



GRADUATE PROGRAMS
STUDENT HANDBOOK
2024-2025

Non-Discrimination Statement

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811.

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Accreditation

Samford University

Samford is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's, master's, educational specialist's and doctor's degrees. It holds accreditation by numerous special accrediting groups.

Cumberland School of Law

Cumberland School of Law has been accredited by the American Bar Association since 1949 and has been a member of the Association of American Law Schools since 1952.

Health Law and Compliance

Accreditation by the Compliance Certification Board (CCB)[®] was sought and granted in spring 2015. Graduates of the program will be eligible to sit for any of the following credentialing exams offered by the Compliance Certification Board: Healthcare Compliance (CHC)[™], Healthcare Research Compliance (CHRC)[®], Healthcare Privacy Compliance (CHPC)[®] Compliance and Ethics Professional (CCEP)[®].

The Master of Studies in Law and the Master of Laws programs are not accredited by the American Bar Association, nor are students eligible to sit for the bar examination upon completion of the program.

Academic Policies

Good Standing and Academic Progression

The minimum acceptable grade in this program is a C. If a student earns a C-, D+, D, or D- he/she must repeat the course. If a C (2.0) or better is not earned the second time, the student's participation in the program is terminated. If a student earns an F in any course, the student's participation in the program is terminated. It is possible for a student to complete the program following termination. See *Readmission of Students Dismissed for Academic Reasons*, below.

To maintain a status of Good Standing, students must maintain a cumulative GPA of 3.0 or better in all courses completed in the Master of Studies in Law (M.S.L.) or Master of Laws (LL.M.) program. Students must complete their degree within seven academic years of the original date of matriculation.

Joint/Coordinated Degree Academic Policies

J.D./LL.M.

- Students must complete both curricula before either degree is awarded. Graduates will receive both degrees in the same semester.
- Under certain circumstances, students who drop the LL.M. as their second degree may re-apply to the LL.M. or M.S.L. program, at a later date. Students must speak to an advisor in both programs to discuss the consequences of withdrawing from the program. Generally, courses earned in the LL.M. program prefixed with an "M" will be accepted upon re-admission, as long as the student:
 - began the joint degree before graduating with the primary degree
 - was a student in good standing in the LL.M. program
 - requests readmission to restart LL.M. or M.S.L. classes within one academic year following primary degree graduation.
- Students must check with the Office of Law Student Records to discuss the implications of and process for withdrawing from the joint-degree program.
- GPA Calculation: Students will have two separate grade point averages -- one for the master's-level program and one for the Juris Doctor degree.
- School ranking and percentiles will be based on the primary degree only GPA. Students must maintain a 3.0 GPA in the LL.M. program to be in good standing.
- Students in the joint degree program must ensure compliance with the academic policies for both programs.
- Students who withdraw from the joint-degree program and are re-admitted to the LL.M. or M.S.L. program will be subject to the academic policies found in this handbook.
- Students must comply with the academic policies in the J.D. program relating to the number of distance hours which can be counted toward the J.D. degree.

Pharm.D./M.S.L.

You may receive both the Pharm.D. and M.S.L. degrees in the same semester, but that is not required. In this program, you may earn the Pharm.D. earlier than the M.S.L., but you must complete the M.S.L. within seven academic years of the original date of admission to the M.S.L. program. See below for further information.

You will have two separate grade point averages, one for M.S.L. and one for pharmacy. Pharmacy school ranking and percentiles will be based on only the pharmacy GPA. Students must maintain a 3.0 GPA in the M.S.L. program to be in good standing. Students may not earn a grade below C in any course to progress in the M.S.L. program. For complete details and additional M.S.L. program academic policies, please refer to the M.S.L. website. Pharmacy students no longer interested in completing the M.S.L. program must communicate with the McWhorter School of Pharmacy Associate Dean for Academic Affairs.

You may choose to drop the M.S.L. degree in order to earn the Pharm.D. degree earlier. The Cumberland School of Law will accept shared credit from the pharmacy school upon later readmission to the M.S.L. program as long as the student 1) began the dual degree before graduating with the Pharm.D. degree; 2) was in good standing with the Cumberland School of Law; and 3) requests readmission to restart M.S.L. course work within 18 months after Pharm.D. graduation.

