St. Thomas University School of Law provides equality of opportunity in legal education for all persons, including faculty and staff (with respect to recruitment, hiring, retention, promotion, tenure, compensation, benefits, terms and conditions of employment, termination, and the like) and students (including applicants for admission, enrolled students, and graduates). St. Thomas University School of Law also provides its students and graduates with equal opportunity to obtain employment.

Discrimination in connection with any of these purposes on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, gender (including identity and expression), disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy-related medical conditions), marital or familial status, or any other category that is or becomes protected by law is strictly prohibited.

The Assistant Dean for Student Affairs, located in the Law School Administrative Offices on the first floor of the main law school building, at (305) 623-2358, has been designated as the person to handle inquiries regarding this policy.

St. Thomas University School of Law reserves the right to change, without notice, statements in this handbook concerning rules, policies, fees, curricula, or other matters. Statements in this handbook should not be construed as the basis of a contract between an applicant or a student and the Law School or the University.
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THE MISSION OF ST. THOMAS UNIVERSITY

St. Thomas University is an urban, student centered, Catholic university with rich cultural and international diversity, dedicated to developing leaders who contribute to the economic and cultural vitality of the regions they serve.

THE MISSION OF THE SCHOOL OF LAW

St. Thomas University School of Law trains and graduates lawyers capable of applying legal principles to address and solve problems of an increasingly complex and changing society. The rigorous academic program of the Law School emphasizes lifelong learning and scholarship in a personalized, caring environment under Catholic auspices with a diverse student body and faculty. To this end, the Law School remains committed in teaching, scholarship, and service, to fostering a public order of human dignity, to training lawyers sensitive to the needs of the region’s underrepresented communities, and to expanding access to professional opportunities which includes active partnerships with business, government and the South Florida Community.
The St. Thomas Story

St. Thomas University, a Catholic institution, was founded in 1961 as Biscayne College. Encouraged by Miami’s first Archbishop, Augustinian friars established a liberal arts college on the present site of the campus. Following years of steady growth, Biscayne College was renamed St. Thomas University. St. Thomas is the only archdiocesan-sponsored university in the state of Florida.

St. Thomas University is located on a 140-acre campus in northwest Miami-Dade County. In addition to traditional undergraduate programs, the University offers a variety of post-baccalaureate degrees, including programs in accounting, business administration, elementary education, counseling, management, sports administration, and pastoral ministries. Joint degree programs with the law school exist with business administration, counseling, and sports administration, and criminal justice.

In 1984, the St. Thomas University School of Law was founded. The School of Law is located on the main campus of the university and includes a multi-level library, a moot court amphitheater, faculty and administrative offices, a computer lab, classrooms, and offices for student organizations. The architectural combination of buildings and breezeways provides a comfortable setting for the study of law.

The School of Law is fully accredited by the American Bar Association and is a member of the Association of American Law Schools. The School of Law embraces the duties and obligations of the Judeo-Christian ethic, and endeavors to instill the values and ethics of that tradition and of the Catholic Church in its students. As a Catholic law school, St. Thomas University School of Law has a fundamental duty to impart these values and ethics through the teaching of law.
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<tr>
<td>Thursday</td>
<td>July 15</td>
<td>LAST DAY OF CLASSES</td>
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<tr>
<td>Fri-Tues</td>
<td>July 16-20</td>
<td>READING DAYS</td>
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<td>Wed-Wed</td>
<td>July 21-28</td>
<td>FINAL EXAM PERIOD</td>
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<tr>
<td>Friday</td>
<td>August 13</td>
<td>DEGREES POSTED</td>
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ST. THOMAS UNIVERSITY SCHOOL OF LAW

RULES AND REGULATIONS
PROGRAM OF STUDY

ELIGIBILITY

To be eligible for admission to the law school, a candidate must have earned a Bachelor’s degree from a regionally accredited college or university or the foreign equivalent of a Bachelor’s degree. All official transcripts must be submitted prior to the anticipated date of enrollment. Admissions decisions are made by the law school Admissions Committee, which evaluates each applicant’s potential for excellence in the study of law. The Law School Admission Test (LSAT) score is one of several factors used in the admissions process. Consideration will also be given to other relevant factors such as the undergraduate record and grade point average, undergraduate institution, course of study, any graduate degrees or course work, work experience, honors and/or awards, extra-curricular activities, community service, the personal statement, and the letter(s) of recommendation.

St. Thomas University School of Law conforms to all applicable laws prohibiting discrimination and is committed to nondiscrimination on the basis of sex, gender (including identity and expression), sexual orientation, marital status, age, race, color, disability, religious affiliation, national origin, ancestry, or social condition in its educational programs, admission policies, employment policies, financial aid and other school-administered programs and activities.

St. Thomas University School of Law has been ranked as one of the most diverse law schools among ABA-accredited law schools. The law school is committed to a policy of enhancing the diversity of its student body and strongly encourages applications for admission from minorities, women and individuals of differing backgrounds and experiences.

GENERAL PROCEDURES

First-year students are admitted in the fall and spring, on a full-time basis or flex-time (minimum of 9 credits). Transfer students are considered for admission in any semester. An online application for admission is available through the Law School Admissions Council’s website at www.lsac.org.

The applicant is responsible for ensuring that the following application materials are received by the Office of Admissions: a completed and signed application for admission; an application fee of $40.00; a typed personal statement, a resume, and a letter of recommendation. The applicant must have a current and complete Credential Assembly Service (CAS) report at the time of application. An application will not be considered by the Admissions Committee until all required materials are received.

All applicants are required to present a recent score from the Law School Admission Test (LSAT) and to subscribe to the CAS, both of which are services of the Law School Admission Council. The LSAT must have been taken no more than five years prior to the date of the application for admission. In the event of multiple LSAT scores, St. Thomas will use the highest of all test scores taken within the past five years. All undergraduate, graduate and professional school transcripts must be sent directly to
LSAC. Letters of recommendations should also be sent directly to LSAC. The CAS Report includes an evaluation of the undergraduate record, all LSAT scores, and copies of all transcripts and letters of recommendation. Graduates of foreign colleges and universities must submit official transcripts to LSAC for evaluation. Information and registration for the LSAT and CAS Report may be obtained from the Law School Admission Council, Box 2000, Newton, PA 18940; (215) 968-1001, www.lsac.org.

Applications for transfer are considered from students who attended another law school and are in good academic standing at that law school. Credits earned at another law school may transfer so long as a grade of “C” or better was obtained. Grades do not transfer. In addition to the required application materials outlined above, a transfer applicant must submit an official law school record, including transcripts, an updated CAS Report, and a letter from the Dean stating the applicant’s class rank, and that the applicant is in good standing.

Applications from students who have previously been dismissed from law school will be considered only if the applicant presents evidence that the prior disqualification does not indicate a lack of capacity to complete a program of legal education. A previously dismissed applicant will be considered if the applicant can show that the prior disqualification does not indicate a lack of capacity to successfully complete the program of legal education.

The Admissions Committee will consider only the materials in the applicant’s file when evaluating an application for admission. It is important that the applicant include in the personal statement, or a supplemental statement, pertinent information which would otherwise not be available to the committee. No reconsideration of an admission decision will be granted unless it is based on new information that was not previously available to the Admissions Committee. Applicants are advised to submit their applications and supporting materials as early as possible since the number of seats in each class is limited.

If offered admission, an applicant is required to submit a non-refundable deposit to reserve a seat in the class. The deposit of $500 is due on the date set out in the acceptance letter. The deposit will be applied toward tuition for the first semester.

Prior to matriculation, students must ensure that official, final transcript(s), showing the award of a degree(s), is submitted to LSAC from the Registrar of the undergraduate and graduate institution(s) attended. If the transcripts, reflecting the degree was conferred, is not received by October 15th, the student will be withdrawn from classes.

**REQUIREMENTS FOR THE J.D. DEGREE**

To be eligible for the degree of Juris Doctor (J.D.), a student must have:

1. Successfully completed 90 credits with a cumulative grade point average of 2.0;

2. Attended as a “full time” student or “flex time” student (as defined below);

3. Completed all required courses and academic requirements within five years of initial matriculation, unless a written extension of this period is granted by the
Academic Standing Committee or the Dean;

4. Completed the 50-hour *pro bono* requirement (as defined in this handbook).

"Full-time" study requires completion of 12 or more hours per fall or spring semester. A “flex time student” must take at least 9 credits in any fall or spring semester. A student may be a “flex time” student only with approval of either the Assistant Dean for Enrollment and Scholarships or the Assistant Dean for Student Affairs. A student may not enroll in more than 15 hours in any fall or spring semester without the approval of the Associate Dean for Academic Affairs or her designee. Any student may take any number of credits (but not to exceed 18) in his or her last semester if he or she obtains prior approval from the Associate Dean for Academic Affairs or her designee. A student may take no more than 30 online credits that will count towards his or her J.D. degree. (During the 2020 COVID-19 pandemic, this limitation may be waived.) No student is required to take classes any summer term. No student may take more than 7 J.D. credits in any summer term, without express approval of the Associate Dean for Academic Affairs.

When a student is out from school for any reason (for example, leave of absence, dismissal, visiting other schools), he or she will be obligated to meet the requirements in place at the time the student is readmitted to the Law School.

Degrees are ordinarily conferred upon students who meet the prescribed academic requirements. The Law School reserves the right, however, to withhold a degree whenever it appears that a student's character, conduct, or the quality of work completed will prevent acceptable representation of the school or compromise the standards of the legal profession.

St. Thomas University considers the graduation ceremony to be an academic event. There is a formal graduation ceremony only in the spring semester each year. Only students who have completed all requirements for graduation prior to the date of the ceremony, and those students who have registered for the summer session to complete 9 or fewer credits remaining toward graduation, will be allowed to participate.

Please note that requisites for graduation are subject to change by the faculty. Students must meet the requisites for graduation in existence in the semester in which they would otherwise graduate.
REQUIRED COURSES

FIRST-YEAR PROGRAM

Fall                     Spring
Civil Procedure         4 cr.       Legal Skills          .5 cr.
Contracts               4 cr.       Criminal Law          3 cr.
Torts                   4 cr.       Constitutional Law    4 cr.
Legal Analysis, Writing and Research 3 cr.    Property              4 cr.
Legal Skills            .5 cr.      

Total 14.5 cr.          Total 11.5 cr.

Note: For students beginning law school during the Spring semester, the required first-year courses are the same, but in a different order, and the course entitled Legal Methods and Essay Writing is also required.

SECOND-YEAR PROGRAM

Required Courses

Appellate Advocacy       2 cr.

Total 2 cr.

Note: If a student takes any of the required courses in the summer term following the first year, then they can substitute any other course in the fall term of their second year, but all students must register for a minimum of 14 credits during the fall semester of their second year.

THIRD-YEAR PROGRAM

Required Courses

Professional Responsibility 3 cr.
Bar Prep Skills I        4 cr.
Total 7 cr.

Note: Students must take Professional Responsibility in the semester in which they plan on taking the MPRE.

ADDITIONAL COURSES REQUIRED FOR GRADUATION

- Business Associations (4 cr.)
- Evidence (4 cr.)
- *Intensive Writing Requirement (Seminar) (2 cr.)
- *Skills Requirement (6 cr.) (Advanced Legal Writing plus at least 3 additional Skills credits; “{S}” in the course description)
- Four (4) credit hours from the following menu*:
  - Advanced Legal Skills (4 cr.)
  - Bar Prep Skills II (2 cr.)
  - Civil Procedure Focus for the Bar (1 cr.)
  - Constitutional Law Focus for the Bar (1 cr.)
  - Contracts Focus for the Bar (1 cr.)
  - Evidence Focus for the Bar (1 cr.)
  - Florida Fundamentals Focus for the Bar (1-2 cr.)
  - Legal Methods and Essay Writing (2 cr.)
  - Property Focus for the Bar (1-2 cr.)
Any other approved “Focus for the Bar” course not listed

*Note: At least two of the four required credits must be fulfilled by Bar Prep Skills II, Legal Methods and Essay Writing, or Advanced Legal Skills. At most, only 2 credits of the “Focus for the Bar” courses will count towards the required four credit hours. Students may take any or all “Focus for the Bar” courses, but only 2 credits will count towards this menu.

**ADDITIONAL REQUIREMENTS FOR GRADUATION**

The student must successfully complete a minimum of 90 total credit hours.

The student must meet the *Pro Bono* Requirement as described under the *Pro Bono* Requirement in this book.

The student must have a final semester meeting and exit interview with the Career Services Office. (See the section on Career Services in this book.)

For more information please be sure to visit:

https://www.stu.edu/law/academics/jd-program-requirements/

**J.D. COURSE CATALOG**

For a comprehensive list of course offerings and description of each course and information about prerequisite and co-requisite requirements, please see the J.D. Course Catalog available at: https://www.stu.edu/law/coursecatalog

The law school cannot guarantee that each course or seminar listed below will be offered during a student’s residence at the school. This list of courses and seminars is subject to change without individual notice. Some courses have variable credit hours (as indicated) depending on the coverage and class hours indicated at the time of registration. In addition to the courses listed for the J.D. program, J.D. students may take any of the courses listed in the Intercultural Human Rights LL.M. Program as elective courses. An “S” designation after the course name indicates that the class can be used to satisfy the skills requirement. (See Skills Instructions.)

**PREREQUISITES AND CO-REQUISITES**

Certain designated courses, externships, and clinics have prerequisite and/or co-requisite requirements. A prerequisite is a course that must be successfully completed prior to the beginning of the designated course or clinic. A co-requisite is a course that either must have already been successfully completed or that will be taken simultaneously with the designated course or clinic. Prerequisites and co-requisites are deemed by the faculty as essential to provide the student in the designated course or clinic skills or knowledge necessary for that course or clinic. In exceptional cases a student may obtain a waiver from a prerequisite and/or co-requisite when both the professor of the designated course and the Associate Dean for Academic Affairs determine that it is necessary and appropriate for such student to obtain such waiver. A determination by either the professor of the designated course or the Associate Dean for Academic Affairs that a waiver will not be requested or granted is final and not subject to appeal.
INTENSIVE WRITING COURSE REQUIREMENT

The Intensive Writing Course requirement is satisfied by successful completion (i.e. a passing grade) of a Seminar Course.

All Seminar Courses will require the completion of one or more writing assignments that involve legal research, appropriate citations, independent thought, critical thinking, and legal analysis on the part of the student writer. The professor will have the academic freedom to tailor the writing assignments to his or her seminar’s subject matter and course objectives. A student may not satisfy this requirement without completing a seminar course.

a. Independent Study cannot satisfy the Intensive Writing Course Requirement

b. Seminar Courses are only taught by full-time faculty or adjuncts approved by the faculty.

SKILLS INSTRUCTION

The educational objectives of the clinical programs at St. Thomas are to the following:

1. To serve the public;
2. To explore career possibilities in various areas of legal practice;
3. To gain first-hand insight into the strategic and ethical dimensions of the profession; and
4. To acquire valuable legal skills in a supportive educational environment.

All students are required to satisfy the Professional Skills Requirement prior to graduation. The Professional Skills Requirements may be satisfied by taking at least six credits of courses designated as “Skills” courses. The “Skills” designation appears in the course description found in the J.D. course catalog at www.stu.edu/coursecatalog as an “[S]” and in the course title on the schedules published for registration.

Courses meeting the Skills requirement include simulation courses (such as Trial Advocacy Practice), clinics (such as the Immigration Clinic), and externships (such as Criminal Practice Externship).

In addition to skills instruction that takes place in classes, St. Thomas has a broad range of clinical and externship opportunities. This variety allows for a wide range of student substantive interests and opportunities for experiencing law in many different practice contexts. Keep in mind that clinical deadlines are generally several months before regular course registration. This is to allow for required background checks and orientation programs.

To view a comprehensive list of the Clinics and Externships available, please visit:

https://www.stu.edu/law/academics/clinics/
PRO BONO REQUIREMENT

In furtherance of St. Thomas University School of Law’s mission to provide service to the community, both the law school faculty and students must meet mandatory pro bono requirements. Each student is required to perform a minimum of fifty (50) hours of pro bono before graduation. First-year law students are only allowed to participate in community based pro bono; however, second- and third-year law students are able participate in both legal and community based pro bono. This requirement instills a long-term pro bono ethic among law students and provides them with practical legal experience. Students work under the supervision of lawyers in a variety of non-profit legal service organizations, government agencies, and law firms. The Office for Career Development coordinates the pro bono program, developing a variety of sites where students can fulfill their pro bono requirement, and maintains the records of students’ pro bono work. A comprehensive handbook explaining the pro bono program, listing the organizations, and containing the reporting forms can be found in the Office for Career Development, or online under the Career Development tab.

TRANSFER STUDENTS AND ADVANCE STANDING STUDENTS

A student admitted as a transfer student from another law school or admitted as an “Advance Standing Student” may be given credit for courses completed in another program of legal study. The student’s transcript will be evaluated by the Admissions Office and the student will be notified of the number of credits and the courses taken that will count towards the graduation requirements of St. Thomas University School of Law.

An “Advance Standing Student” is a student who has completed the course of study and obtained the terminal degree that allows the student to practice law in a foreign (non-United States) jurisdiction.

Any credits given to a transfer student or advance standing student for courses taken at another institution do not factor into the student’s grade point average.

JOINT DEGREE STUDENTS

Students participating in one of St. Thomas University School of Law’s Joint Degree Programs are given up to 12 credits for classes taken in the master-level classes as part of the joint degree programs and may have additional “required” law school classes.

Joint degree students are governed by the rules and polices of both the Law School and the University and by any rules or policies applicable to their particular graduate program.

REQUIREMENTS FOR ADMISSION TO THE BAR

A number of states require that a law student who intends to sit for the bar examination register with the appropriate state agencies prior to or during his or her legal studies. Students who desire admission to the bar of a particular state should contact that state’s Board of Bar Examiners to learn more about the state’s requirements for admission to the bar. It is important that this be done upon entering law school to prevent delaying
admission to the bar. Admission to The Florida Bar is administered by the Florida Board of Bar Examiners (“FBBE”). The requirements for admission are contained in the “Rules of the Supreme Court of Florida Relating to Admissions to the Bar.” (See https://www.floridabarexam.org/web/website.nsf/52286AE9AD5D845185257C07005C3FE1/F8FE824E0E8CACE885257C0B0672021.)

In summary, these rules require that a prospective applicant to the bar possess the degree of Doctor of Jurisprudence from a school that is approved by the American Bar Association. An applicant must also possess a Bachelor’s degree from a college or university approved by a regional accrediting association or the Florida Supreme Court. The latter requirement may be waived for those applicants possessing a foreign law degree. Additional requirements relating to the character of the applicant must be met in order to be admitted to The Florida Bar.

Please be aware that the Florida Bar of Board Examiners (and other state bars) engage in a comprehensive investigation regarding character and fitness issues. Past criminal behavior or allegations, incidents suggesting substance abuse, lack of financial responsibility, and incidents suggesting a lack of candor or truthfulness may act as impediments to admission to the bar. Full, candid, and early disclosure is in the applicant’s best interests.

The FBBE will compare your law school admissions application to your application for admission to the Florida Bar. If there are discrepancies, the FBBE may question you and your application may be delayed. Thus, you should amend your application for admission to law school if it comes to your attention that it is incomplete or incorrect in any way. (See Law School Application, below.)

If you have questions concerning character or fitness issues, you should see the Assistant Dean for Student Affairs or the Associate Dean for Professionalism. You may also consider discussing the matter with an attorney who specializes in bar admission issues.

For a full explanation, refer to the “Rules of the Supreme Court of Florida Relating to Admissions to the Bar.” Individuals with specific questions may contact the Florida Board of Bar Examiners, 1891 Eider Court, Tallahassee, Florida 32399-1750, (850) 487-1292 or visit their website at www.floridabarexam.org.

**EMAIL AND OFFICIAL NOTIFICATION**

All students are assigned STU email accounts upon entering the Law School. The email address is generally the student’s first initial then last name (and sometimes a number) @stu.edu (e.g. jdoe@stu.edu). Students are required to access their STU email account regularly. (During the pandemic, it is even more imperative to access your STU email account frequently.)

All official notices are sent via STU email accounts and students are charged with the responsibility for accessing such notices. Notices regarding class information, attendance issues, financial aid status, scholarships, employment information, and other matters germane to the Law School are disseminated by use of STU email.
LAW SCHOOL APPLICATION

All law students were required to complete a comprehensive application when they applied for admission to the Law School. That application includes a signed certification of accuracy. The Law School will be required to provide a copy of the Law School application to the bar examiners from the respective state to which a student applies to sit for the bar examination. Bar examiners typically review the bar application and the Law School application for consistency and completeness. Therefore, it is essential that the Law School application be in conformity with the bar application. Students are specifically directed to the following questions on the Law School application:

Question:
"Have you ever been accused of a violation of an honor code or student conduct code, warned, place on academic scholastic, or disciplinary probation, suspended, requested or advised to discontinue your studies, dropped, expelled, or requested to reign or otherwise subject to discipline by any college, law school, or other post-secondary institution? If yes, provide a complete statement of the circumstances surrounding each such occurrence, including the name and address of the institution, the date of the occurrence, the course, or event, the sanction and all relevant information related thereto."

Question:
"In your entire life have you ever been arrested, detained or restrained, taken into custody or accused formally or informally of a felony whether or not the charge was later reduced to a misdemeanor or other lesser charge? If you answer yes, for each instance, (a) provide a detailed explanation of the circumstances, including the date(s), the charge, the arresting agency, city and state of the arrest, and the subsequent action taken by the authorities; (b) explain whether there are any pending charges against you, and whether you are currently serving or subject to any kind of probation, deferred prosecution program, or reporting for community service obligations associated with any criminal matter; and (c) attach a copy of the arresting or charging document, police investigation reports, and the disposition order.

Also, students were required to list all places of employment and all colleges, universities and professional schools attended. It is important that these matters be completely and honestly disclosed on the Law School application. The fact that records were sealed or expunged does not justify non-disclosure of the underlying incident. Students have a continuing duty to amend their law school application for incidents that occur after the application was filed and prior to graduation.

To amend an application, to correct incomplete or inaccurate information or, to include an incident that occurred after the application was filed the student must submit to the Assistant Dean for Student Affairs, in writing, an Amendment to the application. The Amendment must state:

1) What is being amended/corrected.
2) Why the amendment/correction is necessary (i.e. explain why the correct information was not included in the original application).
3) A complete explanation of the facts and circumstances surrounding the incident that is the subject of the Amendment.
4) A complete explanation of the disposition of the matter.
5) The nature of any official documentation generated in regard to the incident (a copy of the documentation should be attached).

The Amendment should be submitted by use of the form available at the St. Thomas Law school website. See https://www.stu.edu/law/students/law-school-application-amendments/. The Amendment must be submitted in a timely manner. The Amendment will then be considered and the Assistant Dean for Student Affairs will decide whether to accept the Amendment. Failure to have provided an accurate application or to timely amend an application may be the basis for an honor code violation and may cause the law school to revoke admission, dismiss the student, revoke or withhold the granting of the Juris Doctor degree or take any other action necessary to protect the integrity of the Law School. Disposition of an amendment is handled by the Assistant Dean for Student Affairs. Acceptance of an amendment may be conditioned on the student providing additional information or updates, completing additional pro bono hours or other requirements.

If the amendment provided is not “accepted” by the Assistant Dean for Student Affairs because he finds that the nature and content of the amendment may have led to the student not being offered admission or arose from conduct after the filing of the original application that call into question the student’s fitness and character to remain a student, or an amendment filed very late that eliminates the feasibility of any modification of the terms and condition of the student, the Amendment will be referred to the Honor Council for disposition.

If a matter is not referred to the Honor Council for disposition and the student filing the amendment disagrees with the disposition of the Assistant Dean for Student Affairs, the student can appeal that disposition to the Associate Dean for Academic Affairs who may consider the matter de novo. The Associate Dean for Academic Affairs may also refer any appealed disposition of an amendment to the Honor Council.

SUMMER SCHOOL/SUMMER ABROAD PROGRAMS

The purpose of summer school is to provide students with an opportunity to take additional courses during their law school careers, and also to enable them to lighten their normal course loads in the fall and spring semesters. Students may accelerate graduation by attending summer sessions, provided that they are in compliance with all other requirements necessary for graduation. A student may not enroll in more than seven hours in a summer session without the approval of the Associate Dean for Academic Affairs or her designee. Students are generally not allowed to visit at the regular summer term of other local schools.

Please be advised that students who attend summer school in the summer after their third year of law school, and otherwise complete the requirements for graduation in summer school, will not be certified to sit for the July Bar examination. Since summer school grades are not due until after the July Bar Examination, the Registrar will not be able to certify summer graduates to take the July Bar. This means the earliest Bar a student completing the requirements for graduation in the summer term can take will be the following February’s Bar.
A St. Thomas law student desiring to attend an accredited law school program for a summer session, at another U.S. law school or at a summer abroad program, must comply with the following requirements and procedures:

1. The student must obtain the written approval of the Assistant Dean for Student Affairs prior to registering for the course(s).
2. Requests must be in writing, accompanied a description of the program and courses to be taken.
3. The program must be approved by the ABA.
4. The student must be in good standing, both academically and financially, at St. Thomas University School of Law.
5. To receive credit, the student may only take courses that are not required for graduation at St. Thomas; a maximum of seven elective credits will be accepted per year.
6. The course(s) must offer direct law faculty interaction with the student throughout the course. Remote placements offered through another law school presumptively do not fulfill this requirement.
7. In order to transfer credits earned, grades of “C” or better must be obtained in each of the courses attempted; credits earned will be recorded on the transcript but will not be included in the computation of the cumulative grade point average. No credits will be given for any course, internship or clinic graded on a pass/fail basis.
8. A letter of good standing will be furnished by the Assistant Dean for Student Affairs directly to the particular program authorizing the participation of the student.
9. Credits earned at summer abroad programs from ABA accredited schools may be counted toward residency requirements.
10. A letter will be written to the student, with a copy to the student’s file, specifying the terms and conditions of approval to attend the program.
11. Students must request that the program transcript be sent directly to the St. Thomas University School of Law Registrar as soon as the program is completed.

SUMMER-IN-SPAIN STUDY ABROAD PROGRAM

Due to the COVID-19 global pandemic, St. Thomas University School of Law was forced to cancel its annual Summer-in-Spain Program for the summer of 2020. It is too early to predict whether the Summer-in-Spain Program will operate in the summer of 2021.

The venue in past summers has been El Escorial, located in the beautiful foothills of the Guadarrama Mountains, about 25 miles northwest of Madrid. With an elevation of 3,432 feet, the area enjoys a pleasant year-round temperature.

The Summer-in-Spain program is A.B.A. approved. St. Thomas students, along with students from other law schools, can study various subjects in International and
Comparative Law. Grades from St. Thomas Summer-in-Spain program will count in the St. Thomas Law students’ grade point average and the Summer-in-Spain program counts toward the residency requirement.

AUTHORIZATION TO VISIT ANOTHER SCHOOL

A St. Thomas law student may under some circumstances visit another ABA accredited law school. Students can generally visit in any ABA-approved study abroad program. But a student may not visit at any other school during his or her first year or third year. Generally, students cannot visit at any local law school.

Students may be allowed to visit at a law school in another state or locale if there are circumstances warranting the need to take classes elsewhere. The student must obtain the written approval of the Assistant Dean for Student Affairs prior to registering for any courses. The student must submit a written request to the Assistant Dean for Student Affairs. Students are not allowed to visit in their last two (regular) semesters except upon showing of exceptional circumstances and with express approval of the Associate Dean for Academic Affairs.

The student must be in good standing, both academically and financially, at St. Thomas University School of Law. He or she will be allowed to transfer a maximum of 15 elective credits per semester (7 credits in the summer). Students can only take elective course credits while visiting at another school. All required courses must be taken at St. Thomas University School of Law. In order to transfer the credits earned, the student must receive a grade of “C” or above (pass/fail is not sufficient) in each of the courses attempted. The credits earned will be recorded on the transcript, but they will not be included in the computation of the grade point average.

A letter of good standing will be furnished by the Assistant Dean for Student Affairs directly to the school authorizing the student to take courses at their institution. A letter of authorization will be provided to the student, with a copy to the school the student will be visiting specifying the terms and conditions of approval to visit the other law school. Students must request from the visiting school that transcripts be sent directly to the St. Thomas University School of Law Registrar as soon as the semester has ended.

Please be advised that if under any circumstances a student is visiting a law school in his or her last semester that unless that school submits all grades to the Law School Registrar for that student prior to the graduation date set by St. Thomas University School of Law in that semester, that student will not be able to actually graduate until the following semester. This may affect the student’s ability to sit for the Bar examination in that he or she will be deemed to have graduated in the subsequent semester.

