



*Ave Maria
School of Law*

***Student Handbook
& Catalog***

Academic Year 2017-2018

Frequently Used Law School Telephone Numbers

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Associate Director & Student Engagement, Naomi Hatton	5333
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Admissions Coordinator, Tina Thompson	5420
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Estate Planning and General Practice Clinic, Professor Greg Holtz	5546
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Finance, Facilities, & Student Administration ~ Kaye Castro, Associate Dean	5343
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Facilities Supervisor, Marcus Cox	5407
Facilities Technician, Al Mosquera	5407
Registrar, Mary Ruggeri	5332
Student Accounts and Housing Coordinator, TBD	5334
Student Financial Services Director, Kevin McGowan	5335
Student Affairs Coordinator, Cathy Campion	5330
Administrative Services Coordinator, Paula Johnson	5384
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Assistant Director and Full Stack Developer, Monica Rengifo	5443
Network Administrator, TBA	5442
Director of Audio/Visual Services, Edward Neebling	5440
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Reference Librarian, Rebekah Miller	5505
Technical Services Assistant, Robert Reid	5510
Marketing and Communications ~ Kristy Kryszczak, Director	5404
Office of the Dean ~ Kevin Cieply, President and Dean	5305
Executive Assistant, Pamela Kramer	5305
Student Organizations	
Student Bar Association	5534
International Law Journal	
Law Review	5532
Moot Court	5538

Law School Home Page
www.avemarialaw.edu



A Message from the Dean

Welcome to Ave Maria School of Law. I hope your years of legal study here are challenging and gratifying.

The *Student Handbook* is designed to introduce you to the Ave Maria School of Law community and to provide guidance. It should serve as a reference for policies and procedures and available services. New students will find it helpful as an orientation tool to the community and to the study of law.

This book cannot begin to duplicate the information available to you by speaking directly to Law School administrators. If you have a question or if a problem arises, call a member of our administration. Our names, telephone numbers, and areas of responsibility are listed within. Our size permits personal support for you and your fellow students and I advise that you take advantage of that opportunity!

I would like to encourage your participation in the planned activities and student events. These activities will enhance your law school experience and add to the benefits and rewards of attending Ave Maria School of Law. These learning experiences will remain with you throughout your entire lives.

My very best wishes as you begin this academic year.

God Bless,

Kevin Cieply
President and Dean
Ave Maria School of Law



Ave Mara School of Law is controlled by the Board of Governors of the Ave Maria School of Law, Inc.

Ave Maria School of Law

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Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400. Toll-free telephone number (888) 224-6684.

TABLE OF CONTENTS

	Page
I. Introduction.....	1
II. The Classroom.....	3
III. The Curriculum.....	6
IV. Examinations.....	8
V. Grading.....	12
VI. Student Conduct and Campus Safety.....	14
VII. Outside the Classroom.....	20
VIII. Graduation and Beyond	30
IX. Support Services	
Academic Affairs.....	33
Career Services.....	36
Externships.....	39
Finance and Facilities.....	39
Financial Aid.....	43
Housing.....	50
Human Resources.....	51
Information Technology.....	52
Library.....	53
Registrar.....	57
Student Accounts.....	62
Appendix I: Course Descriptions.....	66
Appendix II: Academic Regulations.....	84
Appendix III: Honor Code and Student Disciplinary Procedures.....	103
Appendix IV: Acceptable Use Policy for E-Mail and Internet Communications.....	129
Appendix V: Family Educational Rights and Privacy Act Policy.....	136
Appendix VI: Academic Calendar.....	140
Appendix VII: Complaint Procedure.....	141
Appendix VIII: Tuition and Fees Schedule/Refund Schedule.....	142
Appendix IX: Recent Upper-level Course Offerings.....	144

Appendix X: Policy Regarding Students and Applicants with Disabilities.....	148
Appendix XI: Description of Facilities.....	165
Appendix XII: Faculty.....	170
Appendix XIII: Board of Governors.....	174
Appendix XIV: Admission Application Requirements.....	175
Index	177

Mission Statement

Ave Maria School of Law is a Catholic law school dedicated to educating lawyers with the finest professional skills. Inspired by Pope John Paul II's encyclical *Fides et Ratio*, Ave Maria School of Law offers a distinctive legal education – an education characterized by the harmony of faith and reason. Formed by outstanding professional training and a distinctive educational philosophy, Ave Maria's graduates are equipped for leading positions in law firms, corporate legal offices, the judiciary, and national, state, and local government.

Ave Maria School of Law offers an outstanding legal education in fidelity to the Catholic Faith, as expressed through Sacred Tradition, Sacred Scripture, and the teaching authority of the Church. University legal education began in Catholic universities, and Catholic law schools have been the bearers of a tradition that safeguards the dignity of the human person and the common good. Ave Maria School of Law affirms Catholic legal education's traditional emphasis on the only secure foundation for human freedom – the natural law written on the heart of every human being. We affirm the need for society to rediscover those human and moral truths that flow from the nature of the human person and that safeguard human freedom. Ave Maria School of Law recognizes the central and indispensable role of the Ordinary of the Diocese of Venice in promoting and assisting in the preservation and strengthening of the School's Catholic identity.

This substantive vision underlies all of our activities:

Educating lawyers with the finest professional skills Ave Maria is dedicated to providing an outstanding legal education. Our students receive the training necessary for them to be lawyers of professional distinction.

Excellence in teaching Our commitment to excellence in teaching goes beyond training students in the necessary technical legal skills. Our students are trained to reflect critically on the law and their role within the legal system. Our teaching integrates the moral and social teaching of the Catholic Church with the more conventional aspects of legal education and forms persons capable of leading flourishing lives through their vocation in the law.

Dedication to research and scholarship Ave Maria recognizes that within each person there exists a yearning for truth and a thirst to attain full knowledge of it. Our faculty joins in the enterprise of research, discovery, and communicating truth in their areas of expertise. Our faculty evaluates the subjects of their studies in light of the moral and social teachings of the Church.

Serving the common good We recognize that all areas of legal practice, both public and private, serve the common good. Some of our graduates will serve the profession in private practice, while others will serve in legal aid organizations or in other areas of public service, in the academy, and in business.

Building a community The Ave Maria community of faculty, administrators, mentors, students, alumni, and staff is based on the inherent dignity of every human being stemming from our creation in the image and likeness of God and raised to a new level by our redemption by Jesus Christ. In recognition of the dignity of all, this community welcomes people of all faiths who wish to receive the education we provide and to join with us in our dedication to the truth.

I. Introduction

History

Ave Maria School of Law was founded in 1999 under the leadership of Dean Bernard Dobranski, an experienced dean and academic, through the generosity of Mr. Thomas S. Monaghan, a well-known philanthropist. Mr. Monaghan had sold Domino's Pizza in 1998 and had decided to use the profits to advance a number of important causes, including Catholic legal education. Originally located in Ann Arbor, Michigan, the Law School relocated to southwest Florida during the summer of 2009. Eugene R. Milhizer was appointed Dean and President in January, 2010. In fall 2013, Dean Milhizer stepped down to return to full-time teaching. On July 1, 2014, Kevin Cieply was appointed as the third President and Dean of Ave Maria School of Law.

Ave Maria School of Law was envisioned as a law school that would provide a premier legal education enhanced by the Catholic intellectual tradition that recognizes the existence of objective moral truths and the inherent dignity of every human being. After substantial consultation with leading Catholic academics, jurists, and practitioners, it was decided to found Ave Maria School of Law, whose first class of students began studies in August, 2000.

The purpose of the Law School, more fully set forth in the Mission Statement, is to educate students to become outstanding lawyers and persons who view the legal profession as a vocation. Ave Maria hopes that its graduates will see the practice of law not as a separate compartment of their lives, but as an extension of lives lived in conformance with objective moral truths. Ave Maria seeks to accomplish this by developing in its students the knowledge and skills critical to the intelligent practice of the profession. The Law School further seeks to develop in its students a mature judgment informed by exposure to Catholic moral and social teachings through which those students can analyze and approach problems and issues they will face in practice.

The Study of Law

Students may wish to reflect at the outset of their legal education about the journey upon which they are about to embark. The law school experience will begin to provide insight into the concept of law, explore the foundation upon which our modern law rests, and examine the role of the lawyer in our society. The best approach to the study of law is a subject of ongoing debate, particularly as new technologies become available. However, the study of law through the case method, adopted in 1870 by Dean Christopher Columbus Langdell of Harvard Law School, remains in use today.



The case method involves illustrating a particular principle of law through the reading and discussion of

cases or previous judicial opinions. Faculty members guide the discussion through their selection of cases. Students are asked to evaluate a decision, to offer and explain potential alternative decisions, and to consider whether the law has changed over time. In this way, students begin to learn to evaluate the issues presented as if they were participants, leading to a greater appreciation of the complexity of the issues and a greater likelihood that the principle will be remembered.

Law school offers students an opportunity for personal growth unlikely to be duplicated later in their lives. It leads them to turn inward and question their own assumptions and beliefs and to look at the world around them in a new way. Students exercise their ability to think and to communicate with others, life skills essential to the success of any endeavor.

II. The Classroom

Law students must be equipped to extract the full value of every class session in order to succeed in law school. To prepare for class, students must read the assigned cases and commentaries, brief the cases, and be prepared to comment on the cases or the substantive law topic when called upon in class. During class, the professor might ask a student to solve a problem presented by a new set of facts, while applying the rules gleaned from the assigned cases. A student may also be called upon to predict how a court would rule under slightly different circumstances. The classroom discussion is a perfect opportunity to take notes, which can then be incorporated into a course outline. Once students have begun to synthesize the authority into an outline, it might be helpful to organize a study or discussion group. Such a group is particularly helpful when the time comes to prepare for an examination.

Many students find that the skills required to succeed in law school on a daily basis are quite different from those they had used as undergraduates. In order to ease the transition from general college skills to law school-specific skills, the department of Advanced Critical Thinking (ACT) offers a variety of programming covering a wide variety of topics, including briefing cases, critical reading skills, and outlining. The goal of the program is to furnish each Ave Maria student with the tools needed to excel in law school.



With careful and consistent class preparation, each student at Ave Maria School of Law has the potential of achieving academic excellence.

Policies

Class Times

Classes will begin promptly and continue for 55, 85, or 110 minutes as appropriate unless otherwise stated. Classes will not be routinely scheduled between 12:15 p.m. and 1:30 p.m. to facilitate the scheduling of Mass, speakers, meetings, and other events.

Attendance

Ave Maria School of Law requires all students to have regular and punctual class attendance. Any student who fails to attend at least 80% of the class sessions in a given course will be administratively withdrawn by the Associate Dean for Academic Affairs and receive a “W” (a “withdrawal”) for the course.

Faculty members are responsible for adopting and administering a class attendance policy for their courses consistent with the above requirements. However, faculty members may impose a **greater** class attendance requirement for their particular courses. Faculty members shall publish their attendance policies in their course syllabi.

A faculty member's policy may take attendance into account in determining the grade given for a particular course. The attendance policy may reward superior class attendance by raising a grade a maximum of one increment (*e.g.*, B to B+). Likewise, the attendance policy may penalize students for poor class attendance through the lowering of grades, exclusion from further participation in the course or from the examination, and failure of the course. The policy may provide for excuse of absences at the faculty member's discretion. Students who receive the grade of "A" will not be able to receive a higher grade through attendance or class participation.

Attendance records will be based on sign-in sheets that will be circulated during each class. It is the responsibility of each student to sign his or her name at the appropriate place on the attendance sheet prior to the end of each class, and any student who fails to do so will be considered absent. The standards of the Honor Code apply to this policy.

Class Participation

Students are expected to come to class prepared to participate fully. At the discretion of each faculty member, students may be given the opportunity to improve their grade through exceptional class participation. As with attendance, each faculty member will adopt a policy concerning class participation and communicate that policy to the class early in the semester. The maximum amount a grade may be raised for class participation is one increment.

Cancellation and Rescheduling of Classes

Faculty members occasionally may have to cancel class due to unforeseen circumstances. Cancelled classes must be rescheduled. Students will be notified of class cancellations at the earliest opportunity. Classes will not be rescheduled during study periods, examination periods, or Law School holidays except in highly unusual circumstances and with the approval of the Dean or the Associate Dean for Academic Affairs.

Course Pages on the Portal

Faculty may utilize course pages on the Portal to provide support to classroom activities, including the course syllabus, links to relevant reading and materials, and on-line discussion groups. Students are responsible for materials and notices posted to these web pages.

Video Recording

Students should be aware that classes may be video recorded. Any request that courses be video recorded must be made to the Associate Dean for Academic Affairs. The Associate Dean will only grant such requests for compelling reasons, such as serious illness, injury, hospitalization, or death of a close family member.

Classroom Etiquette

Students should conduct themselves in a manner consistent with the nature of a professional school. Moreover, students may not engage in activities that are distracting to themselves, other students, or faculty when class is in session. Examples include talking or eating in class and inappropriate use of computers for e-mail, games, or Internet activities

unrelated to the classroom discussion. Faculty may impose restrictions and penalties on this conduct.



III. The Curriculum

Graduates may become members of the bar in all United States jurisdictions. Therefore, the Law School must provide an opportunity for its students to study in a diverse educational environment and, in order to protect the interests of the public, law students, and the profession, it must provide an educational program ensuring that its graduates:

- Understand their ethical responsibilities as representatives of clients, officers of the court, and public citizens responsible for the quality and availability of justice;
- Receive a legal education through a curriculum that develops an understanding of the theory, philosophy, role, and ramifications of the law and its institutions; skills of legal analysis, reasoning, and problem solving; oral and written communication; legal research; and other fundamental skills necessary to participate effectively in the legal profession; and an understanding of the basic principles of public and private law; and
- Understand the law as a public profession calling for performance of pro bono legal services.

Ave Maria School of Law requires 90 credit hours for graduation. Students take a minimum of 10 and a maximum of 16 credit hours per semester, unless otherwise authorized or required. Course descriptions for approved courses can be found in Appendix I of the *Student Handbook*. Elective courses may not be offered every semester or on a regular basis. Additional elective courses may be approved and offered on an *ad hoc* basis. Recent course offerings including *ad hoc* electives are listed in Appendix IX.

The First Year



As part of Orientation, students will complete Legal Case Analysis and Skills Enrichment (LegalCASE), a one-credit class. In addition, each student will take Moral Foundations of the Law and Criminal Law in addition to year-long courses in Civil Procedure, Contracts, Torts, Property, and Research, Writing, and Advocacy.

Upper-Division Required Courses

In the second and third years, students will be required to take courses in subjects generally considered by the profession to be critical to the knowledgeable practice of the law: Constitutional Law; Business Organizations; Commercial Law, Evidence; Criminal Procedure; Jurisprudence; Research, Writing, and Advocacy; Professional Responsibility, and Wills, Trusts and Estates. Applied Critical Thinking and Legal Analysis, Strategic Legal Problem Solving, and Common Law

Synthesis are required for certain second-year students based on their academic performance and are open to others if space is available. In their third year, students are required to take a Third Year Mission Course (listed in Appendix I of the Student Handbook), Advanced Legal Analysis-Multistate, and either Advanced Essay Writing or Florida Legal Practice. Students are also required to complete six credits of course work that satisfies the Experiential Learning Requirement.

Electives

For their remaining credit hours, students may select from a broad spectrum of elective courses to pursue special interests or develop expertise in one or more subject areas. Course offerings will be selected from among the approved courses listed in Appendix I; additional electives will be offered on an *ad hoc* basis. Students may also explore opportunities for learning through externships, clinical courses, or co-curriculars such as the *Ave Maria Law Review*, the *Ave Maria International Law Journal*, or the Ave Maria Moot Court, or may study a particular topic in depth through directed research.



Details concerning the curriculum, including required courses and credits and limitations on various types of credits such as directed research, co-curriculars, and externships, can be found in the Academic Regulations located in Appendix II of the *Student Handbook*.

IV. Examinations

Perhaps the most agonizing moment in any law student's experience is when he or she realizes that examination time is approaching. Ultimately, there are so many factors that determine one's success on a law school examination that it is difficult to explore them all. First and foremost, however, students must prepare diligently for each class, attend class regularly, and take understandable notes. In other words, examination preparation begins on the first day of class.

At Ave Maria School of Law, students will have many resources to assist them in the task of examination preparation. All required classes, including those in the first year, have mandatory midterm exams. These midterm exams assist students in acclimating to the law school exam-taking process. The ACT Department offers resources on examination preparation, which students are encouraged to review. Lastly, students may find it helpful to discuss any concerns with their faculty advisor. He or she is, after all, a seasoned law-school examination veteran!

Policies

Anonymous Grading

When a written examination is given in a course, it will be administered and graded anonymously. An examination number, assigned by the Office of the Registrar, will be used by each student in place of his or her name, with the possible exception of multiple choice exams that use Scantron grading sheets. To preserve anonymity, students are prohibited from contacting professors about their exams while the exam is being graded.

Examination Schedule

Examinations may take the form of an in-class or take-home examination. An examination schedule will be published with the class schedule to permit students to plan in advance to avoid scheduling problems during the examination period. No examination may be given during the final five days of the class portion of the semester, nor may examinations be given during the study period following the end of the semester. This prohibition does not apply to papers assigned at least two weeks prior to the end of the semester, nor to take-home examinations if the examination is distributed during the study period or during the officially scheduled examination time.

Computers

Students may use computers for take-home examinations, subject to any specific instructions indicated by the faculty member. Students also have the option of taking in-class exams by computer through the use of software that restricts access to the network and Internet as well as information stored on the student's computer. If a faculty member permits students to refer to particular materials during an examination, students must be prepared to refer to those materials on paper and not on any electronic resource. Students generally use their own laptop computers although a small number of laptop computers are available for loan. In advance of the exam period, students will receive instructions about the process to download the exam software.

Disability Accommodations

Any student with a disability who feels that he or she will need an accommodation should contact the Associate Dean for Academic Affairs well in advance of the time the accommodation will be needed to permit time for appropriate documentation to be obtained, a thorough review of the request and documentation, and arrangements to be made for approved accommodations. See Appendix XI for policies and forms regarding disability accommodations.

The Associate Dean for Academic Affairs, may seek the recommendation of a consultant to evaluate requested accommodations and supporting documents.

Illegible Exams

If a faculty member determines that he or she is unable to read a student's examination, that student will be contacted by the Registrar and will be asked to prepare a verbatim, typed copy of the examination.

Rescheduling Examinations for Individual Students

All students shall take their examinations at the regularly scheduled time unless they receive permission from the Associate Dean for Academic Affairs, or in his or her absence, the Associate Dean for Finance, Facilities and Student Administration, for an exception. Permission for an exception may be granted only for a compelling reason. The following generally will **not** be considered compelling reasons: (1) examinations scheduled on sequential days; (2) two examinations scheduled on the same day; (3) conflict with travel plans or reservations; (4) conflict with weddings, receptions, or similar events; (5) conflict with employment plans; or (6) illness, condition, or injury, unless it is very likely to diminish significantly the student's capacity to perform on the examination at the scheduled time or if their illness puts others at risk of exposure.

If an exception is granted, students shall take their examination at the time designated by the Associate Dean for Academic Affairs. Ordinarily, the examination will be rescheduled at the earliest possible time and date after the original time and date. Requests for an exception should be made using a Petition for Administrative Action available on the Portal. The Petition must be submitted to the Associate Dean for Academic Affairs at least two weeks before the beginning of the examination period, unless an emergency (such as serious illness, injury, or death of a close family member) prevents such timely submission. The Petition shall state in detail the compelling reason for taking the examination at another time. The Associate Dean for Academic Affairs may grant the Petition if he or she concludes that the reasons are compelling and that all other circumstances, including consideration of administrative burdens and protection of the integrity of the examination process, warrant granting the Petition.

Rules for Taking Final Examinations

Room assignments for final examinations shall be posted prior to the examination period. Examinations begin promptly; students who are late risk reduction in exam time. Students who arrive late should report to the Registrar.

Bluebooks will be provided by the Law School. Students should write on every other line and only on the front of each page unless instructed otherwise by the professor or examination proctor. Students should supply their own writing instruments. If an examination is

“closed book,” students should not bring anything other than writing instruments into the room. If brought into the room, all bags, books, and other materials not permitted during the exam will be brought to the front of the room.

The following items are prohibited from the exam room: all electronic devices including cell phones, PDAs, and headsets or other earphones. Earplugs may be used to block out noise only. If a calculator is allowed in an exam, students may use a device that functions as a calculator only. Small timing devices such as a watch or small timer are allowed as long as they do not make any noise.

Students should sit in every other seat in the examination room, or as far from each other as possible if there are not an adequate number of chairs. Students should not converse with each other. Each student should identify his or her examination using only the examination identification number provided by the Office of the Registrar. For handwritten exams, the number should be written on the front of each bluebook used for the examination. Bluebooks must be numbered in the pattern “1 of 4, 2 of 4”, *etc.*, before being handed to the proctor.

The proctor normally will announce a five (5) minute warning, a one (1) minute warning, and then will stop the examination. The name of any student who continues to write or type after that time shall be reported to the Associate Dean for Academic Affairs.

If a student finishes the examination early, he or she should turn in the examination and materials to the proctor. Once a student is finished and leaves the examination room, that student cannot return. A student must never ask another student to turn in his or her examination, and each student is responsible for his or her own examination.

Students should not leave the exam room during an exam unless absolutely necessary. Any student who must leave the room will be required to sign out and in. If a student becomes ill during the examination, that student should report to the Office of the Registrar immediately.

Problems or disruptions should be reported to the proctor immediately.

Post Examination Review

The Law School encourages faculty members to engage in reasonable post-examination review with students, either via individual examination review upon a student’s request, holding a general review for all students in the course, or by providing an exemplar of good examination answers. Faculty members have the option of choosing which means of review to make available. Depending upon each faculty member’s workload, the number of students who were examined, the academic needs of the particular student(s) requesting review, and the availability of review in other courses in the Law School, a faculty member may not be able to give individual review in all instances.

Retention of Examination Booklets

Each faculty member shall retain examination booklets for two years from the date of the examination. The examination booklets of visiting and adjunct faculty or faculty who have left the Law School will be retained by the Registrar for two years from the date of the examination.

Video Recording

A video recording may be made of the activity during an examination.

V. Grading

Grades provide a mechanism for students to receive feedback from faculty on their performance in class and understanding of the law. In addition, grades may provide some measure of a student's performance relative to that of his or her peers. However, students should avoid exaggerating the importance of grades to the detriment of other considerations and take care to maintain balance in their lives. While each student will want to carefully evaluate their capabilities and priorities, participation in the rich array of experiences offered in law school enhance each student's preparation for the future.

Policies

Grade Values and Definitions

The Academic Regulations, located in Appendix II of the *Student Handbook*, define the letter grades, including the numeric value of each grade for purposes of calculating a grade point average.

Grade Reporting

Faculty members are expected to report all grades within three weeks of the last day of the examination period, unless granted an extension by the Associate Dean for Academic Affairs. Each faculty member will submit a grade report by examination number to the Registrar. If a faculty member intends for the grades of particular students to be modified due to class participation or attendance, that faculty member will provide a separate communication to the Registrar identifying the names of these students. Students may see their grades on-line using the Law School's student administration system. No grades will be posted until after the conclusion of the exam period.

Grade Distribution Requirements

Faculty members will apply a "B-" median grade distribution to all classes. In addition, a minimum of 10% of the grades submitted by a faculty member in all letter graded required courses must be below the grade of "C." A minimum of 5% of the grades submitted by faculty members in all letter graded required courses must be below the grade of "C-." If faculty members wish to deviate from these distribution requirements, they must request the approval of the Associate Dean for Academic Affairs.

Limited Grade Option

Students may elect to have an upper-level, doctrinal elective course graded on a limited grade basis (often referred to as pass/fail), subject to the limits in the Academic Regulations. Students may not elect the limited grade option for any required course. When grading examinations, faculty members will submit letter grades for all students and will not be aware of which students elected a course on a limited grade basis. In this situation, grades submitted by the faculty member will be converted by the Registrar as described in the Academic Regulations.

Finality of Grades

Regardless of whether a student engages in any post-examination review with the faculty member, all grades will be final when posted and may not be changed thereafter except for

clerical or administrative error. The faculty member who assigned the grade shall make the review of a grade for clerical and grade computational errors. The Associate Dean for Academic Affairs shall review other administrative errors. Except as provided for in the Academic Regulations (Part Five, Section 2, Paragraph H), there shall be no right of appeal from a faculty member's decision on a grade.

Academic Good Standing

Details concerning academic good standing, course failures, and academic dismissal are contained in the Academic Regulations.

Class Rank

Class rank will be calculated by level during attendance and after graduation. Numerical class ranking is available to students after the completion of the first year and after the fall and spring semesters for upper level students.

First-year students who do not complete the full complement of first-year courses will not be ranked with the first-year students. Instead they will receive a cohort comparison letter in which they are evaluated in 5% increments, comparing their grade point average to the first-year class. Students who begin their enrollment in the summer and students who are not enrolled full-time are not ranked but will receive a letter of rank comparing them to the cohort that is most appropriate, again in 5% increments.

A graduating class will consist of students from August and December of one year and May of the following year. August and December graduates will not receive a final rank in their last semester but will be ranked with the subsequent May graduates.

Dean's Honor Roll

A Dean's Honor Roll, based on semester grade point average, will be indicated on student transcripts each semester after the first year of legal study. For first-year students, it will be indicated at the end of the first year and will be based on the cumulative grade point average at the end of the second semester. First year students must complete the full complement of 1L courses to be eligible for the Dean's Honor Roll at the end of the first year of study and must achieve a cumulative grade point average of 3.500 or above. Eligible upper-level students must have carried a full semester course load (minimum 10 credit hours) of which at least 9 credit hours were in graded courses, and have achieved a semester grade point average of 3.50 or above. Students will not be awarded Dean's Honor Roll in a semester that they have received the grade "I" for incomplete, nor will the Dean's Honor Roll be posted retroactively after a letter grade has been assigned. In addition to the transcript notation, a certificate signed by the Dean will be prepared for each student achieving the Dean's Honor Roll.

VI: Student Conduct and Campus Safety

Ave Maria School of Law recognizes the inherent dignity of all members of the human family. The Ave Maria School of Law Honor Code is an integral part of the spirit of the Ave Maria community. This community consists of individuals of diverse backgrounds and experiences dedicated to a quality legal education in the context of the intellectual tradition and teachings of the Catholic Church. Central to preserving this community are the personal commitments of students, staff, administrators, and the faculty to conducting themselves in a manner that reflects the highest ideals of moral virtue. To this end, members of the Ave Maria community commit themselves to the Honor Code.

The Honor Code and Student Disciplinary Procedures

The Honor Code and Student Disciplinary Procedures can be found in Appendix III of the *Student Handbook*. Students who have concerns about misconduct should speak with the Associate Dean for Academic Affairs as described in these procedures. In addition, designated school administrators to whom incidents of sexual or other unlawful harassment should be reported are the Associate Dean for Academic Affairs, the Associate Dean for Finance, Facilities, and Student Administration, and the Director of Human Resources.

One form of academic misconduct is plagiarism which is defined as taking the literary property of another, passing it off as one's own without appropriate attribution, and reaping from its use any benefit from an academic institution. Committing plagiarism is a serious violation of the Ave Maria School of Law Honor Code. The Legal Writing Institute in its 2003 publication *Law School Plagiarism v. Proper Attribution* included these rules and suggestions when working with authority:

1. Acknowledge direct use of someone else's words.
2. Acknowledge any paraphrase of someone else's words.
3. Acknowledge direct use of someone else's idea.
4. Acknowledge a source when your own analysis or conclusion builds on that source.
5. Acknowledge a source when your idea about a legal opinion came from a source other than the opinion itself.

Plagiarism is a serious matter and can result in the loss of credit for a project or assignment, failure of a course, suspension, or dismissal.

Character and Fitness to Practice Law

In addition to educating future members of the legal community in the technical and theoretical aspects of the profession, the Law School has the obligation to monitor the character and fitness of its students to become members of that profession. If any member of the Law School community, faculty, staff, or student, becomes aware that a student is engaged in conduct that raises a serious question about that student's character and fitness to practice law, that person should report the conduct to the Associate Dean for Academic Affairs or Associate Dean for Finance, Facilities, and Student Administration.

In addition, students have a continuing responsibility to keep the Law School informed of any events that may reflect negatively upon their own character and fitness. Students must report

any occurrence that may impact their character and fitness to the Associate Dean for Academic Affairs within 72 hours. Lack of disclosure can compound the seriousness of such an event. Students should be aware that bar certification agencies require the Law School to provide a certification of character and fitness. Students are advised to contact the bar examining agency of the state in which they intend to practice for more specific information.

Dress and Grooming Standards

Ave Maria School of Law expects its students to recognize and respect the professional nature of the institution. The dress and grooming of both men and women should always be modest in fabric, fit, and style, neat and clean, and appropriate for the occasion.

Campus Security

For security concerns during regular business hours, contact the Associate Dean for Finance, Facilities, and Student Administration at 239-687-5343. During evenings and weekends, contact a security agent on duty at 305-713-0767. Security guards make frequent rounds throughout the campus when they are on duty. Individuals should dial 911 in the event of a situation that requires emergency response by police or fire departments.

Students who wish to be escorted between campus buildings or to their vehicles should contact the security agent on duty for assistance.

Surveillance cameras are located throughout campus to record activity in parking areas and building entries.

Security personnel are authorized to enforce Law School policies relating to building security and maintaining a safe environment for members of the Law School community. However, they do not have arrest authority and will contact local law enforcement agencies for assistance if necessary.

Incident Reporting

All incidents, regardless of the time of occurrence, involving assault or personal injury, illegal substance use, destruction of property, fire, or theft, require an incident report to be completed and filed with the Associate Dean for Finance, Facilities, and Student Administration. During regular business hours, contact the Associate Dean at 239-687-5343. After hours, concerns should be addressed to Security agents who are based at the reception desk in the St. Thomas More Commons and can be reached by phone at 305-713-0767. Incident report forms are available on the portal. An incident should be reported within 24 hours of its occurrence. Students may also report concerns to IncidentReport@avemarialaw.edu.

It is important that the Law School is made aware of all incidents to ensure that appropriate measures are in place to protect members of the Law School community. The Ave Maria School of Law Honor Code states that students should report to the appropriate authority all violations of which they observe or become aware. Reasonable efforts will be taken to protect the identity of an individual who reports a crime.

Students are encouraged to report all crimes to local police authorities. All Law School administrators will encourage members of the Law School community to report crimes to the proper authorities.

Emergency Notification System

The Law School offers an emergency notification system for weather and other emergencies. This system permits all members of the Law School community to sign up for emergency notifications via multiple communication methods such as telephone, e-mail, and text message. Members of the Law School community should self-enroll for this service using the link on their Portal page in the upper-right corner.

Lightning Safety

Participants in any outside gathering or event must immediately relocate to safety when the Vineyards Elementary lightning alarm sounds or thunder is heard. This may mean delay or cancellation of the activity but the safety of all members of our community is of paramount importance.

According to the National Oceanic and Atmospheric Administration, more than 400 people are struck by lightning each year. While many are killed, hundreds of others suffer permanent neurological disabilities. Southwest Florida is the site of many very strong lightning storms and it is critical that all members of the Law School community react properly to the threat of lightning.



- If there is audible thunder or the lightning warning alarm at Vineyards Elementary sounds, take cover in a building or hard-topped metal vehicle. Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall. Stay inside until 30 minutes after the last rumble of thunder.
- Do not use a corded phone; keep away from electrical equipment and wiring.
- Water pipes conduct electricity; do not take a bath or shower or use other plumbing during a storm.

Annual Security Reporting

Ave Maria School of Law is committed to informing the community of incidents that occur on or around campus. The Director of Human Resources prepares an annual security report. Public disclosure of qualifying incidents is available through the Law School's website. The annual security report is distributed via the Portal to the Law School community and is sent to major contractors that service the school on-site during the annual reporting period.

Notices of reportable crimes are available within 24 hours and are sent to staff and students via e-mail.

Local Crime Information

Collier County provides information to the public about its crime statistics through its website at www.colliersheriff.com. This site also lists local registered sex offenders. In addition, the Florida Department of Law Enforcement has a sexual predator and sexual offender registry. They may be contacted toll free at 1-8880357-7332 (TTY Accessibility 1-877-414-7234) or visit their website at <http://offender.fdle.state.fl.us/offender/homepage.do>.

Facility Access

Access to Law School buildings is governed by a card key system. Each member of the Law School community is issued an identification card upon their matriculation or hire. A lost card must be immediately reported to the Associate Dean for Finance, Facilities, and Student Administration so that the card can be deactivated and replaced.

During evenings and weekends, the outside doors to all campus buildings are generally locked except for planned events involving individuals from outside the Law School community. Doors may not be propped open for convenience as unauthorized individuals may gain access to buildings.

Access to Parking Lots after Dark

The Law School is committed to providing a secure environment on campus around the clock and campus parking lots are well lit. The commuter lot on the northwest corner of campus does not have additional lighting and students are advised to park in other lots in the evening hours. Any member of the Law School community may request to be escorted by a uniformed security agent to their vehicle after business hours seven days a week by calling 305-713-0767.

Alcohol and Drug Policies

The Law School's policies on alcohol and drug use and abuse are found in Appendix III of the *Student Handbook*, Honor Code and Student Disciplinary Procedures, Section D.

Sexual or Other Unlawful Harassment

The Law School's policies and procedures related to sexual or other unlawful harassment are found in Appendix III of the *Student Handbook*, Honor Code and Student Disciplinary Procedures, Section B.

The Law School will assist a student who is a victim of a crime of a sexual nature with changes in academic arrangements as available.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing is prohibited and the Law School policies and procedures in Appendix III, Section B shall apply.

Health Insurance

Students are strongly encouraged to obtain health insurance. Students should explore various insurance coverage options to ensure they have coverage. One injury or significant illness can lead to dire financial consequences and derail a student's ability to continue their enrollment.

Support Programs

Students are encouraged to contact the Associate Dean for Admissions and Student Engagement to seek assistance or support; in addition, the Law School has a full-time Chaplain to assist with counseling needs. The Portal contains information to educate students and staff on



crime prevention topics such as emergency preparedness, alcohol on college campuses, sexual assault, theft reduction, and other topics. In addition, the internet provides access to a wealth of information and tips to educate students and other members of the law school community; links to some of those sites are provided below.

Drug or Alcohol Abuse Education Programs

Students who engage in substance abuse risk their own health and safety as well as those with whom they come into contact. It is very important that anyone who is struggling with substance abuse as well as other issues such as gambling addiction, depression, eating disorders, mental health issues, or anger management problems seek assistance. In addition to the impact on current performance in law school, such students may encounter difficulties with the character and fitness component of being certified to practice law or may experience other serious consequences in the future. Law students seeking help or information are encouraged to contact the Florida Lawyers Assistance Program for confidential advice and referrals. For more information, see their website at <http://fla-lap.org/>.

Students who engage in substance abuse risk their own health and safety as well as those with whom they come into contact. It is very important that anyone who is struggling with

There are a number of programs available locally to assist individuals with drug or alcohol abuse issues. A variety of community services are identified on the website www.drugfreecollier.org. Several substance abuse agencies are listed below.

Alcoholics Anonymous (central office)	239-262-6535
Atwell Center (treatment provider)	239-514-4550
Catholic Charities (treatment provider)	239-455-2655
David Lawrence Mental Health Center (treatment programs)	239-455-8500
The Vince Smith Center (intensive treatment services)	239-338-2306
Watershed Addiction Treatment Programs (24-hour support)	877-637-7805
Hazelden Foundation (24-hour support)	866-304-1473
National Clearinghouse for Alcohol & Drug Info (24-hour support)	844-768-0091

Sexual Assault Programs

Victims of sexual assault should immediately contact law enforcement authorities and should seek immediate medical assistance to preserve evidence and receive treatment.

