



AVE MARIA

SCHOOL OF LAW

Student Handbook & Catalog

Academic Year 2024-2025

Frequently Used Law School Telephone Numbers

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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.

Fides et Ratio,

John Czarnetzky
CEO and Dean
Ave Maria School of Law



Ave Maria 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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Ave Maria School of Law is approved by the
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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.

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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 as Dean in January 2010. In fall 2013, Dean Milhizer stepped down to return to full-time teaching. Kevin Cieply served as the third Dean of Ave Maria School of Law from July 2014 through February 2021. On June 1, 2021, John Czarnetzky began his appointment as Dean.

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 Program for Academic Success (PAS) 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

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.

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.

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.

Class Times

Classes will begin promptly. Classes will not be routinely scheduled between 11:30 a.m. and 1:30 p.m. to facilitate the scheduling of Mass, speakers, meetings, and other events.

Course Pages on Canvas

Faculty may utilize course pages on Canvas 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.

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.

On-Line Courses: Restriction of Audio or Visual Recording, Reproduction, and Distribution of Content

At Ave Maria School of Law, we protect the intellectual property of all our faculty, and safeguard the privacy of all our students in online learning environments. To this end, students

may not record, reproduce, screenshot, photograph, or distribute any video, audio, or visual content from their online courses. This restriction includes but is not limited to:

- Pre-recorded and live lectures
- Live discussions or individual meetings
- Discussion boards
- Simulations
- Posted course materials
- Faculty feedback forms
- Visual materials that accompany lectures/discussions, such as slides
- Virtual whiteboard notes/equations, etc.

As we engage in online learning as an academic community, it is imperative to be respectful of all. Keep in mind that if any student is identifiable in an online class recording, this may constitute a violation of the educational record protections provided under FERPA.

Violation of this policy is considered a violation of the honor code and may be subject to both disciplinary action and legal sanctions for violations of copyright law.



Video Recording

While students should be aware that, from time to time, classes may be recorded, recording is not the norm. Student attendance in class is expected and students do not have the right to have classes recorded as a general matter.

Because it is vitally important that access to class recordings does not undermine the requirement of in-person class attendance, faculty permission is required for each specific student who seeks to access a class recording. Faculty permission to allow a student to access a class recording is not presumed because that faculty member consented to recording a class at the request of another student.

Any request to video record a class, or to have access to a video recording, must be made to the professor of that class via e-mail, and must cc both the Associate Dean for Academic Affairs and ITHelp@avemarialaw.edu. Such requests will only be considered when made 24 hours in advance and for compelling reasons, such as serious illness, injury, hospitalization, or death of a close family member.

III. The Curriculum

Specific Learning Outcomes

To fulfill its Mission, Ave Maria School of Law is committed to ensuring that Ave Maria School of Law graduates have achieved competency in the following areas:

1. knowledge and understanding of substantive and procedural law;
2. professional skills of written and oral communication and advocacy using legal analysis, legal reasoning, and problem solving;
3. development of research skills including ability to create and implement a research strategy to find applicable law relating to legal issues/facts;
4. understanding and appreciation of ethical and professionalism responsibilities to clients and the legal system; and
5. understanding and appreciation of the moral foundations of the law in light of natural law philosophy; appreciation for the Catholic intellectual tradition and the compatibility of faith and reason; development of an appreciation for the role that the law can and should play in the promotion of justice within the community and society at large.

Ave Maria School of Law requires 90 credit hours for graduation. In the fall or spring semesters, students take a minimum of 10 and a maximum of 16 credit hours per semester, unless otherwise authorized or required. In the summer semester, students with a GPA of 2.667 or below are limited to 6 credits without special permission, and students with a GPA above 2.667 are limited to 10 credits. Course descriptions recently offered courses are in Appendix I of the *Student Handbook*. Elective courses may not be offered every semester or on a regular basis and additional elective courses may be offered on an *ad hoc* basis.

The First Year

As part of Orientation and continuing through the fall semester, students will complete Legal Case Analysis and Skills Enrichment (LegalCASE), a one-credit class. In addition, each student will take Criminal Law in addition to year-long courses in Civil Procedure, Contracts, Moral Foundations of the Law, Torts, Property, and Legal Analysis, Writing and Advocacy. Students who are at or below the median GPA or ranking at the end of the fall semester are enrolled in Applied Critical Thinking and Legal Analysis; for those students, Criminal Law will be deferred to the second year.

Upper-Division Required Courses

In the second and third years, students are 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; Legal Analysis, Writing, and Research III; Professional Responsibility, and Wills,

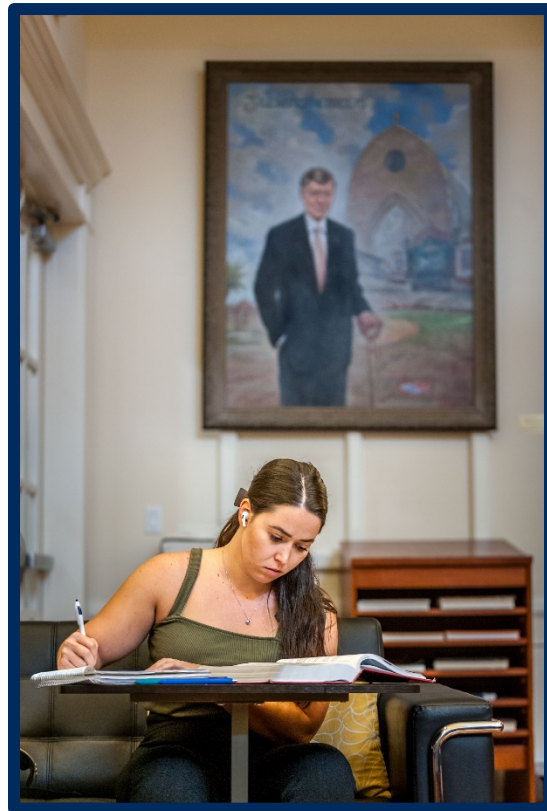
Trusts, and Estates. Applied Learning Labs and Common Law Synthesis are required for certain second-year students based on their academic performance and are open to others if space is available. In their third year, students are required to take a Third Year Mission Course (listed in Appendix I of the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

Students may want to consider pursuing a concentration in Natural Law and Catholic Legal Studies. Those interested should notify the Associate Dean for Academic Affairs in the spring semester of their first year. Requirements for this concentration are in the Academic Regulations in Appendix II.

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* 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, are 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 Program for Academic Success (PAS) 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 is administered and graded anonymously. An examination number, assigned by the Office of the Registrar, is 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 Student 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. You may also email accommodations@avemarialaw.edu. See Appendix XI for policies and forms regarding disability accommodations.

The Associate Dean for Student 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 is contacted by the Registrar and is 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 Student Affairs, 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 Ave Central. 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 will announce a ten (10) minute warning, 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.

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. In a semester when a student enrolls in Advanced Legal Analysis and receives a grade of pass, that student will be eligible if he or she is enrolled in at least 6 credit hours of graded courses and has achieved a semester grade point average of 3.5 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; for concerns about non-academic misconduct, speak with the Associate Dean for Student Affairs as described in these procedures. In addition, procedures regarding sex/gender harassment, discrimination, and misconduct (Title IX Violations) can be found in Appendix IV.

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 Student Affairs.

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 Student

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, contact the security agent on duty at 239-302-8047. 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 and 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 239-302-8047. Incident report forms are available on the Ave Central. 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 Ave Central page.

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.

Hurricane Preparedness

Hurricane season runs from June 1 to November 30 each year. It is important to monitor the weather reports so that you have time to take preventive measures if a storm is approaching. The Law School monitors the weather as well and, if a storm may have a significant impact on our region, will send out information via e-mail concerning preparations. Each storm's impact is different and may or may not involve closure and rescheduling of classes.

Tornado Safety

While tornados are relatively rare in southwest Florida, they do occasionally form. A tornado watch means that conditions are conducive to tornado formation while a tornado

warning means that one has formed. In the event that you are in an area where a tornado warning has been declared, you should move to an interior room that preferably does not have windows. The best place to shelter in on-campus buildings is listed below.

- St. Thomas More Commons – Kitchen or restrooms
- West Hall – Classroom 104 or the restrooms
- Library – Restrooms away from windows
- Administration Building – first floor mailroom, staff lounge, and Cardinal O’Connor Conference Room.

Students are expected to sign up for the E2Campus emergency communication system to be able to receive alerts during an emergency period. Additional information can be found on the Law School’s website at <https://www.avemarialaw.edu/amsl-emergency-management/>

Annual Security Reporting

Ave Maria School of Law is committed to informing the community of incidents that occur on or around campus. The Associate Dean for Finance and Administration 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 Ave Central 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.org . In addition, the Florida Department of Law Enforcement has a sexual predator and sexual offender registry. They may be contacted toll free at 1-888-357-7332 (TTY Accessibility 1-877-414-7234) or visit their website at <https://offender.fdle.state.fl.us/offender/sops/home.jsf> ,

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 Chief Information Officer so that the card can be deactivated and replaced.

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 239-302-8047.

Safety in Private Spaces Act

In accordance with Florida Statute 553.865, entering a restroom or changing facility on the premises designated for the opposite sex and refusing to depart when asked to do so by administrative, instructional, security, or law enforcement personnel is prohibited and is considered non-academic misconduct. Exceptions include entry for the purpose of assisting or chaperoning a child under the age of 12, and elderly person, or a person with a developmental or other disability; to render emergency medical assistance or to intervene in an emergency situation where the health or safety of another person is at risk; or for custodial, maintenance, or inspection purposes.

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. In addition, the Law School Sex/Gender Harassment, Discrimination, and Misconduct Policy (Title IX Violations) is contained in Appendix IV of the *Student Handbook*.

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.



Ave Maria School of Law provides its registered students with limited insurance coverage for accidents with some exclusions, for a maximum of \$5000 of medical expenses not covered by other insurance (\$100 deductible). A link to additional information and claims can be found on the Health and Wellness page on Ave Central or at

www.4studenthealth.com. Students should print and carry the accident insurance card with them. If receiving treatment for a covered accident, students should give the provider their own insurance card and the accident insurance card. After the accident, complete the claim form which is available on Ave Central and provide it to the Associate Dean for Finance and Administration so your enrollment can be certified.

Support Programs

Students are encouraged to contact the Associate Dean for Student Affairs to seek assistance or support; in addition, the Law School has a full-time Chaplain to assist with counseling needs. Ave Central 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/>.

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
Catholic Charities (treatment provider)	239-455-2655
David Lawrence Mental Health Center (treatment programs)	239-455-8500
Hazelden Betty Ford Clinic (treatment programs)	800-522-3383
Justin's Place/St. Matthews (faith-based treatment program)	239-774-0500
Narcotics Anonymous	800-477-6191
U.S. Department of Health and Human Services Substance Abuse and Mental Health Services National Help Line	800-662-4357

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) 775-3862 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

Suicide Prevention

(800) 273-8255 Support for those at risk for suicide
www.suicidepreventionlifeline.org

Veterans Services

(239) 252-8387 Provides access to a wide variety of benefits for veterans.
<https://www.colliercountyfl.gov/government/public-services/divisions/veteran-services>

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 "My CCSO/Community Engagement Department/Crime Prevention."

Tragically, incidents of shooting violence take place on college campuses as well as other venues. Students are advised to take a moment to watch the video at <https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources/responding-to-an-active-shooter-crisis-situation> to consider what actions to take if faced with such an event.

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 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 for the first year, students are selected to serve as Associate Editors of the *Ave Maria Law Review*, the Law School's scholarly publication. 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.

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, Certified Legal Intern (CLI), and United Nations Legal Externship (UNLE) Programs offer students the opportunity to gain practical experience and strengthen credentials while earning academic credit.

All students who participate in clinics, externships, legal internships and pro bono positions should ensure that their work is consistent with Ave Maria School of Law policy:

Clinic, Externship, and Pro Bono Work Policy Statement

Ave Maria School of Law promotes a legal education in fidelity to the Catholic Faith as expressed through Sacred Tradition, Sacred Scripture, and the teaching authority of the Church in all areas of the Law School, including its Office of Professional Development and its Certified Legal Internship, Externship, Pro Bono, and Clinical programs. The Law School shall not, therefore, provide opportunities for students where the nature of the work required from a student would be inconsistent with the Law School's mission.

Students shall not engage in activities inconsistent with the Law School's mission in Clinical program work, paid or unpaid positions obtained through the Office of Professional Development, and externship, CLI, and pro bono positions. Students who are asked to assist with activities inconsistent with the Law School's mission in paid or unpaid positions obtained through the Office of Professional Development, and externship, CLI, and pro bono positions should notify the Associate Dean for Professional Development.

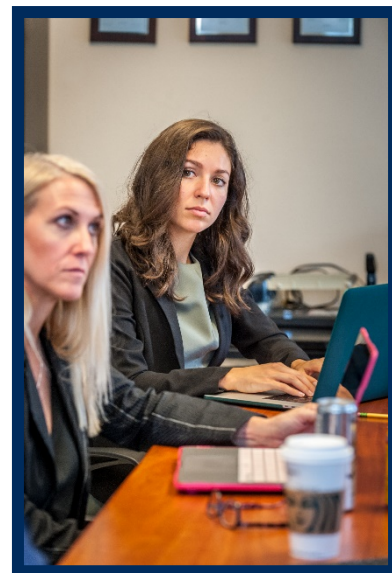
Clinical Program

The Clinical Program gives students the chance to work with actual clients under the supervision of a member of the Law School faculty. Clinical students manage their caseload, develop legal theories and strategies, interview and counsel, research and write, and work with outside agencies. Students will not be compensated by the clients. Current clinical offerings include the Estate Planning and General Practice Clinic, the Intellectual Property Law Clinic, and the Veterans and Servicemembers Law Clinic.