REGISTRATION

Registration is a formal procedure that represents both an academic and a financial commitment. To be officially enrolled at the Law School, students must register online or by submitting a drop/add form to be manually processed by a staff member of the Law School Registrar’s Office. Students must complete the financial part of registration
before each term’s classes begin.

Attending class by itself does not constitute an official registration. All prior balances must be cleared before students are permitted to register for the current term. The financial obligations that a student incurs through registration remain unless the registration is cancelled by the Law School or the student officially withdraws from school during the refund period. If a student withdraws during the refund period, he or she is entitled to a refund based on the effective date of the withdrawal.

**COURSE AND SCHEDULE CHANGES**

Students who decide to add, drop, or change their course schedule must do so via Web Advisor by the end of the add/drop period. Students can access MyBobcat online at St. Thomas Law school website. If problems occur while accessing the website, or in processing the add/drop transaction, the student will need to contact the Registrar’s Office. Students enrolled in the J.D. program must be enrolled full-time (12 credits minimum during the fall and spring semesters), unless the student is designated as a “flex” student in which case he or she must register for at least 9 credits.

The add/drop period for the fall and spring semesters is scheduled during the first week of class. In the summer, the add/drop period is the first three days of class. Discontinuing class attendance does not constitute official withdrawal. *Once the add/drop period has passed, students may only add or drop individual courses upon receiving written approval from the Assistant Dean for Student Affairs. Students who are authorized to withdraw from any class after the add/drop period remain financially responsible for the course from which they withdraw.* Students authorized to withdraw must submit the written approval to the Registrar’s Office for processing. A “W” grade will be entered on the transcript. Students who fail to submit the written approval from the Assistant Dean for Student Affairs to the Registrar’s Office will receive a grade of “F”.

Students who completely withdraw from the Law School must return all borrowed books to the libraries, pay any fines due and clear all outstanding accounts with the Law School and/or the University.

**ATTENDANCE**

**CLASS ATTENDANCE**

The Standards for Approval of Law Schools of the American Bar Association require regular and punctual class attendance.

The Law School is required to certify that bar applicants were in regular attendance and have successfully completed the course of instruction required by the school for the J.D. degree. The Dean has charged each professor with noting absences.

**ATTENDANCE AND ENROLLMENT**

Attendance at classes is mandatory. A student may enroll in a course after the first week of classes only with permission of the instructor and the Associate Dean for Academic
Affairs. Prior to enrolling in a course for which credit is obtained, a student must complete all prerequisites for that course, unless prior approval has been granted by the instructor and the Associate Dean for Academic Affairs.

Attendance and preparation for class may be considered in determining students' grades in courses. A student may be requested to leave a class for being unprepared.

During the first full academic year of residence at the Law School, a student is required to maintain enrollment in all first-year required courses unless the student obtains prior administrative approval from the Assistant Dean for Student Affairs or the Assistant Dean for Enrollment and Scholarships. In subsequent years, a student may drop a course during the first week of classes, provided that the student remains enrolled in 12 or more credit hours. After the first year, students are required to enroll in not less than twelve credit hours of courses each semester, unless he or she obtains prior permission to take less credits (but no fewer than 9) from the Assistant Dean for Student Affairs or Assistant Dean for Enrollment and Scholarships.

ATTENDANCE POLICY

This attendance rule is designed to help enforce a 20 percent limit on class absences in a fair and consistent manner and to emphasize the importance of class attendance by precluding students from sitting for the final exam who have missed too large a portion of a course — for whatever reasons — to have mastered the course material. In relevant part, the rule states: No absences are considered “excused.” All absences for whatever reason are counted for purposes of the rule.

<table>
<thead>
<tr>
<th>Term</th>
<th>Class Frequency</th>
<th>Maximum Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring</td>
<td>Three times a week</td>
<td>8</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>Twice a week</td>
<td>5</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>Once a week</td>
<td>2</td>
</tr>
<tr>
<td>Summer</td>
<td>Three times a week</td>
<td>4</td>
</tr>
<tr>
<td>Summer</td>
<td>Twice a week</td>
<td>2</td>
</tr>
<tr>
<td>Summer</td>
<td>Once a week</td>
<td>1</td>
</tr>
</tbody>
</table>

For classes that meet on another class schedule, the number of absences permitted is the number of classes that do not exceed 20% of the total class time.

The required amount and method of contact for online or partially online classes will be set out in the syllabus provided by the professor for the class to insure that students work regularly and consistently over the term of the class.

Missing any part of a class may be counted as missing the entire class. “Make-up” classes count as if a regular class session.

A student shall receive a grade of "F" (an “Administrative F”) for a course and shall not receive academic or residency credit for the course if the student absences exceed those outlined above.

This rule does not preclude instructors from also imposing their own, more demanding attendance requirements. This rule also does not preclude a student from petitioning the administration prior to the beginning of the exam period to voluntarily withdraw
from school and receive a “W” in the class(es) in which the student was enrolled at the
time. The Law School does not guarantee that students will be notified when they are
near the applicable limit of absences in a course. No appeal of the rule’s sanction to the
administration or faculty is permitted.

[Adopted by the Faculty, effective Fall 1996.]

CREDIT HOUR POLICY

In preparing a course syllabus and planning the work required in the course, faculty
must keep in mind the Law School’s credit hour policy, which complies with Standard
310 of the ABA Standards for Rules and Procedures of Approval of Law Schools:

A “credit hour” is an amount of work that reasonably approximates:

   a. Not less than fifty minutes of classroom or direct faculty instruction and two
       hours (120 minutes) of out-of-class student work per week for fifteen weeks
       (including one week for a final examination), or the equivalent amount of
       minimum total classroom or direct faculty instruction and out-of-class student
       work over a different amount of time; or

   b. At least an equivalent amount of work as required in 1.a. for other academic
       activities, including Independent Study, simulations, externships, field
       placements, clinical, law reviews or journals, advocacy teams, and other
       academic work for which units of credit are awarded.

WITHDRAWAL IN LIEU OF ADMINISTRATIVE F

In exceptional cases if a student has exceeded the 20 percent limit on absences from a
course and he or she provides evidence of exigent circumstances and, in the judgment of
the Assistant Dean for Student Affairs, the absences have resulted from exigent
circumstances beyond the student’s control, the Assistant Dean for Student Affairs may
direct the Registrar to enter a “W” (indicating withdrawal) for the course on the
student’s official transcript.

An “exigent circumstance” is one that arises due to serious illness or injury to the
student, death of an immediate family member, or a call to active duty in the military.

It is not an exigent circumstance if a student has taken on a workload that exceeds the
workload he or she contemplated at the time of registration. A student cannot withdraw
from a class (even an elective class) due to inconvenience or scheduling conflicts.

Even when a student is allowed to withdraw (receive a “W”) from a class, he or she may
remain financially responsible for the class.

Students should also be aware that being allowed to withdraw from a class (or all
classes) may have a negative impact on the student’s ability to qualify for financial aid.

[Adopted by the Faculty, effective Spring 2002.]
Attendance at LL.M. Program

The School of Law’s attendance policy also applies to attendance by J.D. students in all courses of the LL.M. Programs in Intercultural Human Rights. The Director of that Program may excuse non-attendance in individual cases for compelling reasons.

COURSE CANCELLATION

From time to time, a course will draw insufficient enrollment and must be cancelled. Make-up classes will be scheduled for any cancelled class and attendance at any make up class shall be treated as “required” class as set forth above. No professor may schedule a make-up class that conflicts, with any other required class.

ON-LINE PARTICIPATION IN CLASS

Attending classes virtually is a substitute for attending class in person. Students are expected to adhere to principles of professionalism. The Law School has adopted the following rules:

1. Students must arrive on time. Professors have the option of disallowing students into the class or treating a student as absent if the student does not “arrive” for the virtual class on time.

2. Students must be prepared for class. Just as with in person classes, the professor can ask a student to leave and/or mark a student absent if the student is not prepared for class.

3. Students must have an operational camera that can show their face and torso. The camera must be on at all times during the class. Each student must have an operational microphone but it should be muted unless the student has been called upon to speak.

4. Students must dress as they would for a live class. Each student needs to be dressed appropriately. Students should avoid shirts with deep necks that expose their chest. Students should not wear pajamas or other sleepwear. Students should not wear hats or scarves, unless it is due to a student’s observance of religious beliefs. For skills class, a student should dress as if the student were engaged in the activity in the real world.

5. Students must place themselves in a neutral, professional setting. Whether the student is using a real background in the real or a virtual background it should be neutral and look professional. A student’s background should not be distracting. If a student is using a virtual background, the student should not change it during the class session.

6. Student should consider where and how the camera is projecting the student’s image to others in the class. The camera image should include nothing more than
a student’s head and torso. A student should not project an image where the student is reclined, laying in a bed, sitting somewhere with your feet up, etc.

7. When the student is in class, the student should not be doing anything else. The student should not be attending to parents, spouses, children or pets. The student should not be brushing their teeth or hair, doing their nails, or any other personal hygiene activities. The student should not be eating. The student should not be working. The student should not be listening to music, watching television, texting, chatting or otherwise engaged in conversation, unless directed to do so by the professor.

8. Follow the professor’s directions for how each student will be recognized to speak in class. Do not just shout out answers or make comments.

If a student is not sure whether some behavior is professional, do not do it.

**GRADES**

**BASIS**

The unit of credit at St. Thomas University School of Law is the semester hour. Credits may be earned in the regular fall and spring semesters or in a summer session. A student’s performance in courses and seminars is evaluated with letter grades which translate into quality points according to the scales below:

**GRADES AND GRADE POINTS**

\[
\begin{align*}
\text{A} &= 4.0 \\
\text{B+} &= 3.5 \\
\text{B} &= 3.0 \\
\text{C+} &= 2.5 \\
\text{C} &= 2.0 \\
\text{C-} &= 1.5 \\
\text{D} &= 1.0 \\
\text{F} &= 0.0 \\
\text{P/NP} &= \text{Pass/No Pass (grade points are not applicable)} \\
\text{P/NC} &= \text{Pass/No Credit (grade points are not applicable)}
\end{align*}
\]

St. Thomas University School of Law uses letter grading for course evaluation purposes and the semester system for its calendar. No transfer credits are used in calculating the St. Thomas University School of Law Grade Point Average (GPA).
GRADING CURVE

Students are required to maintain a 2.0 grade point average to be considered in good standing. First year classes have a mandatory grading curve such that the average grade for each first year course must fall between a 2.25 and 2.5. Required upper level courses have a mandatory grading curve of 2.25-2.75. In each first year and upper division required course, at least 15% of all grades assigned shall be higher than C+ and at least 15% of the grades assigned shall be lower than C. Elective courses have a mandatory grading curve of 2.50-3.25. The current range of means requirement for electives (2.25-3.00) does not apply to Summer-in-Spain, seminars, clinics, and skills courses. Elective courses with an enrollment of ten or less are exempt from the mandatory curves.

A student’s grade point average for any given period is determined by dividing the total quality points earned by the number of graded semester hours attempted during the period. The total quality points for any given period is derived by multiplying the numerical value of the grade earned in that period by the number of semester hours of the course, and then adding the sums derived for each course in the given period.

An “F” grade or “NP” grade remains on a student’s permanent record and the credit attempted is not counted toward residency requirements. Both the failing grade and the grade earned when the course is repeated are computed into the grade point average.

The University’s administrative database maintains a complete record of each student’s progress, which includes the grades earned, hours attempted and completed, semester grade point averages and cumulative grade point averages. Students may access their grades online at the St. Thomas Law school website under “Students”. Unofficial transcripts for printing can should be accessed online at http://www.flvc.org. No official transcript, letter of good standing, Dean’s certificate, certificate of completion, diploma, or leave of absence will be granted to any student until all financial obligations to the Law School and/or the University have been met.

GRADE REPLACEMENT POLICY

A law student may replace a poor grade earned in one class during law school by retaking the class.

If a student earned a C-, D, F, NP, or NC in a class, he or she can retake the class and whatever he or she makes on the retake will replace the earlier grade. Students can do this only once for one class. The “new” grade replaces the earlier grade (so the student gets the “new” grade, not the higher grade). Also, this only applies to the exact same class (with the same course number). So if a student is unable to retake a class due to the fact that it is not offered, he or she is not able to take advantage of this opportunity.

The student is charged for the new class (if he or she is paying by the credit hour) when he or she retakes it. However, since full time J.D. students do not pay by the credit hour it may not actually lead to an additional cost. Upon completion of the course the second time, the student’s grade from the earlier class is replaced with an asterisk on the transcript that indicates that the course was retaken for improvement of grade. The student loses the credit hours associated with the class from the first time he/she took it. The transcript will show the class when it was retaken and the grade and credit from
the retake will be included.

Please note that the student’s grade point average will not be retroactively adjusted, but the grade replacement will be used in any ranking going forward from the time of the replacement. So, the previous grade no longer factors in the student’s grade point average and the replacement grade becomes a component of the student’s grade point average.

CLASS STANDING/RANK

Class standings are computed approximately three weeks after all grades are submitted at the end of each fall and spring semester by percentile rank. Students are not ranked at the conclusion of the summer term. Also, no adjustment is made to ranking due to grade changes that occur after the ranking are published.

If any student receives advanced standing credits to be applied towards the Juris Doctor degree those credits will not be applied toward the J.D. degree until the last semester in which the student is scheduled to graduate. So those credits (and grades if applicable) will not be used for purposes of ranking registration.

RANKING POLICY FOR TRANSFER STUDENTS

After a transfer student completes one semester at St. Thomas University School of Law, the student will then be ranked in accordance with the Law School policy. Only St. Thomas University School of Law quality points will be considered in assigning the rankings. A transfer student is not eligible for a Merit Scholarships (based on class ranking) until he or she has completed two regular semesters and the regular class rankings have been computed.

CUMULATIVE WEIGHTED AVERAGE

A student’s grade point average for any given period is determined by dividing the total quality points earned by the number of graded semester hours attempted during the period. To be considered for graduation, a student must successfully complete at least 90 semester hours of course work. A student is only eligible for graduation if he or she is in good standing. Therefore, students must have a cumulative G.P.A. of 2.0 or above.

ACADEMIC HONORS AND AWARDS

Dean’s List

The names of students who complete at least 9 hours in the fall or spring semester and achieve a grade point average of 3.0 in the work undertaken in that semester will be recorded on the Dean’s List.

Graduation with Honors

A cumulative grade point average of 3.0 will qualify for a degree Cum Laude, a cumulative grade point average of 3.4 will qualify for a degree Magna Cum Laude, and a cumulative grade point average of 3.7 will qualify for a degree Summa Cum Laude.
Graduation Speaker

The student with the highest, cumulative grade point average, going into his/her last semester, is designated as the class graduation speaker. In the event two or more students are tied, then the student with the highest grade point average for the required courses will be designated as the class graduation speaker.

ST. THOMAS ACHIEVEMENT ("BOOK") AWARD

To recognize scholastic achievement, the law school grants an award to the best performing student in each course or seminar. The law school participates in the CALI program and provides a certificate designated by the professor. In each course or seminar, each semester, the Professor may (at his or her discretion) designate an outstanding student. This is generally the student with the highest grade in the class. Each spring at the Law Day Luncheon students selected as outstanding students in one or more courses from the previous school year are recognized and presented certificates.

ACADEMIC SUCCESS PROGRAM

The Academic Success program consists of two distinct, yet complementary, components: Law School Academic Success and Bar Success.

Law School Academic Success

The study habits and skills that were adequate in undergraduate school may not be sufficient for success in law school. Law school requires more than just reading of assignments, memorization and restating memorized facts on exams. The First Year Academic Support Program teaches skills essential to excelling in law school including:

- time management
- efficient and effective study techniques
- critical reading
- case briefing
- outlining
- legal analysis
- taking multiple choice exams
- effectively writing law school essay exams

The First Year Academic Support Program teaches these skills to first-year students through workshops led by the Academic Success Program professors (ASP professors) and student fellows (ASP fellows). ASP fellows are second- and third-year law students who have been successful in law school.

The First Year Academic Support Program consists of required and optional programming.

Introduction to Legal Studies:

Introduction to Legal Studies is a two-week, non-credit summer program offered to incoming students. It is optional for some students and required as a condition of acceptance for others. In the past almost all entering students have participated in the program. St. Thomas Law's Introduction to Legal Studies Program provides students an
opportunity to develop an accurate picture of the realities, rewards, and challenges of being a law student before beginning law school. Students study two law topics taught in a law school format, augmented with sessions in law school skills building. Throughout the Program, students will:

- Gain a comprehensive grounding in fundamental legal concepts and techniques;
- Enhance foundational academic and legal skills;
- Learn firsthand about different aspects of the law from law school professors.

**Enhanced Orientation:**
As part of the required 1L Orientation, all first year students are required to participate in a two day, academic program led by a recognized expert in academic success that introduces students to the basic skills and processes they need to succeed in law school. Students are taught how to read and brief cases, take notes, create outlines and answer law school examinations.

**Legal Skills:**
Legal Skills is a mandatory course for first-year students. It consists of several onsite workshop sessions held throughout the fall and spring semesters. Students improve learning and analytical abilities while continuing to lay the ground work for future development of problem-solving and analytical skills through: (1) instruction; (2) exercises; and (3) debriefing. The course builds and refines fundamental lawyering skills, including reading comprehension, rule mastery, issue spotting, outlining, and the mechanics of essay writing. Students are provided individual attention and feedback to improve. This course is required for graduation.

**1L ASP Workshops:**
In addition to the legal skills, required workshops, ASP professors present a series of optional workshops targeted to specific critical skills such as time management, outlining, issue spotting, matching facts to legal rules and elements, the “IRAC” essay writing format, essay writing skills, and multiple choice strategies. The Academic Success team schedules multiple presentations of each workshop to accommodate all first-year schedules. Dates and times of the sessions are provided to all students at the beginning of each semester.

**ASP Fellows:**
Each student is assigned an ASP Fellow at the beginning of the 1L year. ASP Fellows are second- and third-year students who have been successful at STU Law. Each student's ASP fellow is available for help with developing the above skills to succeed in first-year courses.

**Legal Methods & Essay Writing:**
This is an elective course that focuses on providing students with the knowledge and understanding of substantive and procedural law; legal analysis and reasoning; written and oral communication; and other professional skills needed for competent and ethical participation as a member of the legal profession. Students will receive ongoing formative assessment feedback on a regular basis.
Bar Success
The second component of our Academic Support Program focuses on assisting St. Thomas Law second and third year students, and recent graduates, in enhancing their study and test taking skills for the bar examination.

Bar Prep Skills I:
Students take Bar Prep Skills I in their third year. This is a course required to be taken in one of the student’s last two semesters of school. It provides an overview of fundamental concepts covered in Federal Constitutional Law, Federal Civil Procedures, Evidence, and Real Property. Students are required to demonstrate an understanding of the basic principles of law in those areas and to apply those principles in both essay writing and multiple-choice questions.

Bar Prep Skills II:
This is an optional course designed to be taken in the student’s last semester. It provides an overview of Torts, Contracts, Criminal Law, and Criminal Procedure. Students have to demonstrate an understanding of the key legal principles in these areas and an ability to answer Bar-style multiple choice questions.

Bar Review Workshop Series:
After graduation, and while the students are studying for the bar, St. Thomas Law presents a series of interactive bar review workshops that are open to St. Thomas Law graduates. Multiple sessions are offered by recognized bar experts and faculty that cover substantive review, as well as strategies to employ in studying for and taking the bar exam. St. Thomas Law graduates are also provided individual assistance on examination techniques and substantive law by faculty and alumni mentors.

Commercial Bar Preparation Program
In addition to the bar review classes and programs provided by the school all St. Thomas Law J.D. graduates are provided a free, commercial bar review program provided by Themis Bar Review. If a student elects not to receive the Themis Bar Review program, he or she is not entitled to any refund or credit for not participating.

STUDENT ADVISING
The Office of the Assistant Dean for Student Affairs works to ensure that all J.D. students are provided academic advisement. Students, at their discretion, can meet with any of: the Assistant Dean for Student Affairs, the Associate Dean for Professionalism, the Assistant Dean for Enrollment and Scholarships, the Assistant Dean for Alumni Relations, the Assistant Dean for Career Development, the Associate Dean for Administration, and the Associate Dean for Academic Affairs to discuss course offerings, curricular planning, clinical experiences, satisfaction of the senior writing requirement and any other questions regarding completion of the J.D. program, preparation for the Bar examination and guidance with regard to career path options. If a J.D. student is unsure who to meet with regard to these matters, the student can contact the office of the Assistant Dean for Student Affairs for assistance.

The Office of the Assistant Dean for Student Affairs also refers students to Professors, Adjunct Professors and Career Counselors in the Office for Career Development who can provide specific information and guidance with regard to areas of practice and
guidance on career path options.

All students are required to meet with the Office for Career Development at least once per year. Students will be notified as to the dates for these meetings via email each year. At their individual appointments, First and Second-year students will discuss career goals, interviewing strategies, and applications for summer internships. Students who do not comply with this requirement will be precluded from registering for classes. Third-year students will meet with the Assistant Dean for Career Development who will conduct an Exit Interview. Students who do not comply with this requirement will not be eligible to graduate.

LL.M. students and J.S.D. students should consult with the Director of the Graduate Program in Intercultural Human Rights or the Executive Director of the Graduate Program in Intercultural Human Rights for Academic Advisement and guidance.

The Associate Dean for Academic Affairs is responsible for class scheduling, and meets with students who wish to discuss their course and scheduling preferences.

First-year students are introduced to the Law School culture and academic requirements during the orientation program. The Law School Student Handbook and website set out all course and academic requirements. All full-time law faculty have an “open door” policy and mandatory office hours. Advance placement students and transfer students meet with the Assistant Dean for Student Affairs for Enrollment and Scholarship. Students in one of the joint degree programs meet with the Assistant Dean for Student Affairs.

EXAMINATIONS

Under no circumstances should students ever write their names anywhere on the blue books, or otherwise identify their exams by name or any other way before, during or after an exam. Students are required to use only their AGN (Anonymous Grading Number).

There are certain take-home exam/paper that will require students to use their name instead of the AGN, this is the only exception.

Students are not allowed in the faculty office area during the reading period, when exams are being prepared, or during the exam period, unless instructed by a professor to submit a paper to the faculty secretaries.

COMPUTER USE ON FINAL EXAMS

Students are generally provided the option of using a personal computer to generate an answer on essay-style examinations. This option is facilitated by the use of a software program known as “Exam4.” Exam4 allows the student to use his or her personal computer as a word processor; however, it blocks access to the internet and all other software programs. Exam4 also does not make available spell check, grammar check or other corrective features.

Exam4 is compatible with personal computers and with Apple operating systems.
Students must provide their own computer for use on examinations.

Students must follow the directions provided by the Registrar to enable Exam4 prior to the start of his or her first exam. A student may elect to handwrite any one or more of his or her examinations even if he or she registered for Exam4.

**PROCEDURES FOR ADMINISTRATION OF EXAMINATIONS**

Each student will be issued a different examination number for each semester. These numbers will be available in the Registrar's Office. An announcement will be sent out by email and posted on the registrar's bulletin board when the numbers are available. The faculty, with the assistance of the Registrar's Office, is responsible for the administration of examinations. Students, under the provisions of the Code of Academic Integrity, are responsible for ensuring that examinations are fairly conducted and for reporting violations of examination procedures.

The day, time, and room assignments of examinations are posted prior to exams on the Registrar's bulletin board and on each classroom door. Students are required to take exams in assigned rooms. Assignments are made using the anonymous examination number selected by the Registrar on a random basis prior to exams, and rooms cannot be changed.

Each professor should issue detailed instructions regarding: the time, written materials, and number of bluebooks allowed; the importance of writing the anonymous examination number on all bluebooks and the examination; and the proper securing and numbering of bluebooks, i.e., 1 of 3, 2 of 3, etc.

If two rooms are to be used for the same exam, students need to ascertain that they are in the correct room by checking the anonymous grading numbers posted on the doors of the classrooms.

During examinations, proctors will enter classrooms, restrooms, and hallways and report any problems that may occur. Students must follow all directions of the proctors any problems or disagreements are to be resolved by the Registrar. Students are allowed to bring into the classrooms only those written materials explicitly allowed by the faculty member. Students are not allowed to take any written materials into the restrooms or the hallways while taking exams. Improper conduct during an examination should be reported directly to the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs. Materials that are allowed to be brought into the testing room may be limited. Students are responsible for being aware of what is, and what is not, allowed in a testing room.

When students complete exams, they will check off their exam numbers in the "sign-out" book provided in the classrooms and leave their exams in the designated boxes. Each room will have a supply of bluebooks and paper clips so that the books and exams will be secured properly. At the end of the exam period, all exams must be "signed out" and placed in the designated boxes in the classrooms. The professor or monitor will pick up the box of bluebooks at the end of the exam and deliver them to the Registrar's Office for processing.
Thereafter, the Registrar's Office will provide professors with the bluebooks and a grading sheet listing the anonymous examination numbers.

**POLICY ON ABSENCE FROM FINAL EXAMINATION OR FAILURE TO SUBMIT FINAL EXAMINATION**

1. Students shall appear for final examinations at the date, time and place specified in the posted exam schedule.

2. Students shall appear for and hand in examinations. Students will be excused from complying with these requirements only in rare instances and for extraordinary cause. No student shall be excused from his or her failure to hand in a final examination at the designated time and place unless both of the following conditions are met:
   a. The student establishes, to the satisfaction of the Assistant Dean for Student Affairs, that "extraordinary circumstances" exist(ed) which would warrant exempting the student from the requirement of taking the examination at the designated time; and
   b. The student has given timely notice of the extraordinary circumstances to the Law School.

   Notice is "timely" only if given to the Assistant Dean for Student Affairs as soon as practical after the student becomes aware of the circumstances. If such circumstances arise during the taking of an examination, the student must inform the exam monitor.

3. If the Assistant Dean for Student Affairs determines that extraordinary circumstances have been sufficiently established, the Assistant Dean for Student Affairs will set a rescheduled examination. The content of the rescheduled examination may differ from the content of the regularly scheduled examination. A student who takes an examination at any time other than the regular scheduled time may be required to waive anonymity in the grading of the exam.

4. A student shall not exit an examination with the examination or fail to turn in all components of an examination.

5. A student may not bring into a testing room or have on his or her person any devices or material not allowed in the room.

6. A student may not take from the testing room any of the testing materials.

**FAILURE TO COMPLY WITH EXAM RULES / PROCEDURES**

Failure to comply with the examination rules and procedures set forth herein or in the examination itself may lead to the examination being deemed invalid and the student being given an “F” (or zero) for the applicable exam.

**EXAMINATION REVIEW POLICY**

1. The examiner, a member of the faculty, is **not permitted** to change an examination grade.
2. It is recommended that faculty members provide written comments on student examination papers and, where clarification of these comments is required, faculty members should give personal interviews to students, by appointment.

3. All students are permitted to view their examination(s). Students will do so by contacting the professor directly or by appointment with the secretaries to the faculty. The school retains examination papers for one academic year following the examination in question.

4. The anonymous examination number is required to review an examination, and must be given to the professor or faculty secretary in order to review the examination in question.

5. In the event of an alleged arithmetical or administrative error in grading, the faculty member concerned will promptly refer the matter to the Associate Dean for Academic Affairs with his or her recommendation for determination.

6. Only the Associate Dean for Academic Affairs may change a final grade reviewed for arithmetical or administrative reasons.

CERTIFICATES

These programs are designed for students who want to focus on a particular area of practice while in law school. To qualify for a certificate the student takes a number of classes and in some cases takes continuing legal education courses in the area of focus and/or performs pro bono work in the area of focus.

The certificate programs allow the student to gain greater insight into a particular area of the law. If the student completes all the certificate requirements then, upon graduation, the student is provided a certificate and would have greater familiarity with that area of practice which the student might then continue to explore in practice or post-J.D. education. The Law School requires students to declare a certificate program at least one semester prior to completion of degree requirements for the Juris Doctor program.

St. Thomas Law offers the following certificates:

- Admiralty and Maritime Law Certificate
- Business Law Certificate
- Criminal Litigation Certificate
- Elder Law Certificate
- Environmental Sustainability Certificate
- Immigration Practice Certificate
- Intellectual Property Law Certificate
- Intercultural Human Rights Certificate
- Real Estate Law Certificate
- Tax Law Certificate

The requirements for each of the certificates and applications for the certificates can be found below:

https://www.stu.edu/law/academics/certificate-programs/
STUDENT IDENTIFICATION CARD (ID)

The STU Identification (ID) card is the official STU identification card. STU students are expected to correctly identify themselves at all times and present this information courteously upon request by a University official, Resident Assistant, Public Safety or by a law enforcement officer. An STU ID card is to be used only by its owner. This card may not be loaned, sold, fabricated, altered or transferred. The possession, use, manufacture or sale of falsified government issued or altered identification cards are strictly prohibited.