- Call 911
- Seek medical care

Emergency Numbers:

(239) 774-4434	Collier County Sheriff's Office
(239) 793-9213	Collier County Sheriff Victim Assistance
(239) 732-2701	Witness Management and Victim Assistance
(239) 649-5660	Crime Victim Project Help
(239) 775-2011	Shelter for Abused Women (General)
(239) 775-1101	Shelter for Abused Women (Help Line)
(239) 262-7227	Rape Crisis Hotline—Project Help
(239) 596-6868	American Red Cross

Crime Prevention Programs

The Law School provides for the safety and security of all members of the Ave Maria School of Law community and fosters the growth of its students in an environment of integrity. No enforcement agency can function effectively without the assistance of a responsible community. To this end we need your help and cooperation in working together for a safe campus.

The Collier County Sheriff's Office offers a comprehensive Crime Prevention Guide on their website at www.colliersheriff.org under the menu item "Stay Safe."

VII. Outside the Classroom

There is a wealth of opportunities for students to engage in professional, recreational, and spiritual activities outside of the classroom.

Co-curriculars

Co-curricular activities such as Law Review, International Law Journal, and Moot Court offer students a way to earn academic credit while gaining experience in litigation, academic research and writing, and organizational management.

Ave Maria Law Review

After the spring semester, students are selected to serve as editors of the *Ave Maria Law Review*, one of the Law School's scholarly publications. Selection for the *Law Review* is considered one of the highest honors that a student may earn. Membership consists of students with outstanding academic achievement and writing ability. Information about the application and selection process is announced near the end of the spring semester.

International Law Journal

The Ave Maria International Law Journal is a Catholic legal publication dedicated to addressing issues in international law. Its goal is to influence international law and policy with arguments anchored in the Catholic Intellectual Tradition and natural law. Applicants must have outstanding academic performance, be enrolled in or have passed a course offering in international law or have comparable international or undergraduate experience, and demonstrate exceptional writing ability. Details regarding the application process are announced near the end of the spring semester.

Moot Court

The Ave Maria Moot Court coordinates both intraschool and interschool competitions to provide students with opportunities to develop their skills in research, writing, and advocacy. A Moot Court Board, comprising students with superior scholastic standing and demonstrated skill in oral and written advocacy, conducts the program under faculty supervision. The program offers both trial and appellate competitions.

Individual students or student organizations may not participate in an external moot court competition without the advance approval of the faculty advisor to the Moot Court and the Associate Dean for Academic Affairs. Selection of competitors shall follow the process provided in the Moot Court Bylaws for selection of competitions and competitors. Expenses for external competitions that are not part of those planned for the academic year by the Moot Court Board must be borne by the individual or student organization.



Clinics, Externships, and Internships

The Clinical Program, Externship Program, and Certified Legal Intern (CLI) Program offer students the opportunity to gain practical experience and strengthen credentials while earning Academic Credit.

Clinical Program

The Clinical Program gives students the chance to work with actual clients under the supervision of a member of the Law School faculty. The Law School offers the following clinics: Estate Planning and General Practice Clinic, Human Trafficking Law Clinic, Mediation Law Clinic, and Patent Law Clinic. Clinical students manage their caseload, develop legal theories and strategies, interview and counsel, research and write, and work with outside agencies. Mediation Law Clinic students observe and co-mediate disputes in local courts. To enroll in a clinic, a student must receive an offer following an application process.

Externship Program

The Externship Program places students in an array of agencies, firms, and judicial chambers. The Law School has standing arrangements with a number of entities. Alternatively, a student may propose an externship at an entity that has not previously had a Law School extern. The course includes unpaid field work hours, meetings with a Site Supervisor and a Faculty Supervisor, journal entries, discussion posts, and a piece of writing. An externship is typically two or three credits. To enroll in the Externship Program, a student must receive timely advance approval. Policies regarding Externships may be found in the Academic Regulations, Appendix II.



Certified Legal Internship (CLI)

The Certified Legal Internship (CLI) is offered for six to twelve credits and provides an exceptional opportunity to gain experience in the offices of the State Attorney or Public Defender. The CLI has significant prerequisites and requires that participants acquire certified legal intern status. Successful completion of a CLI qualifies students to be a post-graduate certified legal intern in Florida. More information concerning a CLI is available from the Career Services Office.

Recreational Activities

Many opportunities for recreation exist in southwest Florida such as swimming, fishing, hiking, golfing, and tennis. The Collier County Parks and Recreation information can be found at <http://colliergov.net> under the menu item “Living.” Many other destinations can be found on the site

<http://swfloridaonline.com>. The official Visitor Information Site for Collier County is www.paradisecoast.com and includes many listings for arts and culture, beaches and parks, boating, nature and wildlife and other area attractions.

A local fitness option is the Greater Naples YMCA. The YMCA offers both student and family membership rates. For more information, see their website at <http://www.ymcapalms.org/>.

Collier County also has a number of farmer's markets. The Old Naples Farmer's Market located on Third Street is open Saturdays year-round. The two closest to the Law School are the Indoor Farmer's Market, open Saturdays at The Shoppes at Vanderbilt (northwest corner of Vanderbilt Beach and Airport Pulling Roads) and the Pine Ridge Road Farmers Market, open Sundays (Corner of Pine Ridge and Airport Pulling Roads) . Collier Family Farms is a new organic farm located in Ave Maria and offers a variety of fruits and vegetables by farm stand or u-pick. The Immokalee Market is open every day between mid-October and mid-May and offers a wide variety of produce and bulk prices. While the market is open from sun-up to sun-down, mid-afternoon after the pickers have finished in the fields is a good time to go to this market.

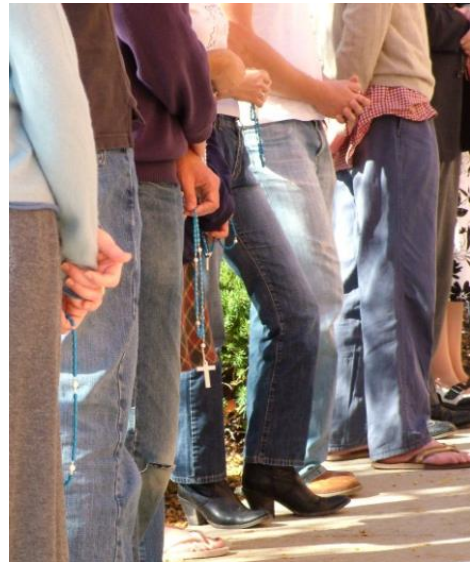
Southwest Florida attracts people from around the world and offers a blend of cultures in its restaurants and galleries. Annual events include a variety of art fairs, craft shows, wildlife shows, swamp buggy races, seafood and strawberry festivals, and jazz and blues music festivals. For more information see <http://naples.eventguide.com/>.

Spiritual Activities

Students are encouraged to join local parishes upon their arrival. The Law School provides a robust schedule of offerings in which students may participate and a full-time chaplain is available. During the fall and spring semesters, Mass is typically offered twice each weekday. In addition, students have initiated evening rosaries. Some students find a place in the Ave Maria Schola, an *a cappella* vocal group that performs at liturgical events throughout the year. Others may serve as readers during Mass, or as an altar server.

Student Organizations

Members of the student body of Ave Maria School of Law have formed student organizations focused on a variety of academic, faith, and social activities as well as founded chapters of national organizations.



The Student Bar Association (SBA) serves to represent the student body in matters of student concern, to encourage and assist student-sponsored social events, and to coordinate the allocation of resources to student organizations. The SBA sponsors a community service event for incoming students during orientation.

Current Organization List

The following list includes approved student organizations.

Ave Maria School of Law Honor Board
Ave Maria Elder Law and Estate Planning Association
Black Law Students Association
Criminal Justice Society
Environmental Law Society
Federalist Society
The Florida Young Lawyers Division Law Student Division

St. Francis Cabrini Immigration Law Society
 Knights of Columbus, St. Thomas More Council #14848
 Latino Law Students Association
 Lex Vitae Society (Pro-Life Organization)
 Military Law Society
 Phi Alpha Delta Law Fraternity
 St. Thomas More Society
 Sports Law Society
 Student Animal Legal Defense Fund
 Student Bar Association
 Women's Law Association
 Volunteer Income Tax Assistance (VITA)

Students may also represent the Law School as a student delegate to the American Bar Association Law Student Division and the Florida Bar Law Student Division.



Forming a New Organization

Official recognition of any student-sponsored organization requires the approval of the Associate Dean for Admissions and Student Engagement. Such approval requires that the sponsoring student provide the Associate Dean with the organizational mission statement and governance documents (articles, bylaws, etc.) for approval. If the Associate Dean, in consultation with the Dean, finds the proposed organization is consistent with the Law School's mission and is otherwise appropriate for a law school, the organization may be approved and a faculty advisor appointed by the Associate Dean for Academic Affairs.

Continued Approval of an Existing Organization

To remain in good standing, each organization is required to perform a service project at least once each academic year. Notice of the project must be provided to the Associate Dean for Admissions and Student Engagement in advance so that the organization benefitting from the service is evaluated for consistency with the Law School's mission.

Any organization which fails to elect officers, perform an annual service project, or is otherwise inactive may be placed on probation or disbanded by the Associate Dean for Admissions and Student Engagement. At the end of each academic year, each organization must file a report with the Associate Dean for Admissions and Student Engagement detailing their activities and service for the year.

Student Organization Funding

The Associate Dean for Admissions and Student Engagement oversees the budget for student organizations. Funding requests should be submitted to the SBA Finance Committee for review. Generally, organizations should submit funding requests by April 15 for the following academic year. Each group should also submit an annual report to the SBA Funding Committee and to the Associate Dean for Admissions and Student Engagement each year contemporaneous with their budget request. This annual report details their accomplishments of the past year and their plan for the next. Each student organization must complete a community service project to

qualify for funding. Proposals receiving the support of that committee should be forwarded to the Associate Dean for Admissions and Student Engagement for final approval.

Priority will be given to events that provide opportunities for students to develop professional skills, learn more about the profession, promote contact and interaction with the legal community, support community service, and support the mission of particular organizations. It may become increasingly necessary to limit funding for refreshments and social events to maximize funding for more productive programming.

Funding proposals should include the following information: organization name, name and phone number of contact person, number of members, description of activity, purpose of activity, expected attendance, anticipated breakdown of costs, other financial resources, and amount requested. Proposals for funding outside of the organization's approved budget for the academic year may also be submitted and will be considered by the SBA Finance Committee as funds remain available.

Support Services for Student Organizations

Student Organizations have access to a variety of services and facilities.

Computing/Printing/Copying Services Student organizations may obtain an account by contacting ITHelp@avemarialaw.edu. Charges to these accounts will be deducted from each student organization's account. Costs are \$.10 for black and white and \$.25 for color. Scanning is available at no charge.

Electronic Bulletin Boards Student organizations may post notices on the electronic bulletin boards located in the St. Thomas More Commons and the Faculty and Administration Building. Content for the E-Board announcement should be sent to eboard@avemarialaw.edu.

E-mail Student organizations may request an e-mail alias to send and receive e-mail.

Event Planning Student organizations that wish to plan an event on or off campus should contact the Student Organizations and Events Coordinator as early as possible to utilize on-campus facilities or negotiate contracts with outside facilities. Organizations that sponsor events should ensure that events are well-publicized and that all members of the Law School community are welcome. Advice concerning how to procure food and beverages, arrange for outside catering services, and arrange for tables/chairs within the Law School facility is available through the Student Organizations and Events Coordinator. Contracts relating to facility rental and catering must be signed by the Associate Dean for Finance, Facilities, and Student Administration. Students are not authorized to enter into contracts on behalf of the Law School. Students planning events must request checks for payment of speakers, entertainers, facility deposits, etc. a minimum of two weeks in advance.

Office and Meeting Space Student organizations have access to shared office space in West Hall. This office is managed by the Student Bar Association and serves to provide meeting and work space for student organizations.

Office Supplies Student organizations may order supplies through the Law School's supply ordering system and thereby enjoy significant price discounts. Student organization members

should work with the Student Organizations and Events Coordinator to place supply orders. The cost of these supplies is charged to the ordering organization.

Portal Page Each approved organization will have its own Portal page which serves as a communication link to the Law School community. Organizations may publicize their organization's activities and events and may not utilize this for unrelated purposes. Portal content is reviewed by Admissions and Student Engagement so that it is consistent with our Mission, is professional in nature, and does not encourage activities such as excessive alcohol consumption.

Room Reservations Student organizations may reserve space at the Law School for official events and meetings. Library study space should be reserved at the circulation desk and all other space, including classrooms, lobbies, and exterior areas, should be reserved through the room reservation system on the Portal.

Student Organization Fair Each fall the Student Organization Fair provides a forum for existing and new student organizations to recruit new members. All student organizations should plan to staff a table during this annual event.

Student Organization "Private" Accounts Student organizations that accumulate funds through dues or fund-raising activities should deposit those funds with the Accounting Manager who will record and maintain those funds in an account that will carry over from fiscal year to fiscal year. The organization may withdraw those funds by filing a check request signed by two of the organization's officers. Student organizations may not establish bank accounts with outside organizations.



Tax Exempt Status Student organizations seeking to purchase items for their events should utilize the Law School's tax exempt status and should coordinate purchases with the Student Organizations and Events Coordinator.

Telephone A telephone with local service is located in the SBA Office and may be used to place local calls.

Other Policies of Interest to Student Organizations

Activity Release Form All events or activities that involve activities that involve risk and danger of serious bodily injury require that each participant sign an Activity Release Form. This form is available from and signed forms must be returned to the Student Organizations and Events Coordinator. Individuals who do not sign an Activity Release Form are not authorized to participate in the event or activity.

Alcohol at Events It is important that those planning events carefully consider the safety of their guests. In particular, events that involve alcohol require additional precautions during the planning and implementation of the event. One of the first questions that event planners should ask is whether alcohol is a necessary component of that event. Alcohol and substance abuse is an issue that has become of increasing concern in the legal profession and on college campuses around the country. As a result, it is important that events do not encourage excessive consumption and that procedures encourage students to make responsible choices.

Attendees at events at the Law School at which alcohol is served are limited to two alcoholic drinks. Alcohol may not leave the event premises and unused alcohol will be secured at a pre-determined time.

The State of Florida has strict laws for alcohol-related offenses and may impose a wide range of sanctions. The State of Florida drunk driving laws prohibits driving any type of vehicle with a blood alcohol concentration (BAC) of .08 percent or above. A first time conviction of drunk driving in Florida will result in up to 6 months in jail. If a minor was in the vehicle at the time of the arrest, or if the driver had a BAC of .20 percent or higher, a sentence of no more than 9 months in jail will be issued. Unless the family of the DUI has no other means of transportation, the vehicle will be impounded for 10 days. The convicted driver will also receive a fine of no less than \$250 and no more than \$500, must complete 50 hours of community service or pay \$10 for every hour of community service given, and complete DUI school as directed by the court. Subsequent offenses can lead to significantly increased sanctions. More information is available at <http://www.flhsmv.gov/ddl/duilaws.html>.

Because of the risks involved from over-consumption of alcohol, students must request a review by the Associate Dean for Admissions and Student Engagement of any proposed event at which alcohol is to be served. This shall be accomplished by submitting a "Request to Host Event at which Alcohol Will be Served" form, available from the Student Organizations and Events Coordinator, at least seven days in advance of the event. Each event will require two students to serve as Event Hosts; if the event will have over 50 attendees, an additional host will be required for each additional 50 attendees. Events hosts manage alcohol distribution and monitor consumption by event guests. Event hosts have a duty not to serve a guest who appears to be impaired and should contact security for assistance if needed.

Contracts All contracts must be signed by the Associate Dean for Finance, Facilities, and Student Administration. Students may not sign contracts with any outside entity.

Donated Items From time to time an organization may receive unsolicited donations from individuals or agencies. All donations must be reported to the Office of Development so that the donor can be properly acknowledged and the gift recorded. Gifts of computer equipment become part of the inventory of the school's equipment which is managed by Information Technology.

Expenditures Individuals who need to purchase approved items on behalf of a student organization can do so with their own funds and then be reimbursed (see below), can request a check, or can make arrangements to have the item purchased by the school directly using a school credit card account or store account. Forms to request a check or have an item purchased by credit card are available from the Student Organizations and Events Coordinator.

External Moot Court Competitions Participation in external moot court competitions must be approved in advance by the faculty advisor of the Moot Court Board and the Associate Dean for Academic Affairs. Selection of competitors shall follow the process provided in the Moot Court Bylaws for selection of competitions and competitors. Expenses for external competitions that are not part of those planned for the academic year by the Moot Court Board must be borne by the related organization.

External Websites and Social Media Any organization that wishes to develop an external website must have it approved by the Associate Dean for Admissions and Student Engagement who will establish a process for content review. Organizations which operate a Facebook page or use other social media should ensure that that access is restricted to the Law School community. Website and social media content must be appropriate, must not be what would reasonably be considered controversial, and may not harm the Law School's reputation. The Law School retains the authority to revoke approval of websites or other social media.

Fundraisers/Benefits for Outside Organizations Student organizations that wish to solicit support for an outside organization must seek advance approval from the Associate Dean for Admissions and Student Engagement to ensure that the organization being supported is compatible with the Mission of the Law School. No organizational officer may use his or her title to promote a personal cause as it implies that the activity is sanctioned by the Law School.

Funds raised must be deposited with the Accounting Manager; subsequently, a check must be requested to transmit the funds to the beneficiary. Non-monetary gifts that are collected for an organization should also be reported on the Fundraiser Approval and Tracking Form.

In an effort to avoid duplication of effort, the possibility of conflicting messages about the needs of the institution, and overlapping requests to a particular donor, the following Donor Coordination Policy governs fund raising activities.

Donor Coordination Policy:

1. Before a representative of the Law School (faculty member, administrator, student, or volunteer) asks a potential donor for a cash gift, gift-in-kind (goods or services), security, or annuitized gift, the representative shall contact the Chief Advancement and External Affairs Officer to identify and outline the proposed solicitation in detail.
2. The detail provided in the request to solicit should include name, title, and organization of the potential donor; amount of gift requested; and the reason for the request, together with information or special circumstances that would be helpful to the person who would give the approval to solicit the gift.
3. Steps must be taken to assure that all solicitation requests are considered quickly, that requests are held in confidence, and that the response to a request is properly documented and a written record of the decision related to the request is filed within the Development Office.
4. If the Chief Advancement and External Affairs Officer denies a request to solicit, the decision may be appealed to the Dean.
5. Any disputes regarding these guidelines or the addenda, shall be resolved by the Dean.

Addenda

1. Solicitations of gifts with an estimated value of less than \$100 shall be considered *de minimus* and do not require prior authorization. However, gifts within this category must be reported to the Development Office in a timely manner for accounting and tax purposes.
2. In the rare instance of a “chance meeting” between a representative of the Law School and a donor offering a gift, the representative may move to receive the gift. However, the representative should seek reasonable assurances that no other representatives of the Law School have sought a gift from the donor. Further, the representative must report this donor interaction to the Chief Advancement and External Affairs Officer as soon as possible.

Lightning Safety If thunder is audible or the Vineyards Elementary lightning alarm sounds during an outdoor event, the outdoor activity must stop and the participants must take shelter. See Chapter VI for additional details.

Logo or Seal Student organizations must obtain advance permission to use the Law School’s logo or seal in any manner. Requests should be made in writing to the Associate Dean for Finance, Facilities, and Student Administration.

Modification of Premises All areas of the Law School should maintain a professional appearance. The purchase or addition of any furnishings or electronic equipment must be coordinated through the Office of Finance, Facilities and Student Administration, in conjunction with Information Technology, when applicable. In addition, no tape, glue, tacks, or nails are permitted on the walls, doors, floors, ceilings, glass, or woodwork of the Law School’s facilities unless installed by the Law School. In addition, due to safety and pest concerns, organizations may not have electrical kitchen appliances in this area (*e.g.*, coffee maker, toaster oven, microwave, and refrigerator).

Publicity Student organizations must coordinate all media contacts through the Director of Marketing and Communications.

Reimbursements Individuals who incur approved expenses should complete and sign a reimbursement request, attach original receipts, and submit it to the Student Organizations and Events Coordinator for processing. The individual being reimbursed will be notified when a reimbursement check is available. Reimbursement requests must include original receipts to document each expense. If the reimbursement relates to an event, the purpose of the event and number of individuals at the event must be indicated on the reimbursement request. Organizations may receive a monthly report of expenditures.

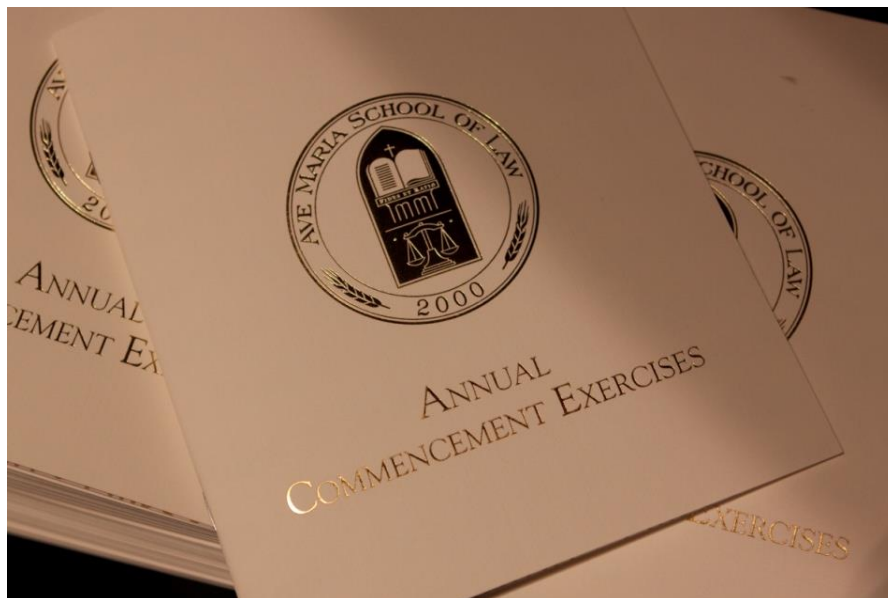
Speakers Speakers must be approved in advance by the Associate Dean for Academic Affairs at least two weeks in advance of the event. Evidence that approval has been granted must be provided when room scheduling requests are made.

VIII. Graduation and Beyond

Commencement

Commencement is a highly anticipated event in the life of every law student. Commencement is held in May each year. Students who will complete their studies in August or December following their scheduled graduation may attend the commencement exercises either the May before or after their graduation. Students who accelerate their graduation may attend the first commencement exercises after their graduation.

Students are required to file a graduation application in their last semester so that pre-graduation audit can be completed and all remaining requirements identified. In addition, all students will meet individually with their assigned career advisor for a graduation interview; this is a mandatory graduation requirement.



A graduation fair is held early in the spring semester. Candidates for graduation will arrange for rental of commencement regalia, have their photograph taken for the class composite photo, and see samples of other commencement related merchandise at this event.

In addition to completion of degree requirements, all candidates for graduation must be approved for graduation by the faculty. In addition, unless authorized by the Dean, all candidates for graduation are required to attend the Commencement Exercises. The Annual Commencement Exercises are ceremonial and candidates are not considered graduates until all grades are submitted and a final degree audit confirms that all degree requirements have been met. Diplomas are mailed to graduates after all grades are final and financial obligations to the Law School are settled. Graduation honors listed in the Commencement Program are based on each student's cumulative grade point average at the end of the fall semester prior to graduation. Diplomas, however, reflect the actual graduation honors earned based on all grades.

In order to preserve the integrity of the academic standards and degrees granted by Ave Maria School of Law, the Law School retains the right to revoke degrees of students in cases when the recipient failed to satisfy the standards for that degree existing at the time of the award or whose admission to the Law School was based on non-disclosure of information, fraud, or deceit that would have precluded admission.

Bar Passage

The bar exam is the licensing exam each state administers to applicants who aspire to practice law in their state. Each state has its own bar registration and admission rules. Students are encouraged to become familiar with the requirements of the state in which they plan to practice as soon as practicable. Some states have lower registration fees for students who register with that state during their first year of legal study, including Florida. A good resource for information concerning the procedures and deadlines in each state is offered by the American Bar Association on their web site at <http://www.abanet.org/legaled/baradmissions/bar.html>.

Students should be aware that there are two aspects to the bar admissions process. The first concerns an applicant's character and fitness to practice law. The bar application process requires students to provide extensive information concerning their personal background. This can be a time-consuming process and students are well-advised to obtain the application materials as early as possible. This process also requires the Law School to provide information relevant to your character and fitness. As a result, students must disclose any information that may reflect on character and fitness to practice on the admissions application and must continue to report any new information during enrollment to the Associate Dean for Academic Affairs. Any incidents which may have an impact on your character and fitness must be reported within 72 hours of their occurrence.

The second aspect of the bar admissions process is passage of the bar examination. Bar exams are generally administered in each state in February and July of each year. This exam extends over two to three days. While many states utilize the Multistate Bar Exam (MBE) for a portion of the exam in their state they also often include material more specific to their state and differ in the methods of grading and definition of a passing score. Students are advised to review the requirements of the state in which they plan to practice to guide their course selection during law school.

Most states also require students to pass the Multistate Professional Responsibility Exam (MPRE) prior to admission to the bar. This exam is administered on several dates throughout the year. Many students plan to take this exam the summer prior to or during their third year of study. Often, the spring administration of the MPRE overlaps with the Law School's Spring Break. Additional information and registration forms can be obtained at <http://www.ncbex.org/>.

Students prepare for the bar examination throughout their program of study. Students must develop the capacity for intensive study by developing those skills beginning with their first semester. Course selection should include additional course work in areas of weakness. Opportunities for improvement through diagnostic examinations and practice questions must be taken advantage of. Finally, students must anticipate and prepare for a period of intensive study in the weeks leading up to the bar examination, a period which must not be compromised by employment or outside activities.

The Law School has implemented the Comprehensive Bar Preparation Program which encompasses required and optional course work, diagnostic exams, intensive preparation programs for the MPRE and bar examination, a Director of Bar Preparation to whom they can

address questions and concerns, and a pre-paid commercial bar preparation course with approved providers.

Refer to the Bar Preparation page on the Ave Maria Portal for additional information.

Alumni Association

The Ave Maria School of Law Alumni Association is dedicated to serving the Ave Maria School of Law alumni and helping the school achieve its unique and authentically Catholic mission. The association fosters communication, fellowship, and mutual assistance among alumni and the Law School community. Promoting the involvement of alumni in the affairs and activities of the Law School is also a goal of the Association.

Anyone upon whom Ave Maria School of Law has conferred the degree of Juris Doctor is eligible for regular membership in the alumni Association for life. Members of each graduating class are welcomed into the Alumni Association at the New Alumni Reception and Pinning Ceremony, held every year during Commencement weekend. Membership benefits include:

- Access to on-line Alumni Networking and Referral Center with searchable directory
- Alumni e-mail account
- Subscription to quarterly alumni newsletter
- Subscription to the Ave Maria School of Law *Advocate* magazine
- Library and computer lab usage
- Research and reference assistance
- Educational, professional and social gatherings

Alumni also receive free, unlimited access to the Ave Maria School of Law Career Services Office. Information, including job postings, is available through the Career Services web page and the Symplicity Career Services Management System. Alumni may attend events such as workshops, continuing legal education programs, seminars, networking events and job fairs presented by the Career Services Office. Graduates are able to have their résumés reviewed by a career counselor, and can meet with a career advisor in person, on the phone or via Skype for career planning, mock interviews, and other career-related matters. Alumni may also collaborate with the Career Services Office by serving as mentors, panelists, mock interviewers and employers of current students.

Alumni, through their positive words about Ave Maria School of Law and demonstrated commitment to service and justice, are influential partners in defining what the Law School stands for to prospective students, colleagues, family and friends. The Law School is continually striving to enhance and expand services and benefits for its alumni.

X. Support Services

Academic Affairs

The Office of Academic Affairs is responsible for faculty, curricular development, academic programs, and academic support.

Academic Calendar

The Academic Calendar is the responsibility of the Associate Dean for Academic Affairs. This calendar sets the beginning and end dates for each semester and identifies School holidays and vacations. The Academic Calendar for the 2017-2018 academic year is in Appendix VI.

Academic Support

Ave Maria expects that its students will succeed in law school. To that end, Ave Maria provides a number of resources to ensure student success. The Advanced Critical Thinking (ACT) Department is a key resource for students in optimizing their performance in law school. The study of law requires very different skills and approaches from those students may have experienced in the undergraduate environment. The ACT Department offers a variety of programming designed to help students gain the tools and skills necessary to adapt to the challenges of law school and the bar examination, including:

- The Legal CASE course specifically designed to help first-year students master the foundational skills involved in the study of law, which include topics such as critical reading, case briefing, legal analysis, course outlines, and exam preparation.
- One-on-one personalized academic counseling that takes into account students' individual strengths and opportunities for growth to help them achieve their peak potential as students, scholars, and ultimately, as practicing attorneys.
- Advanced interactive workshops to help students solidify and refine the foundational skills necessary for success as an upper-level student while leveraging their individual strengths and opportunities for optimum performance.
- In the second year, the ACT Department offers two unique courses designed to bolster students' ability to do legal analysis. The courses are focused on sharpening students' capacity for dissecting and applying case law rather than on the mastery of specific legal rules. The ACT professors will delve into the three steps of sound legal analysis: critical reading, synthesis, and application. Students will finish these courses better able to understand and apply the material learned in their doctrinal courses and more likely to succeed on the bar exam and, ultimately, in their legal career.

Ave Maria also provides extensive bar preparation for students. At the end of the first year, students take a diagnostic designed to give them hands-on experience in taking a state bar examination. Third-year students take a set of courses specifically aimed at giving them the test-taking strategies and skills necessary to pass the bar examination.

Accommodations

The Law School is committed to complying fully with the Americans with Disabilities Act (ADA) and any applicable state laws ensuring equal opportunity. Accordingly, reasonable accommodation is available to all disabled students, where their disability substantially limits one or more major life activities. This includes accommodations for temporary reasons such as injury or pregnancy.

Students who are requesting accommodations for a disability should identify themselves to the Associate Dean for Academic Affairs, complete the application form and provide supporting medical documentation, well in advance of the time accommodations are needed to permit time to carefully review the request and supporting documentation. The Associate Dean will engage in a collaborative process with the student. The Associate Dean may seek the recommendation of an outside consultant when considering an accommodation request. See Appendix XI for forms and procedures for requesting accommodations.

Course Evaluations

At the end of each course, students will have the opportunity to complete a course evaluation either on-line or using a Scantron form. Individual anonymous comments made by students are shared with the faculty member after grading for the class is complete. Thoughtful, constructive observations are given serious consideration by faculty. Students with serious concerns about a faculty member should bring these to the attention of the Associate Dean for Academic Affairs without delay rather than waiting to reveal them during the course evaluation process.

Course Load Approval

Students who wish to take less than 10 credits in the fall or spring semester or greater than 16 credits in any semester must seek the approval of the Associate Dean for Academic Affairs through the submission of a Petition for Administrative Action. Students may not simultaneously enroll at AMSL and another institution without advance approval from the Associate Dean for Academic Affairs. In no event may a student enroll for more than 18 credits in a semester. Students should be aware that reduction in enrollment below 10 credits can impact financial aid and veteran's educational benefits, and should consult the related offices for more information.

Course Pages

The Ave Maria Portal offers a course page for each course. Assignments may be posted by faculty members to their course pages as well as reference materials and links to other resources.

Employment Limitations

Students are discouraged from working for compensation during the first year of study and are encouraged to limit their employment to less than 20 hours per week in later semesters.

First year students may seek the approval of the Associate Dean for Academic Affairs for on-campus employment opportunities after grading is complete for the first semester of study.

Rescheduling Examinations for Individual Students

The Associate Dean for Academic Affairs bears primary responsibility for the review of petitions to reschedule examinations for individual students. Details concerning this process can be found in Section IV: Examinations in the *Student Handbook*.

Resolving Academic Grievances

Students who feel they have been treated unjustly or that a faculty member has evaluated their work unfairly or inadequately should first bring the grievance to the attention of the faculty member involved. If the matter remains unresolved, students should contact the Associate Dean for Academic Affairs in accordance with the process described in the Academic Regulations.

Scheduling Speakers

Scheduling of speakers in the Law School shall be approved by the Associate Dean for Academic Affairs. Organizers of such an event should discuss their plans with the Associate Dean in advance of finalizing arrangements. Confirmation of approval will be required before a room for the event will be reserved.

Taking Courses at Another Law School

An Ave Maria student may take a course or courses at a law school approved by the American Bar Association (ABA) with the advance approval of the Associate Dean for Academic Affairs. The Academic Regulations in Appendix II provide additional detail about this process. Students may also wish to explore opportunities to receive credit for summer study abroad through ABA-approved law schools. Flyers from many of these programs will be posted on the bulletin board in the Faculty and Administrative Building. A comprehensive listing is available on the ABA's website (www.abanet.org/legaled/studyabroad/foreign.html). Students seeking permission to receive credit for study abroad must meet with Career Services prior to submitting their request for permission to the Associate Dean for Academic Affairs. Students may not receive credit for prior experiential learning.

Waivers

Students who wish to request a waiver of any regulation may do so by submitting a Petition for Administrative Action to the Associate Dean for Academic Affairs. This form is available in the rack outside the Registrar's Office and on the Portal.

Withdrawal, Transfer, or Leave of Absence

Students considering withdrawal, transfer, or a leave of absence should consult the Associate Dean for Academic Affairs as early as possible to fully explore available options and understand the ramifications of such a decision. Withdrawal, transfer, or leave of absence requires an exit interview with the Associate Dean for Academic Affairs along with a written request that, after approval, will be forwarded to the Registrar for processing. Students who withdraw after the term has begun must pay some or all of their tuition and may be obligated to return some or all of their loan funds, depending on the date of withdrawal. A general description of the refund dates can be found below under Registrar/Student Accounts. For specific dates for each academic year, students should consult the fee adjustment schedule available from the Office of the Registrar. Students who received loans must complete exit

counseling through the on-line counseling on the financial aid section of the website. Withdrawal may have an impact on financial aid and veteran's benefits and students should contact the related offices for more information. Transferability of credit is at the discretion of the receiving institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution.

Career Services

Overview

The entire Career Services Office (CSO) is committed to providing high quality service to all Ave Maria School of Law students and alumni, regardless of grades or goals, and encourages you to take advantage of the professional expertise, services and resources available through our office.

The mission of Career Services is to develop, encourage and empower Ave Maria School of Law students as they begin the pursuit of their career path. Career Services seeks to build relationships with students, alumni, employers and the community to facilitate connections. Career Services works to prepare students as students diligently seek employment.

The Career Services Office's mission is in direct alignment with and supports Ave Maria School of Law's vision and mission in fidelity to the Catholic Faith to build a community, serve the common good, educate, and develop students who will become lawyers with the finest legal, ethical and professional skills.

Career Services Resources

Counseling: A member of the Career Services team is available to meet with students to discuss career interests, job search strategies, networking approaches, résumés, cover letters, interviewing skills or any other career-related concerns. We strongly recommend making an appointment, but will see walk-ins if we are available.

Career Services Toolkit: A comprehensive toolkit that provides detailed information and a timeline of the job search process and Career Services resources/policies is distributed to each 1L at the mandatory 1L Career Services Introductory Meeting held in October. Toolkits for 2Ls and 3Ls are available on the portal.

Career Services Library: The CSO has a variety of books and pamphlets which describe different areas of practice as well as the job search process. In addition, Ave Maria School of Law's Library has a collection of books covering many aspects of professional development and career assessment. These books are available in the room behind the circulation desk and can be checked out.

Career Services Handouts: Handouts are available in the CSO sitting area on pro bono, clerkships, work study, self-assessment and the job search process, among others; they may also be accessed online via the AMSL portal's Career Services section.

Career Services on Demand: The CSO offers general employment guidance 24/7 through the AMSL portal's Career Services section and the Symplicity documents section in the form of instructional guides and videos covering such topics as drafting résumés and cover letters, interviewing and completing online job applications.

Developing Essential Job Skills

Students can attend live workshops and presentations that focus on careers available to attorneys, the job search process and job search skills, practice area specialties, marketability, and many other topics. These programs will be advertised through your AMSL email account, on the portal and on the eBoard.