Externships

The Externship Program is an academic experiential program that allows students to gain valuable hands-on legal experience working for judges and attorneys in their offices while earning academic credit. Many students find that externships enrich their education by allowing them to apply what they have learned in the classroom to real world cases. Exposure to different practice settings through the Externship Program can serve as a critical tool for any student developing a career path. The fieldwork is complemented by an academic program designed to increase a student extern's awareness of professional skills and competencies necessary in the practice of law and the student's role in their professional development as lawyers-in-training.

The Law School has standing arrangements with a number of offices and agencies for placement opportunities. In limited circumstances, a student may propose an externship at an entity that has not previously had a Law School extern. Approval of the site is contingent upon application by the site and completion of a site inspection by the Office of Professional Development. Students interested



in beginning this process should contact the Office of Professional Development six weeks prior to the expected start of the externship.

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, Public Defender, or Department of Children and Families. The CLI has significant prerequisites and requires that participants acquire certified legal intern status. Students must register for the CLI Track during their 1L year. 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 Office of Professional Development.

United Nations Legal Externship (UNLE)

The UNLE Program is an unpaid full-time legal externship undertaken for law school credit. The UNLE requires students to spend a full semester in New York City to work on-site at the United Nations. The UNLE Program allows students to gain invaluable experience assisting the work of Non-Governmental Organizations (NGOs) with their multilateral work at the UN on issues such as international conflict, migration and trafficking, human rights and integral and sustainable development. This program requires students to begin preparing early for participation. The program is a full-time, off-site semester long program (fall or spring) so students must ensure that they plan their academic courses throughout their 1L and 2L years to allow for the experience. Students must also consider housing and expenses in their planning of program participation. The application process is competitive. More information concerning the UNLE Program is available from the Office of Professional Development. This program now includes placements in Geneva and Vienna.

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.

The Law School’s Cancro Wellness Center was completed in February 2020 and provides the Law School Community with access to a broad array of options to maintain and improve their health. In addition to cardio and weight machines, group spin classes and other group fitness classes are offered. The Wellness Center has two covered full-size basketball courts which may also be used for volleyball and pickleball, and a 3 v 3 soccer field with artificial turf. The wellness program also includes programs to improve nutrition and mental outlook.

Another 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 and 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, as well as several school-wide functions throughout the year.

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
Federalist Society
St. Francis Cabrini Immigration Law Society
Knights of Columbus
Latino Law Student Association

Lex Vitae Society (Pro-Life Organization)
Phi Alpha Delta Law Fraternity
Republican National Lawyers Association
St. Thomas More Society
Student Bar Association
Women's Law Association
Veteran Law Student Association

Students may also represent the Law School as a student delegate to the American Bar Association Law Student Division or as a law student liaison to the Florida Bar Young Lawyers Division.



Forming a New Organization

Official recognition of any student-sponsored organization requires the approval of the Associate Dean for Student Affairs. 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 Director of 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 Student Affairs. At the end of each academic year, each organization must file a report with the Director of Student Engagement detailing their activities and service for the year.

Student Organization Funding

The Associate Dean for Student Affairs 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 July 1 for the upcoming academic year. Each group should also submit an annual report to the SBA Finance Committee and to the Associate Dean for Student Affairs by April 15 each year. 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 Student Affairs 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.

Ave Central

Each approved organization will have its own Ave Central 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. Content is reviewed by the Associate Director of 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.

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

All student organizations have an e-mail alias to send and receive e-mail and set up an Office 365 group. Outgoing student organization leaders must share login information to this e-mail with the incoming organization leader. If this information is not transferred in a timely manner, contact the Information Technology department at ITHelp@avemarialaw.edu.

Event Planning

Student organizations that wish to plan an event on or off campus should contact the Assistant Director of Student Engagement 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 Assistant Director of Student Engagement. Contracts relating to facility rental and catering must be signed by the Associate Dean for Finance and 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 four weeks in advance.

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

Assistant Director of Student Engagement to place supply orders. The cost of these supplies is charged to the ordering organization.

Printing

Students who need to print documents for a student organization can obtain an access code for that organization by contacting IThelp@avemarialaw.edu.

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 event reservation system on Ave Central.

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 Assistant Director of Student Engagement.

Other Policies of Interest to Student Organizations

Activity Release Form

All events or activities that involve risk and danger of serious bodily injury require that each participant sign an Activity Release Form. This form is available from the Student Engagement page on Ave Central and signed forms must be returned to the Director of Admissions and Student Engagement. 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. 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 Student Affairs 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 Engagement page on Ave Central, at least seven days in advance of the event. Such requests may only be approved for large, special events. Each event that receives approval 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.

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 arrange to have the item purchased by the school directly using a school credit card account or store account. All purchase requests can be made through Ave Central for approval.

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 student organization, student-lead association, and co-curriculars (“student groups”) that wish to develop an external social media account, i.e., Facebook, Instagram, must have it first approved by the Associate Dean for Communications and External Affairs and the Associate Dean for Student Affairs. The Law School retains the authority to revoke the approval of websites/social media accounts.

Student Groups that operate a social media account should ensure that access is restricted to the Law School community. Student groups are required to provide access to the website/social media account by either adding the Office of Student Engagement as an administrator to the account and/or provide the login information to each approved social media account. The Office of Student Engagement will secure and share the login information with the Office of Communications and External Affairs. If a student group does not add the Office of Student Engagement as an administrator and/or does not provide login information to the Office of Student Engagement in a reasonable timeframe of the request, the Office of Student Engagement will issue a warning and a timeframe to provide the requested information. The Law School retains the right to have the social media account deactivated after failure to comply with the Office of Student Engagement’s request.

Board member(s)/representative(s) of the student groups are responsible for transferring the login information to a future board member(s)/representative(s) once the Spring elections have occurred or when a new representative is assigned. However, if the information is not transferred in a reasonable timeframe, the Office of Student Engagement will provide the new board member(s) or new representative(s) with the necessary information. Student groups must ensure that the Office of Student Engagement has the current student groups’ social media accounts login information and/or the Office of Student Engagement is added an administrator by the beginning of each school year.

Social media account content must comply with Ave Maria School of Law’s Honor Code, must not be considered controversial, and must not harm the Law School’s reputation. If a student group’s website/social media account contains content that is deemed inappropriate and/or controversial, the student group will be notified and asked to delete the content in a reasonable timeframe. If the student group does not delete the content promptly, the content may be hidden, deleted, or the website/social media account will be deactivated. **The Office of Communications and External Affairs reserves the right to delete or deactivate a student group account at any time.**

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 Student Affairs 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.

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, annuitized gift, or a grant/foundation proposal, the representative shall contact the Associate Dean for Development 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. All proposals must be submitted for review to the Associate Dean for Development.
4. 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.
5. If the Associate Dean for Development denies a request to solicit, the decision may be appealed to the Dean.
6. 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 Associate Dean for Development 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 Communications and External Affairs communications@avemarialaw.edu.

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 and 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.

Publicity

Student organizations must coordinate all media contacts through the Office of Communications and External Affairs via <https://www.avemarialaw.edu/marketing-communications-office>.

Reimbursements

Individuals who incur approved expenses should complete and sign a reimbursement request, attach original receipts, have another board member sign the reimbursement, and submit it to the Director of Student Engagement for processing within 14 days of incurring the expense. 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 Office of the Dean at least four 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 a 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 for May and August graduates, and in October for December graduates. 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. 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>.

Some states have lower registration fees for students who register with that state during their first year of legal study, including Florida. Registering for the Florida bar exam will also allow you to perform a certified legal internship during law school. Therefore, even if you do not intend to sit for the Florida bar exam, it may be important for you to apply. See more at <https://supremecourt.flcourts.gov/Practice-Procedures/Certified-Legal-Intern-Program>

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 Student 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. Forty-two states now offer the Uniform Bar Exam (UBE) as their licensure exam. Passage of the UBE may allow you to waive into the other states that use the UBE. However, Florida is not a UBE state. In Florida, the bar exam is just for practicing law in the state of Florida.

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, professors of Bar Preparation, and a pre-paid commercial bar preparation course.

Refer to the Bar Preparation page on Ave Central 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. Members of each graduating class are welcomed into the Alumni Association during Commencement weekend. Membership benefits include:

- Alumni e-mail account
- 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 Office of Professional Development. Information, including job postings, is available through the Office of Professional Development 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 Office of Professional Development. 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 Zoom for career planning, mock interviews, and other career-related matters. Alumni may also collaborate with the Office of Professional Development 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 2024-2025 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 resources to ensure student success. The Program for Academic Success (PAS) is a key resource for students in optimizing their performance in law school. The study of law requires very different skills and processes from what students may have experienced in the undergraduate environment. The PAS 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 considers a student's individual strengths and opportunities for growth to help them achieve their peak potential as students, scholars, and ultimately, as practicing attorneys.
- In the spring semester of the first year, the PAS Department offers a unique course designed to bolster students' ability to engage in legal analysis. The course is required for students ranked at or below the median of the first-year class. Students at or below the median GPA for the cohort at the conclusion of their first year will take two applied learning labs. Students required to take the labs must enroll in the lab simultaneously with two out of the three courses for which labs are offered. Labs are offered for Evidence, Criminal Procedure, and Constitutional Law. If a student required to take the labs fails to enroll in the lab for one of these courses, that student must take the lab for the remaining two courses. The labs help reinforce concepts for these heavily bar-tested subjects through additional testing and use of learning tools. These students will also take Commons Law Synthesis which reinforces concepts from their 1L doctrinal classes and exposes them to Multistate Bar Exam (MBE) style questions in those subject areas.
- Ave Maria also provides extensive bar preparation for students. 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.

Course Evaluations

At the end of each course, students will have the opportunity to complete a course evaluation. 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

Ave Maria Canvas 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.

Dismissal and Impact on Facility Access and Email

A student who is dismissed will retain access to e-mail for a one-month period but will no longer have access to campus facilities. If the dismissed student is a resident in on-campus housing, access will be extended to that housing unit until move out arrangements can be made in accordance with the Housing Handbook.

Employment Limitations

Students are discouraged from working for compensation during the first year of study and must limit their employment to less than 20 hours per week in subsequent fall and spring 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 fall semester of study. In addition, students employed in Federal Work Study positions in the summer may not exceed a combined total of 40 hours per week, even if employed in multiple positions.

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 Dean. Organizers of such an event should discuss their plans with the 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. Students seeking permission to receive credit for study abroad must meet with the Office of Professional Development 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 electronic form is available on Ave Central.

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.

Finance and Administration

Finance and Administration includes an array of non-academic services including financial operations, student accounts, parking, security, and bookstore and cafe operations.

The Sidebar Café

The Sidebar Café is a micromarket located in the library. It can be accessed from within the library or through an exterior door on the rear of the library near the ramp. It offers a variety

of food and beverage options. Using the market's scan and go technology, users purchase items using their own payment card at the kiosk or they can download the USConnect app. The advantage of using the app is that points can be earned toward future purchases and users will receive special offers and promos. Users can fund the app at the kiosk using cash and use their phones to pay for purchases. Please be aware that merchandise is monitored by cameras and not paying for items may lead to disciplinary action.

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

The Ave Law Bookstore is located in the St. Thomas More Commons and offers snack and beverage items, clothing and apparel with the Law School name or logo, and a variety of basic school supplies. Textbooks, course packs, and course supplements are available from the Ave Law Virtual Store. Operated under an agreement with Follett, the virtual store is available to students 24/7 and can be found at <https://www.bkstr.com/avemarialawstore>. The virtual store for apparel and gifts can be found at <https://avelawspiritshop.merchorders.com>.

Breastfeeding

Ave Maria School of Law is committed to providing a positive atmosphere of support for breastfeeding students. Students who wish to nurse or express milk should contact the Associate Dean for Finance and Administration, or the Director of Human Resources, so that a private space and refrigeration can be identified and provided.

Building and Grounds

Buildings may not be modified without the approval of the Associate Dean for Finance and 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.

Calendar of Events and Scheduling of Rooms

Members of the Law School Community may view the Calendar using the event calendar in Ave Central. 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 on Ave Central. All requests are not final until they are confirmed.

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 Ave Central.

Food and Beverages in Classrooms

Food and beverages are permitted in classroom areas subject to faculty member discretion for their individual courses. With the exception of occasional special events, food or beverages are not permitted in the Moot Court Room.

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 Information Technology 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 and 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 the Associate Dean for Communications and External Affairs.

Lost and Found

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

Notary Public

A Notary public is available at the Law School, currently the Advancement Database Assistant.

Official Notices

Official notices may also be distributed via e-mail or via Ave Central. Students are responsible for information distributed to these sources and should check their e-mail and Ave Central 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 Assistant Director of Finance and Administration 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. Service animals must be cleared in advance with the Associate Dean for Finance and Administration.

Posted Notices

All notices posted in the Law School must be approved in advance by the Director of 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 and Administration. Incidents that involve sexual discrimination, sexual harassment, or sexual violence or assault should be directed to a Title IX representative. See Appendix IV for details. For security concerns during evenings and weekends, contact security personnel at 239-302-8047.

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 and Administration and may lead to disciplinary action.

Weapons

Weapons are prohibited in all campus buildings, grounds, on-campus housing, and in vehicles on campus unless otherwise permitted by Florida law. 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.

The CEO and Dean has authority to make exceptions to this policy, in writing. He has done so for our security guards. In addition, active federal, state, and local law enforcement officers may carry weapons on campus in the course of their official duties.

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 \$12 and \$14 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 Office of Professional Development. 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 that approximates the median GPA of their class. 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 uses information about outside scholarships that is provided by AccessLex. A list of over 800 scholarship opportunities and writing competitions is available on the Law School's website at <https://www.avemarialaw.edu/types-of-aid/>.