The STU ID combines a multitude of features and uses, including: access to campus; fitness center access; copier usage; library privileges; meal plans; Identification purposes; use of the bobcat shuttle; discounts at participating vendors.

Any lost or stolen ID must be reported to the Student Success Center immediately. There is a $10 replacement fee.

PRINTING/PHOTO COPYING POLICY

1.0- GENERAL

St. Thomas University has implemented the Pharos Print solution to provide a "green", student-friendly approach to printing and photo copying on campus. The system increases student functionality to a wide range of services to meet ever-evolving document needs. At the start of each semester, each law student is given $75.00 worth of print credit which is equal to 1500 pages/ per semester. This can be used for both printing and photocopying in the law school library. A student may replenish his/her account by going to http://www.stu.edu/print with a minimum purchase of $5.00/100 pages using a credit card. The 1500 credit is replenished at the start of each semester for each student; any “unused” credit does not roll over from the previous semester.

2.0- FREE PRINT CREDITS

2.1- Students are given a standard number of free print/photo copying credits each semester. This allows printing and photo copying.

2.2- At the beginning of each semester students will be credited with 1,500 pages. This allocation can be used both to print and to make photo copies.

2.3- A “page” consists of a single sheet of paper, regardless of whether the student prints on one side or both sides. Because of this, students can make the most of their print credits by selecting double-sided and printing on both sides.

2.4- At the end of each semester all credits will be set to zero and new print credits will be issued at the beginning of the semester as described in 2.2 above.

2.5- Students can check their available print/photo copying credit balance at any of the Konica Minolta printers in law library by swiping their Student ID card at the terminal or by signing in as well. Students can also check their balance online at http://www.stu.edu/print.
2.6- The print/photo copying credit has no cash value; there are no refunds, carryovers or transfers for unused print credits, whether the unused print credit is free or paid.

3.0 PAID PRINT CREDITS

3.1- After students exhaust their free printing/photo copy balance, they have the option to purchase additional pages online at http://www.stu.edu/print

3.2- Additional printing/photo copy credit is sold in five dollar ($5.00) increments of one hundred (100) pages.

3.3- Additional printing credit purchased may not be credited to the student’s printing account until the next business day. Therefore, it is incumbent upon each student to monitor his or her balance and plan accordingly.

3.4- At the end of each semester all credits will be set to zero and new free print credits will be issued at the beginning of the semester as described in 2.2 above.

4.0 SUPPORT

4.1- Students in need of technical support should contact the Help Desk via email at helpdesk@stu.edu or by calling (305)628-6610.

4.2- Students are encouraged to visit the Office of Information Technology (OIT) website at http://www.stu.edu/print for the latest updates regarding student printing on campus.

DISABILITY SUPPORT SERVICES

Disabled students are directed to contact the Assistant Dean for Student Affairs in order to request reasonable accommodations upon submission of adequate documentation of the disability. The school may require that the student be tested, at his or her expense, by a qualified professional. Student seeking accommodations for class room or examination conditions should consult the Disability Guidelines Handbook available from the Office of Student Affairs and also available online at St. Thomas Law school website under “Students”. Students must make a request for accommodations and provide documentation in a timely manner.

Any student who has previously received special accommodations in an educational setting and or on standardized testing (e.g., the L.S.A.T) should consult with the Assistant Dean for Student Affairs about the policies and procedures regarding special accommodations. Generally professors are not consulted, advised, or informed of a student’s request for accommodations and consultations remain confidential.

Any student suffering from a physical injury or illness that may impact his or her ability to take examinations under ordinary circumstances should consult the Assistant Dean for Student Affairs as soon as practical to address the potential need for accommodations.

Students are provided special accommodations within the parameters of the Americans with Disabilities Act (ADA). Students taking examinations with accommodation must
check with the Registrar to verify the time and place of their examinations. A student’s failure to arrive timely for his or her examinations may lead to a termination of accommodations.

**STUDENTS SERVING IN MILITARY**

Students serving in the military, including the guard or reserve components of the Armed Forces, may at times receive orders causing the student to miss classes or examinations. In general, the requirements associated with attendance, successful course completion, and total credit hours will not be waived. Students called for routine and short-term drill duty, for example, should manage their schedules and assignments on their own. However, if the military orders involve longer durations, if test dates are affected, or if other circumstances arise, students are encouraged to contact the Assistant Dean for Student Affairs, to determine whether accommodation of the military service is required or otherwise available.

**WITHDRAWALS**

An enrolled student who wishes to withdraw from the Law School entirely must submit a withdrawal form or a written request for approval to the Assistant Dean for Student Affairs. Withdrawals will only be granted upon a showing of extraordinary circumstances. A student who fails to satisfy financial obligations to the Law School or the University will not be granted a withdrawal. Students authorized to withdraw from the Law School during a semester or a summer session, but prior to the beginning of an examination period, will receive a “W” as the recorded grade on his or her transcript. After the examination period begins, grades will be assigned in accordance with the Law School’s grading policy. Discontinuing class attendance does not constitute a withdrawal. Any student who drops out of law school without obtaining the prior written approval of the Assistant Dean for Student Affairs will be deemed to have been dismissed from the Law School and will receive an “F” in any classes he or she was taking. Unless the Honor Council finds otherwise, any student who is expelled or dismissed for an Honor Code violation receives a “W” in all classes in which he or she was registered at the time of the dismissal or expulsion and the dismissal or expulsion are noted on the student’s transcript.

A student cannot “withdraw” from any class after the drop/add period without the authorization of the Assistant Dean for Student Affairs. Withdrawing from a class is only allowed under “exigent circumstances.” See “Withdrawal in Lieu of Administrative F” in this handbook for a description of “exigent circumstances.”

A student wishing to withdraw from the University permanently with a grade point average below a 2.0 will be academically dismissed.

**LEAVE OF ABSENCE**

An enrolled student who wishes to take a leave of absence must submit a written request for approval to the Assistant Dean for Student Affairs. In the case of a student who has not yet completed the first-year program, a leave of absence will be granted only for serious medical or personal reasons. A student who fails to meet any of the conditions of the leave of absence must reapply for admission. A student who has failed to satisfy financial obligations to the Law School and/or the University will not be
granted a leave of absence. Students granted a leave of absence from the Law School during a semester or summer session, but prior to the beginning of an examination period, may do so with no grades recorded. After the examination period begins, grades will be assigned in accordance with the Law School’s grading policies. A student out from school for any reason will be obligated to meet the requirements in place at the time of readmission to the Law School.

**TUITION AND FEE SCHEDULE**

**ACADEMIC YEAR 2020-2021**

<table>
<thead>
<tr>
<th>J.D. PROGRAM</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>20,530.00 per semester</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>60.00 per semester</td>
<td></td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>25.00 per semester</td>
<td></td>
</tr>
<tr>
<td>Parking Fee</td>
<td>25.00 per semester</td>
<td></td>
</tr>
<tr>
<td>Library Fee</td>
<td>165.00 per semester</td>
<td></td>
</tr>
<tr>
<td>Materials Fee</td>
<td>190.00 per semester</td>
<td></td>
</tr>
<tr>
<td>University Service Fee</td>
<td>190.00 per semester</td>
<td></td>
</tr>
<tr>
<td>University Student Health Service Fee</td>
<td>$105.00 per semester</td>
<td></td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>525.00 per semester</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,815.00 per semester</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Health Insurance (Annual) Fee* | 1,618.00 per year |
| Late Registration Fee | 150.00 (after 1st week) |

Any (Fall or Spring) semester in which a J.D. student is authorized to take less than 12 credit hours $1,711.00 per credit

| Summer 2020 Tuition | $1,588.00 per credit |
| Student Service Fee | 250.00 per semester |

**JOINT DEGREE PROGRAMS (2LS & 3LS)**

| Tuition – Law courses (Fall & Spring) | $1,711.00 per credit |
| Tuition – Graduate courses | 800.00 per credit |
| Health Insurance Fee* | 1,618.00 per year |
| Student Service Fee | 1,285.00 per semester |

**LL.M. IN INTERCULTURAL HUMAN RIGHTS**

| Tuition | $1,198.00 per credit |
| Student Service | 250.00 per semester |
| Book Fee | 600.00 per semester |
| Late Registration Fee | 150.00 (after 1st week) |

**J.S.D. IN INTERCULTURAL HUMAN RIGHTS**

| Tuition | $3,850.00 per semester |
| Student Service Fee | 250.00 per semester |
LL.M. IN CYBER SECURITY

Tuition $1164.00 per credit
Student Service 250.00 per semester
Late Registration Fee 150.00 (after 1st week)
Technology Fee 150.00 per semester

ALL FEES ARE NON-REFUNDABLE
*The health insurance fee will be waived upon timely submission of proof of private coverage prior to the end of the deadline established for submitting said documentation.
**Minimum health insurance required of all students (will not be waived).

PAYMENT PLANS

Students may choose to enroll in the Tuition Payment Plan for Fall and Spring semesters. There are 2 options: a (10) month installment annual plan for the academic year and a monthly installment plan for one semester. The application fee to join both plans is $75. This fee is non-refundable and is not applied toward student account balances. Applications for Tuition Pay are online via www.ecsi.net/stu. Any student inquiries should be directed to (866) 927-1438.

PAYMENT OF STUDENT ACCOUNTS DUE TO THE UNIVERSITY

Please note that letters of good standing, transcripts, certificates of completion, Dean’s certificates and diplomas are not released, and leaves of absence or withdrawals are not allowed, until all financial obligations to the Law School and the University have been met.
A student may not sit for examinations unless his or her tuition is fully paid prior to examinations and on a date set by the Law School administration, unless acceptable arrangements have been made for payment.
Students are encouraged to pay their fees on the Web, by logging onto the St. Thomas Law school website under “MyBobcat”. Payments can also be made in person at the Business Office in Mimi Dooner Hall or mailed to:

St. Thomas University
Attn: Business Office
16401 NW 37th Avenue
Miami Gardens, FL 33054

Normal Hours of Operation:
Monday – Friday 9:00 a.m. – 5:00 p.m.

REFUNDS

The effective date of withdrawal is the date on which a completed official
withdrawal form is received by the Office of the Law School Registrar; the percentage of credit will be determined by this date. The term begins on the first day of classes for that session, not the student’s first day of attendance. Refunds for students who have withdrawn are based on tuition only. Fees and deposits are non-refundable. If a student has been awarded financial aid, the financial aid programs from which the funds were disbursed will be refunded in accordance with the formula required by federal law. Tuition refunds are calculated as follows:

<table>
<thead>
<tr>
<th>Fall &amp; Spring Term</th>
<th>% Deducted From Account</th>
<th>% You Owe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to the 8th day of term</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>9th day of term</td>
<td>90%</td>
<td>10%</td>
</tr>
<tr>
<td>10th day of term</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>No refunds after the 10th day of term</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Term</th>
<th>% Deducted from Account</th>
<th>% You Owe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to the 1st class day of term</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>No refund after 1st class meeting</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Refunds will be processed within 14 business days after credit appears on student accounts pursuant to the Federal Department of Education regulations. Students are required to enroll in direct deposit. If the student does not have a bank account or does not provide bank account information, he/she will be issued a debit card, as checks will no longer be an option. Refunds via direct deposit are directly deposited to students’ checking or savings accounts. During high volume refund periods, refunds will be processed according to the schedule provided by the Business Office.

Refunds of room and board charges for resident students who withdraw (or are dismissed) from the law school are calculated by the Office of Residential Life. Unused portions of security deposits will be refunded upon the approval of the Housing Office. If the student owes a balance to the University, the deposit will be applied to the outstanding balance.

FINANCIAL ASSISTANCE

The law school has an in-house Director of Law Student Financial Services. His office is located in the Student Affairs suite on the first floor of the law school, across from the Law School Registrar’s counter. The guidelines for Federal Financial Aid are set out below. The Director of Law Student Financial Services processes all law student loan applications, provides on-going training and information sessions regarding the
financial aid process, financial aid planning and financial literacy programs. Please note that disbursements are made from the University Business Office, therefore it is essential that students timely complete all financial aid forms and provide all needed information to allow for timely payment of tuition and receipt of disbursements.

To assist students with the cost of their education, St. Thomas University School of Law offers financial assistance to eligible law students in the form of scholarships, federal student loans and part-time employment. A law student at St. Thomas may receive a financial assistance packet combining aid from more than one of these sources. Aid from all sources may not exceed the cost of attendance.

St. Thomas University School of Law has a program that provides merit scholarships to incoming students based upon admissions criteria established by the Dean. Students may earn a merit scholarship in their second and/or third year based upon their class ranking.

In addition to merit scholarships there are a number of scholarships made available due to the generosity of donors and alumni. These scholarships are competitive and selection is based on criteria established by the donor.

Inquiries regarding law school scholarships should be made to the Law School Office of Admissions. Inquiries regarding other financial aid programs should be directed to the Director of Law Student Financial Services. The guidelines for Federal Financial Assistance are set out below.

GENERAL ELIGIBILITY FOR FEDERAL FINANCIAL AID

To be considered for Federal Financial Assistance programs, a student must:

- Be a citizen, national or eligible non-citizen of the United States.
- Have a valid Social Security Number.
- Be Registered with Selective Service (if required by law).
- Be accepted and enrolled in the JD program at least half-time (6 credits fall/spring; 3 credits summer).
- Maintain satisfactory academic progress (as determined by the law school and the Financial Aid Standards of Satisfactory Academic Progress).
- Not owe a refund or be in default of any Title IV funds.
- Complete the Free Application for Federal Student Aid (FAFSA) and all other required forms within designated deadlines.

APPLYING FOR FEDERAL FINANCIAL ASSISTANCE

Students interested in applying for federal student aid may do so only after they have submitted their application for admission to St. Thomas University School of Law. A student may complete financial aid forms prior to being accepted to the Law School at St. Thomas University. However, no offer of financial aid will be awarded until the student has been officially accepted for admission to the law school and all required financial aid documents have been received. Financial aid is not available for audited or minimester courses.
To be considered for federal financial assistance through the U.S. Department of Education’s Federal Direct Student Loan Programs, the student must:

1. **Request a Federal Student Aid Identification (FSA ID)** at [www.pin.ed.gov](http://www.pin.ed.gov). FSA ID is used to electronically apply for federal student aid and access your federal student aid records online. Your FSA ID serves as your electronic signature. Be sure to keep your FSA ID in a safe place.

2. **Complete the Free Application for Federal Student Aid (FAFSA)** each year at [www.fafsa.gov](http://www.fafsa.gov). The result of your FAFSA is called the Student Aid Report (SAR) and it summarizes the data you reported on your application. You will receive your SAR via e-mail confirmation. Please be sure to read and review this information carefully for accuracy. Should you need to make corrections you may do so electronically by submitting a FAFSA correction online at [www.fafsa.gov](http://www.fafsa.gov). *St. Thomas University’s Federal School Code is 001468.*

3. **Complete Loan Entrance Counseling** online at [www.studentloans.gov](http://www.studentloans.gov). Federal regulations governing the borrowing of Federal Student Loans require that all students receiving a Federal Direct Student Loan complete a Loan Entrance Counseling. If you are borrowing a Direct Stafford or Graduate PLUS Loan for the first time as a student of St. Thomas University’s School of Law, you must complete an Entrance Counseling before your loans can be disbursed. You will only be required to complete the Loan Entrance Counseling once.

4. **Complete a Direct Unsubsidized Stafford Master Promissory Note (MPN)** online at [www.studentloans.gov](http://www.studentloans.gov). You must have an MPN on file with the U.S. Department of Education before your loans can be disbursed. If you are borrowing a Direct Stafford Loan for the first time as a student of St. Thomas University’s School of Law, you must complete a Stafford Unsubsidized MPN before your loans can be processed. You may be eligible to borrow up to $20,500 per academic year through the Stafford Loan program. These loans are unsubsidized so interest will begin accruing at disbursement at a fixed rate of 4.30%*. This loan is subject to a 1.059%* federal loan fee deducted at the time of disbursement. There is no credit check required and no payments are required while you are in school at least half-time. Several repayment options are available.

5. **Complete a Direct PLUS Loan MPN for Graduate/Professional Students.** In some cases, it may be necessary for you to request more than the maximum loan limit under the Unsubsidized Stafford Loan Program. The Direct PLUS Loan program may allow you to borrow up to your cost of attendance minus all other forms of financial aid you will be receiving. This loan is subject to credit approval by the U.S. Dept. of Education. Interest on this loan will begin accruing at disbursement at a fixed rate of 5.30%* and a 4.236%* federal loan fee will be deducted at disbursement. Although the Direct PLUS Loan enters repayment immediately after the loan is fully disbursed, you are not required to make payments while you are in school at least half-time. To apply for a Direct PLUS Loan for Graduate/Professional Students you must complete a Grad PLUS MPN online at [www.studentloans.gov](http://www.studentloans.gov). You must have an MPN on file with the U.S. Department of Education before your loans can be disbursed. This loan is subject to credit approval based on criteria established by the U.S. Department of...
Education. If your application is declined due to adverse credit, you may be
given the option to appeal the credit decision or apply with an endorser. Should
your loan be approved, with a successful appeal or obtaining a credit-worthy
endorser, you will be required to complete a **PLUS Loan Counseling** session at
[www.studentloans.gov](http://www.studentloans.gov) prior to your loan being disbursed. To learn if your loan
will be approved for credit, you may complete the “Apply for a Direct PLUS
Loan” Process (this is a credit check) online at [www.studentloans.gov](http://www.studentloans.gov) after May
1st.

In addition to the items listed above, you may be required to submit other forms of
documentation such as: proof of U.S. citizenship or permanent residency, income
verification, copies of a valid Driver’s License or Social Security Card, proof of Selective
Service Registration, and/or proof of non-default. Be sure to review your Student Aid
Report (SAR) carefully to determine if you should submit any additional documentation
to the Office of Law Student Financial Affairs. Your financial aid file can only be
processed once you have submitted all required documents.

**Please be sure to read all documents carefully and complete each item in its entirety.
Incomplete applications will delay the processing of your Financial Aid file.**

*Rates and Fees are subject to change. For more information on the Federal Direct
Student Loan Programs please visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov).*

For more information on the Federal Direct Student Loan Programs please visit

**VIEWING AND ACCEPTING YOUR FINANCIAL AID AWARD**

A student can check on the status of his or her award, and accept, decline, or reduce
the award online via your STU MyBobcat Account’s Financial Aid Self-Service portal.
Once St. Thomas University’s Office of Financial Aid receives and reviews the results of
the FAFSA and all required documents are submitted to process the file, an estimated
Financial Aid Award notification will be prepared for you based on full-time
enrollment. The award may include Scholarships awarded by the School of Law as well
as a Direct Stafford **Unsubsidized Loan**, Direct Graduate PLUS Loan and/or a Private
Loan. **Keep in mind this is only an estimated award notice, final eligibility for loans
will be determined by the Financial Aid Office, U.S. Dept. of Education, or the lender.**
By accepting a loan as part of a financial aid package, you will incur a binding obligation
to repay the loan in full, including interest and any applicable fees. It is essential when a
student plans their educational costs that they also plan for future repayment of any
amounts borrowed.

**DIRECT DEPOSIT FOR FINANCIAL ASSISTANCE REFUNDS**

Any funds applied to your student account in excess of your tuition, fees, and other
direct costs will be refunded to you via Direct Deposit to your personal bank account
within 14 business days of the funds being received by the University’s Student
Accounts Office. If you are requesting financial aid funds in excess of your anticipated
costs, you will be required to complete a Direct Deposit Form at least 15 business days in
advance of receiving your refund. To complete the Direct Deposit Form, please go to
You will need to provide the name of your financial institution, along with their routing number and your personal account number. Should your bank information change, you will need to submit updated Direct Deposit information to the University by submitting a new Direct Deposit Form. For further information or assistance, please contact the University’s Student Accounts Office at (305) 474-6977.

STUDENT LOAN PROGRAMS

Federal Direct Unsubsidized Stafford Loan Program
As a law student you may be eligible to borrow up to $20,500 per academic year (Fall-Spring) through the Stafford Loan program, if you are a U.S. citizen, or eligible non-citizen, and meet all other eligibility requirements for Federal Student Aid. These loans have a fixed interest rate of 4.30%* and interest will begin accruing at disbursement. This loan is also subject to a 1.059%* federal loan fee deducted at the time of disbursement. There is no credit check required and you will not be required to make payments on this loan while you are in school at least half-time. Your total aggregate borrowing limit under the Stafford Loan program is $138,500 (including undergraduate loans).

Federal Direct Graduate PLUS Loan Program for Graduate/Professional Students
In addition to the Stafford Loan, law students needing to borrow more than $20,500 per academic year (Fall-Spring) may be eligible to borrow additional funds through the Federal Direct Grad PLUS Loan program. The Direct Grad PLUS Loan may allow you to borrow up to your Cost of Attendance minus all other forms of financial aid you will be receiving. Interest on this loan will begin accruing at disbursement at a fixed rate of 5.30%* and a 4.236%* federal loan fee will be deducted at disbursement. Although the Direct PLUS Loan enters repayment immediately after the loan is fully disbursed, you are not required to make payments while you are in school at least half-time. This loan is subject to credit approval based on criteria established by the U.S. Department of Education. If your application is declined due to adverse credit, you may be given the option to appeal the credit decision or apply with an endorser. Should your loan be approved, with a successful appeal or obtaining a credit-worthy endorser, you will be required to complete a PLUS Loan Counseling session at www.studentloans.gov prior to your loan being disbursed. To learn if your loan will be approved for credit, you may complete the “Apply for a Direct PLUS Loan” Process (this is a credit check) online at www.studentloans.gov after May 1st.

*Rates and Fees are subject to change. For more information on the Federal Direct Student Loan Programs please visit www.studentaid.ed.gov.

Private Loans
Private or Alternative Loans are non-federal student loans typically borrowed by students who are not eligible for Federal student loans, or otherwise chose not to borrow from the U.S. Department of Education’s Federal Direct Student Loan Program. Private loans are subject to credit approval by your lender of choice. In some cases, you may be required to apply with a credit-worthy cosigner. Although the private loan may allow you to borrow up to your total Cost of Attendance (COA), you should borrow only what you need. In most cases, these loans have variable interest rates and repayment terms may vary between lenders. International students may be required to apply with a credit-worthy United States citizen as a co-signer/borrower. In some cases, the lender
may require that you submit additional information along with your application such as, proof of U.S. citizenship or proof of income. It is strongly suggested that students consider borrowing through the U.S. Department of Education’s Federal Direct Student Loan Programs before pursuing any private or alternative loan programs. If your total COA has been met by other forms of assistance (scholarships, grants, federal loans, etc.) you will not be eligible for a private/alternative loan. Private loans cannot be consolidated with your federal loans, and repayment options and incentives may vary from those offered by the U.S. Department of Education.

Bar Study Loans
Bar Study Loans are credit-based private loans (not a federal loan) which may be borrowed to assist law school graduates with costs related to the Bar Exam. Students may apply for a Bar Study Loan in their last year of law school. The funds from the Bar Study Loan are disbursed directly to the student from their lender of choice. Most Bar Study Loans have variable interest rates and the borrower benefits may vary between lenders. Because Bar Study Loans are private loans they cannot be consolidated with your federal loans, and repayment options and incentives may vary from those offered by the U.S. Department of Education. In most cases, lenders will require the school to certify your graduation date before funds can be disbursed.

FEDERAL STUDENT LOAN EXIT COUNSELING
In accordance with federal regulations, all students who have received a Federal Stafford and/or Grad PLUS Loan while attending the University must complete Loan Exit Counseling prior to leaving the University or graduating, whichever comes first. The purpose of the Loan Exit Counseling is to advise the borrower of the amount of indebtedness, deferment, forbearance, and consolidation provisions related to loan repayment. The student can complete the Loan Exit Counseling online by visiting the U.S. Department of Education’s website at www.studentloans.gov.

HOW TO BORROW WISELY
• Don’t borrow without looking into alternate methods of financing your education (i.e. scholarships, fellowships, savings, family assistance, etc.)
• If you must borrow a private loan, carefully compare loan terms, including interest rates, loan fees, and repayment incentives.
• Repay your debts as soon as possible, the longer you owe, the more you will pay.
• To help secure your financial future, don’t borrow more than what you will be able to afford to repay.
• Try to borrow as little as possible. Borrow ONLY what you need.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
The federal regulations governing the student financial assistance programs stipulate that in order to continue to be eligible for Title IV funds (i.e. Direct Stafford Loans, Direct PLUS Loan, Federal Perkins Loans, and Federal Work Study) students must maintain satisfactory academic progress towards a degree. Satisfactory Academic Progress (SAP) will be reviewed at the end of each semester. To maintain satisfactory academic progress, students must achieve both a minimum grade point average (GPA) and complete a minimum number of credit hours as defined below.
Qualitative Measure (GPA):
All Law students are expected to maintain a minimum cumulative GPA of 2.0.

Quantitative Measure (PACE):
All law students are required to complete a minimum of 67% of all credit hours attempted.

Maximum Time Frame:
Law students are eligible to receive financial aid up to 50% over and above the maximum number of credit hours required to obtain his/her law degree as defined in the University’s Catalog.

Additional information regarding the Financial Aid Standards for Satisfactory Academic Progress may be found online at www.stu.edu/law/financial-aid.

Merit Scholarships and other Institutional Awards may be subject to other measures of Satisfactory Academic Progress determined by the School of Law.

DEFICIENCIES/PREREQUISITES
Students who are admitted with deficiencies and/or prerequisites will have those credits added to their minimum degree requirements.

TREATMENT OF PUNITIVE AND NONPUNITIVE GRADES AND COURSES
All courses with a grade of F, I, W, UW and repeated courses will be considered in the calculation of credit hours attempted and will be subject to the Standards of Satisfactory Academic Progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of satisfactory academic progress. Incomplete (I) grades will be calculated as failing grades in regard to Credit Hour Completion until the course has been satisfactorily completed. For the purposes of Federal Financial Assistance, students granted Academic Amnesty will have ALL credits attempted and grades earned prior to Re-starting at the Law School included in the calculation of Satisfactory Academic Progress.

NOTIFICATION OF SATISFACTORY ACADEMIC PROGRESS STATUS
Before issuing an award, the Director of Law Student Financial Services will review the applicant’s eligibility based on the student’s academic performance at the end of each semester. Students who have not met the minimum standards of satisfactory academic progress will be placed on Financial Aid Warning for one semester. Students who have not met the minimum standards of satisfactory academic progress at the end of two consecutive semesters will be placed on Financial Aid Suspension. Students placed on Financial Aid Suspension will not be eligible to receive additional federal student aid funding (including federal loans).
RULES AND REGULATIONS

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

A student may regain eligibility by:

- Achieving the required GPA and Credit Hour Completion as outlined above.
- Appealing the financial aid decision as described below.

APPEAL PROCESS

A law student who does not meet satisfactory academic progress standards and is able to document extenuating circumstances may appeal the suspension or termination of financial aid eligibility.

1. To appeal, the student must submit the Satisfactory Academic Progress Appeal Form (available from the Law School’s Student Financial Services Office) with proper documentation to the Director of Law Student Financial Services.

2. Provide in writing a one page “academic plan” on how he or she plans to regain satisfactory academic standards.

3. The student will be notified of the decision within 15 business days of the receipt date.


Note: All charges incurred during any period of time for which a student’s aid is denied/suspended are the sole responsibility of the student.

DROPPING/WITHDRAWING

Federal student aid is subject to the U.S. Department of Education’s Return of Title IV funds policy which states that when a student completely drops or withdraws from school during a semester in which he/she received federal student aid (including loans), the school must calculate, according to formulas defined by the U.S. Department of Education, the portion of aid the student earned for the time he/she was enrolled in school. If a student completely drops or withdraws from school prior to completing at least 60% of the semester, you (the student) and/or the school may be required to return all or a portion of the aid awarded to you, and you may incur a balance with the University. To avoid any unnecessary financial hardship, you should consult with the Director of Law Student Financial Services prior to dropping or withdrawing.

Financial aid is refunded based on the date of withdrawal from St. Thomas University. Refunds to the federal student financial aid programs must be made prior to issuing a refund to the student. The order of distribution of refunds is as follow:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loan for Graduate/Professional Students
5. Other Title IV Programs
6. Other non-federal financial aid
7. Student

Your ability to drop or withdraw from a class and the procedures for doing so, are set out in the section of the Handbook entitled “Withdrawals”.

