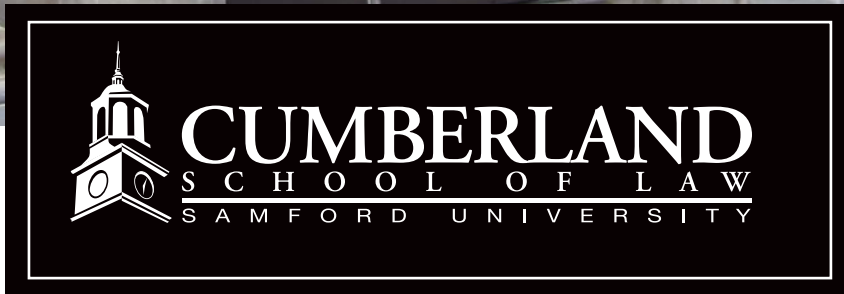


Cumberland School of Law



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Academic Calendar

2010 Fall Semester

August 16	Orientation
August 16	1L fees due by 4:30 p.m. at the Office of the Bursar
August 17-20	Called to the Bar opening workshop
August 23	Fall classes begin
August 31	Last Day to drop/add a course
September 6	Labor Day; no classes meet
October 14	Alabama State Bar "60-day" registration deadline (no filing fee)
October 26-29	Advanced registration for Spring 2011 term
November 23	Tuesday classes cancelled; Friday classes meet
November 24-26	Thanksgiving Holidays; no classes meet
December 1	Last day to withdraw from a course by petition without failing grade
December 2	Fall classes end
December 3	Study day; no classes or exams
December 4-17	Final Examinations
December 18	Commencement

2011 Spring Semester

January 10	Fees due by 4:30 p.m. at the Office of the Bursar
January 10	Spring classes begin
January 17	Martin Luther King Jr. Day; no classes meet
January 18	Last day to drop/add a course
January 18	Tuesday classes cancelled; Monday classes meet
February 11	Alabama State Bar "180-day" registration deadline (\$50 filing fee)
March 14-18	Spring holiday; no classes meet
March 29	Advanced registration for Summer 2011 term
March 29-April 1	Advanced registration for Fall 2011 term
April 22	Last day to withdraw from a course by petition without failing grade
April 25	Easter Monday holiday; no classes meet
April 26	Spring classes end
April 27	Study day; no classes or exams
April 28-May 11	Final Examinations
May 13	Commencement

Please remember: Students may drop/add using the Samford Web site.

Academic Programs

Juris Doctor Degree

Cumberland's proud tradition dates to its founding in 1847 in Lebanon, Tennessee. During the next six decades, Cumberland produced a long list of distinguished graduates, including two Supreme Court justices, several governors and a U.S. Secretary of State known as the Father of the United Nations. In 1961, Cumberland came to Birmingham as part of Howard College, now Samford University. The Cumberland School of Law is accredited by the American Bar Association and is a member of the Association of American Law Schools.

Cumberland's curriculum reflects its commitment to providing each student with a comprehensive legal education. Required courses in the first year focus on fundamentals, with special emphasis on legal research and writing. The second and third years offer more flexibility, allowing students the freedom to choose from a broad range of elective courses.

Degree Requirements

Degree requirements for each student are as stated in the student handbook in effect at the time of enrollment. Students should retain the handbook and use it during registration and course selection periods. The current requirements are:

- Completion of courses totaling at least 90 semester credit hours with a passing grade ("D-" or better)
- Completion with a passing grade of the required curriculum, including
 - Mandatory first-year curriculum
 - Constitutional Law I and II (must be taken in the second year)
 - Secured Transactions or Payment Systems
 - Business Organizations
 - Wills, Trusts, and Estates
 - Professional Responsibility
- Achievement of 2.0 cumulative grade point average on all graded work attempted
- Satisfaction of the Writing Requirement: publication in the *Cumberland Law Review* or the *American Journal of Trial Advocacy*, or completion of an approved writing course
- Satisfaction of a Skills Requirement by passing a course that contains professional skills instruction as designated by the Associate Dean



Academic Programs

Course Progression Schedule for the Fall 2009 Entering Class

The curriculum for first-year students is prescribed by the faculty and generally must be completed prior to registration for elective courses. Students are required to take Constitutional Law I in the third semester and will continue in the same section for Constitutional Law II in the fourth semester. Students may take the remaining required courses at any time in the second or third year. Elective courses may be chosen from any area, subject only to prerequisites. It is recommended that students select a variety of courses to ensure broad exposure.

Course	Course Number	Credits
<i>First Semester</i>		
Torts	Law 502	4
Contracts I	Law 506	3
Criminal Law	Law 510	3
Civil Procedure I	Law 508	2
Lawyering and Legal Reasoning I	Law 512	3
<i>Second Semester</i>		
Contracts II	Law 507	2
Real Property	Law 505	4
Civil Procedure II	Law 509	3
Evidence	Law 524	3
Lawyering and Legal Reasoning II	Law 513	3
<i>Summer</i>		
No required courses		
<i>Third Semester</i>		
Constitutional Law I	Law 522	2
<i>Fourth Semester</i>		
Constitutional Law II	Law 523	3

The following courses must be taken between the third and sixth semesters:

Business Organizations	Law 526	4
Payment Systems	Law 532	3 OR Law 533
Secured Transactions	Law 533	3 OR Law 532
Wills, Trusts, & Estates	Law 540	3
Professional Responsibility	Law 546	2

Course Selection and Registration

At the conclusion of the first two semesters, students complete their own registration. The associate dean for academic affairs will have general student meetings about course selection and curricular planning throughout the year. Students are also encouraged to:

- Begin taking the remaining five required courses in the third semester; do not leave all requirements for the third year.
- Think about and research possible areas of practice.
- Talk to faculty and lawyers.
- Participate in a volunteer placement in the first and second year through the Public Interest Project to explore work environments and areas of practice.
- Take courses of personal interest.

Academic Programs

Registration by Point Bidding

The Cumberland School of Law uses a bidding system to assist students in obtaining a priority schedule. Students have 30 points to distribute among the courses they request. The points allow students to weight a course as to the degree of desirability and to influence the order in which it is scheduled relative to other students requesting the same course. For example, students in each class year requesting a course with a weight of 15 points will be scheduled before those who place a weight of less than 15 points on the same course.

Students are encouraged to select alternate courses. No points are bid on alternate courses. For each priority course that is not available at the number of points bid, an alternate course will be added to a student schedule, starting with the first choice to the extent that 1) space is available in the alternate course; 2) the alternate course does not conflict with the priority courses for which a student is registered; 3) the alternate is not another section of a course for which a student is already registered; and 4) adding the alternate course does not put the student's total credit hours above the maximum.

Seminars and Advanced Courses

Seminars provide students the opportunity for close study and research under the supervision of a faculty member. Enrollment is limited in these courses. Students may produce a paper to satisfy the Writing Requirement through enrollment in a seminar. Seminars are offered each year on a broad spectrum of topics.

Advanced courses create opportunities for sequential learning, complex problem solving and improvement of writing skills in particular areas.

Skills Training

To provide students with the practical skills necessary to practice law, Cumberland offers four opportunities for training: 1) courses, 2) externships, 3) intramural and national mock-trial competition and 4) volunteer placements. Externships and advocacy (mock trial) boards are coordinated by the Cumberland Center for Advocacy and Clinical Education, located in Robinson Hall Suite 201. Public interest volunteer placements are coordinated by the director of the Cumberland Public Interest Project. The school encourages students to experience aspects of law practice by participating in one or all of these opportunities.

Courses: The strong writing skills that are so crucial to lawyering are taught and practiced through the required courses, Lawyering and Legal Reasoning I and II. The Writing Requirement enhances the student's researching and writing skills. Following are courses that develop other skills used by the practicing lawyer:

- Accounting for Lawyers
- Advanced Skills in Trial Advocacy
- Advanced Writing Skills for Lawyers
- Alternate Dispute Resolution
- Appellate Advocacy
- Basic Skills in Trial Advocacy
- Business Drafting
- Directed Research
- Estate & Trust Administration
- Health Law Transactions
- Law Office Practice and Management
- Mediation Advocacy
- Mediator Practice
- Negotiation
- Pretrial Practice Procedure



Externships: Skills honed in the classroom and cocurricular competition come into sharper focus when put into practice in real legal workplaces. Through Cumberland's extensive externship program, second- and third-year students may earn academic credit for work performed in a wide range of legal settings. Students may earn two to six credits while developing skills, making important career connections and sampling different types of legal jobs. Students may

Academic Programs

receive academic credit for up to two externship placements, including Judicial Observation. Because placements are often with governmental bodies or departments, legal aid or public interest organizations, students also provide a valuable community service. Students who participate in externships are encouraged to continue their work at the conclusion of their academic experience by volunteering through the Cumberland Public Interest Project. Externships typically involve 120 hours on the job, plus an additional hour each week in the classroom. Examples of common externships are shown below.

Students are limited to participation in two of the following courses. The combination of Law 906 or Law 907 with an externship counts as one course.

Law 905 Judicial Observation

1 hour P/F credit

Students work within the office of a state court judge. Students are required to work a minimum of 56 hours and submit the following written work: a statement of goals at the beginning of the semester, a weekly report of hours with narrative description of activities, a research paper and a reflection essay.

Law 906 Externship I

1 hour graded credit

Students enrolled in any externship must also enroll in this class component. This externship class meets one hour each week. This class addresses substantive topics: negotiation, trial and other lawyering skills; professionalism and ethical issues; communication with supervisors, clients and others; workplace problems; and other issues applicable to all externs. Some classes have breakout sessions to address specific topics relevant to particular types of placements. Students enrolled in the externship class submit the following written work: a statement of goals at the beginning of the semester, a weekly report of hours with narrative description of activities, a research paper, a reflection essay and other work assigned by the instructor.

Law 907 Externship II

1 hour graded credit

This class component is required if a student chooses to enroll in a second externship. The class has the same requirements as Externship I.

Law 908 Judicial Externship I

2 hours P/F credit

Students work with a federal judge. Membership on *American Journal of Trial Advocacy* or *Law Review* or other evidence of superior writing skills is required. Students must work a minimum of 120 hours.

Law 909 Judicial Externship II

2 hours P/F credit

Second semester of Judicial Externship I.

Law 910 Corporate Externship I

2 hours P/F credit

Students work in a corporate legal office. Students must work a minimum of 120 hours.

Law 911 Corporate Externship II

2 hours P/F credit

Second semester of Corporate Externship I.

Law 912 Litigation Externship I

2 hours P/F credit

Students work in a litigation office such as the District Attorney's Office, Public Defender's Office, Legal Aid Society or Legal Services of Metro Birmingham. Students must be certified under the Alabama Rule for Legal Internship and have completed Basic Skills in Trial Advocacy. Students must work a minimum of 120 hours.

Law 913 Litigation Externship II

2 hours P/F credit

Second semester of Litigation Externship I.

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Law 914 Government Agency Externship I **2 hours P/F credit**

Students work in a government agency such as the U.S. Attorney's Office, Internal Revenue Service, National Labor Relations Board or the Equal Employment Opportunity Commission. Students must work a minimum of 120 hours.

Law 915 Government Agency Externship II **2 hours P/F credit**

Second semester of Government Agency Externship I.

Law 916 Public Interest Externship I **2 hours P/F credit**

Students work in a public interest organization. Students must work a minimum of 120 hours.

Law 917 Public Interest Externship II **2 hours P/F credit**

Second semester of Public Interest Externship I.

Third Year Practice Card

Many states permit law students to practice law under the supervision of a licensed attorney before the students have taken the bar exam. The rules for each state differ. Alabama requires:

- Successful completion of 54 semester hours
- Basic Skills in Trial Advocacy
- Criminal Law
- Civil Procedure I and II
- Registration with Alabama Bar as student

All certifications must be processed through the Clinical Education Office, Suite 201. Check with the Clinical Office for requirements in other states.

Intramural Competition: Cumberland has two organizations that allow students to gain experience in advocacy. Cumberland's Moot Court Board and Trial Advocacy Board sponsor in-house competitions for freshmen as well as for second- and third-year students. Both boards also hold competitions to select national teams. National teams compete against teams from other law schools in regional and national appellate and trial competitions.

- The Henry Upson Sims Moot Court competitions simulate *appellate* arguments. Competitions are held each semester and in the summer term.
- The Trial Advocacy Board competitions simulate the *trial process*. The Trial Advocacy Board also sponsors competitions in *client counseling, negotiation, mediation and arbitration*.

Board membership is based on a student's performance in various trial competitions held throughout the year. Students who wish to participate in an advocacy competition in the *second semester of the first year*, may only compete in *one* of the offered competitions (Moot Court OR Trial Advocacy).



Academic Programs

The Cumberland Public Interest Project

Both the Model Rules of Professional Conduct and the ABA Standards for Accredited Law Schools stress the importance of early recognition that being a lawyer is a service profession. Democracy rests on the idea that the judicial process is available to all citizens. Unfortunately, there are many under-represented and under-served groups who do not have access to the justice system or other basic civil liberties. The Cumberland Public Interest Project:

- generates and fills volunteer placements where students work on public interest and pro bono law projects under the supervision of an attorney
- qualifies Cumberland students to receive the Alabama State Bar Volunteer Lawyers Program Student Award
- coordinates community service efforts within the law school community

Placement sites include Legal Aid Corporation, Internal Revenue Service, Alabama Department of Human Resources, Family Court, the Non-Profit Resource Council of Alabama and private law firms.

The Dean's Award for Public Service is awarded every year to the Cumberland student who embodies the spirit of selfless service to others. Students are also eligible for a Public Service Certificate after completion of 50 hours of volunteer work through the Public Interest Project.

It is the school's goal that every student participate in at least one volunteer placement through the Cumberland Public Interest Project. Informational meetings and placement sign-ups continue throughout the school year, but several placements are competitive and are assigned in the fall.

Joint Degrees

In a society where rapid change is a way of life, keeping legal education relevant means offering more than one traditional law degree. To help students prepare for careers in special fields and to broaden their thinking, Cumberland offers six different joint degrees.

The joint degree program is a credit-sharing arrangement between the Cumberland School of Law and Samford University's School of Business, Beeson School of Divinity, and Howard College of Arts and Sciences, and the University of Alabama at Birmingham's graduate schools. The programs allow students to combine their legal studies with graduate work, resulting in two degrees earned in less time than it would take to earn the degrees separately. However, participation in a joint degree program may lengthen a student's time in law school beyond three years.

Students generally spend their first year as a full-time law student and make application to the secondary school in the spring semester of their first year. Candidates must make separate application to the secondary program. The application process often requires the student to take the GMAT or the GRE. In addition to being accepted into both degree programs, students must complete a Joint Degree Enrollment Verification Form and submit it to the Office of Law Student Records. Students earn a separate grade point average for each degree and must graduate with both degrees in the same term. Only credits and not actual letter grades apply from one program to another. Law school class rank is based on the student's law only GPA. Students in these programs may be subject to a different maximum credit limit. (See Academic Standard 201.)