Dismissal and Probation

If a student's cumulative GPA falls below 3.0, the student is placed on academic warning and is required to show improvement in the GPA in the next semester. A student's eligibility for financial aid may be impacted if placed on warning. If a student on warning does not improve his/her GPA in the next semester, the student will be required to withdraw from the program. Under no circumstances will a degree be awarded to a student who is on warning (not in Good Standing).

Readmission of Students Dismissed for Academic Reasons

Students dismissed due to a low GPA, and thus not in Good Standing, may petition the director of graduate programs for readmission after sitting out at least one full semester. The petition to continue studies on warning must detail in writing the reasons why the student should be permitted to continue in the program and must be received no later than four weeks prior to the term in which the student wishes to re-enroll. That petition will be shared with the dean of the law school. The director of graduate programs and the dean of the law school may impose reasonable conditions on the readmission of a student dismissed for academic reasons, including retaking specified courses to raise the student's GPA to Good Standing (the original grades will remain on the student's record but only the new grade will be included the calculation of the student's grade point average). Under no circumstances will a student be allowed to re-take more than two courses or a total of six credit hours. Students on warning may be ineligible for some forms of financial aid.

The decision of the director of graduate programs and the dean of the law school is final. If a student fails to meet the requirements set forth in that decision following readmission, the student will be dismissed with no right to petition for readmission a second time.

Withdrawal

Students should notify the director of graduate programs as soon as possible if there is a problem that might involve an immediate interruption in attendance.

Course Withdrawal: A course withdrawal occurs when a student wishes to drop a course, but remain enrolled in at least one other course. A student may drop a course with no academic penalty and receive a full refund of tuition during the drop/add period as outlined in the University catalog academic calendar. After the Drop/Add period ends, but before the last day of classes, a student may drop a class only with approval from the Instructor teaching the course and the Director of the Master's Program. A student who drops a course with approval after the end of the Drop/Add period will receive a "W" (Withdraw) on their official transcript. W carries no academic penalty.

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.

University Withdrawal: A university withdrawal occurs when a student wishes to cancel his/her entire schedule (not be enrolled at all in the term). If a student withdraws after the first week of the term, there will be a pro-rata financial penalty as outlined in the University catalog. University withdrawals due to medical emergencies or exigent circumstances are considered on a case-by-case basis by the University Registrar in Samford Hall.

Readmission: Because of the nature of the cohort model, readmission following a program withdrawal or leave of absence in Good Standing will be addressed on a case-by-case basis by Cumberland School of Law administration.

Registration

The Graduate Programs Office will register all students for all classes. It is your responsibility to ensure that your registrations are correct and to check your billing and financial aid information frequently in the Portal to ensure adequate time to address any financial issues that may arise.

Registration Cancellation

Students who do not pay their bill by the due date are subject to having their registration cancelled until payment is received. A student may be reinstated by paying their balance in full, plus a \$100 reinstatement fee. Following this payment, students will receive a clearance slip from the bursar's office for them to present to student records to re-establish their class schedule. Late fees are not reversed upon reinstatement.

Students making changes to their schedule (usually at the beginning of a term or during drop/add) after the e-bill has been sent are required to immediately make payment in full. E-bills are generated monthly. Therefore, additional charges resulting from any of the changes mentioned above should be paid prior to receipt of the next e-bill notification to avoid registration cancellation. Failure to make full payment on or before the next business day after the end of the drop/add period as noted in the academic calendar for your classification may result in registration cancellation.

Grading Scale and Quality Points

The possible grades in the Master of Studies in Law/Master of Laws program are A, B, C, D, and F. These grades may be differentiated by pluses and minuses, but do not have to be. Quality points are assigned as follows:

Scale		Quality Points	
A	93-100	A	4.0
A-	90 – 92.9	A-	3.7
B+	87 - 89.9	B+	3.3
B	83 - 86.9	B	3.0
B-	80 - 82.9	B-	2.7
C+	77 - 79.9	C+	2.3
C	73 - 76.9	C	2.0
C-	70 - 72.9	C-	1.7
D+	67 - 69.9	D+	2.3
D	63 - 66.9	D	1.0
D-	60 - 62.9	D-	0.7
F	Below 60	F	0.0

Grade Appeals

An initial grade may be challenged by a student before the last day of classes of the next full semester. Summer term grades must be appealed by the end of fall term. All petitions must be made first in writing to the instructor, then to the director of graduate programs, and dean. If each of these three in turn denies the appeal, the student may submit a written appeal to the university registrar. The registrar will then convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.