“Self-Service” On-Line System

Students who file the FAFSA can access their financial aid award information on-line through Self-Service on Ave Central. 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 <https://studentaid.gov/h/apply-for-aid/fafsa> . 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://studentaid.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 Direct Loans for graduate students for 2024-25, disbursed on or after July 1, 2024, is 8.08%. 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.
- For Federal Direct Stafford Loans that are first disbursed **on or after October 1, 2020**, an Origination Fee of 1.057% 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 2024-25 for loans disbursed on or after July 1, 2024 is 9.08%. 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. 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 October 1, 2020**, an Origination Fee of 4.228% 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 8.08% and 9.09% 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 ensure 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 ensure 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

The Office of Financial Aid uses information about writing competitions that is provided by AccessLex. A list of over 800 scholarship opportunities and writing competitions is available on the Law School's website at <https://www.avemarialaw.edu/types-of-aid/>.

Housing

There are a number of on-campus housing options available to Ave Maria School of Law. 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, 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 such as faculty and staff, including visiting faculty, must obtain approval for short-term rental from the Associate Dean of Admissions, Financial Aid, and Housing on a space available basis. 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 Executive Director of Financial Aid and Housing. Please see the *Housing Handbook* on the Housing page on Ave Central 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, and Law School resources and policies.

Title IX

Please see Appendix IV for the policy and procedures related to Title IX violations.

Federal Work Study Employment

All students will complete their employment paperwork for their Federal Work Study award once the Office of Professional Development and/or the Student Financial Services Department approves the Federal Work Study funding and assignment. Once the funding and assignment are completed the student receives an email from Human Resources to complete their Employment Application and all legally compliant paperwork via the Paylocity system, a third-party payroll system. The completion of employment paperwork includes providing 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 on or off campus.

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 Usage Policy in Appendix V.

Students may access their e-mail on-line by going to <https://www.office.com> .

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 an 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 Help Desk

Students must keep anti-virus tools updated on their personal Windows computers. Students may contact the Help Desk by e-mailing ITHelp@avemarialaw.edu or calling 239-687-5445.

Dismissal and Impact on Facility Access and Email

A student who is dismissed will retain access to e-mail for a one-month period but will no longer have access to campus facilities. If the dismissed student is a resident in on-campus housing, access will be extended to that housing unit until move out arrangements can be made in accordance with the Housing Handbook.

Laptop Computer Loans

The Information Technology Department has several laptop computers available for exams. 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 Usage Policy in Appendix V.

Printing

The Law School has three network printers/copiers for student use located throughout campus: two in the library and one in the Commons lobby. Printing is available from any internet browser through [Web Print](#). Students use their network login credentials to release print jobs.

Each student receives a printing allowance each month of \$20, which is equivalent to 200 black and white copies. This cap is based on usage reports and is set so that most students will not need to purchase additional copy credits. Students who exceed that usage may purchase additional copy credits at the bookstore in \$10 increments

Students who need to print documents for a student organization can obtain an access code for that organization by contacting IThelp@avemarialaw.edu.

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

For information on the mission, admissions policy, curriculum, and faculty, the website <https://www.avemarialaw.edu> is the Law School's most current information source.

The website provides an entryway to Ave Central, which provides vital student communication and community news. Students are responsible for checking Ave Central and e-

mail regularly for communications from the Law School administration and faculty. Ave Central contains links to resources such as Canvas, department and student organization information pages, and access to Self-Service where students may see their grades, student account, financial aid, and register for classes.

Veterans Memorial Law Library

The Ave Maria School of Law Library collection is a treasure trove of legal print, electronic, audio/video, and microform formats. It's not just about the physical books, we also provide access to unlimited study aids and a vast array of legal titles through our user-friendly digital library platforms. These platforms are available 24/7, allowing you to delve into your research from anywhere. Our collection is particularly robust in areas such as Catholic legal and social doctrine, bioethics, natural law, canon law, and legal history. We also offer a diverse complementary collection of world and American history, political science, economics, and philosophy in various formats to enrich your legal studies.

The library is not just a repository of knowledge, but also an inviting intellectual and social center for the Ave Maria School of Law community. We encourage students to use the library as a space for both academic and social engagement. Food and non-alcoholic drinks are permitted in the library, but we ask students to act responsibly and clean up after themselves, reporting any spills to the Circulation desk staff.



Digital research guides on various legal subject areas, such as constitutional law, criminal law, and intellectual property law, are available. These guides provide comprehensive overviews, key resources, and search strategies for each subject. Additional information about library services, including interlibrary loan and reference assistance, are also available at <http://avemarialaw.libguides.com/welcome> .

Cellular Phones

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

Circulating Materials

Most of the library's multi-volume legal collection does not circulate, as most research libraries do. 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

Looking for a part-time job? The Ave Maria School of Law Library offers student positions to those with Federal Work Study awards after their first year of law school. Law student employment is limited to 20 hours per week during the fall and spring semesters. As a student worker, you'll assist with various tasks such as shelving, cleaning, weeding the collection, and attending to our patrons' needs after regular staffed hours. It's a great opportunity to gain valuable work experience while studying.

Fax Machine

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

Fines

Fines are an unpleasant fact of life in every library. They are necessary to ensure that as many students as possible can access resources without waiting long periods of time. Buying enough copies of materials to satisfy the perceived needs of 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, Cost of the item (varies by item type) or not returned after a set period, 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 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 a private office or study space for one student. Study rooms must be reserved at the Circulation Desk for four-hour periods. See a member of the Circulation Desk staff 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 to reserve it. The Circulation Desk staff removes unattended personal belongings and makes the room available for study groups. Items removed will be stored behind the Circulation Desk until claimed. Library tours are held periodically, and study rooms may be interrupted when visitors arrive or when a collection item needs to be retrieved. Please remain considerate of your noise levels to avoid interrupting our students.

Library Hours

Students, faculty, and staff may access the library daily using their identification cards from 6 a.m. to midnight. During exams, card access is extended to 24 hours a day. Special

visitors and alumni may be allowed to use the library Monday through Friday, 9 a.m. to 5 p.m., and must sign in at the circulation desk upon arrival. The law library is closed to the public.

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

Full-time staff are available to assist Monday through Friday, 8 a.m. to 5 p.m. Student workers are generally available to assist during evenings and weekends.

Lost and Found

The Lost and Found is located at the Library Circulation Desk. Items with no evident ownership that 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—from a few days to the current year. 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, 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. Students receive a printing allowance and may add funds to their copy account as needed. 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. All other printing questions should be directed to the IT department.

Quiet Study

Noise tends to be carried 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 (239) 302-8047.

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 to reserve them. Unattended belongings are periodically cleared from carrels to free them for use by others.

Suggestions

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

Office of Professional Development

Overview

The Office of Professional Development (OPD) prepares students for their post-graduate careers through assisting students in their evolution of professional competencies necessary for the practice of law and professional reputation. The OPD works with students to ensure that they are able to develop meaningful employment, connections, experience and skills that will lead them to post-graduate employment and throughout their careers.

The OPD is committed to guide students through their professional development by working with every student to assist them in meeting the following objectives:

- Recognize the professional competencies required of first year attorneys and develop a plan to reach an acceptable proficiency level in these competencies by graduation.
- Define mentorship in a legal context, recognize the importance of mentorship as a law student and legal professional, and understand how to find and develop the mentorship relationship.
- Recognize the importance of time management in the profession, develop proper time management strategies, and utilize time management strategies to allow for internship application and participation at some point during law school.
- Recognize the importance of networking in law school and throughout the legal profession, seeking opportunities to network and developing a comfort level with networking.
- Display knowledge of legal application documents, including resume and writing sample, and ability to draft and update legal documents in such a manner that it increases visibility and marketability.

- Define professionalism, display knowledge of the importance of professionalism in the legal profession and development of professional reputation throughout law school.
- Define professional development, increase awareness of role in professional development and creation of a personal professional development plan before graduation.
- Demonstrate knowledge of the importance of service to the community, including the legally underserved.
- Identify the verbal and written communication skills necessary in a professional setting and grow a personal communication style expected of a legal professional. Maintain consistent communication skill level necessary to build and maintain professional relationships.

Professional Development Resources

Counseling: A member of the OPD team is available to meet with students to discuss all aspects of a student's professional development, including 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 we will see walk-ins if we are available.

Professional Development Library: The OPD 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. The collection also includes books to guide students through the post-graduate judicial clerkship application process. These books are available in the room behind the circulation desk and can be checked out.

Professional Development on Demand: The OPD offers general employment guidance 24/7 through the Ave Central Professional Development 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 Yourself as a Professional

Students can attend live workshops and presentations that focus on professionalism, 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 Ave Central, the eBoard, and through AMSL social media accounts. The Professional Identity Formation Video Series is mandatory for all 1L students.

Employment Limitations

Ave Maria School of Law students are encouraged to gain practical legal work experience beginning the summer following their 1L year. 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 must limit employment to less than 20 hours a week while pursuing a full-time course of study. In addition, students employed in Federal Work Study positions in the summer may not exceed a combined total of 40 hours per week, even if employed in multiple positions.

Interview Practice

The OPD schedules mock interview events with local 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 upon request. Appointment required.

Employment Opportunity Postings

The OPD 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, summer and post-grad positions. Employers may interview students on campus or collect application materials to interview candidates at the employer's office. All students may participate in the Summer OCR, which begins in January. All 3L students may participate post-grad OCI held in September.

Off-Campus Interviews / Job Fairs

The OPD 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 in person or virtually. Information on these job fairs is shared with students through Symplicity and Ave Central.

Federal Work-Study Program

Ave Maria School of Law permits 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, Florida Rural Legal Services, Office of Criminal Conflict and Civil Regional Counsel, and many other state agencies or non-profit legal organizations. Students wishing to use work study awards off-site must register with the OPD each semester they plan to work off-site. For full information on the Federal Work-Study Program, see the Federal Work-Study Handbook which is available in the OPD sitting area. On-campus work study placements are also available. A listing of the departments hiring on-campus work study students can be found in the Federal Work Study Handbook. For questions related to financial aid or the work-study award, contact Financial Aid.

Pro Bono Work/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, Alliance for Immigrant Justice, the Public Defender's Office and many others. Students cannot be paid or receive academic credit for their pro bono work. Students who intend to work more than 50 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 the Office of Professional Development.

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 career. In furtherance of these goals, the Office of Professional Development (OPD) has instituted the following requirements:

1) Students who have accepted an offer of employment cannot participate in On Campus Recruitment or seek through the Office of Professional Development another position during the time period already committed to.

2) Students who schedule an interview for employment or a mock interview through OPD are expected to meet with ALL employers who extend an invitation to interview. A student should only apply to employers they are truly interested in meeting. Students must show up for the interview in a timely manner.

3) If there is a true emergency that precludes attendance at an interview, the student must notify the Associate Dean of Professional Development at least 24 hours BEFORE the interview time to inform the parties of the cancellation. The personal emergency must be confirmed through documentation provided to OPD.

4) If a student does not show up for a scheduled employment or mock interview or provides less than a 24-hour notice of cancellation, the student must submit a letter of apology and explanation to the Associate Dean of Professional Development within 24 hours of the no show; such letter to be sent to the employer. In addition, **the Office of Professional Development will inform the CEO and Dean of the no show**, and the Dean may request an individual meeting with the student.

5) A student offered a position should accept or decline the offer within a reasonable amount of time or as articulated by the employer. When accepting an offer from one employer, a student is expected to withdraw his/her name from consideration of any outstanding applications or open offers.

6) A student who has accepted an offer of employment is expected to honor the commitment made absent extenuating circumstances. Reneging acceptance of employment is highly unprofessional. Keep in mind that the legal community is a small community, and unprofessional conduct negatively reflects on the reputation of the student and the Law School within the legal community.

7) Students who participate in recruitment and interviewing events agree to these terms. Failure to comply may result in the student being barred from future recruitment and interviewing events, such determination to be made by the Associate Dean of Professional Development.

Legal Externship Programs

Ave Maria School of Law offers students the opportunity to work a full-time legal externship for law school credit through one of our Legal Externship Programs. The Legal Externships are designed to immerse students in real world legal settings through hands-on practical experience.

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, or Department of Children and Families 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. The CLI Program is only offered in the summer.

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 January of their 1L year but are required to submit the application by March of their 1L year to ensure timely clearance to participate.

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

United Nations Legal Externship

A United Nations Legal Externship (UNLE) is a legal externship undertaken for law school credit. The UNLE is designed for students interested in international law, diplomacy, human rights, and/or Catholic Social Teaching who will gain hands-on experience through work as representatives of NGOs at the United Nations. Full-time opportunities are available in the fall and spring semesters only. The UNLE program is on-site in New York City and legal externs are responsible for securing their own housing.

Additional details and requirements related to the UNLE are contained in the Academic Regulations in Appendix II. Programs are also now available in Vienna and Geneva.

Externships

An externship is a legal placement undertaken for law school credit. Ave Maria School of Law's Externship Program allows students to gain valuable hands-on legal experience working for government, not-for-profit, and private practice attorneys in their offices while earning academic credit. Many students find that externships enrich their education by allowing them to apply what they have learned in the classroom to real world cases. In addition to observing and undertaking substantive legal assignments, student externs interact with attorneys and judges who serve as site supervisors. These supervisors may also become excellent mentors for the future. Exposure to different practice settings through the Externship Program can serve as a critical tool for any student developing a career path. The fieldwork is complemented by an academic program designed to increase a student extern's awareness of professional skills and competencies necessary in the practice of law and the student's role in their professional development as lawyers-in-training. Externs can be paid and receive academic credit.

Email Etiquette

When sending a professional email, there are several things to remember before you hit send or when you are reading and responding to an email.