Employment Limitation

While attending law school, students may wish to secure employment for monetary reasons or to develop employment experience. First-year students are strongly discouraged from pursuing employment during their 1L school year. Any first-year student who wishes to seek employment after the completion of their first semester should seek permission of the Associate Dean for Academic Affairs. Students are encouraged to limit employment to less than 20 hours a week while pursuing a full-time course of study. In addition, pursuant to guidelines developed by the National Association of Legal Professionals (NALP), students may not seek job search advice from a Career Services counselor until October 15th of their first year of law school.

Interview Practice

The Career Services Office schedules mock interview events with local judges and attorneys twice per year. We strongly encourage students to attend these events and attend a counseling session afterwards to review the student's interviewing skills. Counselors can conduct mock interviews with students, but appointments are required.

Employment Opportunity Postings

The CSO frequently receives postings for full-time and part-time employment opportunities for students and graduates. Jobs are posted on Ave Maria School of Law's Symplicity website under the Job Postings tab.

On-Campus Recruitment Program

Each fall and spring, employers recruit Ave Maria School of Law for school-year and summer positions. Employers may interview students on campus or collect application materials to interview candidates at the employer's office. All 2L and 3L students may participate in Fall/Spring OCR, which begins in July. All students may participate in the Summer OCR, which begins in January.

Off-Campus Interviews / Job Fairs

The CSO receives information regarding off-campus job fairs that are held all over the country. These events are usually coordinated by different groups and are held at convention centers and / or hotels. Information on these job fairs is shared with students through Symplicity and the AMSL portal.

Informational Fairs and Networking Events

The CSO offers informational fairs and networking events, including the Government and Public Interest Fair and the Non-Traditional Legal Careers Info Fair. These events provide students with the opportunity to gather information about different areas of the law, meet with employers, and talk informally with practicing attorneys and network.

Federal Work-Study Program

Unlike most law schools, Ave Maria School of Law allows students to use a federal work-study award for off-campus employment in the legal field. Students have earned work-study as interns for the Twentieth Judicial Circuit Court, Guardian ad Litem, Office of Criminal Conflict and Civil Regional Counsel and local law firms. For full information on the Federal

Work-Study Program, see the Federal Work-Study Handbook which is available in the Career Services Sitting Area. For questions related to financial aid or work-study award, contact Financial Aid.

Certified Legal Internship (CLI)

A Certified Legal Internship (CLI) is an unpaid certified legal internship undertaken for law school credit. The CLI Program allows students to gain valuable hands-on legal courtroom experience working for Florida agencies such as the State's Attorney, Public Defender, Office of Regional Counsel, Department of Children and Families, Guardian ad Litem, or Legal Aid while earning academic credit. Exposure to trial practice through the CLI Program can serve as a critical tool for any student developing a career path, especially in litigation.

A student wishing to enroll as a CLI must have registered with the Florida State Bar to become a certified legal intern AND must have received a Clearance Letter as to Character and Fitness from the Florida State Bar. Students are strongly encouraged to complete their Florida Bar application by February of their 1L year.

Additional details and requirements related to the CLI is contained in the Academic Regulations in Appendix II.

Pro BonoWork/Pro Bono Recognition Program

Pro bono work is legal work performed on a voluntary basis for people who cannot afford a lawyer or traditional legal services. Ave Maria School of Law students have completed pro-bono work through the Ave Maria Clinical Programs, Legal Aid Service of Collier County, Volunteer Income Tax Assistance (VITA) Program, the Public Defender's Office and many others. Students cannot be paid AND cannot receive academic credit for their pro bono work. However, students who intend to work more than 40 hours at an approved pro bono placement site during law school, may enroll in the Pro Bono Recognition Program. For more information on the Program Recognition Program, see the Pro Bono Recognition Program Guide available in Career Services.

1L Mentor Program

The Ave Maria School of Law 1L Mentors are a group of prominent attorneys and legal professionals working in a variety of law firms, businesses and government agencies in Florida and throughout the United States. The Mentors, many of whom are Ave Maria School of Law alumni, agree to serve as advisors for incoming law students. The Mentor Program seeks to pair 1Ls with an experienced professional based on either desired geographic area of practice or area of practice. Mentors assist students by answering questions and guiding students through law school and into the legal professional. It is hoped that these mentors will form lifelong, meaningful professional relationships with the students they mentor. First-year students will be assigned their mentor during their 1L career counseling session.

Professionalism

A professional is true to their ethical, moral and religious values. A professional also understands and respects the time, commitments, and experience of others, and should behave towards others in a courteous manner. Students, like the lawyers they are to become, are expected to adhere to a strict code of ethics. Students are expected to show courtesy and respect for the practitioners, alumni and administrative staff offering them assistance and guidance during their law school and post-law school career. Students who participate in the Career

Services' sponsored recruitment and interviewing events agree to abide by the professionalism expectations.

Externships

Students may receive academic credit for work for which they are not receiving compensation through the externship program, either through one of the standing arrangements at various chambers, agencies, or firms, or through a student-initiated proposal. Additional policies regarding externships can be found in the Academic Regulations in Appendix II. The program is managed by the Director of Experiential Education.

Finance and Facilities

Finance and Facilities includes an array of non-academic services including financial operations, facility and grounds maintenance and repair, parking and bookstore operations.

Bicycles

Bicycle racks are located near the Library and East and West Halls. Bicycles may not be stored in buildings. Bicycle owners should obtain a vehicle registration sticker. Those that are not removed upon the departure of its owner will be discarded.

Bookstore

All required course textbooks, course packs, course supplements, study aids, and basic school supplies are available in the Law School Bookstore during regular business hours. In addition, some food and drink items are available for purchase, as well as merchandise and apparel with the Law School name or logo.

Building and Grounds

Buildings may not be modified without the approval of the Associate Dean for Finance, Facilities, and Student Administration. Posted notices must be approved in advance and may not be affixed to surfaces other than approved bulletin boards. No materials should be taped to walls or doors. Individuals who notice items in need of repair or that pose a hazard should report such observations via e-mail to workorder@avemarialaw.edu.

Café

A café selling food and beverages is located in the lobby of the Commons. The hours of operation are normally 8:00 a.m. to 2:00 p.m., Monday through Friday, except during semester breaks or special occasions.

Calendar of Events and Scheduling of Rooms

Members of the Law School Community may view the Calendar on the Event Schedule tab in the Portal. In order to keep the Law School community informed of events and avoid scheduling conflicts, anyone scheduling an event or planning to use space on campus must reserve it. Events may include speakers, student group meetings, and social and other gatherings. On-line requests to reserve space can be made using the event management system found at the Room Schedule tab on the Portal.. All requests are not final until they are confirmed.

Chaplain

The Law School has many liturgical activities available to students, faculty, and staff. Each weekday during the fall and spring semesters, Mass is typically offered twice daily. The Office of the Chaplain is located in the St. Thomas More Commons.

Emergency Notification System

Building closures and other emergencies will be publicized via the Emergency Notification System through the communication method selected by each individual who registers with the system. All members of the Law School community are strongly encouraged to register with the Law School's Emergency Notification System using the E2Campus link on the upper right corner of their portal page.



Food and Beverages in Classrooms

Food and beverages are permitted in classroom areas subject to faculty member discretion for their individual courses. No food or beverages are permitted in the Moot Court Room at any time.

Identification Cards and Building Access

Each student will be issued an identification card during orientation that serves to allow student access to some buildings after regular business hours. Students who lose this card should report its loss immediately to the Associate Dean for Finance, Facilities, and Student Administration so that the card can be deactivated and replaced.

Lockers

Lockers with combination locks are available in West Hall for storage of personal items. Students should not leave things of value in lockers as the Law School is not responsible for the contents. Students may request a locker assignment through Finance, Facilities, and Student Administration.

Logo

Any individual or group seeking to obtain permission to use the Law School's logo, seal, or other trademarked material should direct their requests to Finance, Facilities, and Student Administration.

Lost and Found

The Law School's Lost and Found locations are the Library Circulation Desk and the reception desk in the Commons.

Notary Public

Notary publics are available at the Law School. Current notaries are the Accounting Manager and the Student Affairs Coordinator.

Official Notices

Official notices may also be distributed via e-mail or via the Portal. Students are responsible for information distributed to these sources and should check their e-mail and Portal pages regularly.

Parking

Parking at Ave Maria School of Law is by permit only during the fall and spring semesters between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. During these times, individuals with a parking permit may park in designated spaces. Parking in Law School lots is permitted in lined spaces only. Visitor parking must remain available to visitors and may not be used by members of the Law School community or their spouses. Resident parking is reserved exclusive use by housing residents. Housing residents may only park in resident housing during enforcement hours.

Parking permits for Law School lots are available from the Finance and Administration Coordinator at no charge; they must be displayed at all times. Permits are to be attached to the rear window; if window tinting prevents the permit from being easily visible, the permit should be attached to the lower part of the windshield on the driver's side. All vehicles are required to be registered.

Parking spaces designated for those with a handicap are available for those individuals with a state-issued handicap parking permit.

Vehicles without permits or that are parked in unauthorized areas are subject to fines and/or towing at the owner's expense. For students, enforcement may also include disciplinary procedures as described in the *Student Handbook*.

Pets

Pets are not allowed in any building at any time (except Driver, the Ave Law Dog). Service animals must be cleared in advance with the Associate Dean for Finance, Facilities, and Student Administration

Posted Notices

All notices posted in the Law School must be approved in advance by the Admissions and Student Engagement. Approved notices will receive an approval stamp.

Security and Incident Reporting

Incidents, regardless of the time of occurrence, involving theft, fire, destruction of property, illegal substance use, assault, or personal injury require an incident report filed with Associate Dean for Finance, Facilities, and Student Administration. Incidents that involve sexual discrimination, sexual harassment, or sexual violence or assault should be directed to the Title IX Coordinator. See Chapter VI, Student Conduct and Campus Security for details. For security concerns during evenings and weekends, contact security personnel at 305-713-0767.

Incidents are reported to the Clery Compliance Officer and may be included in the Annual Security Report as required by the Department of Education. Names and identifying information are not included in the Annual Security Report.

Smoking

The use of smoking products of any sort is prohibited in all campus buildings and near any entrance or sidewalk leading to an entrance. This policy includes smoking of any substance, the use of any smoke-producing products such as cigars or pipes, and all cigarette products including e-cigarettes. Littering campus with the remains of smoking products is prohibited; receptacles have been placed in various locations on campus to receive such materials.

Violations of this policy should be reported to the Associate Dean for Finance, Facilities, and Student Administration and may lead to disciplinary action.

Student Organizations

Official recognition of any student-sponsored organization requires the approval of the Associate Dean for Admissions and Student Engagement. Such approval requires that the sponsoring student provide the Associate Dean with the organizational mission statement and governance documents (articles, bylaws, etc.) for approval. If the Associate Dean, in consultation with the Dean, finds the proposed student-sponsored organization is consistent with the Law School's mission and is otherwise appropriate for a law school, the organization may be approved and a faculty advisor appointed by the Associate Dean for Academic Affairs. More information about student organizations can be found in Chapter VII.

Vaccinations

Students should make sure that their vaccinations are up-to-date. The Centers for Disease Control and Prevention (CDC) and the American College Health Association (ACHA) recommend certain vaccines for, or proof of immunity to, several diseases including: measles, mumps and rubella (MMR); varicella (chickenpox); tetanus, diphtheria, and pertussis (Tdap); and Hepatitis A and B. They also recommend that students receive the influenza and meningococcal vaccines and that selected students receive the pneumococcal vaccine.

These agencies also indicate that they believe it is critically important to decrease the risk of mumps among students. Transmission has been widespread in college-age students for reasons that may include social interactions, living environment, and local and interstate travel. While rare, complications of mumps can be severe, including meningitis, encephalitis, and orchitis, leading to hospitalization and rarely death. The current recommendation for protection of college students from mumps is two doses of the measles-mumps-rubella vaccine (MMR).

Students should take measures to protect themselves and avoid potential disruption of the education program from illness or isolation procedures. For more information, visit the CDC's website (www.cdc.gov) or the ACHA's website (www.acha.gov).

Voter Registration

Students are encouraged to register to vote or to update their voter's registration as necessary. For information concerning how to register to vote in Florida, please consult the State of Florida Division of Elections at <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>.

Weapons

Weapons are prohibited in all campus buildings, grounds, on-campus housing, and in vehicles on campus. For the purposes of this policy, a weapon is an instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms of any nature; any explosive device; any type of knife commonly referred to as a switch-blade which has a blade that opens either by hand pressure applied to a button, spring, or other device in the handle of the knife or opens by force of gravity or centrifugal force; any straight-blade knife with a blade of four inches or more, except those designed for and used solely in the preparation or service of food; any martial arts weapons such as martial arts stars or nunchaku; projectiles that could cause serious harm such as bows and arrows.

Housing residents wishing to have a weapon must store that weapon off campus.

Financial Aid

Financial assistance is available, for those students who qualify, to help pay for the cost of attendance at Ave Maria School of Law. The Office of Financial Aid helps qualified students finance their education through a variety of sources, including scholarships, federal loans and work-study programs.

Debt Management

The Law School is committed to helping students recognize the benefits of making wise financial decisions and educating them about the consequences of student loan debt through its debt management program. This program consists of loan entrance counseling completed by students using an on-line entrance counseling tool prior to receiving student loan funds, a summary of their federal student loan debt as additional funds are borrowed (available on-line from the National Student Loan Data System), and on-line exit loan counseling completed by students prior to graduation. The Financial Aid Office staff is also available to provide loan repayment counseling to students during their enrollment at the Law School.

Deferment of Student Loans Received Elsewhere

Ave Maria School of Law participates in the National Student Loan Clearinghouse. The Law School reports student enrollment information to the Clearinghouse three times each semester. The Clearinghouse then makes that enrollment information available to student loan lenders. Lenders then use the enrollment information to determine if a student is eligible for an in-school deferment on loans that the student previously received. If a lender sends a deferment form to a student and requires that the form be completed by the Law School, the student may submit the form to the Office of the Registrar.

Federal Work-Study

The Federal Work-Study program provides part-time employment for students who demonstrate financial need and meet student eligibility requirements. The amount of a student's Federal Work-Study awards varies, based in part on financial need and the availability of program funds. The rate of pay also varies between \$10 and \$12 per hour, depending on the job and the work that will be performed. Students who want a Federal Work-Study award should

indicate on the FAFSA that they want to be considered for work-study. Off-campus job placement is managed by the Career Services Office. Listings of available on and off-campus jobs are posted on Symplicity, the Law School's on-line job database.

The *Federal Work Study Handbook for Students and Supervisors* is available for more information. Students must receive permission from the Associate Dean for Academic Affairs to work in their first year of study.

Institutional Scholarships

Each year, the Admissions Committee offers scholarships to members of the entering class. As a general guideline, many of these scholarships will be renewed for those recipients who achieve a minimum cumulative grade point average consistent with the median grade defined in the academic regulations and continue to maintain this minimum throughout their program. When a student enrolls on less than a full-time basis but meets the academic eligibility criteria described above, the amount of the scholarship will be prorated for that semester based on the number of credits for which the student enrolls. Students with financial need that is not met by scholarships may apply for student loans to help meet their educational costs.

Refund Policy for Title IV Recipients

Students receiving Title IV student loans who withdraw from all classes during the semester may be required to return all or a portion of their loan funds. The federal formula determines the amount of federal financial aid that must be returned to the federal government by the school and the student. The percentage of aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. After a student has completed 60% of a semester, they are considered to have earned 100% of their financial aid and no loan funds need be returned. Any federal unsubsidized Stafford loan funds are the first to be returned to the lender according to the Federal Refund Policy, followed by federal Grad PLUS loans.

The date used to calculate the Title IV refund is determined as follows:

1. In the case of a student who officially withdraws, the date of the withdrawal.
2. In the case of a student who unofficially withdraws, the drop out date, which is the last recorded date of class attendance as documented by the institution. The Registrar's Office is responsible for determining and documenting the last day of attendance.
3. In the case of a student who is dismissed, the date of the dismissal.

Outside Scholarship Opportunities

The Office of Financial Aid has done extensive research on outside scholarships available to law students. A list of these scholarship opportunities is posted and maintained on the Law School's Office of Financial Aid website.

"Self-Service" On-Line System

Students who file the FAFSA can access their financial aid award information on-line through the Self-Service tab on the AMSL Portal. The AMSL Online Student Financial Aid System allows students to view their financial aid awards and review which documents have been submitted and which are missing from their record.

Student Loans

Few students can afford to pay for law school without some form of student loan. Scholarships and Federal Work-Study typically do not cover the cost of a law school education. Many students find that they must supplement their savings and scholarship assistance with student loans. There are **federal student loans, private education loans, and bar exam loans.**

General Loan Information

- Loans must be repaid.
- Students should always **borrow conservatively** and eliminate all unnecessary expenditures. They should develop a budget on which they can reasonably live for the short time they are in law school. Financial sacrifices now will minimize sacrifices later during the 10-20 years of loan repayment.
- Generally, students repay \$3 for every \$1 borrowed and therefore should only borrow what is absolutely necessary.
- Students should always know who their loan servicer is, how much has been borrowed, and should **keep copies** of all loan forms and correspondence from the loan servicer.

How to Apply

1. **File a FAFSA** - Students should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA must be completed each year for which the student wants to receive financial aid, and can be completed starting October 1 for the subsequent academic year. The information provided on the FAFSA is used to determine students' need for federal financial aid including Federal Work-Study and federal student loans.
2. **Receive an Award Notice or Missing Information Letter** – Students can access their financial aid awards using the AMSL Online Student Financial Aid System. The system provides each awarded student with information on the cost of attendance, financial aid awards and the status of necessary documents. Students who cannot be awarded because of missing documents can view this information in the system. In some cases, students who have been selected by the U. S. Dept. of Education for a process called Verification will be required to provide financial documents to the Office of Financial Aid before financial aid awards will be made.
3. **Federal Direct Stafford Loan** – The AMSL Online Student Financial Aid System provides access to a form from AMSL called the Federal Direct Stafford Loan Request Form, which students must complete and return to the Office of Financial Aid, indicating how much they wish to borrow from the Federal Direct Stafford Loan program. Online entrance counseling must be completed by the student before the loan request can be certified. A Master Promissory Note (MPN) for the Federal Direct Stafford Loan must be completed on-line.
4. **Federal Direct Graduate PLUS Loan** - Students who are awarded Federal Direct Graduate PLUS Loans must complete the on-line PLUS Request Process at <https://studentloans.gov>. The amount of the loan cannot exceed the amount that the student was awarded by the Office of Financial Aid. Federal Direct Graduate PLUS Loans are credit-based loans. The U. S. Department of Education will check the student's credit history with one of the national credit-reporting agencies and will determine the credit worthiness of the borrower. Some students are required to provide endorser (co-signer) information to the U. S. Department of Education before the loan is credit approved. Once the loan is credit approved, the Office of Financial Aid will certify the loan. Online entrance counseling must be completed by the student before the loan request can be certified. A Master Promissory Note (MPN) for the Federal Direct Graduate PLUS Loan must be completed on-line. Ave Maria School of Law

does not have access to credit history and is not involved in the credit decision. Students are encouraged to review their credit history annually.

Federal Direct Unsubsidized Stafford Loans

- Students may borrow up to \$20,500 per academic year.
- Students are charged interest from the time of disbursement until the loan is repaid in-full.
- Students may pay the interest while in school, or defer it and allow it to capitalize.
- The interest rate on Stafford Loans for graduate students for 2017-18, disbursed on or after July 1, 2017, is 6%. The interest rate is fixed for the life of the loan, but each July 1, the interest rate will be recalculated for new loans, based on the 10-year Treasury Note plus 3.6%.
- For Federal Direct Stafford Loans that are first disbursed **on or after July 1, 2016**, an Origination Fee of 1.069% will be charged.
- Students may borrow up to an aggregate total of \$138,500 including undergraduate amounts.
- Repayment begins six months after graduation or leaving school.
- Students who borrow a Federal Direct Stafford Loan for the first time while attending the Law School must complete a Master Promissory Note (MPN) on-line. Students must complete the Federal Direct Stafford Loan MPN only once while they are at the Law School. All students must complete a loan request form indicating the amount they wish to borrow for the academic year.

Federal Direct Graduate PLUS Loans

- The Federal Direct Graduate PLUS Loan is an unsubsidized loan that is credit based. The interest rate for 2017-18 for loans disbursed on or after July 1, 2017 is 7%. The interest rate is fixed for the life of the loan, but each July 1, the rate will be recalculated for new loans, based on the 10-year Treasury Note plus 4.6%. Interest starts accruing on this loan at the time of disbursement but payment can be delayed until 6 months after graduation or leaving school.
- The U.S. Department of Education will perform a credit check using one of the three major credit-reporting agencies before approving the loan.
- Even though the Federal Direct Graduate PLUS Loan is available to all students regardless of financial need, you must still file the FAFSA to be eligible and exhaust all of your Federal Direct Stafford Loan eligibility.
- For Federal Direct Grad PLUS Loans that are first disbursed **on or after July 1, 2016**, an Origination Fee of 4.276% will be charged.

Private Education Loans

There are a variety of private education loan programs available. These loans are also known as alternative loans. Interest rates, repayment terms and credit criteria vary from lender to lender. We strongly encourage students to consider borrowing through the Federal Direct Loan Program (Federal Direct Stafford Loan and Federal Direct Graduate PLUS Loan) before you decide to borrow a private education loan. The interest rates on the Federal Direct Stafford Loan and the Federal Direct Graduate PLUS Loan are fixed at 6% and 7% respectively. The interest rate on private education loans are often variable, adjusting over the life of the loan. Although these variable interest rates may be low now, they may exceed the fixed interest rates of the

federal loans over time. Private education loans cannot be consolidated with federal student loans into a Federal Consolidation Loan. Unlike federal student loans, private education loans are not eligible for loan forgiveness under the Income Based Repayment Plan. Repayment plans for federal student loans provide for more affordable monthly loan payments than private student loans.

Bar Exam Loan

Bar exam loans are loans designed by private lenders specifically for third-year law students who are planning on taking the bar exam shortly after graduation and are looking for assistance in paying for exam-related expenses. Bar Exam loan funds are disbursed directly to the student borrower by the lender. Students who pay their student fees at AMSL receive an array of bar exam preparation services throughout their enrollment at AMSL, including a fully paid commercial bar preparation course from an approved provider upon graduation from AMSL. However, students may choose to borrow funds to pay for living expenses after graduation while studying for the bar exam by borrowing a Bar Exam Loan from a private lender since federal loans cannot be used to fund these expenses. Students should contact the lender of their choice, either on the web or by phone, to find out more about their Bar Exam Loan Programs. Information about lenders who offer Bar Exam Loans is available on the Law School's Office of Financial Aid website.

Satisfactory Academic Progress

In order to maintain satisfactory academic progress (SAP) at Ave Maria School of Law, students must make measurable academic progress toward completion of the Juris Doctor degree offered here. Federal regulations require evaluation of both quantitative and qualitative academic progress for students who are receiving funds under the Federal Student Aid (Title IV aid) programs at AMSL, namely:

- Federal Direct Stafford Loans
- Federal Direct Grad PLUS Loans
- Federal Work-Study

All periods of enrollment are included in the measurement of SAP, including terms in which the student enrolls but is not receiving Title IV aid.

Quantitative Standards

Maximum Time Frame

Financial aid eligibility is limited to 150% of the program length. Students must successfully complete a minimum of 90 credit hours to earn the JD degree. AMSL measures a student's timeframe in attempted credit hours. Therefore, a student may not attempt more than 150% of the required minimum 90 credit hours ($90 \times 150\% = 135$).

Credit toward a JD degree must be earned by the end of five years after a student has begun the study of law at an American Bar Association approved law school.

Credit Hour Completion Rate

The credit hour completion rate reflects the pace at which students must progress through their program of study in order to insure that they are able to complete their program within the maximum timeframe. Students are expected to complete at least 67% of the cumulative credit hours attempted during all terms of enrollment. The completion percentage is calculated by dividing the *cumulative* hours that have been successfully completed by the *cumulative* hours attempted.

Attempted hours is defined as all courses in which a student is enrolled after the add/drop period has ended for the term and for which academic credit will be earned. This means that a course from which a student withdraws after the add/drop period has ended will be considered attempted hours. All attempted hours will be counted whether or not Title IV aid was received.

Attempted hours also include the following courses:

- Withdrawals, incompletes, no grades and failing grades
- Failing grades in pass/fail courses
- Repeated coursework
- Transfer credits, including credits from domestic and international study abroad programs.

Qualitative Standard

To maintain academic good standing, first-year students must achieve a minimum *cumulative* grade point average of 2.000 or above upon completion of the second semester of the first year and each subsequent semester.

Second- and third-year students must achieve a minimum *cumulative* grade point average of 2.000 or above at the end of each semester.

Evaluation of Academic Progress

At the end of each term of enrollment, students will be evaluated for satisfactory academic progress.

Financial Aid Warning

Students who fail to meet the SAP standard will automatically be placed on financial aid warning as long as the student was meeting the SAP standard during the previous term of enrollment. The length of financial aid warning will not exceed one term of enrollment, whether or not Title IV aid is received. Students placed on financial aid warning continue their eligibility for Title IV aid.

Financial Aid Suspension

Students who exceed 150% of the maximum time frame for completion of the degree requirements are not eligible for financial aid warning and will be placed on financial aid suspension, and will immediately be ineligible for Title IV aid. There is no warning period.

Students who fail to make SAP for two consecutive terms of enrollment will be placed on financial aid suspension until they are able to meet the SAP standard. During financial aid suspension, students are not eligible to receive Title IV aid. In order to re-establish their financial aid eligibility, students must successfully complete one term of enrollment and meet the SAP standard.

Special Circumstances and the Appeal Process

Students who are on financial aid suspension due to failure to meet the SAP standard and who have extenuating circumstances affecting their ability to meet the standard may appeal their status. Students may appeal their SAP status one time for each term of enrollment. Extenuating circumstances include: death in the family, withdrawal for military service, serious personal illness or medical issues, emotional stress, and other special circumstances. The appeal is given by the student to the Associate Dean for Academic Affairs. The SAP appeal must include an explanation statement that includes the following:

- Explain what happened—why the student was unable to maintain SAP.
- Explain what has changed—the corrective measures the student has taken or will take to achieve and maintain SAP

Financial Aid Probation

If the student's SAP appeal is approved, the student is on financial aid probation; the Associate Dean for Academic Affairs will develop an academic plan to insure that the student will meet SAP standards by a specific time. In this case, the student will not be required to meet the SAP standard set in the policy but must follow the academic plan instead.

Once a student fails to follow the academic plan provided by the Associate Dean for Academic Affairs, the student is not eligible for financial aid until they meet the SAP standard or successfully appeals their status.

If the student files subsequent appeals, the explanation statement must include information about what has changed since the last appeal.

Student Loan Funds In Excess of Institutional Charges

Student loan funds in excess of institutional charges will be available at the beginning of each semester provided the student has completed all the necessary requirements by the applicable deadlines and has remained eligible. The U. S. Department of Education transfers loan funds to the Law School and, after the student's tuition and fees (and on-campus housing charges, if applicable) have been deducted, a refund is prepared in the student's name for the remainder. Students who enroll for eRefund will have their student loan refunds deposited directly in their bank account. Students who do not enroll for eRefund will receive a check from the Law School.

Student loan refunds for students enrolled for 10 credits or more during the fall and spring semesters are generally available beginning the first day of classes for students who have submitted all required loan documents to the Office of Financial Aid at AMSL in a timely

manner. Summer semester refunds, and refunds for students enrolled for fewer than 10 credits, are not available until several days following the end of the drop/add period to allow for an accurate determination of tuition charges and aid levels.

Writing Competitions

Throughout the year, various agencies provide the Law School with information on writing competitions available to law students. Winners of these competitions are often awarded cash prizes. A list of these writing competition opportunities is posted and maintained on the Law School's Office of Financial Aid website.

Housing

There are a number of on-campus housing options available to Ave Maria School of Law faculty, staff and students. Residents enjoy the benefits of living on-campus in close proximity to classes and the library. A public elementary school is located immediately adjacent to the Law School and a nearby community park offers space for athletic pursuits and a place for children to play.

The Vineyards Campus offers two basic styles of housing, apartments and villas, with various floor plans:

- **One-bedroom apartments** (located in two four-story apartment buildings)
- **Two-bedroom and two-bedroom with den apartments** (located in two four-story apartment buildings)
- **Two and three-bedroom villas** (2- and 3-bedroom duplex-style units)



Housing units are equipped with a stove, refrigerator, microwave, dishwasher, window treatments, and smoke alarm but are otherwise unfurnished. Included in the monthly price of each unit is an electricity allowance, water, local phone service (no voice mail), basic cable service, and access to a shared laundry facility (one per building). Villa units are supplied with a washer and dryer.

To be eligible to live in on-campus housing, a student must be currently enrolled at Ave Maria School of Law. Eligible non-students include faculty and staff, including visiting faculty. Other eligible family members include spouse and dependent children less than 18 years of age. Residents with a dependent child 18 years of age or older must provide verification of legal dependent status. Residents may not allow any other person(s) who are not eligible family members to reside in on-campus housing. Single students may choose a one-bedroom unit to be occupied individually, or share a two-bedroom unit with one other roommate of the same gender. Single residents can select a roommate or be assigned a roommate in accordance with Law School policy.

On-Campus Housing is managed by the Student Accounts and Housing Coordinator. Please see the *Housing Handbook* on the Housing Portal page for more information including details concerning housing regulations and procedures.

Human Resources

The Human Resources Office at the Law School offers support to current and prospective faculty, staff, and students on topics such as employment, compensation, benefits, Title IX, Violence Against Women Act, Clery Act compliance, and Law School resources and policies.

Title IX

The Title IX Coordinator addresses faculty, staff and student concerns related to sexual harassment, sexual assault and other actions that fall within the Law School's obligation under Title IX; the federal law that prohibits discrimination based on gender in any education program or activity receiving federal financial assistance.

Title IX officer will handle complaints initiated by students, staff, and faculty for Title IX harassment and sexual violence by other students, staff, faculty or non-community members (i.e., third parties). Complaints and inquiries should be addressed to: Melissa Gamba, Title IX Coordinator, Ave Maria School of Law, 1025 Commons Circle, Naples, FL 34119. Ms. Gamba's office is located in the Faculty and Administration Building, Office 2003, 707 Vineyards Blvd., Naples, FL 34119.

If a student, staff or faculty member feels as though a Title IX violation has occurred, they are encouraged to report it to the Title IX officer as soon as possible.

If there is an immediate emergency, please call 911. Then follow up with the Title IX Coordinator to make them aware of the situation at 239-687-5345. All attempts at confidentiality will be taken unless other students are at risk or in immediate danger.

Federal Work Study Employment

All students interested in utilizing their Federal Work Study award will need to schedule a time to meet with the Human Resources office to fill out employment paperwork and provide proof of eligibility to work in the United States. The I-9 form is required by the Department of Homeland Security and must be completed prior to working either on or off campus. The required document originals must be presented at the time the form is completed. Most students provide a valid passport, or a driver's license in combination with a social security card or a birth certificate. A driver's license alone will not suffice. If you are unable to provide the necessary documents please contact the Human Resources Office for assistance in advance of your appointment.

Information Technology and Computing

Ave Maria School of Law is committed to making a full array of technological support available to students to enhance the learning and research environment. Policies and procedures related to proper use of computing resources can be found in the Student Computer Security Policy in Appendix IV.

Using web-based Microsoft Office 365, students can check their email outside the Law School's physical confines.

Classroom Technology

All classrooms are fully networked and have multi-media capabilities. With a laptop computer, students can access Internet services using the wireless network from all classrooms as well as the Library and other common gathering areas. Each faculty member and classroom instructor reserves the right to deny laptop use during class time without prior notice.

Along with ceiling-mounted LCD projectors, motorized screens, and network computers at the podiums, each classroom is equipped with a document camera and DVD player. The Moot Court Room contains similar networking and multi-media capabilities in conjunction with a LCD TV and laptops that connect to the TV wirelessly. The Computer Lab located in the Library is equipped with an interactive white board, providing the ability to interact directly with presentations, and to save and share written notes.

Computer Lab

Students have access to a computer lab located in the Library. This lab contains desktop computers and a network printer.

Computer Help Desk

Students must keep anti-virus tools updated on their personal Windows computers.. Students may contact the Help Desk e-mailing ITHelp@avemarialaw.edu or calling 239-687-5555 or use the real-time student help channel.

Laptop Computer Loans

The Information Technology Department has several laptop computers available for overnight loan to students. Students may request a laptop loan in advance by sending an e-mail to ITHelp@avemarialaw.edu.

Network Accounts

All students are provided with a network account, from which they may access email and network printing. Accounts are distributed to first year students either before or during Orientation. Account use must conform to the *Acceptable Use Policy* found in the Student Computer Security Policy in Appendix IV.

Printing

Students may use one of the black and white printer/copiers located in the Library or the color copiers in the Administration Building. Students use their ID card to access their printer account. Students are provided with an initial balance of \$25 at matriculation to initialize their print account and may purchase additional cards in various denominations to replenish their account. Black and white pages are \$.10 per page and color pages are \$.25 per page; there is no discount for duplex printing. Document scanning is available at no charge. Students should manage their print account balance carefully so they do not run short when the bookstore is not open. Account balances are not refundable.

Use of the Law School's Information Technology Resources

For information regarding the appropriate use of the Law School's information technology resources, please refer to the *Student Computer Security Policy* located in Appendix IV.

Website

The Ave Maria School of Law website <http://www.avemarialaw.edu> is the primary communication tool of the Law School. For information on the mission, admissions policy, curriculum, and faculty, the website is the Law School's principal and most current information source.

The website provides an entryway to the AMSL Portal, which provides vital student communication and community news. Students are responsible for checking the AMSL Portal and e-mail regularly for communications from the Law School administration and faculty. The Portal contains course pages, department information pages, and access to Self-Service where students may see their grades, student account, financial aid, and register for classes.

Law Library

The Ave Maria School of Law Library collection includes a first-rate compilation of legal print, electronic, audio/video and microform formats. Florida legal materials, as well as experiential-focused legal resources, are strong parts of the collection. The library provides access to unlimited study aids and an extensive number of legal titles via its digital library platform. A large number of multi-disciplinary databases are also available all the time, and from anywhere for Ave Maria School of Law community members. In addition, the collection is particularly strong in Catholic legal and social doctrine, bioethics, natural law, canon law, and legal history. An extensive complementary collection of world and American history, political science, economics and philosophy in a variety of formats augment the legal collection.

The library is an inviting intellectual and social center for the Ave Maria School of Law community. Food and non-alcoholic drinks are permitted in the library, but students are asked to act responsibly and clean up after themselves, reporting any spills to the Circulation desk staff. The *Law in Popular Culture* film collection, as well as newspapers and leisure-reading materials, are intended for the education and enjoyment of the entire Ave Maria community.



Digital research guides on various legal subject areas and additional information about library services are available at <http://avemarialaw.libguides.com/welcome>.

Cellular Phones

Cell phone ringers must be turned off when entering the library. Cell phone conversations must take place outside the library or, in an urgent situation, in an unused group study room.

Circulating Materials

Most of the library's multi-volume legal collection does not circulate, as is typical of most research libraries. Those books and treatises that are not part of a multi-volume set have a four-week circulation period, with two renewals possible. Materials in other media formats such as DVDs and CDs generally circulate from three days to one week.

Employment

Part-time student positions are available to those with Federal Work Study awards. Law student employment is usually limited to 20 hours per week during the school year.

Fax Machine

Students may send and receive faxes at a fax machine located at the Circulation Desk. Please ask attendant for assistance.

Fines

Fines are an unpleasant fact of life in every library. They are necessary in order to ensure that as many students as possible can access resources without having to wait long periods of time. Buying enough copies of materials to satisfy the perceived needs of particular individuals is cost-prohibitive and wasteful, so libraries are based on a philosophy of sharing. The following fines are imposed for late return of materials:

- | | |
|--|--|
| • Four-week materials | \$1.00/day |
| • Four-hour Reserve | \$1.00/hour |
| • Non-print Media | \$1.00/day |
| • Lost or damaged materials,
or not returned after set period | Cost of the item (varies by item type)
plus a \$25 processing fee |

Accumulated fines are sent to Student Accounts at the end of each month for billing. Students who repeatedly fail to return materials on time may have their borrowing privileges temporarily suspended at the discretion of the Library Director.