Academic Integrity Policy

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University.

The Faculty Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment

are not only academically dishonest, but also completely deficient in the scholarly maturity necessary to college study. Those detected in dishonesty are subject to severe punishment. The more dependence on cheating, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

If a student is suspected of a violation, he or she will be notified immediately by the faculty member observing the violation. The director of graduate programs and the faculty member will then review the violation, and share their findings with the student. The student will have the right to respond to the notification of alleged violation to contest the allegation and/or argue that there should be no sanction or only a limited sanction. Sanctions may include awarding a zero for the assignment in question, suspension, or dismissal. The student may appeal that decision, in writing, to the dean of the law school. Decisions of the dean of the law school are final.

If dismissed from the university, students may apply for readmission per the policy, above, *Readmission of Students Dismissed for Academic Reasons*.

Any university-wide Academic Integrity Policy for graduate students supersedes this policy.

Student Complaint Process

Samford University is a community that respects individuals and their rights. The campus judiciary process is designed to afford fundamental fairness to students involved in violations of campus rules and regulations. The values violation process is well defined and is followed as a means of assuring fairness.

Issues occasionally arise outside the areas governed by the campus judiciary process. In the spirit of community, individuals should discuss candidly with those most directly involved their complaints, disagreements or misunderstandings, since those most directly involved deal best with most issues. It is a fact of group life that no individual can have his or her way in all circumstances. In cases where matters seem difficult to resolve, students may resort to this official student complaint process.

If a student has a complaint about an academic matter, the student should confer with the professor(s) or individual(s) involved. Should the concern persist, the student should speak with the chair or supervisor of the department. If resolution is not found, the student should confer with the dean of the school or college involved. If the issue cannot be resolved at the levels mentioned above, the student may take the concern to the Office of the Provost. If the issue remains unsettled, the student may present the concern in writing to the president of the university.

If a student has a complaint about a nonacademic matter, the student should confer with the individual(s) involved. If resolution is not found, the student should speak with the supervisor of the office or unit involved. If the issue cannot be resolved at the levels mentioned above, the student may appeal to the vice president who is responsible for oversight of the area at issue. If the issue remains unsettled, the student may present the concern in writing to the president of the university.

Online Attendance and Participation

Students who are registered in online courses are expected to complete all required coursework, including lectures, questions, and assignments, electronically. Students are expected to participate in all class discussions or as directed by the instructor. In the event of extenuating circumstances, students should notify the instructor prior to class and make arrangements for any make-up work. Failure to do so may affect the course grade. Online class attendance will be assessed by completion of all course assignments by the published due date and time. Students are responsible for retrieving electronic messages from both their Samford University Bulldog e-mail account and the learning management system. It is expected that students will respond to all messages within 48 hours.

Students who do not log into a course by the drop/add deadline and who do not contact the faculty member or director of graduate programs with an adequate explanation of their failure to participate will be administratively withdrawn from the course. The drop/add deadline is usually the Friday following a Monday start of term.

After initial participation as demonstrated by a course login, submitted assignment, or peer or faculty interaction, a student who fails to participate for 21 *consecutive* days will receive a grade of Failure Due to Absences or FA. The instructor or program director will notify the student of his or her non-compliance no later than 48 hours prior to the end of the 21-day non-participation period so that the student will have the opportunity to complete missed assignments, drop the course, or withdraw from the program rather than receive a grade of FA. Students should be aware of the “last day to drop a course without academic penalty” as indicated on the academic calendar found on page 13, of this handbook. It is possible that a student’s 21-day period of non-participation will end after the last day to withdraw without academic penalty and thus the student will be forced to accept a grade of FA.

For the purpose of determining the [tuition refund amount following withdrawal or suspension](#), the last date on which a student logged into the learning management system will be deemed the last date of class attendance.

Access to Online Courses

Students will have access to their current online courses when the course coordinator makes the course available at the beginning of the semester. During the semester, students may access any files available to them and download for their use in meeting the course objectives and for future reference. Two weeks following the end of the semester, these courses will be unavailable to students.