**RIGHTS AND RESPONSIBILITIES**

As a Student you have the Right to:

- Information regarding application procedures, cost of attendance, aid availability, financial need, awarding criteria, and disbursement information.
- Information regarding tuition and fees as well as refund policies and procedures (available in the Business Office Handbook).
- Information regarding the terms and conditions of student loans (provided by your student loan lender).
- Information regarding how academic progress is determined (available in the school’s catalog or website).
- Make Inquiries regarding the status of your financial aid application.
- Accept or decline all or any portion of the financial aid being offered to you.

As a Student you are Responsible for:

- Submitting valid financial aid applications in a timely manner for each academic year for which you are seeking financial assistance.
- Providing all documentation, verification information and corrections as requested by the Office of Financial Aid, Federal Processor, or your lender/servicer.
- Reading and responding, if necessary, to all materials sent to you from the Office of Financial Aid, Federal Processor or your lender/servicer.
- Knowing and complying with rules governing the aid you are receiving including enrollment requirements and satisfactory academic progress.
- Knowing the conditions and repayment terms of any loans you borrow as well as completing the Loan Entrance Counseling prior to receiving any disbursements of a Direct Stafford or Direct Grad PLUS Loan.
- Completing a Loan Exit Counseling prior to graduation or separation from school.
- Paying any tuition, fees, room and board, or other expenses not covered by your financial aid.

**WORK STUDY PROGRAMS**

**LEGAL RESEARCH ASSISTANTS**

Students who have completed the first year of law school may be eligible for positions as research assistants. Research assistants work a maximum of 20 hours per week. Research assistants are selected by faculty members and are generally students who have demonstrated strong research and scholastic abilities.

**WORK STUDY**

This is a limited need-based program providing on-campus jobs for second and third year students. The application process is similar to that for federal financial aid. The average work study award is $2,000 per semester.
VETERAN BENEFITS

St. Thomas University is approved for undergraduate, graduate, and law school educational benefits for veterans and eligible dependents under current public law. Students who may be eligible for educational benefits under any Veterans Administration program should contact:
Veterans Administration Regional Office
PO Box 100022
Decatur, GA 30031-7022
(800) 827-1000
www.gibill.va.gov

Chapter 33 Yellow Ribbon

St. Thomas University School of Law is proud to participate in the Yellow Ribbon Program established by the Post-9/11 Veterans Education Assistance Act of 2008. Beginning with the 2019-2020 academic year, students who are eligible for Chapter 33 benefits at the 100% rate will receive up to $24,476.79 and up to an additional $10,000 in Yellow Ribbon Match per academic year (August 1-July 31) in education benefits to cover tuition and fees. Depending on your years of service, you may also be eligible for housing and book allowances payable by VA. Your veteran’s educational benefit is determined by the U.S. Department of Veteran Affairs.

Before St. Thomas University School of Law can submit your enrollment certification to the U.S. Department of Veterans Affairs you will be required to provide the following documents to the School’s Certifying Official for VA Benefits.

1. Copy of your Application For VA Education Benefits (VA 22-1990)
2. Copy of your DD214
3. Copy of your Certificate of Eligibility Letter

For more information, or to apply for Veteran’s Educational Benefits, eligible students MUST contact the VA Regional Office at least one semester in advance of the date of their intended enrollment in the law school and submit all required documents.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:
• Prevent the student’s enrollment;
• Assess a late penalty fee to the student;
• Require the student to secure alternative or additional funding;
• Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

SCHOLARSHIPS, FELLOWSHIPS, AND AWARDS

Scholarships, fellowships, and awards are administered through the School of Law Office of Student and Alumni Relations, unless otherwise noted, and are awarded on an annual basis subject to the availability of funds. Applications are available in the Office of Student Services.

LAW SCHOOL SCHOLARSHIPS

SCHOOL OF LAW MERIT SCHOLARSHIPS
Scholarships are available to qualified J.D. students based on scholastic achievement and the availability of funds. For entering first-year students, eligibility is based on the LSAT and undergraduate GPA. Eligibility for second- and third-year students is based on class rank and law school GPA. Consideration for merit scholarships is automatically given to all students; no formal application is required. All awards are made on a yearly basis. Transfer students are considered after they complete a full year at St. Thomas. For additional information on specific award criteria, contact the Office of Admissions.

DONOR SCHOLARSHIPS
Donor scholarships and awards are administered through the School of Law Office of Student Affairs and are awarded on an annual basis subject to the availability of funds. Applications donor scholarships are made available to every student during the Fall, and funds are typically awarded for the Spring Term.

For a complete list of donor scholarships please visit:


PART-TIME EMPLOYMENT

First-year students and any student taking more than 9 credits are strongly discouraged from any outside employment during the academic year. First-year students are not authorized for work study to be research assistants or other university sponsored...
employment.

ACADEMIC SUCCESS FELLOWS
Upper level law students who have demonstrated excellence in their academic careers may be selected to serve as Academic Success Fellows. Academic Success Fellows work a maximum of twenty hours per week.

CODE OF CONDUCT
All student taking classes at St. Thomas University School of Law (whether for credit or not) are governed by the St. Thomas university school of Law Honor Code and are subjected to the procedures, and penalties set forth therein. A copy of the Honor Code can be obtained online at the Law School website and/or from the Office of Student Affairs.

ACADEMIC PROBATION AND EXCLUSION
Students in their first two regular (fall or spring) semesters of law school:

1. If any student (including a transfer student) fails to make a grade point average of 1.65 or greater in his or her first semester, then he or she will subject to dismissal and will be dismissed unless the student files a petition as provided under the following section entitled “Policies and Procedures for Petitioning to Continue in Academic Program.” If that petition is granted the student then continues in school for his or her second semester and is subject to the provisions of paragraph 4, below. If the student fails to file a petition or files a petition and the petition is denied, then the student shall be dismissed and the student shall have no further right to petition or to appeal the dismissal.

2. If a student makes a grade point average of at least 1.65 but less than 2.0 in his or her first semester, then he or she is automatically allowed to continue in law school, but is considered on “Academic Probation” and not in “Good Standing.”

3. If a student makes a grade point average of at least 2.0 in his or her first semester then he or she is considered in “Good Standing.”

4. Notwithstanding paragraph 3, above, all students must have a cumulative grade point average of 2.0 (or above) at the end of their second semester or they will be subject to dismissal and will be dismissed unless the student files a petition as provided under the section entitled “Policies and Procedures for Petitioning to Continue in Academic Program.”

5. If a student takes a leave of absence after completing only one semester, then upon his or her return in the subsequent fall or spring, he or she will be considered in his or her “second” semester.

6. For purposes of these provisions, courses taken during a summer session will be deemed to have been taken during the following fall or spring semester.

All students following the completion of the first two semesters of law school:

1. After completing the first two semesters of law school, every student must maintain a cumulative grade point average of 2.0 or above. In the event a
student’s cumulative grade point average falls below a 2.0 in any semester, then he or she is placed on Academic Probation and considered not in “Good Standing”.

2. In the semester following the semester in which the student’s cumulative grade point average fell below 2.0 and he or she was placed on Academic Probation, the student must increase his or her cumulative grade point average to 2.0 or above, or the student will be subject to dismissal and will be dismissed unless the student files a petition as provided under the following section entitled “Policies and Procedures for Petitioning to Continue in Academic Program.

3. A student who has completed the number of semester hours required for graduation, but has failed to achieve a cumulative grade point average of 2.0 (or above) will not graduate and may not continue in the School of Law, except with the express approval of the Dean.

Consequences of Being Placed on Academic Probation:

1. If a student’s grade point average falls below a 2.0 and that student is put on academic probation, the student may be required to take additional courses.

2. If a student was ever on academic probation, the student will not be eligible to participate in any of the joint degree programs and the student must receive approval of their class schedule from the Associate Dean for Academic Affairs (or a person that the Associate Dean for Academic Affairs designates) before the student may register for classes each semester.

3. A student on Academic Probation is not allowed any absences in any classes, except for illness or other extraordinary circumstances beyond his or her control. Accruing absences in classes will lead to automatic dismissal.

If a student is financing his or her legal education with loans, he or she should also be aware that eligibility for those loans may depend on the student making “satisfactory academic progress”. For further information on how academic performance can affect eligibility for loans see the section of this handbook regarding Financial Aid.

PROBATION MODIFICATION

Any student who goes on “Academic Probation” as defined in the Handbook may be required to add additional courses as “required” for graduation. If such a determination is made, the student will be advised in writing of the additional course(s) required by the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs.

ACADEMIC REQUIREMENT MODIFICATION

Any student who is placed on “Academic Probation,” as defined herein, may be required to take additional, specific classes as a prerequisite to graduation. If a student is so required he or she will be notified of the additional requirement(s) in writing by the Assistant Dean for Student Affairs or the Associate Dean of Academic Affairs.
READMISSION

If a student was dismissed for failing to have at least a 1.65 then the student may subsequently apply for admission and be considered as a new applicant. Any other student who is excluded from the Law School for academic reasons may seek to continue school by submitting a petition for readmission and said petition being granted by the Academic Standing Committee. In determining questions of readmission, the Committee will be governed by the applicable standards and guidelines of the American Bar Association and the Association of American Law Schools, in addition to the School of Law’s Policies and Procedures for Readmission.

A student seeking readmission should review the School Law’s Policies and Procedures for Petitions for Readmission contained herein or obtain a separate copy from the Assistant Dean for Student Affairs. A copy of the petition is available online at the St. Thomas Law school website under “Students”.

POLICIES AND PROCEDURES FOR PETITIONING TO CONTINUE IN ACADEMIC PROGRAM

The following policies and procedures apply to the submission and determination of petitions for readmission to St. Thomas University School of Law.

1. A student wishing to continue his or her legal studies at St. Thomas University School of Law ("the School of Law") who is subject to dismissal due to his or her grade point average, as discussed in section above entitled “Academic Probation and Exclusion” must petition the Academic Standing Committee (the "Committee") or he or she will be dismissed.

2. A student wishing to petition the Committee may obtain a petition and copy of these Policies and Procedures from the Assistant Dean for Student Affairs or online at the St. Thomas Law school website under “Students”.

3. The petition and all required supporting documentation must be filed, with the Assistant Dean for Student Affairs by the deadline set by the Committee for the year in question. The student must provide the Office of the Assistant Dean of Student Affairs with five copies of all supporting documentation.

4. The student has the burden of proof with regard to all matters relating to the petition.

5. All requirements set forth in the petition and in these policies and procedures are mandatory. Noncompliance with any of these requirements can result in the denial of the petition.

6. No petition shall be granted unless the Committee finds that the record (consisting of the petition, documents submitted in connection with it, the petitioner’s law school file and the preponderance of credible testimony, if any, given at a hearing) affirmatively demonstrates that the student possesses the requisite ability, and that the prior poor academic performance does not indicate a lack of capacity, to successfully complete the course of study at the Law School.

7. Students subject to dismissal for failing to have at least a 1.65 g.p.a. in his or her first law school semester must file a petition within the deadline set forth in the notification of being subject to dismissal by the Office of the Assistant Dean for
Student Affairs. If the student fails to timely file a petition, then he or she is dismissed and shall have no right to petition or appeal. If the student timely files a petition then he or she shall be afforded the opportunity for a hearing. The student has the option of appearing at the hearing in person. Following the hearing and a deliberation of the Academic Standing Committee the student will be timely informed of the Committee’s determination. If the Committee denies the student’s petition then he or she shall be immediately dismissed and will not have any further right to petition or appeal the dismissal. If the Committee grants the petition then the student shall have the right to continue in law school in his or her second semester.

8. Any other student subject to dismissal as provided in section entitled “Academic Probation and Exclusion” must either file a petition within the time set out in the notice that the student is subject to dismissal or request an extension to file a petition. The extension can in no case exceed more than 1 year.

a) If the student does not timely file a petition or request an extension to file a petition, then he or she shall be dismissed. If the student is dismissed under this provision then he or she will have to wait two years from the date of the dismissal to petition for readmission.

b) If the student files a petition then he or she shall be afforded the opportunity for a hearing. The student has the option of appearing at the hearing in person. Following the hearing and a deliberation of the Academic Standing Committee, the student will be timely informed of the Committee’s determination. If the Committee grants the petition, the student is allowed to continue in school for one additional semester (or some other time determined by the Committee) and must meet any of the academic standards required by the Committee. If the Committee denies the student’s petition he or she shall be immediately dismissed and he or she will have to wait two years from the date of the dismissal to petition for readmission. A petition for readmission will be considered only if the petitioner can still graduate no later than five years from the time of his or her initial matriculation.

9. The decision of the Committee with regard to a petition filed pursuant to paragraph 7 and 8, above, is final and not subject to review or appeal.

10. A student who bases his or her petition on medical reasons must also:

a) Sign a waiver of doctor-patient confidentiality, deliver a copy to the treating physician and attach a copy to the petition; and

b) Submit a letter from the treating physician explaining: (i) the nature of the medical problem; (ii) the opinion, if any, of the doctor as to the causal relationship between the problem and the student’s academic performance or separation from the Law School; and (iii) the likely effect, if any, of that problem on the student’s future academic performance.

11. All student petitioners before the Committee shall, upon request, be given a personal hearing. The personal appearance shall not substitute for, or excuse; the complete written petition. The hearing will be informal, and will normally be closed to any person not on the Committee. The petitioner should briefly outline points not made in the application, present any written or oral evidence
supporting his or her petition and be willing to answer any questions or supply any information requested by the Committee.

12. The Committee will debate the petition outside the presence of the petitioner and vote by secret ballot. The student will be permitted to continue with his or her studies only by the affirmative vote of a majority of the members present.

13. The Assistant Dean for Student Affairs will inform the petitioner of the Committee's decision in writing and by use of the student’s St. Thomas University email.

14. The Committee may, inter alia:
   a) Grant a petition, subject to any condition(s) it deems proper to impose;
      Note that the Committee may impose more rigorous academic requirements and/or the completion of and/or additional courses require courses to be retaken than are otherwise required of a student not previously dismissed.
   b) Require that the petitioner submit additional information or documentation on any question posed in the petition or otherwise relevant to readmission;
   c) Convene a hearing and require that the petitioner and others appear;
   d) Dismiss an incomplete petition; or
   e) Deny a petition.

15. The Committee will consider several factors, including, but not limited to:
   a) The best interests of the Law School as an educational institution, including the maintenance of high standards of academic excellence and professional responsibility among members of the student body;
   b) As the paramount criteria for the decision to permit a student to continue his or her studies, the student's reasonable prospect for success in the course of study at the Law School;
   c) Any evidence of correctable problems or disabilities that may have contributed to the student's academic performance;
   d) The extent to which it appears that a petitioner's previous academic, personal, medical, financial or other concerns, if any, have been addressed and satisfactorily resolved; and
   e) The activities of the student, undertaken after leaving the Law School, to improve his or her prospect for successfully completing the study of law.

FINANCIAL AID AND READMISSION

To qualify for Financial Aid a student must make satisfactory academic progress. (See section in this Handbook entitled “Standards of Satisfactory Academic Progress”) Any student subject to dismissal may have failed to make “satisfactory academic progress.” If a student is allowed to continue because his or her petition to continue in school is granted by the Academic Standing Committee the student may still not qualify for financial aid. Granting of a petition for does not serve to insure that the readmitted student will be eligible for Financial Aid.
Any student in this situation should address this issue with the Assistant Dean for Student Affairs.

READMISSION OR RETURNING TO SCHOOL

When a student is out of school for any reason (for example, leave of absence, dismissal, visiting other school) he or she will be obligated to meet the graduation and educational requirements in place at the time the student is readmitted or returns to the Law School.

READMITTED STUDENT

If a student attended St. Thomas University School of Law and was academically dismissed and subsequently readmitted and allowed to restart law school, then the earlier attendance and grades earned remains on the student’s transcript and are used in calculating Financial Aid eligibility. However, those grades are not used in calculating the new grade point average for such a student.

LETTERS OF GOOD STANDING

Letters of good standing certify that a student has a cumulative grade point average of 2.0 or above. Requests for letters of good standing should be made in writing to the Assistant Dean for Student Affairs. The request should state the reason the letter is needed and the name and address to which the letter should be sent. Letters of good standing are normally sent within 3 working days, however during periods of high work volume, a period of up to 10 working days may be required. Letters of good standing for transfer purposes are sent after grades have been received for the existing semester. A student who has failed to satisfy financial obligations to the Law School and/or the University will not be granted a letter of good standing.

POLICY REGARDING PARTICIPATION IN CERTAIN LAW SCHOOL ACTIVITIES

Students must have a grade point average of 2.5 or higher to participate in the St. Thomas Law Review, The Intercultural Human Rights Law Review, The Journal of Complex Litigation, Moot Court, Mock Trial, International Moot Court, Student Government, or to be an officer of any student organization.

TRANSCRIPTS

A transcript is the student’s official academic record. Requests for official transcripts are ordered online through the National Student Clearinghouse. To order transcript please visit https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afrLoop=1942687685770274&_afrWindowMode=0&_adf.ctrl-state=1ddcjcnf21_4#firstload

All transcripts from other institutions and other materials submitted to St. Thomas University School of Law become the sole property of the University and cannot be returned to the student. The Law School does not provide transcripts from other colleges or universities. Transcripts of records from other institutions must be obtained from those institutions.
All students must provide an official transcript confirming a bachelor’s degree was awarded within forty-five days of matriculation. Failure to provide the required transcript will lead to the student being involuntary withdrawn from all courses.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

St. Thomas University, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, assures the confidentiality of student educational records. Students have the right to inspect and review their education records within 45 days of submitting a written request to the Registrar's Office at the School of Law.

A third party may be given information about a student's academic record only with the written consent of the student with certain exceptions. For further information, please go to the U.S. Department of Education Website at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

**EVENTS INVOLVING ALCOHOL**

Student organizations wishing to sponsor events involving alcohol must request permission in writing from the Assistant Dean for Student Affairs at least one week prior to the event. No student organization can facilitate or sponsor an event in which alcohol is sold on campus.

**DRUG FREE WORKPLACE & SCHOOL POLICY**

A part of the mission of St. Thomas University is our commitment to competence and objectivity. Through its personalized and caring environment, the University strives to provide a safe environment and encourages personal health. As such, the abuse of drugs or alcohol within the educational setting is an unsafe and counterproductive practice and is considered to be directly contradictory to our mission.

It is, therefore, the policy of St. Thomas University to create a drug-free school and workplace environment in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and the Drug Free School & Communities Act Amendments as of 1989. The use of controlled substances is inconsistent with the behavior expected of students and employees. In this connection, any student or employee found with the presence of alcohol or a controlled substance in an unauthorized area, and/or in possession of, using, selling, trading, or offering for sale controlled substances or who attends class or any school function under the influence of alcohol or a controlled substance will be subject to disciplinary action up to and including dismissal.

Alcohol purchase and consumption is authorized only in licensed campus facilities, such as the Campus Rathskeller, or at special events/locations which have been authorized by appropriate campus authorities.

Students found to be in violation of the University’s policy will be subject to action as provided in the University Code of Conduct and face sanctions up to and including dismissal from the University.
STANDARDS OF CONDUCT

Students, faculty and staff are expected to recognize the potential for alcohol and drug abuse whenever alcohol or illegal drugs are sold, given and/or used and that such abuse is in conflict with the University’s drug free workplace and school policies. Violation of these policies by students or employees is reason for disciplinary action up to and including termination of employment or student expulsion from the University. The University publishes a student handbook which includes policies on alcohol and drugs. The “Code of Conduct” outlines disciplinary actions which may be taken for violation of the University’s policies. Students should review this section of the undergraduate student handbook and be familiar with possible consequences.

STUDENT HEALTH AND WELLNESS

The Student Health Center is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for University communities. Our work is based upon the principles of Catholic Social Teachings and Catholic Health Care: the care and dignity of the individual, attending the needs of the marginalized and disenfranchised, respect for workers, care of the environment, and the promotion of peace and nonviolence in our world. At St. Thomas University, we have the unique advantage of providing an intimate, family education model, aimed at ‘developing leaders for life.’ The Student Health Center staff generally holds a master (or above) level certification, in addition to contracted health care services provided by Baptist Health Primary Care.

MISSION STATEMENT

The Student Health Center aims to promote the physical, emotional, behavioral, and mental health of students in a personalized, supportive, and professional manner as they prepare to become leaders for life in our global community.

Location: Building 15, Glasshouse, Near Cascia Hall

SERVICES

Mental health counseling and primary care for the St. Thomas community, and if unable to help you directly, Center staff will assist you in searching for resources.

- Mental Health Counseling: The Student Health Center provides students with assistance in addressing mental, emotional and behavioral concerns. Professional staff provides a variety of assessment, treatment and psycho-educational services. Student interns in the Marriage and Family Therapy Counseling program are able to offer couples counseling, family therapy, individual therapy, and group therapy. Services typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Through our comprehensive educational wellness programs, students may engage in “hands on” learning opportunities on special integrative wellness topics. The center also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle supporting our services.
• **Acute Medical Care**: To support the well-being of our students and in conjunction with our mission, services provided by a Medical Doctor and an Advanced Registered Nurse Practitioner - through our contractual agreement with the Baptist Health Primary Care – include: annual physical exams, sick visits, FLU vaccinations, chronic disease management, such as diabetes, high blood pressure, treatment for Common Illnesses and Ailment, labs on site ordered by our physician, medication prescriptions. Individuals with medical concerns that require specialized diagnosis and treatment, or more comprehensive care are referred to a physician, clinic or hospital. Medical services received as a result of a referral are generally at the student’s expense and based upon insurance provisions. Emergency medical care is obtained at Urgent Care Centers or hospitals. Transportation to these centers is usually provided by ambulances or, in less severe cases, students may arrange for their own transportation. Emergency and urgent care medical services are partially covered by students’ health insurance. This includes ambulance services. For more information, please visit our web pages, [https://www.stu.edu/students/student-affairs/student-health-center/](https://www.stu.edu/students/student-affairs/student-health-center/)

**Contact**: For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact the front desk at (305) 474-6921. To make an appointment for counseling services, call (305) 628-6695 or e-mail Maria Bedoya at Mgaravito@stu.edu For emergencies, call 911.

**Hours**:

- Clinic: Monday – Friday……………. 8:30am – 5:00pm
- Counseling: Monday – Friday……………. 9:00am – 5:00pm

**STUDENT HEALTH INSURANCE**

**Student Insurance**: All full-time undergraduate, international, and law students are required to have adequate health insurance. This policy is in place for the sole purpose of safeguarding the well-being of students. There are no exceptions to this policy. If you do not have personal health insurance, an affordable health insurance plan is available for students of St. Thomas University. All full-time undergraduates, international, and law students are automatically enrolled in this insurance plan for the 2020-2021 academic year unless proof of comparable health coverage is provided online by the waiver deadline date. The Student Health Center communicates to students through St. Thomas University e-mail accounts, this includes the waive/enroll insurance information and deadline. Please be very careful to check your STU email regularly for updates on verifying existing health insurance, enrolling for student health insurance, and for all applicable deadlines. It is each student’s sole responsibility to assure full cooperation with the guidelines for health insurance enrollment every calendar year. Each student is required to submit proof of health insurance. Active insurance status will be checked for accuracy. Both enrollment for the insurance and providing proof of alternative insurance must be done entirely online during the period of July 1st through September 4, 2020.

For complete details of the plan benefits, enrollment and waiver deadlines, please
Health Record Requirements: All incoming first year and transfer students (Undergraduate and Law) must submit immunization records and physical forms prior to starting the semester. St. Thomas University requires the following immunizations: Measles/Mumps/Rubella (MMR): 2 doses, Hepatitis B (3 doses). Students living on campus are required to have the Meningitis (MCV4) vaccine (1 dose after 16th birthday). You will need to visit medproctor.com to register your new account. You will need to have an updated, physician certified immunization record. Students should take the MedProctor Immunization-Certificate-STU.pdf into their medical provider to complete the required documentation. Alternatively, students may upload a copy of their complete immunization record, so long as it is signed by their medical provider. Student athletes will have their own physical forms coordinated by the athletic department, but are still required to submit the immunization forms. Check the Student Health Center webpage for information and University Immunization Guidelines and for health forms. https://www.stu.edu/students/student-affairs/student-health-center/insurance-and-forms/

At St. Thomas University, the Student Health Center reminds you that “Health is a Unity of Mind, Body and Spirit.”

NOTICE REGARDING HEALTH INSURANCE

All law students are required to have health insurance. If a student has his or her own policy he or she must provide proof of insurance by the established deadline. The student must submit Proof of Insurance every year. If the student does not provide proof of insurance by the established deadline, he or she will automatically be enrolled in the insurance program provided by the University. To find out more about the University’s health insurance program the student can go to http://www.aisstudentinsurance.com/stu. The insurance is charged directly to the student’s account in the fall and spring terms.

The student might want to shop for health insurance with private insurance companies. Also, the Law Student Division of the ABA makes available a health insurance program for law students. In order to purchase the ABA policy the student must be a member of the Law Student Division of the ABA. The student can access information about the Law Student Division of the ABA at www.abanet.org/newstudent.

Proof of insurance must be submitted online to AIS/Aetna Student Health. Objective criteria must be met by any policy that a student is using to waive the coverage otherwise provided by AIS/Aetna Student Health. In order to waive out of the AIS/Aetna Student Health policy the student must timely submit proof of insurance that meets those criteria.

CAMPUS MINISTRY

It is with great joy that we welcome you to Campus Ministry! The Campus Ministry
team takes a leading role in the mission of Catholic Higher Education by assisting and mentoring students, faculty and staff in the ongoing tasks of faith and spiritual formation, evangelization and participation in the sacramental life of the Church and different faith sharing programs.

Campus ministry, driven by the Catholic identity at St. Thomas University, recognizes four essential Characteristics and uniqueness of a Catholic University highlighted in the Apostolic Constitution *Ex Corde Ecclesiae* – On Catholic Universities (Par. 13): 1) **Christian Inspiration**: Not simply individuals, but the Catholic university as a whole; 2) **Faith Reflection**: In the light of the Catholic Christian faith upon the growing treasury of human knowledge; 3) **Fidelity to the Christian Message**: In order to transmit the Christian message; 4) **Service to the Church and Humanity**: keeping an institutional commitment of service to the people of God and to the whole human family.

The word “Catholic” means universal. “We are a Catholic university because we seek truth through the intellectual life, because we want to be a transformative presence in the world; because we seek to infuse the world with compassion and faith, animated by the spirit of Christ (*Ex Corde* 21); because we ground our work in the hope to be found in the Eucharist, the source and summit of Catholic belief and practice (STU, *Catholic Identity Statement*, 2016).” The Campus Ministry team, composed by faculty, staff and students, is also sensitive to the ecumenical and interfaith dimension of the University’s population by “welcoming people from all religious and humanistic traditions (*The Uniqueness of a Catholic University*, 1990).”

**Mission:** The Pastoral letter written by the US Catholic Bishops, *Empowered by the Spirit: Campus Ministry Faces the Future*, notes: “Campus ministry is one of the important ways the Church exercises her mission in higher education. Its goals include promoting theological study and reflection on the nature of human beings so that intellectual, moral, and spiritual growth can proceed together; sustaining a Christian community on campus, with the pastoral care and liturgical worship it requires. (*Empowered By The Spirit, 21*).” It is at the center of the community and joyfully serves and celebrates the students, faculty, staff, administration, alumni and beyond.

This Mission has been identified in the formation of student peer ministry leaders who are mentored by the Campus Ministry Staff at STU, so they can lead and participate in the different initiatives that ignite faith on Campus and beyond (their families, social circles, parish/church, communities of faith, and workplaces). “We actively engage ever-widening circles of relationship and responsibility, beginning with each person’s own spirit and moving out (STU, *Catholic Identity Statement*, 2016).” The staff invites our entire community to participate by bringing their many different gifts and talents that enrich the community here at St. Thomas.