- 1) Make your subject line meaningful to the email you are sending and make sure to read the subject line of emails you receive.
- 2) Proofread—you can't just use spellcheck. Ex. "Trial" is often typed "trail" and does not come up on spellcheck because it is a word. However, it is not the correct word!
- 3) Use a proper salutation—Dear Ms. Smith or Dear Dean Smith.
- 4) Use a proper introduction but never "my name is"—you are the signatory of the email.
- 5) Leave off the humor, sarcasm, and emojis in professional communication—it often does not read the way you think it will.
- 6) Check your attachments—is this the correct attachment you mean to send and did you attach it?
- 7) Don't use "reply all"—be very cognizant of who you are sending to. To be safe, just avoid reply all.
- 8) Don't use Blind CC—there can be many ethical and professional issues that come up with the use of blind CC—just don't get into the habit of using it.
- 9) Be concise.
- 10) Finally, never send an email when you are emotional—perhaps draft it and review it again when you are calm.

You are now a law student and proper professionalism and etiquette should be evidenced in your communications in any form—including email.

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 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 through Ave Central.

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 Legal Analysis, Writing, and Research III which must be taken in the second year. Advanced Legal Analysis, Florida Legal Practice, and Advanced Essay Writing begin with the first digit of 3 and may only be taken during the third year. The required Mission Courses begin with the first digit of 3 and may be taken during the 2L and 3L year. In addition, Applied Critical Thinking and Legal Analysis, which has a first digit of 3, is required of some first-year students based on their academic standing at the end of their first semester. All remaining courses that begin with the first digit of 3 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	Legal Analysis, Writing and Research 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 have access to a Degree Audit sheet listing all the requirements needed to complete law school. Students should track their progress while in law school and meet with their faculty advisor, Associate Dean of Academic Affairs, Associate Dean of Student Affairs, and/or the Registrar's office to seek guidance on their course plan. The Registrar's Office performs degree audits in the student's final semester to verify they are on track for graduation. Please note that it is ultimately the student's responsibility to confirm 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 and third year required bar 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 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 Self-Service through Ave Central. Students who require a disability accommodation should contact the Associate Dean for Student well in advance of the exam period. Students who wish to reschedule examinations should file an electronic Petition for Administrative Action with the Associate Dean for Academic Affairs, or in his or her absence the Associate Dean for Student Affairs, 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.

To guarantee enrollment in the third year required bar courses in the fall semester of the third year, a student must file the Declaration of Intent form with the Registrar's Office one week prior to the start of the registration period for the fall semester.

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 student 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 is related to their area of study must file an Application for Employment Authorization with the U.S. Citizenship and Immigration Services (USCIS) prior to acceptance of such a position. A minimum grade point average of 2.2 is required by the Law School for certification. Please contact the Registrar for more information.

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. Students can also submit employment information directly through the SEVP Portal.

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 obtain a form from the Registrar and 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 on Ave Central. Go to the “classes” link to see your class schedule.

Transcript and Record Requests

Students should request official transcripts through the National Student Clearinghouse: <https://tsorder.studentclearinghouse.org/school/ficecode/03691400>, To request class rank letters, good standing letters, and enrollment/anticipated graduation letters, please submit request to the Office of the Registrar through the Records Request: <https://amsl.avemarialaw.edu/Registrar/forms/documentrequest>. Please allow at least 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 (vets.gov/education). This site provides information about education benefits available through the VA as well as an on-line application.

Veterans must provide the Registrar with a copy of their most recent DD-214, and either a VA Certificate of Eligibility or a copy of the veteran’s eBenefits page as proof of eligibility. Student enrollment is certified with the VA by the Law School through the VA’s VA-ONCE site.

For Post 9/11 GI Bill® (Ch33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(3) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA Tuition and Fee payments.

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 Ave Central. 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 or stipend 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. 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 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 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 on Ave Central. 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, student accident insurance, fitness and wellness activities, a copy allowance, student organization funding, and an array of bar preparation related services. In addition, fees contribute to the overall education program. Students in their graduating semester are charged a \$50 graduation fee.

Student Affairs

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 contact accommodations@avemarialaw.edu or should identify themselves to the Associate Dean for Student Affairs or Jaime Carrol in the Program for Academic Success. Students requesting an accommodation must complete the application forms 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 and may seek the recommendation of an outside consultant when considering an accommodation request. See Appendix XI for forms and procedures for requesting accommodations.

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 daily. The Office of the Chaplain is located in the St. Thomas More Commons.



Student Organizations

Official recognition of any student-sponsored organization requires the approval of the Associate Dean for Student Affairs. Such approval requires that the proposed student organization 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.org).

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. <https://dos.myflorida.com/elections/for-voters/voter-registration/>.

APPENDIX I

Ave Maria School of Law

COURSE DESCRIPTIONS

of

RECENTLY OFFERED COURSES

The courses listed in this Appendix have been offered during the past two academic years or the current academic year. Elective courses may not be offered on a regular basis. Additional elective courses may be offered on an ad hoc basis.

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.

Legal Analysis, Writing and Research 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.

AND

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.

OR

Applied Critical Thinking and Legal Analysis (3-023) (2 hours)

NOTE: This course is required for students specified in the Academic Regulations (Part ONE Section 3) and will be open to others if space is available.

Students will receive focused instruction and intensive experience in using active learning techniques to achieve deeper conceptual understanding of legal doctrine. 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. 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, practice essay exams and multiple-choice quizzes, self-evaluation techniques, and peer feedback. 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 Program for Academic Success faculty to review

progress, support learning efforts, and assist each student in formulating his or her own personal action plan designed to optimize individual performance.

REQUIRED COURSES FOR THE SECOND AND THIRD YEARS

Criminal Law (1-600) (3 hours) if not taken in the first year.

Applied Learning Lab (2-010) (1 hour)

NOTE: This course is required for students with a cumulative grade point average below the median at the end of the first year and will be linked with various courses such as Evidence, Constitutional Law and Criminal Procedure. *When required, this course must be completed in the second year of study.*

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

Note: This course is required for students with a cumulative grade point average below the median at the end of the first year. *When required, this course must be completed in 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.

Experiential Learning Courses (6 hours)

Courses that satisfy this requirement include clinics, externships, practicums and other experiential courses. In addition, credits for Legal Analysis, Research, and Writing I, taken in the first year, counts toward the required six credit hours of experiential learning courses.

Legal Analysis, Writing and Research 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.

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.

Criminal Procedure (2-601) (3 hours)**Prerequisite: Criminal Law (1-600)**

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.

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) (4 hours)

This course is a capstone course to ensure that graduates have the requisite knowledge to join the legal profession. 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. Students will be automatically registered for this course in either the fall or the spring semester of their third year. Note that a student who fails to file a Declaration of Intent form for December graduation one week prior to the registration period for the fall semester will not be guaranteed enrollment in this course for the fall semester.

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 required as part of each student's active preparation for the Florida Bar Exam. Students will be automatically registered for this course in either the fall or the spring semester of their third year. Note that a student who fails to file a Declaration of Intent form for December graduation one week prior to the registration period for the fall semester will not be guaranteed enrollment in this course for the fall semester.

Students may submit a petition to the Associate Dean for Academic Affairs for permission to substitute Advanced Essay Writing for Florida Legal Practice. In the petition, a student must certify that he or she does not intend to take the Florida bar exam and must indicate the state in which he or she intends to sit for a bar exam.

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. Students who successfully petitioned to take this course in place of Florida Legal Practice will be automatically registered for this course in either the fall or the spring semester of their third year. Note that a student who fails to file a Declaration of Intent form for December graduation one week prior to the registration period for the fall semester will not be guaranteed enrollment in this course for the fall semester.

At least one of the following Third-Year Mission courses or an *ad hoc* course offering which is identified as fulfilling this requirement:

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.

The Church, the Court, and Human Dignity (3-533) (2 hours)

This course contrasts the conceptions of human dignity embraced by the Supreme Court and the Magisterium of the Catholic Church.

Civil Rights, Liberties, and Catholic Thought (3-535) (2 hours)

This course examines the fundamental tenets of American civil liberties and civil rights in historical perspective. Additionally, it presents jurisprudential debates, framed within the Catholic tradition. Topics include: freedom of speech and violent ideologies; pornography and censorship; freedom of the press and defamation; religious liberty and religious discrimination; the right to bear arms and the common good; unreasonable search and seizure and human dignity; capital punishment and the duty of Catholic judges; equal protection guarantees for gender and sexual orientation; substantive due process rights and Catholic anthropology.

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.

Natural Law on the Supreme Court (3-544) (2 hours)

The first half of this course will examine major texts in Natural Law theory. The second half will follow its application on the Supreme Court, particularly as it has interpreted Due Process of Law.

Natural Law Theory (30534) (2 hours)

The aim of the course Natural Law Theory is to present the theory of natural law (iusnaturalism) as one of the main ideas of the philosophy of law. The dominant variations of natural law theory from antiquity to modern times will be discussed. Iusnaturalism will be confronted primarily with the legal positivism theory. Moreover, the course will give some insights into the relationship between morality and law in some contemporary ethical discussions.

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.

Right to Life Issues in Law and Policy (3-532) (2 hours)

This seminar examines legal protection of human life from conception or fertilization to natural death in law and public policy. Students will explore contemporary challenges to the unborn child's right to life and will identify legal strategies to legally recognize and protect it. They will also look at contemporary legal and ethical issues in the emerging field of end-of-life law focusing on the patients' rights in end-of-life situations, particularly those of persons who are severely disabled, older or terminally ill. All discussions will be informed by Catholic teaching on the dignity of the human person and respect for all human life.

ELECTIVE COURSES

A. Business and Commercial Law**Advanced Contracts (3-201) (2 hours)**

Advanced Contracts builds upon the foundation established in the first-year courses Contracts I and Contracts II to give students a greater understanding of the framework and rules used to analyze the legal issues surrounding the formation, interpretation, and enforcement of contracts. The course specifically focuses on contract drafting, interpretation and implied terms, the equitable and legal remedies available for breach of contract, and the rights and duties of strangers to the contract.

Bankruptcy (3-225) (3 hours)

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

Business Law Institute Seminar (3-222) (2 hours)

This course provides students with an introduction to the unique practical skills and doctrinal knowledge relevant to the in-house practice of law. The course will include guest general counsel speakers who will provide insight from their experience working in-house as well as their pathway to becoming an in-house counsel. Student assessments will include projects simulating the real-world legal issues in-house attorneys must address.

Business Planning (3-212) (3 hours)

Business Planning introduces students to the various legal and business considerations involved in forming and operating a growing business. The course will examine the deal cycle of a start-up business venture, including selecting a business entity, structuring the economic benefits and management control among various owners, protecting intellectual property and raising capital.

Using a simulated deal format, students will review and analyze agreements and other legal documents typically used in organizing and financing a start-up business. The course objective is to integrate law, theory and practice in order to prepare students for the types of projects and challenges they will confront as lawyers in the first year of a transactional practice. Students will gain a real-world perspective on the life cycle of a deal, exposure to the kind of problems that typically arise over the course of the deal, and an opportunity to identify and reflect on ethical issues facing transactional lawyers.

Negotiable Instruments (3-206) (2 hours)

This course studies legal problems that arise with certain payment systems in the area of commercial transactions. The principal emphasis of this course is on the Uniform Commercial Code (UCC) that governs negotiable instruments—namely, UCC Articles 3 and 4. Major topics include techniques of statutory analysis, and the methodology and scope of Articles 3 and 4 of the UCC, which deal with negotiability, and the rights and duties of parties to various payment systems including promissory notes, checks, and the bank-customer relationship.

Sports Law (3-215) (2 hours)

The objective of this course is to acquaint the students with the substantive areas of law which impact professional and amateur sports. These areas include torts, contracts, antitrust, labor, copyright/rights of publicity, telecommunications, and gaming. By the conclusion of the course, students will be familiar with the leading cases, current case law and significant state/federal legislation on in the specific areas covered each week which taken together, make up “Sports Law.” Students should also be able to recognize the overlap (e.g., anti-trust and labor law) of different areas of sports law as they relate to specific fact situations.

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**Labor and Employee Rights Practicum (3-247) (2 hours)**

Participants in the Labor and Employee Rights Practicum, in conjunction with Professor Raudabaugh and attorneys with the National Right To Work Legal Defense and Education Foundation, will respond to employee inquiries regarding their rights under U.S. federal labor law, represent employees in filing charges with the U.S. National Labor Relations Board concerning alleged unlawful threats and coercion regarding payment of union dues and fees,

violation of state right-to-work laws, union membership, and reprisals for refusing to participate in union strikes, walkouts, and picketing. Students will also assist in preparing position statements, interview charging parties and witnesses, prepare for and present evidence at NLRB hearings, and research and draft post-hearing briefs and subsequent appeals. On occasion, students will also assist in research and drafting appropriate legislation and appellate and amicus briefs for matters pending in U.S. Courts of Appeal.

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.

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.

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.

E-Discovery, Digital Evidence, and Cybersecurity (3-341) (3 hours)

Civil litigation practice in the third millennium has been deeply influenced by the proliferation of computer-generated information (aka electronically stored information, or ESI). With this deluge of ESI as evidence, the issues relating to ESI discovery acquisition, taken together with the lasting impact of the 2006 changes to Federal Rules of Civil Procedure, have effected profound changes to the litigation landscape. The contour of civil litigation involving ESI has been further reshaped by literally hundreds of federal and state court decisions focusing on electronic discovery and electronic discovery abuse. As a practicing attorney, ESI will likely play a substantial, if not determinative factor in the resolution of your cases. A working knowledge of the precepts of electronic discovery and information governance will give you a substantial competitive (and competency) advantage over your adversaries.

This course will provide that advantage by introducing you to the basic concepts of electronic discovery ((identification, preservation, collection, search and production), electronic discovery abuse (e.g. failure to cooperate, preserve, spoliation, and computer evidence forensics), and digital evidence authentication and admissibility. Blended into this mix will be the constellation of potential liability arising from, or resulting in HIPAA/HiTECH, Sarbanes-Oxley, and data breach compliance and notification issues where ESI is involved. This course will also feature nationally recognized specialist/experts from the computer forensics and technology industry as guest lecturers.