The following joint degree programs are currently available:

- Juris Doctor/Master of Accountancy, offered in conjunction with Samford University Brock School of Business
- Juris Doctor/Master of Business Administration, offered in conjunction with Samford University Brock School of Business
- Juris Doctor/Master of Divinity, offered in conjunction with Samford University Beeson School of Divinity
- Juris Doctor/Master of Arts in Theological Studies, offered in conjunction with Samford University Beeson School of Divinity
- Juris Doctor/Master of Science in Environmental Management, offered in conjunction with the Samford University Howard College of Arts and Sciences
- Juris Doctor/Master of Public Administration, offered in conjunction with the University of Alabama at Birmingham School of Social and Behavioral Sciences
- Juris Doctor/Master of Public Health, offered in conjunction with the University of Alabama at Birmingham School of Public Health

Academic Programs



International Programs

As the international dimensions of law expand, law students need exposure to and experience in the legal systems of other nations and cultures. The Cumberland School of Law offers opportunities for students to study abroad during the summer semester, and facilitates opportunities for study abroad after completing the JD degree. Cumberland also regularly brings students to the Samford campus from other countries, providing opportunities for Cumberland JD students to learn from citizens of other countries without leaving the U.S. The goal of Cumberland's international programs is to develop each participant's grasp of the global aspects of law. The study-abroad programs offer the additional enrichment of spending time on another continent.

Cumberland-at-Cambridge, England (International and Comparative Law for JD Students)

Located at Sidney Sussex College in downtown Cambridge, this summer program takes place each July. The curriculum includes a one-week comparative overview of the English legal system and the European Union, followed by two elective courses focused on international and comparative law. A field trip takes participants to the English Parliament and Inns of Court in London. Weekends provide opportunities for additional travel in the UK or on the Continent.

Master of Comparative Law (for non-U.S. Students)

Cumberland offers a Master of Comparative Law (MCL) degree program that gives graduate lawyers, judges, prosecutors, and legal educators from outside the U.S. the opportunity to learn about the U.S. legal system and culture in comparison with their home system. MCL students take 16 credit hours of summer courses in residence at Cumberland (or at a Cumberland study-abroad program) and write a thesis.



Exchange Program with The Norwich Law School (for British LLB Students and Cumberland JD Graduates)

Under a cooperative arrangement between Cumberland and The Norwich Law School at the University of East Anglia in Norwich, England, British law students have the opportunity to study in the U.S., and Cumberland graduates have the opportunity to study in the UK. Participating Norwich LLB students spend a year at Cumberland as part of their work

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to earn their law degree from Norwich. Two Cumberland JD graduates each year are awarded full-tuition scholarships for studies toward an LLM degree at Norwich.

Exchange Program with NALSAR University of Law, Hyderabad, India (for Indian LLB Students and Samford Students)

Under a cooperative arrangement between Samford and NALSAR University of Law in Hyderabad, Andra Pradesh, India, Indian students selected by NALSAR and approved by Samford have the opportunity to study in the U.S., and Samford students selected by Samford and approved by NALSAR have the opportunity to spend a semester of study in India.

Centers, Institutes and Programs

Center for the Study of Law and the Church

The Center for the Study of Law and the Church was established to serve as an educational resource for churches of all denominations regarding the relationship of churches to secular law. The mission of the center is to provide guidance to, and education for, the religious community on secular legal issues that impact church governance and structure, employment relationships, property rights, tax exemptions and obligations, confidentiality privileges, and general liability issues. The center is equipped to respond with practical guidance and suggestions to churches, clergy, church personnel and attorneys advising or representing churches. The center supervises directed research projects for undergraduate and graduate students.

Alabama Center for Law and Civic Education

The Alabama Center for Law and Civic Education was formed in 1990 and is the state law-related and civic education resource center for Alabama. It provides in-school programs, community programs, access to resources, training for teachers and other youth leaders, special programs for at-risk youth and juvenile offenders, and the coordination of law and civic education among educational, legal, community and governmental agencies in Alabama. The center is a nonprofit organization.

The Cumberland Center for Biotechnology, Law and Ethics

Technological advances in the areas of medicine, agriculture and energy inevitably produce legal questions, ethical dilemmas and questions of public policy. The Center for Biotechnology, Law and Ethics seeks to explore these issues with programs and materials characterized by rigorous analysis, reliable information and multiple perspectives. Both secular and religious aspects of these issues are examined, with interdisciplinary exploration of issues from a variety of perspectives. Controversy is endemic to technological advance, and a primary purpose of the center is to elucidate the multiple perspectives relevant to the controversies. The center's programs build on a base of several areas: intellectual property, health care, bioethics, environmental, tort and natural resources law. The center's focus on biotechnology is expansive enough to encompass issues related to the medical, pharmaceutical, agricultural and energy sectors. The center is dedicated to furthering practical training in the legal disciplines critical to technology.



Cumberland Community Mediation Center

In 2005, the Cumberland Community Mediation Center [CCMC] was established to provide cost-free and confidential mediation services to the Greater Birmingham area and to support community mediation initiatives throughout Alabama. The goal for the CCMC is to provide mediation services to help resolve disputes between organizations and parties who cannot afford the services of a paid mediator while greatly expanding the mediation training of Cumberland students. The CCMC accepts case referrals from area judges, attorneys, community organizations and individuals. The

Academic Programs

mediation services provided are conducted by volunteer law students, attorneys and community members. By recruiting and training volunteer mediators and making mediation services available to the community free of charge, the CCMC is supporting community mediation initiatives in Alabama. Additionally, the CCMC provides an opportunity for Cumberland law students to develop additional practical skills, render a much needed service to the community and exercise professionalism while working with parties.

The Lucille Stewart Beeson Law Library

The Lucille Stewart Beeson Law Library contains 13 conference rooms, 474 study spaces, carrels with electrical and data connections, lighted study tables and comfortable seating. Three computer labs house 27 computers, allowing students access to LexisNexis, Westlaw, e-mail, word processing, the library catalog, University online data resources and the Internet. Laptop computers are available for checkout. A microform and audiovisual room provides access to the microfiche equivalent of 90,000 volumes, and the audiovisual collection. Wireless Internet is available throughout the law library.

The Beeson Law Library book collection contains more than 200,000 volumes, including all federal and state judicial opinions and statutory codes, regulatory documents, U.S. Hearings and Reports, selected foreign common-law rulings and Congressional documents.

Seven professional librarians with master of library science degrees, four of whom with additional law degrees, as well as 12 support staff members are available to assist students.

Cordell Hull Speakers Forum

Named for the 1891 Cumberland graduate and Nobel Peace Prize winner who is known as the Father of the United Nations, the student-run Cordell Hull Speakers Forum attracts nationally renowned scholars in the fields of law, business, media and politics. Speakers have included former Presidents George Bush and Ronald Reagan, U.S. Attorney General Janet Reno, U.S. Supreme Court Justices Anthony Kennedy and Clarence Thomas, author John Grisham and ACLU President Nadine Strossen.

Thurgood Marshall Symposium

Sponsored by the Black Law Students Association [BLSA], this annual event includes a lecture by a distinguished guest or panel of guests, and networking opportunities for minority students and practicing attorneys. Speakers have included Senior U.S. District Judge for the Southern District of New York Constance Baker Motley and Tuskegee attorney Fred D. Gray, who litigated many of the key cases in the civil rights struggle.

Academic Policies

Academic affairs at the Cumberland School of Law are governed by the Faculty Policies on Academic Standards. The Academic Standards appear in their entirety as Appendix A. For the convenience of the students, certain topics are summarized in this section. Please refer to the complete standard for guidance on a certain topic. Application of the academic standards is made by the associate dean for academics.



Student Employment

Cumberland School of Law adheres to the American Bar Association policy requiring students to devote substantially all working hours to the study of law. Academic schedules and minimum load requirements are designed to reflect this policy. First-year students are discouraged from employment. Other full-time students may not be employed more than 20 hours per week.

Maximum and Minimum Loads (See Academic Standard 201 (b).)

Students must be enrolled in at least 13 and no more than 16 credit hours each fall or spring semester. With approval of the associate dean for academic affairs, for good cause shown, students may register for less than 13 or up to 17 credit hours.

There is no minimum load requirement for the summer term. The maximum load for a summer term is eight credits. With approval of the associate dean for academic affairs, for good cause shown, students may take up to nine credits.

In exercising discretion for an increased load, the associate dean shall consider the student's ability to successfully complete a heavy course load and the necessity for a heavy load to enable the student to graduate. In keeping with accreditation standards, a petition for a reduced load cannot be granted for the purpose of enabling students to hold part-time employment. If students wish to work part-time, Cumberland offers an option designed to give entering students a flexible schedule. A limited number of students will be enrolled in the flex program, which allows them a maximum of five years to complete their studies. Students must take a minimum of eight credit hours each semester. (See the associate dean for academics regarding this program.)

Attendance (See Academic Standard 207.)

ABA standards require regular and punctual class attendance. To facilitate compliance with this standard, the school uses an attendance policy under which *students may not miss more than 20 percent of the scheduled class meetings for any course.*

At the beginning of each semester or term of classes, the associate dean of academic affairs will calculate and post the maximum number of absences that will be permitted in every course. Any student with absences in excess of the maximum number will receive a mandatory grade reduction to the next lower grade. Additional absences may result in further grade reductions at the discretion of the faculty member after consultation with the associate dean of academic affairs. Individual faculty members may impose more stringent class attendance policies as they deem appropriate, but in no event shall any faculty member adopt an attendance policy that is less stringent than the rule set forth herein. For purposes of applying this rule, *all student absences from any course for whatever reason will be considered unexcused.* It is each student's sole responsibility to record his or her own class attendance in the manner specified by each individual faculty member and to monitor his or her own class absences in all law school courses.

Transient Credits (See Academic Standard 204.)

Students may petition the associate dean for academic affairs to take summer or regular semester credits on a transient basis. Approval of transient credit for a regular semester of study is limited to circumstances of extreme hardship (i.e., reasons beyond personal convenience or financial considerations). Students requesting regular semester transient credit must have a cumulative GPA of at least 2.3. Students requesting summer semester transient credit must have a cumulative GPA of at least 2.0.

Academic Policies

Computing and Information Technology Values and Policies

Samford University recognizes the vital importance of computing and information technology resources. The university has chosen to extend the privilege of using these resources to every member of the Samford community. Those who accept this privilege agree to abide by the Computing and Information Technology Values and Policies as outlined in Appendix G.

All students are required to obey laws and legal agreements governing software use and copyrighted material in addition to the regulations set forward by the University. Disciplinary action will be taken against students violating the Computing and Information Technology Values and Policies and/or federal and state laws.

Drop/Add Policies (See Academic Standard 202.)

Students may make changes to their schedules throughout the Drop/Add Period. (See Academic Calendar.) Please note that some courses cannot be dropped without the approval of the associate dean for academic affairs.

Under normal circumstances, students are not allowed to drop first-year required courses. Other than first-year courses, students, with the permission of the instructor, may drop a course through the Last Day to Drop a Course without Academic Penalty. (See Academic Calendar.) Students may not take less than 13 hours without administrative approval.

Students may not drop courses after the Last Day to Drop a Course Without Academic Penalty except for good cause as determined by the associate dean for academic affairs.

Students must be properly registered to receive course credit.

Refund Policies

Drop and Add: Drop/Add are changes in a schedule that do not involve complete withdrawal from school.

- If a schedule change made during the Drop/Add Period results in a reduction of the student's total hours to less than full-time, tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment to the student's financial aid.
- After the last day of the Drop/Add Period of any term, dropping a class will not result in a reduction of charges for tuition or fees unless it results in withdrawal from the University, in which case, the refund and withdrawal policies apply.

Student Withdrawal: Under certain circumstances, refunds may be available to students who officially withdraw from the University. Refunds are made according to the Refund Schedule found in the University Financial Policies. The Financial Policies are available online at <http://www.samford.edu/admin/bursar/policy.html>.

Grades (See Academic Standard 208.)

Grades are recorded permanently by the Office of the University Registrar. The grade point average [GPA] is determined by dividing the sum of earned quality points by the sum of attempted semester credits. Courses that do not assign a letter grade are not included in work attempted.

Students are graded in academic achievements according to a system of letter grades with quality points assigned as follows:

A	4.0	A-	3.7	B+	3.3
B	3.0	B-	2.7	C+	2.3
C	2.0	C-	1.7	D+	1.3
D	1.0	D-	0.7	F	0.0

INC Incomplete

IP In Progress (limited to M.C.L. students)

P Pass

W Withdrew

Academic Policies

An incomplete grade may be assigned at the discretion of the instructor as an interim grade. Instructors are not required to assign incomplete grades. Before an instructor may record an incomplete grade, an Incomplete Grade Request Form must be completed, signed by the instructor and the student, and delivered to the Office of Law Student Records. It is the responsibility of the student receiving an incomplete grade to complete the work and facilitate the INC being changed to the earned grade. An INC becomes an F if the student does not complete and submit all course work to the professor by the last day of classes of the next regular semester (fall or spring).

Grading and Examinations (See Academic Standard 206.)

Except for seminars and skills courses, the primary basis for a grade in a course is a final written examination. The faculty member may take into consideration interim examinations, research papers, class participation, class attendance and other factors deemed relevant, including conduct related to the class or the examination.

Each student entering Cumberland is assigned an anonymous test number to be used on exams and some written papers. The same number is used throughout the student's law school career. The Office of Law Student Records will distribute numbers in the fall. All numbers are kept on file in the records office for confirmation purposes.

Degree with Honors (See Academic Standard 205.)

The juris doctor degree may be awarded with honors:

- *summa cum laude* if the student's final cumulative GPA at the law school ranks the student in the top one percent of the graduating class
- *magna cum laude* if the student's final cumulative GPA at the law school ranks the student in the top five percent of the graduating class
- *cum laude* if the student's final cumulative GPA at the law school ranks the student in the top 15 percent of the graduating class



Delay in Taking Examinations (See Academic Standard 206.)

Students are expected to take an examination at the scheduled time and to submit research papers on due dates. Students may be excused from taking an examination or meeting a due date relating to a research paper *only for good cause* as determined by the faculty member teaching the course or, if the faculty member is unavailable, the associate dean for academic affairs. Unless a failure to notify is beyond the reasonable control of the student, a student must give the required notification *prior to* the scheduled examination date or research paper due date that the student cannot take the examination at the scheduled time or submit the paper at the established due date. The student will receive a grade of F in the course if the student fails to have a good cause or to give the required notification. If the student has good cause and has notified the appropriate faculty member of failure to take an examination or to complete a research paper on time, the student shall be responsible for contacting the professor to reschedule the examination or set a new due date for the paper. Such student shall receive an Incomplete [INC] grade until the work is completed. An INC grade becomes an F if not cleared prior to the last day of classes of the following regular semester.

This procedure applies in the case of illness on the day of an exam. A student who is ill on the day of an exam should contact the professor or the associate dean for academic affairs prior to the scheduled examination time. Medical documentation may be required for the delay to be granted.

Repeating Courses (See Academic Standard 206 (c).)

A student may not retake a course for academic credit in which a grade of D- or higher was received. A student may not retake an examination on which a failing grade was received.

Academic Policies

Grade Changes (See Academic Standard 208 (d).)

A faculty member may submit a grade change only to correct a clerical error or arithmetic error, or to change a prior Incomplete grade. A faculty member may not submit a grade change based upon any form of regrading.

Accommodations (See Academic Standard 206 (e).)

Reasonable accommodations are available to students with disabilities. Students seeking such accommodations are required to self-identify. To receive accommodations, a student must present appropriate documentation to the director of counseling services, located in the Student Health Center. The director will then make recommendations to the law school. The coordinator for ADA compliance shall arrange such reasonable accommodations as recommended by the director of counseling services.

