



Amendments to Admission Application

Students have an ongoing obligation to amend their application for admission to the College of Law. A student who needs to amend his or her application should follow the procedures below.

- A. Within 30 days of learning of a necessary amendment, the student must submit a signed statement to the Associate Dean of Academics. The statement should detail the circumstances of any incident and should describe and attach documentation that reflects how the incident was resolved (such as a charge being dismissed).
- B. If the matter is not completely resolved, then the student will have an ongoing obligation to update the Associate Dean of Academics at least once each semester.
- C. The Associate Dean of Academics will review all amendments and determine whether the College of Law will take any action.
 - 1. If the event or circumstances occurred before the student was admitted to the College of Law, the Associate Dean of Academics should consult with the Executive Director of Admissions and Financial Aid or the Chair of the Admissions Committee regarding whether the new information would have affected the admissions decision. The Associate Dean may also develop, in connection with the Executive Director of Admissions and Financial Aid, a list of events and circumstances that typically would not affect the admissions decision; the Associate Dean could then act on these matters without further consultation.
 - 2. If the event occurred after the student was admitted to the College of Law, the Associate Dean may determine what action should be taken and/or may refer the matter to the Honor Court Investigator for further action. The Associate Dean must refer the matter to the Honor Court Investigator if he or she believes that the student should be suspended or expelled, or if a graduate's diploma should be revoked.
- D. The Associate Dean will prepare a written letter to the student indicating whether action will or will not be taken. If action is taken, the letter will specify that action. A copy of the letter will be placed in the student's permanent file in the Registrar's Office.

Cross-reference: Students should consult the Academic Honor Code and Code of Student Professionalism and Conduct.

AMENDMENT TO APPLICATION FOR ADMISSION
Stetson University College of Law

Student Name _____ ID# 800 _____

Start Term _____

Please review your Application for Admission to the College of Law prior to completing this form. If you do not have a copy of your application, you should contact the Registrar's Office. Amendments may include, but are not limited to, missing residences or employment; attendance or disciplinary actions at educational institutions; recorded interactions with law enforcement.

Students must attach a short narrative outlining the details of the amendment and the reason for non-disclosure. Please review the application to determine whether certified copies of the disposition of a matter must also be provided.

Special Notes:

- Students should be aware that while some information may not be required on the law school application (i.e., expunged records; \$150.00) it may still be required by the Florida Bar (or other outside agencies when permitted access by law). Be prepared to disclose such information along with the appropriate documentation when required.
- The chart below will help you determine with whom the amendment must be filed.

Student Status	Event Requiring Amendment	Report Amendment to:
Before 1 st day of Orientation	Occurred before 1 st day of orientation	Assistant Dean of Admissions and Student Financial Planning
After 1 st day of Orientation	Occurred before 1 st day of orientation	Associate Dean for Academic Affairs
	Occurred after 1 st day of orientation	Assistant Dean of Student Affairs

Expunged records:

A person who is the subject of a legal record that is expunged may not lawfully deny or fail to acknowledge the record to the Florida Board of Bar Examiners if he or she is a candidate for admission to the Florida Bar. Therefore, it is best to disclose any records, whether or not expunged, so that your law school application matches your application for the Florida Bar.

Further, it is your responsibility to determine the relevant jurisdiction's definition of "expungement" and whether your record has actually been expunged.

Student Signature _____

Date _____