**Campus Ministry Programs and Values**

**Fidelity to the Christian Message:** Recognizing our Sacramental call to love, compassion, care and solidarity with one another and strangers, along with a call of transformation. Ministry is built person to person. “Missionary renewal” requires “personal dialogue, when the other person speaks and shares his or her joys, hopes and concerns for loved ones, or so many other heartfelt needs (*The Joy of the Gospel*, 128).” This is possible through a ministry of presence at the people’s journey and at university programs organized throughout the school year.
Christian Inspiration: Reaching out one-on-one and igniting in faith through the celebration of the Eucharist as the source and summit of Catholic belief and practice. This is possible through daily Mass (Monday-Friday at 12:15 p.m.; Wednesday Mass at 6:00 p.m.), and Sunday Mass (7:00 p.m.) at the Chapel of Saint Anthony. The Sacrament of Reconciliation (confession) is available throughout the academic semester. Moreover, the Campus Ministry team is attentive to the liturgical celebrations that bring the seasons of Advent, Lent, Holy Week and Easter within the Catholic Church. Campus Ministry works in the organization of yearly celebrations such as Mass of the Holy Spirit, Baccalaureate Mass, Orientation Mass and other extraordinary celebrations. In addition, the Office of Campus Ministry and its staff extend solidarity with St. Thomas University students who observe feasts and religious holidays from other faith traditions. This is visible by the celebration of ecumenical prayer services throughout the academic year.

Faith Reflection: Inviting students who are on a path to a deep and lifelong relationship with Christ through programs like: RCIA (Rite of Christian Initiation of Adults), IGNITE (STU Young Adult Group), and seasonal Retreats. In addition, Campus Ministry has an important role in contributing to theological study and reflection, with a pastoral component, within and beyond the classroom setting.

Service to the Church: Student leaders are mentored to take leadership in programs such (small bible studies, faith-sharing adult nights, retreats, service-learning opportunities) and they are mentored to discover their vocation in life and to invite other friends and peers. This leadership and vocational opportunities are helpful tools as they build meaningful lives; grow in their academic and spiritual path and transform the world as they reach graduation and beyond.

Collaboration with Law School Student Associations:
The staff collaborates with other departments and student organizations in the planning and initiation of prayer services, opening prayers, faith sharing groups, workshops, religious services or holidays, etc. It also advises in matters related to faith at St. Thomas and the spiritual needs of the students, faculty and staff. The members of St. Thomas More Catholic Law Society meet once a week for prayer and reflection in room 109A (seminar room in the rear of the law library). By sharing their faith, they support each other as law students and Catholics. Everyone from all faiths is welcomed for prayer, reflection and meditation. In their commitment to helping the community they have sponsored a Food Drive, a Children's Book Drive, a Homeless Project, and Clothing Drive. At the end of each semester, a Mass for Law School students in finals is celebrated at the Chapel of Saint Anthony. For more information about St. Thomas More Catholic Society, please contact: Dean Jorge Cos, Faculty Advisor at jcos@stu.edu

Campus Ministry also supports the Jewish Law Student Association in the celebration of their annual Mock Passover Seder Celebration and other celebrations and Jewish life initiatives throughout the academic year.

Campus Ministry encourages all students, faculty and staff to visit our office and learn about how the ministry can help during their journey at STU. The team provides direct service to students in the office of Campus Ministry located in the Student Center, the Chapel of Saint Anthony, as well as throughout the entire campus. The Chapel of Saint
Anthony is open throughout the day and provides our university community with a quiet place for private and communal prayer, worship and reflection. We welcome you with open arms and invite you to take a few minutes and enjoy a cup of coffee at the Campus Ministry brand new office/lounge located in the student center. For more information of campus ministry programs and opportunities, contact: campusministry@stu.edu or (305) 628-6525. Follow us on Instagram: @stu_campusministry.

ON-CAMPUS HOUSING

Law students have the opportunity to reserve housing at the Villanova Hall, which offers private rooms with private baths. Students who live in the residence halls have the flexibility of paying for on-campus housing with a meal plan or choose to opt out of the meal plan and pay less. Meals are available in the Bobcat Café cafeteria, buffet–style, Einstein Bros. Bagel, and the Rathskeller, which offers a variety of sandwiches and grilled foods. Recreational facilities are also available at the convenience of the students when living on-campus. These facilities include basketball and tennis courts, a pool area, and weight room. Students interested in on-campus housing are advised to apply early for the limited spaces available. For more information, please contact the Residential Life Office directly at Office of Residential Life & Housing, St. Thomas University, 16401 N.W. 37th Avenue, Miami, Florida 33054, (305) 628-6554, e-mail: reslife@stu.edu.

FERNANDEZ FAMILY CENTER FOR LEADERSHIP AND WELLNESS

The Fernandez Family Center for Leadership and Wellness is a teaching and learning center that offers students the opportunity to maintain a healthy lifestyle. The center is the home for Bobcat Athletic teams and a learning laboratory for the nationally ranked Sports Administration program. The Fernandez Family Center (FFC) is the home court for the Bobcat Women’s Volleyball team and the Men’s and Women’s Basketball teams. Additionally, the facility is used for intramural sports, university commencement, and special events.

INTRAMURALS AND RECREATION

The Fernandez Family Center for Leadership and Wellness’ Intramurals and Recreation department offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, soccer, basketball, volleyball, table tennis (ping pong) and more.

The FFC Department has several recreational facilities located on campus for use by current faculty, staff, and students. The Fernandez Family Center for Leadership and Wellness includes a state-of-the-art fitness center, concession and lounge area, full size gymnasium for volleyball and basketball, locker rooms, and an Ogazon Family Fronton-racquetball court. Additional recreational facilities include an outdoor swimming pool, outdoor basketball courts, Dominick Miniaci Beach volleyball courts, and tennis courts. Use of all recreational facilities requires a valid STU ID.

Mission: St. Thomas University is dedicated to placing an emphasis on providing
students ongoing social, physical, intellectual, and cultural development. Students will have the ability to achieve these developmental needs through participation in Intramurals and Recreational Sports activities. Intramurals and Recreational Sports afford students, faculty, and staff the opportunity to work together to strengthen personal development while enhancing academic productivity through the increase of physical fitness, psychological health, wellness, and exercise. All Intramurals and Recreational Sports programs highlight and reward values such as sportsmanship, leadership, teamwork, and lifelong leisure skills. The goal of Intramurals and Recreational Sports is to be as varied as possible to support the diverse population at St. Thomas University in addition to participation among the local educational institutions.

For more information call (305) 474-6874; www.stu.edu/ffc or follow us on: www.facebook.com/FernandezFC; www.twitter.com/FernandezFC; and on Instagram: stuintramurals.

POLICY REGARDING SALE OF FOOD

The sale or provision of food items by departments within the Law School or student organizations is permitted if approved by the Assistant Dean of Student Affairs.

A request for approval to serve food at such an event must first be approved by the Dean’s Office. The request for approval must be submitted to Assistant Dean for Student Affairs at least two weeks prior to the event. Limitations may be placed on the frequency, type of food, cost, and place of distribution. The sale of any alcoholic beverages is prohibited.

PARKING AND AUTO REGISTRATION POLICIES

PARKING POLICY

St. Thomas University (STU) requires that all motor vehicles, owned and/or operated by students, Faculty and Staff which park in any of the campus parking areas, shall be registered with the Department of Public Safety. This registration is done in order to obtain a student or employee parking decal.

Each student is responsible for operating their vehicle in a safe and courteously on the St. Thomas University campus. Students must adhere to all traffic and parking signs. Parking of any motor vehicles on the grass, medians, sidewalks, and places not designated as parking areas is illegal.

Traffic regulations will be enforced 24 hours a day by the patrol officers of St. Thomas University. A maximum speed limit of 20 MPH will be enforced on the campus at all times. Speeding, failing to stop at stop signs and failing to adhere to informational signs will be considered a violation and citations will be issued accordingly.

Every St. Thomas University student who operates a motor vehicle on the University campus must register his or her vehicle. Students using more than one vehicle must register each vehicle separately. Registration must be done within the first two weeks of class ONLINE and the decal must be picked up at the 32nd Avenue gatehouse. A decal distribution schedule will be sent to students, faculty and staff via their STU email for
the locations during the first two weeks of class.

PARKING PROCEDURES

The following information will be needed to receive a parking decal: 1) A complete parking application via STU website www.stu.edu; 2) A picture ID (student or staff); 3) A vehicle state registration; 4) Proof of current insurance; and 5) A valid driver’s license.

- The first decal issued to any individual student or staff is free. Staff members can also receive a second decal free of charge. Decals are not transferable, and separate decals must be purchased for each vehicle registered. Decals are not valid if exchanged among and between individuals.

- All decals must be attached to the appropriate vehicle as per instructions provided by the Department of Public Safety at the time of issuance.

- Additional parking decals are available for users with more than one vehicle as well as replacement decals for ones that have been stolen or lost. There is a cost of $30.00 for each additional or replacement decal and shall be purchased at the Business Office. Proof of receipt must be provided before to obtaining a second decal.

- The decals shall be displayed in the bottom left corner of the rear window on the driver’s side, outside of the vehicle.

- All Faculty and Staff parking decals will be issued by the Department of Public Safety.

- Failure to register motor vehicles will result in ticketing, a $30 per day fine and/or the eventual towing of illegally parked vehicles at the owner’s expense.

- Any individual temporarily driving a vehicle without a decal, must utilize the guest lane to enter campus in order to receive a parking pass for the day. Vehicles without this pass will be ticketed. These daily passes will only be valid for one day. Any individual needing a pass extension for a finite period must present their reason to the Director of Public Safety and will be determined case by case.

Guests can receive a parking pass valid only for the date of entry upon entering the main gatehouse located at 16401 NW 37th Avenue. Resident Hall Guests will receive their one entry parking pass from the main entrance located at 16401 NW 37th Avenue, upon approved access. Vehicles parked on campus without a valid decal or parking pass are subject to being cited and fined.

GENERAL PARKING REGULATIONS

- Motorcycles are limited to campus roadways and are not to be driven on sidewalks or parked at the entrance of STU buildings.

- Motorcycles are motorized vehicles, and as such are subject to the same decal requirements as automobiles.

- Violations of STU’s parking policy can result in a warning, citation, and/or towing of the vehicle. STU reserves the right to tow any vehicle which
obstructs emergency services, illegally blocks another vehicle, or has been ticketed three or more times. All towing and storage fees are the sole responsibility of the driver/owner.

- The Department of Public Safety reserves the right to remove a vehicle from the premises in situations where the vehicle presents safety concerns, i.e. leaking fuel or any other hazardous material. The license plate number and the new location of the towed vehicle will be recorded at the Public Safety Office. The Department of Public Safety reserves the right to deny access to the parking facilities until proof of the vehicle’s repair has been presented to the Director of Public Safety or his representative. The owner of the vehicle will be responsible for any damage to University premises and any costs incurred by the University as a result of the condition of the vehicle.

- Drivers shall park only where indicated and shall observe traffic signs. Violations of parking regulations may result in the immediate loss of parking privileges and violators’ vehicles may be ticketed or towed. Tickets and towing are at the driver’s risk and expense. Designated areas are to be used by permit holders only.

- Bicycles are not permitted in University buildings.

- Parking spaces have been allocated for disabled users whose vehicle displays a handicap tag or placard.

- The University assumes no responsibility for loss, theft, or damages to vehicles parked in University parking, premises, or rented areas.

- Other than residential students and visitors, overnight parking or any other long term parking is prohibited unless authorized in advance by the Department of Public Safety.

- No vehicle will be granted a permit that exceeds the normal parking stall size. No trailers (including house trailers, popup tent trailers, vehicle trailers, rental trailers) will be granted regular permits nor will they normally be permitted to park in University parking lots.

- Neither Student nor Faculty and Staff parking decals guarantees the driver a parking space. The permit grants the driver permission to use campus-parking facilities.

- In exceptional circumstances, the Director of Public Safety reserves the right to authorize the use of specific parking spaces by specific individuals in University-owned or rented space at his or her discretion.

- The Director of Public Safety reserves the right to close parking facilities when conditions warrant and to reduce or remove parking spaces when required.

- The overall responsibility for parking rests with the Department of Public Safety. Problems should be referred to the Director of Public Safety.

- Parking permits are non-transferable from one individual to another or from one vehicle to another.
• Failure to pick up your decal after the parking application has been submitted may result in citations.
• All parking and traffic fines must be paid before the release of school records, diplomas, and certificates.
• Abandoned vehicles will be towed away (at the owner’s expense) to the hired towing company’s impound facility.
• Registered students who also work on campus must obey the parking requirements of their specific decal. Preferential decals are not issued to allow students to park closer to their places of employment.

**PARKING CITATIONS**

All students are required to adhere to the traffic policies and procedures adopted by the University and enforced by Campus Patrol Officers. Students who violate a traffic rule or regulation will be provided notice of a citation by Campus Patrol Officer. The notice of the citation will provide the procedures that must be used to appeal a citation. Once the time for appealing the citation has expired, or if the appeal is denied, the student will be assessed a fine for the violation in accordance with the schedule set out below. Students should be aware that these fines are added to their student accounts and result in additional amounts due to the Business Office.

**PARKING CITATION APPEALS**

An alleged, student violator of a University parking regulation, who has been issued a ticket for a monetary fine, may appeal the ticket. The appeal must be in writing on a Parking Appeal form (obtained at the 37th Avenue or 32nd Avenue Gatehouse) and must indicate the reason(s) for the appeal. A copy of the citation must be attached to the appeals form or the appeal will not be considered.

1. Appeals must be received by the Department of Public Safety and the Appeals Committee within seven (7) business days of the date appearing on the ticket or the right to appeal is forfeited.
2. The Appellant may provide relevant supporting documents suggesting reasons for the appeal to be granted.
3. If the appeal is upheld, the ticket may be altered or voided.
4. All decisions made by the Parking Appeals Committee are final.
5. The decision of appeals will be disseminated to each appellant upon PAC decisions via email.

*Note: Parking appeals should be delivered to the Public Safety Department gatehouse on 37th Avenue or 32nd Avenue.*

**CITATION COSTS**

1. Speeding $50.00
   Any vehicle driving more than 20mph for any amount of time. This rule is enforced at all times.
2. Reckless driving $50.00
Refers to any vehicle driving on campus that poses endangerment for the STU community at any time. This rule is enforced at all times.

3. Possession of a lost permit $50.00
Any vehicle that has erroneously obtain a parking decal to which the vehicle is not registered for or failing to notify Public Safety upon change. This rule is enforced at all times.

4. Parking in a handicapped space $50.00
Any vehicle parked in a handicapped space for any amount of time, as designated by signs and markings, without a handicapped sticker, license plate or parking permit. A violator parked in a handicapped space will be towed. This rule is enforced at all times.

5. Failure to obey traffic sign (moving) $40.00
Any vehicle that fails to adhere to traffic rules at any time on campus property as designated by signs and markings. This rule is enforced at all times.

6. Blocking emergency access zones $40.00
Parking or leaving a vehicle unattended for any amount of time in an area designated as a fire lane curb markings or signs. A fire lane violator will be towed immediately at the owner's expense. This rule is enforced at all times.

7. Non-registration of vehicle/Expired Decal $30.00
Refers to any parked vehicle on campus which does not have a parking decal and has parked the vehicle on campus without obtaining the proper decal/pass from the Department of Public Safety. This rule is enforced at all times.

8. Parking in reserved space or lot $25.00
Parking for any amount of time in a space that is designated as reserved without the proper parking permit. Reserved areas include, but are not limited to, President’s parking areas, Baptist Health, Referees and Umpires, and designated special-purpose areas (as identified by signs markings or Public Safety barricades/cones). This rule is enforced at all times.

9. Blocking traffic $25.00
Any vehicles parked or left unattended on the main roadways that congest traffic for any amount of time. This rule is enforced at all times.

10. Driving and parking on the grass $25.00
Parking or driving for any amount of time in an unpaved area not designated as a parking area or any other landscaped area. This rule is enforced at all times.

11. Parking at a non-designated curb $20.00
Parking, driving or leaving a vehicle unattended for any amount of time in an area not designated as a parking area. This rule is enforced at all times.
12. Blocking sidewalk or crosswalk $20.00
   Parking, driving or leaving a vehicle unattended for any amount of time in a paved area not designated as a parking area and prohibits the use of sidewalks and crosswalks. This rule is enforced at all times.

13. Parking in a no parking zone $20.00
   Parking or leaving a vehicle unattended for any amount of time in an area not designated as a parking area. This rule is enforced at all times.

14. Improper parking $15.00
   Pertains to any vehicle that is parked improperly. Examples of parking improperly include: not parking within the designated lines, obstructing the normal flow of traffic and parking on a sidewalk, or any other area not designated as a parking space. This rule is enforced at all times.

15. Towing Relocation $45.00
   Please see the tow-away process for a thorough explanation of this violation.

STU PARKING REGULATION AND LIABILITY

The person/student to whom a vehicle is registered/assigned to is held fully responsible for any violation involving the vehicle, even if another person was using the vehicle at the time of the violation. It is the responsibility of the registrant to explain the applicable regulations to anyone who may be operating their vehicle.

Lack of familiarity with the traffic/parking regulations does not constitute a defense for failure to comply with any of the regulations. It is the responsibility of the driver to ensure they are abiding by University policy when parking and driving on campus. Placement of a prior citation on your vehicle windshield doesn't protect the violating vehicle from receiving another citation on a different day. Additionally, if you have already received a citation in one parking lot, parking in a different parking lot doesn't liberate the same violating vehicle from receiving another citation at a different lot, as each lot is regarded separately.

St. Thomas University assumes no liability for damage to or theft of any vehicle or its contents and any injury or death of anyone involved in a vehicular accident while on St. Thomas University property. St. Thomas University will not be held liable for damage to vehicles as a consequence of any natural disaster or act of God, including but not limited to: falling trees, tree limbs, utility poles, signs, fences, screws, nails, bolts, etc. Further, St. Thomas University will not be held liable for damages or repair costs for vehicles due to any material left on roadways, including but not limited to screws, nails, bolts, etc.

By granting privilege to persons to operate a motor vehicle on campus property, St. Thomas University does not accept responsibility for the actions of persons operating
these vehicles. Any damage to University property may be assessed to students/persons who, through violations of these rules and regulations, or neglect of good order, cause damages to STU owned property.

**TOW-AWAY PROCESS**

All vehicles are subject to being towed from university property when:
- The vehicle is parked in a fire lane.
- The vehicle is parked in a handicapped parking space without a permit.
- The vehicle is parked in a restricted space marked as a tow-away zone.
- The vehicle is parked in such a manner as to create a hazard to other traffic, or it is blocking a roadway or gate.
- The vehicle is parked at a designated special-purpose area.

If your vehicle has been towed, you are responsible for payment to the towing company for the towing fee and any additional storage fees. St. Thomas University assumes no liability for damage to any vehicle that has been towed. Nor will St. Thomas University be liable for accrued cost in storage fees and fines.

**COMPUTER USE POLICY**

Unless a professor decides otherwise, students are permitted to use a personal computer in classes, but only to take notes or complete class work. Getting e-mail messages, playing games and other uses of the computer unrelated to note taking or class work distracts others, shows disrespect and is forbidden. A professor may lower a student’s grade, request that a student leave class, or take other steps if a student uses a computer for activities unrelated to note-taking or class work. For the policy regarding the use of computers to take examinations, see Computer Use on Final Exams.

**STUDENT ORGANIZATIONS**

STU Law’s extracurricular student-run organizations and publications reflect the diversity of the school body in their academic and practice interests, race, ethnicity and religion, and political and jurisprudential thought. The law school encourages all students to engage with student organizations as a way of learning about the law and interacting with alumni and the legal community.

Information on all Student Organizations can be found at

https://www.stu.edu/law/academics/student-organizations/

**NEW STUDENT ORGANIZATIONS**

Students desiring to charter a new student organization must get approval from the Interclub Council, which is chaired by the Student Bar Association (S.B.A.) Vice President. For additional information or guidance with starting a new organization students should consult with the Assistant Dean for Student Affairs.
STUDENT ORGANIZATION ACTIVITIES

Any law student organization that wishes to engage in any activity that requires any law school resources (including meeting space) must get approval for such activities from the Assistant Dean for Student Affairs. No student organization is to organize events that invite speakers, guest lecturers or other non-law school community members to the Law School or elsewhere without express authorization of the Assistant Dean for Student Affairs. Such efforts must be coordinated to minimize conflicts and insure that appropriate procedures are in place for the proposed speakers.

CO-CURRICULAR ACTIVITIES

Intercultural Human Rights Law Review
The Intercultural Human Rights Law Review is an annual journal of intercultural human rights scholarship. Committed to exploring new directions and perspectives in the struggle for Human Rights, Justice, and Equality, it publishes cutting-edge articles and essays in the field authored by academics, practitioners, and students. It strives to be a useful resource for all scholars, policymakers, and practitioners from around the globe. The Intercultural Human Rights Law Review is run jointly by J.D. and LL.M. students. A student must have a grade point average of 2.5 or higher to be eligible to be a member.

International Moot Court Board
Members of the International Moot Court Board compete in international competitions, including the Philip C. Jessup International Moot Court Competition. The Jessup Competition, sponsored by the American Society of International Law and the International Law Students Association, attracts participants from well over one hundred countries. Students form teams and conduct legal research, write an appellate brief and present oral arguments. Only members of the Board can represent St. Thomas in international competitions. International Moot Court Board may be taken for credit as described under the course descriptions. A student must have a grade point average of 2.5 or higher to be eligible to be a member.

Journal of Complex Litigation
The Journal focuses on a number of complex litigation topics, including mass torts, class actions, multi-district litigations, electronic discovery, and civil procedure issues. The mission of the Journal is to publish relevant and thought-provoking articles to ensure that the Journal is known as a leading resource for legal practitioners and judges alike who frequently practice in this area of the law.

The Journal is published electronically. Each article is edited by St. Thomas University law students; however, the faculty advisor, Professor Patricia Moore, plays an integral role in the selection of publishable articles. A student must have a grade point average of 2.5 or higher to be eligible to be a member.

Trial Team
The purpose of the Trial Team is to promote excellence in litigation and trial advocacy skills. Students participate in state, regional and national advocacy competitions, vying for team membership through tryouts. St. Thomas University School of Law trial teams
have achieved prominence in numerous competitions. Trial Team may be taken for credit as described under the course descriptions. A student must have a grade point average of 2.5 or higher to be eligible to be a member.

**Moot Court Board**
The Moot Court Board is designed to promote excellence in legal research and written and oral advocacy. Board membership is open to second- and third-year students. Participants prepare a brief and present oral arguments based upon a simulated appellate record containing issues that require in-depth research and analysis. Students compete in an intramural moot court tournament judged by faculty and members of the local bench and bar. The Board selects national and regional competitions each year for participation by its members. Moot Court Board may be taken for credit as described under the course descriptions. A student must have a grade point average of 2.5 or higher to be eligible to be a member.

**St. Thomas Law Review**
The St. Thomas Law Review is a student-operated scholarly journal publishing articles submitted by faculty and members of the bench and bar nationwide. Membership is determined on the basis of academic excellence and/or demonstrated writing ability. A publishable comment or note must be completed for membership. The Law Review provides students with extensive writing, editing and managing experience. Law Review may be taken for credit as described under the course descriptions. A student must have a grade point average of 2.5 or higher to be eligible to be a member.

**STUDENT COMPLAINTS**
Students wishing to lodge a formal complaint should access the “Student Complaint Procedure” portal on the Website. This can be found at [www.stu.edu/law/students/studentcomplaintprocedure](http://www.stu.edu/law/students/studentcomplaintprocedure). That portal then provides instructions for filing a complaint. If the complaint concerns any matter, other than a complaint with regard to the Office of Student Affairs or personally regarding the Assistant Dean of Student Affairs, then the complaint is handled by the Assistant Dean of Student Affairs. If the complaint concerns the Office of Student Affairs or personally addresses the Assistant Dean of Student Affairs, then the complaint is handled by the Associate Dean of Academic Affairs. If the student who filed the complaint is not satisfied once he or she receives notice of the disposition, then he or she can file an appeal with the Associate Dean of Academic Affairs (if the complaint was handled by the Assistant Dean of Student Affairs); or the Dean of the Law School (if the complaint was handled by the Associate Dean of Academic Affairs). The appeal must be made in a timely manner. Timeliness will be determined by the office that considers the appeal. The appeal is considered de novo and disposition of the appeal will be communicated in writing to the student within 30 days of acceptance of the appeal (unless notice of an extension is provided. The disposition as determined in the appeal is final.

**ALUMNI RELATIONS**
The St. Thomas Law Office for Alumni Relations works to support the mutually
beneficial relationship between its broad network of alumni(ae) and the School of Law. The office assists in the implementation of programs and events for the benefit of current students and thousands of J.D. and LL.M. graduates in Florida, across the United States, and around the world. The St. Thomas Law Alumni Association, formed after the first class graduated in 1987, contributes to the success and development of the law school by creating and building upon the bonds between the school and its graduates, as well as the network between fellow alumni(ae). The Office of Alumni Relations maintains the official alumni website found at https://lawalumni.stu.edu. All alumni are encouraged to register on the website where one can connect and network with other STU Law alumni, view and register for upcoming alumni-related events, view career opportunities, view pictures from past alumni events, and much more.

St. Thomas Law’s J.D. and LL.M. graduates become members of the Alumni Association immediately upon graduation. In partnership with the School of Law, the Association maintains a connection to the school, its students, faculty and staff, and the legal community. Every department within the law school is available to all alumni(ae), whether for job placement, networking, or opportunities to serve the community and the school.

As St. Thomas Law prospers into its fourth decade, the alumni(ae) base has grown to over 5,000 graduates who are succeeding in the legal arena, the business world, and in public service. St. Thomas Law’s alumni(ae) exemplify the school’s credo: Leaders Have the Courage and Compassion to Make a Difference.

SOLO AND SMALL FIRM PRACTICE PROGRAM

Established in June 2016, the St. Thomas Law Solo and Small Firm Practice Program offers a select group of entrepreneurial-minded, Florida-Bar licensed, recent St. Thomas Law graduates ongoing training and valuable networking experiences to help build their professional careers as small firm/solo practitioners. For the most part, the law school graduate is equipped with a wide body of legal knowledge, but he/she often lacks both the practical experience to represent clients effectively, and also the business experience to open and operate a law firm successfully. The St. Thomas Law Solo and Small Firm Practice Program bridges this gap between knowledge and experience by offering practical training, ethical guidance, and networking support.

Designed to accelerate the successful development of newly admitted lawyers through an "incubator" concept, the Solo and Small Firm Practice Program encourages and supports its graduates by providing substantive and skills training workshops, coaching in marketing and business development, financial support, mentoring support, and networking opportunities. Per the program's
requirements and in spirit with the mission of St. Thomas University, the attorneys give back to the community by satisfying a requisite amount of 50 pro bono hours.

The Solo and Small Firm Practice Program will provide to the attorneys multiple training sessions on how to build and operate a successful law practice. These sessions will take place either at St. Thomas Law or at a law firm convenient for all participants. In the sessions, experienced attorneys-including alumni and other members of the legal community-will discuss and present on various topics pertinent to starting a successful law practice. Upon completion of the program, attorneys will transition to growing their law firms on their own, and will in turn become graduates of the incubator program. As they "graduate" from the program (sometime between 12 and 18 months), they will become well-trained and well-prepared practitioners who proudly represent St. Thomas Law and give back to their respective communities.

Solo and Small Firm Practice Program attorneys will receive a structured education in the ethical practice of law and law practice management. Solo and Small Firm Practice Program attorneys also will expand their use of technology within the law office setting and develop cutting-edge methods of law practice that result in the efficient delivery of legal services to an expanding client base. In turn, clients who receive legal representation through the Solo and Small Firm Practice Program obtain affordable legal services.

**CAREER DEVELOPMENT**

The Office for Career Development assists St. Thomas students and alumni in obtaining law-related experiences, securing employment, and realizing their professional goals. Among other things, Career Development:

- develops, cultivates and maintains relationships with employers;

- coordinates on-campus interviews with law firms, public interest agencies, and government agencies seeking to employ St. Thomas Law students;

- arranges student participation in job fairs;

- provides individual counseling to assist students in career planning, assessing employment options, and creating strategic job searches;

- reviews and revises resumes, cover letters, and other materials relevant to the job search process;

- conducts informative programs, mock interviews, and interactive workshops involving members of the South Florida and national legal communities;

- maintains a web-based job posting service; and
- maintains a resource center for job-related resources.

REGISTRATION AND GRADUATION REQUIREMENT

Each student is required to meet with the Office for Career Development at least once each academic year.

Each 1L and 2L student must meet with Career Development prior to February 28 (in the spring term) in order to be cleared for registration for classes in the following year.

Each 3L student must meet with Career Development in their last semester, to be cleared to receive their diploma.

Students will be notified as to the dates for these meetings via email each year.

For more information, regarding Career Development please visit the St. Thomas Law website under “Careers” or contact the Office for Career Development at (305) 623-2351.

TOBACCO/SMOKE-FREE ZONE POLICY

St. Thomas University is committed to providing a healthy working and learning environment for the entire campus community. To that end the University has conclude that a smoke-free campus is consistent with the University’s mission and purpose and will promote a campus culture of wellness.