Accommodations are available for classroom situations and exams. In order to provide exam accommodation, the Cumberland School of Law must receive a letter from Disability Support Services no later than 30 days prior to the end of classes. Because the process of evaluating and documenting a student's need for accommodations can be time consuming, students are encouraged to contact Disability Support Services early in the semester in order to ensure the completion of all necessary paperwork by the deadline. Accommodations received after the deadline will be processed for the following semester.

Taking Exams by Computer

Students may use computers on exams unless the professor of the course has disallowed the use of computers. Faculty may elect not to allow the use of computers on some exams. Faculty may allow the use of computers on an open hard drive basis (i.e., allowing students full access to their hard drive during the exam). Faculty may also allow access to the internet on exams. Any such open hard drive exams will not be governed by the procedures set forth below.

Toward the end of the semester, faculty should announce in each class whether students may use computers on the exam for that class and provide to the associate dean the name of the course(s) in which they will not permit students to use a computer for taking their exam. It is the responsibility of students to confirm that their professors have authorized the use of computers on exams.

Students will be given instructions about downloading examination software. Students should download the examination software and practice with the program well prior to the start of an exam period.

Departure and Re-entry (See Academic Standard 202 (b).)

Withdrawal: Students may withdraw from or discontinue studies at the law school by notifying the associate dean for academic affairs in writing that they are withdrawing. If a student officially withdraws from the law school, the student's permanent record will show a W [Withdraw] in each course in which the student was registered that semester. W carries no academic penalty. A student who withdraws from school without notifying the associate dean for academic affairs in writing will receive an F in each course in which the student was registered that semester.

Readmission after Withdrawal: Students who withdraw or discontinue studies at the law school shall have no right to return to the law school. If the associate dean for academic affairs and the dean of the law school determine in their sole discretion that the circumstances occasioning a student's withdrawal were such that readmission is appropriate, and the time since the student last attended classes at the law school is no longer than is reasonable under the circumstances, the associate dean shall readmit the student. Any student readmitted will be bound by all regulations and requirements in effect at the time of readmission.

Leave of Absence: Students may take a leave of absence for no more than two semesters by notifying the associate dean for academic affairs in writing that they are taking a leave of absence. This notice must be given before the date of registration for the first semester a student takes a leave of absence and, unless arrangements are otherwise made with the associate dean, before the registration of the second semester (excluding summer semesters). If an event necessitates a student taking a leave of absence during a semester, the student shall notify the associate dean in writing that the student is taking a leave of absence beginning during the semester. That semester shall be deemed the first of the two allowable semesters. The student's permanent record will show a W [Withdraw] in each course in which the student was registered that semester.

Absent permission from the associate dean, students must graduate within four years of beginning their law studies.

Academic Policies

Academic Dismissal and Probation (See Academic Standard 302, 303 and 304.)

Students whose GPA is below 2.0 at the end of a semester or term *may* qualify to continue on probation. (See Academic Standard 302 (a-c).) If a student does not qualify to continue on probation under Standard 302, the student will be academically dismissed.

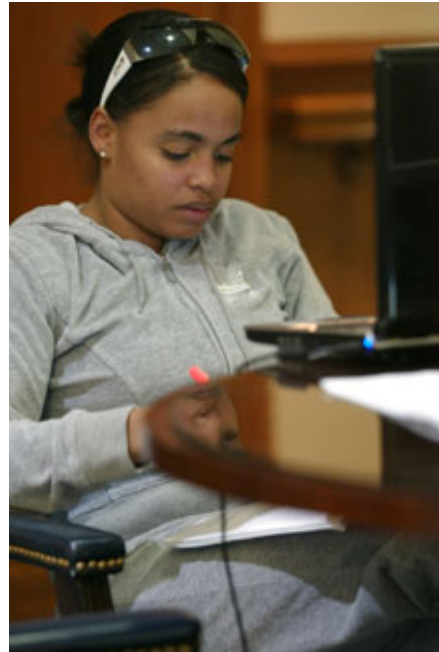
A student who has been academically dismissed may petition to be readmitted for continued study on probation. (See Academic Standard 303.)

Writing Requirement Policy

After attaining 30 credit hours, each student must complete a supervised, rigorous writing experience prior to graduation. This requirement may be satisfied by:

- completing a designated course having a rigorous writing component or a seminar that requires a significant research paper for the final grade. (Courses that satisfy the requirement vary from semester to semester and are designated on class schedules by the letter “R” in the course number.)
- a writing submitted by members of the *Cumberland Law Review* or the *American Journal of Trial Advocacy* and certified as publishable by the respective faculty adviser.
- a paper singled out for recognition in a writing competition and approved by the associate dean.
- a paper written while enrolled in law school that is published in a scholarly periodical, journal or treatise, and which is approved by the associate dean.

Students are encouraged to satisfy this requirement before the end of their fifth regular semester. Students who have not completed this requirement may not successfully register for their sixth semester without enrolling in a qualifying writing course or seminar course.



Departments and Organizations

Career Services Office

Cumberland's Career Services Office works to match students' skills, interests and experiences to the ever-changing needs of the legal market. Experienced counselors assist students in defining career goals based on their skills, interests, location preferences and lifestyle considerations, with an eye toward helping students understand which paths are attainable and will provide them with long-term career satisfaction.

Key elements of successful preparation for securing satisfying employment upon graduation are utilization of the office's programs and resources, participation in co- and extracurricular activities, pro bono work through Cumberland's Public Interest Project, externships, summer employment and networking through school sponsored speakers, forums and meetings.

The Career Services Office provides a special program for first-year students, focusing on building a resume and sharpening interviewing skills through a mock interview night with practicing lawyers. After receiving first-semester grades, students may participate in the spring on-campus interviewing program.

On-campus interviewing is just one of many services and resources available through the Career Services Office. Others include:

- ongoing assistance with career and job search planning, resume´ and cover letter drafting
- programs on professional development, job search strategies, interviewing and resume writing
- judicial clerkship informational program
- programs and panels featuring attorneys, judges and recruitment professionals
- information about regional and national career fairs
- access to the National Association for Law Placement's Employer Directory and The Government Honors and Internship Handbook
- extensive collection of employer directories, job search aids and career exploration materials
- job announcement newsletter from other law schools across the United States
- access to the BYU Job Bank, the Non-Traditional Legal Careers Report, and other Web-based job bulletin boards
- a public interest career fair day

Office of Student Services

The Office of Student Services coordinates campus services for law students and provides special services for the law community. The Office of Student Services is committed to providing a supportive environment that enables law students to grow and succeed as students, people and professionals.

The Office of Student Services provides or coordinates a variety of services, including:

- General information services
- Bar application and exam assistance
- Advisement for student organizations
- Personal counseling
- Joint degree counseling in coordination with the associate dean for academics
- Personal growth and communications programs
- Mentoring programs
- Exam administration in coordination with the associate dean for academics
- Recognition of awards and achievements
- Coordination of disability services
- Organization of commencement exercises
- Publication of various handbooks, manuals and directories

Departments and Organizations

Cumberland Public Interest Project

The Cumberland Public Interest Project [CPIP] seeks to develop in students a sensitivity to the needs and concerns of people, an understanding of a lawyer's duty to serve, and the will to be responsible leaders in the community by providing volunteer placements with organizations that serve under-represented or economically disadvantaged groups. The responsibility to perform pro bono services and to safeguard every citizen's access to justice sets the legal profession apart from other societal roles.

In furtherance of these goals, the CPIP:

1. Provides student volunteers to public interest providers, i.e. organizations that provide legal advocacy on behalf of under-represented or economically disadvantaged groups and organizations that study and work on issues related to access of the indigent to justice
2. Educates Cumberland students and the community about the current state of access of the indigent to the legal system and what can be done to increase the efficacy of current delivery systems
3. Partners with other Cumberland student groups to serve the community through specific service projects and initiatives
4. Manages recognition programs for students who volunteer either as legal volunteers or as community servants
5. Through the generosity of alumni donations and grant foundation funding, CPIP provides a limited number of Public Interest Stipends to students who commit to 6-10 weeks of uncompensated public interest/public service legal work during the summer.

While there is no coherent body of law known per se as "public interest law," the following areas are generally considered areas of public interest law: children's issues, civil rights, consumer protection, death penalty appeals, disability-related issues, elder law, environmental law, housing, immigration, indigent criminal defense and public health.

Nonprofit organizations that provide legal services to individuals, legal services organizations, state or county public defender officers and civil rights organizations are the most common public interest providers.

It is the school's hope that all students will participate in Cumberland Public Interest Project work.

Office of Alumni Relations

In its 163 years, Cumberland School of Law has produced more than 12,000 law graduates, many of whom have distinguished themselves in the legal profession. That tradition continues today through the National Alumni Association, with more than 7400 members in nearly every state and several foreign countries. These alumni practice law, serve as judges and elected representatives, prosecute crimes as U.S. district attorneys, teach, perform research, and in countless other ways, bring honor to their law school.

These alumni support the law school in many ways, by making financial contributions as well as in assisting with continuing legal education and career services programs, serving on advisory boards, chairing class reunions, hosting receptions and other events, and mentoring students from their towns and cities.

Alumni gatherings in cities throughout the Southeast and beyond help Cumberland lawyers stay in touch personally and professionally. Cumberland Clubs meet periodically to maintain their ties and receive updates on the state of the law school.

Office of Law Student Records

The Office of Law Student Records maintains all law students' records, updates the student database, and coordinates all phases of course registration. The Office of Law Student Records promotes a professional and supportive atmosphere while providing knowledgeable and exceptional academic assistance to our students.

Departments and Organizations

The Office of Law Student Records provides the following services:

- Registration assistance, including dropping and adding of courses
- Student schedule
- Class schedule and academic calendar maintenance and postings
- Program changes in conjunction with joint degree enrollment
- Degree completion checklists
- Dean's Certification
- Graduation Certification to Bar
- Degree Verification
- Class ranks, Dean's List, and Graduate Honors
- Loan Deferment Processing
- Bar Study Loan Certification

Upon written request or with student authorization and release forms and in accordance with FERPA guidelines, this office provides documents and transcripts to students, employers and/or bar associations.

Student Organizations

Cumberland law students make a positive difference on campus and in the community. Participation in law school organizations allows students to develop valuable skills that will serve them well after graduation.

Cocurricular Activities: Students can earn up to two academic credits and gain experience by participating in one of Cumberland's two cocurricular activities. Membership is based on academic achievement and writing skills.

- The *Cumberland Law Review* includes articles by legal scholars and works by students. The review focuses on theoretical analysis of the body of the law. Students who are in the top 15 percent of the first-year class at the end of the year are invited to submit a case comment.
- The *American Journal of Trial Advocacy* is a law review founded in 1977 by the late Cumberland Dean Donald E. Corley. The journal focuses on scholarly analysis of litigation practices and the day-to-day problems and issues experienced by practicing attorneys.

Extracurricular Activities: Students can make friends and pursue common interests through participation in one of Cumberland's numerous extracurricular organizations. Many national organizations have prominent chapters. An organizational fair is held in the fall, when students can learn about the existing groups and their activities. Below are examples of Cumberland's current organizations.

Alabama Defense Lawyers Association
American Bar Association/Law Student Division
American Constitution Society
Black Law Student Association [BLSA]
Christian Legal Society [CLS]
Community Service Organization
Cumberland Democrats
Cumberland Libertarian Society
Cumberland Republicans



Departments and Organizations

Cumberland Softball Club
Environmental Law Society
Federalist Society
Hispanic Interest Law Students Association

Law, Science and Technology Society
Phi Alpha Delta Service Fraternity
Phi Delta Phi
Student Bar Association
Women in Law

Student Bar Association: The Student Bar Association [SBA] functions as the first professional association of a law student's career. SBA officers are elected to represent the student body to the dean and faculty. The SBA organizes Law Week and other social functions throughout the school year. SBA also assigns carrels, lockers and office space to student organizations.

State Student Bar Associations: Many students plan to practice in other states upon graduation from Cumberland. Students have organized State Student Bar Associations to facilitate outreach and build communication with the legal communities of other states. Often, State Student Bars assist members with the Bar Exam application process. Student Bar Associations exist for: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina and Tennessee.

Awards, Scholarships and Recognition

Cumberland recognizes students who have excelled in their academic pursuits. Scholars of Merit and Who's Who recipients are published on the Cumberland Web site, and students receive certificates suitable for framing. A luncheon is held for Curia Honoris recipients. An awards day is held annually in the spring to recognize students who have been awarded special honors and scholarships. Following are descriptions of some of the scholarships and awards recognized.

Alabama Chapter of the American Association for Justice Serve and Protect the Public Award

The Alabama Chapter of the American Association for Justice recognizes a student who is actively involved in the trial program, is a member of the Cumberland chapter of the Alabama Trial Lawyers Association and who shows outstanding ability as an advocate.

Alabama Defense Lawyers Association Scholarship

The Alabama Defense Lawyers Association each year recognizes a second- or third-year law student who is a member of the Cumberland chapter of the Alabama Defense Lawyers Association and has shown outstanding ability as an advocate.

Alabama Defense Lawyers Association Thurgood Marshall Team Outstanding Advocate Award

The Alabama Defense Lawyers Association sponsors the Thurgood Marshall Mock Trial Competition Team at Cumberland and recognizes the most outstanding members of the team as selected by the coaches.

Alabama State Bar Bankruptcy and Commercial Law Section Award

In 1999, the Bankruptcy and Commercial Law Section of the Alabama State Bar established an Academic Award in Bankruptcy and Commercial Law to be awarded to a student showing outstanding interest and ability in the area of bankruptcy law. Selection is made by faculty teaching in the area each year.

Alabama State Bar Family Law Section Scholarship

The Family Law Section of the Alabama State Bar Association established a scholarship to recognize students who perform well in Domestic Relations or other family law-related courses.

American Academy of Matrimonial Lawyers Scholarship

The American Academy of Matrimonial Lawyers established a scholarship in 1997 to recognize students who are at the top of their class in Domestic Relations or other family law-related courses.

American Bankruptcy Institute Medal of Excellence

Each year the American Bankruptcy Institute awards a medal of excellence to the student who shows outstanding academic achievement in the area of bankruptcy law. The recipient is chosen by the faculty teaching in the area of bankruptcy law.

American Board of Trial Advocates Award

Established in 1957, the preservation of the civil jury trial, "Justice by the People," is the primary purpose of the American Board of Trial Advocates [ABOTA]. ABOTA seeks as its members attorneys who display skill, civility and integrity; who help younger attorneys achieve a higher level of trial advocacy; and who educate the public about the vital importance of the Seventh Amendment. This award recognizes law students who embody these ideals.

American Law Institute/American Bar Association Award for Scholarship and Leadership

The American Law Institute [ALI] and the American Bar Association [ABA] partnered in 1944 to organize a national program of continuing education for lawyers. ALI-ABA's multimedia approach to continuing legal education comprises a comprehensive range of educational materials and services, including seven traditional periodicals, three electronic periodicals, and a variety of books in both traditional and electronic formats. The ALI-ABA Award for Scholarship and Leadership is given to the student who best represents a combination of scholarship and leadership, the qualities embodied by the ALI-ABA parent organization, the American Bar Association.

Awards, Scholarships and Recognition

Balch & Bingham/Harold A. Bowron, Jr., Labor and Employment Law Award

In 1999, the law firm of Balch & Bingham, through its Labor and Employment Law Section, established an award in honor of Harold A. Bowron, Jr., longtime partner and practitioner. The award recognizes outstanding interest and ability in the area of labor and employment law.