Group Study Rooms

Group study rooms are provided in the library for study groups of two or more students. They are not intended to be used as private office or study space for one student. Study rooms must be reserved in advance at the Circulation Desk for four-hour periods. See a member of the Circulation Desk staff in order to reserve a group study room. Keep in mind that even study room occupants must provide courteous respect for other's quiet enjoyment by maintaining acceptable noise levels.

Students may not leave personal belongings in a study room in order to reserve it. The Circulation Desk staff is charged with removing unattended personal belongings and making the room available for study groups. Items removed will be stored behind the Circulation Desk until claimed.



Interlibrary Loan

Books and articles needed for a research project related to coursework at Ave Maria School of Law may be requested through the Interlibrary Loan (ILL) service. There is no cost involved for the student, unless the item is not returned or returned late (incurring both a replacement cost and fine from the lending library). Lending libraries set their own loan terms and periods, which the Ave Maria School of Law Library must respect or our school loses the ability to borrow again from that library. ILL is a privilege extended to students which can be revoked if ILL rules are not observed.

To request an ILL, fill out the web-based request form located on the Library's web pages or ask at the Circulation Desk, and indicate that you have already checked our own databases and catalog for the item. Students are contacted by Ave Maria email when the item has arrived.

Library Hours

The library is accessible to students and alumni 24 hours per day, 7 days a week except during holiday periods. Exterior doors are locked (ID card access only) after 5 p.m. Monday through Friday, and on weekends and holidays.

Circulation Desk Hours--Academic Year [subject to change]

7:30 a.m. to Midnight	Monday through Thursday
7:30 a.m. to 6:00 p.m.	Friday
10:00 a.m. to 6:00 p.m.	Saturday
12:00 p.m. to Midnight	Sunday

NOTE: Items may not be checked out or leave the library facility outside of the circulation desk hours.

Lost and Found

The Lost and Found is located at the Library Circulation Desk. Items with no evident ownership which remain unclaimed in December and May are discarded.

Magazines and Newspapers

Popular national and Catholic newspapers may be found near the library's Circulation Desk. Others may also be found in the area at the north end of the Reading Room. That area also displays legal, general-interest, and Catholic magazines for convenience and leisure reading. Readers are asked to return newspapers and magazines to the location from which they were taken. Back issues are kept for a limited time only—from a few days to the current year at most. Please inquire at the Circulation Desk for more information.

Microforms

The Law Library maintains a small collection of microforms. Collections such as the Robbins Canon Law Collection from the University of California at Berkeley, the writings of Sir William Blackstone, John Locke, Edmund Burke and Thomas Paine, the ABA Archives, the English Reports, Hein's State Bar Examinations, and the Published Records of the American Colonies are housed here. Copying on the microform reader-printer is free. Please ask the research librarian for assistance if needed.

Photocopies/Network Printers

Two copiers that also serve as network printers are available for student use in the Library. Black and white pages are \$.10 each and color pages are \$.25 each. Document scanning is available at no charge. The Circulation Desk attendants can assist with paper jams, restocking paper, and other issues related to the copy machine.

Quiet Study

Noise tends to carry in the Library. Please notify the Circulation Desk staff if someone refuses to become quiet after a polite reminder.

Reserve Area and Collection

The Reserve Collection is located behind the Circulation Desk and is available during Circulation Desk hours. It includes such materials as study aids, non-print media, the most recent study-aids for assistance with exam preparation, and other items that require limited check-out periods. Students must check out circulating and reserved materials from the Circulation assistant to ensure materials can be located for other students' use.

Course Reserve materials are those texts designated as required for current courses. These materials are shelved behind the Circulation Desk and may be checked out to students for a four-hour period, with one two-hour renewal. Course Reserves checked out after 5:00 p.m. on weeknights are due at 9:00 a.m. the next day. Course Reserve materials are available as a service to students and not designed to replace student purchase of required textbooks.

Security

Students should not leave personal items unattended for any length of time. Please notify Circulation Desk staff of missing belongings. During evenings and weekends, security personnel will respond to these concerns and can be reached at (305) 713-0767.

Areas marked as 'staff-only' may not be entered by students without the permission of Law School staff. This includes the staff offices and the Library Technical Services area. Law Library staff phones, computers and other business equipment may not be used by students.

Study Carrels

Study carrels are available throughout the Library and provide privacy and student convenience. Students may not leave study materials or personal belongings in carrels in order to reserve them. Unattended belongings are periodically cleared from carrels in order to free them for use by others.

Suggestions

Suggestions, ideas, and comments on the Law Library and its staff and policies are welcomed at all times. Please email or stop in to see the Library Director or place a note in the suggestion box located at the Circulation Desk.

Registrar

Bar Applications

Each state has its own application process and deadlines governing admission to the bar. Each student should contact the bar of the state in which he or she intends to practice, to learn as much as possible about that state's process for bar applications and criteria for membership. Some states offer students lower application fees for registration at the start of law school, and others may have application deadlines that fall long in advance of graduation.

Many states require law schools to provide documentation in support of a student's application, such as a certification of character and fitness to practice law, enrollment certification, transcript, and certification of graduation. Requests for these materials should be directed to the Office of the Registrar. During their third year, students should inform the Office of the Registrar in which state they intend to pursue bar membership, to allow for planning to meet any deadlines for certifications and complete documents required from the Law School.

Certification of Enrollment or Graduation

Students may request a letter certifying their enrollment in or graduation from the Law School from the Office of the Registrar and should allow a minimum of two days for letter preparation. The Law School participates in the National Student Loan Clearinghouse. Three times each semester, after the drop/add period ends, at the mid-point of the semester, and after exams, the Law School reports student enrollment to the Clearinghouse, which in turn supplies enrollment verification to lending agencies. If a lender needs a deferment form to be completed, the student should bring it to the Office of the Registrar for forwarding to the Clearinghouse.

Change of Address

Having a current local and permanent address on file at the School is important for safety reasons as well as to facilitate mailings from the Law School. Students may provide and update address information in Self-Service on the portal.

Commencement Exercises

Graduation is celebrated with Commencement Exercises each spring. Students who will complete their studies in August or December following their scheduled graduation may attend the commencement exercises either the May before or after their graduation. However, a student cannot participate in Commencement before his or her graduation unless there is a good faith expectation that graduation will occur no later than the following December. Students who accelerate their graduation may attend the first commencement exercises after their graduation.

Course Numbering System

The course numbering system is a four digit system that provides a general indication of the year in which a student will take the course as well as an indicator of the subject area of the course. The first digit is a 1, 2 or 3 followed by a hyphen and a three-digit number (e.g. "1-234"). Courses with the first digit of 1 are taken in the first year of the three-year program. The courses with the first digit of 2 are required courses that are recommended for the second year of law school but may be taken during the second or third year with the exception of Research, Writing, and Advocacy III which must be taken in the second year. One required course, Law, Ethics, and Public Policy begins with the first digit of 3 and may only be taken during the third year. In addition, Applied Critical Thinking and Legal Analysis, which has a first digit of 3, is required of some second year students based on their academic standing at the end of their first

year and is open as an elective if space is available. All remaining courses that begin with the first digit of 3 are elective courses that may be taken during the second or third year.

The numbers within the range represent the general subject area that the course falls within.

001-009	Research Writing and Advocacy and Co-curricular Credit
100-199	Torts
200-239	Business and Commercial Law
240-249	Labor and Employment Law
250-299	General Practice
300-350	Litigation
351-399	Clinics
400-499	Intellectual Property, Law and Science
500-599	Law and Perspectives
600-679	Constitutional Law
680-699	Administrative Law/Regulation
800-899	Taxation
900-999	International Law

Degree Audits

Students are invited to meet with the Registrar to review their progress at any time during their attendance. The Registrar performs degree audits in the student's final semester to verify they are on track for graduation.

Diploma Application

Students will be asked to complete a Diploma and Bar Confirmation Form during their final semester. This form will provide each student with an opportunity to specify how the student prefers his or her name to appear on the diploma, an address where the diploma should be sent after graduation, and state in which the student plans to apply for a license to practice.

Directory Information

Directory information is described in the Family Educational Rights and Privacy Act (FERPA) Policy in Appendix V. Students should be aware that this information may be released upon request unless a student specifically requests, in writing, that it be withheld. The request must be submitted annually to the Registrar within one week of the first day of classes each academic year.

Emergency Contact

During Orientation, each student will be asked to identify a parent, spouse, sibling, or other person whom the Law School should contact in case of an emergency. The Office of the Registrar should be notified upon a change of emergency contact information.

Enrollment

The Law School assigns and registers students for first-year courses. After the first year, students use Self-Service, an on-line enrollment system, to select and enroll in courses. Registration occurs during an announced period with first access given to third-year students. Registration is necessary to be eligible to receive financial aid, attend classes, take examinations, receive grades, provide enrollment certification for loan deferrals, use the library and recreation

facilities, and so forth. Students with past due amounts on their student account may not enroll for subsequent semesters. Students who are not enrolled by the first day of classes will be charged a \$50 late enrollment fee.

Seminars

Periodically, courses may be offered by a faculty member in a seminar format. Seminars typically have enrollment limited to 16 students and will, at a minimum, require a substantial paper of satisfactory quality.

Directed Research and Advanced Clinic

Students who wish to enroll for Directed Research or Advanced Clinic should obtain a Proposal form available from the Registrar. This form should be completed in consultation with the faculty member who will supervise the research. Directed Research may be graded on a letter grade or limited grade basis, as agreed upon by the student and faculty member. Policies governing the credit limitation and content of directed research can be found in the Academic Regulations in Appendix II of the *Student Handbook*.

Examination Administration

Examinations will be administered through the Office of the Registrar. Students will be assigned an examination identification number that they should use to identify their examination rather than their name. Exam ID numbers are distributed to students via the passwords section of their Portal pages. Students who require a disability accommodation should contact the Associate Dean for Academic Affairs well in advance of the exam period. Students who wish to reschedule examinations should contact the Associate Dean for Academic Affairs, or in his or her absence the Associate Dean for Finance, Facilities, and Student Administration, in the manner described in Section IV Examinations in the *Student Handbook*.

Expected Graduation Date

Students are assigned a default expected graduation date that is six fall and spring semesters from their matriculation. Students who intend to accelerate their graduation must file a Declaration of Intent form with the Registrar's Office to alert the Registrar to a change in that date.

Grades

The grading deadline each semester is three weeks following the last exam of the exam period. Students may access their grades on-line through Self Service.

International Students

Change of Address

International students must report any address changes within 10 days to the Office of the Registrar so that required notifications to the Department of Homeland Security (DHS) can be made.

Change of Financial Resources

International students must provide information regarding their financial resources in order to receive from the Law School an I-20 form which is necessary for issuance of a student visa. Students whose financial circumstances change substantially must notify the Registrar.

Travel Outside of the United States

International students who wish to leave the country temporarily should contact the Registrar to obtain the signature of a Designated School Official (DSO) on their I-20 form for re-entry. Students may leave the United States and be readmitted after absences of five months or less. Upon return to the United States, international students should provide immigration inspectors with:

- a valid passport;
- a valid F-1 entry visa stamped in the passport (if necessary);
- a current USCIS Form I-20 ID (Certificate of Eligibility for Nonimmigrant (F-1) Student Status – for Academic and Language Students) signed by the appropriate school official (the appropriate school official should sign the USCIS Form I-20 each time an international students wishes to temporarily travel outside the United States);
- a new USCIS Form I-20 A-B/I-20 ID if there have been any substantive changes in course of study or place of study;
- proof of financial support.

When making travel plans, international students must remember that only full-time students are eligible for F-1 student status. International students will be considered to be “in status” during the annual summer vacation as long as they are eligible and intend to register for the next school term.

Off Campus Employment

International students who wish to work off campus during the summer in a position that can be considered “practical training” must file an Application for Employment Authorization with the U.S. Citizenship and Immigration Services (USCIS) prior to acceptance of such a position.

Post-Completion Optional Practical Training (OPT)

International students may apply to work off campus after graduation in a position related to their law studies; this is known as Post-completion Optional Practical Training (OPT) and extends a student’s F-1 status. Students are limited to a total of 12 months of OPT, including any off-campus employment completed while an enrolled student.

During post-completion OPT, F-1 status is dependent upon employment. Students may not be unemployed for an aggregate of more than 90 days, including weekends. F-1 regulations require that students report employment and interruptions to employment to the school immediately, so that their SEVIS record can be updated with the DHS.

Limited Grade Option

Students will be required to register their election of a course to be graded on a limited grade basis, commonly referred to as pass/fail, by the end of the add/drop period, generally the end of the first week of classes, using the on-line registration system. Required courses may not

be graded on a limited grade basis. Limits on the number of pass/fail and limited grade option credits are described in the Academic Regulations in Appendix II of the *Student Handbook*.

Name Change

A student with a name change should show documentation of the change to the Office of the Registrar. Approved types of documentation are a certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full, or, especially for non-U.S. citizens, current passport or official proof of identity, certified by the U.S. embassy abroad or by the appropriate foreign embassy in the U.S. Students who are employed on campus must also provide documentation to Human Resources.

“Self-Service” On-Line System

Self Service is the Law School’s on-line system for financial aid, registration and student account information and can be accessed from the Portal. Go to the “classes” link to see your class schedule.

Transcript and Record Requests

Students should request official records and transcripts from the Office of the Registrar using the link found at <http://amsl.avemadrialaw.edu/registrar>. The Records Request link is used to request transcripts, class rank letters, good standing letters, and enrollment/anticipated graduation letters. Please allow two business days for processing. There is no charge for record requests.

Veterans’ Benefits

Students with questions about their benefits should review information available on the Veteran’s Administration website (www.gibill.va.gov). This site provides a way for students to send inquiries electronically to the regional processing center as well as learn of news about changes to benefits and other topics. Students should either complete Form 22-100- Application for VA Education Benefits or Form 22-1995 Request for Change of Program or Place of Training, as applicable, through the VA’s Veterans On-Line Application (VONAPP) website.

Veterans must provide the Registrar with a copy of the completed VONAPP, most recent DD-214, and either a VA Certificate of Eligibility or a copy of the veteran’s eBenefits page as proof of eligibility. Your enrollment will be certified with the VA through the VA’s VA-ONCE site.

Yellow Ribbon Program

Veterans receiving benefits through the Post 9/11 GI Bill at the 100% level may also qualify for the Yellow Ribbon Program. Through this program, the Law School provides a scholarship annually to eligible veterans; the VA then matches the scholarship award so that the student’s tuition and fees are fully covered.

Student Accounts

Bill Payment Options

Bills may be paid by:

- Check or Money Order (in person or mailed to the attention of Student Accounts)

- Cash (payments accepted in-person only (do not mail))
- On-Line using a Credit Card (2.9% fee added) or e-Check (no fee added)
To pay on-line, click on “Pay Bill” on your Self-Service Account Statement to be transferred to the Law School’s secure payment site. The Law School does not accept credit card payments by phone, mail, or in person.

You may wish to give your parents, spouse, or other third party access to make payments. Designees will not be able to view your schedule, grades, or details of your balance. To provide a third party your itemized account information, you must print it and provide it yourself. Create an “authorized payer account” by logging into Self Service, selecting the “Finances” tab, and selecting “Create Authorized Payer.” Select “Authorized Payer” and follow instructions. The system will email the account holder a link to the payment site along with their username and password.

Checks returned by the bank for insufficient funds will result in a \$25 insufficient funds fee applied to the student account.

E-Refund

E-Refund enables direct deposit of any funds remaining from student loans after charges for the semester are deducted. Students may enroll using a link provided on the Self-Service tab on the Portal. Students who do not enroll in e-Refund will have to pick up paper checks from the Student Accounts office.

Bookstore Voucher Program

Students who are eligible to receive a refund of loan funds exceeding their tuition, fee, and housing charges may participate in the Bookstore Voucher Program. During a specified period in advance of the semester, students may pre-order their books through the Bookstore and have the cost deducted from their refund.

Financial Holds

A financial hold will be placed on the account of any student who has a past due balance. This hold may affect the delivery of services to a student with a past due balance, such as preventing enrollment in future semesters and release of an official transcript. Transcripts and diplomas will not be released to any graduate whose financial obligations to the Law School have not been met.

Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated, and may include additional costs associated with the collection of unpaid charges, including attorney fees and court costs.

Part-time Enrollment

Tuition assessment will be based on the number of hours for which a student is enrolled on the last day of the first week of classes. Students dropping below full-time enrollment after that day will receive no reduction in tuition assessment. The tuition assessment of students adding hours after that date will be adjusted based on total credit hours including the added course.

Refund Schedule

Prospective students who are offered admission accept that offer by signing the Enrollment Intention Form and submitting an enrollment deposit of \$500. The Enrollment Deposit is fully refundable and all obligations cancelled if the student revokes that acceptance within three working days from the date it was signed. Upon enrollment, the enrollment deposit is applied toward tuition.

After matriculation, students who withdraw must provide notice in writing and will be eligible for tuition refunds according to the schedule below. Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn. In the absence of a written notice of withdrawal from the student, attendance records will be used to determine the last date of attendance.

Specific dates for the current academic year appear in Appendix VIII.

Fall and Spring Semesters:

- If request to withdraw is postmarked no later than the day prior to the first day of classes in a semester, the student is entitled to full refund of tuition and fees.
- If a request to withdraw is received on the first day of classes through the end of the first week of classes, the student will be required to pay the \$150 registration fee but will be eligible for a 100% refund of tuition and consolidated fees.
- If a request to withdraw is received during the second week of the semester, the student will be required to pay fees but will be eligible for a 75% refund of tuition.
- If a request to withdraw is received during the third week of the semester, the student will be required to pay fees but will be eligible for a 50% refund of tuition.
- If a request to withdraw is received during the fourth week of the semester, the student will be required to pay fees but will be eligible for a 25% refund of tuition.
- Students withdrawing after the fourth week of the semester are not eligible for a refund of tuition or fees.

Summer Semester:

- If request to withdraw is postmarked no later than the day prior to the first day of classes in a semester, the student is entitled to full refund of tuition and fees.
- If a request to withdraw is received on the first day of classes through the end of the first week of classes, the student will be required to pay the \$150 registration fee but will be eligible for a 100% refund of tuition and consolidated fees.
- If a request to withdraw is received during the second week of the semester, the student will be required to pay fees but will be eligible for a 75% refund of tuition.

- If a request to withdraw is received during the third week of the semester, the student will be required to pay fees but will be eligible for a 50% refund of tuition.
- Students withdrawing after the third week of the semester are not eligible for a refund of tuition or fees.

Students who have received student loans for the semester from which they are withdrawing should refer to the Financial Aid section for information on return of Title IV funds.

“Self-Service” On-Line System

Self Service is the Law School’s on-line system for financial aid, registration and student account information and can be accessed from the Portal. When students log in to their Law School e-mail for the first time, they will find an e-mail with their username and password to access the registration and student account system. Go to the “Finances” tab and select “Statement” to view your bill.

Statement of Account

A Statement of Account will be made available on-line for each student approximately thirty days prior to the first day of classes each semester. Students are expected to pay any balance due by the first day of classes and are subject a late fee of \$50 after the first day of classes and an additional \$100 for each additional 30-day period.

Tuition and Fees

During the fall and spring semesters, full-time enrollment is required. During the winter intersession and summer, students who are enrolled on a part-time basis will be charged a per credit hour rate. See Appendix VIII for current tuition rates for full and part-time enrollment.

Each semester, students are charged a registration fee of \$150 as well as a Consolidated Fee. The Consolidated Fee includes a student activity fee, parking fee, technology services fee as well as a fee that covers an array of bar preparation related services. In addition, students who enroll in the Mediation Clinic are charged a \$400 fee and students in their graduating semester are charged a \$50 graduation fee.

APPENDIX I

Ave Maria School of Law ***COURSE DESCRIPTIONS***

This Appendix contains descriptions of all approved courses in the curriculum. Elective courses may not be offered every semester or on a regular basis. Additional elective courses may be approved and offered on an ad hoc basis. See the Appendix IX for recent course offerings.

FIRST YEAR COURSES

Legal Case Analysis and Skills Enrichment (LegalCASE) (1-005) (1 hour)

Students in this course will learn and apply the foundational skills and strategies associated with top performance in the study and practice of law. In concert with substantive law school lectures and assigned reading material, students will receive instruction, practice, and feedback on skills such as case briefing, outlining, and effective law school exam taking. In addition, students are introduced to the court systems and case precedent; legal reasoning and analysis; and the structure for effective written communication. By receiving targeted instruction and practical experience in the skills associated with law school success up-front, students will begin law school with the skills, strategies, and habits of mind required to succeed and excel in their legal studies from the first day of classes.

Research, Writing, and Advocacy I (1-001) and II (1-002) (5 hours)

The legal profession demands eloquence coupled with competence. This course begins the training necessary for students to integrate their professional research, writing and oral advocacy skills with substantive law.

Torts I (1-100) and II (1-101) (6 hours)

This course studies the bases for obtaining judicial relief in civil actions for physical, emotional and appropriational harms to personalty, property and relational interests. Specifically, the course examines the objectives of the tort system, recognized bases of tort liability, and applications in specific areas such as products liability, landowners and occupiers, defamation and invasion of privacy. The course also offers some consideration of alternative reparation systems.

Contracts I (1-200) and II (1-201) (5 hours)

This course will consider the kinds of promises that are enforced at law, and the nature of the protection given by it. Inquiry will be made into the formation, performance, and discharge of contracts; contract assignment, termination, and modification; and the variety, scope, and limitations on remedies.

Civil Procedure I (1-300) and II (1-301) (6 hours)

This course is a basic study of the operation of courts including an introduction to the organization of state and federal courts and relationships between them. Topics studied will include jurisdiction over persons, things, and subject matter; venue; the scope of litigation as to claims, defenses, and parties; pleading, pretrial motions, discovery, and pretrial conferences; trials and the functions of judges, juries, and lawyers; appeals and the role of appellate courts; and the enforcement and finality of judgments and decrees.

Property I (1-400) and II (1-401) (5 hours)

This course will be an inquiry into the nature of "property" and "ownership" of land and structures on land, and the ways in which ownership may be established, restricted, transferred, and divided among various persons.

Moral Foundations of the Law (1-500) (2 hours)

Law is necessary to form a civil society. In order to form such a society, lawmakers must understand what man is, and how to order society in a prudential fashion. This course will consider the nature of man and his desire to order society in order to understand the foundations of law.

Criminal Law (1-600) (3 hours)

This course examines the problems in defining what conduct should be subjected to criminal penalties and the limitations of criminal law as a means for prevention and control of undesirable conduct.

REQUIRED COURSES FOR THE SECOND AND THIRD YEARS**Applied Critical Thinking and Legal Analysis (3-023) (3 hours)**

NOTE: This course is required for students with a cumulative grade point average below 2.667 at the end of the first year and will be open to others if space is available. *This course must be completed in the first semester of the second-year of study.*

Students will receive focused instruction and intensive practical experience in the application of skills and strategies underlying advanced critical thinking and legal analysis. Working in individual, team, and class formats, students will critically read and evaluate fact patterns and legal authority, identify, synthesize, and articulate applicable rules and concepts, and analyze legal problems using a full spectrum of formal logic systems and argumentative techniques. The instructional methods in the course are designed to implicate higher order mental processes and achieve deeper conceptual understanding of complex legal problems via active learning techniques, team-based learning, and problem-based exercises in an environment simulating the working dynamics encountered by practicing attorneys. Through the associated learning lab, students will receive specific instruction in effective learning strategies, self-regulation and evaluation, and systematic approaches to mastering legal doctrine, and will demonstrate their application of these principles in their doctrinal courses. Progress will be reviewed frequently utilizing a combination of individual and team learning assessments, traditional essay exams, self-evaluation techniques, and peer feedback to encourage deep-level thought in order to foster the development of the advanced analytical skills and habits of mind characteristic of highly successful legal professionals. Due to the intensive nature of this course, class sizes will be

limited. Students will receive more individualized guidance and feedback than in most law school courses, and each student enrolled will receive individual counseling with Advanced Critical Thinking Program professionals to review progress, support learning efforts, and assist each student in formulating his or her own personal action plan designed to optimize individual performance.

Strategic Legal Problem Solving (3-024) (1 hour)

NOTE: This course is required for students with a cumulative grade point average below 2.667 at the end of the first year. *This course must be completed in the second semester of the second-year of study.*

This is a 1-credit Hybrid/Blended course which requires in person meetings that will take place throughout the semester at times mutually agreeable to professor and student. In this course, students will receive hands on experience identifying and solving complex legal problems. Students will identify, organize, and categorize advanced legal concepts to produce powerful legal analysis.

Common Law Synthesis (2-204) (2 hours)

NOTE: This course is required for students with a cumulative grade point average below 2.667 at the end of the first year. *This course must be completed in the second semester of the second-year of study.*

Common Law Synthesis is intended to stand as the formal beginning of preparation for the bar exam. It will include a review of the first year courses in Torts, Contracts, Civil Procedure, Criminal Law and Property, but the review will be done using simulated, multiple choice bar exam questions. Students will review highly bar-tested areas from their first year subjects and will do simulated bar exam questions that will test their ability to apply their knowledge under bar-exam like conditions.

Research, Writing, and Advocacy III (2-001) (2 hours)

This course is a continuation of the first-year courses integrating professional research, writing and oral advocacy skills with substantive law. *This course must be completed in the second year of study unless permitted otherwise by the Associate Dean for Academic Affairs.*

Business Organizations (2-201) (3 hours)

This course serves as an introduction to ways of structuring business relationships (agency, partnerships, corporations, limited liability companies, limited liability partnerships, etc.) and the substantive issues that arise from choosing any of these forms of doing business. Topics include types of agency, fiduciary duties of agents, employees, partners, officers and board of directors, partnership rights, partnership disputes, corporate promoters, duties of officers and directors, closely held corporations, inside information, mergers, acquisitions and takeovers.

Evidence (2-301) (4 hours)

This course will consider the principles governing the admissibility of evidence, the competency of witnesses, and the respective functions of a lawyer, judge, and jury in the presentation and evaluation of evidence.

Jurisprudence (2-501) (3 hours)

The purpose of this course is to discern those legal concepts that lie at the heart of the legal discipline. This course will build upon those issues addressed in Moral Foundations of the Law and more fully consider notions such as the idea of the rule of law itself, the tension between natural law and positivism, rules and discretion, discourse, justice, desert, consent, equality, morality, efficiency, loyalty and consistency.

Professional Responsibility (2-502) (3 hours)

This course not only introduces students to the laws of lawyering and The Model Rules of Professional Conduct of the American Bar Association, but also considers the basis and purpose for those rules, as well as the history, goals, structure, values, rules and responsibilities of the legal profession and its members.

Criminal Procedure (2-601) (3 hours)

This course will consider the problems in administering a system of criminal law; constitutional and policy limitations upon public officers in dealing with suspected, charged, and convicted offenders.

Commercial Law (2-225) (4 hours)

This course is designed to provide an overview of the legal principles and practical applications implicated in (1) transactions involving the sale of goods, and (2) security interests in personal property used as collateral for the extension of credit. The course will therefore survey major portions of Articles 2 and 9 of the Uniform Commercial Code.

Constitutional Law (2-602) (4 hours)

Our country is founded upon a constitution that serves as the supreme law of the land. This course looks at this supreme law and studies how the Supreme Court became supreme, as well as how the constitution orders our society by establishing the three branches of the federal government, the relationship between the federal and state governments, and the individual liberties that protect citizens from either federal or state power are the subject of this course.

Wills, Trusts, and Estates (3-260) (3 hours)

This course will examine the fundamentals of the law governing inter vivos and testamentary means of gratuitously transferring property. Consideration is given to the laws of intestate succession, of wills and will-substitutes (including trusts); to problems of construction; to the probate process; and to future interests and perpetuities law. Throughout the course, students will consider the ethical challenges inherent in the practice of law in this area, and in particular will address concerns involving providing protection for family members, planning for incapacity and confronting end-of-life issues.

In the last two semesters of study:**Advanced Legal Analysis-Multistate (3-022) (2 hours)**

This course will review the most heavily tested topic within each subject tested on the Multistate Bar Examination ("MBE"). This course will also focus on instilling specific test-taking strategies that are essential to success on the MBE. Skills covered will include exploring how typical MBE questions are constructed and how they can contain traps for the test-taker, as well as how to avoid those traps. This course is meant to supplement, not substitute for, a typical

commercial bar preparation course that students take while studying for the bar after graduation. *This course must be completed in the third year of study.*

At least one of the following two courses:

Advanced Essay Writing (3-025) (2 hours)

Advanced Essay Writing is designed to provide third-year law students with substantive instruction on issue spotting, outlining, and structuring answers to essays and performance tests for the bar examination in any state. The scope of the course encompasses subject areas from multiple areas of law, specifically torts and criminal law. The course will be divided between in-class application workshops, practice essays, and out-of-class online homework assignments. *This course must be completed in the third year of study.*

Florida Legal Practice (3-027) (2 hours)

This course introduces third year students to the topics tested on the Florida portion of the Florida Bar Exam. Coverage will include each of the subjects tested in multiple-choice format on the Florida Bar Exam including Florida Civil and Criminal Procedure, Florida Evidence, Wills, and Business Entities.

In addition, the class will cover the following subjects tested in essay format on the bar exam:

Florida Constitutional Law, Trusts, Real Property, Torts, Criminal Law and Procedure, Juvenile Delinquency, Contracts, Articles 3 and 9 of the Uniform Commercial Code, Family Law and Dependency, Chapters 4 & 5 of the Rules Regulating the Florida Bar, and Professionalism.

Coursework will require students to complete bar-like multiple-choice questions and to write practice essay questions. The midterm and final exams will be a mix of multiple choice and essay questions.

This course is intended to be part of each student's active preparation for the Florida Bar Exam. *This course must be completed in the third year of study.*

At least one of the following five courses:

Bioethics (3-501) (2 hours)

This course will consider the ethical issues underlying the ethical dimension of human life from the moment of conception to natural death.

Catholic Social Teaching and the Law (3-521) (2 hours)

From at least Rerum Novarum, the Catholic Church's social teaching have had a profound impact on society and the law. This course will consider those teachings and how those teachings often became the basis for legislation in the United States.

Equality and the Law (3-504) (2 hours)

This course considers the implications of the Catholic Church's teachings on human dignity and equality and how they relate to the jurisprudence of the Equal Protection Clause of the Fourteenth Amendment.

Law, Ethics and Public Policy (3-503) (2 hours)

Law not only is a means to guiding private consensual conduct but is also concerned with creating good order and a just society. This course considers how law is used to shape public institutions including the insights given by Catholic moral teaching.

Religious Freedom (3-621) (2 hours)

This course will specifically focus on the religious clauses of the First Amendment. It will provide an in-depth review of the Supreme Court's treatment of religious freedom in the United States.

Experiential Learning Courses (6 hours)

Courses that satisfy this requirement include clinics, externships, practicums and experiential courses.

ELECTIVE COURSES

A. Business and Commercial Law

Sales (3-202) (3 hours)

Article 2 of the Uniform Commercial Code regulates the sale of goods between many commercial entities. This course will consider how Article 2 is designed to facilitate and regulate commerce.

Secured Transactions (3-203) (3 hours)

This course considers aspects of security in personal property. Topics considered include legal principles relevant to the creation of the security interest to its perfection, priorities between competing security interests and between a security interest and other kinds of property interests, payment and redemption, and realization procedures. Emphasis will be on Article 9 of the Uniform Commercial Code.

Commercial Systems (3-204) (3 hours)

This course considers the laws governing the creation, and use of commercial systems in business. This course will emphasize Articles 3 and 4 of the Uniform Commercial Code.

Internet Commerce (3-205) (2 or 3 hours)

This subject provides an introduction to the internet and electronic commerce under the following headings: history of the internet, e-commerce business models, internet technology, online marketing methods and revenue sources, regulatory paradigms for electronic commerce, contracting online (including e-contracting statutes, shrinkwrap agreements, clickwraps, and browsewraps, contracting through electronic agents, limits to contractual ordering (unconscionability), authentication and digital signatures, statutes of frauds in electronic contracting, consumer protection online, jurisdiction over online disputes (both international &

domestic), privacy online and the technologies of surveillance, the evolution of business method patents, litigation against spam, acquiring proprietary data, liability of online intermediaries, alternative resolution of online disputes, and taxation of internet commerce.

Securities Regulations (3-210) (3 hours)

This course examines the Securities Act of 1933, the Securities Exchange Act of 1934, state blue-sky laws, and regulations; the distribution and trading of securities, express and implied civil liabilities, criminal liability, insider trading, broker-dealer regulation, and the role of lawyers.

Corporate Bankruptcy (3-220) (3 hours)

This course considers the law and policy underlying business reorganizations in Chapter 11. Chapter 11 regulates how a business enters bankruptcy from the filing of its petition to the confirmation of its plan.

Real Estate Transactions (3-230) (3 hours)

This course will consider real estate transactions, including mortgages, trust deeds, installment sales contracts, other mortgage substitutes, receiverships, transfer of real estate security interests, discharge, deeds in lieu of foreclosure, foreclosure, foreclosure sales, redemption, deficiency payments, priorities, mechanics liens, judgment liens, purchase money mortgages and ground leases.

B. Labor and Employment Law

Employment Law (3-240) (3 hours)

This course considers the legal parameters of the individual (non-union) employment relationship. The course will focus on the nature of that relationship, the role of contracts and the “at-will” doctrine, relevant privacy issues and post-termination restraints, and the major laws concerning employment discrimination (with emphasis on Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act).

Labor Law (3-241) (3 hours)

This course focuses on labor unions with emphasis on the federal framework governing the relationship between unions, employees, and employers in the private sector including union organization, determination of representative status, negotiation, administration, and enforcement of collective agreements, and protection of the individual worker within the collective structure.

Employee Benefits and Compensation (3-242) (2 or 3 hours)

This course examines benefits (including compensation) issues arising from the employment relationship. Topics include employee coverage, statutory and regulatory treatment of pension and welfare benefit plans (with emphasis on the Employee Retirement Income Security Act), statutory and regulatory treatment of wages and hours (with emphasis on the Fair Labor Standards Act), and other laws affecting benefits and compensation (including the Family Medical Leave Act).

Collective Bargaining (3-243) (2 hours)

This course considers the employment relationship in the context of collective bargaining relationships, including their establishment and administration, and the nonunion employment

relationship, from formation through terms and conditions to termination, emphasizing the lawyer's role in reviewing personnel practices to prevent legal liability.

Arbitration (3-244) (2 hours)

This course will examine labor arbitration and alternative dispute resolution from the beginning of the filing of a grievance or notice of dispute to the final decision, award, and judicial enforcement.

C. Litigation

Conflict of Laws (3-302) (3 hours)

This course examines the topics of jurisdiction, choice of law, and recognition of judgments in cases involving international, interstate and state-federal conflicts.

Federal Courts (3-303) (3 hours)

This course is a study of the federal structure of our judicial system, with emphasis on the limits of the federal judicial power and the respective powers of federal and state courts. Topics studied include the power of Congress to restrict the jurisdiction of federal courts, use of "legislative" courts, Supreme Court review of state court decisions, federal injunctions of state officers and proceedings, state governmental immunity from federal court litigation, abstention, removal, and habeas corpus. The course also examines sophisticated problems of federal question and other "heads" of federal judicial power and considers aspects of federal government litigation.

Complex Litigation (3-306) (3 hours)

Courts increasingly review sophisticated and novel legal claims that involve numerous parties and complex factual issues. This course explores how these cases are structured, managed and resolved through the judicial process. Substantial attention is given to the class action device.

Federal Litigation (3-340) (2 hours)

This course focuses on civil litigation involving the government of the United States. Topics to be covered include federal sovereign immunity, suits against individual federal officials, the United States as a plaintiff, and attorney's fee awards.