Federal Criminal Law and Practice (3-646) (2 hours)

Federal Criminal Law and Practice will introduce the student to the practice of criminal law in federal courts throughout the United States. The course begins with a discussion of the constitutional basis for federal criminal jurisdiction and how federal prosecutions differ from state prosecutions. Classes will then turn to substantive federal offenses like narcotics, mail fraud, and terrorism, as well as the procedure and chronology of federal prosecutions. The course focuses on strategic thinking and structural case planning along with practical and ethical issues that attorneys face, using real-world case studies, both from the media and from the professor's own experience trying cases in federal courts.

Legal Drafting (3.290) (2-3 hours)

This course will cover drafting from all aspects of legal practice. The course will also emphasize problem-solving skills, writing in a concise and precise manner, and specific use of language. Topics covered will include legislative drafting, litigation drafting, and several aspects of contract drafting.

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.

D. Tax**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.

E. General Practice**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.

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.

Law and Children (3-252) (2 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 both as 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.

Law Practice Technology (3-266) (3 hours)

Law Practice Technology is taught as an online asynchronous 3 credit course. The course covers technology and its use in the practice of law. Law Practice Technology will expose students to the theory and use of technology in legal practice, examining the role different technologies and their use in supporting legal practice and providing legal representation. The course may examine litigation technologies; electronic document management; practice management; electronic discovery; project management; eLawyering and virtual law practice; web-design basics; and the ethical, security and privacy issues related to the development and use of technology in legal practice.

Practice-Ready Entrepreneurship (3-265) (3 hours)

Start preparing your own practice before you graduate. Students will create their own law firm from beginning to end and incorporate their work product into a formal business plan.

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.

G. Constitutional Law

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.

Florida Constitutional Law (3-026) (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.

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.

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.

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.

Health Care Issues in Canon Law (3-423) (2 hours)

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

Immigration Law (3-903) (3 hours)

A three-credit hour analysis of immigration and border security issues in the law and the administrative decision-making process. Overview constitutional foundations for immigration power; the historical evolution of immigration law, immigrant categories, visa bulletins, and requirements for employment-based, family-based, refugee and asylum, and diversity-based immigration. We cover non-immigrant visas for tourists, students, and temporary workers. We will also discuss contemporary problems with immigration; detention and removal procedures; and other hot-button policy issues such as homeland security.

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.

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.

J. Intellectual Property

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.

Trade Secret Law (3-459) (2 hours)

This course considers the patchwork of state and federal law that protects trade secrets. In particular, the course addresses: What are trade secrets? How do companies protect them? How is trade secret law enforced? The law has to strike a balance between encouraging and protecting commercial investment in research and preserving an individual's right to change employment or to compete directly against a former employer. In addition to examining the law and the theory behind it, the course will emphasize the practical aspects of protecting information as a trade secret. The course will look at the challenges and issues involved in litigating trade secret cases, creating corporate programs to protect trade secrets, and drafting agreements. The course should be of interest to students who expect to practice intellectual property law as well as to students who expect to be involved in corporate transactions and labor law.

K. Law and Science

AI and the Practice of Law (3-342) (2 hours)

With the accelerating evolution of AI and its implications for the legal profession, core comprehension of generative artificial intelligence (aka "machine learning", "learned language models", or simply "GenAI") as applied to the practice of law is rapidly becoming a "must have" for practicing attorneys. This core comprehension is equally important for law students and will provide a competitive edge as measured against peers who don't acquire this competency.

This course balances technical understanding, legal theory, case studies, practical application and ethical considerations surrounding the use of artificial intelligence in the practice of law. The course will explore foundational AI concepts, practical applications, regulatory frameworks, and ethical dilemmas. This class is designed for law students interested in gaining a working understanding of AI's increasing impact on the practice of law.

L. Law and Perspectives

Film and the Law (3-540) (2 hours)

This course will introduce students to classic films that portray the American criminal and civil justice systems. The course focuses on how film can shape public perception of attorneys and the legal system and can even help to influence the conduct and behavior of attorneys and judges. The course will use films as case studies through which to examine and interpret the intricacies of the legal system. In addition, the course will analyze select films through the lenses of issues such as ethics and morality, civil rights, and family and military law. Each class will explore a topic or theme through assigned films, accompanying reading assignments, and discussion boards. Class discussion will often turn to what extent the characters in films incorporate (or should have incorporated) ethics, morality, and faith into their decisions and the manner in which they conduct themselves as players in the system.

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.

M. Professional Skills

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

Client Representation Practicum (3-335) (2 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 simulation.

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.

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.

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.

Estate Planning and General Practice Clinic (3-357) (4 hours)

The objectives of the Estate Planning and General Practice Clinic are to *provide* real life legal practice experience by representing actual clients; *promote* ethical values in the practice of law, which involves determining who your client is, maintaining client confidentiality and offering competent, thoughtful representation and “problem solving;” *offer* outreach that connects our Law School to communities and their clients; and *serve* as a “capstone” law school experience for those interested in estate planning and the general practice of law. One of the Clinic’s objectives is to provide a “law firm experience”, so we will refer to participants in the Clinic as “Clinicians” rather than “Students.” This is a subtle but important distinction, as it connotes an educational experience that differs from that found within a traditional academic curriculum. It signals that you are partners within the Clinic, an active, functioning pro bono law firm within our Law School community. It reinforces the fact you as Clinicians are accountable to each other and responsible to the clients for whom the Clinic works.

Intellectual Property Law Clinic (3-361) (4 hours)

In the clinic you will interview a potential client or clients and obtain details of an invention, proposed trademark, or copyright work; and (1) conduct a “prior art” search on the invention and report the results to the client, and if appropriate prepare at least one provisional patent application for filing in the U.S.P.T.O.; (2) conduct a search for existing trademarks and tradenames similar to the proposed trademark, and if appropriate prepare an ITU or regular trademark application for filing in the U.S.P.T.O.; or prepare a registration of the copyright work for registration in the Library of Congress. Invention disclosures must be kept confidential to preserve patent rights and as a student you will be required to sign a confidentiality agreement with the clinic.

Veterans and Servicemembers Law Clinic (3-360) (3 hours)

The Veterans and Servicemembers Law Clinic (VSLC) provides students the opportunity to help military servicemembers and low-income veterans navigate legal issues in a variety of cases. Working with actual clients, students assist those who have served in the U.S. Armed Forces, representing them in litigation (e.g., cases involving religious liberty, consumer law, landlord-tenant law), administrative proceedings (e.g., upgrading military discharges, obtaining disability benefits), and veterans treatment courts. The clinic emphasizes practical experience in all facets of representation, including client interviewing and counseling, legal research and writing, and negotiation and litigation advocacy. Students learn the substantive law and procedure relevant to the practice of law in these areas and gain a better understanding of the challenges facing those who serve our nation.

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

Certified Legal Internship (3-017) (4-10 hours)

Certified Legal Internship Class (3-018) (2 hours)

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

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

Externship (3-003) (1-5 hours)

Externship Class (3-013) (1 hour)

Law Review (3-004) (1 hour)

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

Moot Court Board (3-006) (1 hour)

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

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.

United Nations Legal Externship (3-029) (10 hours)

United Nations Legal Externship Class (3-030) (2 hours)



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. The four-semester minimum may be waived by the Dean or the Associate Dean for Academic Affairs when he or she deems it is warranted by the facts and circumstances of a particular student's situation. 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. Maintain a minimum grade point average of 2.000. The term "minimum cumulative grade point average" when used in this handbook means both Cumulative Grade Point Average (CGPA) and Doctrinal Grade Point Average (DGPA), and students required to satisfy minimum grade point average requirements must do so when their grade point average is measured in terms of both CGPA and DGPA.¹

Doctrinal Grade Point Average ("DGPA") is a student's cumulative grade point average in required doctrinal courses and LAWR. These courses are:

¹ The use of DGPA as an additional measure of "grade point average" applies to the Class of 2027 and all subsequent classes regardless of the class session in which a student is first enrolled, e.g., Spring, Summer, Fall, or other class session in which a student matriculates.

- 1-001 Legal Analysis, Writing, and Research I
- 1-002 Legal Analysis, Writing, and Research II
- 2-001 Legal Analysis, Writing, and Research III
- 1-100 Torts I
- 1-101 Torts II
- 1-200 Contracts I
- 1-201 Contracts II
- 1-300 Civil Procedure I
- 1-301 Civil Procedure II
- 1-400 Property I
- 1-401 Property II
- 1-600 Criminal Law
- 2-201 Business Organizations
- 2-225 Commercial Law
- 2-301 Evidence
- 2-502 Professional Responsibility
- 2-601 Criminal Procedure
- 2-602 Constitutional Law
- 3-260 Wills, Trusts, and Estates

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 Legal Analysis, Writing and Research 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 (except for students enrolled in
	ACTLA (2 credits) by the Academic Dean in the spring of the 1L
	year (see Part ONE Section 3B below)
Property I and II	5 credits
Legal Analysis, Writing and Research I and II	5 credits
Moral Foundations of the Law	2 credits

B. Students with a cumulative grade point average and/or ranking in year-long courses that falls below the median for the 1L class at the end of their first semester (excluding grades for Moral Foundations) must:

1. Take Applied Critical Thinking and Legal Analysis (ACTLA) 2 credits and not take Criminal Law
2. Take Criminal Law in the summer or fall semester of the 2L year (Note: Criminal Law is a prerequisite for Criminal Procedure).
3. Take Common Law Synthesis (2 credits)
4. Take two Applied Learning Labs (1 credit each) by the end of the 2L year.

The Associate Dean for Academic Affairs will determine who falls in the category of having a cumulative grade point and/or ranking in year-long courses below the median.

C. Students who fall below the median GPA after the 1L year (excluding grades for Moral Foundations) and were not enrolled in ACTLA in the spring of the 1L year must take two Applied Learning Labs at 1 credit each by the end of the 2L year and Common Law Synthesis (2 credits).

D. Students must successfully complete the courses listed below, totaling 37 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
Legal Analysis, Writing, and Research III	2 credits
Wills, Trusts, and Estates	3 credits
Third-Year Mission Course	2 credits
Advanced Legal Analysis-Multistate	4 credits
<i>One of the following:</i>	
Florida Legal Practice (required for all Florida bar takers)	2 credits
Advanced Essay Writing	2 credits

E. The courses listed in Paragraph E 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 second or 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.

H. 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 Certified Legal Internship
- Advanced Clinical Law
- Advanced Contract Drafting
- Advanced Legal Drafting
- Advanced Legal Research
- Advanced Sports Law
- Alternative Dispute Resolution
- Business Planning
- Business Entity Tax Planning
- Certified Legal Internship
- Client Representation Practicum
- Criminal Practice Practicum
- Deposition Skills and Witness Preparation
- Estate Planning and General Practice Clinic
- Externship
- Immigration Law Practice and Procedure
- Intellectual Property Law Clinic
- Labor and Employee Rights Practicum
- Legal Analysis, Writing, and Research I
- Legal Drafting
- Patent Drafting
- Patent Law Clinic
- Practice-Ready Entrepreneurship
- Religious Freedom Practicum
- Trial Advocacy
- United Nations Legal Externship
- Writing for Law Practice

I. Concentration in Natural Law and Catholic Legal Studies

Students may follow one of three tracks to have this concentration noted on their law school transcript.

1. Elective Track:

- a. Completion of eight credits of courses designated as Mission Courses, a two-credit directed research that will serve as a capstone course, and the required courses Moral Foundations of the Law, Jurisprudence, and Professional Responsibility.
 - c. A minimum GPA of 3.0 in the Mission, capstone, and required courses listed in section a above.
 - d. Students are advised to indicate their interest in pursuing this track to the Associate Dean for Academic Affairs by spring break of the 1L year so a course plan can be developed.
2. Remote Externship Track:
- a. Completion of a remote externship with the Office of the General Counsel, U.S. Conference of Catholic Bishops, or the National Catholic Bioethics Center. These externships are typically available in the spring semester and are competitive with only one student chosen for each placement. To be eligible, students must have completed the fall semester of their 2L year, have at least a 2.667 cumulative GPA, and have successfully completed Moral Foundations of the Law and Constitutional Law. Students selected will receive four experiential credits for the externship (one credit for the 12-hour, graded classroom component and three credits for the field placement.)
 - b. Completion of four credits of courses designated as Mission Courses, a two-credit directed research that will serve as a capstone course, and the required courses Moral Foundations of the Law, Jurisprudence, and Professional Responsibility.
 - c. A minimum GPA of 3.0 in the Mission, capstone, required courses listed in section a above, externship classroom component, and an evaluation of performance in the externship field placement by the Associate Dean for Academic Affairs.
 - e. Students are advised to indicate their interest in pursuing this track to the Associate Dean for Academic Affairs by spring break of the 1L year so a course plan can be developed.
3. On Site Externship Track:
- a. Completion of a full-semester externship at either the Rome Forum of Catholic Inspired NGSs in Rome, Italy, or the United National Legal Externship at the United Nations Headquarters in New York City (or in its other major locations or with other delegations to the United Nations). To be eligible, students must have completed the fall semester of their 2L year, have at least a 2.667 cumulative GPA, and have successfully completed Moral Foundations of the Law and Constitutional Law. Students selected will receive twelve credits for the externship (two credits for the graded classroom component and ten credits for the field placement).
 - b. A minimum GPA of 3.0 in the required courses Moral Foundations of the Law, Jurisprudence, and Professional Responsibility, externship classroom component, and an evaluation of performance in the externship field placement by the Associate Dean for Academic Affairs.
 - c. Students are advised to indicate their interest in pursuing this track to the Associate Dean for Professional Development and Alumni Affairs and the Associate Dean for Academic Affairs by the beginning of the first semester of the 2L year.

