

AMENDING YOUR LAW SCHOOL APPLICATION

Florida Coastal School of Law requires prospective students to disclose specified academic and legal matters on their law school application. To determine if an amendment is necessary, you must request a copy of your application to FCSL from the Office of the Registrar or print it from your LSAC account. Please carefully read the character and fitness section to determine if there was an omission or new information that fits the disclosure requirement of the language in your application.

If you have failed to disclose incidents that fit the language of your application or incidents have occurred after your admission to the school, you will need to petition to amend your application. **Students are expected to submit this petition *immediately* upon the discovery of an omission or if there is new information. The process of amendment requests is outlined below:**

- 1) The student drafts a business letter addressed to Dr. James Artley, Assistant Dean of Student Affairs, detailing the following:
 - a. Date
 - b. Request to amend application
 - c. Facts of incident(s):
 - i. Date of occurrence
 - ii. Location: County/City, State and/or Educational Institution
 - iii. Brief statement of facts surrounding the disclosed incident
 - iv. Initial Charge(s)/Final Disposition/Fines/Court Requirements/Disciplinary Action
 - d. Reason incident was omitted from application
 - e. Personal outcomes (optional)
 - f. Signature
- 2) The student obtains copies of all available legal/academic documents.
- 3) The student brings the following hard copies to our office or sends scanned documents via email to Office-StudentAffairs@fcsf.edu:
 - a. Law School Application/Disclosures
 - b. Rough draft of your amendment letter
 - c. Associated legal/academic documents (including any letter from the Bar)
- 4) Upon review, the Office of Student Affairs will determine a course of action and will communicate the determination via email. The processing of the amendment may or may not include a scheduled meeting.
- 5) In some instances, omissions and incidents occurring during law school will incur assigned actions. The fulfillment of these assigned consequences must be documented. For example, if a student is assigned community service, a letter from the organization documenting hours of service is required.
- 6) Upon completion of all requirements, Dr. Artley submits a letter granting the amendment to the Registrar.
- 7) If needed, a letter is also sent to the state Board of Bar Examiners.

It is very important that the amendment process is completed before any bar applications are submitted. Students are encouraged to investigate the admission requirements of the state in which they intend to practice law. However, forthrightness, along with complete and prompt disclosure, is expected and favored by all state bar admissions offices.

If you have further questions, please contact the Student Affairs office at 904-256-1236.