To view St. Thomas University’s Smoke- and Tobacco-Free Policy please visit: https://www.stu.edu/administrative-affairs/stu-policies/

SEXUAL AND DISCRIMINATORY HARASSMENT POLICY

St. Thomas University (hereafter University or STU), is committed to encouraging and sustaining a learning and living community that is free from harassment, violence, and prohibited discrimination. Consistent with this commitment and Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex/gender in any of the institution’s programs or activities. STU has developed this comprehensive Sexual and Discriminatory Harassment Policy, applicable to all students. Further, STU conducts education and awareness programs with the goal of preventing and discouraging sexual assault, domestic violence, dating violence, and stalking.

To view St. Thomas University’s Sexual and Discriminatory Harassment Policy please visit:

https://www.stu.edu/administrative-affairs/stu-policies/

Responsible Authority: Office of Administrative Affairs/Human Resources
STALKING POLICY

St. Thomas University aims to create a safe learning environment for its students, faculty, and employees. Accordingly, the University will not tolerate the stalking of any member of the University community as defined by Florida Law. Violation of the Florida “stalking” law may result in disciplinary action, up to and including expulsion and/or termination.

To view St. Thomas University’s Stalking Policy please visit:

https://www.stu.edu/administrative-affairs/stu-policies/
ST. THOMAS UNIVERSITY SCHOOL OF LAW

HONOR CODE
HONOR CODE

PREAMBLE

The legal profession is responsible for enforcing its own standard of conduct. A lawyer’s conduct shall exemplify the highest ethical standards. Accordingly, each student who joins the St. Thomas University School of Law (“Law School”) community agrees to adopt a commitment to academic integrity, trust, and respect in adhering to the principles of self-regulation and high ethical behavior reflected in the following Honor Code.

ARTICLE I. GENERAL MATTERS

Section 1.01. Jurisdiction.
Any alleged Honor “Code” violation will be heard and determined as provided herein.

Section 1.02. Knowledge of Authorities.
Students are presumed to know the provisions of the Code, the policies and rules of St. Thomas University and the Law School, and the policies and rules of courses in which the students are enrolled.

Section 1.03. Scope.

(A) Relationship with Criminal and Civil Law. The Code operates concurrently with processes of criminal and civil law. The Law School may within its discretion postpone Code processes pending the outcome of criminal proceedings. A student must disclose to the Assistant Dean for Student Affairs any accusation of a violation of the law, or any charge, arrest, or conviction of the law that arises after submitting an admissions application. Disclosure must be within thirty days of the earlier of the accusation, charge, arrest, or conviction. A student has a continuing responsibility to ensure the admissions application is complete and correct.

(B) Relationship with Administration Powers. The Code governs only matters within its substantive scope. The Law School Administration may within its discretion respond to any misconduct, such as non-academic misconduct, not within the Code’s scope. Some misconduct not involving academic dishonesty may render a student potentially unfit for continuation at the Law School and to enter the legal profession. Those matters may be concurrently or divergently addressed by both the Administration and the Honor Council. The Administration may act to preserve the safety and security of any person or property, even when a matter falls within the Code’s substantive scope, regardless of whether Code processes are initiated.

(C) Relationship with Faculty Powers. Academic freedom of the faculty shall not be restricted, even when a matter falls within the Code’s substantive scope, regardless of whether Code processes are initiated. The Honor Council may within its discretion defer to a course professor an academic assessment pending a decision.
Section 1.04. Time Limits.
An accused may agree to extend or waive any procedural time limit. Extension of time does not relieve the accused of responsibility for Code violations.

Section 1.05. Notice.
When the Code calls for notice to a student, it shall be sufficient to deliver notice in person or via electronic mail to the student’s St. Thomas University account.

Section 1.06. Adherence.
The Code is designed to anticipate irregular and exceptional circumstances. Nevertheless, anticipation of all eventualities is impossible. When strict adherence to Code procedures is impossible or impracticable, it shall be sufficient that persons charged with responsibilities under the Code act reasonably and consistently with the Code’s spirit and intent so as to achieve justice while preserving the rights of all persons involved.

Section 1.07. Confidentiality.
The confidentiality of all Honor Code processes, including any records or materials obtained, shall be indefinitely maintained by the Office of the Associate Dean, except as required by law, requirements of state bar associations, or other licensing authorities. Confidentiality may be waived by the accused and/or as part of a sanction imposed under section 305.

ARTICLE II. VIOLATIONS

Section 2.01. Academic Misconduct Violations.
Academic misconduct includes the curricular and extracurricular, regardless of whether academic credit is awarded. It shall be a Code violation for a student to commit any of the following acts or omissions. The acts or omissions and examples provided below are offered merely to illustrate the types of obligations imposed and not meant to be exhaustive.

(A) Cheating.
(1) To give or secure any information about an examination or other academic assignment, except as authorized by the course professor.
(2) To use or possess, if prohibited by the course professor, any book, notes, other person’s work, or materials for an examination or academic assignment.
(3) To fail to follow all instructions concerning examination administration, regardless of whether such behavior is done intentionally, negligently, or otherwise, including but not limited to writing after time expires, taking an examination or other materials from the testing room, engaging in any form of unauthorized collaboration, and possessing or accessing, or attempting to access any devices or materials not expressly authorized by the course professor.
(4) To take, conceal, withhold, destroy, damage, or abuse property without authorization when the act deprives a student of property for an
academic purpose, or to otherwise impede another student’s academic work.

(5) To copy, consult, or use, for an academic purpose, another person’s work or to allow another student to access your work without the authorization of both that student and the course professor.

(6) To consult with, or seek guidance or feedback from, any person with regard to any assignment or examination, unless such collaboration is expressly allowed by the professor.

(7) To solicit any other student or person to provide unauthorized assistance with regard to any assignment or examination.

(B) Plagiarizing. To take the written work of another and pass it off as one’s own for an academic purpose. The following are examples but not an exhaustive list:

(1) Misappropriation: use of someone else’s work, words, thoughts, or ideas without unambiguous acknowledgement.

(2) Multiple submissions: A student shall not submit work previously submitted in compliance with requisites for another class or program at this or any academic institution without permission of the course professor. This provision also shall apply to work submitted for law school credit that was completed previously in satisfaction of non-academic work requirements.

(3) Unauthorized collaboration: A student shall not submit or allow another student to submit work, including writing samples, produced in collaboration with another person without permission of the course professor. This includes collaboration with respect to substantive content, as well as the writing style, grammar, proofreading, or citation form.

(C) Misconduct Involving Library Materials. A student shall not:

(1) Tear, deface, destroy, or otherwise dispose of materials or equipment.

(2) Disrupt others with respect to use of materials, equipment, or resources.

(3) Remove materials without complying with established library procedures.

(4) Engage in conduct that unreasonably interferes with others’ use of materials, equipment, or resources or that violates a library rule.

(D) Misrepresentation.

(1) To misrepresent a material fact with respect to any academic requirement.

(2) To represent work of another as one’s own or one’s own work as work of another; to allow another student to represent your work as his or her work; to represent oneself as another; or to procure representation of another as oneself.

(3) To misrepresent attendance in class, either of oneself or of another.

(4) To misrepresent, including a failure to disclose, any material fact concerning qualification for admission to the Law School or its programs.

(E) Other Offenses.

(1) To create any material and substantial disruption of the Law School academic environment.
(2) To violate any rule of professional conduct when a student is enrolled in a clinical or pro bono program conducted by the Law School.

(3) To, recklessly or intentionally, furnish false or misleading information, or to withhold material information, on any Law School document, or on any document intended to secure employment, admission to an academic program, or similar opportunity.

(4) To use network or computer access inappropriately, in a way that affects a class or other student’s academic work. Non-exhaustive examples include tampering with another student’s account, stealing a student’s work through electronic means, or knowingly spreading a computer virus.

(5) To appear in a Law School academic environment, any Law School sponsored event, or any event in which the student is acting as a representative of the Law School, while noticeably under influence of alcohol or other intoxicants.

(6) To violate any [University or Law School] policy, procedure, rule, or regulation.

(F) General Unfitness. Any act that reflects adversely upon a student’s fitness to practice law, or endangers or discredits the Law School community, including but not limited to, acts involving violence, threats of violence, bullying or intimidation, dishonesty, criminal conduct, breach of trust, abuse of process or unprofessional conduct, or acts that interfere with the administration of justice or Law School policy.

(G) Serious Risk of Harm.

(1) A student who in the Dean of the Law School’s discretion poses a risk of serious harm to the Law School community or violates an order designed to protect safety of others shall be immediately expelled.

(2) A student who is arrested for a felony or misdemeanor or who failed to disclose in his or her Law School application an arrest for a felony or misdemeanor that in the Dean of the Law School’s discretion raises a serious issue of the student’s fitness for practice may in the Dean of the Law School’s discretion be immediately suspended.

(3) A student under (1) or (2) shall be afforded due process under the Code at a later date.

(H) Academic Requirements.
No student may sit for the Multistate Professional Responsibility Examination (MPRE) prior to registering for and attending the Law School’s course in Professional Responsibility. A student is authorized to sit for the MPRE only if he or she has previously completed or is taking the Law School’s Professional Responsibility course at the time of the administration of the MPRE.

Section 2.02. Code Enforcement Violations.

(A) To knowingly fail to report another student’s violation.

(B) To knowingly make a false report of another student’s violation, to knowingly make a false or materially incomplete report, or to give false or materially incomplete testimony in an investigation or proceeding.
(C) To falsify, destroy, or place beyond the reach of an officer acting under the Code any documents, testimony, or other evidence material to an investigation or other process.
(D) To fail, without reasonable excuse, to appear as a witness or testify when called.
(E) To breach a duty of confidentiality.

Section 2.03. Duty to Comply.
All students shall comply with the Code’s provisions.

Section 2.04. Duty to Report.
All students shall report to the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, or Assistant Dean for Professionalism any incident in which known facts indicate a significant likelihood of a Code violation.

Section 2.05. Attempt; Aiding and Abetting; Conspiracy.
It shall be a violation of the Code to attempt to commit any offense; to aid or abet in the commission of any offense; or to participate in a conspiracy to commit or hide any offense.

Section 2.06. Imposition of Sanctions.
(A) A sanction may be imposed on a probationary or temporary basis.
(B) In selecting a sanction, any relevant information may be considered, and the following factors shall be considered:
   (1) Nature and seriousness of harm posed to academic integrity of the Law School.
   (2) Circumstances of the violation, including aggravating and mitigating factors.
   (3) Need to uphold and promote respect for the Code and to deter future violations.
   (4) Reconciliation of the responsible student with the Law School community.
   (5) Comments of the responsible student relevant to sanction selection.
   (6) State of mind of the responsible student.

ARTICLE III. HONOR COUNCIL & PROCEDURES

Section 3.01. Honor Council.
The Honor Council shall consist of seven members: three Law School students, three full-time faculty members, and the Associate Dean for Academic Affairs as Chair (or his or her designee of a “Hearing Officer” as provided below).

Section 3.02. Formation of the Honor Council.
Faculty Representatives. At the conclusion of the spring semester, the Law School Administration shall choose three faculty members to serve on the Council during the subsequent summer and academic year. The Associate Dean for Academic Affairs shall be the Chair. If one or more of the faculty members are unable to participate in disposition of any case, the Dean of the Law School or the Associate Dean for Academic Affairs may appoint a substitute faculty member to act with regard to that case.
Student Representatives. During spring semester, the Law School student body shall elect three representatives to serve on the Council during the subsequent summer and academic year. One representative shall be a second-year student and two shall be third-year students. A student must be in good academic standing during candidacy and election, shall maintain good academic standing, and shall have not been convicted of a Code violation. If one or more of the student members are unable to participate in disposition of any case, the Student Bar Association President or the Associate Dean for Academic Affairs may appoint a substitute student member to act with regard to that case.

Chair. The Associate Dean for Academic Affairs shall be the Chair but may, in his or her discretion, appoint any other Associate Dean, Assistant Dean, or Tenured Faculty member to serve as Hearing Officer with regard to the disposition of any individual complaint. In the event a Hearing Officer is appointed, he or she assumes all the duties and responsibilities set out herein with regard to the Chair for purposes of disposition of that complaint.

Conflict of Interest. No student, faculty member, or member of the administration shall serve on the Honor Council with regard to the disposition of a complaint, if that student, faculty member, or member of the administration is deemed by the Chair to have a conflict of interest or likely to be a material witness.

Section 3.03. Complaint.
(A) Any member of the Law School community may submit a complaint alleging that a student has violated one or more Code provisions.
   (1) A complaint shall consist of a written statement identifying the name of the accused and nature of the suspected violation.
   (2) Complaints shall be submitted to the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, or Assistant Dean for Professionalism. All complaints ultimately shall be forwarded to the Associate Dean for Academic Affairs.
   (3) The Honor Council shall not be used to resolve personal conflicts.
(B) Upon receipt of a complaint, the Associate Dean for Academic Affairs shall determine if he or she will sit as Hearing Officer with regard to the disposition of the complaint or appoint an alternative Hearing Officer as provided herein. The Hearing Officer acts in lieu of the Chair with regard to the disposition of the specific complaint. He or she serves as the presiding member of the Honor Council for purpose of disposition of the complaint. Once that determination is made, the Hearing Officer shall within seven days [of receipt] review the complaint and determine if the allegations are acceptable for the Council’s disposition.
   (1) If the Hearing Officer determines that the complaint is unacceptable because it does not allege a violation of the Honor Code, or the process is being misused under §3.03(A)(3) or both, then the complaint shall be dismissed, and the complainant so notified. No negative record shall be made with regard to the complaint.
   (2) If the Hearing Officer determines that the complaint is acceptable:
      a. during the school year then the Hearing Officer shall convene the Council within two weeks from acceptance of the complaint;
b. at any time other than during the school year then the Hearing Officer shall convene the Council within a reasonable time.

c. the Hearing Officer may invite the accused to informally discuss the allegations with a view to summary disposition. If the accused so requests and the Hearing Officer determines that summary disposition is appropriate, the case may proceed, based upon a written acknowledgment by the accused that he or she committed an act in violation of this Code, and the Hearing Officer may issue a warning and may impose any sanction provided in Section 3.05.

(C) Once convened, the Honor Council shall determine whether it is necessary to appoint one or more Honor Council members to conduct a preliminary investigation. If investigation is necessary then the Honor Council shall determine the method to be employed and the time period for gathering information and reporting to the Honor Council.

(D) After any investigation and reporting, the Honor Council shall determine whether credible evidence exists to proceed to a hearing. If a majority of the Honor Council finds no credible evidence then the matter shall be deemed concluded and disposition recorded. If a majority of the Honor Council finds credible evidence then the Honor Council may take one or more of the following actions:

- a. continue to investigate the matter if further investigation is warranted;
- b. issue a warning to the accused, which may include terms and conditions with regard to prospective behavior;
- c. proceed to a hearing as set out in section 3.04.

Section 3.04. Hearing.

(A) Notice.

(1) The Hearing Officer shall notify the accused of a hearing date [and the identity of the Hearing Panel] within ten business days of the determination to proceed to a hearing.

(2) The Honor Council may set the hearing at a later date due to the unavailability of witnesses or evidence or in other extenuating circumstances.

(3) After the determination to proceed but before the hearing, the Honor Council within its discretion may meet to consider any preliminary matters, including the accused’s request to sever parties or to have discreet violations heard separately.

(4) The accused is entitled to postponement of the proceedings if either:

- a. evidence that may clear him or her is not presently available at the hearing and will be available at a later time, within reason; or
- b. if an emergency situation arises that will not allow the student to participate in the hearing at that time.

(B) Hearing Panel. The Hearing Panel shall consist of the Hearing Officer and the other Honor Council members.

(C) Challenges.

(1) The accused may in writing petition for recusal of any Hearing Panel member for good cause.

- a. The petition must be delivered to the Honor Council within three business days after receipt of the hearing notice.
b. If the petition is not delivered within three days then it will be denied.

(2) Any Honor Council member may withdraw from the hearing for good cause.

(3) If an Honor Council member is excused under (1) or (2) then the remaining Council members shall hear the case.

(D) Hearing Procedures.

(1) The hearing is an inquisitorial, not adversarial, proceeding in which formal rules of evidence are inapplicable. The Hearing Panel decides what documentary evidence to request, what witnesses to call, and what questions to present. The Hearing Officer has the final authority over all evidentiary and scheduling matters.

(2) The accused shall have the right to have any one personal representative, including a family member, student, friend, or retained counsel attend but not participate in the hearing. Faculty members shall not serve as a representative. The Honor Council may call witnesses, request evidence, or ask questions.

(3) The accused shall have only the following rights at the hearing:
   a. To be present during all testimony and to request further questions at the conclusion of the testimony.
   b. To request witnesses. The Hearing Officer may require an offer of proof and decide to exclude the testimony, in whole or in part, of a witness if considered to be irrelevant, duplicative, or otherwise unnecessary.
   c. To make an opening and closing statement.
   d. To refuse to answer any incriminating question.
   e. To testify and submit materials believed to be relevant.

(4) All proceedings and hearings are closed.

(5) The accused’s unreasonable failure to appear at the hearing shall entitle the Hearing Panel to render a decision against the accused.

(E) Adjudication.

(1) At conclusion of the hearing, the Honor Council shall deliberate in secret.

(2) If a majority of the Honor Council finds by clear and convincing evidence that the accused committed acts violating the Honor Code, the accused shall be found guilty.

(3) If the Honor Council finds that the accused is guilty, an appropriate sanction shall be determined by a majority vote.

(4) The Council shall notify the accused of the disposition within a reasonable time.

(5) All information regarding identity of the accused shall remain confidential, unless disclosure of the incident becomes one of the sanctions imposed under Section 3.05.

Section 3.05. Sanctions.

Upon a finding of guilt under the Honor Code, specific sanctions may include but are not limited to one or more of the following:

(A) Revocation of degree.

(B) Expulsion.

(C) Suspension.
(D) Disciplinary probation.
(E) Public or private written reprimand.
   (1) Written reprimand will become a permanent part of the student’s academic file.
   (2) Notice may be publicly posted or disseminated indicating the nature of the violation and any sanctions imposed.
(F) Notation of the violation on the student’s transcript.
(G) Denial of course credit.
(H) Involuntary withdrawal from a course.
(I) Downward disciplinary grade adjustment for an assignment or course.
(J) Dismissal or suspension from participation in a Law School activity or organization.
(K) Restriction of library or other Law School privileges.
(L) Service to the Law School or the community.
(M) Restitution to the Law School or other appropriate entity.
(N) A written acknowledgement and apology to persons adversely affected by student’s behavior.
(O) Loss of eligibility for any scholarship, grant, or compensation from the Law School, University, or outside entity.
(P) Loss of eligibility to receive any award or recognition for pro bono services or academic achievement.
(Q) Stay or suspension of sanction. Any sanction provided herein may be stayed or suspended for a period of time, or conditional upon the student’s compliance with other terms and conditions including, but not limited to,
   (1) No further violations or allegations of violations of the Honor Code; or
   (2) Compliance with a prescribed course of treatment or adherence to other behavioral requirements as set out by the council; or both.
(R) Any other reasonable sanction not included in this list.

ARTICLE IV. APPEALS

Section 4.01. Right to Appeal.
The accused shall have the right to appeal in writing the Honor Council’s finding of guilt, the sanctions imposed, or both, to the Dean of the Law School. The appeal shall indicate the reasons for appeal.

Section 4.02. Time to Appeal.
Appeal of the Honor Council’s decision or sanctions shall be made to the Dean within ten business days of the Honor Council’s disposition notice. Should the accused require additional time, a request for such must be made within the same two-week period. The Dean may within his or her discretion grant additional time.

Section 4.03. Review.
With respect to sanctions, the Dean may within his or her discretion alter the penalty by either ameliorating or making more severe the punishment imposed. The Dean’s decision is final.

**ARTICLE V. EFFECTIVE DATE**

This Honor Code supersedes all previous codes of student conduct promulgated by the Law School, shall become effective at the commencement of the Fall 2018 semester, and may be amended at any time with notice provided to the student body.

[The Honor Code was approved by the Faculty of St. Thomas University School of Law, on September 18, 2012.] Amended July 2018.
ST. THOMAS UNIVERSITY SCHOOL OF LAW

THE MASTER OF LAWS DEGREE PROGRAMS
THE MASTER OF LAWS DEGREE PROGRAMS

LL.M. IN CYBERSECURITY LAW & POLICY
The completely online program provides students the option to pursue an LL.M. in the fast-growing field of cybersecurity. The LL.M. Program is supported by the School of Law, which recognizes the importance of cybersecurity for our nation and the global community. Whether a desire to pursue a career in law firms, government, private sector, or military, the LL.M. help students prepare for this challenging filed. The innovative graduate program provides a wide perspective, integrating law, policy, and technology.

This online program is designed to be completed in one year and is designed to meet the needs of working professionals, as well as traditional students, seeking a flexible opportunity to advance career goals. All sectors of society are increasingly vulnerable to surreptitious network intrusions that threaten data integrity, personal privacy, and national security.

Admission and Application Requirements
Enrollment for the LL.M. program is open to holders of a Juris Doctor (J.D.) degree or similar foreign qualifications in the field of law. An applicant must have a first law degree (J.D., LL.B. or the equivalent) from a foreign or ABA accredited law school. Admission may also be granted to holders of a bachelor’s degree or its foreign equivalent, who have a desire to develop an understanding of legal and policy principles of cybersecurity. Admission to the LL.M. program is competitive. In evaluating applications, the Graduate Program Committee takes into consideration the applicant’s grades, university studies, letter of recommendation, occupational interests, professional, personal accomplishments, and other factors. Students may apply for full time or part-time status.

Who Should Apply?
The program is designed for candidates interested in issues of law, policy and developing risk management skills expressly to create the next generation of cybersecurity’s legal professionals. This online program is designed to be completed in one year and is designed to meet the needs of working professionals, as well as traditional students, seeking a flexible opportunity to advance career goals. The program will offer a comprehensive approach to cybersecurity law and policy, and will address the legal ramifications of cyber-threats in the aerospace field, especially at the present moment of increased concerns with widespread cyber-attacks.

J.D. students are not approved to take any of the LL.M. Cybersecurity courses for credit towards their J.D. degree.

Application Requirements
Applications require a completed application form, including a personal statement; a resume or curriculum vitae; previous American college and university transcripts and/or certified copies of foreign transcripts, diplomas or certificates; and two letters of recommendation, preferably from a recent professor or employer; and the application fee. The program requires electronic applications via the Law School Admission Council.

**Tuition and Fees**

Our tuition is one of the most competitive among ABA-Law Schools. The program’s tuition is fixed at $30,264.00, and its fees at $125. The LL.M. is a 26-credits program at $1,164.00 per credit hour.

Government-subsidized student loans are available to qualifying U.S. persons, and private loans are available to non-U.S. persons who have a qualifying U.S. loan-guarantor. Limited scholarships are available.

**Student Status**

_a. Full-time Students_

The first semester requires that students complete 12-credits of required introductory courses. The second semester includes 12-credits of specialized courses, and a seminar. Students are required to earn 2-academic credits by engaging in a faculty-supervised research and writing project and electives will be offered from which to choose for their remaining 2 credits. Students will be expected to complete their degrees within 36 months of initial enrollment in the School of Law.

_b. Part-time Students_

Applicants may be admitted to the program as part-time students. Upon consultation with, and approval by, the Program Director, they may select their courses and complete them over a period of up to four years. If changes to the curriculum occur during this period of time, the Program Director will determine, in consultation with the student, which classes of the amended LL.M. curriculum the student will have to enroll in order to attain the full complement of 26 academic credits. In order to apply for financial aid, part-time students must enroll in at least six credits in any one semester.

**Attendance**

The School of Law’s attendance policy applies to all courses of the LL.M. Program. The Director of the Program may, in his discretion, excuse non-attendance for compelling reasons.

**Examinations and Grading**

Required courses of the LL.M. Program are tested via take-home examinations. The text of final examinations is handed out to the students by the end of each class, and each student has to return the completed examination by a specified date and time. Individual faculty retains the right to allocate a certain percentage of the grade for projects and/or paper written in the course. Professors may upgrade students by half a grade-point for outstanding classroom performance.
All other law school regulations regarding examinations apply unless inconsistent with the procedures mentioned above.

**Graduation Requirements**

Graduation from the LL.M. Program in Cybersecurity Law and Policy requires the completion of 26 academic credits in the LL.M. course of study, including all the required courses, and needed elective seminar. The student needs to achieve a cumulative grade point average of 2.0 to graduate. If the student’s cumulative GPA falls below that standard at the time of graduation, he/she may take classes related to the program as indicated by the Program Director and try to obtain the cumulative grade point average of 2.0, but only within a maximum period of two academic years starting from the date of his/her initial enrollment in the program.

The Law School’s Grade Replacement Policy also applies to LL.M. students. In addition to this option, if the student has received an “F” in any required course, the student may write a paper in substitution of the failed course requirement, carrying the same number of credits as the failed course. In substance and format, this paper has to fulfill the standards of an independent research project under the supervision of the Program Director or the instructor of the class in which the student received the failing grade. This paper is graded by the supervising professor; it is not subject to approval by the Curriculum Committee or the Dean.

Additionally, students have to write a paper in a qualifying seminar offered by the School of Law (2 credits). Qualifying seminars have to be approved ahead of their offering by the Program Director as consonant with the LL.M. Program.

Instead of the seminar, qualified students may write a thesis specifically for the LL.M. Program. For two credits, the student who chooses to prepare a LL.M. Cyber Thesis must write a significant analytical paper in the field of cybersecurity law and policy consisting of at least 15,000 words, and reflecting substantial legal research, original thought, proper writing style, and correct citation form. The paper should satisfy the above mentioned criteria and earn a passing grade. A full-time student must finish and submit the LL.M. Cyber Thesis to his/her supervisor within the deadline established by the program administration, in the same academic year he or she started.

**Honors**

Students with a cumulative GPA of 3.0 will receive the LL.M. degree *cum laude* (with honors); students with a cumulative GPA of 3.4 will receive the LL.M. degree *magna cum laude* (with high honors); and students with a cumulative GPA of 3.7 will receive the LL.M. degree *summa cum laude* (with highest honors).

**Transfer of Credit**

Generally, the LL.M. Program in Cybersecurity Law and Policy does not accept transfer credits. The program may accept transfer credits earned in another program offered by an ABA-Accredited Law School. Applicants for admission to the LLM program should request a review of their transcript during the application process.
A maximum of 6 transfer credits may be transferred to the LLM degree, subject to the following conditions:

- All transfer credits are awarded at the sole discretion of the program faculty and the number of transfer credits accepted and applied will be provided in writing prior to enrollment at St. Thomas University.

- All transfer credits must be for courses relevant and appropriate to the LL.M. Program in Cybersecurity Law and Policy.

- The grade earned in each course must have been a B or better.

- Pass/Fail courses are not eligible for transfer credit.

- The credit(s) sought to be transferred must not have counted toward the completion and award of the JD degree.

- The applicant must submit an official transcript and description of each course sought to be transferred.

- Transfer credits must have been earned within 3 years of application for admission to the LLM program.

- Grades for transfer credits will not be reflected in the student’s GPA in the LLM program.

**Interruption of Studies and Readmission**

LL.M. students who interrupt their studies may return to continue the program within a maximum period of two years. After that period has expired, their LL.M. student status is terminated. Such students may apply for readmission and may receive credit for their prior studies in the LL.M. program, but only up to a maximum of 12 credits.

**Administration**

*Adjunct Professor George Perera* is Professor of Introduction to Cybersecurity and the Assistant Director of the Graduate Program in Cybersecurity Law and Policy. He can be reached by e-mail at gperera2@stu.edu, by phone at (305) 282-0953.

**REQUIRED COURSES**

To view the Courses offered in the LL.M. in Cybersecurity, please visit: [https://www.stu.edu/law/cybersecurity-law/](https://www.stu.edu/law/cybersecurity-law/)

**LL.M. IN INTERCULTURAL HUMAN RIGHTS**

Anchored in the mission of St. Thomas University and its Law School, the LL.M. Program in Intercultural Human Rights is designed to provide students with top-level knowledge and expertise in the conception, prescription and application of human rights from an intercultural perspective. Means to achieve this goal are (1) a curriculum
encompassing foundational courses such as international law in policy-oriented perspective, introduction to human rights law and its ethical moorings, human rights and religion, as well as specialized classes in all areas of human rights law, ranging from universal civil and political rights to economic and social rights, the rights of particularly vulnerable groups such as women, children, refugees, issues such as international economic law and human rights, international environmental law and human rights, international criminal law, humanitarian law, human rights and terrorism, human rights lawyering, and the theory and practice of established regional human rights systems in Europe, the Americas and Africa; (2) a global faculty of highest scholarly renown and practical expertise in the field, often hailing from intergovernmental human rights decision-making bodies both at the United Nations and regional levels; and (3) hands-on practical experience in the form of internships.