Constitutional Litigation (3-350) (2 hours)

This course examines the pursuit of claims against state and local governments for violations of the Constitution and laws of the United States, with particular emphasis on litigation initiated under 42 U.S.C. sec. 1983. Topics to be covered include the standard of acting "under color of" state law, governmental liability for the conduct of individual officials, immunities, and attorney's fee awards.

D. Tax

Corporate Taxation (3-801) (3 hours)

This course covers in detail the federal income tax consequences flowing from the creation, operation, dissolution, and sale of limited liability companies and corporations and examines federal tax considerations bearing on the choice between conducting a business as a limited liability company or in a corporate form.

Federal Taxation (2-800) (4 hours)

This course will consider federal personal income tax, with an introduction to business and corporate income tax, and federal tax procedure. Emphasis is placed on developing the student's ability to examine and understand statutory, judicial, and administrative tax law and to apply the law in solving specific problems.

Partnership Taxation (3-802) (2 hours)

This course covers in detail the federal income tax consequences flowing from the creation, operation, dissolution, and sale of a partnership and examines federal tax considerations bearing on the choice between conducting a business as a partnership vis-à-vis other forms of organization.

Non-Profit Organizations (3-803) (2 hours)

This course considers the state and federal laws governing the creation and operation of a not for profit corporation.

International and Comparative Taxation (3-804) (2 hours)

This course serves as an introduction to federal taxation of the income earned by foreigners in the U.S. and of the income of U.S. citizens and residents earned abroad. Both the statutory structure and the bilateral treaty system will be studied.

Tax Policy (3-810) (2 hours)

This advanced course in tax policy assumes that the student has an interest not only in actual taxation structures, but is interested in considering the variety of taxation schemes which could be created by governments.

Estate and Gift Tax (3-820) (3 hours)

This course is an examination of the federal unified transfer tax system, and will cover federal gift tax, estate tax and generation-skipping transfer tax in detail, including transfer tax implications of creating revocable and irrevocable trusts, acquiring and disposing of joint property, life insurance and charitable gift planning. The course will also review various planning techniques for the continuation or disposition of a client's business interests.

E. General Practice**Personal Bankruptcy (3-225) (3 hours)**

This course will cover the filing of bankruptcy by an individual under the bankruptcy code.

Family Law (3-250) (3 hours)

General survey of laws regulating the creation, on-going status of the family and its dissolution in light of its perennial status.

Elder Law (3-251) (2 or 3 hours)

Students in this course consider substantive legal theories affecting the elderly, including: age and disability discrimination; income maintenance; government programs such as Medicare, Medicaid and Social Security; property management; housing; long- and short-term health care; health care decision-making; guardianship; and elder abuse, neglect and crime. Particular

consideration will be given to moral and ethical concerns involved in representing the elderly and relating to end-of-life issues.

Law and Children (3-252) (2 or 3 hours)

Students in this course examine various legal theories affecting children, including: legal and social understanding of the role of the family, parents, the child and the State; rights of the prenatal child; legal and moral consequences of artificial reproductive techniques; substantive law dealing with children as both victims and perpetrators; abuse and neglect, and dependent children; rights of children in schools; regulation of children's conduct; survey of delinquency proceedings; medical and psychological issues, including medical-decision making processes affecting children; and mental health commitment of children.

Remedies (3-270) (3 hours)

This course will study the general principles and basic rules governing the remedies available through American courts. The principles associated with the law of remedies cut across substantive fields and guide the lawyer in fashioning or defending against various remedial schemes in any substantive contest. The course emphasizes issues and developments of contemporary importance and includes public as well as private law remedies.

Consumer Law (3-280) (2 hours)

A variety of state and federal laws have been enacted to protect the consumer from unfair practices. This course will consider the policy and practical issues surrounding these laws.

F. Torts

Advanced Torts (3-101) (3 hours)

Building on the concepts developed in the basic Torts course, this course will give substantial treatment to more complex areas of the law that were not addressed or only briefly considered in the first year course. Areas of focus include business torts, civil rights and mass torts.

Mass Torts (3-102) (2 or 3 hours)

This course covers the following topics: procedural aspects of mass torts, including pretrial procedure (such as class actions, consolidations, and multi-district litigation, as well as discovery), and trial issues; substantive law issues such as the indeterminate plaintiff and defendant, joint liability, causation (general and specific), and affirmative defenses; alternative dispute resolution techniques; and professional responsibility issues. Consideration may also be given to choice of law problems.

Products Liability (3-110) (2 hours)

Producers of products are made liable for injuries due to those products. This course will consider the growth in liability on the part of manufacturers in the past 30 years and the ways in which producers have reacted to this liability.

Medical Malpractice (3-115) (2 hours)

Doctors and medical personnel can be made liable for their failure to provide a reasonable standard of care. This course will explore the dimensions of the care required of physicians and their support staff, and the ways in which liability attaches to the failure to provide the appropriate level of care.

Workers' Compensation (3-120) (2 hours)

This course reviews the laws regulating the payment of employees on a payroll or other basis vis-à-vis independent contractors and how this distinction is created.

Insurance Law (3-130) (2 hours)

Insurance is purchased by people for a variety of purposes. This course will consider those purposes and the ways in which insurance coverage is triggered or limited.

G. Constitutional Law**Florida Constitutional Law (3-026) (1 hour)**

The objective of this course will be for students to learn the principal features of the Constitution of the State of Florida and acquire basic competence in the subject. Students will learn about subject matter areas where governing principles of the state and federal constitution demonstrate parallels. Special attention will be paid to areas of divergence between the state and federal constitutions.

Origins of the Constitution (3-610) (3 hours)

This course will review the drafting and adoption of the Constitution and Bill of Rights, and the sources of the ideas of the Constitution.

Constitutional Interpretation (3-611) (2 hours)

Students in this course will read and critique the major works on constitutional interpretation. In doing so, students will learn about the contemporary debate over constitutional interpretation. This course will also enable students to come to a correct understanding of the nature of the Constitution and of constitutional interpretation.

First Amendment (3-620) (3 hours)

This course will review why speech and the press have been placed in a pre-eminent position in the Constitution and the individual protections provided by this amendment.

Fourteenth Amendment (3-630) (2 hours)

As one of the post-Civil War amendments, this amendment has become one of the most important for protecting civil liberties and providing equality of treatment under the law. The enactment and development of the jurisprudence of this amendment will be the focus of this course.

Legislative Research (3-670) (2 hours)

The application of laws to certain cases sometimes requires an interpretive approach. This course will consider the various approaches that must be taken to interpreting a text in the context of other statutes, and legislative history when the text itself fails to provide clear guidance.

H. Administrative Law/Regulation

Administrative Law (3-680) (3 hours)

This course examines the administrative process, including why administrative agencies are created, how they obtain information and the uses of that information, what proceedings agencies can commence, and what controls over agency action exist.

Environmental Law (3-410) (3 hours)

Clean air, clean water and toxic waste are all regulated by the government. This course will consider the regulatory and the statutory framework for government regulation of the air, land and water.

Land Use Planning (3-415) (2 hours)

This course will consider how governments regulate the use of land, and the limits of such regulation.

Antitrust (3-460) (3 hours)

This course will examine the development of legal doctrine under the Sherman Act, the Clayton Act, the Robinson Patman Act, and supplemental legislation. Subjects covered include price fixing, division of market, monopolization, mergers, tying and exclusive dealing arrangements, boycotts, and special relationships between principles of patent and antitrust law.

Legislation (3-671) (2 hours)

The process and approach to drafting legislation as well as the process of enacting laws will be considered in this course.

State and Local Government (3-672) (3 hours)

This course will consider the relationship between the various forms of local government: state, county, township, city, and village. The powers that each of these entities may exercise and the limits of such power will be considered.

Military Law (3-673) (2 hours)

This course will examine the origins and purposes of military law. It will also review the contemporary practice of military law, with a special focus on military criminal justice.

I. International Law**International Law (3-901) (3 hours)**

Independent countries have agreed to abide by various laws generally promulgated by the United Nations as well as common law developed through the law of the sea. How these laws are developed and made part of international law including their enforcement will be considered in this course.

International Business Transactions (3-902) (3 hours)

This course reviews the formation, regulation and collapse of international business transactions.

Immigration Law and Policy (3-903) (3 hours)

Immigration Law and Policy reviews the history and legal foundations of United States immigration law, and provides students with knowledge of immigration laws and procedure. The course focuses on affirmative applications for status, including employment-based and

family-based nonimmigrant and immigrant visas, inadmissibility, removal, adjustment of status, consular processing, naturalization, and refugee and asylum law. The course concerns statutes, regulations, and cases, as well as practical application in the field of immigration law, including United States Citizenship and Immigration Services instructions and forms.

International Human Rights (3-904) (3 hours)

This course will provide an introduction to the international law of human rights. Attention will be paid to the historical evolution of human rights, treatment of human rights within the U.N. system, the growing significance of European human rights law, and to challenges in fighting contemporary human rights abuses.

National Security Law (3-905) (2 hours)

In order to protect important national interests, a variety of federal laws prevent the sale of certain information and equipment to certain countries. In addition, federal employees are required to keep certain information secret. This course will consider the laws involved in protecting our national security.

European Union Law (3-906) (3 hours)

This course covers the following topics: an introduction to the history and structure of the European Union, the institutions and procedures of the European Union, the legal framework of the single market and the single European currency, and trade with the United States and the rest of the world. Consideration may also be given to human rights issues.

International Arbitration (3-907) (2 hours)

The course will introduce students to the legal framework within which arbitration operates to manage commercial, financial, and governmental transactions in the international arena. Course materials will focus on: the construction and interpretation of arbitration agreements; the selection and characteristics of international arbitrators; jurisdiction of international arbitral tribunals; choice of law and the role of domestic and international law in arbitral decision making; arbitration procedure and the model arbitral rules; judicial review and enforceability of awards; the emergence of common or converging laws and international efforts to achieve uniformity, and the effect of arbitration on international trade.

International Environmental Law (3-908) (2 hours)

Pollution of the air, water and even to some extent the land is an international issue. This course will consider how governments have agreed to regulate such pollution through bilateral and multilateral agreements.

International Protection of Religious Freedom (3-909) (2 hours)

This course will focus on public international law, and how international human rights protect religious freedom.

J. Intellectual Property

Intellectual Property Law (3-450) (3 hours)

This course will survey the law of intellectual property, including trade secret, trademark, copyright, patent, right of publicity, idea submission, federal preemption, antitrust, and related doctrines. Overall, the course seeks to provide a framework for the student to differentiate the

intellectual property rights at issue in a given situation, and how those property rights are established and protected. This course is intended as a general overview of intellectual property law, and provides a strong foundation for the more advanced courses.

Copyright (3-451) (3 hours)

This course will provide an in-depth examination of the law governing copyright protection as codified and practiced in the United States under the 1976 Copyright Revision Act. This course will further examine the nature of protected rights including an author's moral rights, ownership, duration, enforcement, and scope of exclusive rights with a particular focus on the fair use doctrine. The controversies surrounding application of copyright law to new technologies, including computer software and the Internet, is a theme that runs throughout the course.

Patent Law (3-453) (3 hours)

This course will cover the major components of United States patent law involved in patent securing and enforcement. The course will examine patentable subject matter and requirements for patentability, including novelty, non-obviousness, and enablement; an overview of procedure before the U.S. Patent Office; patent infringement including claim interpretation and doctrine of equivalents; defenses to infringement; and remedies. This course will also explore the role played by the U.S. Court of Appeals for the Federal Circuit in the continually evolving nature of patent law. A technical proficiency in science or engineering is not required.

Trademark and Unfair Competition (3-454) (3 hours)

This course will examine the Lanham Act and related common law doctrines designed to protect against consumer confusion and appropriation of commercial goodwill. Topics include trademark/trade dress acquisition, infringement, dilution, and unfair competition theories such as false advertising and misappropriation. The course will also address trademark-related issues raised by the Internet such as cybersquatting and domain name disputes. The course will cover important aspects of U.S. Trademark Office practice, including advantages of federal registration, and how to proceed in opposition, cancellation and concurrent use proceedings.

Computer Law (3-455) (2 hours)

The last twenty years has seen a radical change in the way in which information is managed as a result of the growth of computers. This course will provide an in depth consideration of the unique intellectual property, litigation and constitutional issues resulting from the growth of computers.

K. Law and Science

Health Care Law (3-420) (3 hours)

This is an interdisciplinary introduction to the largest industry in the United States, the health care industry. Subjects to be covered include regulating the quality of health care, the relationship of provider and patient, organizing health care delivery, access to health care, health care cost control, antitrust, and interdisciplinary decision making.

Bioscience Law (3-456) (2 hours)

Just as computers have changed the world, so increasing sophisticated scientific techniques have changed the way in which intellectual property is created. This course will look at the cutting-edge issues surrounding bioscience and intellectual property.

L. Law and Perspectives**Papal Teaching and the Law (3-520) (3 hours)**

The Holy Fathers through history have provided some of the most profound insights into the law and the human condition. Social encyclicals, as well as those that discuss the value of human life and the law will be considered in this unique course.

Canon Law (3-522) (3 hours)

The Catholic Church has a code of law that governs schools, priests, and marriage. This law is nearly 2000 years old and is the longest continuing body of law in the world today. This survey course will consider this “international law” and its relationship to the civil law in the United States.

Ecclesiastical History (3-523) (2 hours)

Canon law has developed in conjunction with the historical development of society. This survey of 2000 years of history will review the various social storms that have faced the Catholic Church during its history and how those storms have been shaped by and have shaped canon law.

American Legal History (3-524) (2 hours)

This course will look at American law in the context of American history in the nineteenth and twentieth centuries. (Law in the colonial and founding periods of American history is treated in Origins of the Constitution (3-610)).

Law and Literature (3-525) (2 or 3 hours)

This course will examine the law and legal systems through a study of literature. The instructor may conduct this examination broadly through examination of various works from multiple authors, or more specifically through the works of a particular author.

Social Welfare Litigation (3-527) (2 or 3 hours)

This course studies the rights and responsibilities so people who are lacking in material possessions or physical capabilities. Rarely does government provide assistance without strings attached; laws and regulations that offer benefits almost always impose responsibilities upon recipients who wish to continue receiving government benefits. To the extent that students work with impoverished clients they need to be aware of their clients’ responsibilities as well as the myriad ways in which they might qualify for government benefits.

M. Professional Skills**Moot Court Appellate Competition (3-007) (1 hour)**

This course will provide an opportunity for students to learn the craft of appellate advocacy, through participation in internal or external appellate competition.

Moot Court Trial Competition (3-008) (1 hour)

Prerequisite: Evidence; **Pre-requisite or Co-requisite:** Trial Advocacy

This course provides students with in-depth exposure to the intricacies of courtroom trial practice, through participation in an internal or external trial competition.

Moot Court Professional Skills Competition (3-009) (1 hour)

This course will provide an opportunity for students to develop professional skills through participation in internal and external competition.

Trial Advocacy (3-310) (3 hours)

Prerequisite: Evidence (2-301)

This course reviews the basic principles of litigation and trial advocacy. Students will be required to master opening statements, direct examination, admissibility of proof, objections, and closing statements.

Appellate Practice (3-320) (3 hours)

This course addresses the fundamentals of appellate practice and procedure, focusing primarily upon principles governing the federal courts of appeals. Among the topics to be covered are preserving errors for appellate review, appeal of final judgments and interlocutory orders, initiating and perfecting an appeal, standards of appellate review, and seeking review of appellate-level decisions in the U.S. Supreme Court.

Alternative Dispute Resolution (3-330) (2 or 3 hours)

Parties to a potential or actual lawsuit may seek to resolve their differences without resorting to a trial. This course will introduce students to alternative dispute resolution, teach the skills necessary to effectively employ various processes, including negotiation, mediation, and arbitration, and examine the legal, ethical, and policy issues that arise in alternative dispute resolution. Students learn and practice skills through a combination of assigned readings, classroom demonstrations, and simulations.

Mediation (3-332) (2 hours)

This course will focus on the practical aspects of resolving disputes without resort to the courts or binding arbitration but will focus on the informal methods lawyers may use.

Estate Planning Practicum (3-334) (2 hours)

Prerequisite: Trusts and Estates (3-260) and Estate and Gift Tax (3-820)

This course will review the process, clients, and data collection involved in estate planning. The students will be exposed to and draft basic and intermediate estate documents such as powers of attorney, wills and living wills, testamentary trusts, and basic tax planning documents. The protection of client assets, special problems such as long-term care needs, and the process of obtaining information from the client will also be considered.

Client Representation Practicum (3-335) (3 hours)

This course will introduce students to effective interviewing, counseling, and negotiation strategies and techniques, and will address broader issues concerning a lawyer's appropriate role when representing a client. Students learn and practice through a combination of assigned readings, classroom demonstrations, and simulations.

Advanced Legal Research (3-338) (2 hours)

This course will consist of weekly interaction divided between lecture, discussion, reflection papers, group work, and individual assignments in using both print and electronic resources. There will be weekly assignments focused on either a Federal or a Florida professional readiness objective. Topics will include: cost effective legal research, researching common law, optimizing effectiveness with LexisNexis and Westlaw research, secondary sources including looseleafs, statutory research, legislative history and non-Westlaw/Lexis databases such as CCH Tax & Finance, BNA Employment Law, HeinOnline, ProQuest and LexisNexis Congressional. Students will be required to submit a subject-specific research pathfinder as the final project. Grading will consist of weekly assignments, reflective papers relating to discussion topics, and a comprehensive end-of-course research tool.

Advanced Legal Research Practicum (3-339) (1 hour)

This intensive class is divided between lecture, discussion, group work, and individual assignments in both print and electronic research. Weekly assignments will include weekly problem based exercises, graded group work and discussion questions, reflection papers, and at least one required conference with the professor. Topics include: cost effective legal research, researching commonly used practice forms, maximizing LexisNexis and Westlaw research for transactional research, secondary sources including looseleafs, using statutory tools for transactional research, using transactional resources in Lexis and Westlaw, and non-Westlaw/Lexis databases such as CCH, BNA, Bloomberg, and ProQuest Congressional.

N. Clinics

NOTE: Students may not drop clinics after 5 p.m. on the first day of the semester, typically a week prior to the end of the drop/add period. Attendance at the first class session is mandatory.

Mediation Law Clinic (3-355) (4 hours)

Mediation, which is often described as facilitated negotiation, is an increasingly popular method for resolving disputes. This course focuses on the practical aspects of resolving disputes through mediation. Through readings, lectures, role-plays, and observing and co-mediating actual small claims disputes, students learn conflict resolution skills, and how to evaluate the benefits and limits of dispute resolution processes. If a student satisfactorily completes the course, he/she is eligible to apply to the Florida Supreme Court to become a certified County Court Mediator.

Women's Immigrant Rights Law Clinic (3-352) (4 hours)

In this clinical course, students will review the basics of relevant immigration law and procedure focusing on protection of women. Students will also develop various professional skills (e.g. interviewing and counseling). In this course students will represent immigrants who have been the victims of domestic violence, sex trafficking, forced sterilization, female genital mutilation and other types of persecution that uniquely impact women.

Advanced Clinical Law (3-359) (1 or 2 hours)

Prerequisite: Any Clinical Program

This course affords students who have successfully completed a clinical program an opportunity to do additional casework in that clinic.

O. Other

Law Review (3-004) (1 hour)

Law Review Writing Requirement (3-005) (2 hours)

International Law Journal (3-015) (1 hour)

International Law Journal Writing Requirement (3-016) (2 hours)

Directed Research (3-002) (1-2 hours)

Externship (3-003) (1-3 hours)

CLI Externship (3-017) (5-10 hours)

CLI Externship Class (3-018) (1-2 hours)

Prerequisites: Criminal Procedure, Professional Responsibility, Evidence, and Trial Advocacy.

APPENDIX II

Ave Maria School of Law ***ACADEMIC REGULATIONS***

PART ONE: Degree Requirements

Section 1: Course, hour, and residency requirements for the Juris Doctor Degree

To earn a Juris Doctor (J.D.) degree, students must:

1. Complete with a passing grade ("D" or better) a minimum of 90 credit hours, of which no more than 6 credit hours of doctrinal electives may be graded on a pass/fail or limited grade option basis.
2. Engage in the full-time study of law for the equivalent of a minimum of six semesters, of which at least four must be spent at this Law School. For a student to be engaged in the full-time study of law for any given semester, the student must be enrolled in and complete at least 10 credit hours with a grade of "D" or better. Although AMSL does not have a part-time program, student may enroll part-time in an individual semester on a case-by-case basis. In addition, multiple part-time semesters may be counted as the equivalent of fewer full-time semesters (for example, a student enrolled in two summer semesters on a part-time basis could count both of those semesters as one full-time semester if they collectively exceed 10 credits.)
3. Complete a minimum of 65 credit hours of coursework in regularly scheduled class sessions in the Law School or at another law school in the United States for which credit has been approved for transfer.
4. Achieve a minimum grade point average of 2.000.
5. Receive a recommendation from the faculty to receive the J.D. degree.

Section 2: Credit Hours

A. A credit hour consists of not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for 15 weeks; or the equivalent amount of work over a different amount of time; or an equivalent amount of work for other academic activities including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

B. The fifteen-week period includes one week for the final examination. Written work for Research, Writing, and Advocacy courses are deemed to be the equivalent of a final exam.

Section 3: Required Courses

A. All first-year courses, totaling 33 credit hours, are required for graduation:

Legal Case Analysis and Skills Enrichment	1 credit
Torts I and II	6 credits
Contracts I and II	5 credits
Civil Procedure I and II	6 credits
Criminal Law	3 credits
Property I and II	5 credits
Research, Writing, and Advocacy I and II	5 credits
Moral Foundations of the Law	2 credits

B. Students with a cumulative grade point average below a 2.667 at the end of their first year must take the following courses in their second year:

Applied Critical Thinking and Legal Analysis	3 credits
Common Law Synthesis	2 credits
Strategic Legal Problem Solving	1 credit

C. Students must take a **diagnostic bar exam** during the final exam period of the second semester of their first year. The Department of Bar Preparation will provide individual review sessions and feedback concerning the results of the diagnostic. Students failing to demonstrate competency in the tested doctrine and skills must take Common Law Synthesis (2 credits) in their second year. The determination of sufficient competency is solely within the discretion of the Associate Dean for Academic Affairs and the Director of Bar Preparation. Any student who fails to take the diagnostic bar exam at the scheduled time will automatically be enrolled in Common Law Synthesis in their second year, regardless of the student's academic standing and ability.

D. Students must successfully complete the courses listed below, totaling 35 credit hours, prior to graduation:

Constitutional Law	4 credits
Business Organizations	3 credits
Commercial Law	4 credits
Criminal Procedure	3 credits
Evidence	4 credits
Jurisprudence	3 credits
Professional Responsibility	3 credits
Research, Writing, and Advocacy III	2 credits
Wills, Trusts, and Estates	3 credits
Third-Year Mission Course	2 credits
Advanced Legal Analysis-Multistate	2 credits
<i>One of the following:</i>	
Advanced Essay Writing	2 credits
Florida Legal Practice	2 credits

E. The courses listed in Paragraph D above should be completed in the second year of study to the extent practicable except for the Third-Year Mission Course, Advanced Legal Analysis-Multistate, and either Advanced Essay Writing or Florida Legal Practice, which are third-year requirements.

F. Third-Year Mission Course Requirement

Students must take one of the following mission courses during their third year:

Bioethics	2 credits
Catholic Social Teaching and the Law	2 credits
Equality and the Law	2 credits
Fourteenth Amendment	2 credits
Law, Ethics, and Public Policy	2 credits
Protection of Human Life and Public Policy	2 credits
Religious Freedom	2 credits

Additional courses satisfying the Third-Year Mission Course requirement may be approved by the Associate Dean for Academic Affairs in consultation with the Curriculum Committee.

G. Experiential Learning Requirement

Students must complete a minimum of six credits in courses designated as satisfying the experiential learning requirement, which will generally include clinics, externships, practicums, and simulation courses. Such courses include, but are not limited to, the following:.

Advanced Clinical Law
Advanced Contract Drafting
Advanced Legal Research
Advanced Sports Law
Alternative Dispute Resolution
Business Planning
Business Entity Tax Planning
Certified Legal Internship
Client Representation Practicum
Deposition Skills and Witness Preparation
Estate Planning and General Practice Clinic
Estate Planning Practicum
Externship
Human Trafficking Clinic
Labor and Employee Rights Practicum
Legal Drafting
Mediation Law Clinic
Research, Writing, and Advocacy II
Patent Drafting
Patent Law Clinic
Religious Freedom Practicum
Sports Law Academy
Trial Advocacy

Section 4: Minimum Grades

- A. All students must achieve a minimum cumulative grade point average of 2.000 for graduation.
- B. A student with a cumulative grade point average below 2.000 at the close of the semester in which the student completes the other requirements for graduation and would otherwise be eligible for graduation may petition the Dean or the Associate Dean for Academic Affairs to allow the student to continue his or her studies for one additional semester, but no more, in order to meet the grade point average required for graduation.
- C. In no event will a student graduate with a cumulative grade point average below 2.000.

Section 5: Faculty Recommendation

Before graduation, the faculty shall meet to consider whether each prospective graduate has satisfied the other requirements for graduation. A majority vote of the faculty is required before a student has satisfied the final requirement for graduation. The faculty shall recommend for graduation those students who, in the academic judgment of the faculty, are qualified to hold the J.D. degree.

Section 6: Time Limitation

Credit toward a J.D. degree must be earned by the end of 5 years after a student has begun the study of law at an American Bar Association approved law school.

PART TWO: Academic Eligibility

Section 1: Academic Good Standing

- A. Determination of academic good standing will be based on grade point average.
 - 1. In calculations for academic good standing, class ranking, honors, and graduation, only grades and credits earned at Ave Maria School of Law are used. Transfer credits from other law schools or other programs do not enter into the calculations of grade point averages.
 - 2. For determining academic good standing, the grade of incomplete ("I") does not enter into the calculation.
- B. To maintain academic good standing, first-year students must achieve a minimum cumulative grade point average of 2.000 or above upon completion of the second semester of the first-year and each subsequent semester.
- C. Second- and third-year students must achieve a minimum cumulative grade point average of 2.000 or above.

D. Students with cumulative grade point averages below 2.5 are subject to Academic Monitoring which consists of additional requirements as determined by the Associate Dean for Academic Affairs and may generally take the form of student participation in mandatory academic support.

Section 2: Course Failures and Academic Dismissal

A. Course Failures

1. A student who fails a required course must retake the course and obtain a “D” or better. The student earns no credit toward graduation for the failed course.
2. A failure in any required first-year course shall require retaking the entire course unless the Dean or the Associate Dean for Academic Affairs waives the requirement.
3. A student who fails an elective course may not retake it; the student earns no credit hours toward graduation for the failed course. A student in this case may audit the course for no credit.
4. The grade upon retaking the required course shall be recorded along with the original grade in the course and all grades will be included in the cumulative grade point average.
5. Failure in a course taken on a limited grade or pass/fail basis shall be computed in the grade point average calculation like a failure in a graded course.
6. Normally, a retaken course will not count toward compliance with the minimum semester load requirement, unless for good cause shown the Dean or the Associate Dean for Academic Affairs relaxes the requirement in a particular case.
7. Failure to maintain academic good standing will result in academic dismissal.

B. Academic Dismissal. Academic Dismissal will be noted on the transcript. Dismissal may result from a student’s failure to achieve a minimum cumulative grade point average of 2.000 by the end of the second semester of the first year of study and each subsequent semester.

C. Procedures for Dismissal.

1. Students with a cumulative grade point average below a 1.9 shall be dismissed upon issuance of a dismissal letter from the Associate Dean for Academic Affairs.
2. Students who possess at least a 1.9 cumulative grade point average and fall into any of the categories described above in Section 2(B), the Associate Dean for Academic Affairs will issue a letter of pending dismissal. These students will have 7 calendar days to submit a petition to the President/Dean. Students who do not timely submit a petition will be dismissed effective the 8th day after the date of the pending dismissal letter. Timely petitions will stay any dismissal action pending the President/Dean’s decision. The President/Dean

will consider all timely petitions with a recommendation from two professors. The standard the President/Dean will apply to pending petitions is whether the failure was caused by unavoidable and non-recurrent circumstances of an extraordinary nature.

3. Students dismissed may petition for readmission, per Section 3 below.

Section 3. Readmission

A. Readmission to Ave Maria School of Law after dismissal for academic failure will be allowed only when there is substantial evidence the student currently possesses the capability to satisfactorily complete Ave Maria School of Law's academic program, and at the time of graduation will be capable of passing a bar examination and entering the practice of law. The burden is on the student to present sufficient evidence in a petition for readmission.

B. Students are not eligible for readmission after dismissal for academic failure until one full academic year after the end of the semester in which the student was dismissed. While students may petition earlier, it may be less likely that the circumstances that led to the failure have been resolved and thus less likely that the petition will be granted. Petitions must be submitted no later than two months prior to the start of the semester for which readmission is sought.

C. When necessary to consider questions of readmission, the Dean shall determine the matter with two faculty members.

D. A student who is dismissed at the end of the first year ordinarily will be expected to repeat the entire first year. If that student is enrolled in summer semester courses, that enrollment will be cancelled. The readmitted first-year student will be given no credit toward the 90 credit hour graduation requirement for courses taken during the year for which the student was dismissed and new course work will be reflected on a separate transcript. Requests for transcripts will result in both transcripts being issued.

E. The Associate Dean for Academic Affairs shall approve the course enrollment of readmitted students and may impose other requirements (i.e., class attendance, participation in academic counseling.) The word "Readmitted" will be noted on the transcript.

Section 4. Transfer and Guest Students

A. Incoming Transfer Students

1. The Law School will not ordinarily consider for admission a student who has been previously enrolled in another law school and is not eligible to continue there. Exceptions must have the recommendation of the Admissions Committee and the approval of the Dean; at the Dean's discretion, the matter may be referred to the faculty for a recommendation.

2. Applicants seeking transfer from other law schools must make a written statement of previous attendance in law school and must be in academic good standing with the school from which they seek to transfer. Transfers usually will be accepted only from schools accredited by the American Bar Association.

3. Acceptance of credits offered by a student permitted to transfer to this school from another law school shall be in the discretion of the Associate Dean for Academic Affairs. Credit will not be given for courses in which a student receives a grade of less than a "C" or its equivalent. Grades for such transfer credits shall appear on the transcript of this Law School as a "P." Transfer students must take all of the Ave Maria School of Law required courses or equivalent courses.

4. In the case of students who transfer from another law school, four semesters of full-time study must be pursued at Ave Maria School of Law. The Dean or the Associate Dean for Academic Affairs may waive this requirement but only for extraordinarily compelling reasons.

B. Guest Students

1. An Ave Maria law student may take a course or courses at another American Bar Association-approved law school with the advance approval of the Associate Dean for Academic Affairs. Students must have their course selections approved by the Associate Dean, achieve a grade of "C" or better in all approved courses, and must provide the Law School with an official transcript as soon as it becomes available. Approved credit hours, but not grades, will appear on the student's Ave Maria transcript. A grade of "C" or better earned at the other institution will be recorded on the Ave Maria transcript as a "P."

Students taking a course at another law school should not elect to have that course graded on a pass/fail basis unless that school's registrar can verify that a pass is equivalent to the grade of "C" or better.

a. Students without extraordinarily compelling circumstances may seek permission to take a maximum of 6 credits at another law school during the summer semester or winter intercession, typically to permit participation in a study abroad program. Approval will only be granted for courses not offered at Ave Maria School of Law. Credits in this circumstance will count toward the limit on limited grade option (pass/fail) credits. This provision does not apply to students who seek to visit another law school for a full semester which is addressed in Part Two, Section 4, B.1.b.

b. Students may request permission to visit another law school on a full-time basis for a maximum of two semesters. Approval under this provision will only be granted for extraordinarily compelling circumstances that the student was unable to plan for in advance. Extraordinarily compelling circumstances may include emergency medical conditions of the student or student's immediate family member, unexpected job transfers of a spouse, continuing family emergency, or military service. The desire to be in a different geographic location for actual or anticipated future employment opportunities, or lower tuition and/or living expenses is not recognized as an extraordinarily compelling circumstance. Credits granted under this provision will not count toward the limit on limited grade option (pass/fail) credits. Students approved to visit under this provision may earn credit for courses that are offered at Ave Maria School of Law. Students approved to visit elsewhere must still successfully complete all required courses for the Ave Maria degree. Students may seek a waiver of course

requirements that are not available at the school they are visiting, but should be aware that such a waiver may not be granted.

2. A guest student from an American Bar Association-approved law school may take courses at Ave Maria with permission from this Law School and with permission from the law school which will grant his or her degree, provided that the guest student remains in academic good standing at Ave Maria and at the degree-granting law school.

PART THREE: Enrollment Requirements

Section 1: Residency Requirement

A. Residency. Students must attend the equivalent of six full-time semesters. Any semester in which a student is not enrolled full-time requires a proportionate extension of the number of semesters attended. In no event may a student graduate in fewer than 24 months after matriculation.

B. Credit Hours. To receive credit as a full-time student, the student must take at least 10 credit hours each semester.

C. Transfer and Guest Students. In the case of students who transfer from another law school and Ave Maria students who study at another law school, four semesters of full-time study or its equivalent must be pursued at Ave Maria School of Law. The Dean or the Associate Dean for Academic Affairs may waive this requirement but only for extraordinary reasons.

Section 2: Registration and Withdrawal

A. Registration

1. All students must register by the first day of classes each semester. A fee will be imposed for late registration.
2. A student who has failed to register before the end of the first week of classes is considered to have withdrawn from the Law School. If such person desires to continue at the school, an application for readmission in accordance with Part Two, Section 3 is required.
3. Course Load
 - a. First-year students must register for the required first-year courses and no other courses.
 - b. Second- and third-year students may not enroll for more than 16 credits toward the degree or less than 10 credits in any fall or spring semester without the permission of the Associate Dean for Academic Affairs. In no event may a student enroll for more than 18 credits in a semester.

c. Students may enroll in the summer semester or winter intersession for fewer than 10 credits without permission from the Associate Dean for Academic Affairs, although must be enrolled in at least 5 credits in the summer semester to be eligible for student loans. Students with a cumulative grade point average of 2.667 or lower may not enroll for more than 6 credits in the summer semester without permission from the Associate Dean for Academic Affairs. In no case may a student take more than 10 credits in the summer semester without permission from the Associate Dean.

d. Students seeking to be enrolled simultaneously at Law School and at another educational institution must obtain prior approval from the Associate Dean for Academic Affairs.

4. Overlapping Courses. A student may not register for two courses scheduled for the same time, even if there is only a short overlapping time period.

B. Drop-Add. Any course, except a first-year course, may be dropped or added during the first five class days of the semester.

C. Withdrawal

1. After the first five days of a semester, a student may withdraw from a class only with the permission of the Dean or the Associate Dean for Academic Affairs, provided that:

- a. The student's course load does not fall below 10 hours; or
- b. The Dean or the Associate Dean for Academic Affairs relaxes the rule for good cause.

2. After the first five days of a semester, a student who discontinues a course with the permission of the Dean or the Associate Dean for Academic Affairs will receive the grade of "W" in that course; discontinuance of a course without permission will result in the grade of "F."

Section 3: Special Course Elections

A. Directed Research and Advanced Clinical Law

1. All full-time faculty members are authorized to approve academic credit for Directed Research for students who have completed their first year of study. All full-time clinical faculty members are authorized to approve academic credit for Advanced Clinical Law for students who have completed the prerequisite clinical course offering and who have completed the first year of study. Students may only participate in one Directed Research and one Advanced Clinical Law project in any given semester and no more than two credit hours may be approved for a student in any semester, with no more than four cumulative Directed Research and Advanced Clinical Law credits.

2. Directed Research and Advanced Clinical Law cannot be approved as an alternative means of taking a course that is offered in the Law School even though scheduling difficulties might prevent a student from taking a course he or she desires to take.

3. Directed Research credit may be approved only for a project in which the research proposal, the grading standards and the credit hours have been agreed upon in advance by the supervising faculty member and that faculty member can give guidance during the development of the project. Written notice of the approved proposal must be submitted by the faculty member to the Registrar by the end of the drop/add period.

