

## **Section 16**    **Special Students**

### 16.1    Policy

A graduate student or other eligible person who has not been admitted to the College of Law as a J.D. candidate may be permitted to enroll for course work as a Special Student at the College subject to the following conditions and procedures.

### 16.2    Eligibility

Only the following persons, with the approval of the Associate Dean and the instructor in whose course the person seeks enrollment, are eligible to enroll for a course as a Special Student:

16.2.1 Graduate students. A graduate student who is currently enrolled in another school or college at The Florida State University or Florida A. & M. University may, with the prior written approval of the student's major professor, be permitted to enroll in College of Law courses related to the student's major field of study.

16.2.2 Foreign law students. A foreign law student who is participating in an approved exchange program between the student's home institution and the FSU College of Law may be permitted to enroll in courses approved by the student's home institution.

16.2.3 Employment related students. A college graduate who is not otherwise enrolled in a graduate program may be permitted to enroll in courses that are related to the student's employment.

### 16.3 Conditions

All course work undertaken as a Special Student is subject to the following conditions:

16.3.1 Space available. A Special Student's request for a course will be considered only if there is space available in the course after according priority to regularly-enrolled law students.

16.3.2 Prerequisites. A Special Student must have satisfied all prerequisite course work, unless waived by the course instructor, and must be otherwise academically qualified to enroll in the course.

16.3.3 Ungraded. A Special Student will receive a final grade of Satisfactory (S) if the student's performance is the equivalent of a 69 (C) or better and will receive a final grade of Unsatisfactory (U) if the student's performance is the equivalent of a 68 (C-) or below.<sup>11</sup> No other letter or numeric grades will be awarded, unless approved for good cause by the Associate Dean for Academic Affairs and the instructor in whose course the person seeks enrollment. Grades earned by

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<sup>11</sup> Effective Fall 2009. Special student coursework completed prior to Fall 2009 would earn a grade of Satisfactory if the student's performance was the equivalent of a 62 or better.

special students will not be subject to the law school's grading profile and grade normalizing policies.

16.3.4 Excluded courses. No Special Student may enroll in any clinical course, clinical orientation course, trial practice, or any other litigation skills course, nor may a person otherwise eligible under section 16.2 enroll in any first-year course.

#### 16.4 Procedure

A person who wishes to enroll in a law school course as a Special Student must obtain prior approval pursuant to the following procedure:

16.4.1 Request. The person must submit a written request and justification to the Dean or the Dean's designee. The request should be submitted at least two weeks before the beginning of the semester in which the course is offered.

16.4.2 Attachment. A graduate student's request should include as an attachment a letter of approval from the student's major professor, and a foreign law student's request should include the approval of the student's home institution.

16.4.3 Approval. The request must be approved in writing by the Dean or the Dean's designee, who may confer with the course instructor with respect to the student's prerequisite course work and other academic qualifications or the merits of the student's request. The decision of the Dean or the Dean's designee is final.