Technology Requirements

Technology is an essential and integral aspect of an online course. The student must have a computer and stable connection to the internet on a regular basis. A high-speed internet connection, such as a cable modem or DSL line is preferred. The student will need access to Word, PowerPoint, and Excel. As online lectures utilize audio, the student will additionally need the capability to access audio through speakers. A webcam and microphone are also required. It is the student’s responsibility to communicate with Technology Services if he or she encounters any technology-related problem, including problems with the learning management system. Students may not be excused from assignments or deadlines based on technological difficulties if university personnel are not allowed adequate time to address the issue.

Proctoring

In order to ensure the integrity of the examination process, examinations in the Master of Studies in Law (M.S.L.) and Master of Laws (LL.M.) programs may be administered via a remote proctoring service.

Graduation and Commencement

It is the responsibility of the student to see that all graduation requirements are met. A student is required to meet all requirements for graduation as set forth in the Samford University Catalog in effect at the time of entrance into the graduate program. Included in these requirements is a cumulative 3.0 GPA.

Students whose enrollment has been interrupted are to follow the requirements for graduation as set forth in the catalog in effect at the time of readmission to the graduate program. If the University changes requirements for graduation after the entry of a student into a program, and if those changes better meet the goals of the student, the student may petition the school to be allowed to qualify for graduation by meeting the newer requirements. If approved, the student will meet all requirements for graduation set forth in the later catalog. In no case may a student qualify for graduation by meeting various requirements set forth in two different catalogs.

Prospective graduates are contacted by the Office of Student Records to confirm the student's intent to graduate. Please be prompt in your response to any request from this office. Attendance at Commencement is encouraged for those completing degree requirements. Students in the Master of Studies in Law (M.S.L.) and Master of Laws (LL.M.) programs will complete their degree requirements (graduate) in summer and participate in the fall Commencement.

Honors and Honor Societies

Cumberland School of Law does not offer membership into any honor society to students in the Master of Studies in Law (M.S.L.) or Master of Laws (LL.M.) programs, nor are Latin Honors awarded to program graduates. However, students may receive offers of honor society membership from others on campus, outside the law school. Students are solely responsible for those memberships and for obtaining the society's honor cords to be worn at the commencement ceremony.

Important Information for Students

Beginning fall 2020, courses in the Graduate Law Programs will be offered using the Professional Studies A/B terms for fall and spring. Summer term will remain on the Summer III/Summer 10-week calendar.

Academic Calendar 2024-2025

Fall Term 2024

Fall Term A

August 26	Classes begin for Fall Term A
August 30	Last day to add or drop a Fall Term A course(s)
September 2	Labor Day Holiday– University closed
September 16	Last day to withdraw from a Fall Term A course or to completely withdraw from ALL Fall Term A courses without academic penalty
October 11	Last Day of Classes for Fall Term A
October 14-16	Final Exams for Fall Term A
October 18	Final Grades Due

Fall Term B

October 21	Classes Begin for Fall Term B
October 25	Last day to add or drop a Fall Term B course(s)
November 13	Last day to withdraw from a Fall Term B course OR to completely withdraw from all Fall Term B courses without academic penalty
November 28-29	Thanksgiving Holidays (University closed November 28-29, no classes meet on Nov 27)
December 6	Last day of Classes for Fall Term B
December 9-12	Final Exams for Fall Term B
December 17	Final Grades Due

Spring Term 2025

Spring Term A

January 13	Classes begin for Spring Term A
January 17	Last day to add or drop a Spring Term A course(s)
January 20	Martin Luther King, Jr. Holiday (University closed)
February 5	Last day to withdraw from Spring Term A course OR to completely withdraw from all Spring Term A courses without academic penalty
February 28	Last Day of Classes for Spring Term A
March 3-5	Final Exams for Spring Term A
March 7	Final Grades Due

Spring Term B

March 10	Classes Begin for Spring Term B
March 14	Last day to add or drop a Spring Term B course(s)
April 2	Last day to withdraw from Spring Term B course OR to completely withdraw from all Spring Term B courses without academic penalty
April 21	Easter Monday (University Holiday)
April 25	Last day of classes for Spring Term B
April 28-May 1	Final Exams for Spring Term B
May 6	Final Grades Due