Bar/Bri Bar Review Scholarship Award

The BAR/BRI Bar Review company generously awards two full scholarships to the BAR/BRI Bar Review Program each year. The recipients are chosen by the vice dean with advice from the Admissions Office and the associate dean.



Class Peer Scholarships

The graduating class traditionally has come together to present the school with a gift. In the past, the class gift has taken the form of clocks, furniture and other items. The Class of 2004 decided to invest in the future of the legal profession by awarding their gift to rising third-year law students in the form of a one-time financial scholarship. The classes of the following years have continued that tradition.

Constangy, Brooks & Smith Diversity Scholars Award

The law firm of Constangy, Brooks & Smith inaugurated its Diversity Scholars Award in 2006 with eight awards presented to eight law schools, including Cumberland, the University of Texas, George Washington University and Duke. Selection is made by a committee at the firm based upon academic achievement; commitment to diversity in the student's community, school or work environment; and

personal achievement in overcoming challenges to reach their goals.

Daniel Austin Brewer Professionalism Award

The Daniel Austin Brewer Professionalism Award was created by former Alabama Governor and long time Cumberland Faculty member, Albert P. Brewer, in honor of his father. It is awarded to a third year student who exemplifies those high standards of ethics and professionalism expected of members of the legal profession. Selection is made by the Dean of the law school.

Donaldson Civil Procedure Award

In 1979, Professor Emeritus Frank Donaldson established a writing award recognizing excellence in civil procedure. Selection is made by Professor Donaldson.

George M. Stewart Award

Peggy Stewart Reeves of Nashville, Tennessee, created the George M. Stewart Award in honor of her father. The award is presented to outstanding students in the area of banking or commercial transactions. Stewart '47 was a banker in Tennessee. In establishing the award, Reeves said, "My father spent many years creatively improving banking in the Southeast, and I want this award to be a reminder of the excellence of his endeavors."

Awards, Scholarships and Recognition

International Academy of Trial Lawyers Student Advocacy Award

The International Academy of Trial Lawyers was established in 1954 to cultivate the science of jurisprudence, promote reform, facilitate the administration of justice, and elevate the standards of integrity, honor and courtesy in the legal profession. Active membership is limited to 500 fellows. The academy established the Student Advocacy Award to recognize a student who demonstrates an overall ability in trial advocacy by high achievement in trial practice, evidence, and pleading and procedure courses.

Judge Paul O. Moyle Writing Award

This award recognizes outstanding achievement in legal research and writing by a first-year law student. Two awards are made each year: one to a student representing the plaintiff and one to a student representing the defendant in one of the cases examined in the first year course, Lawyering and Legal Reasoning. Selection is made by faculty teaching in the program.

King * Lyons, LLC Senior Writing Award

Larry King '88 and the law firm of Goozee, King & Horsley established an award recognizing writing excellence by a senior member of the *American Journal of Trial Advocacy*. The tradition continues through the law firm of King * Lyons, LLC. Selection is made by members of the firm.

M. Alan Stephens Award

The M. Alan Stephens Award was created in 1989 by the law firm of Spain Gillon in memory of M. Alan Stephens '84. It is presented to a student in business, tax or corporate law.

National Association of Women Lawyers Award

The National Association of Women Lawyers was established in 1899 to promote the advancement of women in society and in the legal profession. Each year, it recognizes a female student who contributes to the advancement of women in society; promotes issues and concerns of women in the legal profession; exhibits motivation, tenacity and enthusiasm; and demonstrates academic achievement.

The Order of Barristers

The Faculty Committee on Advocacy and Clinical Education selects 10 students each year who have exhibited outstanding excellence in trial and appellate advocacy skills to be inducted into the national Order of Barristers.

Papantonio Trial Advocacy Award

In 2003, Larry Morris '77, created the Mike Papantonio Trial Advocacy Award to honor his colleague and partner, Mike Papantonio '81, and recognize the third-year law student who has shown the most ability and potential in trial advocacy. The recipient is selected by the faculty teaching in the area.

Public Interest Law and Public Service

This award was created by Judge John L. Carroll to recognize a student who has demonstrated exceptional personal commitment to public service. The law profession sets an example for service, and it is fitting that the school recognizes those qualities in its students.

Richard E. Davis Book Scholarship in Honor of Richard E. and Marjorie P. Butte

Richard E. Davis '89 established a book scholarship in 1998 in memory of his grandfather, Richard E. Butte, and in honor of his grandmother, Marjorie P. Butte. This scholarship is awarded each year to two students who have contributed time and energy to the betterment of this law school.

Awards, Scholarships and Recognition

Scholar of Merit Award

The Scholar of Merit Award is given to the student in each course who demonstrates superior knowledge and understanding of the subject being taught. Selection is made by the professor.

Starnes Davis Florie LLP Freshman Competition Award

The law firm of Starnes & Atchison established a scholarship fund to recognize excellence in trial advocacy by first-year students. The tradition continues through the law firm of Starnes Davis Florie LLP. The recipients each year are the winners and runners-up in the Parham H. Williams Freshman Trial Competition. Those who have judged these competitions note the outstanding performance of these first-year litigators.

Stone, Granade & Crosby Writing Award

The law firm of Stone, Granade & Crosby, P.C. of Daphne, Alabama, established this award to recognize a student in Business Organizations, or similar course, who demonstrates outstanding writing ability. The recipient is chosen by faculty teaching Business Organizations.

Stone/Parker Award

In 1999, Ellis J. Parker established this award in recognition of the contribution Professor Ralph Thomas Stone made to his son, Stuart Parker, while a student at Cumberland. The award is given to a student, who, in the judgement of Professor Stone, has shown remarkable progress in developing unrecognized potential for the study and practice of law.

Vulcan Materials Co. Candidate Program Award for Excellence in Writing

Vulcan Materials Company, Inc., established an award to recognize the best paper written by summer candidates applying for membership on the *American Journal of Trial Advocacy*. Selection of the top papers is made by the Board of the *American Journal of Trial Advocacy*. A faculty committee chooses the winner.

Who's Who in American Colleges and Universities

Each year, the faculty nominate 22 third-year students to be named to the list of *Who's Who in American Colleges and Universities*. Nominations are based on service to the law school.

William J. Peeler Advanced Advocacy Award

The William J. Peeler Advanced Advocacy Award was created by the family and friends of William J. Peeler, class of 1952. The award is granted to a law student showing outstanding interest in trial advocacy as evidenced by exceptional performance in the Advanced Advocacy or other trial advocacy courses. Selection is made by the Dean upon recommendation of faculty members teaching in the area.

Women's Section of the Birmingham Bar Award

The Women's Section of the Birmingham Bar established an award to recognize a student who has unselfishly given time and energies in the service or promotion of women. Priority is given to service provided while a law student, though service prior to law school may be considered.

Financial Information

Statement of Financial Responsibility

One of a lawyer's professional obligations is full and fair financial dealing. This obligation begins the first day of law school. Cumberland School of Law expects all students to be conscientious in the satisfaction of the financial obligations of a legal education.

Tuition must be paid by the tuition payment deadline. If a student does not pay tuition by the tuition payment deadline, the student's course registration is cancelled and the student is not a student in good standing with the university.

A student who is not in good standing may not attend class or receive any campus services. Students who are not in good standing may not register for future terms, take final exams, receive enrollment verification, receive grades or transcripts, receive academic counseling, use the student health system or use the library. Not being in good standing will affect a student's academic progress and may result in delayed graduation. A person must have a conferred juris doctor degree to sit for the Multi-State Bar Exam.

Students relying on federal financial aid should file a Free Application for Federal Student Aid [FAFSA]. The FAFSA may be completed online at www.FAFSA.ed.gov. Samford's federal school code is 001036. Students may be eligible for a Stafford, Perkins, or Graduate Plus loan (federal programs.) The FAFSA is also used by private lending institutions to determine need and eligibility. Students should file the FAFSA by the stated deadline so any money awarded is available to be disbursed on the day tuition is due. If a student is relying on private funds to pay tuition, the student should make sure that the funds are available by the tuition payment deadline. Failure to file a FAFSA by the deadline or other instances of poor planning are usually not considered exigent circumstances.

Basic tuition for law students during the 2010-2011 academic year (June 1, 2010-May 31, 2011) is \$16,450 per semester.

All first-semester charges for first-year students are due and payable on the first day of orientation. Otherwise, all student charges are due and payable on or before the first day of each semester. For payment schedules, go to www.samford.edu/admin/bursar/payschedule.html.

Complete details regarding billing, payment options and direct deposit are located on the Bursar's homepage at <http://www4.samford.edu/admin/bursar/policy.html>.

University Financial Aid

Every student admitted to Cumberland is considered for available scholarships (except flex students). Students who do not immediately receive a scholarship should complete a FAFSA as soon as possible. Those students found most deserving by the dean and the Scholarship Committee are offered aid in the form of merit scholarships when available. Second- and third-year students may be eligible to receive need-based, merit or leadership scholarships. (See Awards section.)

All scholarship, federal and usually private loan funds are sent directly to the institution from the student's lending institution. Samford applies received funds to a student's account, and the overage is disbursed to the student. Financial aid disbursement is tied directly to a student's timeliness in making financial aid arrangements. All students should file the FAFSA as early as possible in the financial aid cycle.

A student's charges and any associated monies are managed by the Office of the Bursar. A student's financial aid file (FAFSA, etc.) is managed by the Office of Financial Aid. Both offices are located on the first floor of Samford Hall.

Campus Services

Cumberland is proud to be part of Samford University and benefits from being part of a larger community.

The campus has more than 1,500 graduate students participating in full-time day programs or part-time evening programs. Samford has graduate programs in law, pharmacy, divinity, business, environmental management, nursing, music and education. There are 4,400 combined undergraduate and graduate students studying in a variety of areas.

Cumberland recognizes that the needs of adult graduate students are different from those of residential undergraduate students. Some services that law students need are provided through the law school, and some services are provided by a Samford University office.

There are many kinds of students who attend Samford, and everyone is expected to be sensitive to the diversity of students who share the campus and the University's resources.

The Samford Card

All students are required to have an official Samford University photo ID (Samford Card) that is made and maintained by the Office of Public Safety. The Samford Card also serves as a library card and is required to cash checks in the Bookstore. To use it as an on-campus debit card, students can deposit funds on their Samford Card in the Bookstore. The debit function can be used in many residence hall vending and laundry machines, the Bookstore, Food Court, Dining Hall, Curriculum Materials Center and copy machines.

The HUB

In 2009, the University opened the HUB which serves as the 24/7 service center for the University. Questions regarding campus services, suggestions for improvement and after hour needs may be directed to the HUB at 205-726-2407.

Campus Portal

Samford University subscribes to an information management system, campus portal. This secure site provides students, faculty and administrative staff with Intranet and Internet services. By logging into the portal on the Samford University home page at www.samford.edu, students may access the following information and services:

- grades
- schedules
- unofficial transcripts
- financial information
- online tuition payment
- online Drop/Add (restricted to certain timeframes)
- Samford Bulldog Mail system
- personal organizational tools (online calendar, e-mail address books, etc.)

The campus portal is a secure service. Students use a user ID and password provided prior to enrollment. Please see the Office of Technology Services, located in Brooks Hall, for password issues.

E-mail Communication

E-mail is a means of official communication at Samford University, and some communication will be sent only via e-mail. All students, faculty and staff are assigned a Samford e-mail account with an address of the form username@samford.edu. Individuals are responsible for reading mail sent to these accounts and are expected to check their accounts regularly. Individuals are responsible for maintaining their accounts through routine deletion of old mail, etc. to ensure that the accounts always have sufficient space to allow for the delivery of new mail. Samford is not responsible for mail that does not reach recipients when lack of attention to a recipient mailbox prevents message delivery. While Samford may allow the use of other e-mail accounts for some purposes, official communication will be sent only to the samford.edu account. Individuals who choose to automatically forward samford.edu mail to another e-mail account (e.g. AOL, Hotmail, etc.) do so at their own risk and are responsible to assure that all mail is properly forwarded. Samford University takes no responsibility for e-mail delivery beyond the assigned samford.edu account.

Students may access their Samford e-mail accounts from home with an Internet connection through the campus portal (see Campus Portal section).

Campus Services

School Mailboxes

Mailboxes for all enrolled students are located in the student lounge. These mailboxes are also accessible to other groups, such as student organizations, Westlaw, Lexis, etc. Students should empty their Cumberland mailbox daily. Mailboxes may be administratively purged following each semester.

Contact Information

Samford requires students to provide various types of contact information so that they can be good partners in the communications process. It is very important that students maintain current information. Contact information may be changed via the Samford website at www.samford.edu. Students may sign into the portal, click the Banner tab and then choose "Personal Information" to update the following information:

Local address: The law school may send students information via U.S. mail. If the mailing is designed for the student, i.e. it deals with an event or issue happening during the regular semester, the school will use the addresses students list as local.

Permanent address: Financial and other information is sent to a permanent address, which generally is that of a parent. If a student wishes to receive all mail from the school throughout the year at only one address, the student should enter the local address as a permanent address as well.

Emergency Contact: Students must provide emergency contact information so that the university may assist students and their families in an emergency.

Phone Number: Students should provide local, permanent and mobile phone numbers. It is critical that students maintain accurate contact information. Updates may be made online via self service options. Please note: FERPA [The Family Educational Rights and Privacy Act] strictly regulates access to a student's personal information. A student's information is not released to a third party without the student's consent.

Constructive Class Days

The ABA requires each course at the law school to meet for a certain number of minutes. When classes are not held due to holidays, those classes lose class minutes. For example, classes are not held on Martin Luther King, Jr., Day, which falls on a Monday. Classes that are held on Mondays get behind classes that are held on other days. To even out class meeting times, classes that meet on Mondays might be held on a Wednesday. Hence, it may be a calendar Wednesday, but a constructive Monday.

University Bookstore

The University Bookstore is located in the Beeson Student Center. Owned and operated by the university, it is open Monday, Tuesday, Wednesday and Thursday, 7:45 a.m.-7:00 p.m.; Friday, 7:45 a.m.-5:00 p.m.; Saturday, 10:00 a.m.-3:00 p.m.; and special hours during registration and select weekends.

Textbooks, study aids (commercial outlines, flashcards, etc.), computer software and accessories, Cumberland logo items (clothing, cards, car tags and stickers, etc.), greeting cards, gifts, drinks and snacks are available. The bookstore accepts cash, checks, credit cards and the Samford Card.

Check Cashing

Cumberland students may cash personal checks up to \$50 per day by showing their Samford Card at the bookstore or the Office of the Bursar.

Computers

Cumberland does not require students to have their own personal computers, although it is encouraged.

Regular computer access is available for all law students through three computer labs in the law school library, as well as 16 other labs on campus. The law library labs hold computers equipped with CD/DVD drives, headphones, a variety of software, four laser printers and two scanners. Students may check out notebook computers for use within the law library. Each of the 144 carrels and 13 conference rooms in the law library and classrooms in the law school are equipped for laptop use. Wireless access is available throughout the law school and law library.

Campus Services

On-Campus Dining

The Cumberland Student Bar Association provides an on-site coffee shop during the regular semester. Snacks and beverages are sold in the Student Lounge in the morning hours. Proceeds from the coffee shop fund law student activities. Food and drinks are not allowed in any of the classrooms or the library.