The program offers 12 courses in human rights specifically developed for the LL.M. program. Most of these courses are concentrated into one week of intensive classes in four evening sessions. Students can also choose from a rich variety of courses in the J.D. curriculum. The LL.M. degree is generally earned in one academic year. It requires completion of 24 academic credits. For details of curriculum, faculty, course calendar as well as program requirements, application forms and procedures, see the program’s website at www.stu.edu/human-rights.

**Entrance Requirements**

Enrollment for the LL.M. degree is open to holders of a J.D. degree or similar foreign qualifications in the field of law.

On a highly selective basis, admission may also be granted to holders of a bachelor’s degree or its foreign equivalent, who have shown an outstanding commitment to the cause of human rights and human dignity. Non-lawyers participating in this program are advised that the program does not prepare or qualify its students to engage in the practice of law.

The option of taking twelve elective credits from a variety of domestic law courses offered in the J.D. curriculum as recognized by the Program allows particularly foreign lawyer students to prepare themselves to sit for the bar in various jurisdictions of the U.S.

**Application Requirements**

Applications require a completed application form, including a personal statement; a resume or curriculum vitae; previous American college and university transcripts and/or certified copies of foreign transcripts, diplomas or certificates; and two letters of recommendation, preferably from a recent professor or employer; and the application fee.

**English Language Proficiency**

Regardless of citizenship, applicants whose first language is not English must generally take a TOEFL, IELTS, or PTE exam and meet the minimum scores indicated below.

Exceptions to this policy will be granted to applicants who:
1. Hold a first degree in law from an institution where English is the language of instruction and an official language of the country in which the university is located is English (see complete list of countries eligible for exception below), or

2. Hold a bachelor’s, master’s, or doctoral degree from an institution that is accredited by a U.S. regional accrediting agency.

English language test scores may not be more than two years old. Please visit the sites below to arrange for a test date or to request scores to be sent to St. Thomas University School of Law:

- Test of English as a Foreign Language (TOEFL). The institution code for St. Thomas University School of Law is 5076 and the department code is 03.
- International English Language Testing System (IELTS)
- Pearsons Test of English (PTE)

English Language Minimum Scores

To be considered for admission, the minimum required scores are as follows:

- TOEFL 84 ibt or 563 paper based
- IELTS 6.5
- PTE Academic 56

Please note: The scores above are the minimum scores for admission consideration. Meeting the minimum score requirement does not guarantee admission to the program.

Countries Eligible for Exception from the above listed requirements:

Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon*, Canada*, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, India, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Micronesia, Montserrat, Namibia, New Zealand, Nigeria. Pakistan, Philippines, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Zimbabwe

*Applies to applicants whose post-secondary degree is from a university in which English is the language of instruction.

Alternatively, the Program Administration may assess the English language proficiency of an applicant through personal interviews and writing samples.

Costs

Tuition is $28,752 per year, equaling $1,198 per credit. Annual fees for books and materials total $1,200. Other fixed fees, including the library and student services, total $500 per year.

Government-subsidized student loans are available to qualifying U.S. persons, and private loans are available to non-U.S. persons who have a qualifying U.S. loan-guarantor. Limited scholarships are available.
Student Status

a. Full-time Students
A full-time student is defined as one who is enrolled in at least six credits in any one semester. Usually, students will be admitted as full-time students in order to complete the program in one academic year.

b. Part-time Students
Applicants may be admitted to the program as part-time students. Upon consultation with, and approval by, the Program Director, they may select their courses and complete them over a period of up to four years. Extensions of this period may be granted in exceptional cases by the Dean of the School of Law. If changes to the curriculum occur during this period of time, the Program Director will determine, in consultation with the student, which classes of the amended LL.M. curriculum the student will have to enroll in order to attain the full complement of 24 academic credits. In order to apply for financial aid, part-time students must enroll in at least four credits in any one semester.

c. International Students
International students are defined as students in need of a student visa, i.e. not U.S. citizens or permanent residents. International students have to fulfill the same admissions criteria as U.S. students. In addition, they have to receive an I-20 document from the Office of International Student & Scholar Services, in general, have to obtain proper student visa status prior to entering the country. They may work at the University for a time not exceeding 20 hours a week and are eligible to apply for optional practical training subsequent to completion of their studies in the LL.M. program. Students interested in this option are advised to apply for government approval with the Director of the University’s Office of International Students.

Attendance

The School of Law’s attendance policy applies to all courses of the LL.M. Program. The Director of the Program may, in his discretion, excuse non-attendance for compelling reasons.

Examinations and Grading

Required courses of the LL.M. Program in Intercultural Human Rights are generally tested via take-home examinations. The text of final examinations is handed out to the students by the end of each class, and each student has to return the completed examination by a date and time certain. Individual faculty retains the right to require in-class examinations.

Professors may give students a paper option in lieu of the examination, or they may allocate a certain percentage of the grade for a paper written in the course. Professors may upgrade students by half a grade-point for outstanding classroom performance.

The School of Law’s grading curve for electives applies; thus the average of grades for each required class in the LL.M. Program in Intercultural Human Rights must range between 2.5 and 3.25.

All other law school regulations regarding examinations apply unless inconsistent with
the procedures mentioned above.

Graduation Requirements
Graduation from the LL.M. Program in Intercultural Human Rights requires the completion of 24 academic credits in the LL.M. course of study, including all the required courses, and needed elective courses. The student needs to achieve a cumulative grade point average of 2.0 to graduate. If the student’s cumulative GPA falls below that standard at the time of graduation, he/she may take classes related to the program as indicated by the Program Director and try to obtain the cumulative grade point average of 2.0, but only within a maximum period of two academic years starting from the date of his/her initial enrollment in the program.

The Law School’s Grade Replacement Policy also applies to LL.M. students. In addition to this option, if the student has received an “F” in any required or elective course, the student may write a paper in substitution of the failed course, carrying the same number of credits as the failed course. In substance and format, this paper has to fulfill the standards of an independent research project under the supervision of either the Program Director or Executive Director or the instructor of the class in which the student received the failing grade. This paper is graded by the supervising professor; it is not subject to approval by the Curriculum Committee or the Dean.

There are 11 required credits of course work. Additionally, students have to write a paper in a qualifying seminar offered by the School of Law (2 credits) and enroll in up to 8 credits of LL.M. core electives or up to 11 credits of other courses offered by the School of Law to reach the minimum of 24 academic credits overall to earn the LL.M. degree. Qualifying seminars and courses have to be approved ahead of their offering by the Program Director as consonant with the LL.M. Program.

Instead of the seminar, qualified students may write a thesis specifically for the LL.M. Program. For three credits, the student who chooses to prepare a LL.M. IHR Thesis must write a significant analytical paper in the field of human rights consisting of at least 15,000 words, and reflecting substantial legal research, original thought, proper writing style, and correct citation form. The paper should satisfy the above-mentioned criteria and earn a passing grade. A full-time student must finish and submit the LL.M. IHR Thesis to his/her supervisor within the deadline established by the program administration, in the same academic year he or she started.

Honors
Students with a cumulative GPA of 3.0 will receive the LL.M. degree cum laude (with honors); students with a cumulative GPA of 3.4 will receive the LL.M. degree magna cum laude (with high honors); and students with a cumulative GPA of 3.7 will receive the LL.M. degree summa cum laude (with highest honors).

Transfer of Credit
Students who enrolled in classes of the LL.M. Program in Intercultural Human Rights as part of St. Thomas University’s J.D. program will receive credit for their classes in the LL.M. Program in Intercultural Human Rights with full quality points. The Program Director may allow other pertinent classes of the St. Thomas Law curriculum to be
recognized this way as well. In any event, no more than 12 credits will be given for any St. Thomas classes taken prior to matriculation into the LL.M. program. Recognition and transfer of credits from institutions outside of St. Thomas University School of Law is limited to 6 credits.

If an LL.M. student successfully satisfies the writing requirement for the LL.M. program in one of the approved seminar classes and then subsequently gets admitted into the J.D. program, when the transfer credits from the LL.M. Program are accepted towards the J.D. program, the student will also be considered to have satisfied the “Intensive Writing Requirement” for the J.D. program. He or she will not be required to take another seminar.

To the extent allowed by ABA standards, rules, and policy, any successfully completed course taken as part of this program as a J.D. or LL.M. student will be accepted by St. Thomas University School of Law for credit toward the J.D. degree.

**Interruption of Studies and Readmission**

LL.M. students who interrupt their studies may return to continue the program within a maximum period of two years. After that period has expired, their LL.M. student status is terminated. Such students may apply for readmission and may receive credit for their prior studies in the LL.M. program, but only up to a maximum of 12 credits.

**Administration**

*Professor Siegfried Wiessner* is Professor of Law and the Director of the Graduate Program in Intercultural Human Rights. He also serves as the Academic Director of the St. Thomas University Human Rights Institute. He can be reached by e-mail at swiessner@stu.edu, by phone at (305) 623-2305, and by fax at (305) 474-2413.

*Professor Roza Pati* is Professor of Law and the Executive Director of the Graduate Program in Intercultural Human Rights. She is also the Director of the Human Trafficking Academy. Professor Pati administers the LL.M. Program from admission until after graduation. She can be reached by e-mail at rpati@stu.edu, by phone at (305) 474-2447, and by fax at (305) 474-2413.

*Mrs. Haydee Gonzalez* is the Program Manager of the Graduate Program in Intercultural Human Rights. She provides administrative support for all functions of the program, including interaction with students from the stages of inquiry and application to acceptance, education and graduation, as well as record-keeping and interdepartmental coordination. She also serves as liaison with the Administration and with the Office of International Student & Scholar Services. She can be reached by e-mail at hgonzalez@stu.edu, by phone at (305) 474-2403, and by fax at (305) 474-2413.

**Curriculum**

The Master of Laws in Intercultural Human Rights degree program is completed in 24 credits over two semesters, and offers a wide variety of courses for students to choose from. Four required LL.M. courses comprise eleven of these 24 credits; eight other elective one-week courses were developed specifically for the LL.M. program. In addition, students have to fulfill a writing requirement generally completed by enrolling
in a J.D. seminar approved by the Program, and they may take up to 12 elective credits from a variety of international and domestic law courses offered in the J.D. curriculum as recognized by the Program, allowing foreign lawyer students, if they so desire, to prepare themselves to sit for the bar in various jurisdictions of the U.S.

To view the Courses offered in the Intercultural Human Rights LL.M. Program, please visit https://www.stu.edu/law/human-rights/llm/curriculum/

For the course calendar and other information, please visit the program’s website at http://www.stu.edu/humanrights; or contact the Program Manager by e-mail at humanrights@stu.edu, by phone at (305) 474-2403, or by fax at (305) 474-2413.

**J.S.D. IN INTERCULTURAL HUMAN RIGHTS**

The J.S.D. Program in Intercultural Human Rights aims at providing a premier opportunity for promising human rights scholars to make a lasting contribution to the dynamic and action-oriented field of human rights through researching, analyzing and offering solutions to pertinent cutting-edge issues both globally and domestically. In particular, the J.S.D. program will be a powerful tool in meeting the diverse interests and career aims of the top quality students.

As any thesis-based doctoral degree, the J.S.D. in Intercultural Human Rights is the capstone academic achievement indicating ultimate academic specialization and original contribution in the chosen field. Its emphasis is on the imparting, analysis, elaboration and dissemination of knowledge about human rights in the world social process, and the development of recommended solutions to societal problems through interdisciplinary, problem- and policy-oriented research. Intercultural dialogue facilitates this research; it is enhanced by the diversity conspicuous not only in the student body, but also the program faculty as established in the residential LL.M. IHR Program.

**Eligibility**

Students must have graduated with honors from St. Thomas University’s LL.M. Program in Intercultural Human Rights, i.e. with a minimum cumulative grade point average of 3.0. In rare cases, outstanding scholars from other institutions who hold an LL.M. degree in the field may be admitted as well, conditional upon enrollment in, and completion of, certain specified courses of the LL.M. IHR program. Candidates for the J.S.D. program need to prove to the School of Law’s J.S.D. Committee that they are outstanding scholars at or near the top of their class who are capable of producing a publishable thesis that adds to the knowledge in the field, and who are capable of doing so within the time frame of the J.S.D. program.

At least two terms of work must be spent in residence at the School. This requirement may be satisfied by residence as an LL.M. candidate. In these cases, at least two additional years must be devoted to the preparation and revision of the dissertation. These additional years may be passed in residence or off campus, including outside of the United States. J.S.D. students admitted from other institutions have to spend at least
one academic year in residence at St. Thomas University School of Law, and they have to enroll in, and pass, a minimum of twelve (12) credits, up to a maximum of twenty-four (24) credits, from among the required classes of the LL.M. Program in Intercultural Human Rights.

The J.S.D. degree in Intercultural Human Rights is conferred upon successful completion of a dissertation, the passing of the *rigorosum*, and proof of publication of the dissertation.

**Admissions Process**

Applicants for admission to the J.S.D. Program in Intercultural Human Rights need to submit the following documents:

1. Completed J.S.D. Application Form
2. For St. Thomas LL.M. Graduates: LL.M. IHR Transcript
3. For non-St. Thomas LL.M. Graduates: Official transcripts from all college/university and/or certified foreign diplomas or certificates are to be sent directly from the issuing institution to St. Thomas University School of Law, LL.M. Program in Intercultural Human Rights. All foreign diplomas and transcripts should be translated into English and certified or notarized. All foreign credentials must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) [www.NACES.org](http://www.NACES.org) or the Law School Admissions Council (LSAC), at: [http://www.lsac.org/jd/applying-to-law-school/cas](http://www.lsac.org/jd/applying-to-law-school/cas).
4. Writing Sample (e.g. LL.M. thesis, seminar paper)
5. Doctoral Dissertation Proposal consisting of:
   a. Outline of the chosen topic; issues to be explored
   b. An articulation of the topic’s novelty
   c. An initial bibliography
   d. Methodology to be employed
   e. A time frame for the stages and places of research as well as the estimated date of completion of the manuscript
   f. Length: at least five (5) pages
6. Letter of Acceptance of Candidate and Topic by Supervising Faculty Member

*Note:*

a. it is the applicant’s responsibility to find and contact the potential supervisor, either one from the list we have provided or another scholar with expertise in the field of the student’s dissertation topic, and who has already earned a doctorate degree him- or herself. The supervisor’s doctorate can be a J.S.D., S.J.D., Ph.D., Dr. iur. or equivalent.

b. The potential supervisor must have approved the topic and the dissertation proposal, before it can be submitted to the J.S.D. Committee.

7. One Letter of Recommendation
8. $100 Non-Refundable Application Fee

The Director of the Program reviews all the completed applications. All eligible applications will be submitted for decision to a J.S.D. Committee formed by the Director
and the Executive Director of the Graduate Program in Intercultural Human Rights.

**Additional Requirement for Non-St. Thomas Applicants**

In the case of non-St. Thomas applicants, the potential applicant is expected to consult with the Director of the Program, in person or telephonically, prior to submitting his/her application, to determine whether the program meets the applicant’s needs, whether the nature of the program fits the applicant’s profile, and whether the applicant’s academic background and experience fit the program’s requirements.

**Admissions Decisions**

The applicants with the most original proposals, strongest academic records and promise of achievement are admitted to the Program.

Upon the decision of the J.S.D. Committee, an admission letter signed by the Director of the Program is mailed to the admitted students. Students who are not admitted to the program receive a letter denying their admission.

**Enrollment Process**

A student who has been advised of his/her admission receives a Registration Form. Information regarding requirements to establish and maintain J.S.D. student status, deadlines for registration, and deadlines for pertinent payments is also included in this communication.

**Students**

A J.S.D. student is defined as one who is enrolled in a J.S.D. thesis course for a minimum of two (2) years, and a maximum of five (5) years. In exceptional cases, the Director of the Program can extend this period to six (6) years; for an extension beyond six years, the approval by both the Director of the Program and the Dean of the School of Law is needed.

**Registration**

J.S.D. students with no outstanding balance from the previous semester are automatically registered in the following semester, upon certification by the supervisor that the student has made sufficient progress toward completing the thesis.

It is the student's responsibility each end of semester:
1. to obtain the certification of progress by the supervisor
2. to make sure they have cleared any and all financial obligations to St. Thomas University.

Failure to enroll continuously in this program at any time and in any semester before its completion will be deemed a resignation from the J.S.D. program. Leaves of absence are not to be granted.

The J.S.D. thesis course is valued at nine (9) credits per semester (fall and spring only). This course is pass/fail. In order to receive a passing grade in this class, the thesis supervisor needs to submit a statement to the Registrar's Office that the J.S.D. IHR
student has made sufficient progress toward completion of his/her thesis. Insufficient progress will result in student’s dismissal from the program.

Termination and Withdrawal

A student intending to resign from the program must express such intent in writing before the semester starts, by submitting a letter of withdrawal to the Program Director. Failure to submit the resignation request before the semester starts does not remove the student’s financial responsibility for that semester.

Students who have failed to obtain the declaration of progress by their supervisor or who have failed to clear their financial obligations to St. Thomas University by the end of the semester are automatically excluded from registration for the subsequent semester, and their student status is terminated.

Should a student be terminated on the above grounds, the student will have to re-apply for admission to the J.S.D. program, and if admitted will be subject to all rules and policies as a first-time admitted student would.

Tuition and Fees

The application fee is $100. The program’s tuition has been fixed at $3,850 and its fees at $250 per semester. Once their thesis is completed and submitted, students are charged a submission fee of $4,000 designed to cover the costs of the two opinions on the thesis as well as the rigorosum. Students are responsible for the publication of the dissertation, as well as the costs thereof, in a format and venue approved by the J.S.D. Admissions Committee. If the student submits the dissertation after a semester has started, the regular semester charges will apply, and the submission fee of $4,000 will be charged to the student’s account in the semester immediately following the submission of the dissertation.

Academic Evaluation

Towards completion of the requirements, the J.S.D. candidate has to submit a publishable manuscript of no less than 75,000 words on his/her chosen topic (the dissertation) to his or her supervisor. The format of this paper should be in Times New Roman font, size 12, and 1.5 spacing, with one inch space left on both left and right margins. Upon approval of the draft by the supervisor as final, the student will submit two bound copies of the manuscript to the Director of the Program.

First Evaluation: The supervisor will submit a substantive report on the dissertation, including the determination of a grade from a slate ranging from summa cum laude (highest honors), to magna cum laude (high honors), to cum laude (honors), to rite (pass), and insufficienter (fail). Upon completion of the review, the supervisor will forward his/her evaluation and the dissertation to the Director of the J.S.D. Program in Intercultural Human Rights.

Second Evaluation: Upon consultation with the J.S.D. Committee, the Director of the J.S.D. Program in Intercultural Human Rights will appoint a second evaluator who will appraise the thesis on its academic merit, submit a substantive evaluation report, and assign a grade from the range of summa cum laude to insufficienter. The supervising
professor, the second grader of the dissertation as well as the members of the rigorosum committee should hold the academic equivalent of a J.S.D., S.J.D., Dr. iur. or Ph.D. degree.

The substantive reports of both the first and the second evaluator should point out concretely the degree of mastery of the subject-matter by the student, the exhaustiveness vel non of his/her research, his/her analytical depth, his/her style, but most importantly, the novelty of the contribution made by the dissertation to the knowledge in the field.

**Rigorosum:** Upon receipt of the second opinion, and both evaluators agreeing that the thesis merits at least a passing grade, the J.S.D. Committee will schedule a rigorosum. The rigorosum is about one-hour defense of the thesis before a committee of three qualifying faculty. In this defense, not just issues pertaining to the topic of the dissertation, but all issues relating to the field of human rights law and policy constitute legitimate subject-matters of questioning. The rigorosum committee, in its discretion, may extend the time of questioning beyond one hour. The rigorosum committee will determine the rigorosum grade from the range of summa cum laude to insufficienter.

The grades of the first and the second evaluator as well as the rigorosum must all be rite (pass) or above. They each count one-third toward the final grade, i.e. the grades of each of the three parts of the evaluation will be added up and divided by three to arrive at the final grade for the J.S.D. degree. To facilitate this count, the J.S.D. grades are given the following numerical values:

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\begin{align*}
\text{summa cum laude} & = 5.0 \quad \text{(denoting an exceptional academic performance)} \\
\text{magna cum laude} & = 4.0 \quad \text{(denoting a very good performance)} \\
\text{cum laude} & = 3.0 \quad \text{(denoting an above average performance)} \\
\text{rite} & = 2.0 \quad \text{(denoting a passing performance)} \\
\text{insufficienter} & = 0.0 \quad \text{(denoting a failing performance)}
\end{align*}
\]

In line with the J.D. program, grades can only be changed by the Dean or Associate Dean of the School of Law in case of arithmetical error by a faculty member, upon that faculty member’s request.

**Timeframe:** The Evaluation Process may take up to two semesters from the semester when the student has submitted the dissertation as final, and the supervisor has accepted it as such.

**Readmission**

The J.S.D. candidate has to enroll in a J.S.D. thesis course for a minimum of two (2) years, and a maximum of five (5) years. Failure to enroll in this continuing course at any time and in any semester before the completion of the program, OR receipt of a failing grade in any semester due to lack of sufficient progress toward the completion of the thesis OR the unauthorized failure to fulfill the financial obligations toward St. Thomas University before the end of the semester in which they are currently enrolled will be deemed a resignation from the J.S.D. program. Once such a resignation has occurred, the candidate may reapply for admission, which will be decided upon by the J.S.D. Admissions Committee. If admitted, the student will be bound by the two-year
minimum/five year maximum rule, as all newly admitted students.

**Graduation Requirements**

(a) The candidate must pass the two evaluations as well as the *rigorosum* and have a final grade.

(b) The dissertation must be published. In order of preference, the best venue of publication is a recognized academic publisher or a university press with global or national reputation and distribution. The next venue would be publication by a commercial press. The least preferable venue would be ProQuest or a similar recognized academic venue which would microfilm the manuscript, save it digitally, and create a PDF version, but manufacture copies only upon prepayment or on demand.

(c) The J.S.D. Committee has to approve a candidate’s planned publication venue prior to its being chosen. If that prior approval is not secured, the degree may not be granted.

(d) Upon approval of the publication venue, and in the case of publication with a recognized academic publishing house, a university press, a commercial publisher, or ProQuest, publication is considered proven by the submission of a signed and binding publication contract.

(e) The final publication must contain a reference to St. Thomas University in the first page at “Acknowledgments.” The suggested language is as follows: “This book is an edited and updated version of my J.S.D. thesis in Intercultural Human Rights at St. Thomas University in Miami, Florida.” This acknowledgment constitutes a condition on the publication attached to the granting of the J.S.D. degree, and if violated, the J.S.D. Committee may revoke the degree.

(f) Regardless of what publication venue is being chosen, candidates have to submit, within two months of publication, five printed copies of the published book to the J.S.D. Committee. If this condition is violated, the J.S.D. Committee may revoke the degree.

**Teaching and Research Methodology**

Every student admitted to the J.S.D. program will be supervised by a qualifying faculty member, who agrees, in advance, to this assignment. The supervising professor should hold the academic equivalent of a J.S.D., S.J.D., Dr. iur. or Ph.D. degree him- or herself. The supervising professors will be either qualifying St. Thomas University School of Law professors or select faculty outside of St. Thomas University willing to serve, if appropriate, as supervisors/graders of J.S.D. theses in Intercultural Human Rights.

In-house professors will be available as supervisors as agreed upon with J.S.D. candidates. Outside professor-supervisors will come to Miami at least once a year, as they often teach in the LL.M. Program in Intercultural Human Rights, enabling students in Miami to get in touch with them at our place of instruction. As the usual time of completion of thesis is three years, the students would thus meet personally with their supervisor at least three times. Also, modern means of communication such as e-mail, Internet chat, fax, and telephone allow for constant and even instantaneous academic exchanges. The crowning task of the doctoral candidate will be the defense of his/her thesis against the challenges of a three-member faculty committee, including the
supervisor, in a one-hour oral interchange, i.e. the *rigorosum*. The *rigorosum* may also test the candidate on his knowledge of the general field of human rights law and policy.

The law library with its extensive holdings in the fields of international law and human rights is available for use by the students. With regard to materials needed to be online for the benefit of graduate IHR students, St. Thomas University School of Law has made arrangements to provide access to the electronic databases that are normally used in its J.D. program.

**Administrative Oversight**

In terms of University structure, the Graduate Program in Intercultural Human Rights is a program of the School of Law and its faculty. The J.S.D. program is one component of the Graduate Program in Intercultural Human Rights.

The Director of the Graduate Program in Intercultural Human Rights, **Professor Dr. iur. Siegfried Wiessner** oversees and implements the program, aided by the Executive Director, **Professor Dr. iur. Roza Pati**. A full-time Program Manager, **Mrs. Haydee Gonzalez**, complements the administration.

**Faculty**

The Faculty of the J.S.D. program has been carefully chosen for its unique combination of academic credentials and expertise with the practical experience in the field. Every student admitted to the J.S.D. program will be supervised by a qualifying faculty member, who has to agree, in advance, to this assignment. As far as qualifying faculty is concerned, the core of it is the faculty and guest lecturers of the LL.M. program. The supervising professor should hold the academic equivalent of a J.S.D., Dr. iur., or Ph.D. degree him- or herself.

**Professor W. Michael Reisman**, Myres S. McDougal Professor of Law at the Yale Law School, distinguished scholar of international law and jurisprudence, has published more than 20 books and more than 200 articles. He is one of the co-founders of the policy-oriented approach to law, which inspires this program. Professor Reisman has also served as President of the Inter-American Commission on Human Rights. He has given overall guidance and will provide continued support to the J.S.D. program.

*Key faculty and potential supervisors include:*

**Professor Emeritus Dr. iur. Eckart Klein** of the University of Potsdam, Germany law faculty, is the leading German scholar in the field of human rights and a past member of the United Nations Human Rights Committee.

**His Excellency Judge Dr. Fausto Pocar** is Professor of International Law Emeritus, University of Milan, Italy and a former Member of the Appeals Chamber of the International Criminal Tribunal for Rwanda. He also served as President of the International Criminal Tribunal for the former Yugoslavia (ICTY) (2005-2008) and Chairman of the United Nations Human Rights Committee (1984-2000). He is the Guest Lecturer on *International Criminal Law* within the class on *Armed Conflict and Individual Liability*. 
Professor Toni Pfanner, Ph.D. (Econ.), Visiting Professor, College of Europe, Bruges, Belgium, is the former Chief Legal Advisor to the ICRC, a key actor in the implementation of international humanitarian law, and the former Editor of the International Review of the Red Cross. He has, inter alia, taught courses in the UN/UNITAR International Law Fellowship Programme at The Hague. He is the Guest Lecturer on Humanitarian Law within the class on Armed Conflict and Individual Liability.

Craig Hammer, S.J.D., is Program Manager at the World Bank, and Secretary of the World Bank’s Development Data Council. He specializes in evidence-based governance reforms, with particular emphasis on open government and open data initiatives. His work at the World Bank has included strengthening institutions, laws, policies, and technical capacity focused on data-driven decision-making for pro-poor public service delivery in more than 30 countries around the world. He holds an S.J.D. degree from the University of Maine and a J.D. degree from the University of Florida. He is the Guest Lecturer in the class on International Economic Law and Human Rights.

Professor Dr. iur. Markus Krajewski is Chair of Public Law and International Law at the Friedrich Alexander University Faculty of Law and Economics in Erlangen, Germany. Prof. Krajewski is one of the programme directors of the MA in Human Rights and chairperson of the Interdisciplinary Research Centre for Human Rights Erlangen-Nürnberg (CHREN). He also chairs the Board of Trustees of the German Institute for Human Rights and is Secretary-General of the German Branch of the International Law Association. He was a Guest Lecturer in the class on International Economic Law and Human Rights.

Professor Tiyanjana Maluwa, Ph.D. (Cantab.) is the H. Laddie Montague Chair in Law & Associate Dean for International Affairs, Pennsylvania State University Dickinson School of Law. He previously worked as the legal counsel of the OAU (now African Union) and, subsequently, as Legal Adviser to the Office of the UN High Commissioner for Human Rights. He teaches the class on The African System of Human Rights Protection.