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 minimum 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 minimum cumulative grade point average below 2.000.

Beginning with the class of 2027 and going forward, cumulative grade point average also includes doctrinal grade point average:

- 1. For the purpose of AMSL academic regulations, Doctrinal Grade Point Average (“DGPA”) shall be defined as a student’s cumulative grade point average in required doctrinal courses and LAWR.
- 2. DGPA is used when determining whether a student remains in good standing, is subject to academic dismissal, or is eligible to receive a degree.

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.

Beginning with the class of 2027 and going forward, cumulative grade point average also includes doctrinal grade point average:

1. For the purpose of AMSL academic regulations, Doctrinal Grade Point Average (“DGPA”) shall be defined as a student’s cumulative grade point average in required doctrinal courses and LAWR.

2. DGPA is used when determining whether a student remains in good standing, is subject to academic dismissal, or is eligible to receive a degree

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 the median 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. Dismissal may also result from a student's failure to pass a required course on the second attempt.

C. Procedures for Dismissal. Students with a minimum cumulative grade point average below a 2.0, a DGPA below 2.0, and/or who fail a required course on the second attempt shall be dismissed upon issuance of a dismissal letter from the Associate Dean for Academic Affairs.

1. 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. Students who fail to maintain academic good standing (as defined above) are automatically dismissed. Students will be informed of their dismissal by means of email to their institutional email account and may also be informed by any means that provides actual notice of the dismissal to the student. Students may file a petition for readmission upon dismissal. The student must file the petition within 7 days of delivery of the notice of dismissal to their institutional email account. The petition must be emailed to the Associate Dean's for Academic Affairs' institutional email account.

The Dean will appoint a panel to consider the petition that will consist of: (1) Associate Dean for Academic Affairs (ex officio), and (2) two professors appointed by the Dean. Members of the panel will evaluate the appeal under the existing standards and vote to grant or deny the petition for readmission. The majority vote shall control, and the panel decision should be delivered to the Dean within 14 days absent exigent circumstances. The Dean will review the panel recommendation and issue his decision to grant or deny the petition as soon as practicable and inform the student of the decision by email delivered to the student's institutional email account. The decision of the Dean is final.

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. Ordinarily, students who transfer from another law school must complete four semesters of full-time study. at Ave Maria School of Law. However, the Dean or the Associate Dean for Academic Affairs may waive this requirement when he or she deems it warranted by the facts and circumstances of a particular student’s situation.

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 intersession, typically to permit participation in a study abroad program. Students must have a cumulative GPA of at least 2.667 to be eligible to participate 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, ordinarily, four semesters of full-time study or its equivalent must be pursued at Ave Maria School of Law. However, the Dean or the Associate Dean for Academic Affairs may waive this requirement when he or she deems it warranted by the facts and circumstances of a particular student's situation.

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. Students with a cumulative grade point average of 3.5 or above may participate in more than one co-curricular per semester.
2. Credit for participation in Law Review, Moot Court, 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. Each credit requires a minimum of 42.5 hours of work. 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 Writing Requirement. Two hours of additional credit is authorized for students who register for Law Review and who successfully complete the writing requirements established by the organization. The governing body shall submit to the faculty advisor the names of the students who registered for Law Review and completed the writing requirement, and the faculty advisor 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 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 in their first externship are required to attend a classroom component consisting of 12 hours for which they will receive 1 credit graded on a Pass/Fail basis.

e. No more than 3 credits may be earned during the fall or spring semesters and no more than 6 credits may be earned during the summer semester. In any event, no student may earn more than 6 credits total in such a program. Each credit hour must reflect 50 hours of field work which will be graded on a Pass/Fail basis upon completion. 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.

h. All field work performed by a student participating in an externship must comply with the law school's policy and guidance concerning work compatible with the school's mission.

i. 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 internship must comply with the student practice rules of the jurisdiction in which the work is done;

c. A member of the 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 internship 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 a CLI 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. United Nations Legal Externship (UNLE). The following policies govern registration for, participation in, and required reporting by students who participate in a UNLE for credit.

1. The Dean or the Associate Dean for Academic Affairs may approve for academic credit a UNLE 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 faculty shall be assigned as a faculty supervisor of each placement;

d. The UNLE is offered for 12 credits in the spring semester. Students will receive 10 credits for 390 hours of fieldwork and 2 credits for 24 hours of classroom instruction. Students are not permitted to take any other course during the semester of their UNLE, 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 UNLE other than a stipend as provided by the Law School.

g. All ABA requirements must be met.

h. Participation in a UNLE 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

F. 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.

G. 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 and Moot Court Board)	2 credits per semester per co-curricular	8 per co-curricular
Writing Requirement for Law Review	2 credits per semester	2
Moot Court Competition	1 credit per semester	2
Externships	3 credits per semester	6**
CLI and UNLE	6-12 credits per semester	12**
Clinics and Advanced Clinic	1 clinic per semester	12**

**The combined number of credits for externships CLIs, and clinical programs may not exceed 16 credits total.

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 a petition is granted by the Associate Dean for Academic Affairs, or in his or her absence, the Associate Dean for Student Affairs. 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 electronic 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.

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-." For 1L courses, a minimum of 20% of grades awarded must be below a "C" and 10% of the total grades 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 may 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 the required bar preparation courses Advanced Legal Analysis, Advanced Essay Writing, and Florida Legal Process, the grading shall be as described in E.2.a. with the exception that the grade of "F" (fail) will not be factored into the cumulative grade point average when the course is repeated. In this circumstance, a failing grade will be reflected on the transcript as "F*" with a note saying that the grade has been excluded from the grade point average.

c. 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.

d. 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.

e. 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. In a semester when a student enrolls in Advanced Legal Analysis and receives a grade of pass, that student will be eligible if he or she is enrolled in at least 6 credit hours of graded courses and has achieved a semester grade point average of 3.5 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 5/20/2024

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

Refer to the policy located in Appendix IV for policies and procedures.

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, or 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 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 Student Affairs. 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 Student 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. **Academic Misconduct.** This section addresses academic misconduct by a student. For non-academic misconduct, see section F below. Students must report all potential academic misconduct to a faculty member and/or the Associate Dean for Academic Affairs.
2. **Faculty.** The faculty shall report all potential academic misconduct committed by a student to the Associate Dean for Academic Affairs. Together, they will decide how to proceed. If the faculty member and Associate Dean decide the matter does not rise to the level of accusing a student of misconduct, then the matter stays with the faculty member, the faculty member will conduct any further investigation, as needed, and decide on appropriate disposition. Faculty members may take the following actions: no further action, adjust credit for an assignment and/or make any type of academic adjustment. The actions taken by a faculty member against a student will not be considered discipline for academic misconduct, but rather will be considered an adjustment to the faculty member's evaluation of the student's academic work.
3. **Associate Dean for Academic Affairs.** Matters that the faculty member and Associate Dean for Academic Affairs decide warrant accusing a student of academic misconduct, may be addressed by the Associate Dean for Academic Affairs (Associate Dean).
 - a. **Academic Adjustment.** The Associate Dean may make academic adjustments to a student's work. Students may appeal to the Dean, in writing, within seven days of receiving notice. The Dean's decision is final.
 - b. **Disciplinary Action.** After conducting an investigation or appointing a staff member or faculty member to conduct an investigation, the Associate Dean may take disciplinary action against a student. Prior to invoking disciplinary action, the Associate

Dean will make a written charge, specifying the alleged honor code violation, and will consult with the student of concern and advise the student of their right to request an Honor Board Hearing. If the student declines an Honor Board Hearing, the Associate Dean may proceed forward with disciplinary action and may mete out an appropriate sanction. The student may appeal the decision of the Associate Dean in writing, within 5 days, to the Dean. The Dean's decision is final.

4. **Honor Board.**

a. Participants.

(1) Honor Board Members. Honor Board members will be elected from the 2L and 3L classes. Two Honor Board members will come from the 2L class and three from the 3L class. The Associate Dean may appoint replacements or alternates, throughout the academic year, when needed.

(2) Respondent. This is the student of concern.

(3) Respondent's Representative. The respondent may represent themselves, ask another Ave Maria School of Law student to represent them, or have a representative of their choice, at their own expense, including an attorney. The respondent may represent themselves and bring in someone simply to help with the hearing or provide moral support.

(4) Prosecutor. This individual has the burden of presenting the case to the Honor Board against the respondent. The prosecutor is appointed by Associate Dean for Academic Affairs.

(5) Faculty Advisor to the Honor Board. Each academic year, the Dean will appoint a faculty member to provide advice and training to the Honor Board. This individual will provide advice to the Honor Board, before, during, and after the hearing. During the hearing, the faculty adviser will be in the hearing room, making himself/herself available to the Honor Board.

(6) Witnesses. Both sides may call witnesses.

b. Hearing.

(1) Quorum. The full Honor Board should participate in every hearing, but at least three are required to hear a case.

(2) Conflicts of Interest. Honor Board members who have a reasonable belief they have a conflict of interest in serving on a case, shall bring the potential conflict to the attention of the faculty advisor and the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs has the authority to recuse Honor Board members and the Prosecutor, prior to the hearing. Once the hearing commences, the Honor Board, by a majority vote, will decide all conflicts of interest. The standard for deciding conflicts of interest will be the following: whether under the totality of

the circumstances, the person can carry out their duties in a reasonable and fair manner.

(3) Presumption of Innocence and Burden of Proof. The burden of proof and burden of moving forward stays with the prosecutor during the hearing. The Honor Board will make findings based on the preponderance of the evidence, using a majority vote.

(4) Rules of Evidence. The Honor Board is not bound by formal rules of evidence. All relevant evidence is admissible.

(5) Witnesses. All witnesses must be sworn in, including the respondent, if the respondent decides to make a statement. The respondent is not required to make a statement and may not be called by the prosecutor, as a witness. All witnesses are subject to cross examination. The Honor Board members may also ask questions to the witnesses. The Honor Board should limit witnesses to those that have personal knowledge of the events and should limit character evidence.

(6) Cross-examination. Each side is permitted to cross the other side's witnesses.

(7) Logistics. The hearing will be recorded, audio or video, and a transcript will be produced. The location of the hearing should afford a reasonable degree of privacy.

(8) Order of Hearing. The hearing will proceed, generally, following the sequence below:

(a) Motions and Challenges;

(b) Opening Statements;

(c) Prosecutor presents Evidence;

(d) Respondent presents evidence, including witnesses, when applicable. The respondent may make a sworn statement on his/her behalf, but is not required to make a statement;

(e) Closing statements; and then,

(f) Honor Board deliberates. Honor Board members will deliberate in a private session. The Honor Board may contact the faculty advisor for advice on procedural questions only, but not on the merits of the case. The Honor Board will make findings as to whether an Honor Code was violated and, if so, will also make recommendations as to potential sanctions. The Honor Board will produce a written report with findings and recommendations, within seven days. The report will be to the Dean.

(9) Ex Parte Communications and Confidentiality. Prior to the any hearing, the Honor Board members shall not discuss the case with anyone except between themselves and their appointed faculty advisor. The Honor Board may seek advice

from the faculty adviser prior to, during, and after the hearing. Once the Honor Board gives their report to the Dean, the Honor Board Members must abide by federal law, specifically FERPA. All inquiries for information should be directed to the Office of the Dean.

5. **Sanctions.** Imposing a sanction is a disciplinary action, reported to state bar associations.

a. Prior to recommending or meting out a sanction, the Honor Board, Associate Dean or Dean will weigh the seriousness of the conduct, past conduct of the student at Ave Maria School of Law, specific and general deterrence, mitigating and extenuating circumstances.

b. The following are permissible sanctions:

- (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) Written reprimand;
- (6) One semester probation, coupled with a faculty mentorship;
- (7) Suspension from the Ave Maria School of Law; and,
- (8) Expulsion from Ave Maria School of Law.

6. **Appeals.** Students may appeal an Honor Board finding and recommendation to the Dean, in writing, within five days from receiving the Honor Board's recommendations to the Dean and a copy of the transcript.

7. **Final Decision.** The report from the Honor Board to the Dean is a recommendation. The Dean may accept or reject the findings, as well as any recommended sanctions.

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 Student 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 Student 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 Student 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.

Revised 08/15/2023



APPENDIX IV

Ave Maria School of Law Sex/Gender Harassment, Discrimination and Misconduct Policy (Title IX Violations)

I. 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 violated.

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, 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.

II. Title IX Coordinator

Ave Maria School of Law's Title IX Coordinator oversees compliance with all aspects of the sex discrimination and misconduct policy. 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 Title IX Coordinator in person, via email or phone.

Maureen Milliron

Associate Dean of Student Affairs & Title IX Coordinator
Faculty and Administration Building 707 Vineyards Blvd. – Office #1029
Naples, FL 34119
(239)-687-5303
mmilliron@avemarialaw.edu

Julie Simpson

Assistant Professor of RWA & Assistant Title IX Officer
Faculty and Administration Building 707 Vineyards Blvd. – Office #1089
Naples, FL 34119
(239)-687-5368
jsimpson@avemarialaw.edu

Additionally, anonymous reports can be made by victims and/or third parties using the TitleIX@avemarialaw.edu email or file a complaint on the website <https://www.avemarialaw.edu/title-ix-form/>. 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>

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

III. Duty to Report

All Ave Maria School of Law employees (faculty and staff) are “Mandatory Reporters” and are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. 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 act when an incident is reported to them. The following describes the two reporting options at Ave Maria School of Law:

- a. Confidential Reporting** - If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

Fr. David Pignato

Chaplain, Associate Dean of Mission, & Visiting Associate Professor of Law
St. Thomas More Commons, 1025 Commons Circle, Office #120,
Naples, FL 34119
(239)-687-5345
dpignato@avemarialaw.edu

Other Sources:

- 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, Fr. David Pignato, will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor.