The Dining Hall provides 19 meals per week and is located on the second floor of the Beeson University Center. The Dining Hall serves standard cafeteria fare, ethnic options, pizza, short orders, salad bar, sandwich bar, beverages and desserts on an all-you-can-eat basis. Breakfast is not served Saturday or Sunday. Students may pay cash at the Dining Hall or use the Samford Card.

The Food Court is located on the first floor of the Beeson University Center. Fast food, snacks and beverages are available at the Food Court, which is open for more extended hours than the Dining Hall.

Student Health Services

The Samford Student Health clinic is located at the rear ground level of Pittman Hall. Office hours are Monday-Friday, 8:00 a.m.-12:00 p.m. and 1:00 p.m.-4:30 p.m. Appointment hours are 8:30 a.m.-11:30 a.m. and 1:00 p.m.-3:30 p.m. Appointments are encouraged and can be made by calling 726-2835. Walk-ins will be seen as the schedule permits. Please contact the office for hours during breaks and summer semesters.

The center is staffed by a full-time physician assistant [PA] and registered nurse [RN]. Services provided include assessment and treatment of acute illnesses and injuries, preventive health care, immunizations, administration of allergy immunotherapy and health education. The clinic features an on-site moderate-complexity, CLIA-certified lab. Students' medical information is confidential and is not released without the written consent of the student.

There is a \$15 fee for visits with the PA. Students will incur charges for lab services, vaccines, medications or supplies utilized during their visit. These charges are billed to the student's account if not paid at the time of service. There is no charge assessed by the RN.

The university is closely located to local hospitals and acute-care facilities. In the event of a medical emergency, individuals should call 9-1-1 for assistance. Resident students also may contact a Residence Life staff member or Public Safety for emergency needs during hours that Student Health Services is closed. There are no inpatient facilities on campus, and the university believes students with a serious illness or contagious disease are best served at home or in the hospital.

Health Insurance

The clinic does not process insurance claims of any kind. Upon request, Student Health Services will provide patients with ICD-9 and CPT codes pertaining to their date of service to facilitate the submission of a claim.

The clinic maintains a close working relationship with several local specialists in the event that a patient needs to be referred off campus. Students requiring a referral for insurance purposes should coordinate this through their insurance company or primary care provider [PCP].

While accident and medical insurance are recommended, Samford University does not presently offer plan options. However, law students may be eligible for health insurance through the American Bar Association Law Student Division.

The Cumberland School of Law stresses the importance of rudimentary health insurance to guard against financial liabilities that can accrue in the event of a major illness. Health insurance generally provides the financial support of routine health care that can prevent a minor illness from escalating.

Absences Due to Illness

Cumberland School of Law uses an attendance policy where students may miss up to 20 percent of scheduled classes without an excuse. Absences due to illness are counted as one or more of these absences. Students should use their "free" absences with caution. Absences outside of the limit, even if due to illness or circumstances beyond the student's control, will expose students to a grade penalty. (See Academic Standard 207.)

Campus Services

Professional Counseling Services

The Department of Counseling Services provides free and confidential counseling to enrolled Samford students. Counselors have experience and training in a wide range of issues and work from a systemic, cognitive, and developmental model. In addition to intrapersonal counseling, Counseling Services provides relationship, marriage, and group counseling, as well as academic skills support, referral assistance and crisis intervention.

Counselors also are available to present programs to organizations and classes on a variety of topics that are pertinent to student development and emotional well-being. Counseling Services is located on the lower level of Pittman Hall in the same area as Student Health. Appointments can be made Monday –Friday by calling 726-2105 or 726-2065.

Law students with disabilities must meet with the counselor for Disability Support Services located in Counseling Services to initiate services. After proper documentation is received, the student needs to meet the counselor for disability support services to decide on the appropriate accommodations, based on documentation and information received in the interview. The student will be supplied with a letter to give to the Law School director for student services. Any changes to accommodations must come through the office of Disability Support Services.

Parking

Law students are eligible to purchase a commuter decal. Students with commuter decals may park in any lot zoned Commuter. Zoned parking is in effect from 7 a.m. to 5 p.m. Most law students park in the two-story northeast deck immediately adjacent to the law school. The deck is zoned commuter, and anyone with a commuter decal may park there. A new north parking deck located across from the freshman dorms and adjacent to the northeast deck is available to law students as well.

It is most difficult to park Monday-Wednesday, 9 a.m.-12 p.m. Students should allocate enough time to find a parking place and get to class. If parking spaces near the law school are filled, students may park in the large commuter lot located near the Wright Center. This lot is rarely full, and it is approximately a five-minute walk to the law school.

Parking tickets are most commonly issued when students park in noncommuter spaces or when students do not park in official parking spaces (on grass, etc.). Ticket fines are placed on student accounts, and students may not receive official documents such as grades, transcripts or diplomas until an account is clear. Funds from tickets paid by law students do not accrue to the law school. (See "Motor Vehicle Registration and Operation" in the Student Rights and Responsibilities section for complete information on decal parking, parking fines and other driving regulations.)

Do not park in the faculty/staff spaces on Riley Road or behind Dwight Beeson Hall. Never park in a handicapped space without an official OMV placard. You WILL get a ticket.

Public Safety

Public Safety has jurisdiction to enforce the rules and regulations of the university on university property, as well as U.S. and Alabama law.

Public Safety officers patrol the campus and provide services 24 hours a day. The general number is 726-2020. The ultimate responsibility for personal security rests with each individual. Students should be aware of their surroundings and potential risks to personal safety; exercise caution and take reasonable actions for protection; walk with friends in lighted areas at night; lock doors; do not prop open outer doors; know building evacuation procedures; know how to contact proper authorities (726-2020, or use 911 for emergencies); drive defensively and report suspicious activity to Public Safety.

Public Safety officers may be able to help students with automobile emergencies, such as a dead battery or keys locked in a car.

Intercollegiate Athletics

The mission of the Department of Athletics is to uphold the mission of Samford University within the context of a continually improving, competitive, diverse and NCAA-certified athletics program. The Samford University Department of Athletics is responsible for the administration and implementation of an intercollegiate sports program that competes in NCAA Division 1. Samford is a member of the Southern Conference, which is the nation's fifth oldest NCAA Division I collegiate athletic association.

Campus Services

The 17 intercollegiate sports sponsored by Samford University are:

Men:

Basketball	Football	Tennis
Baseball	Golf	Track and Field
Cross-Country	Indoor Track	

Women:

Basketball	Indoor Track	Softball
Cross-Country	Tennis	Soccer
Golf	Track and Field	Volleyball

Schedules: Schedules for all sports are distributed across campus and posted on the Web site at www.samfordsports.com. All times are Central Standard Time. All dates and times are subject to change. Contact the Sports Information Office at 726-2799 or 726-2802 to confirm schedules before making special plans.

Ticket Information/Procedures: . All currently enrolled Samford students (including currently enrolled students in graduate programs) may receive one ticket to each home regular season athletic event. **Present your valid Samford student ID at the ticket booth on the day of the event to receive your ticket.** For information, call 726-DOGS(3647) or go to www.samfordsports.com

Facilities: A variety of athletics and recreational facilities are generally available for students, faculty, staff and immediate family members to use in the afternoon through the evening, except when athletic events, practices or Campus Recreation events are scheduled. For a schedule of specific hours of availability, go to www.samford.edu/camprec or 302 Seibert Hall at the beginning of each semester. Reservations for indoor and outdoor facilities can be made by contacting the Office of Campus Recreation.

Samford University IDs are required to use all recreational facilities after 4 p.m. during weekdays and during open hours on weekends. Random inspection of IDs is made to ensure that only Samford students, faculty, staff, and immediate family members are using the facilities. Please cooperate when asked to produce your ID card. Those who do not produce a valid ID card will be asked to leave.

Pete Hanna Center houses the Thomas E. and Marla H. Corts Arena, which hosts volleyball and men's and women's basketball teams, graduation, and special events. The student fitness/weight room, athletics administrative offices, athletic training, varsity athletics weight room, and varsity locker facilities are located in Pete Hanna Center.

Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, outdoor recreation activities, club sports, fitness programs and the Alpine Tower climbing experience, as well as coordinating hours of operation for Seibert Hall , Bashinsky Fieldhouse, and the Pete Hanna Fitness Center. Programs are open to current Samford University students, faculty, staff and their spouses, provided the spouse accompanies them and has a driver's license.

Participation in campus recreation activities at Samford is purely voluntary, and individuals participate at their own risk. Participants should understand that they are responsible for all costs arising out of injury or property damage sustained through participation. It is strongly urged that participants obtain sufficient health insurance coverage, whether it is through the university or a private source. All participants must provide a current Samford ID before participating. For information on all campus recreation programs, go to www.samford.edu/camprec or 302 Seibert Hall.

Intramural sports annually consist of team sports: flag football, volleyball, basketball, softball, tennis, soccer, bowling, ultimate Frisbee, dodgeball and kick ball. Active sports clubs are student led and include the soccer club, swing kids, outdoor adventure club and ultimate Frisbee club. The outdoor club offers a variety of recreation trips that may include hiking, rappelling, mountain biking, canoeing, snow skiing, or white-water rafting. Costs for trips will vary. There is also a variety of rental equipment available for nominal fees.

Current fitness programming consists of aerobics classes on Mondays, Tuesdays, Wednesdays, and Thursdays. Jazzercise, Fitness in Motion and kickboxing classes are offered at a minimal cost to participants.

Campus Services

The Alpine Tower and Carolina Climbing Wall are 50-foot-high structures offering more than 30 different climbing routes with varying degrees of challenge involved. The outdoor facilities are open by appointment only. Student organizations, departmental faculty and staff, or other groups interested in team-building, improving communication and enhancing self-esteem are encouraged to contact the Office of Campus Recreation for more information.

Weather

In the event of inclement weather, students should receive an advisory e-mail from the University. In addition, the University has established a weather hotline at 205-726-4636 and maintains a Weather Update button on Samford's homepage at www.samford.edu. The HUB is also a point of contact and information during inclement weather. Should you have questions about your local road conditions, you can find information at www.dot.state.al.us/docs/travel.

Honor Code and Code of Values

Cumberland School of Law Honor Code

The Cumberland School of Law Honor Code establishes the principles by which the students of Cumberland School of Law will govern their conduct. This code is intended to provide fair protection to the members of the student body from the unethical activities of fellow students and to protect the rights of all students accused of such activities. Students should familiarize themselves with the conduct that is expected from them and the procedures associated with the Honor Code.

Students are asked to access the online version of the Cumberland School of Law Honor Code prior to orientation. Students sign a pledge that they have read and understand the Cumberland School of Law Honor Code at orientation.

Student Rights and Responsibilities

Samford University has a Code of Values found in Appendix C that affirms the value of a peaceful and purposeful community. The Code of Values outlines the principles that underlie the rights and responsibilities of members of the University community. Included in the Code of Values are definitions of inappropriate behaviors (value violations), a description of the process that ensues when a student is charged with such behavior and the sanctions that may be imposed if a student is found guilty of such behavior.

While the Cumberland School of Law Honor Code governs academic wrongdoing, the Samford University Code of Values governs other inappropriate behavior. *This code is shared by all students who attend Samford University and applies to law students, even emancipated adults.* Students should familiarize themselves with the Code of Values and refrain from participating in behavior that has been deemed actionable by the university.



Appendix A: Academic Standards

3-13-08

FACULTY POLICIES ON ACADEMIC STANDARDS

In the event that any provision contained in this Faculty Policies on Academic Standards appears contrary to or inconsistent with any provision published in any edition of the Samford University Catalog governing Samford University undergraduate students, this policy shall control matters pertaining to academic standards governing law students.

100 ACADEMIC STANDARDS COMMITTEE

101 RESPONSIBILITIES: The Academic Standards Committee, by delegation from the faculty, has the primary responsibility for the supervision and governance of all law school matters pertaining to the academic performance of its students, including but not limited to the following specific functions:

- (a) Establishment, subject to faculty approval, of appropriate standards governing academic dismissal of students;
- (b) Administration of academic standards relative to the readmission of students dismissed for academic reasons; and
- (c) Administration, within established faculty guidelines, of minimum academic requirements for graduation.

102 MEMBERSHIP AND VOTING: The Academic Standards Committee will consist of a chairperson and two members. All members will be full time law school faculty; each will have one vote in all matters before the Committee—a majority vote will govern in all matters. The Associate Dean for Academic Affairs will be an ex-officio member empowered to vote when a regular member cannot vote.

103 NO APPEAL: Decisions of the Committee are final. There is no specific right of appeal to the law school faculty as a whole.

104 COMMITTEE PROCEDURES: The Committee may establish its own internal operating policies and procedures as it deems appropriate.

105 ACADEMIC RULE-MAKING: All formal academic rules shall be approved by a majority vote of the faculty. The Academic Standards Committee shall have no rule-making authority that is not expressly delegated by the faculty.

200 ACADEMIC POLICIES

201 REQUIREMENTS FOR DEGREE: Students who have completed ninety (90) credit hours of acceptable credit (credit given for a "D-" or higher in a course) with a minimum cumulative grade point average of 2.0 or higher ("C" or higher); and who have satisfactorily completed the required curriculum, upon vote of the law school faculty, shall be recommended for the Juris Doctor degree (J.D.).

- (a) **Transfer Students:** A student must be in good standing at another law school to be considered for a transfer to the Cumberland School of Law. In addition to the requirements for a degree under § 201, a transfer student must satisfactorily complete the required course curriculum. The Associate Dean for Academic Affairs shall determine any credit for course equivalencies on transfer. Also, a transfer student must accumulate a minimum of 50 credit hours of study at the Cumberland School of Law in meeting the ninety (90) credit hour requirement under § 201.

Appendix A: Academic Standards

- (b) **Normal Completion of Degree:** Under normal circumstances a student is expected to complete ninety (90) credit hours within three (3) academic years taking a full course load as prescribed by the faculty. In no event will a student be allowed to take longer than four (4) academic years to complete all requirements for the degree without the written approval of the Associate Dean for Academic Affairs obtained during the four-year period.
- (c) **Course Loads**
- (i) **Minimum/Maximum Loads:** The minimum load which can be taken during each regular semester is thirteen (13) credit hours unless the Associate Dean for Academic Affairs approves a lighter load pursuant to (ii) below. The maximum load which a student can take is sixteen (16) credit hours each regular semester and eight (8) credit hours during a summer session unless the Associate Dean for Academic Affairs approves a heavier load pursuant to (ii) below, or unless the student qualifies for a heavier load as a joint degree student pursuant to (iii) below.
- (ii) **Heavy/Light Loads:** A student may take up to seventeen (17) credit hours as a maximum load with the prior written approval of the Associate Dean for Academic Affairs, but except as provided in (iii) below with respect to joint degree students, in no event will a student be permitted to take more than seventeen (17) credit hours. During a summer session a student may take nine (9) credit hours with the prior written approval of the Associate Dean for Academic Affairs, but in no event will the student be permitted to take more than nine (9) credit hours. Similarly, a student may take less than thirteen (13) credit hours in a regular semester only with the prior written approval of the Associate Dean for Academic Affairs. In exercising discretion under this section, the Associate Dean for Academic Affairs shall consider the student's past academic record as an indicator of the student's ability to successfully complete a heavy course load; and the necessity for a heavy load to enable the student to graduate. This section does not apply to transient credit.
- (iii) **Certain Joint Degree Students:** A student enrolled in the joint J.D./M.B.A., J.D./M.Acc, or J.D./M.S. (Env.M.) program may register for a combination of law and appropriate masters courses not exceeding eighteen (18) credit hours per law school regular semester. A student relying on this provision 201(c)(iii) may register for no more than twelve (12) credit hours in the law school for the semester.
- (iv) **Schedule Changes:** Except for withdrawals pursuant to Section 202, all changes in a student's schedule after the drop/add period must be authorized by the Associate Dean for Academic Affairs and the affected faculty members.