4. Advanced Clinical Law credit may be approved only when the grading standards and the credit hours have been agreed upon in advance by the supervising clinical faculty member. Written notice of the approved proposal must be submitted by the clinical faculty member to the Registrar.

5. Students taking Directed Research must submit to the supervising faculty member written work consisting of a completed research paper or memorandum of law containing either criticism of the law relating to the topic area or synthesis of legal source materials into a statement of the law in the topic area. A minimum of 50 hours of work is required for each hour of credit awarded.

6. Students taking Advanced Clinical Law will complete clinical work similar to but of a more complex nature than the appropriate clinic. A minimum of 50 hours of work is required for each hour of credit awarded.

7. Faculty members are under no obligation to supervise Directed Research or Advanced Clinical Law projects, but they should in any event undertake to supervise no more than two students in any semester for Directed Research or Advanced Clinical Law projects.

B. Academic Credit for Co-Curricular Programs

1. Participation in a co-curricular program is limited to students who have completed their first year of law study and who have a cumulative grade point average of 2.667 or above, except by permission of the Associate Dean for Academic Affairs.

2. Credit for participation in Law Review, Moot Court, International Law Journal and any other co-curricular program developed and approved by the faculty is authorized in the amount of one credit per semester for successful completion of the requirements of the program. The governing body of each co-curricular program, together with its faculty advisor(s), shall establish the requirements of the program. The faculty advisor shall approve the list of students receiving this credit each semester. Credit, if awarded, will be recorded as "P." The grade submitted for non-completion of the requirements of the program will be recorded as "F."

3. Law Review and International Law Journal Writing Requirement. Two hours of additional credit is authorized for students who register for Law Review or International Law Journal and who successfully complete the writing requirements established by the respective organization. The governing bodies shall submit to the faculty advisor(s) the names of the students who registered for Law Review or International Law Journal and completed the writing requirement and the faculty advisor(s) shall submit a grade for each student named. Credit, if awarded, will be recorded as "P."

4. Moot Court Competitions. One hour of credit is authorized for second- or third-year students who participate in one or more Moot Court competitions during the academic year. For students who are also members of the Moot Court Board, this credit is in addition to any academic credit approved for successfully completing the requirements of the Board. No more than one hour of credit for participating in a moot court competition shall be awarded for each academic year regardless of the number of competitions entered, making students eligible for a total of two hours of additional credit during their second and third year. The faculty advisor shall approve the list of students receiving credit for each semester. Credit, if awarded, will be recorded as "P."

C. Externships. The following policies govern registration for, participation in, and required reporting by students who participate in an approved externship for credit.

1. The Dean or the Associate Dean for Academic Affairs may approve for academic credit an externship program fulfilling the following conditions:

- a. Satisfactory completion of the required first-year courses.
- b. Content and supervision of the externship must comply with the student practice rules of the jurisdiction in which the work is done;
- c. A member of the full-time faculty shall be assigned as a faculty supervisor of each placement;
- d. The externship must include a substantial classroom or tutorial component under the direction of a faculty member. Students enrolled an externship are required to attend a classroom component consisting of five hours.
- e. No more than 3 credits can be earned during a semester and no student may earn more than 6 credits total in such a program. Each credit hour must reflect 49 hours of field work. Accordingly, an extern who works 7 hours per week during a 14-week semester (fall or spring) will earn 2 credits. During a summer semester placement, an extern who works 14 hours per week over 7 weeks will earn 2 credits.
- f. A student may receive compensation through the Federal Work-Study program or a stipend for work performed as part of an externship at a government agency or nonprofit organization. However, a student may not receive compensation, from any source, for work performed as part of an externship at any other type of placement site.
- g. All ABA requirements for externships must be met.
- j. Participation in an externship is limited to students who have completed their first year of law study and who have a cumulative grade point average of 2.000 or above. .

2. Credit is awarded on a Pass/Fail basis. In order to receive a "P," students must be certified by the supervising attorney or judge and the supervising faculty member as having completed the required work.

D. Certified Legal Internship (CLI). The following policies govern registration for, participation in, and required reporting by students who participate in a CLI for credit.

1. The Dean or the Associate Dean for Academic Affairs may approve for academic credit a CLI program fulfilling the following conditions:

- a. Satisfactory completion of all required first-year courses.
- b. Content and supervision of the externship must comply with the student practice rules of the jurisdiction in which the work is done;
- c. A member of the full-time faculty shall be assigned as a faculty supervisor of each placement;
- d. The CLI is offered for 6 or 12 credits in fall/spring and 10 credits in the summer. Students participating in a 6-credit CLI will receive 4 credits for 245 hours of fieldwork and 2 credits for 24 hours of classroom instruction. Students participating in a 12-credit CLI will receive 10 credits for a minimum of 390 fieldwork hours during the fall/spring semesters, and students participating in a 10-credit CLI will earn 8 credits for a minimum of 300 fieldwork hours during the summer, along with 2 credits for the 25 hours of classroom instruction. Full-time CLIs are not permitted to take any other course during the semester of their CLI, with the exception of co-curriculars or Directed Research.
- e. The externship will include a substantial classroom component under the direction of a faculty member.
- f. A student may not receive compensation for work performed as part of a CLI for which academic credit is received.
- g. All ABA and Florida Bar requirements must be met.
- h. Participation in an externship is limited to students who have completed their first year of law study and who have a cumulative grade point average of 2.667 or above. The requirement may be waived by the Associate Dean for Academic Affairs upon petition demonstrating good grounds for an exception.

2. Credit for the field work component is awarded on a Pass/Fail basis. In order to receive a "P," students must be certified by the supervising attorney or judge and the supervising faculty member as having completed the required work. Credit for the classroom component is graded and may not be taken on a pass/fail basis.

E. Distance Education.

1. Ave Maria School of Law does not regularly permit the awarding of course credit for distance education courses. First year students may not receive distance education credit. Upper-level students must petition to receive credit for distance education courses at another institution. In no instance will approval of such credit exceed 15 credits in total.

2. Courses may be offered via distance education as an alternative to a live setting. Any course that is offered both in distance and live formats shall be worth the same number of

credit hours in each format and shall require similar amounts of student work. Courses offered only in distance format shall be approved (and shall have course credit hours determined by) either by the Faculty upon recommendation from the Curriculum Committee or, if done on an ad hoc basis, by the Associate Dean for Academic Affairs. A course is not considered a distance course unless more than one-third of the course sessions are conducted via distance.

F. Special Course Election Credit Limitations. The following table summarizes the maximum allowable credits for various special course elections at Ave Maria School of Law.

PROGRAM	MAXIMUM CREDITS PER SEMESTER OR ACADEMIC YEAR	MAXIMUM CUMULATIVE CREDITS
Directed Research and Advanced Clinic	2 credits per semester	4
Distance Education	No per semester limit	15
Co-Curricular (Law Review, Moot Court Board, International Law Journal)	1 credit per semester per co-curricular	4 per co-curricular
Writing Requirement for Law Review and International Law Journal	2 credits per semester	2
Moot Court Competition	1 credit per semester	2
Externships	3 credits per semester	6**
CLI	6-12 credits per semester	12**
Clinics and Advanced Clinic	1 clinic per semester	12**

**The combined credit total for all externships and CLIs is 12. The cumulative credit total for clinical programs is 12. The combined credit total for CLIs, externships and clinical programs is 15.

PART FOUR: Examinations and Papers

Section 1: Rescheduling Examinations for Individual Students

A. All students shall take their examinations at the regularly scheduled times unless granted an exception by the Associate Dean for Academic Affairs, or in his or her absence, the Associate Dean for Finance, Facilities, and Student Administration. An exception (including permission for additional time) may be granted only for a compelling reason. The following generally will **not** be considered compelling reasons:

1. Examinations scheduled on sequential days;
2. Two examinations scheduled on the same day;
3. Conflict with travel plans or reservations;
4. Conflict with weddings, receptions, or similar events;
5. Conflict with employment plans, or
6. Illness, condition, or injury, unless it is very likely to diminish significantly the student's capacity to perform on the examination at the scheduled time or if their illness puts others at risk of exposure.

B. If an exception is granted, students shall take their examination at the time designated by the Associate Dean for Academic Affairs. Ordinarily, the examination will be rescheduled at the earliest possible time and date after the original time and date.

C. Students who need to petition for an exception may do so using the Petition for Administrative Action form. The petition must be submitted to the Associate Dean at least two weeks before the beginning of the examination period, unless an emergency (such as serious illness, injury, or death of a close family member) prevents such timely submission. The petition shall state in detail the compelling reason for taking the examination at another time. The Associate Dean may grant the petition if he or she concludes that the reasons are compelling and that all other circumstances, including consideration of administrative burdens and protection of the integrity of the examination process, warrant granting the petition.

D. The Associate Dean shall endeavor to make a decision within one business day after receiving the completed Petition, and upon deciding shall immediately return a copy of the Petition to the student indicating whether the petition is granted or denied; and if granted, the time, place and other circumstances of the rescheduled examination. The Associate Dean shall keep copies of all petitions filed, indicating the decision, for one year.

Section 2: Duplication of Credit.

In courses requiring submission of a paper or other work product, the paper must be specially prepared by the student for that course. A student may not incorporate and submit for academic credit substantially the same paper or other work product that he or she has prepared for another course, seminar, or co-curricular program, an employer, or any other entity or activity unless the following requirements are all met:

1. The paper as submitted shall not have been edited by the employer or other law-trained person (including law students);
2. There has been full disclosure and advance consent by all persons involved;
3. The research and writing must have been substantially performed during or immediately prior to the semester for which the course credit is awarded;
4. No credit in a course or seminar shall be awarded for work substantially used to earn credit in another course, seminar, or co-curricular program; and
5. The student must not have received compensation for the paper or other work product.

PART FIVE: Grading

Section 1: Anonymous Grading

When a written examination is given in a course, it will be administered and graded anonymously. Therefore, examination identification numbers, assigned and distributed by the

Registrar, must be used on all examinations rather than name with the possible exception of multiple choice examinations that use Scantron grading sheets.

Section 2: Grading Rules

A. Letter Grades and Numeric Values. All courses, seminars and Directed Research shall be evaluated by letter grades. The following letter and numeric equivalents are used for calculating grade point average:

Letter Grade	Value
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D	1.000
F	0.000

B. Continuing Courses. The first-year courses that continue for the full year may be graded in one of two ways, at the discretion of the faculty member involved:

1. The results of the first and second semester examinations shall each be reported and recorded on the transcript; or
2. The results of both semesters could be averaged with weighting, if any, determined by the instructor and a single grade reported for both semesters.

The approach selected must be announced at the beginning of the semester and may not be changed thereafter. Regardless of which approach is adopted, each first-year course remains subject to the median grade requirement discussed below.

C. Median Grades.

1. In all courses, the median grade will be "B-."
2. A grade is a median grade if half the students in a course received that grade or higher.
3. A minimum of 10% of the grades submitted by faculty in all letter graded required courses must be below the grade of "C." A minimum of 5% of the grades submitted by faculty in all letter graded required courses must be below the grade of "C-."

4. Deviations from the grading requirements of this section may be made only where there is a clear justification, such as a clinical course, a small enrollment course or seminar with disproportionate numbers of excellent, or sub-par, student performances and a paper or skills offering in which students produce work products so similar in quality that following the grading requirements of this section could only be accomplished by making artificial distinctions between students. Faculty members wishing to deviate from the grading requirements of this section may apply to the Associate Dean for Academic Affairs by memo explaining the extraordinary circumstances that justify deviation from the grading requirements of this section. If the Associate Dean for Academic Affairs does not approve the deviation from the grading requirements of this section, then the faculty member seeking a departure must either conform his or her grades to the grading requirements of this section or have his or her grades administratively converted to pass/fail.

D. Repeating Courses. A student who fails a required course must repeat the course. In such instances both grades will appear on the transcript and will be included in the calculation of the cumulative grade point average. In order to repeat a course, the student must otherwise be in good standing or be re-admitted. Failure to pass a required course on the second attempt will result in academic dismissal. Students may not repeat elective courses.

E. Other Grades

1. Incomplete. The grade of incomplete ("I") is a temporary grade indicating failure to complete course work. A student who is unable to complete course work by the end of the semester due to extraordinary circumstances may request a grade of "I" from the faculty member. The faculty member shall consult with the Associate Dean for Academic Affairs before submitting this grade. Course work must be completed no later than 12 months after the end of the grading period when the "I" was assigned or it will be converted to a "W."

2. Pass/Fail.

- a. In courses graded on a mandatory pass/fail basis, a grade of "P" (pass) will be awarded for work equivalent to a "D" or better; otherwise, a grade of "F" (fail) will be assigned. Grades of "P" are not taken into account with respect to grade point average; the grade "F" has a numeric value of 0.000 and will be factored into the cumulative grade point average.

- b. In a course graded on a pass/fail basis by election of the student, also referred to as the Limited Grade Option, the Registrar will convert the grade assigned by the faculty member of "C" or above to "P"; grades below C will remain as assigned by the faculty member with the values reflected under Part Five, Section 2, Paragraph A, and will be counted toward the pass/fail credit limit.

- c. Students are limited to a total of 6 pass/fail credits consisting of doctrinal courses they elect to take on a pass/fail (or Limited Grade Option) basis.

d. If a student is permitted to be a visiting student at another law school for an entire fall and/or spring semester under Part 2 Section 4 B 1, the credits transferred in are exempt from the pass/fail limitation above.

3. Continuing Course. In courses that extend beyond one semester, the grade of “Y” may be assigned to the first semester of the particular courses. A letter grade will be assigned to the entire course at the end of the second semester of the course.

4. Withdrawal. The grade of “W” indicates that a course was discontinued after the first five days of the semester with the permission of the Dean or Associate Dean for Academic Affairs.

5. Audits. Students may audit courses without administrative permission, but they must have the permission of the faculty member teaching the course. The Law School will keep no record of audited courses and audited courses will not appear on transcripts.

F. Changing Grades

All grades will be final when posted and may not be changed thereafter except for clerical or administrative error. The faculty member who assigned the grade shall review a grade for clerical and grade computational errors. The Associate Dean for Academic Affairs shall review other administrative errors. Except as provided in Part Five Section 2 Paragraph H, there shall be no right of appeal from a faculty member’s decision on a grade.

G. Class Rank and Honors

1. Class Rank

Numerical class ranking is available to students after each fall and spring semester beginning at the end of the first year of study. Ranks are not calculated after the summer semester.

a. First-year students who do not complete the full complement of first-year courses will not be ranked with the first-year students. Instead they will receive a cohort comparison letter in which they are evaluated in 5% increments comparing their grade point average to the first-year class. Students who matriculate in the summer will also receive a cohort comparison letter.

b. Students enrolled less than full-time are not ranked but will receive a cohort-comparison letter comparing them to the cohort that is most appropriate in 5% increments.

c. August and December graduates will not receive a final rank in their last semester but will be ranked with the subsequent May graduates.

2. Academic Excellence Award

a. The student who submits the top scoring exam or paper in a class is recognized by submission of their name to the CALI Awards Program.

- b. An election of limited grade option by the student who has the top scoring exam will not affect the issuance of this award.
- c. The following types of classes are excluded from this program: directed research, clinics, advanced clinic, co-curriculars, and externships.
- d. Faculty members are not required to identify a recipient. Only one student may be identified per class. If there is more than one section of a course, a recipient may be identified for each section.
- e. Faculty members who wish to identify more than one recipient in a class must seek the permission of the Associate Dean for Academic Affairs.

3. Dean's Honor Roll

- a. After the first year of legal study, students who qualify for the Dean's Honor Roll, will have that distinction noted on their transcripts for the pertinent semester. For first-year students, it will be indicated at the end of the first year of study and will be based on their cumulative grade point average at the end of the first year. First-year students must complete the full complement of first-year courses to be eligible for honor roll and must achieve a cumulative grade point average of 3.500 or above.
- b. To qualify for the Dean's Honor Roll, an upper-level student must have carried a full semester course load (minimum 10 credit hours) of which at least 9 credit hours were in graded courses, and have achieved a semester grade point average of 3.500 or above.
- c. Students will not be awarded Dean's Honor Roll in a semester that they have received the grade "I" for incomplete, nor will the Dean's Honor Roll be posted retroactively after a letter grade has been assigned.

3. Law School Graduation Honors

- a. Graduation honors are based on cumulative grade point average computed by including all courses taken at the Law School, and will be determined for each graduating class.
- b. To be eligible for graduation honors, a student must complete four semesters of full-time study at Ave Maria School of Law.
- c. The following graduation honors apply:
 - Cum laude*: 3.400 to 3.599; and
 - Magna cum laude*: 3.600 to 3.799; and
 - Summa cum laude*: 3.800 or higher.

H. Resolving Academic Grievances

1. Despite the well-meaning efforts of students and faculty alike, there may be times when students feel that they have been treated unjustly or that a faculty member has evaluated their work unfairly or inadequately. In such an instance, the student should first bring the grievance to the attention of the faculty member involved.
2. In the event that a student believes that the grade received in a course resulted in whole or in part from a faculty member's lack of personal integrity or professional competence, of the student must submit a petition in writing to the Dean or the Associate Dean for Academic Affairs who will review the matter.
3. If both the Dean and Associate Dean determine that the claim is without merit, they shall so notify the student and the matter is considered closed.
4. If either the Dean or Associate Dean determines that a claim of lack of integrity or competence may have merit, the Dean shall refer the matter to the entire voting faculty or an appropriate committee thereof. The faculty or the committee shall then determine whether a lack of personal integrity or professional competence influenced the grade. If the faculty or the committee so finds, they shall make appropriate provision for review of the grade.
5. The student must bring the grievance to the attention of the instructor, the Dean, or the Associate Dean for Academic Affairs within six weeks of the posting of the grade at the Law School.

PART SIX: Interpretation and Waiver of Academic Regulations

The Associate Dean for Academic Affairs shall be responsible for interpreting these academic regulations. Unless otherwise proscribed by these regulations, a student may petition the Dean or his designee for a waiver of these regulations. The decision on any such petition is final.

Revised 1/5/18

APPENDIX III

Ave Maria School of Law ***HONOR CODE AND*** ***STUDENT DISCIPLINARY PROCEDURES***

Preamble

The Ave Maria School of Law Honor Code is an integral part of the spirit of the Ave Maria community. This community consists of individuals of diverse backgrounds and experiences dedicated to a quality legal education in the context of the intellectual tradition and teachings of the Catholic Church. Central to preserving this community is the personal commitment of students, staff and administrators, and the Law School faculty to conducting themselves in a manner that reflects the highest ideals of moral virtue. To this end, students, staff and administrators, and faculty annually commit themselves to the Ave Maria School of Law Honor Code as a set of principles that each member of the Law School community must respect and adhere to.

Ave Maria School of Law Honor Code

- *I am a member of the Ave Maria School of Law. I will act honestly, temperately, chastely, and with integrity.*
- *I will guard against dishonesty of purpose and deed.*
- *I will not lie, cheat, or steal, nor tolerate those who do.*
- *I will treat all others with fairness and equality respecting their rights and human dignity.*
- *I will strive to be morally courageous and do what is right regardless of the consequences.*
- *I will take responsibility for my actions and decisions and will hold others accountable for theirs.*
- *I will hold myself to the highest standards of personal and professional conduct, and will encourage others also to do so.*
- *I will obey the law, the rules of professional conduct for lawyers, and this code. I will report to the appropriate authority all violations which I observe or of which I become aware.*
- *I will ensure that these principles guide my performance, behavior, and conduct at all times.*

Discipline Procedures

A. Duties and Prohibited Conduct

1. All students, staff and administrators, and faculty have the duty to report promptly to appropriate authority all circumstances that they believe constitute a clear violation of this code, the rules of professional responsibility, or law. Intentional breach of this duty shall be a violation of this Code.
2. All students, staff and administrators, and faculty have the duty to give testimony or relevant evidence to any alleged violations when called upon to do so. A person may only refuse to testify to avoid self-incrimination.
3. It shall be a violation of the Honor Code to engage in any of the following:
 - a. To use materials or consult with any other person in an examination, except as authorized by the faculty member involved or in research, class preparation, or any other manner expressly prohibited by a faculty member;
 - b. To submit another's work as one's own;
 - c. To incorporate and submit for academic credit substantially the same paper or other work product that he or she has prepared for another course, seminar, or co-curricular program, an employer, or any other entity or activity unless permitted pursuant to the Academic Regulations, Part Four, Section 2;
 - d. To intentionally make material misrepresentations in connection with any Law School class, program, or activity;
 - e. To misappropriate another student's, a faculty member's, or the School's notes, papers, books, tapes, or other materials;
 - f. To intentionally impede or obstruct the administrative functions of the Law School; and
 - g. To engage in any other conduct that constitutes a clear violation of the Honor Code.

B. Sex/Gender Harassment, Discrimination and Misconduct

Introduction

Members of the Ave Maria School of Law community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct

themselves in a manner that does not infringe upon the rights of others. Ave Maria School of Law believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an Ave Maria School of Law faculty or staff member's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and establish a mechanism for determining when those expectations have been violated¹.

By providing this policy we are in no way promoting premarital sex, as a Catholic institution we promote chastity before marriage, but we have an obligation to ensure the safety of our students, in order to do so we must address these issues and make it clear we have a zero tolerance policy for Sexual Discrimination, Harassment or Violence in any form. By formulating this policy we are maximizing our efforts to create a safe and thriving environment for our entire campus community.

Ave Maria School of Law's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

Ave Maria School of Law uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but Ave Maria School of Law never assumes a responding party is in violation of Ave Maria School of Law policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Title IX Coordinator

Ave Maria School of Law's Title IX Coordinator, Melissa Gamba, oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports directly to the President and Dean of Ave Maria School of Law. The Title IX Coordinator's office is #2003, located on the second floor of the Faculty and Administration Building at 707 Vineyards Blvd., Naples, FL 34119. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Ave Maria School of Law Title IX Coordinator in person, by email at mgamba@avemarialaw.edu or by regular mail.

Additionally, anonymous reports can be made by victims and/or third parties using the titleIX@avemarialaw.edu email. Note that these anonymous reports may prompt a need for the institution to investigate.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)

US Department of Health and Human Services

San Nunn Atlanta Federal

Center

61 Forsyth Street, S.W.

Atlanta, GA 30303-8909

Customer Service Hotline #: (404) 562-7886

Facsimile: (404) 562-7881

TDD#: (404) 562-7881

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the President and Dean on the second floor of Faculty and Administration Building located at 707 Vineyards Blvd., Naples, FL 34119.

Sexual Misconduct Offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. Sexual Harassment

Sexual harassment is:

- Unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any form while a member of the Ave Maria School of Law community is encouraged to report it immediately to the Title IX Coordinator. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Sufficiently severe, or
- Persistent or pervasive, and
- Objectively offensive that it:
 - Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from Ave Maria School of Law's educational, social and/or residential

programs and facilities.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations" and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is:

- Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent.

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

4. Sexual Exploitation

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;

- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Additional Applicable Definitions

- Consent:
 - Consent is clear, and knowing, and affirmative, conscious and voluntary, words or actions, that give permission for specific sexual activity.
 - Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.
 - Consent is active, not passive.
 - Silence, in and of itself, cannot be interpreted as consent.
 - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
 - In order to give consent, one must be of legal age.
 - Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
 - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
 - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.]
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex

with me or I'll hit you. Okay, don't hit me, I'll do what you want."").

- Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
 - This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

Other Misconduct Offenses (will fall under Title IX when Sex or Gender Based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Ave Maria School of Law community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
5. Bullying, defined as:
 - Repeated and/or severe
 - Aggressive behavior that is likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - That is not speech or conduct otherwise protected by the 1st Amendment.
6. Intimate Partner Violence, defined as violence or abuse between those in and intimate relationship to each other;

7. Stalking
 - Stalking 1: A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class, that is unwelcome, and would cause a reasonable person to feel fear
 - Stalking 2: Repetitive and Menacing. Pursuit, following, harassing and/or interfering with the peace and/or safety of another.
8. Any other Ave Maria School of Law policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender

Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity (subject to limitations imposed by the 1st Amendment and/or Academic Freedom). Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of Ave Maria School of Law policy.

Sanctions

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Non Academic Misconduct Policy. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student Sanctions

- Education
- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions that may be deemed reasonable according to the violation

Employee Sanctions

- Warning – Written or Verbal
- Performance Improvement Plan

- Required Counseling
- Required Training or Education
- Demotion
- Revocation of Tenure
- Termination

Sanctioning for Sexual Misconduct

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from education to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Confidentiality, Privacy and Reporting Policy

Confidentiality and Reporting of Offenses under This Policy

All Ave Maria School of Law employees (faculty and staff) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate Ave Maria School of Law officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at Ave Maria School of Law:

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with: Monsignor McGrath.

Off-campus:

- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources,
- Local or state assistance agencies,
- Other Clergy/Chaplains acting within the scope of their pastoral duties

Only the above mentioned employee, Monsignor McGrath, will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor.

Formal Reporting Options

All Ave Maria School of Law employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees. Remedial actions may result without formal Ave Maria School of Law action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, Ave Maria School of Law will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow Ave Maria School of Law to honor that request, Ave Maria School of Law will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by Ave Maria School of Law when formally reported, and to have those incident investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, these may include but not limited to: the Associate Dean for Academic Affairs, the Associate Dean for Finance, Facilities, and Student Administration, the President and Dean, and campus security personnel. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party’s rights and privacy. Additionally, anonymous reports can be made by victims and/or third parties using the email address TitleIX@avemarialaw.edu, or the reporting by phone to the Title IX

Coordinator at 239-687-5345. Note that these anonymous reports may prompt a need for the institution to investigate.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

Melissa Gamba
Title IX Coordinator
Faculty and Administration Building
707 Vineyards Blvd. Office 2003
Naples, FL 34119
239-687-5345
mgamba@avemarialaw.edu

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of Ave Maria School of Law policy and can be subject to disciplinary action for failure to comply with Ave Maria School of Law policies.

Additional Policy Provisions

1. Attempted violations

In most circumstances, Ave Maria School of Law will treat attempts to commit any of the violations listed in the *Sex/Gender Harassment, Discrimination and Misconduct Policy* as if those attempts had been completed.

2. False Reports

Ave Maria School of Law will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

3. Amnesty for Victims and Witnesses

The Ave Maria School of Law community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to Ave Maria School of Law officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to Ave Maria School of Law officials, and that witnesses come forward to share what they know. To encourage reporting, Ave Maria School of Law pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Title IX Coordinator).

Ave Maria School of Law pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, Ave Maria School of Law will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Ave Maria School of Law reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. Ave Maria School of Law may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, Ave Maria School of Law will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. Ave Maria School of Law also reserves the right to designate which Ave Maria School of Law officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

Questions and Answers

Here are some of the most commonly asked questions regarding Ave Maria School of Law's sexual misconduct policy and procedures.

Does information about a report remain private?

The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with Ave Maria School of Law's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Ave Maria School of Law will not disseminate information and/or written materials to persons not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by Ave Maria School of Law, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain Ave Maria School of Law administrators are informed of the outcome within the bounds of student privacy (e.g., the President and Dean of Ave Maria School of Law, Associate Dean for Academic Affairs, and Associate Dean for Finance, Facilities, and Student Administration and security personnel). If there is a report of an act of alleged sexual misconduct and there is evidence that a felony has occurred, local police will be notified. This does not

mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an “Annual Security Report” of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them. Whether you are the reporting party or the responding party, Ave Maria School of Law’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. Ave Maria School of Law officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an individual has signed the permission form at registration which allows such communication].

Will the responding party know my identity?

Yes, if Ave Maria School of Law determines there is reasonable cause to believe a violation has occurred and investigates the matter. The responding party has the right to know the identity of the reporting party. If there is a hearing, Ave Maria School of Law does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

Do I have to name the responding party?

Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party, but doing so may limit the institution’s ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the reporting party. You may immediately want to contact someone who can act as your advisor or advocate; anyone may serve as your advisor or advocate. You may also contact the Title IX Coordinator, which can explain Ave Maria School of Law’s procedures for addressing sexual misconduct reports. You may also want to talk to seek other community assistance. See below regarding legal representation.

Will I (as a victim) have to pay for counseling/or medical care?

If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the District Attorney’s (Prosecutor’s) office. You may want to retain an attorney if you are considering filing a civil action or are

the responding party. The responding party may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding. Both the responding party and the reporting party may also use an attorney as their advisor or advocate during the campus' resolution process. Attorneys are subject to the same restrictions as other advisors [or advocates] and may not speak on behalf of the claimant or respondent, but may privately advise them before and after the resolution process, and during any breaks that may occur during the process.

How is a report of sexual misconduct decided?

Ave Maria School of Law investigates allegations of sex/gender based harassment, discrimination or misconduct to determine whether there is evidence to indicate a policy violation is "more likely than not." This standard, called the preponderance of the evidence, corresponds to an amount of evidence indicating a policy violation is more than 50% likely.

What about changing residence hall rooms?

You may request a room change if you want to move. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you prefer that the responding party be moved to another residence hall, that request will be evaluated by the Title IX Coordinator to determine if it can be honored. Other assistance and modifications available to you might include:

- Assistance from Ave Maria School of Law support staff in completing a room relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Help with finding an off-campus residential alternative;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance;
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Escorts to and from campus locations;
- Assistance finding off-campus counseling assistance;
- Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer

you). If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern and Ave Maria School of Law does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. Ave Maria School of Law provides amnesty from any consequences for minor policy violations that occur during or come to light as the result of a victim's report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct resolution?

The use of alcohol and/or drugs by either party will not diminish the responding party's responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party's memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Title IX Coordinator.

C. Other Prohibited Harassment

1. **Policy.** The Law School prohibits harassment by all faculty, administrators, staff, and students. By creating an atmosphere of intimidation, hostility and fear, discriminatory harassment substantially interferes with the accomplishment of the educational, scholarly and research purposes of the Law School. Harassment is a violation of the law, Law School policy and the Church's teachings. The Law School is committed to maintaining an environment in which the dignity of all persons is fully respected. To these ends, the following harassment policy has been adopted.

2. **Definition.** For purposes of this policy harassment is defined as any physical conduct intentionally inflicting injury on the person or property of another or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any Law School activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

3. **Reporting Alleged Harassment.** Any incident of discriminatory harassment by a faculty member, staff member, student or administrator toward any other student, faculty member, staff member or administration that the complainant cannot or does not desire to resolve directly with the alleged harasser should be reported to the administrator(s) designated for those purposes. At this initial discussion, the designated administrator will explain the complainant's options and available procedures. As one of those options, the administrator may suggest an attempted resolution of the matter with the alleged harasser. If the attempted resolution fails, or the matter does not appear to be a proper subject for informal resolution, and the complainant decides to file a complaint, the designated administrator will initiate an investigation of the complainant's allegations. If the designated administrator is unavailable or the student believes that it would be inappropriate to contact that person, the student should contact another assistant dean, associate dean, or director. Any faculty, staff, or administrator who becomes aware of possible sexual or other harassment must immediately advise the designated administrator.

4. Investigations and Disposition

a. All reports of harassment will be quickly and discreetly investigated by the designated administrator(s) or two faculty members or administrators appointed by him. To the extent possible, the confidentiality of the complainant and any witnesses will be protected. The investigation may involve interviews and/or written statements from the complainant, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the

alleged harasser will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations and will be afforded a full opportunity to respond to the allegations. When the investigation is completed, the complainant will be informed of the outcome.

b. If the allegation is against another student, and the investigation indicates that there is probable cause to believe that student engaged in unlawful harassment, the allegation will be disposed of pursuant to the disciplinary procedures in Section F below concerning non-academic misconduct.

c. If the allegation is against a member of the faculty, staff, or administration, the allegation will be processed pursuant to the Ave Maria Foundation Employee Handbook and the Ave Maria School of Law Faculty Handbook as appropriate.

D. Alcohol and Drug Use and Abuse

1. **Policy.** It is Ave Maria School of Law's desire to provide a drug-free, healthy and safe learning environment. To this end, no student may use, possess, distribute, sell, or be under the influence of illegal drugs. Use of illegal drugs or alcohol prior to reporting for school that interferes with a faculty or staff member's work performance is also prohibited. Alcohol use is permitted in the Law School only during official Law School events or activities sponsored by approved student sponsored organizations with the permission of the Associate Dean for Admissions and Student Engagement. In the event alcohol is served during such events, it is expected that students will conduct themselves in a responsible and professional manner.

2. **Non-Smoking Policy.** Because smoking creates substantial health risks for smokers and, potentially, to non-smokers, the Ave Maria School of Law prohibits smoking in all indoor areas of the Law School, including faculty offices and the faculty lounge. Smoking areas are provided outside the buildings.

3. **Violations.** Any violations of this policy by a student shall be referred to the Associate Dean for Academic Affairs. Any alleged violation of this policy will be disposed of pursuant to the disciplinary procedures of this handbook.

E. Disciplinary Procedures for Academic Misconduct

1. Jurisdiction

a. Misconduct by a student may either relate to academic misconduct or other forms of misconduct. Academic misconduct may relate to a specific course or to academic work in general. For non-academic misconduct see section F below.

b. To form an academic culture of honesty, integrity, and fidelity to the mission of Ave Maria School of Law, and the highest standards of professional conduct, the Dean by express grant and the students of the Law School by common consent have delegated jurisdiction to an Honor Board to receive investigations, conduct hearings, and impose sanctions in regard to any and all suspected Honor Code violations involving academic misconduct. The Honor Board shall be composed of five members (three third-year

students and two second-year students) selected by election of the student body on an annual basis.

c. Nothing in the preceding paragraph shall be construed to derogate from the primary jurisdiction that may be exercised by an instructor in regard to suspected academic misconduct by a student in a specific class taught by the instructor.

(1) If the misconduct involves performance in a specific course and is discovered by the instructor of the course, the instructor may address such conduct himself or herself or refer the matter to the Associate Dean for Academic Affairs, who may refer the matter to the Honor Board. If the instructor chooses to address the matter himself or herself, he or she shall meet with the student and conduct such further investigation as the instructor deems appropriate. The instructor shall consult with the Associate Dean for Academic Affairs regarding the facts of the matter and the appropriate sanction, if any, to be imposed before final action is taken.

(2) If the instructor retains primary jurisdiction and determines that a sanction is called for, the instructor may issue an oral reprimand, place a written reprimand in the student's Law School file, reduce a grade, adjust credit, and/or require additional work. The instructor shall also make a written report of the matter to the Associate Dean for Academic Affairs. The proposed sanction shall be imposed unless a written request from the student for review by the Associate Dean and the Honor Board is delivered to the Associate Dean for Academic Affairs within two school days after the date on which the instructor announces the decision to the student.

(3) If the instructor or the Associate Dean determines that the violation constitutes a substantial breach of the Honor Code or otherwise warrants a sanction beyond the authority of the instructor to impose, the Associate Dean shall notify the Honor Code Committee who shall commence an impartial two-person faculty investigation pursuant to paragraph 3 below.

d. In the following situations, the academic misconduct will be handled by the Honor Board, not the instructor, and the Honor Board shall commence an investigation pursuant to paragraph 3 below:

- (1) the instructor gave the suspected violation to the Associate Dean for Academic Affairs, who may give it to the Honor Board pursuant to paragraph 1.c.;
- (2) the suspected violation did not involve performance in a single class;
- (3) the suspected violation is perceived by the instructor and the Associate Dean for Academic Affairs as constituting a substantial breach of the Honor Code or otherwise warranting sanction beyond the instructor's authority to impose;
- (4) the student requests further review of the instructor's decision; or
- (5) the suspected violation is reported pursuant to paragraph 2 below.

2. Reporting

a. All law students have the duty to report promptly all circumstances that they believe constitute an academic violation of the Ave Maria School of Law Honor Code.

- b. A suspected academic violation of the Honor Code must be reported as soon as possible, but no later than one week after the alleged violation or its discovery.
- c. The method of reporting is by a signed writing. Forms to be filled out are available from the Associate Dean for Academic Affairs. After the report describing the alleged violation has been completed, one copy will be distributed to the Chair of the Ave Maria School of Law Honor Board and the other to the Associate Dean for Academic Affairs. The student reporting the incident will also retain a copy of the report.
- d. Failure to promptly report will not constitute a violation of substantive or procedural rights.