- b. Formal Reporting** - All Ave Maria School of Law employees have a duty to report. Employees must share all details of the reports they receive. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party.

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 may be subject to disciplinary action.

IV. 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 does not preclude admission or retention of students or employees on the basis of race, color, ethnicity, religion, national origin, gender or gender identity, sexual orientation, age, disability, military status, 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 and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

V. Definitions Applicable to this Policy

- a. **Complainant:** either (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.
- b. **Complaint:** an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and decide about alleged discrimination under Title IX or its regulations.
- c. **Consent:** clear, and knowing, and affirmative, conscious and voluntary, words or actions, that give permission for specific sexual activity.
- d. **Disciplinary sanctions:** consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.
- e. **Party:** a complainant or respondent.
- f. **Relevant:** related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- g. **Remedies:** measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.
- h. **Respondent:** a person who is alleged to have violated the recipient's prohibition on sex discrimination.
- i. **Retaliation:** intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the 24 person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- j. **Sex-based harassment:** is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes,

sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. **Quid pro quo harassment.** An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - a. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - b. The type, frequency, and duration of the conduct;
 - c. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. The location of the conduct and the context in which the conduct occurred; and
 - e. Other sex-based harassment in the recipient's education program or activity.
3. **Specific offenses.**
 - a. *Sexual assault:* an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - b. *Dating violence as violence committed by a person:*
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship;
 2. The type of relationship; and
 3. The frequency of interaction between the persons involved in the relationship;
 - c. *Domestic violence meaning felony or misdemeanor crimes committed by a person:*
 - i. Who is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. Shares a child in common with the victim; or

- iv. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction;
- d. *Stalking*: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress.
- k. ***Supportive measures***: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) Restore or preserve that party’s access to the recipient’s education program or activity, including measures that are designed to protect the safety of the parties or the recipient’s educational environment; or (2) Provide support during the recipient’s grievance procedures or during an informal resolution process.

VI. Grievance Procedure

Ave Maria School of Law has adopted Title IX grievance procedures that provide for the prompt and equitable resolutions of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator. These grievance procedures address complaints of sex-based harassment that involve a student party.²

a. *Complaint*

The following people have a right to make a complaint of sex-based harassment, requesting that Ave Maria School of Law investigate and make a determination about alleged sex-based harassment under Title IX:

- A “complainant,” which includes:
 - A student or employee of Ave Maria School of Law who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - A person other than a student or employee of Ave Maria School of Law who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when the individual was participating or attempting to participate in Ave Maria School of Law’s education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Ave Maria School of Law’s Title IX Coordinator

When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX, the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination. The Title IX coordinator may consider a

² When a party is both a student and an employee, Ave Maria School of Law must make a fact-specific inquiry to determine whether this policy applies. At a minimum, Ave Maria School of Law will consider whether the party’s primary relationship with the Law School is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

variety of factors, including whether there is a pattern of alleged misconduct by a particular respondent, or whether the allegations involved significant physical injuries, assault or battery, threats of violence, use of weapons, or similar factors. If a Title IX coordinator decides to initiate a complaint themselves, the person alleged to have experienced Title IX misconduct is invited but not required to participate in the investigation and adjudication process.

At a minimum, the Title IX Coordinator will initiate a meeting with the complainant to

- Discuss the availability of Supportive Measures, which are available with or without the filing of a Formal Complaint
- Inquire as to the complainant's wish for Supportive Measures
- Explain the Grievance Procedures outlined in this policy.

Ave Maria School of Law may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.

b. Filed or Initiated Formal Complaint

Ave Maria School of Law will treat complainants and respondents equitably. Ave Maria School of Law requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Title IX Investigator will evaluate and investigate the potential Title IX violation. The Title IX Coordinator will make the Final Determination regarding the potential violation. In case of appeals, the appeal is reviewed by an unbiased and trained member of the Ave Maria School of Law Faculty or Staff.

The person filing the formal complaint is called the complainant. The person who is alleged to have committed the Title IX misconduct is called the respondent. Ave Maria School of Law presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Ave Maria School of Law has established the following timeframes for the major stages of the grievance procedures. The Law School endeavors to conclude the adjudication process for all formal complaints of Title IX misconduct within 90-120 days.

- Evaluations will be made within a week to two weeks of receiving information that a Title IX violation may have occurred.
- Investigations by the Title IX Investigator will take place if it is determined that a Title IX violation in fact occurred. Investigations will take between three to four weeks to be conducted.

- Determination by the Title IX Coordinator will occur at the conclusion of the investigation. The Title Coordinator will make a Final Decision within one to two weeks following the conclusion of the Investigation.
- Appeals may be made within 30 days following the Final Decision. The appeals process follows the same timeline for a formal complaint of a Title IX violation, as listed above.

Ave Maria School of Law has established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay. Each such decision will be communicated in writing to the complainant and respondent along with the reason for the Law School's decision. Decisions not to grant an extension will be communicated to the requesting party in writing.

Ave Maria School of Law will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Ave Maria School of Law will objectively evaluate all evidence that is relevant and not otherwise impermissible – including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

- Impermissible Evidence – will not be accessed or considered, except by Ave Maria School of Law to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used.
 - Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - A party's or witness's records that are made or maintained by a physician, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Ave Maria School of Law obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
 - Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

c. Written Notice of Allegations

Upon initiation of these Title IX grievance procedures, Ave Maria School of Law will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- Ave Maria School of Law's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- Ave Maria School of Law's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

If, during an investigation, Ave Maria School of Law decides to investigate additional allegations of sex-based harassment by the respondent toward the complainant that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.

d. Dismissal of Complaint

Ave Maria School of Law may dismiss a complaint if:

- Ave Maria School of Law is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Ave Maria School of Law's education program or activity and is not an employee;
- Ave Maria School of Law obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and Ave Maria School of Law determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under title IX even if proven; or
- Ave Maria School of Law determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before

dismissing the complaint, Ave Maria School of Law will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Ave Maria School of Law will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Ave Maria School of Law will notify the parties simultaneously in writing.

Ave Maria School of Law will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then Ave Maria School of Law will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, Ave Maria School of Law will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, Ave Maria School of Law will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Ave Maria School of Law's education program or activity.

e. Investigation

Ave Maria School of Law will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on Ave Maria School of Law—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Ave Maria School of Law will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

Ave Maria School of Law will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- Ave Maria School of Law will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- Ave Maria School of Law may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

Ave Maria School of Law will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

Ave Maria School of Law will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Ave Maria School of Law will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Ave Maria School of Law will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- Ave Maria School of Law will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence.
- Ave Maria School of Law will provide a reasonable opportunity to review and respond to the evidence or the investigative report
- Ave Maria School of Law will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

f. Questioning the Parties and Witnesses

Ave Maria School of Law will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

- Ave Maria School of Law's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:
 - Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;
 - Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
 - Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

The decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

g. Determination Whether Sex-Based Harassment Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Ave Maria School of Law will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
 - A description of the alleged sex-based harassment;
 - Information about the policies and procedures that Ave Maria School of Law used to evaluate the allegations;
 - The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
 - When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions Ave Maria School of Law will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided to the complainant, and, to the extent appropriate, other students identified by Ave Maria School of Law to be experiencing the effects of the sex-based harassment; and
 - Ave Maria School of Law's procedures and permissible bases for the complainant and respondent to appeal.
- Ave Maria School of Law will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.

- If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:
 - Coordinate the provision and implementation of remedies to a complainant and other people Ave Maria School of Law identifies as having had equal access to Ave Maria School of Law’s education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Ave Maria School of Law’s education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that Ave Maria School of Law provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

h. Appeals

Ave Maria School of Law will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, Ave Maria School of Law will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that Ave Maria School of Law will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal offered will be equally available to all parties.

i. Supportive Measures

Ave Maria School of Law will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to education program or activity or provide support during Ave Maria School of Law's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures

j. Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment occurred, Ave Maria School of Law may impose disciplinary sanctions, which may include:

- Revocation of Degree
- Withholding Diploma
- Expulsion
- Suspension
- Probation
- Written Warning
- Mandatory Education – such as anger management classes
- Restitution
- Community Service

Ave Maria School of Law may also provide remedies, which may include:

- Moving rooms
- No contact orders

k. Amnesty for Victims and Witnesses

The Ave Maria School of Law community encourages the reporting of misconduct and violations by victims and witnesses. 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.

While major policy violations cannot be overlooked, Ave Maria School of Law will take into consideration the fact that the student came forward with the information to assist in an investigation.

l. Privacy and Handling of Information and Documents

Privacy of the investigation:

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 or witnesses may lead to conduct action by Ave Maria School of Law, though both parties are allowed to share their perspectives and experiences.

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.

Privacy of the outcome:

In all resolutions of sexual misconduct, all parties will be informed of the outcome. However, some information may be redacted in conjunction with the Family Education Rights and Privacy Act. 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.

Updated 5/11/2024

APPENDIX V

Ave Maria School of Law STUDENT COMPUTER USAGE POLICY

August 1, 2019

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 Director of 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 News section of Ave Central. 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 Chief Information Officer 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.

Any questions regarding electronic or social media should be directed to the Office of Communications and External Affairs at communications@avemarialaw.edu.

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, the Associate Dean for Student 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 proofread 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 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 acknowledgment of your message in the closing sentence of your email sentence.



APPENDIX VI

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 for Student Affairs.

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 VII

Ave Maria School of Law

Academic Calendar 2024-2025

Fall Semester 2024

August 10	New Student Check-in
August 12	Legal Case Class (required for all 1Ls) and Orientation
August 15	Feast of the Assumption
August 19	1L Doctrinal and Upper-level Classes Begin
September 2	Labor Day (No Classes)
September 20-October 4	Interim Assessments
November 1	All Saints Day (No Classes)
November 26	Classes End—Classes Meet on Friday Schedule
November 27	Storm Makeup Day
November 28-29	Thanksgiving Break
November 30-December 2	Study Period
December 3	Examinations Begin
December 8	Feast of the Immaculate Conception (No Exams)
December 16	Examinations End

Winter Intersession 2024

December 18	Classes Begin
January 7	Classes End
January 8	Study Day
January 9-10	Exams

Spring Semester 2025

January 13	Classes Begin
January 20	Martin Luther King, Jr. Day (No Classes)
February 24-28	Interim Assessments
March 3-7	Midterm Break
April 16	Classes Meet on Monday Schedule
April 17-21	Easter Break (No Classes)
April 22	Classes Meet on Friday Schedule
May 1	Classes End
May 2-4	Study Period
May 5-16	Examination Period
May 17	Commencement

Summer Semester 2025

May 23	New Student Check-in and Orientation
May 26	Memorial Day (No Classes)
May 27	Classes Begin
July 3	Independence Day Holiday (No Classes)
August 1	Classes End
August 2-4	Study Period
August 5-7	Examination Period

This Calendar is subject to change without notice.

APPENDIX VIII

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 Student Affairs. 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 Chief Executive Officer and Dean. To appeal, make a written request to the Chief Executive Officer 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 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 IX

Ave Maria School of Law

2024-2025 Tuition and Fee Schedule and Tuition Adjustment Schedule

Summer 2024 Semester			Fall 2024 & Spring 2025 Semesters		
Full-time Tuition per semester (10+ credits)	Matric Year 2024	\$23,950	Full-time Tuition per semester (10+ credits)	Matric Year 2023	\$23,950
	Matric Year 2023	\$23,200		Matric Year 2023	\$23,200
	Matric Year 2022	\$22,450		Matric Year 2022	\$22,450
Part-time Tuition per semester (for each hour elected)	Matric Year 2024	\$2,395	Part-time Tuition per semester (for each hour elected)	Matric Year 2023	\$2,395
	Matric Year 2023	\$2,320		Matric Year 2022	\$2,320
	Matric Year 2022	\$2,245		Matric Year 2021	\$2,245
FEES (PER SEMESTER)			FEES (PER SEMESTER)		
Consolidated Fees	Full-Time	\$1,425.	Consolidated Fees	\$1,425.	
	Part-Time	\$788.	Graduation Fee*	\$50.	

NB: Tuition is charged, but no fees are charged for Winter Intersession.

**Graduation fee charged to 3L students in their graduating semester.*

PAYMENT SCHEDULE

Tuition and fees for each semester are due in full on the first day of classes for that semester:

Summer 2024 – May 20; Fall 2024 – August 19; Winter 2024 – December 18; Spring 2025 – January 13

On-Campus Housing is due at the beginning of Fall, Spring and Summer semesters:

Summer 2024 – May 20; Fall 2024 – August 19; Spring 2025 – January 13

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://amslcashnet.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, Student Accounts Office, 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

Refunds shall be made within 30 days of the date of withdrawal.