Distance Education Courses: A student may not enroll in distance education courses (including online courses) until the student completes the required first year curriculum. Thereafter, a student may enroll in a maximum of four (4) credit hours of distance education (online) course work in a single semester. No more than twelve (12) credit hours of distance education (online) course work, however, may be counted toward the J.D. degree.

202 WITHDRAWALS

- (a) **Dropping Courses**
- (i) **Dropping Courses During Drop/Add Period:** Except for courses designated on the schedule as courses that cannot be dropped without the approval of the Associate Dean for Academic Affairs in consultation with the faculty member, a student may drop a course during the drop/add period without academic penalty as long as the student complies with the minimum course load requirements set out in Section 201(b)(i).
- (ii) **Drops After the Drop/Add Period:** Except for courses designated on the schedule as courses that cannot be dropped without the approval of the Associate Dean for Academic Affairs in consultation with the faculty member, a student who officially drops a course after the drop/add period but before the last day of classes

Appendix A: Academic Standards

will receive a "W" (withdrew) on his or her record. A "W" carries no academic penalty. A student must obtain the permission of the faculty member teaching the course to drop a course after the drop/add period.

- (iii) *Drops After the Last Day of Classes:* A student may not drop a course after the last day of classes except for good cause as determined by the Associate Dean for Academic Affairs. A student who drops for good cause pursuant to this paragraph (iii) shall receive a "W" (withdrew) on his or her record.
- (iv) *Effective Date of Course Drops:* The date of a course drop will be the date that the completed official drop card is received by the office of the Associate Dean for Academic Affairs or his or her designee.

(b) ***Withdrawal from Law School***

- (i) *Withdrawal from Law School:* A student may withdraw from or discontinue studies at the law school by notifying the Associate Dean for Academic Affairs in writing that he or she is withdrawing. If the student officially withdraws from the law school, the student's permanent record will show a "W" (withdrew) in each course. "W" carries no academic penalty.
- (ii) *Failure to Give Notice of Withdrawal:* A student who withdraws from school without notifying the Associate Dean for Academic Affairs in writing will receive an "F" in each course in which the student was registered that semester.
- (iii) *Readmission after Withdrawal:* A student who withdraws or discontinues studies at the law school shall have no right to return to the law school. If the Associate Dean for Academic Affairs and the Dean of the law school determine in their sole discretion that the circumstances occasioning the student's withdrawal were such that readmittance is appropriate and the time since the student last attended classes at the law school is no longer than is reasonable under the circumstances, the Associate Dean shall readmit the student. Any student readmitted will be bound by all regulations and requirements in effect at the time of his or her readmission.
- (iv) *Leave of Absence:* Subject to the four year requirement of Section 201(a)(iv), a student may take a leave of absence for no more than two semesters by notifying the Associate Dean for Academic Affairs in writing that he or she is taking a leave of absence. This notice must be given before the date of registration for the first semester the student takes a leave of absence and, unless arrangements are otherwise made with the Associate Dean, before the registration of the second semester (excluding summer semesters). If an event necessitates a student taking a leave of absence during a semester, the student shall notify the Associate Dean in writing that he or she is taking a leave of absence beginning during the semester. That semester shall be deemed the first of the two allowable semesters. The student will receive a "W" (withdrew) on his or her record for courses undertaken during the semester.

203 INCOMPLETE GRADES: A student who receives an incomplete [INC] grade must complete and submit all course work to the professor by the last day of classes of the next regular semester or such earlier time as the professor directs. Regular semester for this section means the Fall or Spring semester. It is the student's responsibility to initiate contact with the appropriate faculty member and cure the deficiency. If a student has an incomplete [INC] grade and does not submit the completed course work by the last day of classes of the next regular semester, whether he or she is enrolled or not, the grade of "INC" will be changed permanently to an "F" on the student's record. In case of extreme hardship, as determined by the Associate Dean for Academic Affairs, the Associate Dean (if the course instructor agrees) may grant the student one additional regular semester to cure the deficiency provided no more than two consecutive regular semesters have elapsed since the "INC" was received.

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204 TRANSIENT CREDIT (credit for study at other law schools):

- (a) ***Students Qualifying for Transient Credit:*** Students must file requests for approval to take summer or regular semester credit on a transient basis.
 - (i) Students requesting regular semester transient credit must have a minimum cumulative GPA of 2.3 at Cumberland. Students requesting summer semester transient credit must have a minimum cumulative GPA of at least 2.0. Regular semester for this section means the fall or spring semester.
 - (ii) Regular semester transient credit requests may be approved only:
 - (1) When the student demonstrates in writing that extreme hardship circumstances beyond mere personal convenience or financial considerations justify transient credit; or
 - (2) When the student demonstrates in writing (i) that she intends to pursue a career for which legal study in a foreign country is required or important; (ii) that she has identified a program of legal study in a foreign country that will substantially further her career objectives in a manner not offered by Cumberland; and (iii) that the proposed program of legal study meets the requirements of Standard 307 of the American Bar Association Standards for Approval of Law Schools.
 - (iii) All requests will be granted or denied by the Associate Dean for Academic Affairs pursuant to the guidelines contained in this section.
- (b) ***Courses Qualifying for Transient Credit:*** In order for a student to receive credit for transient study, the sponsoring school must be accredited by the American Bar Association, and it must grant credit toward its own first professional degree for the specific course taken by the student. Transient credit will not be given for those courses which are otherwise specifically required for graduation by Cumberland School of Law. A transcript must be furnished by the sponsoring school, indicating the course, grade and credit hours granted.
 - (i) A grade of "C" or better in approved courses is required for credit to be given for transient study.
 - (ii) Section 201(b)(i) respecting minimum/maximum loads to be taken apply to hours of summer or regular semester transient credit.
 - (iii) No more than fifteen (15) hours of transient credit may be applied towards a degree from Cumberland School of Law. Special study programs and summer credits are included in the transient hour limitation.
- (c) ***Faculty Approval of Exceptions:*** Any exception to any provision in Section 204 requires the prior written approval of the Associate Dean for Academic Affairs and authorization by majority vote of the faculty.

205 DEGREE WITH HONORS: Upon recommendation of the faculty, a candidate for the J.D. degree may be awarded the J.D. degree cum laude if the student's GPA at the law school ranks the student in the top fifteen percent of the graduating class. A candidate whose GPA at the law school ranks the student in the top five percent of the graduating class may be awarded the J.D. degree magna cum laude. A candidate whose GPA at the law school ranks the student in the top one percent of the graduating class, but no less than two students, may be awarded a J.D. degree summa cum laude.

Students who have been admitted with advanced standing from other law schools must have maintained an overall average grade of B on all transfer credits and have satisfactorily completed sixty (60) semester hours of course work at the Cumberland School of Law to be eligible for honors.

Appendix A: Academic Standards

206 GRADES AND EXAMINATIONS:

- (a) **Grading:** Except for seminars and skills courses, the primary basis for a grade in a course is a final written examination. The manner of determining grades in seminars and skills courses shall be left to the faculty member. The faculty member has the discretion to augment the grading process by taking into consideration interim examinations, research papers, class participation, class attendance, or other factors deemed relevant, including conduct related to the class or the examination, whether or not the conduct falls within the ambit of the Honor Code and whether or not the matter is referred to the Honor Court.
- (b) **Failure to Take an Examination or Submit Research Paper:** Students are expected to take an examination at the scheduled time and to submit research papers on due dates. Students may be excused from taking an examination or meeting a due date relating to a research paper only for good cause as determined by the faculty member teaching the course or, if the faculty member is unavailable, the Associate Dean for Academic Affairs. Unless a failure to notify is beyond the reasonable control of the student, a student must give the required notification prior to the scheduled examination date or research paper due date that he or she cannot take the examination at the scheduled time or submit a paper at the established due date. Failure to have a good cause or to give the required notification will result in the student's receiving a grade of "F" in the course. If the student has good cause and has notified the appropriate faculty member for his or her failure to take an examination or complete a research paper on time, the student shall be responsible for rescheduling the examination or setting a new due date for the paper. Such student shall receive an Incomplete [INC] grade until the work is completed, the Incomplete subject to Section 203 of these Standards.
- (c) **Reexamination:** A student does not have the right to retake an examination on which a failing grade [F] was received. A student may not retake a course for academic credit in which a grade of "D-" or higher was received.
- (d) **Examination Schedule:** The Associate Dean for Academic Affairs in consultation with the Policy Committee shall submit a schedule for administering final examinations. Proctors under the supervision of the Associate Dean for Academic Affairs will administer final examinations pursuant to that schedule, with such schedule adjustments as are necessary to provide appropriate accommodations to students with disabilities. The schedule may provide "alternate" exam times, but a student may use an "alternate" exam time only with the prior approval of her professor. In lieu of, or in addition to, a scheduled examination time, a faculty member may administer take-home or floating exams during the examination period. A faculty member may not administer a final examination during the last week of classes or during the study days between classes and scheduled examinations.

Accommodations for Special Needs: The Coordinator for ADA Compliance shall arrange for reasonable accommodations for students with disabilities. Students requesting an accommodation must process required paperwork through Samford University's office of Disability Support Services. In order for a student to receive exam accommodations, the coordinator for ADA Compliance must receive from the university office of Disability Support Services no later than thirty days prior to the end of classes written notification of the examination accommodation. Examination accommodation notifications received after that deadline will be processed the following semester.

207 CLASS ATTENDANCE: Students shall attend class regularly and arrive punctually. At the beginning of each semester or term of classes, the Associate Dean of Academic Affairs will calculate and post the maximum number of absences that will be permitted in every course. That number shall be twenty percent (20%) of the total number of scheduled class meetings for the course (with any fractions rounded up to the next whole number). All faculty members shall record student attendance in every course and report all student absences to the Associate Dean of Academic Affairs on a monthly basis. Any student with absences in excess of the maximum number will receive a mandatory grade reduction to the next lower grade increment. Additional absences may result in further grade reductions at the discretion of the faculty member after consultation with the Associate Dean of Academic Affairs. Individual faculty members may impose more stringent class attendance policies as they deem appropriate. In no event shall any faculty member adopt an

Appendix A: Academic Standards

attendance policy that is less stringent than the rule set forth herein. For purposes of applying this rule, all student absences from any course for whatever reason will be considered "unexcused." It is each student's sole responsibility to record his or her own class attendance in the manner specified by each individual faculty member and to monitor his or her own class absences in all law school courses.

208 GRADING SYSTEM: Students are graded in their academic achievements according to a system of letter grades with quality points assigned as follows:

A	4.0	A-	3.7	B+	3.3
B	3.0	B-	2.7	C+	2.3
C	2.0	C-	1.7	D+	1.3
D	1.0	D-	0.7	F	0.0

INC INCOMPLETE

IP IN PROGRESS (limited to MCL students)

P PASS

W WITHDREW

- (a) **Minimum Academic Requirements for Graduation:** In addition to fulfilling all of the requirements for graduation, no student shall be permitted to graduate from the Cumberland School of Law who has not attained a cumulative GPA of 2.0 out of 4.0 as specified above (e.g., 180 quality points would be required to graduate if 90 hours of graded work is taken) as of the graduation date.
- (b) **Grade Reports:** The report of a student's grades for each semester is made available or sent to the student personally. Grades will not be reported over the telephone.
- (c) **Notice:** Receipt of official grade reports from the Director of Law Student Records constitutes official written notice to the student of his or her academic status.
- (d) **Faculty Grade Changes:** Any faculty member may submit a grade change only to correct a clerical error or arithmetic error; or to change a prior "INC" (incomplete) grade. A faculty member may not submit a grade change based upon any form of "regrading." The Associate Dean for Academic Affairs will establish an administrative process to approve a grade change.

209 ACADEMIC DISCIPLINE: A faculty member is responsible for determining a grade for each student in the faculty member's courses pursuant to Section 206(a). The law school faculty and administration reserve the right to take disciplinary measures regarding law school students. These rights and responsibilities are independent of and separate from actions undertaken by the Honor Court for Honor Code violations.

210 JOINT DEGREE PROGRAMS

- (a) **General Policies:** The law school participates in certain joint degree programs permitting J.D. students to earn an additional degree in concert with study for the J.D. degree. The details vary from program to program, but the typical joint degree program permits the participating student to count certain hours of credit in the other degree program toward the J.D. requirements, and to count certain hours of credit in the J.D. program toward the other degree requirements. Courses taken prior to matriculation in the law school's J.D. program may not be counted toward the J.D. degree requirements.
- (b) **Eligibility:** To be classified as a joint degree student in the law school, a student must have completed the first year of the J.D. degree program and must have at least a 2.5 cumulative grade point average in the J.D. program at the end of the first year of law school (or, if later, at the time of admission to the joint degree program).

Appendix A: Academic Standards

- (c) ***Time J.D. Degree Will Be Awarded:*** A student participating in a joint degree program will not be permitted to count the credit hours for courses taken in the other degree program toward the J.D. requirements unless and until the other degree is awarded following completion of all applicable requirements.
- (d) ***Calculation of Grade Point Averages:*** In calculating a joint degree student's grade point average for all law school purposes (including class rank and honors granted by the law school), only courses taken in the law school shall be considered.
- (e) ***Law Course Selection:*** Joint degree students may receive no more than ten (10) credit hours toward the J. D. degree for law courses (other than approved distance-learning courses) that do not have regularly scheduled class sessions. Courses to which this ten-hour limit apply include the following: Law 720 & 721 (Directed Research I & II), Law 908-917 (Externship Placements), Law 751 & 752 (Legal Research Teaching Assistant), Law 722 (Law Review Writing Seminar), and Law 733 (Trial Journal Writing Seminar).

300 ACADEMIC DISMISSAL AND PROBATION

301 ACADEMIC GOOD STANDING

The academic standing of any student is first determined by his or her cumulative grade point average [GPA] after 10 credit hours of study. A student is in good standing if she or he maintains at least a 2.00 cumulative GPA.

302 ACADEMIC PROBATION OR DISMISSAL

Students will be academically dismissed who are not in good standing and who do not qualify to continue on probation. The following students qualify to continue on probation:

- (a) ***Students Who Have Completed 10-20 Credit Hours:*** Students, except transfer students, who have completed between 10 and 20 credit hours with at least a 1.50 cumulative GPA, but less than a 2.00 cumulative GPA, may continue on probation. Students with a cumulative GPA below 1.50 will be dismissed for academic reasons. A student cannot rely on this provision to continue on probation once the student has completed more than 20 credit hours of study.
- (b) ***Students Who Have Completed 21-35 Credit Hours:*** Students, except transfer students, who have completed between 21 and 35 credit hours with at least a 1.75 cumulative GPA, but less than a 2.00 cumulative GPA, may continue on probation for one probation semester. Students relying on this provision must attain at least a 2.00 cumulative GPA at the end of that probation semester. Students failing to attain a minimum of 2.00 cumulative GPA by the end of the probation semester will be dismissed for academic reasons.

Students Who Have Completed at Least 30 Credit Hours with a Cumulative 2.00 GPA: Students, except transfer students, who have a 2.00 cumulative GPA after completing at least 30 credit hours and subsequently fall below a 2.00 cumulative GPA shall have one probation semester to attain at least a 2.00 cumulative GPA. Students failing to attain at least a 2.00 cumulative GPA at the end of that one probation semester will be dismissed for academic reasons.

