

**ACADEMIC POLICIES
AND REGULATIONS
FOR THE J.M.**

FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF LAW

As Revised, Effective August 5, 2026

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Preface

These Academic Policies and Regulations (Policies) for the Juris Master (J.M.) were revised and codified by the Florida International University College of Law on May 11, 2026.

Students should read these policies carefully; all students are presumed to have full knowledge of their contents. These policies are in addition to any applicable University and College of Law regulations, policies, and procedures, including the FIU Student Conduct and Honor Code. By enrolling in the program, students agree to abide by the policies set forth herein.

This document is not a contract. These Policies are subject to change at any time, including during the academic year. Important changes will be communicated through official University channels and posted on the J.M. website.

Introduction

Each part of these Policies is designated by a roman numeral and a title in capital letters. These parts are divided into one or more subparts. Each subpart is designated by a capital letter and an underlined title. Individual policies are numbered sequentially within each part for ease of reference.

PART I. GENERAL PROVISIONS

A. Defined Terms

101. **Defined terms**

Add/Drop Period – The period at the beginning of each semester designated in writing by the Registrar's Office, during which students may change courses.

Administrative F – A grade of "F" entered on a student transcript for a course by the Registrar's Office at the direction of the Dean or Program Director (1) because the student initially received an incomplete in the course and did not follow the required procedures to remove the incomplete, (2) because the student, without prior authorization, failed to take a scheduled examination, or (3) as an assigned sanction for a violation of the FIU Student Conduct and Honor Code.

Asynchronous Learning – Course instruction that does not occur in real-time. Students access materials, complete assignments, and participate in discussions on their own schedule within specified deadlines.

Course – An offering of the program for which a student is authorized to receive credit that counts toward the minimum number of credit hours needed for graduation.

Credit Hour – A unit of measurement representing one hour of classroom instruction and two hours of out-of-class student work per week for a semester, or the equivalent amount of work.

Dean – The Dean of the College or such person as the Dean may designate.

Good Academic Standing – Describes the status of a student whose cumulative grade point average meets the minimum requirements set forth in these Policies.

Leave of Absence – An absence of a semester or more by an enrolled student that interrupts the normal course of the student's progress to graduation in consecutive semesters as permitted in writing by the Dean or Program Director.

Program Director – The faculty or administrative member designated to oversee the program.

Registrar's Office – The College office responsible for maintaining student records and registration.

Student – Unless otherwise specified, a student enrolled in the J.M. program.

Synchronous Learning – Course instruction that occurs in real-time, whether in-person or via videoconference platform (e.g., Zoom), requiring students to be present at scheduled class times.

Withdrawal – A voluntary termination of enrollment in the program, approved by the Dean or Program Director, having the consequence that the student may not re-enroll unless readmitted.

B. General Principles

201. **Compliance with applicable law.** These Policies shall be interpreted and applied so as not to violate applicable law, including but not limited to laws establishing the rights of persons with disabilities and privacy protections under FERPA.
202. **Disclaimer.** The Program reserves the right to modify this Handbook. Nothing in this Handbook may be considered as setting forth terms of a contract between a student or prospective student and the University. However, enrollment in the program carries the responsibility to adhere to these Policies and other applicable University regulations, policies, and procedures.
203. **Official communications.** The program will send official notices provided for in this Handbook to students at their FIU-issued email accounts. Students are responsible for regularly checking their FIU email and the learning management system (e.g., Canvas) for official communications.

PART II. ENROLLMENT AND ATTENDANCE

A. Program Enrollment

301. **Full-time and part-time enrollment.** The program offers both full-time and part-time enrollment options. Ordinarily, full-time students will complete the degree in one

year by enrolling in at least nine (9) credits of coursework for three consecutive semesters, and part-time students in two or more years.