Professor Adeno Addis, J.S.D. is the W. Ray Forrester Professor of Public and Constitutional Law at Tulane Law School. He has widely published in the fields of international law and legal theory.

Professor John Makdisi, S.J.D., Ph.D. is Emeritus Professor of Law and the former Dean of St. Thomas University, under whose direction the LLM. Program in Intercultural Human Rights was established. He has written extensively on Islamic law and American property law. His book-length article on The Islamic Origins of the Common Law, 77 N. CAR. L. REV. 1635 (1999), offers a startling new theory for connections between Islam and the West. He also has an expertise in moral theology. His Ph.D. dissertation on THE OBJECT OF THE MORAL ACT: UNDERSTANDING ST. THOMAS AQUINAS THROUGH THE WORK OF STEVEN LONG AND MARTIN RHONHEIMER (Proquest 2017) offers new insights into moral action theory. Professor Makdisi served as dean of The University of Tulsa College of Law (1991-1994), Loyola University New Orleans School of Law (1996-1999), and St. Thomas University School of Law (1999-2003). He teaches the class on Ethical Moorings.
**Professor Alfred Light, Ph.D.** is Emeritus Professor of Law at St. Thomas University. He has published numerous books and articles in the areas of federalism and intergovernmental relations, constitutional law, and environmental law. He is active in various bar associations and currently serves as the liaison of the American Bar Association's Section of Environment, Energy, and Resources to its Standing Committee on Specialization. He teaches *Human Rights and the Environment*.

**Professor Dr. iur. Roza Pati** is a Professor of Law at St. Thomas University School of Law, Executive Director of its LL.M./J.S.D. Program in Intercultural Human Rights, and Director of its Human Trafficking Academy. She is a former Member of Parliament and Cabinet Member -- Secretary of State for Youth and Women -- in the Government of Albania, and is the only U.S. Member of the Pontifical Council of Justice and Peace at the Vatican. She has written in the field of international law, international criminal law, human rights law and human trafficking law. She teaches *International Law, Human Trafficking Law & Policy, and Human Rights Law*.

**Professor Amy Ronner, Ph.D.** is a Professor Emerita of Law at St. Thomas University. She is the creator, and has been, till 1999, also the Director of the St. Thomas University School of Law’s Appellate Litigation Clinic. She is well-published in her field with several books and articles.

**Professor Dr. iur. Siegfried Wiessner** is a Professor of Law and the Director of the Graduate Program in Intercultural Human Rights. He has published widely in the fields of international law, constitutional law and jurisprudence; he lectured in the UN/UNITAR International Law Fellowship Programmes at The Hague and Tehran. With W. Michael Reisman, he has published the leading casebook on *INTERNATIONAL LAW IN CONTEMPORARY PERSPECTIVE* (Foundation Press, 2004). Recently, he published *GENERAL THEORY OF INTERNATIONAL LAW* (BRILL-Nijhoff 2017). He teaches *Constitutional Law, The First Amendment, The International Bill of Rights* and seminars on the *Rule of Law and International Law in the 21st Century*.

**Other Potential Faculty**

Applicants also have the right to choose a supervisor from outside the list provided above. The chosen supervising professor must be a scholar and expert in the field of applicant’s topic of dissertation, and he/she should hold the academic equivalent of a J.S.D. or Ph.D. degree him- or herself. The J.S.D. Committee must approve the chosen supervisor. The applicant must submit a C.V. of the potential supervisor, his/her declaration of acceptance of supervision, and his/her contact information.
HUMAN RIGHTS INSTITUTE

In 1988, the President of St. Thomas University proposed the creation of an International Human Rights Institute at the University, as a demonstration of its “willingness to transform its values and beliefs into action and service to the world community.”

The “St. Thomas University Human Rights Institute” was created in November of 1991; it was launched formally on March 18, 1992, with the critical help of financial support received from the Metro-Miami-Dade County Board of Commissioners.

The mission of the St. Thomas University Human Rights Institute is to promote the dignity of every human being from conception to natural death through research and education on human rights issues, social advocacy, and direct service to individuals and families whose human rights are threatened or have been violated.

From its founding, the Institute has conducted immigration policy analysis. In 1994, based on research conducted in previous years, and supported by local (and later state, county, and other) grants, the Institute began to provide free (pro bono) direct legal services to immigrants and indigent members of the community. Since that time, the Institute has served over 100,000 individuals. Throughout its existence, the Institute has conducted research and consultancies for both government and non-governmental organizations in South Florida and beyond. The Institute also provides placement for students in the pro bono component of the Juris Doctor program. Currently, the Institute is expanding the scope of its work to include other areas, such as anti-trafficking and anti-slavery efforts.

The Institute often receives support from partners in the community to fulfill its mission. Current and past community partners include the American Friends Service Committee, the Black Lawyers Association, the Coalition of Florida Farmworkers Organizations, the Florida and Dade County Bar Associations, Legal Services of Greater Miami, the National Conference of Christians and Jews, the National Immigration Law Center, Sant La-Haitian Neighborhood Center, the Sovereign Order of Malta, and the Yale Law School Lowenstein Human Rights Clinic.

In 1997, the Institute was awarded the first legal services contract funded by the State of Florida. It has received grants from many community and government organizations including the Dade Community Foundation, the Miami-Dade County Government, and the U.S. Department of Health and Human Services, Office of Refugee Resettlement, and administered by the Florida Department of

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Children and Families. It also has received in-kind support from the National Woodrow Wilson Fellowship Foundation and the United Nations Commission on Human Rights.

The Institute has won many awards for its service. In 1995, it received the “Peace and Unity Award” from the St. Martin de Porres Association. In 2001, it received the ARETE Award from the Miami-Dade County Commission of Ethics and Public Trust as the “Program of the Year.” In 2003, the Miami-Dade County Mayor and Board of County Commissioners proclaimed December 10th as “St. Thomas University Human Rights Institute Day.”

For more information, contact Christine Reis, Esq., Director of the Human Rights Institute, at telephone (866) 491-6737.
ST. THOMAS UNIVERSITY SCHOOL OF LAW

LIBRARY PROCEDURES AND REGULATIONS
LIBRARY PROCEDURES AND REGULATIONS

ENTRY

The Law Library is located in the School of Law, and is entered and exited only through the main entrance leading from the Breezeway. All other doors are fire exit/emergency doors and are limited to emergency use or for staff use only. The alarm sounds when fire exit/emergency doors are opened.

The Law Library is open to all faculty, staff and students of St. Thomas University, and to St. Thomas Law alumni, visiting scholars and researchers and current students and faculty of other law schools or paralegal programs. The Law Library is not open to the general public. Any patron who does not observe the rules of the Law Library will be asked to leave.

The following types of identification are required in order to gain access to the Law Library:

- Faculty, students, and staff of St. Thomas School of Law School and University will require a valid ID card to access the Law Library and may be asked to show such ID at anytime.
- Alumni of the School of Law and active members of any U.S. based Bar must present a Bar Association card and photo identification card at the Circulation desk.
- Visiting law and paralegal students will require a student ID card from their institutions.
- During reading and exam hours, when posted, the Law Library will be open ONLY to Law students, faculty and staff.
- The computer lab is ONLY open to Law School and University students, faculty and staff.

Visitors not currently affiliated with the University are required to sign in at the Circulation Desk.

Circulation of material for use outside the Library is limited to St. Thomas University faculty, staff and students. All other researchers must use the collection in the Library. A detailed breakdown of the circulation times and privileges for different materials and users may be found below; copies are available at the circulation desk.

Our primary responsibility is to serve our own faculty and students. However, within the limits of our staff resources, we will attempt to provide reference service to members of the bar and other outside researchers. It is the purpose of the Library administration and staff to make the holdings of the Library as freely available to all patrons as is consistent with proper and equitable use. Your cooperation is essential. Please adhere to those regulations and rules that are included in this handbook or are posted in the Library.

The Circulation Desk and the Law Library will not hold items for later pickup by students, faculty, or staff. We cannot be responsible for such items. Any items left
behind will be deposited in the lost and found.

REGULAR HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>7:30 a.m. - Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 a.m. - Midnight</td>
</tr>
</tbody>
</table>

Note that hours may change during examination periods, holidays and intersession period. Regular, holiday, intersession and examination period library hours are posted at the Library entrance and on the St. Thomas Law Library website at www.stu.edu/law/library.

EXTENDED HOURS

Access to the law library (first floor) after hours is restricted to the STU law student community. The following is required in order to gain access:

- Only current STU Law Students with active IDs can enter the area via card reader.
- Students may be asked to show such ID at anytime and must comply with any such request.
- To ensure the safety and security of everyone in the library, STU students must not let anyone in except themselves nor allow their STU ID card to be used by others to access the law library after hours.
- Do not prop doors open and be sure that the doors close behind you.
- No food of any kind is permitted in the library.
- Drinks are permitted in covered cups, spill-proof travel mugs or other resealable containers.
- Please be courteous to your fellow students. The Law Library is intended to be a quiet study area for patrons.
- Any patron who does not observe these rules will be asked to leave.

Public Safety Officers are available 24/7. Public Safety number: 305-628-6500.

CONTACT INFORMATION

Main Library Phone (305) 623-2330
Circulation Desk (305) 623-2332
Reference (305) 623-2331

FOOD, DRINK AND SMOKING

NO FOOD of any kind is permitted in the Law Library, NO EXCEPTIONS. All foods, whether or not they leave crumbs or emit odors, attract insects and rodents. These pests can damage books and other materials, many of which are out of print and irreplaceable. Please leave your foods in the refrigerators and storage areas found in the student lounge.

Non-alcoholic drinks are permitted in the Library in containers with a lid (travel mugs,
sport bottles, and bottles with caps, etc.).

Smoking and vaping is prohibited on the STU campus and in all areas of the Law Library. Thank you for your cooperation.

**STUDY AREA & GROUP STUDY ROOMS**

Carrels and tables are available on a first-come, first-served basis. All books and papers must be removed from the carrel/table when you have completed your study for the day or will be leaving the area for any extended period including attending class, meetings, events, or leaving campus. Materials left unattended for more than thirty minutes are subject to removal by library staff. Please secure your possessions if you have to step away – this might include using a security cable for a laptop. Please be respectful of others, avoid; excessive noise; using a four person table for one person when the library is busy; using library chairs as footrests or backpack holders; leaving trash and clutter behind. Please collect all of your materials when you leave the area. The Library and STU Law are not responsible for your personal effects.

The second floor has reading room/study areas, group study rooms, and the computer lab for computer-assisted research and training. Please maintain quiet in all areas.

**Study rooms are for group study** (2 or more students) and may be reserved for a maximum of two (2) hours at a time for a group. Additional reservations may only be made after the expiration of the reservation. At least two (2) group members must be present to check out a study room. Single individuals may use study rooms Monday-Thursday after 6PM and all day Friday-Sunday.

Room reservation must be made at the Circulation Desk (no phone or online requests will be honored). If the student group has not arrived after 15 minutes into the reserved time, the reservation will be canceled. Reservations can be made for the same day only. Reservations for times beginning after 1:00 PM on a given day cannot be made until Noon (12:00 PM) of that same day.

Study rooms require a key to be accessed. Access keys must be checked out at the Circulation Desk when the reservation time begins and must be returned by the time of the expiration of the reservation period. **Failure to return a key on time may result in the immediate suspension of study room privileges** for a minimum of one week and as much as one semester for repeated or malicious abuse of the rules. Current **photo identification** (either STU ID or government issued photo ID) of at least two group members must be retained at the Circulation Desk in order to check-out a study room key. The retained IDs will be returned upon return of the key. There is a $25 replacement fee for lost keys.

Study rooms are part of the Law Library and all rules apply equally to group study rooms. Patrons will not talk on cell phones or partake in unprofessional or inappropriately behavior in a study room, and must follow library rules regarding food and drink. Because the study rooms are for group study, it is a given that some talking is expected. However, please keep the door closed and refrain from excessive noise or loud voices as the sound will travel through the doors and disturb the studies of others outside the room.
Preemption by Law School Registrar: Please note that at any time, particularly during final exams and mid-term exams, some or all of the study rooms may be blocked out by the Law School Registrar’s Office for exams.

The Law Library does not handle room reservations for Classroom 109-A. Reservations for this room, and all classrooms, are made by contacting the Office of the Registrar. The Law Library does not handle reservations for law school or university classrooms. All such reservations must be made through the Office of the Registrar.

LOST & FOUND

A lost and found is kept for the law school at the Law Library Circulation Desk. Any items found by library staff are placed in the lost and found as are items turned in by others. Students must present photo ID and sign out any items retrieved from the lost and found. The Law Library and staff are not responsible for the security of any lost items.

RESTROOMS

Law Library restrooms are on each floor in the elevator lobby in the center of the building.

NOISE

Please be courteous to your fellow students. Talking outside of the study rooms is discouraged, and a request BY ANYONE to stop talking should be honored immediately. Students should practice self-help first by requesting the noise offender desist, before requesting assistance from a member of the Law Library staff. Persistent violations will result in referral of the offending student to the Dean of Student Affairs and the Law School Honor Council.

CELL PHONES AND TELEPHONES

Cell phones are not to be used for phone conversations in the Law Library, other than in the front lobby and the elevator atrium areas. If patrons are expecting a call they should switch the cell phone to vibrate and take any resulting calls outside the Law Library; otherwise, cell phones should be turned off. Patrons involved in cell phone conversations in the library will be asked by library staff or fellow patrons to move to the designated cell phone area or huroutside. Please cooperate with staff when they ask you to leave an area due to inappropriate cell phone use. At the time of the incident, a St. Thomas Law Library staff member may request the patron’s name and ID. Failure to give the name and ID or provision of a fake name will result in security being called and the patron’s immediate removal from the library. Patrons who are repeat offenders of this cell phone policy will be investigated by the honor council for violating the Code of Academic Integrity.

The telephones in the Law Library are for staff use only. The Law Library does not take messages or calls for patrons.
COPIERS AND PRINTERS

Copiers are located in the copy room at the rear of the first floor, north reading room. Copies are 10 cents each. The Library staff cannot provide change; coin operated machines accept $1 bills and coins.

Printers are located in the Law Library copy room, the computer lab, and the second floor study area. St. Thomas Law students are allotted a printing balance of $75 (equivalent to 1500 pages) at the beginning of each semester. In addition to using this credit for printing, students may use their allotted print credits to make copies and scan documents at any of the networked printers located in the Law Library. Students wishing to print using STU printers must download the STU Student Printer driver at www.stu.edu/print. When installed, STU network ID and password is required to send print jobs, and the same, or STU ID card, is required to pick up print jobs from any STU printer.

Please do not change paper or attempt to clear problems with the copiers. Report malfunctions, such as paper jams, to the Access Services Staff at the Circulation Desk.

RESHELVING BOOKS

Please do not reshelve your own materials after using them. Book carts are provided on all floors for the materials no longer in use, and the Law Library staff will reshelve all materials left on the carts. If you are returning materials that have been checked out, and you want to ensure that they are accounted for on your account, please make sure that you return them directly to someone at the Circulation Desk. Any and all library materials left in study areas will be collected and reshelved at the end of each day.

LAW LIBRARY PUBLIC CATALOG - WORLDCAT LOCAL

WorldCat Discovery is accessible via the Web from virtually anywhere. The Library Internet address (URL) is https://stu.on.worldcat.org. If you need assistance, please ask a Librarian at the Reference or Circulation desk.

UNCLASSIFIED MATERIALS

Materials that are not classified are arranged by form and jurisdiction and are shelved alphabetically. Their exact location may be determined by reference to the Library Guide which is available in the Library lobby by the Circulation Desk.

REFERENCE SERVICES

A Reference Librarian is available in the lobby of the Library to assist with reference or research questions during daytime peak use and evening hours.

INTERLIBRARY LOAN

Interlibrary Loan (ILL) is available for materials not available in the Law Library collection. The Interlibrary Loan service is available to St. Thomas Law School faculty, staff and students. ILL requests can be submitted by filling out the ILL request form available at the Reference Desk, or by filling the online form located on the St. Thomas
Law Library website under the “Library Resources” menu link. Read this information, click the link to the form, complete and print the form, and bring it to the Circulation desk.

Materials that are made available to you from other libraries are due back on the date designated by the lending library. Any materials that are not returned in a timely manner will result in suspended ILL privileges. [Note: Failure to return items on time may also result in the STU Law Library being suspended from borrowing from other libraries.] Any charges incurred by the law library for materials that are lost or simply not returned by the patron will be charged directly to the patron. ILL is unavailable to STU Alumni, and to students during the two weeks before they graduate.

CIRCULATION

Primary source materials, loose-leaf services, multivolume sets and books in the Reference Collection do not circulate.

Single-volume texts and treatises, as well as the Course Reserve and the Study Aids do circulate.

All students must present their current St. Thomas IDs to check materials out from the library. If the ID is unavailable another picture ID may be substituted, as long as the student is already in the STU Law Library system. ID cards are not transferable. Materials will not be checked out for anyone other than the owner of the ID presented.

Law Library materials have differing periods of circulation depending on the material being circulated. A chart arranged by Patron Type and Type of Material, is available in the section labeled Circulation Borrowing Privileges and also on the information kiosk at the circulation desk, notes the periods of time for which materials may be borrowed. While these time periods are fairly stable, they do change. It is the patron’s duty to make sure of the date and time the material is due back at the library for discharge.

Recalls of properly checked out materials during the period of circulation are issued whenever the material is needed by a professor for the Course Reserve, or when the material is overdue. When items are recalled they are due immediately upon notification. Failure to return the material within a reasonable time will result in an eventual block from charging materials.

REFERENCE COLLECTION

Materials in the Reference Collection do not circulate. The Reference Collection, including non-legal resources, directories, and almanacs, and study aids (e.g. nutshell and hornbooks), is located in the North Reading Room (through the doors to the left when you enter the library). It also includes the Current Law Index (CLI) and Index to Legal Periodicals (ILP) (see Periodicals section).

PERMANENT RESERVE COLLECTION

The Permanent Reserve Collection is shelved behind the Circulation Desk. It contains popular treatises and other high-use materials. Materials in the Permanent Reserve
Collection may be checked out for four hours. **No renewals are allowed on Reserve material.**

**PERIODICALS**

Periodicals do not circulate. Consult WorldCat Discovery to determine holdings and locations of periodicals in the Library. Law reviews are shelved on the 2nd floor.

The Index to Legal Periodicals (ILP) and Current Law Index (CLI) are specific subject and author indexes to law journal articles. They are located in the 1st floor north reading room, in the Reference Collection. Access to the web-based Current Law Index (LegalTrac) is available on campus or via remote login, or as The Legal Resource Index on LEXIS and WESTLAW. Access to periodicals is available to our library patrons in a variety of formats – online, in print and in Microform. Staff members at the Circulation Desk are available to assist patrons in using the microform readers and printers.

**LOST OR DAMAGED MATERIALS**

If a book or AV item is not returned, or is returned damaged, a fine will be assessed equal to the replacement cost of the material PLUS a processing fee of $50.00. If the item is incapable of being replaced due to being out of print or out of stock, a fee of $150.00 will be assessed.

**COMPUTER LAB**

A Computer Laboratory is located in the second floor of the Law Library. This area is monitored by the staff from Office of Information Technology (OIT) and the Law Library. The Lab is open to all law students on a first-come, first-served basis. At certain times during the year, lab access may be restricted. Signs will be posted notifying users of restrictions. **SMOKING, BEVERAGES, AND FOOD ARE FORBIDDEN IN THE LAB AT ALL TIMES.** If a computer is left unattended for 15 minutes, it will be logged off, books and materials will be removed from the desk, and the computer will be relinquished to any users waiting for a computer to become available.

Users should not install any software (e.g., messengers or games) on the machines or change backgrounds or screen savers. Users should not download any files from the Internet. Users should not save any files to the C drive (save all documents to your own flash drive) as any saved files will be erased when the machine is rebooted.

**Unauthorized use of Computer Lab equipment and materials including, but not limited to, copying copyrighted software, is prohibited.** Users agree to accept full responsibility, thus indemnifying St. Thomas University School of Law from any costs for damages arising from the operators’ use of the laboratory or materials, whether due to negligence or pursuant to the user’s unauthorized use of equipment and/or materials provided by St. Thomas University School of Law.

Users encountering any difficulties in using equipment or software should ask for help from the OIT staff. If no one is in the staff office (located in the Computer Lab) please call x6610 (305-628-6610) to log a request for assistance. Please do not attempt to solve the problem yourself. Instructions for connecting to the Wireless Network are available
by the circulation desk. If you are having problems, please ask for assistance from the OIT Staff.

**LAPTOP POLICY**

Computers needed for in-class presentation should be booked through the Law Library Audio-Visual Department at least 24 hours in advance. The Library manages several laptop for student use. They may be checked out for 4-hour period and must not leave the STU campus without written permission from the Library Director.

**SUGGESTIONS**

The Law Library welcomes suggestions from you regarding additions to the collection, or improvement of Library services, equipment or hours. Suggestions can be e-mailed directly to the law Library Director (rballeste@stu.edu). You may also use the ‘Library Suggestions’ button at [www.stu.edu/law/library](http://www.stu.edu/law/library). If you have problems, do not hesitate to ask questions. We will always do our best to find solutions.
## CIRCULATION BORROWING PRIVILEGES

<table>
<thead>
<tr>
<th>Patron Type</th>
<th>Circulating Materials</th>
<th>Non-Circulating Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Law Students</strong></td>
<td>General Collection – 3 weeks</td>
<td>Federal Collection</td>
</tr>
<tr>
<td></td>
<td>Permanent Reserve – 4 hours</td>
<td>Regional Collection</td>
</tr>
<tr>
<td></td>
<td>Course Reserve – 4 hours (in library use only)</td>
<td>State Collection</td>
</tr>
<tr>
<td></td>
<td>24 Hour Reserve – 24 hours</td>
<td>Florida Collection</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual – 7 days</td>
<td>Multi-volume sets</td>
</tr>
<tr>
<td></td>
<td>Study Aids – 4 hours</td>
<td>loose-leaf volumes</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual Study Aids – 3 days</td>
<td>Periodicals</td>
</tr>
<tr>
<td></td>
<td>Media Equipment – 4 hours (for class purposes only)</td>
<td>Microforms</td>
</tr>
<tr>
<td></td>
<td>Keys – 4 hours</td>
<td>Reference Collection</td>
</tr>
<tr>
<td><strong>Law Faculty</strong></td>
<td>Media Equipment – 4 hours</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td>All other library material – 1 term</td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>Law Library Staff</strong></td>
<td>General Collection – 1 term</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td>Permanent Reserve – 4 hours</td>
<td>(Unless authorized by the Library Director)</td>
</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Study Aids – 4 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Media Equipment – 4 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Law School Staff</strong></td>
<td>General Collection – 2 weeks</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td>Media Center Equipment – 4 hours</td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>Alumni</strong></td>
<td>General Collection – 2 weeks</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td>Audiovisual Material – 7 days</td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>Attorneys / Bar Members</strong></td>
<td>Audiovisual Material – 7 days</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>University Student</strong></td>
<td>General Collection – 2 weeks</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>University Staff</strong></td>
<td>General Collection – 2 weeks</td>
<td>All other categories</td>
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<tr>
<td></td>
<td></td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>University Faculty</strong></td>
<td>General Collection – 1 term</td>
<td>All other categories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Unless authorized by the Library Director)</td>
</tr>
<tr>
<td><strong>Inter-Library Loan</strong></td>
<td>Materials are due back by date marked on book.</td>
<td></td>
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</table>
HURRICANE PROCEDURE

In order to assure maximum coordination during a hurricane emergency, all instructions will be given by the President or President’s designee.

Upon announcement by the National Weather Service that a HURRICANE WATCH status has been declared, the President will issue appropriate directives, which will be relayed by the Vice Presidents to their areas of responsibility. When a HURRICANE WARNING is posted, the University will be closed.

HURRICANE WARNING

When a hurricane warning has been declared for the area, as determined by the National Hurricane Center, the University will take the following actions:

- The President will close the University.
- The Office of Human Resources will announce the University closing to the community through the normal voice mail communication network.

Once the campus has been secured and closed, all students should stay tuned to local radio and television stations listed below for information regarding the hurricane and subsequent reopening of the University. The Law School telephone number to call for information is (305) 623-2300.

RESIDENT STUDENTS

All students will be alerted by the University Student Services staff to make preparations for a hurricane. Students are requested to keep their radios tuned to a local station for storm advisories and general information. The following radio and television stations will carry announcements concerning the status of the University.

<table>
<thead>
<tr>
<th>FM RADIO STATIONS</th>
<th>AM RADIO STATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.3 – WLRN</td>
<td>610 – WIOD</td>
</tr>
<tr>
<td>93.1 – WTMI</td>
<td>790 – WAXY</td>
</tr>
<tr>
<td>93.9 – WLVE</td>
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<td>94.9 – WZTA</td>
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<td>96.5 – WPOW</td>
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<tr>
<td>99.9 – WKISS</td>
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<tr>
<td>100.7 – WHYI</td>
<td>SPANISH RADIO STATIONS</td>
</tr>
<tr>
<td>103.5 – WPLL</td>
<td>92.3 – WCMQ</td>
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<td></td>
<td>95.7 – WXDJ</td>
</tr>
<tr>
<td></td>
<td>98.3 – WRTO</td>
</tr>
<tr>
<td></td>
<td>1450 AM – WOCN (UNION RADIO)</td>
</tr>
</tbody>
</table>
The following procedures are recommended in order to provide the maximum amount of safety and protection for those students residing in our residence halls. **ALL RESIDENT STUDENTS WHO CAN POSSIBLY LEAVE THE CAMPUS FOR HOME SHOULD DO SO.**

The University is not responsible for damages to, or for loss of personal property as the result of a hurricane.

**PREPARATIONS BEFORE THE HURRICANE STRIKES**

1. All furniture, including beds, should be pulled away from the windows. Record players and radios should be placed off the floor, preferably in the closet.

2. All loose objects should be placed in drawers or closets. Papers, books, etc., should not be left on tops of desks or dressers.

3. Valuables should be taken with you.

4. All windows must be closed tightly. At those facilities where window blinds are provided, the blinds should be closed.

5. Any student who owns a car should see that the emergency brake is set and the transmission is in reverse gear or park. All windows should be closed and locked. All cars must remain in assigned parking areas.

6. Each student should provide his/her own flashlight in case of power failure. Do not use candles under any circumstances; fire is uncontrollable during a hurricane.

7. Campus Life will evacuate all remaining students to shelters as specified by Miami-Dade County.

**PROCEDURES DURING THE HURRICANE**

1. It is essential that all residents stay indoors throughout the entire hurricane. Residents must not leave the designated evacuation area until directed to do so by the residence hall staff.

2. Students should remain away from danger areas, such as the glass windows and doors in the lobby areas.

3. Do not attempt to open windows or doors to see what is happening outside.

4. Report all accidents, injuries, broken windows, or excessive water to the Resident Assistant.

If everyone remains calm, stays inside and observes all the above-stated instructions and precautions, danger is minimized. For questions, please contact the Resident Assistant or Campus Life personnel.
All students will be alerted by the Residence Hall staff and Public Safety to make preparations for a hurricane. We ask every student to keep his/her radio tuned to a local station for storm advisories and general information.

**UNIVERSITY REOPENING**

The decision to reopen the University will be made by the President.

The Office of Human Resources will announce the reopening of the University via the phone mail communication network. In addition, Public Relations will relay information to local radio and TV stations regarding the reopening of the University.

**PERSONNEL**

To view the law school’s current personnel please visit:

https://www.stu.edu/law/faculty-staff/faculty/

**ACCREDITATION**

St. Thomas University School of Law is fully accredited by the American Bar Association (ABA) and is a member of the Association of American Law Schools (AALS).

St. Thomas University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor, Master, Juris Doctor, Master of Law and Doctorate Degrees (PhD, EdD, and JSD). Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accreditation of St. Thomas University.

**POLICIES**

**PRIVACY ACT**

St. Thomas University School of Law adheres to the Family Educational Rights and Privacy Act of 1974, as amended (known as the Buckley Amendment), which assures the confidentiality of students’ educational records and addresses students’ rights with regard to educational records maintained by the School of Law and the University.

Upon written request, students are permitted to review their educational records for accuracy in the presence of the Registrar. Students may challenge the content of records considered to be inaccurate and may control disclosures from their

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records with certain exceptions.

Please note that transcripts, letters of good standing, certificates of completion, diplomas, and leaves of absence will not be granted to any student until all financial obligations to the School of Law, or the University, or both, have been met.
16401 NW 37th Avenue
Miami Gardens, FL 33054
(305) 623-2310
http://www.stu.edu/lawschool