Summer III 2023 (10 weeks)

June 2	Classes begin
June 4	Last day to add or drop a Summer III (10-wk) course(s)
June 19	Juneteenth (University Closed)
July 4	Independence Day Holiday (University closed)
July 23	Last day to withdraw from a Summer III course OR to withdraw completely from ALL Summer III courses without academic penalty
August 7	Last day of classes
August 8	Final Exams
August 12	Final Grades Due

Students with Disabilities

Samford University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who wish to request accommodations should register with Disability Resources (205) 726-4078, disability@samford.edu, Dwight Beeson Hall Room 103 and 104, www.samford.edu/dr. Students who are registered with Disability Resources are responsible for providing Cumberland's Director of Student Services and ADA Compliance, Tona Hitson, with a copy of their accommodation letter and scheduling a meeting to discuss how the approved accommodations will apply to this course. Accommodations will not be implemented until students have met to review their accommodation letter. Ms. Hitson can be reached at thitson@samford.edu or 205-726-2222.

Classroom accommodations are not retroactive; therefore, prompt attention to the process is advisable. Students who wish to receive examination accommodations must provide a letter from Disability Resources to Cumberland's Director of Student Services and ADA Compliance no later than thirty days prior to the last day 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 Resources early in the semester in order to ensure the completion of all necessary paperwork by the aforementioned deadline. Accommodations received after the deadline will be processed for the following semester.

RAVE Emergency Notification

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. Visit www.getrave.com/login/Samford and log in with your Samford-issued username and password to update your settings.

Samford 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, or at <http://portal.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 Mailsystem
- 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 email support@samford.edu for password issues.

Samford Email

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 *Samford Portal*, above.

Student Information Changes

It is important that students notify the Graduate Programs Office of any change in student status, academic program, or personal information. Having accurate student information allows our office to accurately advise and communicate with students. If a student's name has been legally changed (e.g., marriage), then the student must present a social security card and photo identification with the new name to the Managing director to officially change the name in the Samford system. Changes in address or phone number should be made by the student through the Samford Portal.

Campus Services

Samford's student services are available to support online, hybrid, and on-campus faculty and students, regardless of their physical location. Visit samford.edu/programs/online for a convenient list of resources available and how each resource can be accessed by students enrolled in online offerings. Below is a listing of benefits that may be of particular interest to online students.

Academic Success Center

The Academic Success Center provides academic consultations online and outside of regular business hours (posted on website) upon request. These consultations can be in-person or via phone, email, or Skype to help students identify academic goals and locate the needed resources to meet those goals. Additionally, several resources are posted online and are accessible to all students. These include: free tutoring schedule (online support may also be available during these times based on tutor availability and upon request); private tutor list in various subjects; study tips and resources, including links to Dr. Chew's "How to Study" video series on YouTube; links to other areas of student support where referrals are needed.

Athletic Events/Tickets

All currently enrolled Samford students may receive one ticket to each 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 205-726-DOGS or go to www.samfordsports.com.

Arts Events/Tickets

Students may receive free or discounted tickets to events through the Samford Arts Box Office. Visit tickets.samford.edu for details.

Campus Bookstore

The campus bookstore is located in the University Center. The bookstore carries all required course materials, Samford branded clothing and merchandise, snacks and gifts, etc. The bookstore is open during the school year Monday-Wednesday, from 8:00 a.m. to 5:00 p.m.; on Thursday, from 8:00 a.m. to 6:00 p.m.; on Friday, from 8:00 a.m. to 5:00 p.m.; on Saturday, from 10 a.m. to 2 p.m.; on Sunday, from 12:00 p.m. to 3:00 p.m. .

Pete Hanna Fitness Center

The fitness center is located on the upper level of the west side of the Pete Hanna Center. This state of the art facility has eight treadmills, eight ellipticals, and four Lifecycles bikes, all with their own personal televisions. Also in the cardio room are several Signature Series Strength Machines. The center also features a free weight room equipped with Hammer Strength equipment. The fitness center is free to all current students, faculty, and staff members at Samford University.

Career Development Center

Samford University's Career Development Center's resources are available to students located on campus, those enrolled in online programs, and alumni. Online assessments and resources, a virtual career library, resume examples, job postings, and more are accessible through the department's website.