- (c) ***Transfer Students:*** Transfer students who complete 10 credit hours at Cumberland must maintain at least a 2.00 cumulative GPA on work undertaken at Cumberland School of Law. Transfer students failing to attain at least a 2.00 cumulative GPA after completing their initial 10 hours of study at Cumberland will be dismissed for academic reasons. Transfer students attaining at least a 2.00 cumulative GPA after the initial ten hours of study who subsequently fall below good standing shall have one probation semester to attain a 2.00 cumulative GPA. Transfer students failing to attain at least a 2.00 cumulative GPA at the end of that one probation semester will be dismissed for academic reasons.
- (d) ***"Probation Semester" Defined:*** For purposes of this Section 302 and Section 303, "probation semester" refers to the next semester of study in which the student enrolls, and may be the summer, fall, or spring semester.

Appendix A: Academic Standards

303 READMISSION OF STUDENTS DISMISSED FOR ACADEMIC REASONS

- (a) **General Rule:** A student dismissed for academic reasons pursuant to Section 302 cannot continue studies at the law school. Notwithstanding the preceding sentence, a student petitioning for readmission pursuant to Section 303(b) below may attend classes pending a decision by the Academic Standards Committee.
- (b) **Petition for Readmission:** A student dismissed for academic reasons may petition to be readmitted for continued study on probation. Readmission of a student dismissed for academic reasons is not a matter of right, and will be granted only in exceptional cases. Unless otherwise advised in a letter from the Associate Dean for Academic Affairs, a student dismissed for academic reasons following the fall semester must submit a petition no later than one week after the first day of classes beginning in January. Unless otherwise advised in a letter from the Associate Dean for Academic Affairs, a student dismissed after the spring semester or after a summer term must submit a petition no later than two weeks before the first day of classes beginning in August. A student whose petition is not actually received by the Associate Dean for Academic Affairs in the designated time period waives all petition rights.
- (c) **Petition Procedure:** A student dismissed for academic reasons who wants to petition to continue studies on probation must submit a petition to the Associate Dean for Academic Affairs detailing in writing the reasons why the student should be permitted to continue study at the law school. The Associate Dean will forward the petition to the faculty members of the Academic Standards Committee. The Academic Standards Committee based on the petition and the student's file shall rule on the student's petition. The student will not be allowed to make a personal appearance before the Academic Standards Committee. The decision of the Academic Standards Committee shall be placed in the student's permanent file. The decision of the Academic Standards Committee is final. The Associate Dean for Academic Affairs shall notify the student of the Academic Standards Committee's decision.
- (d) **Conditions on Readmission:** The Academic Standards Committee may impose reasonable conditions on the readmission of a student dismissed for academic reasons, including taking a leave of absence for one or more semesters before resuming classes, retaking specified courses (the original grades will remain on the student's record and go into the calculation of the student's grade point average), or undertaking extracurricular remedial work.
- (e) **Readmission Conditioned on Student's Attaining at Least 2.00 GPA in Next Semester of Study:** Among factors to be considered by the Academic Standards Committee in determining whether a student dismissed for academic reasons will be readmitted is the Committee's assessment of the student's ability to attain at least a 2.00 cumulative GPA at the end of one additional semester on probation and thus become a student in good academic standing. A student dismissed for academic reasons who is readmitted under this section must attain at least a 2.00 cumulative GPA by the end of his or her next semester of study. A student failing to attain at least a 2.00 cumulative GPA by the end of his or her next semester of study will be dismissed for academic reasons, without right of petition. "Semester" refers to the next semester of study for which the student enrolls, and may be a summer, fall or spring semester.
- (f) **No Second Petition:** A student readmitted under this Section 303 who does not attain a cumulative 2.00 GPA at the end of his or her next semester of study will be dismissed for academic reasons, and will have no right of petition under this Section 303.

304 COURSE SEQUENCE

Students on academic probation will take all course work as outlined by the law school curriculum applicable to all students, but are not permitted to enroll in pass/fail elective courses or in any course that does not require a written final examination.

Appendix A: Academic Standards

305 SUMMER ENROLLMENT

Students on academic probation are eligible to enroll in summer school, but only at Cumberland School of Law on the Samford University campus. A summer school term is considered as a regular semester spent on probation for purposes of Academic Probation, including Section 302 and 303. A list of courses available to students on probation during the summer session will be made available in the Office of Law Student Records.

400 ADMISSION AS ENTERING STUDENT AFTER ACADEMIC DISMISSAL FROM A LAW SCHOOL

The Cumberland School of Law will not accept an application for admission from an academically dismissed law student.

500 INTERPRETATION

In all cases, these policies are to be read and interpreted consistent with current ABA Standards for Approval of Law Schools in general, and with ABA Standards 301-307 and 501-508 in particular.

The foregoing Faculty Policies on Academic Standards were adopted by the Faculty of the Cumberland School of Law of Samford University at a called meeting on May 19, 1998, and published on July 2, 1998.

Section 202 was amended by the faculty on September 10, 1998.

Section 205 was amended by the faculty on April 15, 1999.

Section 201(b) was amended and section 210 was added by the faculty on February 24, 2000.

Sections 201(b)(i) and 201(b)(ii) were amended by the faculty on March 23, 2000.

Section 207 was amended by the faculty on April 26, 2002.

Sections 201(c) and 210(f) were amended by the faculty on February 23, 2006.

Sections 201(b)(iii), 203, 206(d), and 303(b) were amended by the faculty on March 16, 2006.

Sections 201 and 210(c), 210(e) and 210(f) were amended by the faculty on March 15, 2007.

Section 207 was amended by the Faculty on September 20, 2007.

Section 201(c)(iii) was amended by the Faculty on February 14, 2008.

Sections 204 and 206(e) were amended by the Faculty on March 13, 2008.

Appendix B: Student Rights and Responsibilities

Students are expected to know regulations and policies found in the current catalog and Student Handbook. Keeping abreast of the school calendar, critical deadlines and all university mail received in one's university mailbox and/or electronic mail is also the student's responsibility.

Student Identification

Each student is required to have a current student ID card, a picture identification card issued by Samford University. The card is issued the first semester students are enrolled and is automatically validated each semester thereafter. A replacement card can be issued in the Office of Public Safety. Students must show their ID cards upon the request of a faculty member, administrative official or security officer.

Behavioral Expectations

A committee of faculty, staff and students was formed to identify the values that provide a foundation for student behavior expectations within the Samford community. The Christian faith is a primary source for most of these values. The committee also identified specific inappropriate behaviors that would violate these values. Finally, it recommended the minimum sanction students would receive whenever they are responsible for a value violation. The results of the efforts of the committee provide students with a clear understanding of what is expected of a contributing member of the community at Samford University. All who work, study and learn at Samford do so voluntarily. As is the case with all communities, reasonable expectations (rules and regulations) are identified that contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism often must give way to what is best for a caring, orderly and just community.

The information that follows is intended to communicate values, expectations, rights and responsibilities of students who voluntarily join the Samford community.

Appendix C: Code of Values

Statement of Values

We as the Samford University community affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students and faculty. We commit ourselves to the Christian values on which Samford University was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.

The purpose of this statement is to affirm those basic principles that underlie the rights and responsibilities of the University community. Samford University values include:

- Worth of the Individual
- Self-discipline
- Integrity
- Respect for Property and the Environment
- Respect for Community Authority

Worth of the Individual

We as the Samford University community affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students and faculty. We commit ourselves to the Christian values on which Samford University was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.

Self-Discipline

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community.

Integrity

We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct.

Respect for Property and the Environment

We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future of the Samford community.

Respect for Community Authority

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state or federal laws.

The complete Code of Values may be viewed at http://www.samford.edu/studentaffairs/student_handbook.html

Appendix D: Motor Vehicle Registration and Operation

Samford University is private property and has the authority to promulgate and enforce rules and regulations relating to the operation of motor vehicles on campus. The responsibility of obtaining knowledge of parking and traffic regulations rests with the motor vehicle operator. These rules and regulations are subject to enforcement on a year-round basis regardless of whether or not school is in session.

1. Standard rules of the road for the city, county and state, as well as directive signs and instruction by officers directing traffic, will be observed on campus.
2. All motor-vehicle operators must have in their possession a valid operator's license and produce it when requested by a Public Safety officer.
3. The speed limit on campus is 25 mph; however, any speed not safe for the conditions of the road, including vehicle and pedestrian congestion, is prohibited. Please observe no passing on campus.
4. Motorists must stop at pedestrian crosswalks and yield the right-of-way to pedestrians under all situations.
5. All vehicles must display the appropriate registration decal or permit.
6. Driving or parking on the grass or sidewalks is prohibited.
7. Parking along streets and in parking lots is permitted only in spaces so designated or marked for vehicle parking.
8. Double parking on streets or in parking lots is prohibited.
9. Parking in loading/service zones is prohibited between 7 a.m. and 5 p.m., Monday through Friday. Parking in the service area behind the University Center is prohibited except for service vehicles, delivery vehicles and other specifically authorized vehicles.
10. Between 7 a.m. and 5 p.m., Monday through Friday, **PARKING IS PERMITTED ONLY IN THE SPECIFIC DECAL COLOR ZONE.** Other than these specific hours, marked parking spaces are open to all decals, except for spaces designated as reserved, fire zone or disabled.
11. All vehicle accidents occurring on campus must be reported to Public Safety. In addition, the driver of every motor vehicle involved in an accident resulting in damages in excess of \$250, or in bodily injury or in death of any person irrespective of the amount of property damage, must file a report, Form SR-13, with Alabama state authorities within 10 days from the date of the accident.

Motor Vehicle Registration

All motor vehicles operated on campus must be registered with the Office of Public Safety, 202 University Center. The appropriate student vehicle registration decal must be affixed to the exterior of the rear window on the driver's side. All Samford employees must properly register their vehicles and place a parking hang tag on the rearview mirror of their vehicles. For campus resident students, a campus sticker will be affixed on the outside left corner of the windshield (driver's side.) Decals will be affixed by the adhesive on the decal and may not be affixed with tape or any other temporary means. Variance from this method of affixing the decal to a vehicle must be approved in writing by the director of Public Safety. No more than one current decal shall be affixed to any vehicle. The method of affixing decals on motorcycles will be determined on a case-by-case basis.

All student decals expire yearly on August 15. Faculty, staff and contract employee decals expire September 15. Student decals cost \$20 and replacement decals cost \$5, not refundable. Decals are assigned by color codes. (See handout attached to decal for appropriate parking area.)

Temporary parking permits, for periods of less than 30 days, and visitor parking permits are available at the Office of Public Safety, 202 University Center. Casual visitors on campus may use the designated visitor parking located at Sherman Circle.

Bicycle Registration

All bicycles must be registered with the Office of Public Safety. Registering your bicycle helps protect you and serves as a deterrent to would-be thieves. It also helps the Office of Public Safety identify and return a found or stolen bicycle to the owner. Bicycle racks are available in most areas of the campus, and students are expected to use them rather than securing bicycles to other objects. A bicycle that is secured to an object that can be damaged or that impedes foot or vehicular traffic will be removed and impounded.

Appendix D: Motor Vehicle Registration and Operation

Violations, Fines and Disciplinary Action

Traffic and parking violators will be issued citations by Public Safety personnel. Irrespective of the operator of the vehicle, the person in whose name the vehicle is registered is responsible for all parking violations. Fines will be posted to the student's account at the Student Accounts Office and may be paid through regular payment procedures. All fines must be paid before a student will be permitted to register for the succeeding semester; the degree of a graduating senior will be withheld until all fines are paid; and transcripts will be withheld until all fines are paid.

The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulations are no longer in effect.

The inability to find a legal parking space in convenient or specific locations is not justification for violations of parking regulations.

Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action. Displaying a mutilated decal or displaying a defaced decal shall be considered a violation of improperly displayed decal, which carries a fine of \$15.

\$100 Violation

Parking in disabled space

\$50 Violation

Parking in fire lane

\$30 Violations

No decal	Running a stop sign
Blocking or obstructing traffic	Wrong way on one-way street
Making illegal turn	Speeding
Blocking trash dumpster	Driving on grass or sidewalk
Failing to stop for pedestrian	Parking on yellow curb
Parking in unmarked areas	Parking in unauthorized color zone

\$15 Violations

Improperly displayed decal	Parking in reserved space
Parking on grass	Parking on sidewalk
Parking on street	Parking in loading/service zone
Visitor/15-minute zone	Mutilated or defaced decal
Double parking street/lot	

To appeal a citation, a person may file a written appeal in the Office of Public Safety, 202 University Center, within 10 calendar days from the date of the citation. Appeals are processed by the Traffic Court based on the written appeal, and the appellant should be notified in writing of the court's decision. If an appeal is denied, the fine becomes due on the date the appellant is notified of the denial by the Traffic Court. The decision of the Traffic Court appeal process is final.

In addition to payment of fines, a person receiving a tenth parking and/or traffic citation within one semester will be subject to having the person's vehicle wheel-locked or impounded. The person will be notified by the Office of Public Safety of the numerous violations and that the vehicle will be restricted to parking in the overflow parking lot opposite the Leslie S. Wright Center [LSW] or the south stadium lot. Students who continue to receive citations after being restricted to the overflow lot could have their driving privileges revoked and/or be charged with a value violation for insubordination for failure to comply with the university's traffic and parking regulations.

Towing of Vehicles

Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford rules and regulations towed from the campus property at the owner's expense. Situations that may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in disabled spaces, parking on yellow curbs, parking in loading zones or abandoned vehicles. Vehicles in persistent violation of traffic regulations are subject to towing and/or immobilization (wheel lock).

Appendix E: General Policies

Research Activities Policy

Any individual student or student organization desiring to conduct a research project involving human subjects is required to obtain approval of the study from the Samford University Institutional Review Board for Human Subjects. Full explanation of procedures to be implemented as well as necessary forms are available online at <http://www.samford.edu/IRB>. Any student planning to conduct research involving human subjects should meet with a faculty adviser as soon as possible so that there will be no delay in obtaining approval and meeting course requirement deadlines.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act [FERPA] is a federal law designed to protect the privacy of a student's education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all their education records maintained by the school. The student must contact the Dean of Academic Services and Registrar office to make an appointment to view his or her academic record.
2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, Samford University must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Parents when a student over 18 is still dependent
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations doing certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies
 - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, "directory type" information, such as a student's name, address and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to drop/add without financial penalty in a semester or term.

Equal Opportunity

Samford University admits students of any race, color, sex, disability, age, or national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to all its students. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Samford does not discriminate on the basis of race, color, sex, disability, age, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletics and other school-administered programs. Inquiries concerning compliance with these laws and the regulations thereunder should be directed to the Vice President and Dean of Students, Samford University, Birmingham, Alabama, 35229.

Appendix E: General Policies

Equity in Athletics Disclosure Act

In accordance with the Equity in Athletics Disclosure Act [EADA], all students have the right to request a copy of the Report on Athletic Program Participation Rates and Financial Support Data. These requests should be submitted to the director of athletics.

Drug and Alcohol Policy

To comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. seq, Samford University hereby adopts the following Drug and Alcohol Policy.