B. Time for Completion of Degree Requirements

401. **Time limit for degree completion.** The requirements for the degree must be completed no later than thirty-six (36) months (three years) after a student has commenced study in the program or at an institution from which the program has accepted transfer credit. In extraordinary circumstances, the Program Director may grant an extension upon written petition demonstrating compelling circumstances.
402. **Extension requests.** A student who anticipates being unable to complete the degree within the time limit must submit a written petition for extension to the Program Director at least sixty (60) days before the deadline. The petition must document the reasons for the delay, the anticipated completion date, and any supporting documentation. Whenever a student is permitted to exceed the time limitation, a written statement explaining the extraordinary circumstances shall be placed in the student's file.

C. Course Loads and Requirements

501. **Minimum course load.** A student must be enrolled in a minimum of three (3) credit hours in a semester to maintain active enrollment status.
502. **Maximum course load.** Except as provided in § 503, a student may not enroll in more than eleven (11) credit hours of courses in one semester.
503. **Extraordinary circumstances.** In extraordinary circumstances, the Program Director may grant permission for a student to exceed the maximum course load by up to three (3) credit hours. Such permission will be granted only when the student has demonstrated strong academic performance (cumulative GPA of 3.5 or higher) and when the overload will not compromise the quality of the student's work.
504. **Final semester exception.** A student may take fewer than the minimum credit hours in the student's final semester of enrollment if the student needs fewer hours to complete the credit hours required for graduation.
505. **Foundation curriculum.** All students must successfully complete the foundation curriculum. The foundation or “core” courses for the J.M. are: Introduction to American Law for Non-Lawyers (3 credits); Legal Analysis and Writing for Non-Lawyers (3 credits); Contracts and Business Law for Non-Lawyers (4 credits); Torts and Criminal Wrongs for Non-Lawyers (3 credits); and Introduction to Regulatory Compliance for Non-Lawyers (4 credits).
506. **Distributional requirements.** The upper-level, distributional requirements for graduation consist of completion of all courses within an approved specialty track. The approved specialty tracks are as follows: Banking and Financial Services, Health Care, and Education.

D. Attendance and Punctuality

601. **General attendance requirement.** A student enrolled in any course must regularly and punctually attend class, whether in-person or via synchronous online platforms. Regular attendance is essential for successful academic performance and professional development.
602. **Attendance standards.** Except when an instructor has established more specific attendance requirements pursuant to § 603, a student who is absent for more than fifteen percent (15%) of the scheduled class hours in a semester shall be deemed not to have regularly attended class and may be subject to grade reduction or administrative withdrawal at the discretion of the instructor and Program Director.
603. **Instructor-specific requirements.** An instructor may establish more specific attendance and punctuality requirements for a course and, by the first day of class, shall notify students of those requirements in the course syllabus. Such requirements may include specific consequences for tardiness, early departure, or failure to participate.
604. **Excused absences.** The Program Director shall grant exceptions to attendance requirements due to military obligations, jury duty, religious observances, serious illness, disability accommodations as approved by the appropriate University office, serious family emergencies, and other extraordinary circumstances. Students must notify the instructor and Program Director as soon as practicable when an absence is anticipated or occurs.
605. **Excessive absences.** A student who has excessive absences may receive an administrative F or be administratively withdrawn from the course. If the instructor believes the student has good cause for absences, the instructor may request an exception from the Program Director, who shall have sole discretion to determine if good cause exists.
606. **Record of attendance.** Instructors shall keep records of attendance in their classes.

E. Accommodations

701. **Disability accommodations.** Students who require disability accommodations must register directly with FIU's Disability Resource Center (DRC) and provide approved accommodation documentation directly to the DRC.
702. **Religious observances.** Students whose religious observances conflict with examination schedules or other assessments should notify the instructor and Program Director within the first two weeks of the semester to make alternative arrangements.