3. Investigation

- a. Within a reasonable period after receiving the report, two Honor Code Committee faculty members will conduct an investigation into the facts of the incident. The purpose of the investigation is to determine if there is probable cause to believe that a violation has occurred.
- b. Any Honor Board or Honor Code Committee member may recuse himself or herself from the case due to a substantial conflict of interest.
- c. The Honor Code Committee members conducting the investigation will begin by speaking with the complainant. If the complainant has an accusation that falls within the Honor Board's jurisdiction, i.e., an academic violation, the investigators will then proceed to speak with the accused. When they do so, the investigators will inform the accused of the charge against him or her as well as the identity of the complainant. If the accused knows of anyone who might corroborate his or her story, he or she should so inform the investigators, as they may be potential witnesses in the hearing.
- d. The investigators will also speak with any other individual who may have witnessed or have knowledge of the alleged violation, including students, staff, faculty or administrative personnel of Ave Maria School of Law.
- e. The accused may not have any *ex parte* contacts with members of the Honor Board or the Honor Code Committee during an investigation or during an Honor Board proceeding with respect to matters relevant to the investigation and/or the board proceeding. *Ex parte* contacts may constitute non-academic misconduct, subject to sanctions set forth elsewhere in this Student Handbook. All persons involved will be instructed to keep the matter confidential.
- f. If at least one of the two Honor Code Committee faculty members conducting the investigation determines there is probable cause that an Honor Code violation has occurred, the investigators will send a report and recommendation to the Associate Dean for Academic Affairs directing that he or she notify the Honor Board to set a hearing date. The hearing shall be within two weeks, but no earlier than one week, after the conclusion of the investigation. This time-frame will be tolled during academic breaks

and study and examination periods, and due to any other extraordinary circumstances made known to the Honor Board.

g. If both Honor Code Committee faculty members conducting the investigation find no probable cause, they will send a report and recommendation to the Associate Dean for Academic Affairs directing him or her that no hearing be set and that the charges against the accused be dropped.

h. Failure to promptly investigate does not constitute a violation of substantive or procedural rights.

4. Hearing

a. The accused is presumed innocent until having been found to have violated the Honor Code.

b. The Honor Board shall convene the hearing in a manner and location to ensure the confidentiality of all parties involved.

c. The hearing should be recorded in audio or video form; in any event, a record of the hearing will be made.

d. The accused may bring only one person, who shall be an Ave Maria School of Law student of his or her choice, for the purposes of advocacy or emotional support. The accused is not permitted to bring any other person into the hearing.

e. At the commencement of the testimony of the accused, the complainant, and all other witnesses, the following oath shall be administered: "Do you swear that the testimony you are about to give is the truth, the whole truth, and nothing but the truth, so help you God?"

f. During the course of the hearing, the following procedures will be observed:

(1) The Honor Board will commence the hearing by requesting an opening statement from the two Honor Board investigators summarizing the nature of the alleged violation.

(2) The complainant shall state all relevant details of the accusation and answer any questions from the Honor Board. The accused and/or his or her student advocate will have the opportunity to cross-examine the complainant.

(3) The members of the Honor Board may then call witnesses at their discretion. This may include, but not be limited to, students, staff, faculty, or administrative personnel of Ave Maria School of Law who may have witnessed or have direct knowledge of the alleged violation.

(4) The accused may present all relevant evidence in his or her defense, including offering his or her own testimony and calling additional witnesses who have direct knowledge of the incident. The Honor Board shall have an opportunity to question the accused and his or her witnesses. The Honor Board will also determine whether witnesses that the accused calls possess direct knowledge of the incident, and, if the

Honor Board determines that a witness does not possess direct knowledge, the witness's testimony will not be considered.

(5) On the merits, the accused may introduce relevant documentary character evidence pertaining to the accused, provided such evidence was not prepared in anticipation of the matter under investigation. If such evidence is received, investigators may introduce in rebuttal relevant documentary character evidence pertaining to the accused provided it was not prepared in anticipation of the matter under investigation. No other character evidence may be presented on the merits. Should the Honor Board process or sanction be appealed, the accused may introduce documentary evidence pertaining to the accused's character without limitation.

(6) The Honor Board is permitted to consult with the Associate Dean for Academic Affairs regarding any procedural issues or questions that arise, which it may do at any time throughout the entire disciplinary process.

g. The Honor Board is not bound by the formal rules of evidence. Evidence may be admitted by the members of the Honor Board based on relevance and fairness.

h. In order for an accused to be found to have committed an Honor Code violation, the Honor Board must be convinced by clear and convincing evidence and reach a majority finding.

i. An administrative record consisting of the complaint, a written report of the investigation, the record of the hearing including an audio or video recording if any, and the judgment will be kept by the Associate Dean for Academic Affairs for a period of five years.

j. Having been not found to have committed an Honor Code violation, the accused's personal Law School record will limit reference to the allegations and subsequent proceeding consistent with the law or other requirements.

k. Failure to properly follow the hearing procedures will not constitute a violation of substantive or procedural rights.

5. Sanctions

a. If the accused is found to have committed an Honor Code violation, the Honor Board shall make recommendations of appropriate sanctions to the Dean, taking into consideration extenuating and mitigating circumstances. The sanctions recommended shall be determined by a majority vote of the Honor Board.

b. The possible sanctions include, but are not limited to the following options:

- (1) Deduction of points from a particular project.
- (2) Reduction of the student's final class grade.
- (3) A failing grade on the paper, project, or exam.
- (4) A failing grade in the course.
- (5) A written reprimand.
- (6) Suspension from the Law School for a fixed period of time.

(7) Expulsion from the Law School.

- c. In all cases in which the accused is found to have committed an Honor Code violation, a written report of the proceedings and the sanction shall be placed in the student's personal Law School record.
- d. The Chair of the Honor Board shall provide written notice to the accused, the Associate Dean for Academic Affairs, and to the Dean of the outcome of the hearing. Decisions of the Honor Board shall be delivered in writing within 72 hours of the end of the hearing.
- e. Found violations and the accompanying sanctions may be published to the Law School community as appropriate after 15 days in the case of no appeal and after the final adjudication in the case of an appeal.
- f. Failure to promptly determine and report the sanction will not constitute a violation of substantive or procedural rights.

6. Appeal

- a. An accused who is found to have committed an Honor Code violation may appeal the finding or the sanction recommended to the Dean in writing within 15 days of notification of a finding of an Honor Code violation.
- b. The Dean may overturn the finding, impose a sanction if one is not recommended, or change the sanction upon a finding that the Honor Board has abused its discretion. If the finding is changed because the Honor Board abused its discretion, the Dean shall set forth in writing the grounds upon which he determined that the Honor Board has abused its discretion.
- c. The Dean may also reduce the sanction as a matter of clemency or increase the sanction at his discretion.

F. Disciplinary Procedures for Non-Academic Misconduct

1. Preliminary Inquiry and Disposition

- a. If the matter involves other than academic misconduct, the Associate Dean for Academic Affairs shall perform an initial assessment of the potential misconduct to determine whether there is sufficient cause to merit further investigation. If the matter involves both academic and non-academic misconduct, the Associate Dean will determine whether the matter will fall under disciplinary procedures for academic or non-academic misconduct. If the matter is addressed as non-academic misconduct, the range of sanctions will include those available under academic misconduct.
- b. In conducting this assessment, the Associate Dean for Academic Affairs may interview witnesses, including those who may have engaged in misconduct, and obtain and review other information.

- c. If the Associate Dean finds there is merit to proceed, he or she will communicate with the student and offer the student the option to either refer the matter to a Conduct Review Committee (CRC) or have the outcome determined by the Associate Dean. If the student elects to have the outcome determined by the Associate Dean, the Associate Dean will conduct any necessary investigation and make a decision.
- d. The Associate Dean may order restitution or community service, impose probation with specified conditions, issue a written reprimand, impose suspension for a specific period of time or until the occurrence of specified conditions, expel, or create any other sanction appropriate to the nature and gravity of the conduct. The Associate Dean shall notify the student in writing of the proposed sanction.
- e. A student who wishes to contest the findings or sanction of the Associate Dean for Academic Affairs may request review either by the Dean or by a CRC. The Dean is not obliged to undertake the review, but may refer the matter to a CRC. The sanction shall be imposed unless such request for review is delivered in writing to the Dean within two school days after the date on which the Associate Dean announces his or her decision to the student.
- f. Upon receipt of a request for review, the Dean or CRC convened by the Dean shall set a time for a hearing on the matter that shall be within 10 days of the request unless some other time is agreed to by the Dean or CRC and the student.

2. Conduct Review Committee (CRC) Hearing

- a. In convening a CRC, the Dean appoints three faculty members or two faculty members and an assistant or associate dean. If the Dean or the accused student wishes, the Dean shall also appoint a student to serve on the CRC instead of one of the faculty members. The accused student may challenge for cause any of the CRC members appointed by the Dean. Challenges for cause are addressed to the Dean, who determines their validity in his or her sole discretion. The Dean will replace any successfully challenged member. Replacement members may also be challenged for cause.
- b. Before the CRC hearing, the accused is entitled to a reasonably specific written statement of the charges and to reasonable time for preparation.
- c. Before a full hearing is held, the CRC may conduct a preliminary conference involving the student and the faculty member or administrator most familiar with case. The preliminary conference will not involve the presentation of evidence, but only a discussion of the allegations and issues. An informal agreement may be reached with the student as to the facts and recommended sanctions, if any. If agreement is reached, the CRC shall report the matter to the Dean for further handling. If no such agreement is reached, the CRC shall proceed to a full hearing.
- d. The hearing shall be held in private. The CRC chairman conducts the hearing, subject to direction of a majority of the CRC. A person appointed by the Dean presents the case to the CRC. The accused is entitled to the presence of counsel or an adviser and may call witnesses and question witnesses heard by the CRC. The hearing should

ordinarily be electronically recorded. Trial rules of evidence are not applicable and the accused has no privilege against the drawing of adverse inferences from failure to cooperate in the investigation or hearing. The hearing shall generally proceed in the following order:

- (1) Evidence in support of the allegation;
- (2) Evidence in rebuttal;
- (3) Argument on findings;
- (4) Decision as to whether the accused student has committed the alleged misconduct;
- (5) If appropriate, evidence in aggravation and mitigation and extenuation;
- (6) Arguments on sanction; and
- (7) Decision on recommended sanction.

e. The CRC shall decide the guilt or innocence of the student. The standard for determining guilt is clear and convincing evidence satisfactory to the majority of the CRC members.

f. The CRC may consider the student's past behavior in determining the truth of the allegations at the hearing and appropriate sanctions, but must treat such evidence of past conduct with caution.

g. The CRC may recommend a sanction described in paragraph 3.c. below or any other sanction appropriate to the nature and severity of the misconduct. Any such recommendation must be supported by a majority vote of the CRC.

h. Though the CRC may render its findings and conclusions orally, they should be promptly reduced to writing and reported to the Dean. Recommendations of the CRC regarding sanctions shall be considered by, but are not binding upon, the Dean.

3. Dean's Decision

a. If the matter is to be considered by the Dean upon appeal by the student, the Dean will confer with the student, consult other persons as determined by the Dean, determine the guilt or innocence of the student and the sanction, if any.

b. If the matter has been heard by a CRC, the Dean will review the report of the CRC, including any recommendations for sanction, confer with the student, consult other persons as determined by the Dean, and determine the sanction, if any.

c. The Dean may order restitution or community service, impose probation with specified conditions, issue a written reprimand, impose suspension for a specific period of time or until the occurrence of specified conditions, expel, or create any other sanction appropriate to the nature and gravity of the conduct.

d. The Dean's decision may be given to the student orally, but should also be promptly reduced to writing and given to the student and placed in the student's Law School file. The Dean's decision shall be final.

Updated 1/5/18

APPENDIX IV

Ave Maria School of Law ***STUDENT COMPUTER USAGE POLICY***

August 1, 2013

Ave Maria School of Law is committed to free and open inquiry and discussion, fair allocation of Law School resources, and the provision of a working environment free of needless disruption. Its technological and information resources are used to enhance communication and its mission of teaching, research, serving the common good, and building a community, and are to be accessed and utilized in an ethical manner. All users of technological and information resources are to adhere to high moral, legal, and professional standards, and are expected to support the mission, and act in the best interests of Ave Maria School of Law.

All members of the Ave Maria School of Law community are subject to the following policies, procedures, and security controls.

Internet/Intranet/Extranet-related systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and FTP, are the property of Ave Maria School of Law (AMSL). These systems are to be used for business purposes in serving the interests of AMSL, and our students in the course of normal operations.

Effective security is a team effort involving the participation and support of every AMSL student. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment and software used at AMSL. These rules are in place to protect students and AMSL. Inappropriate use exposes AMSL to risks including virus attacks, compromise of network systems and services, and legal issues.

STUDENT USE AND OWNERSHIP

- Students are responsible for exercising good judgment regarding the reasonableness of personal computer or social media use. In the absence of a specific policy, students should consult IT personnel or Senior Administrators.
- While AMSL's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the School's systems remain the property of AMSL. Because of the need to protect AMSL's network, management

cannot guarantee the confidentiality of information stored on any network device belonging to AMSL.

- Students may not use a password, access an unauthorized file, log into the website, or retrieve any stored communication without authorization. For security and network maintenance purposes only, authorized individuals within AMSL may monitor equipment, systems and network traffic at any time. Individuals are responsible for monitoring access on their accounts and for regularly changing access codes. If access codes become compromised, individuals must change them immediately.
- AMSL reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. This includes the right to access and to disclose the contents of an individual's electronic data, software, and communications files. But, AMSL will only do so, after obtaining the proper approvals, only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the Law School's commitment to honor the individual's privacy. Such grounds might include: (a) maintaining system integrity (*i.e.*, tracking viruses); (b) protecting system security; (c) investigating indications of impropriety; (d) protecting the Law School's property rights; and (e) meeting legal obligations (*i.e.*, subpoenas).

SECURITY AND PROPRIETARY INFORMATION

The Law School, in accordance with state and federal law and the policies of the Board of Governors, may control access to its information and the devices on which it is stored, manipulated, and transmitted. For purposes of this Policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by others. Ave Maria School of Law recognizes that individuals have a substantial interest in and a reasonable expectation of privacy. Accordingly, Ave Maria respects the privacy rights of all members of the Law School community. Students should take all necessary steps to prevent unauthorized access to their own confidential information.

- Keep passwords secure and do not share accounts. Passwords must be changed according to accepted AMSL policy.
- Secure your laptop, tablet, or other device with credentials and secure account log-in protocols requiring a name and password in order to access the device.
- Consider other Best Practices such as encrypting passwords, confidential information, and log-in information. Add a disclaimer stating that opinions expressed are strictly your own when you post to a newsgroup, blog group, or other social media group. Use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- All students are required to use continually executing approved virus-scanning software with a current virus database.

Acceptable/Unacceptable Use

Use that falls within the General Use and Ownership policies above are deemed acceptable use. If a student has a question concerning whether an activity, system use, or network use is an acceptable use, they should consult with a member of IT or with a Senior Administrator.

The following activities are, in general, prohibited. Under no circumstances is a student authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AMSL owned resources.

The following lists are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by AMSL.
- Unauthorized copying or copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which AMSL or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using an AMSL computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment laws.
- Making fraudulent offers of products, items, or services originating from any AMSL account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification is made to AMSL.
- Executing any form of network monitoring which will intercept data not intended for the student.
- Circumventing user authentication or security of any network host or account.
- Interfering with or denying service to any user.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Individuals are not allowed to “personalize” Law School computer lab computers or loaner laptops via unauthorized software installation, changing screensavers and desktop wallpaper, and the like.
- The use of Law School technological resources, including the network, for a revenue generating activity that benefits an individual is strictly prohibited. Examples include but

are not limited to consulting for pay, starting a business, or advertising or selling goods or services for profit and/or personal gain.

Email and Communications Activities

As with other forms of communication, the content and delivery of e-mail messages should conform to Law School community standards of decency and respect. The document entitled “E-Mail Etiquette” following this Policy includes rules of appropriate e-mail communication. E-mail messages containing offensive, obscene, abusive or inflammatory language will be addressed as indicated by other parts of this Policy.

The determination of what is obscene, offensive, intolerant, or what constitutes unacceptable content is within the sole discretion of the Law School. A student who is subjected to e-mail or Internet transmissions involving improper language, jokes, or harassing behavior should report the activity immediately to the Title IX Officer or the Dean.

Ave Maria School of Law distribution lists exist so that Law School personnel can distribute messages, announcements, and other information related to the administration of the Law School or a class. Each student organization may select an individual from their organization to be granted access to distribution lists from which students are normally restricted. The name of this individual should be provided to the Chief Information Officer. This access may only be used to distribute notice of that organization’s meetings, events, and service projects. Violations may result in a loss of access to those lists or other disciplinary action. Individuals not authorized to post to a particular list who wish to do so may direct their request to the Associate Dean for Admissions and Student Engagement and should include subject line, message text, and audience.

The Law School recognizes that community members have a desire to communicate notices concerning events, meetings, celebrations, prayer requests, books and other items wanted or for sale, and other similar types of notices. Announcements should be posted to the Community Announcements section of the Events and Announcements section of the Law School portal. Submissions to Community Announcements are reviewed prior to publication.

The following are examples of communication activities that are prohibited:

- Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or texting, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of e-mail for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.
- Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.
- Use of unsolicited email originating from within AMSL’s networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by AMSL or connected via AMSL’s network.
- Posting the same or similar non-business-related messages to large numbers of social media groups.

- Students, either individually or as representatives of a student organization must first apply to the Associate Dean for Student Affairs for approval to create a public folder.

Blogging and Tweeting or Use of Other Social Media Outlets

Blogging, tweeting, and other social media statements made by students, whether using AMSL's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Social media messaging should be done in a professional and responsible manner.

- All forms of social media emanating from AMSL's systems are subject to monitoring.
- Students may not attribute personal statements, opinions or beliefs to AMSL when engaged in social media use. Students assume any and all risk associated with social media use.
- Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, AMSL's trademarks, logos and other AMSL intellectual property may also not be used in connection with any social media activity.

Enforcement and Sanctions

- The Chief Information Officer is responsible for protecting the integrity of the Law School's technological and information resources and student users from abuses of this policy. If violations are suspected, the Chief Information Officer will (a) formally or informally discuss the matter with the offending party, (b) revoke or modify, temporarily or permanently, access privileges, or (c) refer the matter to the Title IX Officer, the Associate Dean for Academic Affairs, or the Dean of the Law School, as appropriate.
- Suspected or known violations of this policy or state or federal law should be confidentially reported to the Chief Information Officer who will consult the Associate Dean for Academic Affairs to determine if a violation of the Student Honor Code or disciplinary procedures has occurred. Where appropriate, the matter may also be referred to law enforcement agencies or other legal action may be taken.
- The Law School will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any student who engages in any kind of computer or network systems misuse as described in this policy may be subject to disciplinary action, including the loss of computer privileges and/or dismissal from the Law School, and to criminal prosecution under the applicable state and/or federal laws. Whenever the Law School deems it appropriate, restitution may be sought for any financial losses sustained by Ave Maria School of Law, or by others, as a direct result of the misuse.

E-Mail Etiquette

SENDING

- Think carefully before pressing the SEND button. Assume that any message you send is permanent as emails cannot be retracted
- Think about the level of formality you put in a message.
- Identify yourself and your affiliations clearly.
- Target your audiences carefully when you broadcast information.
- When writing your message keep your intended audience in mind. Your intended audience will often influence your choice of language and style
- Keep the list of recipients and CC:'s to a minimum.
- Stick to the subject of your message.

RESPONDING

- THINK before you write. Carefully compose your response.
- Be sure that any e-mail message to which you respond was directed to you. You might have been "CC:ed" and may not be the primary recipient.
- If you receive a message intended for another person, don't just ignore it; forward it with a short explanation.
- Avoid flaming -- i.e., publicly lashing out with extreme emotion at another person either in an e-mail message or discussion group. It can generate ill feelings and can affect work productivity.
- If a message generates emotion, read it again; reassess the message.
- Assume the good intentions and competence of the sender.
- Separate opinion from non-opinion while reading a message, so you can respond appropriately.
- When communication seems tense or unclear, consider alternative media to clearly communicate information and intentions; break the cycle of send and respond--pick up the phone.
- Be concise in your messages; avoid irrelevancies.
- When you are wrong, promptly admit it. If you have regrettably issued an impulsive response, folks are often more forgiving if you recognize this shortcoming.

CONTENT/FORM

- Get to the point quickly! The most important statements should appear in the first paragraph. Details can follow in subsequent paragraphs.
- Think through what you want to say and write it as succinctly as possible.
- Create single subject messages whenever possible. For example, if you have three separate items to cover, use short messages. This allows each message to be filed, retrieved and forwarded separately according to content.
- Good descriptive subject lines allow easy scanning for message content in mailboxes. Replies can then be tailored to the specific content in the message.

- Take the time to proof read and use spell check!
- Good hook or subject lines get attention. Start with a strong subject line that identifies the message content. This enables the user to file and later retrieve the message quickly.
- Capitalize words only to highlight an important point or distinguish a title or heading. Capitalizing whole words that are not titles is generally termed as SHOUTING!
- Use an *asterisk* around a word to emphasize a point.
- Make use of bullets and short paragraphs whenever possible. The more succinct you are the more likely your message will be read, understood, and acted upon.

ETC.

- Electronic mail is about communication with other people. Read through your message more than once before sending it. Ask yourself what your reaction might be if you received your own message.
- E-mail messages are permanent. Even though you may delete the message from your computer to free up storage space, the message may be retrieved from the system by computer experts.
- Do not use the academic networks for commercial or proprietary work.
- Never abuse e-mail technology by engaging in sexual, racial, or other harassment that violates civil rights laws.
- Delete unwanted messages immediately since they take up disk storage.
- Keep messages remaining in your electronic mailboxes to a minimum.
- It is considered extremely rude to forward personal email to listservs or other groups without the author's knowledge and permission.
- Attach return receipt on messages only when necessary. It can be annoying and may be considered an invasion of privacy. Try requesting acknowledgement of your message in the closing sentence of your email sentence.

APPENDIX V

Ave Maria School of Law ***FAMILY EDUCATIONAL RIGHTS*** ***AND PRIVACY ACT POLICY***

The federal Family Educational Rights and Privacy Act of 1974 (FERPA) controls the confidentiality of, and access to, student educational records. Students can obtain a copy of the Law School's detailed policy relating to student educational record from the Office of the Registrar or from the Associate Dean for Student Affairs.

A student may review his or her educational records, which include any record (in handwriting, print, tapes, film, electronic or other medium) maintained by the Law School. Educational records do not include:

1. A personal record kept by a faculty or administrative staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records which are created and maintained by Law School Security for law enforcement purposes.
4. Client records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity and which are used only in connection with the treatment of a student and which are disclosed only to individuals providing that treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the Law School and which do not relate to the person as a student.

A student may not review the following records:

1. Financial statements submitted by the parent(s)/guardian or spouse. Such documents are not considered to be part of the student's educational records and can only be accessed with written consent of the parent(s)/guardian or spouse.
2. Letters and statements of recommendation for which the student has waived his/her right of access, or which were placed in the file before the student matriculated at the Law School.
3. Records connected with an application to attend Ave Maria School of Law, if that application was denied.
4. Educational records containing information about more than one student. The Law School will allow review only those portions of the record that pertain to the student seeking to review the record.

Students may inspect and review their educational records upon request to the Office of the Registrar. An official records review request form can be obtained from the Registrar. Students should be prepared to present proper identification (photo I.D.) when submitting the records review request form.

Records will be made available for review and inspection within 45 days from the date of the student's request. Students will be free to make notes, but they will not be permitted to remove any records. Although the Law School routinely does not provide copies, students may obtain copies at a cost of 50¢ per page. Copies will not be made available under the following circumstances:

1. If the student has an unpaid obligation to the Law School;
2. If there is any unresolved disciplinary action against the student; or
3. If there is any unresolved academic action against the student.

Personally identifiable information from the education of a student will not be disclosed by the Law School without the prior written consent of the student. However, the Law School may disclose information without the prior written consent of the student in the following circumstances:

1. To Law School officials with a legitimate educational interest in the records.
2. To officials of another school, at the request of those officials, in which a student seeks or intends to enroll.
3. To certain officials in the U.S. Department of Education, the U.S. Comptroller General, the Department of Homeland Security, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid and conditions of the aid.
5. If disclosure is required by certain state laws relating to the juvenile justice system.
6. To organizations conducting certain studies for or on behalf of the Law School.
7. To accrediting organizations to carry out their functions.
8. To parents of a student who claim the student as a dependent for income tax purposes. A certified copy of the parent's most recent Federal Income Tax Form may be required to verify dependency.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To an alleged victim of any crime or violence, the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

The following information has been determined by the Law School to be public, "directory information" – each student's name, address, telephone number, e-mail address, date and place of birth, major field of study, expected date of graduation, dates of attendance, degrees and awards received, photograph, digital photo image, most recent school attended, and participation in officially recognized activities.

Directory information may be released on request unless a student specifically requests, in writing, that it be withheld. The request must be submitted annually to the Registrar within one week of the first day of classes each academic year. Requests for directory information for

profit-making purposes will not be honored. Further information on the FERPA Act may be obtained from the Registrar.

Students have the right to request the correction of records they believe are inaccurate, misleading, or in violation of their privacy rights. Details of the procedures for requesting corrections to educational records may be obtained from the Office of the Registrar or the Associate Dean of Students.

FERPA Notification of Rights

In accordance with the federal Family Educational Rights and Privacy Act (FERPA), Ave Maria School of Law has established the following policy regarding student rights with respect to their educational records:

Every student at Ave Maria School of Law has the right to:

1. Inspect and review his/her educational records within 45 days of the day the Law School receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.

2. Request an amendment of his/her educational records that the student believes are inaccurate or misleading.

Students should write the School official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the Law School decides not to amend the record as requested by the student, the Law School will notify the student of the decision and advise the student of his or her right to a hearing.

3. The right to a formal hearing after denial of the amendment request.
4. The right to have some control over the disclosure of information from educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the Law School in administrative, supervisory, academic research, or support staff positions. A School official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ave Maria School of Law to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

APPENDIX VI

Ave Maria School of Law

Academic Calendar 2017-2018

Fall Semester 2017

August 8	New Student Check-in
August 9-12	LegalCASE Program (required for all 1Ls) and Orientation
August 14	1L Doctrinal and Upperlevel Classes Begin
August 15	Feast of the Assumption (No Classes)
September 4	Labor Day (No Classes)
September 25-29	Interim Assessments
November 1	All Saint's Day (No Classes)
November 22	Classes End
November 23-24	Thanksgiving Break
November 25-27	Study Period
November 28	Examinations Begin
December 8	Feast of the Immaculate Conception (No Exams)
December 12	Examinations End

Winter Intersession 2017

December 13	Classes Begin
January 2	Classes End
January 3	Study Day
January 4-5	Exams

Spring Semester 2018

January 8	Classes Begin
January 15	Martin Luther King, Jr. Day (No Classes)
February 19-23	Interim Assessments
February 26-March 2	Midterm Break
March 28	Classes Meet on Monday Schedule
March 29-April 2	Easter Break (No Classes)
April 3	Classes Meet on Friday Schedule
April 26	Classes End
April 27-29	Study Period
April 30-May 11	Examination Period
May 12	Commencement

Summer Semester 2018

May 18	New Student Check-in and Orientation
May 21	Classes Begin
May 28	Memorial Day (No Classes)
July 4	Independence Day (No Classes)
July 26	Classes End
July 27-29	Study Period
July 30-August 1	Examination Period

This Calendar is subject to change without notice.

APPENDIX VII

Ave Maria School of Law ***COMPLAINT PROCEDURE***

Ave Maria School of Law strives to address all complaints in a fair and equitable manner. Non-academic complaints should first be brought to the attention of the director of the department involved. If the complaint is not resolved, complaints may be filed, in writing, with the Associate Dean for Academic Affairs or with the Associate Dean for Admissions and Student Engagement. Academic complaints should be pursued consistent with the provisions in the Academic Regulations under Part Five Section 2 Paragraph H: Resolving Academic Grievances.

If a complaint involves an allegation of noncompliance with any ABA Accreditation Standard, the complaint must be made in writing to the Associate Dean for Academic Affairs. The written complaint must specifically state the behavior, program, or process that is the subject of the complaint; must cite to relevant ABA Standards that the complainant believes is being violated; and must contain the name and address of complainant.

All complaints will be addressed with reasonable diligence, in light of the complexity and other factors related to the complaint. All complaints may be appealed to the President and Dean. To appeal, make a written request to the President and Dean within seven days of receiving a decision. If the administration has not rendered a decision after thirty days from the date of filing a complaint, the complainant may appeal to the President and Dean.

Complaints alleging noncompliance with an ABA accreditation standard, as well as a summary of the process and resolution of the complaint, will be maintained for a period of seven years or until the next review by ABA the Accreditation Committee.

Unresolved conflict may be referred to the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684 or the American Bar Association, Section of Legal Education and Admissions to the Bar, 321 North Clark Street, Chicago, IL 60654-7598, (312) 988-5522, toll free (800) 285-2221.

APPENDIX VIII

Ave Maria School of Law 2017-2018 Tuition and Fee Schedule and Tuition Adjustment Schedule

FALL & SPRING SEMESTERS		SUMMER SEMESTER		
TUITION (PER SEMESTER)		TUITION (PER SEMESTER)		
Full-time (10+ credits)	\$ 19,725.00	Full-time (10+ credits)	\$ 19,725.00	
Part-time (for each hour elected)	\$ 1,972.50	Part-time (for each hour elected)	\$ 1,972.50	
FEES (PER SEMESTER)		Fees (per semester)	Full-time	Part-time
Registration	\$ 150.00	Registration	\$ 150.00	\$ 75.00
Consolidated Fees	\$ 978.00	Consolidated Fees	\$ 978.00	\$ 489.00
Graduation Fee*	\$ 50.00			
Mediation Clinic Fee**	\$ 400.00			

NB: Tuition is charged, but no fees are charged for Winter Intersession.

**Graduation fee charged to 3L students in their graduating semester.*

***Mediation Clinic Fee charged to students enrolled in Mediation Clinic.*

PAYMENT SCHEDULE

Tuition and fees for each semester are due in full on the first day of classes for that semester:

Fall 2017 – August 14th, Winter 2017 – December 13th, Spring 2018 – January 8th, Summer 2018 – May 21st

On-Campus Housing is due at the beginning of Fall, Spring and Summer semesters:

Fall 2017 – August 14th, Spring 2018 – January 8th, Summer 2018 – May 21st

A late penalty of \$50 will be assessed if tuition and fees are not received by the first day of classes; an additional \$100 late penalty will be assessed for each additional 30 days that tuition, fees, and on-campus housing remain unpaid.

PAYING YOUR BILL

Ave Maria School of Law offers a secured online payment system at: <https://amsis.avemarialaw.edu/selfservice/Home.aspx>. Payment methods accepted through our online payment system are credit card (Mastercard, Discover and American Express) or by providing bank account information. Please note there is a 2.9% fee on all credit card transactions.

We also accept check or cash payments in the office. Credit card payments are not accepted in the office or over the phone. Please make checks payable to **Ave Maria School of Law** and include the name of the student in the memo line. Our mailing address is: Ave Maria School of Law, Registrar/Student Accounts, 1025 Commons Circle, Naples, FL 34119

FINANCIAL HOLD

A financial hold will be placed on the account of any student who has a past due balance. This hold may affect the delivery of services to a student with a past due balance, such as preventing enrollment in future semesters and release of an official transcript. Transcripts and diplomas will not be released to any graduate whose financial obligations to the Law School have not been met.

TUITION ADJUSTMENT POLICY

Students wishing to withdraw must meet with the Associate Dean for Academic Affairs and provide notice in writing. See the reverse side for the Tuition Adjustment Schedule.

Tuition Adjustment Schedule

Fall 2017

ACTION	DATE	TUITION IMPACT
Withdrawal	Postmarked by 8/13/17	100% refund of tuition and fees
Withdrawal	Received by 8/14/17-8/18/17	100% refund of tuition, fees refunded except \$150
Withdrawal	Received by 8/19/17-8/25/17	75% refund of tuition, no refund of fees
Withdrawal	Received by 8/26/17-9/1/17	50% refund of tuition, no refund of fees
Withdrawal	Received by 9/2/17-9/8/16	25% refund of tuition, no refund of fees
Withdrawal	After 9/8/17	Student required to pay entire tuition and fee assessment
Add or drop a course	By 8/18/17	Tuition assessment based on hours for which student is registered as of closing time
Drop a course	After 8/18/17	No reduction in tuition assessment
Add a course	After 8/18/17	Tuition assessment based on total credits hours including added course

Spring 2018

ACTION	DATE	TUITION IMPACT
Withdrawal	Postmarked by 1/7/18	100% refund of tuition and fees
Withdrawal	Received by 1/8/18-1/12/18	100% refund of tuition, fees refunded except \$150
Withdrawal	Received by 1/13/18-1/19/18	75% refund of tuition, no refund of fees
Withdrawal	Received by 1/20/18-1/26/18	50% refund of tuition, no refund of fees
Withdrawal	Received by 1/27/18-2/2/18	25% refund of tuition, no refund of fees
Withdrawal	After 2/2/18	Student required to pay entire tuition and fee assessment
Add or drop a course	By 1/12/18	Tuition assessment based on hours for which student is registered as of closing time
Drop a course	After 1/12/18	No reduction in tuition assessment
Add a course	After 1/12/18	Tuition assessment based on total credits hours including added course

APPENDIX IX

Ave Maria School of Law ***RECENT COURSE OFFERINGS***

Ave Maria School of Law has offered the following upper-level courses in the past two academic years or will do so during the current academic year. These course titles reflect formally approved courses as listed in Appendix I as well as courses approved on an ad hoc basis. Student interest and faculty availability influence the scheduling of courses.

The courses are grouped by general practice area for ease in enrollment planning. Courses that may be designated as Experiential Learning are marked with an asterisk.

ADMINISTRATIVE LAW/REGULATION

Administrative Law
Education Law
Election Law
Environmental Law
Land Use Planning
Military Law
State and Local Government

BUSINESS/COMMERCIAL/TAX LAW

Advanced Property Law
Business Entity Taxation
Business Entity Tax Planning
Business Organizations
Business Planning*
Commercial Law
Corporate Governance
Corporate Social Responsibility
Corporate Taxation
Estate and Gift Taxation
Federal Taxation
Intro to Government Contracts
Negotiable Instruments
Non-Profit Organizations
Partnership Taxation
Real Estate Transactions
Remedies
Securities Regulation

CONSTITUTIONAL LAW

Constitutional Law

First Amendment
Florida Constitutional Law
Fourteenth Amendment
Protection of Human Life and Public Policy
Religious Liberty Practicum
Tenets of Statutory and Constitutional Interpretation

CRIMINAL LAW

Complex Criminal Litigation
Criminal Practice Practicum
Criminal Procedure
Evidence
Florida Advanced Criminal Law and Procedure
Trial Advocacy

GENERAL PRACTICE

Bankruptcy
Condo/HOA Law
Estate and Gift Tax
Elder Law
Family Law
Law and Children
Real Estate Transactions
Sports Law Academy
Wills, Trusts, and Estates

INTELLECTUAL PROPERTY

Intellectual Property Law
International Intellectual Property
Patent Drafting*
Patent Law
Trademark and Unfair Competition

INTERNATIONAL LAW

Immigration
Immigration Law Practice & Procedure
International Law
National Security Law

JOURNALS

Ave Maria Law Review
Ave Maria International Law Journal

LABOR AND EMPLOYMENT LAW

Advanced Sports Law
Employment Law
Labor Law

Labor and Employee Rights Practicum*

LAW AND PERSPECTIVE

American Legal History

Canon Law

Catholic Social Teaching and the Law

Equality and the Law

Jurisprudence

Law and Literature

Law, Ethics, and Public Policy

Professional Responsibility

Religious Freedom

LAW AND SCIENCE

Bioethics

Computer Law

Health Care Law

LITIGATION

Advanced Evidence

Advanced Legal Drafting

Alternative Dispute Resolution*

Complex Criminal Litigation

Complex Litigation

DUI: The Basics

Electronic Discovery

Evidence

Federal Courts

Florida Advanced Criminal Law and Procedure

Legal Drafting*

Trial Advocacy*

PROFESSIONAL SKILLS

Advanced Clinical Law*

Advanced Contract Drafting*

Advanced Essay Writing

Advanced Legal Analysis-Multistate

Advanced Legal Research*

Alternative Dispute Resolution*

Applied Critical Thinking and Legal Analysis

Business Planning*

Certified Legal Intern Program*

Common Law Synthesis

Criminal Litigation Externship*

Criminal Practice Practicum*

Effective Communication for Lawyers*

Estate Planning Practicum*

Estate Planning and General Practice Clinic*

Externship Program *
Florida Legal Practice
Human Trafficking Law Clinic*
Labor and Employee Rights Practicum*
Legal Case Analysis and Skills Enrichment
Legal Drafting*
Mediation Law Clinic*
Moot Court Appellate Competition
Moot Court Professional Skills Competition
Moot Court Trial Competition
Patent Drafting*
Practice-Ready Entrepreneurship
Religious Liberty Practicum*
Research, Writing and Advocacy III
Strategic Legal Problem Solving
Trial Advocacy*
United Nations Legal Internship

TORTS

Advanced Torts
Medical Malpractice
Products Liability

APPENDIX X

Ave Maria School of Law ***POLICY REGARDING STUDENTS*** ***AND APPLICANTS WITH DISABILITIES***

It is the policy and practice of Ave Maria School of Law to comply with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Ave Maria School of Law (“AMSL”).