In addition, the Cumberland School of Law Career Development Office may be able to assist you with questions related to legal careers.

Counseling Services

The Office of Counseling Services & Wellness Programs (C&WP) provides face-to-face mental health counseling for all Samford University students. Some of the areas of assistance include adjustment to college, personal exploration/growth, managing anxiety, relationships, substance abuse and psychotherapy. We maintain an up to date resource list online, which outlines various services and providers a student may need for ongoing and specific mental health issues in the larger Birmingham area.

For distance and online students who cannot travel for a face-to-face session, our office additionally provides phone consultations for brief assessment and referral purposes in and beyond Birmingham, AL. The National Suicide Hotline (1-800-273-8255) and local Birmingham Crisis Center (205-323-7777) provide 24/7 phone counsel for suicidal individuals in crisis, as well as Rape Response resources and counsel (205-323-7273).

Disability Resources

Disability Resources serves as the central campus resource for students with disabilities. Working in partnership with faculty, staff and administration, the goal of Disability Resources is to promote an accessible and inclusive environment for all students. Disability Resources works individually with each student to determine appropriate accommodations to ensure access to programs, activities and services. See *Students with Disabilities*, page 14, or visit Samford.edu/dr for more information. Disability Resources is available to meet with students via telephone, Skype, or other accessible platforms.

One Stop

Financial aid for graduate students is dependent upon the program in which a student enrolls. A completed Free Application for Federal Student Aid (FAFSA) will be used to determine your eligibility for Stafford, Perkins and Grad PLUS Loans. For any financial aid questions, please contact the One Stop Office directly at [205-726-2905](tel:205-726-2905) or onestop@samford.edu. The One Stop office is located in the Admissions/Financial Aid suite on the first floor of Samford Hall. Office hours are 8:00a.m. - 4:30p.m., Monday through Friday. Application forms should be processed at least 10 weeks before registration.

One Stop also issues the Samford ID cards to students, staff and faculty of the university. All Samford students are issued a Samford card at no cost. Replacement cards are available for a fee.

Libraries

Samford offers a wealth of library resources featuring extensive print and electronic collections, as well as multimedia resources that include microfilm, music scores, and audio and video recordings. The online catalog and

other electronic resources are available to students 24/7 via the internet. Other libraries in the Birmingham area cooperate with Samford on a reciprocal basis, increasing the variety of resources directly available to the Samford community.

Lucille Stewart Beeson Law Library

The Lucille Stewart Beeson Law Library provides extensive legal research and study materials for the Cumberland School of Law and the rest of the Samford community. The library contains 13 conference rooms, 474 study spaces, large carrels with electrical and data connections, and more than 30 computers. Online access to current legal information is provided through computer-assisted legal research systems. The book collection contains more than 212,000 volumes, and the microform and audiovisual room provides access to the microfiche equivalent of more than 126,000 volumes.

Samford University Library

The Samford University Library is the primary library for all students, faculty, and staff. In addition to books, ebooks, periodicals, unique collections, and electronic resources, the library houses a large government documents collection-serving as an official repository. The Special Collection houses outstanding research materials with particular strengths in Alabama history, Baptist records, and Samford University Archives. Individualized and group instruction in the use of library resources is provided on a regular basis by librarians.

A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms with advanced presentation and conferencing capabilities, and a patron-lounge area are available for patron use.

The University Library is home to the Marla Haas Corts Missionary Biography Collection, the Alabama Men's Hall of Fame, and the Hellenic Scholars' Library.

Career Development Center Library

The Career Development Center Library, located in the Ralph W. Beeson University Center, is a resource center for career-related books, videos, Web sites and handouts; and for extensive company and corporate information.

Public Safety

The mission of the Samford University Department of Public Safety and Emergency Management is to protect the life and property of all people of the Samford University community. Our goal is to enhance the quality of life of the university by providing a safe and secure campus through professional service and proactive crime prevention. To create an environment where students, faculty and staff can conduct their daily business without the threat of physical or psychological harm. These responsibilities are to be met with the integrity and demeanor consistent with the Christian values of the university.