PART III. SYNCHRONOUS AND ASYNCHRONOUS LEARNING

A. Zoom Classroom Expectations and Etiquette

801. **General expectations for synchronous online classes.** Students participating in synchronous online classes via Zoom or other videoconference platforms are expected to conduct themselves with the same level of professionalism as in-person classes. The virtual classroom is an extension of the physical classroom, and all University policies regarding conduct apply equally.
802. **Camera and audio requirements.** Unless otherwise specified by the instructor or unless accommodations have been approved, students must have their cameras on during synchronous class sessions. Students should mute their microphones when not speaking to minimize background noise. Virtual backgrounds should be professional and non-distracting.
803. **Professional environment.** Students should participate from an appropriate, distraction-free environment when possible. This includes:
- (a) Choosing a quiet location with minimal background noise and interruptions.
 - (b) Ensuring adequate lighting so that the student is visible on camera.
 - (c) Dressing appropriately as one would for an in-person class.
 - (d) Avoiding eating during class unless approved by the instructor.
 - (e) Refraining from driving or operating machinery during class sessions.
804. **Punctuality and participation.** Students should log in to the virtual classroom at least five (5) minutes before the scheduled class start time to address any technical issues. Active participation is expected, including engagement with questions, discussions, and collaborative activities. Passive presence (camera on but not engaged) may not satisfy attendance requirements.
805. **Chat and communication features.** The chat feature should be used for class-related questions and comments unless otherwise directed by the instructor. Private messages during class should be limited to urgent matters. Instructors may establish additional guidelines for use of chat, reactions, and other platform features.
806. **Technical difficulties.** Students experiencing technical difficulties during a synchronous session should immediately notify the instructor via chat, email, or other available means. Persistent technical issues should be reported to the Program Director. Technical difficulties are not automatically excused absences; students are responsible for maintaining reliable internet access and equipment.

B. Asynchronous Learning Requirements

901. **Asynchronous participation.** For courses with asynchronous components, students are expected to engage with course materials, complete assignments, and participate in discussions within specified deadlines. Asynchronous learning requires self-discipline and effective time management. Unless otherwise specified by the instructor, students must demonstrate engagement with course materials on a regular basis through activities such as viewing or listening to lecture materials, completing

reading assignments and quizzes, and/or submitting assignments by prescribed deadlines.

902. **Deadline compliance.** Late submissions may be penalized or not accepted, at the instructor's discretion and as prescribed in course syllabi. Technology failure is not an excuse for failure to complete assignments in a timely manner; students should plan to complete work with adequate time buffer.

C. Technology Requirements

1001. **Required technology.** Students are responsible for maintaining access to reliable technology, including:
- (a) A computer meeting minimum system requirements for the learning management system.
 - (b) Built-in or external webcam and microphone for synchronous class sessions.
 - (c) Reliable high-speed internet connection sufficient for video conferencing.
 - (d) Current web browser compatible with university systems.
 - (e) Access to required software applications.
1002. **Learning management system.** Students must regularly access the learning management system (Canvas or other designated platform) to access course materials, submit assignments, participate in discussions, and receive communications from instructors.
1003. **Technical support.** Students experiencing technical difficulties should contact the University's IT help desk. Technical issues should be reported promptly and do not excuse missed deadlines unless extenuating circumstances are documented and approved by the instructor.

PART IV. STANDARDS FOR GRADING AND GRANTING CREDIT

A. Grading System

1101. **Letter grading scale.** Grading system and grade point equivalents. All courses except those graded on a pass/fail basis will be graded on the following system: A = 4.00 grade points per credit hour; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D = 1.00; and F = 0.00.

Other transcript grade notations are as follows: AF = administrative F; P = satisfactory (pass); IN = incomplete; IP = in progress; W = withdrawal; AW = administrative withdrawal; AU = audit.

1102. **Class rank.** J.M. students are not ranked.

B. Grade Point Average Calculation

1201. **Calculation method.** The cumulative grade point average of any student is determined by multiplying each grade given for every graded course taken in the

program by the total number of semester hours assigned to that course, adding the products and dividing the total by the number of graded credits attempted. Grade point averages are calculated to the third or thousandth decimal place. Grade point averages are calculated for every student upon the submission of course grades for each semester and summer session, when applicable.