All students requesting accommodations are required to complete **Form A**. If the requested accommodation is anything other than a temporary disability, typically the student will be asked to submit **Form B**. **Form B** is to be filled out by a qualified professional. If a student is unsure as to whether Form B is required, the student should meet with the Associate Dean for Academic Affairs.

A. GENERAL STATEMENT

AMSL's policy regarding students with disabilities recognizes that disabilities may include mobility, sensory, health, psychological, and learning disabilities. AMSL will make every effort to provide reasonable accommodations for disabilities to the extent that such accommodations are readily achievable. AMSL is unable to make accommodations that are unduly burdensome or that fundamentally alter the nature or fundamental curricular components of the program.

B. ENROLLED STUDENTS

1. Identifying the Need for Accommodation

Students with disabilities who require accommodations are required to make those needs known to the Associate Dean for Academic Affairs as soon as possible. It is the responsibility of the student to make these needs known in a timely fashion and to provide appropriate documentation and evaluations in appropriate cases. Students should not assume that this information is known to the Associate Dean for Academic Affairs' Office because their application to law school indicates the presence of a disability.

Students who do not require accommodations need not make their disabilities known. Any information on the student's disability and accommodations is treated as confidential information under applicable federal, state and AMSL policies and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty and staff members who are apprised of a disability are advised that this information is confidential.

AMSL reserves the right to submit verification documentation to an appropriate health care or other qualified professional qualified to assist AMSL in its review of both the initial verification and any supplemental assessment(s) of the disability.

2. Accommodations

AMSL will make reasonable accommodations for disabilities. These accommodations may include, but are not limited to, course load modifications, exam accommodations, readers, interpreters, and note takers. Such accommodation will not be provided if it fundamentally alters the nature of the program or would be unduly burdensome either financially or administratively. Students requesting accommodations are required to identify their need as early as possible to the Associate Dean for Academic Affairs who will meet with the student to develop an appropriate accommodation plan. Requests for accommodations must be made as early as possible in order to allow adequate time for evaluating documentation and to work out specific accommodations and arrangements, including funding for auxiliary services. Late or last minute requests for accommodations may be denied if there is not reasonable time to provide the accommodations.

a. Academic Modifications

Academic modifications may include reduced course loads, extending the amount of time for graduation, allowing part-time programming, and similar modifications. Only modifications that do not fundamentally alter the nature of the program and are not unduly burdensome financially or administratively are required by law. While AMSL must provide justification for refusing to allow a requested accommodation, higher education institutions are given *substantial* deference in establishing their academic requirements.

Requests for academic modification must be made to the Associate Dean for Academic Affairs. Students requesting such Academic Modifications must fill out **Form A** and have a medical professional fill out **Form B** (unless it is a temporary disability that is adequately addressed in Form A). Students must submit all forms to the Associate Dean for Academic Affairs.

b. Auxiliary Services

Auxiliary services may include interpreters, note takers, readers, assistance with photocopying and library retrieval, and other support services in connection with the academic program. Services for personal use are not provided. Purchase of special equipment (such as Dragon Naturally Speaking, a Kurzweil Reading Machine, an image enlarger, etc.) to be used at AMSL may also constitute an auxiliary service.

AMSL does not provide individual tutorial assistance tailored to the special needs of students with disabilities. AMSL does have an academic support program that does not discriminate on the basis of a disability. The Director of that program or

the Associate Dean for Academic Affairs may refer students with disabilities to faculty or administrators in order to obtain additional help in appropriate cases.

Students requiring auxiliary services should direct most requests initially to the Associate Dean for Academic Affairs. For certain auxiliary services such as interpreters and readers, the Associate Dean for Academic Affairs and the student will collaboratively work together and seek eligibility for such services from the Florida Division of Vocational Rehabilitation, Vocational Rehabilitation Services, private agencies, or other low cost or no cost service providers, when available.

Occasional assistance in the library may be obtained by making a request to the library staff. Students who require more extensive assistance and/or assistance on a regular basis should make this need known to the Associate Dean for Academic Affairs as soon as possible. The Associate Dean for Academic Affairs will work with the library staff to facilitate an appropriate schedule of assistance.

c. Exam Modifications

Exam modifications may include additional time to take the exam, time allowed for rest breaks, use of a reader, being allowed to eat, use of a separate exam room, or taking the exam at a time other than the regularly scheduled time. Students requesting certain exam modifications may be asked to ascertain the format of the exam in order to determine the appropriate modification. For example, if the student has difficulty writing, but does not have difficulty reading, the need for additional time would be affected by whether the exam was to be in a multiple choice format or an essay format.

All exam modification requests related to disabilities are to be directed to the Associate Dean for Academic Affairs. Because of the time needed to arrange these requests, students must make such requests no later than eight weeks before exams are to be taken if the request is a first-time request, or, if the need for accommodation becomes known to the student later than such time, as early as possible, but no later than three weeks before exams. If students who have previously been granted accommodations request accommodations different than those previously granted, or submit new or supplemental documentation to support an accommodation request, the student must submit the request no later than eight weeks before exams.

To ensure Ave Maria School of Law can evaluate and process accommodation requests, students are strongly urged not to wait until the applicable deadline but to make their request for accommodation, new or otherwise, as early as possible. Requests for readers, scribes or other assistance should be made early to ensure that there is adequate staffing. Depending on the nature of the disability, new or updated documentation may be required.

d. Architectural Barriers

While most aspects of AMSL facilities are readily accessible, there may be accessibility issues that need pre-arrangement.

Parking. There are several accessible parking spaces near the law school for individuals who have state-issued handicap parking designations. Students can request handicap parking through the Office of Associate Dean for Finance and Administration.

Ramped Entrances. Entrance into the law school is available by ramped access.

Accessible Restrooms. Accessible restrooms can be found on every floor of the building.

Classrooms. All classrooms are accessible, but some may be easier to reach than others. For this reason, students with mobility impairments are requested to advise the Associate Dean for Academic Affairs as early as possible in the registration process so that feasible adjustments can be made.

e. Modification of Policies and Practices

Class attendance is deemed to be a fundamental aspect of legal education. For that reason, attendance policies for students with disabilities generally will not be waived. Students believing that their particular disabilities may lead to situations beyond AMSL's general attendance policy should direct requests to the Associate Dean for Academic Affairs. Because reduced course loads, extensions of time for graduation and other accommodations are available, it would be extremely unusual that the attendance policy would be a necessary reasonable accommodation. Nevertheless, students who believe that other policies and practices should be modified due to their disabilities should direct these requests to the Associate Dean for Academic Affairs, who will consider further accommodations on a case-by-case basis.

C. ACADEMIC DISMISSAL AND READMISSION

Students who are academically disqualified sometimes raise a disability as the basis for the academic difficulty. While this may sometimes impact the determination for readmission, the burden is on the student to clarify why the disability was not previously brought to the attention of Associate Dean for Academic Affairs, or if it had, to adequately explain why accommodations were not requested if they had not been previously, or to explain why accommodations that had been provided were not adequate.

D. BAR AND MPRE EXAMINATIONS

Law students with disabilities who believe they will require accommodations in taking their bar examination should inquire early in their legal education as to what will be necessary to obtain accommodations. Information on how to contact bar examiners in all states is available in the law library, from the Registrar's Office, from the Associate Dean of Students Office, or online at

www.ncbex.org/bar-admissions/offices. Many state boards of bar examiners will request that the law school provide information on accommodations received during law school. Such information will be provided by the Associate Dean for Academic Affairs upon receipt of a written release from the student and will normally be provided within ten (10) working days after receipt of the written release. Accommodations awarded in law school DO NOT guarantee accommodations on the bar examination. All bar examination applicants are required to petition for nonstandard testing conditions within their respective jurisdiction.

E. GRIEVANCES

Students who request accommodations and believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the attention of the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will make every effort to resolve the situation. Students who still believe that they have been discriminated against or are unsatisfied with the accommodation decision may file a written grievance with the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will then have fifteen (15) days to make a decision in writing. Students may appeal this decision by filing a written appeal to the Dean within five (5) days. The decision by the Dean shall be considered the final decision by the school.

F. TEMPORARY DISABILITIES

All students are required to fill out **Form A** and indicate which “other disability” they are seeking accommodation for when requesting accommodations for temporary disabilities. Students seeking accommodations on the basis of a temporary disability may be asked to provide documentation verifying the nature of the condition, stating the expected duration of the condition, and recommending appropriate accommodations. Such verification should be provided by a professional health care provider who is qualified in the diagnosis of such conditions. If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the law school shall have the discretion to require supplemental assessment(s) of the temporary disability. The cost of obtaining the initial verification and any required supplemental assessment(s) shall be borne by the student. The verification of disability and any assessment(s) must reflect the student's current level of disability.

G. SOURCES OF ADDITIONAL INFORMATION

Florida Division of Vocational Rehabilitation

Florida Department of Education

Tallahassee, FL 32399-7016

(800) 451-4327

<http://www.rehabworks.org>

National Association of Law Students with Disabilities

E-mail: nalswd@gmail.com

www.nalswd.org

ABA Commission on Mental and Physical Disability Law

740 15th Street, N.W.
Washington, DC 20005
(202) 662-1570 (voice)
(202) 442-3439 (fax)
E-mail: CMPDL@americanbar.org
www.abanet.org/disability

National Alliance on Mental Illness (NAMI)

3803 North Fairfax Drive, Suite 100
Arlington, VA 22203
(703) 524-7600 (voice)
(703) 524-9097 (fax)
www.nami.org

National clearinghouse on postsecondary education for individuals with disabilities:

The George Washington University

HEATH Resource Center

2134 G Street, NW
Washington, DC 20052-0001
Fax: (202) 994-3365
E-mail: askheath@gwu.edu
www.heath.gwu.edu

Organization committed to full participation of individuals with disabilities in college life:

Association on Higher Education and Disability

107 Commerce Center Drive, Suite 204
Huntersville, NC 28078
(704) 947-7779 (voice/TTY)
(704) 948-7779 (fax)
E-mail: ahead@ahead.org
www.ahead.org

Information on substance addiction, stress, depression, and other emotional health issues:

ABA Commission on Lawyer Assistance Programs (CoLAP)

321 North Clark Street
Chicago, IL 60654-7598
(800) 285-2221 (Voice)
E-mail: spilisd@staff.abanet.org
www.abanet.org/legalservices/colap

Organization for blind and sight impaired individuals:

American Counsel of the Blind

2200 Wilson Boulevard, Suite 650
Arlington, VA 22201

(800) 424-8666 (Voice)
Fax: (703) 465-5085
www.acb.org

National Association of Blind Lawyers
1660 South Albion Street, Suite 918
Denver, CO 80222
(303) 504-5979 (Voice)
E-mail: slabarre@labarrelaw.com
www.blindlawyer.org

Taped law casebooks & treaties are available at:

Braille Institute
741 North Vermont Avenue
Los Angeles, CA 90029
(323) 663-1111 (Voice)
Fax: (323) 663-0867
E-mail: LA@brailleinstitute.org www.brailleinstitute.org

Learning Ally
20 Roszel Road
Princeton, NJ 08540
(800) 221-4792 (voice)
E-mail: custserv@learningally.org
www.learningally.org

AVE MARIA SCHOOL OF LAW
FORM A
PETITION FOR DISABILITY ACCOMMODATIONS
(Must be completed by the applicant)

I. BACKGROUND INFORMATION

1. Full Name: _____

First	Middle	Last

2. Current Address:

City	State	Zip Code
------	-------	----------

3. Telephone: () _____ (home) () _____ (Mobile)

4. E-Mail: _____

II. DISABILITY STATUS

1. Check the disability or disabilities for which you are requesting accommodations.
 - ☐ Visual impairment
 - ☐ Hearing impairment
 - ☐ Other physical disability (name): _____
 - ☐ Psychological disability
 - ☐ Learning disability
 - ☐ AD/HD
 - ☐ Other disability (name): _____
2. Attach a narrative description of the nature and extent of your specific disability or disabilities, when and how it/they were first identified, how it/they affect your daily life and describe the functional limitations related to your disability that directly affect your ability to perform in law school.
3. When did you first acquire the disability (approximate date and age)?

4. Who was the medical professional (name, occupation, and specialty) who first diagnosed your disability?

5. When was the disability first diagnosed by a treating professional (date and age)?

6. Are you currently being treated? Yes No

If yes, provide the name, qualifications and contact number of your current treating professional.

7. What treatment and/or medication(s) are currently being prescribed?

III. PAST ACCOMMODATIONS

1. Did you receive disabled-student services, tutoring services, and/or testing accommodations in elementary, middle school or junior high school and/or high school? Yes No

If yes, provide the name of the school(s), years attended and attach any written documentation of accommodations granted and/or documentation of other services received.

What was your disability? _____

What accommodations did you receive? _____

2. Did you receive disabled-student services, tutoring services, and/or testing accommodations in college? Yes No

If yes, provide the name of the school(s), years attended and attach any written documentation of accommodations granted and/or documentation of other services received.

What was your disability? _____

What accommodations did you receive? _____

3. Did you request accommodations to take the LSAT? Yes No

If yes, attach a copy of the letter you received from LSAC detailing the results of your request(s) for testing accommodations for reach administration of the LSAT you took.

What was your disability? _____

What accommodations did you receive? _____

If your request was denied or only partially granted, please explain: _____

IV. ACCOMMODATIONS REQUESTED (check all that apply)

Classroom and Exam Accommodations

- ☐ Permission to audiotape class lectures
- ☐ Access to large print material (check one: 18 pt. 24 pt. Other_____)
- ☐ Semi-Private Room for Exams
- ☐ Extra Time for Exams
- ☐ Other (please specify): _____

Please provide rationale for requests indicated:

CERTIFICATION AND AUTHORIZATION

I am aware that it is my responsibility to file a complete petition, which includes all necessary forms, and understand that it will not be processed if found to be incomplete. I have attached all original forms, supporting affidavits or documents in legible form.

I understand that it is possible that my application for accommodations and all supporting documents may be referred to an expert consultant retained by the Law School for review. I authorize such disclosure, and further consent to having the Law School contact my specialist to discuss the information provided by the specialist and my request for testing accommodations during law school.

I declare under penalty of perjury under the laws of the State of Florida that the above information is true and correct. I understand that false statements made herein could be subject to the code of student conduct.

(Applicant Signature)

(Date)

AVE MARIA SCHOOL OF LAW
FORM B
ACADEMIC ACCOMMODATIONS
VERIFICATION

(Please print or type; must be legible)

NOTICE TO APPLICANT: This section of this form is to be completed by you. The remainder of the form is to be completed by the qualified professional who is recommending academic accommodations during law school. Please read, complete, and sign below before submitting this form to the qualified professional for completion of the remainder of this form.

Applicant's full name: _____

I give permission to the qualified professional completing this form to release the information requested on the form, and I request the release of any additional information regarding my disability or accommodations previously granted that may be requested by Ave Maria School of Law.

Signature of Applicant

Date

NOTICE TO QUALIFIED PROFESSIONAL:

The above-named person is requesting accommodations while enrolled at Ave Maria School of Law. All such requests should be supported by a comprehensive evaluation report from the qualified professional who conducted an individualized assessment of the applicant and is recommending accommodations during law school. Ave Maria School of Law also requests the qualified professional to complete this form. **If any of the information requested in this form is fully addressed in the comprehensive evaluation report, you may respond by citing the specific page and paragraph where the answer can be found.** Please attach a copy of the evaluation report and all records and test results on which you relied in making the diagnosis and recommending accommodations for the applicant during law school.

DOCUMENTATION GUIDELINES AND CERTIFICATE OF PROFESSIONAL AUTHORITY

Ave Maria School of Law (AMSL) requests documentation of a disability from a qualified evaluator. AMSL evaluates requests for accommodations on a case-by-case basis. The Association on Higher Education and Disabilities (AHEAD)¹ has identified seven essential elements of disability documentation:

1. The credentials of the evaluator(s)

Documentation should be provided by a licensed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated.

2. A diagnostic statement identifying the disability

Documentation should include a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and describes the typical progression or prognosis of the condition.

3. A description of the diagnostic methodology used

Documentation should include a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, having both summary data and specific test scores (with the norming population identified) within the report is recommended.

4. A description of the current functional limitations

Information on how the disabling condition(s) currently impacts the individual provides useful information for both establishing a disability and identifying possible accommodations. A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report is the most comprehensive approach to fully documenting impact. Relatively recent documentation is recommended in most circumstances.

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

Documentation should provide information on expected changes in the functional impact of the disability over time and context.

6. A description of current and past accommodations, services and/or medications.

¹ Association on Higher Education and Disability (AHEAD). AHEAD best practices disability documentation in higher education. <http://www.ahead.org/resources/bestpracticeselements.htm>

Documentation should include a description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in ameliorating functional impacts of the disability.

7. Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services

Recommendations from professionals with a history of working with the individual provide valuable information for review and the planning process. Recommended accommodations and strategies should be logically related to functional limitations.

CERTIFICATE OF PROFESSIONAL AUTHORITY

1. Credentials of the Evaluator

- a. Name of professional completing this form: _____
- b. Address: _____

- c. Telephone: _____ Fax: _____
- d. E-Mail: _____
- e. Occupation and specialty:

- f. License number/Certification/State: _____
- g. Please list the student's name and date of birth.
- h. Please list your name, address, telephone number, fax number, and professional qualifications (a recent copy of your curriculum vitae must be attached).
- i. Please list the dates on which the student was evaluated.

2. Diagnostic Statement Identifying the Disability

- Please provide a complete ICD-9 diagnosis of the physical impairment or the complete multiaxial DSM-IV-TR diagnosis of the student's mental impairment.

3. Description of the Diagnostic Methodology.

- Please provide a list of tests and/or clinical and assessment procedures used to establish the student's impairment and severity of the impairment. Please attach a copy of all pertinent records, including results of laboratory studies, diagnostic tests, and clinical procedures. In the case of psychological and psychoeducational testing, please attach all raw data and psychological reports.

4. Description of the Current Functional Limitations. Please describe the nature and severity of the student's disability.

5. Description of the Expected Progression or Stability of the Disability. If applicable, please provide a list of current medications, including dosage, frequency, and side effects.

- 6. Please list the recommended accommodations for the student.** In your recommendation, please describe how the accommodations relate to the student's functional limitations and provide any past accommodations, services and/or medications that may help AMSL understand your recommendation.

Signature: _____ Date: _____

Print Name and Title: _____

APPENDIX XI

Ave Maria School of Law ***DESCRIPTION OF FACILITIES***

The Ave Maria School of Law Campus consists of academic and housing facilities in six separate buildings and 8 villa housing units.

Aerial View



The Vineyards Campus is located within the Vineyards planned community, consisting of over 2,100 homes on 1,375 acres. Immediately adjacent to the Vineyards Campus is the 32-acre Vineyards Community Park and Vineyards Elementary School. With outstanding community amenities and beautifully designed homes, the Vineyards planned community is among the most desirable developments in Naples.

The St. Thomas More Commons

The St. Thomas More Commons houses a large classroom, the Donum Dei Moot Court Room, the St. Thomas Aquinas Chapel, the Law School Bookstore and Café. The Michigan Room, which recognizes the Law School's founding in Michigan, is available for small receptions or meetings. The café offers a variety of refreshments is open weekdays from 7:30 a.m. to 2:00 p.m. Students gather in the lobby area between classes, or enjoy spectacular weather in outside seating

areas in the courtyard located behind this building.



Veterans Memorial Law Library

Dedicated to our service members who have secured, and continue to secure, our nation and our freedom, this 16,243 square-foot facility includes a beautifully-appointed main reading room, several group study rooms, carrel and table seating, a classroom, and administrative offices for library staff. A 18-seat computer lab complete with a smart white board provides a setting to instruct students on the most current trends in legal research. The library offers a quiet environment and extended hours to provide an optimal location for research and study.



Faculty and Administration Building



The Faculty and Administration Building houses offices for the Dean and faculty, Admissions, Career Services, Development and External Affairs, Financial Aid, Housing, Information Technology, Student Accounts, Registrar, and Financial Services.

West Hall Classrooms, Clinical Programs, Student-Led Organization Offices, and Student Lounge

The first floor of West Hall offers five classrooms, three traditional classroom configurations and two seminar rooms. The seminar rooms are equipped with "Smart Whiteboard" technology which enables users to electronically capture material written on them. The Law School's Clinical Program is located in the East Office Suite and includes a conference room, offices, and a file room. The West Office Suite includes space for co-curricular programs (Law Review, International Law Journal, and Moot Court) and the Student Bar Association. In addition, a Student Lounge provides informal gathering space and a television.

Classroom Technology

Ave Maria School of Law features wireless internet access throughout its campus. Most classrooms are equipped with tables with built-in electrical outlets, integrated video projection systems, and smart-podiums with computers and document cameras. Members of the Law School Community access a portal system to centralize communications and course pages.

On Campus Housing

The Law School offers on-campus housing to both single students and those with families, as well as to faculty and staff. The On-Campus Housing Office seeks to foster a strong sense of community while providing an environment in which our community members can live and interact comfortably with one another.

Residents enjoy the benefits of living on-campus in close proximity to classes and the library. A public elementary school is located immediately adjacent to the Law School and a nearby community park offers space for athletic pursuits and a place for children to play.

The campus offers two basic styles of housing, apartments and villas, with various floor plans:

- One-bedroom apartments (located in two four-story apartment buildings)
- Two-bedroom and two-bedroom with den apartments (located in two four-story apartment buildings)
- Two and three-bedroom villas (2- and 3-bedroom duplex-style units)

Apartments

Among the attractive features of the Vineyards Campus is the availability of on-campus apartments. East and West Halls offer one and two bedroom units for single and married faculty, staff, and law students. Apartments are unfurnished, but include all major kitchen appliances (microwave, stove, and refrigerator). The apartments are priced



at costs that are comparable to other area housing, and include utilities (electric and water), local phone and basic cable service, parking, and unlimited use of shared laundry facilities. East Hall is an entirely residential building; the lower floor of West Hall includes several small and mid-sized classrooms, as well as computer labs.

Villas Housing

In addition to the apartments in East and West Halls, the Vineyards Campus includes eight duplex buildings which total 16 villas, each offering two or three bedrooms, two baths, a single car garage, a full-size kitchen (with microwave, stove and refrigerator), lanai, and washer and dryer. The Villas' exterior amenities include sidewalks and attractively landscaped yards. The Villas are available to both faculty and married students with families. The Villas are priced comparably to other area housing and include utilities (electric and water), local phone and basic cable service, and parking for up to two automobiles.



The Law School campus includes 16 villas for members of the Ave Maria community.

APPENDIX XII

Ave Maria School of Law ***FACULTY***

Adolphe, Jane

Licentiate and Doctorate in Canon Law, Pontificia Universita della Santa Croce, Rome, Italy;
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B.A. Political Science, University of Calgary, Calgary, Alberta, Canada

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B.A., Georgetown University, Washington, DC

Brosseit, Brett

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Graduate Certificate in Executive and Professional Coaching, University of Texas, Dallas, TX;
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A.B., Harvard University, Cambridge, MA

Castaldi, Ligia

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“Francisco Morazan,” Tegucigalpa, Honduras;
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Fodale, Frank

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Bachelor of Aeronautical Engineering, University of Detroit, Detroit, MI

Generazzo, Jaime

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B.A., Oakland University, Rochester Hills, MI

Milliron, Maureen

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B.S., University of Pennsylvania, Philadelphia, PA

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Scarnecchia, Brian

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B.A. History, University of Michigan, Ann Arbor, MI

Taylor, Lucille (spring semester)

J.D., George Washington Law School, Washington, DC;
B.A. Political Science, Pennsylvania State University, State College, PA

Tenzer, Wendy

M.A. Education, New York University, New York, NY;
J.D., Syracuse University College of Law, Syracuse, NY;
B.A., State University of New York at Albany, Albany, NY

Tracey, Timothy

J.D., Wake Forest University School of Law, Winston-Salem, NC;

B.A., Grove City College, Grove City, PA



APPENDIX XIII

Ave Maria School of Law ***BOARD OF GOVERNORS***

Mr. Peter A. Carfagna	Chairman/CEO of Magis, LLC
Mr. Kevin Cieply	President and Dean, Ave Maria School of Law
The Honorable Patrick J. Conlin	Michigan 22nd Circuit Court (Retired)
His Excellency Frank J. Dewane	Bishop of the Diocese of Venice in Florida
Mr. James William Fennessey	President and CEO, Fennessey Buick, Inc.(Retired)
Mr. Thomas B. Garlick	Managing Partner, Garlick, Hilfiker & Swift, LLP
Mr. Richard Klaas	Partner, Klaas Capital Group
Mrs. Mitzi S. Magin	Catholic Education Advocate and Philanthropic Community Leader
His Eminence Adam Cardinal Maida	Archbishop Emeritus of Detroit
Mr. Thomas S. Monaghan	Chairman of the Board, Ave Maria Foundation
Lieutenant General Richard F. Natonski	USMC (Ret.)
Mrs. Cathy Ruse	Senior Fellow for Legal Studies at the Family Research Council
Mr. Ronald J. Rychlak	Butler Snow Professor and Lecturer in Law, The University of Mississippi School of Law
Mr. Michel Saadeh	President and CEO, Vineyards Development Corporation
Mr. Edward V. Staros	Vice President and Managing Director, The Ritz-Carlton Resorts of Naples
Rear Admiral Henry F. White, Jr.	USN (Ret.), and Former Executive Director and Chief Operating Officer of the American Bar Association
Mr. James P. White	Professor Emeritus of Indiana University and Consultant Emeritus, American Bar Association

APPENDIX XIV

Admissions Application Requirements

- Bachelor's Degree from an accredited college or university
- Completion of the Law School Admission Test (LSAT)
- Subscription to the Credential Assembly Service (CAS)
- Two recent letters of recommendation
- Personal statement of not more than three typewritten pages

Application Review

When reviewing an application, the Admission Committee seeks to identify candidates who have a demonstrated ability to complete the rigorous and distinctive legal education provided by Ave Maria School of Law. The Admissions Committee evaluates each application from a “whole-person perspective” and gives attention to an array of factors, including: undergraduate and graduate school records, the Law School Admission Test (LSAT) Scores; personal and professional accomplishments and goals; experience; other indicators of academic ability; obstacles overcome, motivation to study law, and an appreciation for the qualities associated with being a member of Ave Maria School of Law and the legal profession.

International Students

Applicants who have not earned an undergraduate degree at a U.S. or Canadian institution must use the Law School Admission Council (LSAC) JD Credential Assembly Service (JDCAS).

An applicant whose first language is not English, and who has not earned an undergraduate degree at a college or university located in the U.S., must take the Test of English as a Foreign Language (TOEFL) and must arrange to have the TOEFL score results sent to the Law School Admission Council (LSAC) so that it may be included in the JDCAS report. The TOEFL code for the JDCAS is 0058. Ave Maria requires a minimum TOEFL of 600 for the paper and pencil test, 250 for the computer test, and 100 for the internet test.

Transfer Applicants

Ave Maria School of Law welcomes applications from students who have earned academic credit at another law school accredited by the American Bar Association and are currently in good academic standing. Ave Maria will accept a maximum of 32 semester hours of credit earned at another law school and the transferability of credits is at the discretion of the Admissions Committee in consultation with the Associate Dean for Academic Affairs. Credit will not be given for courses in which a student received a grade of less than a “C” or its equivalent. Students who enroll on a transfer basis must complete four semesters of full-time study at Ave Maria School of Law and must complete all courses required for a degree from Ave Maria School of Law.

Application requirements for Transfer Students

- Completed application form

- Current subscription to the Law School Credential Assembly Service (CAS)
- Personal statement addressing the reason(s) for seeking transfer admission
- Two letter of recommendation, one of which must be from a faculty member of the applicant's current law school
- Official transcript from the applicant's current law school
- Letter of good standing and indication of applicant's class rank at the current law school.

INDEX

A

Academic Calendar · 32, 138
Academic Dismissal · 86
Academic Eligibility · 85
Academic Excellence Award · 98
Academic Grievances · 34, 99
Academic Misconduct · 118
Academic Monitoring · 86
Academic Regulations · 82
Academic Support · 32
Accommodations · 33, 147
Account Statements · 63
Activity Release Form · 25
Alcohol Abuse · 18
Alcohol and Drug Use · 118
Alumni Association · 31
Annual Security Report · 16
Anonymous Grading · 8, 95
Audits · 98

B

Bar Application · 56
Bar Exam Loans · 46
Bar Passage · 30
Bicycles · 38
Bluebooks · 9
Board of Governors · 172
Bookstore · 38
Bookstore Voucher Program · 61
Bulletin Boards · 24

C

Cafe · 38
Calendar of Events · 38
CALI Awards · 98
Campus Security · 15
Cancellation and Rescheduling of Classes · 4
Case Method · 1
Certification of Enrollment · 56
Certification of Graduation · 56
Certified Legal Internship (CLI) · 21, 37
Change of Address · 56
Changing Grades · 98
Chaplain · 39
Character and Fitness to Practice Law · 14
Class Participation · 4
Class Rank · 13, 98
Class Times · 3

Classroom Etiquette · 4
Classroom Technology · 51
CLI Externship · 93
Clinical Program · 21
Co-curriculars · 20
Commencement · 29
Complaint Procedure · 139
Computer Lab · 51
Computer Usage Policy · 127
Conduct Review Committee (CRC) · 124
Continuing Courses · 96
Course Descriptions · 64
Course Evaluation · 33
Course Failures · 86
Course Load · 33, 89
Course Numbering System · 56
Course Pages · 4, 33
Credit Hour · 82
Crime Prevention · 19
Curriculum · 6

D

Dean's Honor Roll · 13, 99
Debt Management · 42
Degree Audits · 57
Degree Requirements · 82
Degree Revocation · 29
Diploma Application · 57
Directed Research · 90
Directory Information · 57
Disabilities · 146
Disability Accommodations · 9
Discipline Procedures · 102
Distance Education · 93
Donor Coordination Policy · 27
Dress and Grooming Standards · 15
Drug Abuse · 18
Duplication of Credit · 95

E

Elective Courses · 69
Email Etiquette · 132
Emergency Contact · 57
Emergency Notification System · 39
Employment Limitation · 33, 36
E-Refund · 61
Event Planning · 24
Exam Retention · 10
Examination Rules · 9
Examination Schedule · 8
Examinations · 8

Exams by Computer · 8
Experiential Courses · 69
Experiential Learning · 84
Externship Program · 21
Externships · 38, 92

F

Facilities · 163
Facility Access · 17
Faculty · 168
Family Educational Rights and Privacy Act (FERPA) · 134
Financial Aid · 42
Financial Hold · 61
Firearms · 42
Florida Lawyers Assistance Program · 18

G

Good Standing · 85
Grade Appeals · 12
Grade Distribution · 12
Grade Reporting · 12
Grading · 12
Grading Rules · 96
Graduation Honors · 99
Group Study Rooms · 53
Guest Students · 88

H

Hazard Reporting · 38
Hazing · 17
Health Insurance · 17
Help Desk · 51
History · 1
Honor Code · 101
Housing · 49
Human Resources · 50

I

Identification Card · 39
Illegible Exams · 9
Incident Reports · 15, 40
Information Technology · 50
Interim Assessments · 138
Interlibrary Loan · 54
International Law Journal · 20
International Students · 58
Interview Practice · 36

L

Laptop Loaners · 51
Law Review · 20
Leave of Absence · 34
LegalCASE · 6, 64
Library · 52
Library Hours · 54
Licensing by State · 4
Lightning · 16
Limited Grade Option · 12
Loan Deferment · 42
Local Crime Information · 17
Lockers · 39
Logo · 39
Lost and Found · 39, 54

M

Median Grades · 96
Mentor Program · 37
Microforms · 54
Minimum Grades · 85
Mission Statement · 7
Moot Court · 20
Multistate Professional Responsibility Exam · 30

N

Name Change · 60
Network Account · 51
Non Smoking Policy · 118
Non-Academic Misconduct · 123
Nondiscrimination Policy · 179
Notary Public · 40

O

Overlapping Courses · 90

P

Parking · 40
Pass/Fail · 97
Pass/Fail Grading · 12
Pets · 40
Plagiarism · 14
Posted Notices · 40
Post-examination Review · 10
Printing Account · 51
Pro Bono · 37
Professionalism · 37

R

Readmission · 87
Recently Offered Courses · 142
Recreation · 21
Refund Policy Title IV · 43
Registration · 89
Required Courses · 69
Rescheduling Examinations · 94
Rescheduling Exams · 9
Reserved Materials · 55
Room Reservations · 25
Room Scheduling · 38

S

Satisfactory Academic Progress · 46
Scholarship Opportunities · 43
Security Escort · 17
Self Service · 43, 60, 63
Service Animals · 40
Sexual Assault · 18
Smoking · 41
Social Media · 131
Speakers · 34
Spiritual Activities · 22
Student Accounts · 60
Student Bar Association · 22
Student Conduct · 14
Student Loans · 44
Student Organization Approval · 41
Student Organizations · 22
Study Carrels · 55

Substance Abuse Agencies · 18
Surveillance Cameras · 15

T

Third-Year Mission Course · 84
Time Limitation · 85
Title IX · 50
Transcript Request · 60
Transfer · 34
Transfer Students-Incoming · 87
Transferability of Credit · 35
Tuition Adjustment Schedule · 141
Tuition and Fees · 140
Tuition Refunds · 62

V

VA Education Benefits · 60
Vaccinations · 41
Video Recording · 4, 11, 15
Voter Registration · 41

W

Waivers · 34
Weapons · 42
Website · 52
Withdrawal · 34, 90
Work-Study · 36, 42, 50
Writing Competitions · 49

NOTES



Nondiscrimination Policy

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity, and seeks racial, cultural and ethnic diversity. The Law School prohibits discrimination on the basis of race, color, national origin, gender, age, disability or status as a veteran or disabled veteran. The Law School maintains its Catholic character, but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law, as adopted by the Board of Governors. It does not discriminate on the basis of religion, except to the extent that applicable laws and constitutional provisions respect its right to act in furtherance of its religious objectives. The Law School fully accepts the teachings of the Catholic Church with regard to homosexual conduct and sexual conduct outside the bonds of matrimony, as set forth by the Magisterium of the Catholic Church. Consistent with those teachings, the Law School does not discriminate on the basis of an individual's sexual orientation without regard to homosexual conduct or other actions that undermine the Law School's Catholic identity.