Summer 2024

ACTION	DATE	TUITION IMPACT
Withdrawal	Postmarked by 5/19/2024	100% refund of tuition and fees
Withdrawal	Received by 5/20/2024 - 5/24/2024	100% refund of tuition and fees
Withdrawal	Received by 5/25/2024 – 5/31/2024	75% refund of tuition, no refund of fees
Withdrawal	Received by 6/01/2024 - 6/7/2024	50% refund of tuition, no refund of fees
Withdrawal	After 6/7/2024	Student required to pay entire tuition and fee assessment
Add or drop a course	By 5/24/2024	Tuition assessment based on hours for which student is registered as of closing time
Drop a course	After 5/24/2024	No reduction in tuition assessment
Add a course	After 5/24/2024	Tuition assessment based on total credits hours including added course

Fall 2024

ACTION	DATE	TUITION IMPACT
Withdrawal	Postmarked by 8/18/2024	100% refund of tuition and fees
Withdrawal	Received by 8/19/2024- 8/23/2024	100% refund of tuition
Withdrawal	Received by 8/24/2024- 8/30/2024	75% refund of tuition, no refund of fees
Withdrawal	Received by 8/31/2024- 9/6/2024	50% refund of tuition, no refund of fees
Withdrawal	Received by 9/7/2024- 9/13/2024	25% refund of tuition, no refund of fees
Withdrawal	After 9/13/2024	Student required to pay entire tuition and fee assessment
Add or drop a course	By 8/23/2024	Tuition assessment based on hours for which student is registered as of closing time
Drop a course	After 8/23/2024	No reduction in tuition assessment
Add a course	After 8/23/2024	Tuition assessment based on total credits hours including added course

Winter 2024

ACTION	DATE	TUITION IMPACT
Withdrawal	Postmarked by 12/17/2024	100% refund of tuition.
Withdrawal	Received by 12/18/24-12/23/24	100% refund of tuition.
Withdrawal	Received 12/24/24-12/26/24	50% refund of tuition
Withdrawal	Received after 12/27/24	No Refund.
Drop a course	After 12/23/2024	No reduction in tuition assessment
Add a course	After 12/23/2024	Tuition assessment based on total credits hours including added course

Spring 2025

ACTION	DATE	TUITION IMPACT
Withdrawal	Postmarked by 1/12/2025	100% refund of tuition and fees
Withdrawal	Received by 1/13/2025-1/17/2025	100% refund of tuition and fees
Withdrawal	Received by 1/18/2025-1/24/2025	75% refund of tuition, no refund of fees
Withdrawal	Received by 1/25/2025-1/31/2025	50% refund of tuition, no refund of fees
Withdrawal	Received by 2/1/2025-2/7/2025	25% refund of tuition, no refund of fees
Withdrawal	After 2/7/2025	Student required to pay entire tuition and fee assessment
Add or drop a course	By 1/17/2025	Tuition assessment based on hours for which student is registered as of closing time
Drop a course	After 1/17/2025	No reduction in tuition assessment
Add a course	After 1/17/2025	Tuition assessment based on total credit hours including added course

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 Student 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 Student Affairs or to Professor Jamie Carroll 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 Student Affairs' Office because their application to law school indicates the presence of a disability.

Students may also contact accommodations at accommodations@avemarialaw.edu

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 Student Affairs or to Professor Jamie Carroll 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 Student 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 Student 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 Student 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 Student Affairs. For certain auxiliary services such as interpreters and readers, the Associate Dean for Student 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 Student Affairs as soon as possible. The Associate Dean for Student 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 Student 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 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 Student 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 Student 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 Student Affairs, who will consider further accommodations on a case-by-case basis.

C. ACADEMIC DISMISSAL AND READMISSION

Students who are academically dismissed 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 Student 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, 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 Student 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, may file a written grievance with the Chief Executive Officer and Dean within five (5) days. The CEO and Dean will then have fifteen (15) days to make a decision in writing. 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/TTY0)
(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

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)³ 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.

³ 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: _____

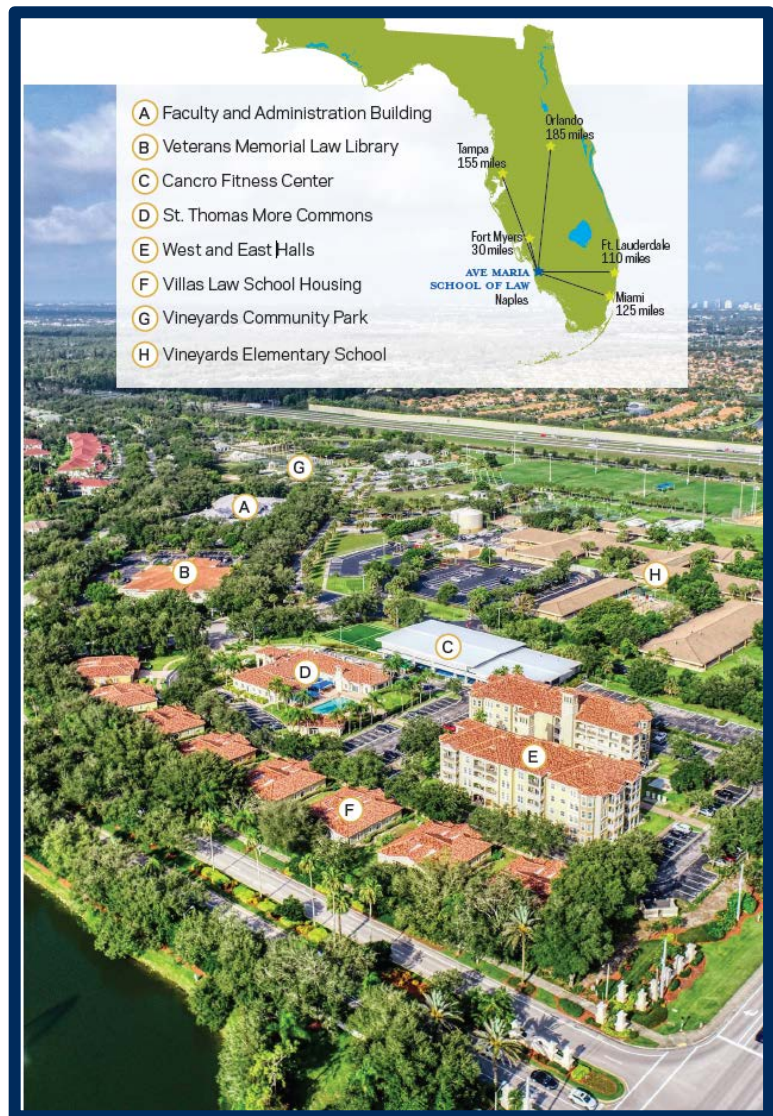
APPENDIX XI

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. Therese of the Little Flower Chapel, and the Law School Bookstore. The Business Law Institute meeting room is available for small receptions or meetings.



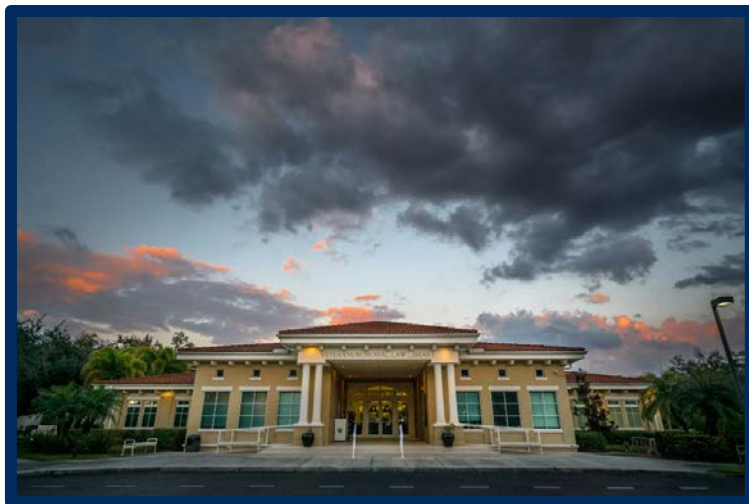
Students gather in the lobby area between classes or enjoy spectacular weather in outside seating areas in the courtyard located behind this building.

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. An 18-seat computer lab complete with a smart white board provides a setting to

instruct students on the most current trends in legal research.

One group study room, the Michigan Room, contains memorabilia recognizing the school's founding in Michigan. The library also houses the Sidebar Café, a micro-market café that offers a variety of food and beverage items and café seating.



The library is a quiet environment for research and study and has extended hours during exam periods.

Faculty and Administration Building



The Faculty and Administration Building houses offices for the Dean and faculty, Admissions, Communications and External Affairs, Professional Development, Development, Financial Aid, Housing, Information Technology, Student Accounts, Registrar, and Finance and Administrative Services. It is also home to a large classroom and meeting rooms.

West Hall Classrooms, Clinical Programs, and Student-Led Organization Offices

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, and Moot Court) and the Student Bar Association.

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 called "Ave Central" to centralize communications and utilizes "Canvas" as its Learning Management System.

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), 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 student organization and clinical offices.

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, refrigerator, and dishwasher), lanai, and washer and dryer. The Villas' exterior amenities include sidewalks and attractively landscaped yards. The Villas are priced comparably to other area housing and include utilities (electric and water), basic cable service, and parking for up to two automobiles.



The Law School campus includes 16 villas for members of the Ave Maria community.

The Cancro Family Wellness Center

The Cancro Family Wellness Center was completed in February 2020. The Wellness Center houses an extensive collection of fitness equipment and has a dedicated spin room. The complex also includes covered courts for basketball and pickleball and a 3 v 3 soccer field.



APPENDIX XII

Ave Maria School of Law FACULTY

Adolphe, Jane

Licentiate and Doctorate in Canon Law, Pontificia Universita della Santa Croce, Rome, Italy;
LL.B/B.C.L. McGill University, Montreal, Quebec, Canada;
B.A. Political Science, University of Calgary, Calgary, Alberta, Canada

Antonino, Magraret

J.D., Ave Maria School of Law, Naples, FL;
B.A., University of Maine at Orono, Orono, ME

Bonner, Mark

J.D., American University, Washington College of Law, Washington, DC;
B.A., Georgetown University, Washington, DC

Carroll, Jamie

J.D., Ave Maria School of Law, Naples, FL;
B.A., History, Law and Justice/Political Science, Laurentian University, Sudbury, Ontario

Castaldi, Ligia

LL.M., Harvard Law School, Cambridge, MA;
Graduate Diploma in Teaching at the University Level, Universidad Pedagogica Nacional
“Francisco Morazan,” Tegucigalpa, Honduras;
LL.M. in International Law and the Law of International Organizations, University of
Groningen, Groningen, The Netherlands;
Licenciatura en Ciencias Juridicas y Sociales, Nacional Autónoma de Honduras, Tegucigalpa,
Honduras;
Graduate Diploma in Human Rights, Universidad Nacional Autonoma de Honduras,
Tegucigalpa, Honduras

Connolly, Bruce

J.D., Notre Dame Law School, Notre Dame, IN;
B.A., Economics and Political Science, Fordham University, New York, NY

Czarnetzky, John

J.D., University of Virginia, Charlottesville, VA;
B.S., Chemistry, Massachusetts Institute of Technology, Cambridge, MA

Daniels, Scott

J.D., Benjamin Cardozo School of Law, New York, NY;
B.A. Philosophy, New York University, New York, NY

Fleetham, Eric

J.D., University of Toledo College of Law, Toledo, OH;
B.A. Political Science and History, Hillsdale College, Hillsdale, MI

Generazzo, Jaime

J.D., Suffolk University Law
School, Boston, MA;
B.A. English, Suffolk
University, Boston, MA

Gillen, Patrick

Ph.D., American History,
University of Notre Dame,
Notre Dame, IN;
J.D. Notre Dame Law School,
Notre Dame, IN;
M.A., American History,
Fordham University, Bronx,
NY;
B.A., History, Providence
College, Providence, RI



Govern, Kevin

LL.M., International and Comparative Law, University of Notre Dame, Notre Dame, IN;
LL.M., The Judge Advocate General's School, Charlottesville, VA;
J.D. Marquette University Law School, Milwaukee, WI;
B.A., History and German, Marquette University, Milwaukee, WI

Jaen, Ulysses

M.L.I.S., Florida State University, Tallahassee, FL;
J.D., West Virginia University, Morgantown, WV;
M.P.A., Public Administration, West Virginia University, Morgantown, WV;
B.S., Business Administration, Fairmont State University, Fairmont, WV

Jenkins, Jennifer

J.D., Harvard Law School, Cambridge, MA;
B.S., American Legal System, United States Military Academy, West Point, NY

Kolenc, Antony

J.D., University of Florida, Gainesville, FL;
M.A., Theology and Christian Ministry, Franciscan University of Steubenville, Steubenville, OH;
B.A., Excelsior University, Albany, NY

Mikochik, Stephen

LL.M., Harvard Law School, Cambridge, MA;

J.D., Fordham University School of Law, New York, NY;
M.A., Religious Studies, St. Charles Borromeo Seminary, Overbrook, PA;
B.A. Sociology, New York University, New York, NY

Milhizer, Eugene R.

LL.M., The Judge Advocate General's School, Charlottesville, VA;
J.D. University of Michigan Law School, Ann Arbor, MI;
B.A. Political Science, University of Michigan, Ann Arbor, MI

Miller, Kirkland

J.D., Michigan State College of Law, East Lansing, MI;
B.A., Oakland University, Rochester Hills, MI

Milliron, Maureen

J.D., Michigan State College of Law, East Lansing, MI;
B.A., University of Michigan-Residential College, Ann Arbor, MI

Murphy, Mollie

J.D., Notre Dame Law School, Notre Dame, IN;
B.A., History and Business, St. Mary's College, Notre Dame, IN

Myers, Richard

J.D., Notre Dame Law School, Notre Dame, IN;
B.A., Kenyon College, Gambier, OH

Reid, Theresa

J.D., Ave Maria School of Law, Naples, FL;
B.A., Theology and Psychology, Franciscan University of Steubenville, Steubenville, OH

Riordan, Brittney

J.D., Ave Maria School of Law, Naples, FL;
B.A., University of Florida, Gainesville, FL

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APPENDIX XIII

Ave Maria School of Law BOARD OF GOVERNORS

Mr. Lawrence J. Blanford	Retired CEO, Green Mountain Coffee Roasters, Inc.
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Mr. Michel Saadeh	CEO, Premier Homes of Naples
Mr. Lawrence J. Blanford	Retired CEO, Green Mountain Coffee Roasters, Inc.

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.

Fides et Ratio

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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 does not preclude admission or retention of students or employees on the basis of race, color, ethnicity, religion, national origin, gender or gender identity, sexual orientation, age, disability, military status, 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 and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.