C. Changes in Grades

- 1301. **General rule.** An instructor may change a grade only in cases of computational or clerical error. The instructor shall report all such changes to the Registrar's Office no later than the end of the semester following the course.
- 1302. **Grade change for misconduct.** In accordance with the FIU Student Conduct and Honor Code, a grade may be administratively changed to an F as a sanction for academic misconduct.
- 1303. **Re-enrollment grades.** When a student is required or permitted to re-enroll in a course pursuant to the standards for continuation and graduation, both the grade earned on the initial enrollment and the grade earned on the re-enrollment shall appear on the student's transcript and shall be included in the calculation of the student's grade point average.

D. Credit Requirements

- 1401. **No credit for failing grades.** A student shall receive no credit for a grade of F or U. Any student who earned an F or U in a course, but who is permitted to continue in the program, is required to re-enroll in that course.
- 1402. **Minimum credits for graduation.** Students must successfully complete a minimum of thirty (30) credit hours to be eligible for graduation. No more than four (4) credit hours of D work can be applied to the 30 credit hours of coursework. Courses for which a student earns D grades that exceed the 4-credit-hour limit cannot be counted toward degree completion and must be re-taken to meet program requirements.
- 1403. **Transfer credit.** A student may not transfer credit for work performed at other colleges or law schools.

E. Incomplete Grades

- 1501. **Grounds for incomplete.** An instructor may grant an incomplete to a student for good cause as determined by the instructor. Such incompletes do not require the approval of the Dean or Director. An incomplete grade may be awarded only when the instructor determines the portion of the student's remaining course work is less than 50%, and if the student is otherwise earning a passing grade. An incomplete is a temporary notation on a transcript that can be removed only pursuant to § 1502.
- 1502. **Removal of incomplete.** An incomplete grade must be made up as quickly as possible. The Dean or Program Director in consultation with the instructor will determine the time within which the student must complete the class, but the time

cannot exceed two consecutive terms (including summer term) after the initial course or the incomplete will automatically default to an Administrative F grade.

PART V. ACADEMIC STANDING, CONTINUATION, AND GRADUATION

A. Academic Standing

1601. **Good academic standing.** A student is in good academic standing when the student maintains a cumulative grade point average of 2.00 or higher. Students must be in good academic standing to graduate.
1602. **Satisfactory academic progress.** To maintain satisfactory academic progress, a student must maintain a cumulative grade point average of at least 2.00 and complete courses at a sufficient pace to graduate within the maximum time limit.

B. Probation

1701. **Academic probation.** A student whose cumulative grade point average falls below 2.50 but remains at or above 2.00 shall be placed on academic probation. A student on probation must:
- (1) Have their course schedule approved by the Program Director, and
 - (2) Participate in any required academic support services, and
 - (3) Regularly attend all classes.
1702. **Removal from probation.** A student will be removed from probationary status when the student's cumulative GPA reaches 2.50 or above.

C. Academic Dismissal

1801. **Grounds for dismissal.** A student shall be academically dismissed from the program if:
- (a) The student receives a total of nine (9) or more credit hours of F grades, or
 - (b) The student fails to earn a cumulative GPA of 2.00 or better upon the completion of the second or any subsequent semester.
1802. **Notification of dismissal.** The Dean or Program Director shall notify a dismissed student of the dismissal by written communication sent to the student's FIU-issued email account. The dismissal is effective immediately upon notification.

D. Readmission

1901. **Readmission after dismissal.** There shall be a strong presumption against readmission of a student dismissed under § 1801 and the Academic Standards Committee shall not grant readmission except under the most compelling and extraordinary circumstances, and then only if the Committee is clearly convinced that (a) the student will be able to successfully complete the curriculum; and (b) the

student will be able to earn a cumulative grade point average of 2.00 or better upon completion of the subsequent semester; and (c) any personal problems or other factors that contributed to the student's poor academic performance are not likely to reoccur.