I. Policy

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff or students on campus, or in connection with or affecting any school-related activity, is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

II. Standards of Conduct

- A. The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any faculty member, staff member, student or any other individual on campus, or off campus in connection with or affecting any school-related activity, is strictly prohibited.
- B. The term "staff" includes all nonfaculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.
- C. The term "illicit drugs" includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala Code Section 20-2-22 through Section 20-2-32, and any "legal drugs" which are not prescribed by a licensed physician.
- D. The term "school-related activity" includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off campus and is sponsored by any Samford University organization.
- E. Any faculty member, staff member or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- F. Samford University does not differentiate between drug users and drug pushers or dealers. Any faculty member, staff member or student who gives or in any way transfers drugs to another person, or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.
- G. In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Samford University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

Appendix E: General Policies

Search Policy

Samford University respects a student's right to privacy and guards against arbitrary and unnecessary intrusion. If there is probable and reasonable cause to believe that health, safety or welfare activities are taking place that are detrimental to the university community, or if there is probable and reasonable cause to believe that contraband is present or activities are occurring that would constitute a value violation and inappropriate behavior, the university will use the following procedures in a search.

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Only the Director of Public Safety or a supervisor, the Director of Residence Life, the Assistant Director of Residence Life, a Residence Life Educator, a Residence Manager, the Associate Dean for Student Services, or the Vice President and Dean of Students can authorize a search. A search will be conducted by at least two university employees, one or more of whom may be resident assistants. Reasonable effort will be made to make the search in the presence of an occupant of the room or the person who registered the vehicle on campus. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property, or destruction or disposal of contraband, the room or vehicle will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission or contraband is in plain view.

A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. A copy of the list will be left with an occupant of the room; or in the event no occupant was present during the search, a copy will be left in the room. Any occupant present during the search will be asked to sign the authorization form with a listing of objects/items being removed, not as an admission of guilt, but to confirm the items taken.

Inclusive Language

Language-how it is used and what it implies-plays a crucial role in Samford University's mission to nurture persons. Because verbal constructions create realities, inclusive language can uphold or affirm those whom the university seeks to nurture, while exclusive language can damage or defeat them. Samford University therefore actively seeks a discourse in its university community that supports the equal dignity and participation of men and women; the university seeks to avoid verbal constructions that diminish the equal dignity of all individuals. It is an affirmative-and affirming-part of Samford University's mission to educate students, staff and faculty in the creation of a community of equality and respect through language.

Sexual Harassment

As a Christian institution of higher education, Samford University has a moral commitment to the worth and dignity of all individuals. Consequently, sexual harassment is deemed unacceptable and will not be tolerated. Samford's policy of opposition to sexual harassment is not only a legal responsibility and practical utility, but stems from the university's profound commitment to Christian and moral values as expressed in its mission and purpose.

A student who believes he or she has been sexually harassed should report the incident(s) to the Associate Dean for Student Services. The Associate Dean will advise the student of the procedures to be followed to resolve a complaint.

In all cases, the offended student will be given the option of resolving the issue informally or formally. The formal resolution of a complaint of a student toward another student will be processed through the value violation procedures as described in this handbook. Student-to-student informal resolution will be referred to and handled by the Vice President and Dean of Students or a designee.

Campus Sexual Assault Information

The Higher Education Amendments of 1992 require that the following information about campus sexual assault be provided to each student through an annual report.

Samford University's behavioral expectations for students are based on Christian values. One of the stated values is the Worth of the Individual. The university values the intrinsic worth of every individual within the community. This respect for individuals includes an appreciation of cultural backgrounds, an understanding of different attitudes and opinions, and an awareness of the consequences of one's actions on the broader community.

Within this context, Samford University does not condone violations against the worth of an individual. The Worth of the Individual value can be violated by behaviors such as harassment, hazing, sexual misconduct and assault.

Appendix E: General Policies

Sexual misconduct is defined in this handbook as including, but not limited to, heterosexual/homosexual intercourse, unwanted fondling, adultery and rape. Assault is defined as an attempt or offer with force or violence to do harm to another person. This includes, but is not limited to, striking, shoving, lashing, slapping or otherwise forcefully touching a person; or engaging in reckless behavior that causes physical injury to another person. Clearly, the university prohibits sexual assault.

To inform the campus community, students are given this Student Handbook, which elaborates behavioral expectations and the values that form the basis for those behaviors. Further, through orientations, residence hall programs, fraternity and sorority programs, staff training and other types of programs, students are verbally informed of the values and how they can be violated through rape, acquaintance rape and other sexual misconduct.

Whenever a student wishes to file a report of an alleged value violation, including a sex offense, the procedures can be found in this handbook. In addition, value violation procedural guides can be received in the Office of the Associate Dean for Student Services and Values Advocate, 110 University Center, and the Office of Public Safety. In all value violation hearings, both the accused student and the accuser may bring witnesses to the hearing. Both the accused and accuser may question witnesses.

Whenever it has been determined through established procedures that a sex offense has occurred, sanctions may range from probation to expulsion from the university. Both the accuser and the accused will be informed of the outcome of the value violation hearing.

It is most important that the victim of a sex offense on campus report the incident as quickly as possible after the occurrence to either Samford University Public Safety or the City of Homewood Police Department. Care should be taken not to disturb the incident location so that evidence is not destroyed. The victim should not shower or change clothing until after the report has been filed. Unless there is a life-threatening circumstance, medical attention should not be sought until after the initial report is made.

Public Safety personnel will counsel the student about the options for filing a formal complaint whether on or off the campus, and personnel will assist the student in filing a complaint with off-campus authorities. In addition, the student will be referred to the university counselor who will provide services for the student and/or share with the student counseling and mental health services in the community for a victim of sexual assault.

The university counselor will assist a student in examining options for changing academic and living situations after a sexual assault. The university counselor, who is knowledgeable of campus policy, procedures and personnel, will make a request on behalf of the student.

Hazing Policy

Definition: The use of physical violence or any activity calculated to impose embarrassment, harassment, physical, emotional or mental strain; or any activity that would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing someone under threat of physical harm

Minimum Sanction:

1. By an individual:
 - a. First offense-probation, \$100 fine and loss of privilege
 - b. Second offense-university suspension
2. By an organization:
 - a. First offense-probation, \$500 fine and loss of privilege
 - b. Second offense-university suspension of organization status

Hazing is a criminal offense in the state of Alabama. Insurance does not cover a felonious act. Penalties for hazing are very severe. Copies of the complete hazing policy may be obtained in the Office of Student Involvement.

Appendix F: Communicable Disease Policy

Because of the seriousness of communicable diseases, and to protect the rights of those afflicted and the safety and welfare of others, Samford University has established a policy for students. Administration of this policy relies upon the initiative of the Vice President and Dean of Students where students are concerned.

Communicable diseases/conditions are those listed as reportable by the State of Alabama Bureau of Disease Control (see list below). The Office of Human Resources and Student Health Services will answer inquiries from students as to which diseases are reportable and will provide other information concerning these diseases. These departments shall not release to anyone any information concerning a student who is or may be afflicted with a communicable disease, except as required by law.

Students who know, or who have reasonable basis for believing that they are or may be infected by a communicable disease, shall immediately report the same to the medical staff at Student Health Services. This information will be treated confidentially, except as otherwise required by law, and may be used by the university to make accommodations for the student's medical and educational needs.

Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university's facilities or services unless, upon being informed that a student has a communicable disease, the university (its decision process coordinated through the Vice President and Dean of Students) determines that exclusion or restriction is necessary to protect the welfare of the infected student or others. In making this determination, Student Health Services may determine that it is necessary to consult with the student's primary care physician or, with the student's knowledge and consent, other appropriate individuals.

Students who acquire chickenpox while residing on campus will be required to leave campus until it is determined by their health-care provider or Student Health Services that they are no longer contagious to others.

This policy may be modified or amended by the university as it deems necessary or advisable. Questions regarding this policy may be directed to Student Health Services at 726-2835.

Group A Diseases/Conditions

Report to the county or state health department within 24 hours of diagnosis.

Anthrax, human	N. meningitis, invasive diseases**	Typhoid Fever
Botulism	Pertussis	Yellow Fever
Cholera	Poliomyelitis, paralytic	Outbreaks of any kind
Diphtheria	Rabies, human and animal	Cases of potential public health importance***
H. Influenzae, invasive diseases*	Severe Acute Respiratory Syndrome [SARS]	Cases related to nuclear, biological or chemical terroristic agents
Hepatitis A	Trichinosis	
Listeriosis	Tuberculosis	
Measles (rubeola)		

*i.e., meningitis, epiglottitis, sepsis, cellulitis, septic arthritis, osteomyelitis, pericarditis and Type B pneumonia **detection of organism from normally sterile site (e.g., blood and cerebrospinal fluid)

***as determined by the reporting health-care provider

Group B Diseases/Conditions

Report in writing to the county or state health department within seven days of diagnosis.

Brucellosis	Human Immunodeficiency Virus Infection (including asymptomatic infection, ARC and AIDS)	Rubella
Campylobacteriosis		Salmonellosis
Chancroid†	Lead, elevated blood level	Shigellosis
Chlamydia trachomatis†	Legionellosis	Syphilis†
Cryptosporidiosis	Leprosy	Tetanus
Dengue fever	Leptospirosis	Toxic shock syndrome
E.coli 0157:H7 (inc. HUS and TTP)	Lyme Disease	Tularemia
Ehrlichiosis	Lymphogranuloma venereum†	Vaccinia virus infection or disease other than the expected response to smallpox vaccination
Encephalitis, viral	Malaria	Varicella
Giardiasis	Mumps	Vibriosis
Gonorrhoea†	Psittacosis	Yersiniosis
Granuloma inguinale†	Q Fever	
Hepatitis B, C and other viral	Rocky Mountain Spotted Fever	
Histoplasmosis		

†designated sexually transmitted disease by the State Board of Health

Appendix G: Computing and Information Technology Values and Policies

Preamble

Samford University recognizes the vital importance of computing and information technology resources in accomplishing its mission of nurturing persons. The university has chosen to extend the privilege of using these resources to every member of the Samford community. Those who accept this privilege agree to abide by the values and policies in this document and by all other university values and policies that may apply.

Computing and information technology resources are to be used in a responsible, ethical and legal manner that is consistent with the mission and values of the university as published in documents such as the faculty, staff and student handbooks. This Computing and Information Technology Values and Policies document supplements existing university values and policies by dealing with those characteristics of the electronic medium that require special attention.

Scope

These Computing and Information Technology Values and Policies represent official university policy and apply to all use of computing and information technology resources supplied by the university including, but not limited to, computer workstations, computer software, servers and access to networks such as the campus network or the Internet. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the university.

Values and Policies

Responsibility

Every individual using computing and information technology resources is responsible for appropriate use. When a specific resource is assigned to a particular individual, that person is responsible for its proper use. For example, the person to whom a computer workstation is assigned is responsible for the appropriate use of that workstation. When a user ID and password are issued to an individual, that person is responsible for all activities associated with that user ID. The burden of proper password security is on the person to whom the password is assigned.

Freedom of Expression

The electronic medium in itself does not enhance or take away from freedom of expression. Responsible expression should be conducted in a manner that is consistent with the mission and values of the university. This precludes forms of expression such as harassment, obscene or pornographic material, and any form of expression excluded by law. Also, freedom of expression does not extend to making official representation on behalf of the university without the approval of the appropriate university official.

Privacy

Electronic communications and documents are assumed to be private unless the creator has explicitly made them available to others. Their contents may not be examined without the permission of the owner, approval by designated university officials (as defined in the section on violations) or as required by law. In spite of this assumption of privacy, one must always be aware that material sent to another individual or placed in a publicly accessible area could be passed on without the originator's knowledge. Users of computing and information technology should not, for example, have



Appendix G: Computing and Information Technology Values and Policies

an "expectation of privacy" when using e-mail. Furthermore, activities such as maintenance and/or troubleshooting of computing and information technology systems may sometimes require access to electronic communications and documents or transaction logs that are normally considered private. In such circumstances, privacy is still considered important and will be maintained if at all possible.

Confidentiality

Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential, and in some cases is protected by laws such as the Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released, and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.

Intellectual Property Rights

Intellectual property rights extend to the electronic medium. Generally, the copyright for a work is owned by the creator of the work. This is true even in cases where the creator has not sought formal copyright protection. One should assume that a work retrieved over a network or by other electronic means is covered by copyright. Such works should not be redistributed unless permission to do so is explicitly given by the owner of the copyright. Making a work available over a network does not necessarily relinquish intellectual property rights, although it must be recognized that one's work could be widely distributed, which could jeopardize these rights. Computer software and documentation are also covered by copyright. Copying such documentation or software except as permitted in the copyright notice or software license agreement is illegal. University resources are not to be used to violate intellectual property rights.

Access to Electronic Materials

Access to a rich set of electronic materials through means such as campus networks and the Internet is an important part of the computing and information technology environment. However, university resources are not to be used to retrieve, store or distribute materials that are inconsistent with the mission and values of the university. For example, university resources are not to be used to retrieve, store or distribute materials that are pornographic.

Shared Resources

Many computing and information technology resources are made available on a shared basis. For example, a networked printer is a resource that is shared by several individuals. Activities that would have a detrimental effect on a resource, such as purposely causing an overload condition that deprives others of its use, are not permitted. For example, chain letters or mass mailings that degrade e-mail system performance are not permitted.

Global Community

With its connection to networks outside the university (such as the Internet), the university participates in a global electronic community. We must adhere to the policies of these external networks to ensure our continued participation in this community. Use of a resource external to the university must conform to the policies established by the provider of that resource.

Commercial/Personal Use

Commercial use of university resources could endanger its status as a nonprofit organization. Therefore, commercial use is not allowed without permission from the Provost or the Vice President for Business Affairs. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on university-related use, is noncommercial and does not present a cost to the university.

Illegal Use

The use of university resources to commit a crime is a violation of university values. This includes activities explicitly covered by laws governing the electronic medium, as well as use of the electronic medium as a means to commit other crimes. Illegal activities will be reported to the appropriate law enforcement authorities.

Appendix G: Computing and Information Technology Values and Policies

Violations

Depending on the classification of the individual involved (faculty, staff or student), suspected violations of these values and policies will be confidentially reported to the Provost, the Vice President for Business Affairs, or the Vice President and Dean of Students. Only these university officials (or the President) may authorize further investigation or review of materials which would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis and only as it directly relates to a suspected violation. Suspected violations will be processed in a manner consistent with standard university procedures as defined in faculty, staff, and student handbooks. An individual's access to certain computing and information technology resources may be suspended during the processing of a suspected violation.

Improper use of computing and information technology may result in the violation of civil law as well as the criminal laws of local, state and federal governments. The investigation of such violations may be conducted entirely without the knowledge or participation of Samford University.

Modifications

Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the Associate Provost for Learning Resources and the Director of Computing and Telecommunication Services. Comments or suggestions concerning these policies may be directed at any time to either of these individuals. Final authority for changes rests with the President's Cabinet and/or the President. Current copies will be printed in faculty, staff and student handbooks and will be posted electronically on university-wide information servers.

Samford and Cumberland Websites

The Samford and Cumberland Web sites have a wealth of information about the University and the law school. The URLs are:

www.samford.edu

<http://cumberland.samford.edu>

Facebook: <http://www.facebook.com/cumberlandschooloflaw>

Twitter: https://twitter.com/Cumberland_Law

LinkedIn: http://www.linkedin.com/groups?gid=110407&trk=hb_side_g



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Samford University is an Equal Opportunity Institution and welcomes applications for employment and educational programs from all individuals regardless of race, color, sex, disability, age, or national or ethnic origin.