff to ensure that reasonable accommodations are made to allow students an equal opportunity to learn in the classroom and to have access to all areas of the JU campus.

View more information on DSS, <https://www.ju.edu/disabilityservices/>

5. Concerns and Grievance Procedures

Jacksonville University (JU) encourages resolution of formal complaints in an atmosphere of mutual respect. Any form of retaliation for bringing forward a formal complaint will not be tolerated. The formal complaint process applies to all students and should be followed in all cases when informal resolution is not sufficient to resolve the issue.

Read the full Complaint and Grievance Procedures, <https://www.ju.edu/greenpages/university-policies.php>

6. Tuition, Fees, and Financial Aid

Student Financial Services is your primary resource for student payments, account information, and financial aid.

View more information about Student Financial Services, <https://www.ju.edu/financialservices/>

Read important policies related to scholarships and financial aid in the JU Catalog, <http://ju.smartcatalogiq.com/2021-2022/2021-2022-Academic-Catalog/General-Information/Scholarships-and-Financial-Assistance/Withdrawals-and-Refunds>

7. Code of Conduct

Jacksonville University students are expected to contribute to the development and sustenance of a community characterized by respect, caring and honesty. This expectation calls for behavior which demonstrates the five principles of student conduct: respect for oneself, respect for others, respect for property, respect for authority, and honesty.

Read the full Jacksonville University Code of Conduct, <https://www.ju.edu/greenpages/code-of-conduct.php>

8. Health

College of Law students have access to counseling services through **The Virtual Care Group** supported by the Student Counseling Center on main campus. This external service provides free access to therapy and counseling services. Jacksonville University invests in this service to better meet the support, mental health, and scheduling needs of our graduate student population. To get started, click the button below and activate your account using the instructions provided.

View more information about the Student Counseling Center, <https://www.ju.edu/counseling/index.php>

9. Safety and Security

The mission of Campus Security is to provide a safe and secure campus that encourages an atmosphere that allows the campus community to achieve educational, professional, and institutional goals.

View more information about the University's Campus Security, <https://www.ju.edu/campussecurity/index.php>

10. JU Arlington Campus Student Services

College of Law Students have access to the full services offered on main campus, as well as those specifically offered at the Downtown Law campus.

View more information about Campus Student Services, <https://www.ju.edu/greenpages/campus-student-services.php>

11. Technology Requirement

College of Law students are required to have regular access to laptop that meets the University's technology requirement.

Students should review individual course syllabi to understand the requirements and limits of using electronic devices, including laptops, during classes.

View the full Jacksonville University Technology Requirement, <https://www.ju.edu/admissions/technology-requirement.php>