1902. **Readmission procedure.** A student may appeal an academic dismissal within thirty (30) days of receiving the dismissal notification by submitting a written petition to the Dean, who shall refer the petition to the Academic Standards Committee. The petition for readmission must set forth evidence suggesting satisfaction of the readmission standards stated in § 1901. The Academic Standards Committee shall adhere to the following procedures with readmission decisions:

- (1) All excluded students who have a right to petition for readmission shall, upon request in the petition, be given a hearing on a date set by the Committee.
- (2) The hearing, if any, will be informal. During the hearing, the petitioner should briefly outline points not made in the petition, present any written or oral evidence supporting their petition, and be willing to answer any questions or supply any information requested by the Committee.
- (3) Except as agreed by the student and the Committee, the hearing will be closed to any other person not on the Committee.
- (4) The Committee will discuss the petition outside the presence of the petitioner. The Committee may invite the Associate Dean for Academic Affairs and Program Director to serve as resources for the Committee's deliberations. Readmission will be granted only by affirmative vote of a majority of the members present at the hearing.
- (5) The student will be informed in writing of the Committee action within three business days following the decision.
- (6) If the Committee decides to readmit a student, a written statement of the considerations justifying the decision shall be placed in the student's file.

1903. **Conditions of readmission.** The program may impose reasonable conditions on readmission, including but not limited to required GPA thresholds, enrollment limitations, or mandatory advising.

1904. **Second dismissal final.** If a student readmitted under § 1902 is subsequently dismissed from the program a second time, the second academic dismissal is final and the student may not petition for readmission.

E. Graduation Requirements

2001. **Requirements for graduation.** To graduate from the program, a student must:

- (1) Earn a cumulative grade point average of 2.00 or higher.
- (2) Successfully complete thirty (30) credit hours of approved course work with passing grades.
- (3) Earn no more than four (4) credit hours of D grade work. If a student earns more than 4 credit hours of D grades, any additional courses with a D grade will not count toward degree completion and must be re-taken.
- (4) Satisfy all financial obligations to the University.

- (5) Complete all requirements within the time limit specified in § 401.
2002. **Application for graduation.** Candidates who expect to complete graduation requirements must submit an application for graduation to the Registrar's Office by the published deadline. Failure to apply by the deadline may result in delayed graduation.
2003. **Early walk.** A student who lacks no more than six (6) credit hours may petition to participate in the graduation ceremony before completing all requirements. The petition must be approved by the Program Director and submitted by the graduation application deadline.

PART VI. LEAVES OF ABSENCE AND WITHDRAWAL

A. Leaves of Absence

2101. **Grounds for leave.** The Program Director may grant a leave of absence for up to two semesters for the following reasons:
- (a) Medical, personal, or financial difficulties that prevent continuation.
 - (b) Military service obligations.
 - (c) Family emergencies or caregiving responsibilities.
 - (d) Other extraordinary circumstances determined by the Program Director.
2102. **Application procedure.** A student must request a leave of absence in writing, including documentation supporting the request and the anticipated duration of the leave. Requests should be submitted before the beginning of the semester in which the leave is to begin, except in emergency circumstances.
2103. **Effect on time limit.** An approved leave of absence suspends the maximum time limit for degree completion set forth in § 401.
2104. **Return from leave.** A student returning from an approved leave must notify the Program Director at least thirty (30) days before the semester in which they intend to return. Students who fail to return at the end of their approved leave or who fail to request an extension will be considered withdrawn from the program.

B. Withdrawal

2201. **Voluntary withdrawal.** A student in good academic standing may voluntarily withdraw from the program by submitting a written request to the Program Director. The student must comply with all University requirements for withdrawal.
2202. **Effect of withdrawal.** A student who withdraws from the program must apply for readmission if they wish to return. Credits earned prior to withdrawal may be applied

toward graduation requirements, subject to the time limit for degree completion and approval by the Program Director.

2203. **Administrative withdrawal.** A student who fails to enroll in at least one course per semester without an approved leave of absence will be administratively withdrawn from the program and must reapply for admission.