Important and Emergency Telephone Numbers

Public Safety (205) 726-2020
City of Homewood Police (205) 879-2101
City of Homewood Fire (205) 879-4701
Emergency/Crisis 911

Technology Services and Resources

Technology Assistance

Technology assistance is available from the Service Desk, located in Davis Library 012. You can reach the Service Desk 24 hours a day, seven days a week at (205) 726-2662. After normal business hours, calls to the Service Desk automatically roll to the off-site help desk to assist with tier 1 issues and/or to escalate system outages or issues that affect multiple callers. You may also send a request to support@samford.edu. For hands-on assistance in the Service Desk office, Analysts are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (depending on library hours).

Technology Laboratories

Four general access computer laboratories are available to every student, except during times when one or more of the labs are scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. The general access laboratories offer a substantial suite of software to assist with word processing, page layout, presentation preparation, and statistical analysis. Each computer in the general access computing labs is connected to the campus network, which is connected to the internet. This gives every Samford student access to the World Wide Web and other networked resources. For more information about laboratory resources, hours, and availability, see the computer lab page at <http://www.samford.edu/labs/>.

Microsoft Office for Students

Office 365 Education for Students is available for Samford University students, free of charge, at office.com/GetOffice365. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites. Samford allows students and employees to install the full Office suite of applications on up to 5 PCs or Macs for free. To sign up and get Microsoft 365 at no charge, point your browser to office.com/getoffice365 or contact the Service Desk for assistance at (205) 726-2662, or at support@samford.edu.

Curriculum

Program Options

Master of Studies in Law (M.S.L.)

Concentrations available in:

- Financial Services Regulatory Compliance
- Health Law and Compliance
- Higher Education Law and Compliance
- Legal Operations
- General Option

Master of Laws (LL.M.)

Concentrations available in:

- Financial Services Regulatory Compliance
- Health Law and Compliance
- Higher Education Law and Compliance
- Legal Operations

Program Goals

- Prepare students for professional careers through a systematic program of real-world courses and training
- Encourage graduates to pursue relevant professional credentials from industry-leading organizations
- Empower students to communicate and interact effectively with attorneys, compliance professionals, and other members of the legal community
- Develop the core competencies in a specialized field of study which are necessary for professional success

Courses of Study (for students who were admitted Summer 2020 and beyond)

Financial Services Regulatory Compliance Concentration

M.S.L. Course of Study			Credit Hours	Total Credits
Required Core				16
	MSLW 515	Introduction to Law and Legal Procedure	3	
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Introduction to Public Policy: Legislation and Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
	MFRC 510	Banking Law and Regulation in the U.S.	3	
	MFRC 520	Consumer Protection Laws and Regulations	3	
	MFRC 530	Mortgage and Securities Regulation and Compliance	3	
	MFRC 540	Crime and Compliance: BSA/AML	3	
	MSLW 565	Information Privacy & Cybersecurity	3	
	MSLW 555	Compliance Program Management	3	
			Total Credit Hours	34

LL.M. Course of Study			Credit Hours	Total Credits
Required Core				13
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Intro to Public Policy: Legislation & Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
	MFRC 510	Banking Law and Regulation in the U.S.	3	
	MFRC 520	Consumer Protection Laws and Regulations	3	
	MFRC 530	Mortgage & Securities Regulation & Compliance	3	
	MFRC 540	Crime and Compliance: BSA/AML	3	
	MSLW 565	Information Privacy & Cybersecurity	3	
	MSLW 555	Compliance Program Management	3	
			Total Credit Hours	31

Health Law and Compliance

M.S.L. Course of Study			Credit Hours	Total Credits
Required Core				16
	MSLW 515	Introduction to Law and Legal Procedure	3	
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Introduction to Public Policy: Legislation and Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
	MHLP 520	Intro to Healthcare Delivery Systems	3	
	MHLP 541	Healthcare Insurance & Finance	3	
	MHLP 530	Healthcare Compliance: Laws and Regulations	3	
	MHLP 560	Corporate Ethics in Healthcare	3	
	MHLP 550	Corporate Compliance: Programs and Policies	3	
	MHLP 570	Healthcare Privacy and Security	3	
			Total Credit Hours	34

LL.M. Course of Study			Credit Hours	Total Credits
Required Core				13
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Intro to Public Policy: Legislation & Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
	MHLP 520	Intro to Healthcare Delivery Systems	3	
	MHLP 541	Healthcare Insurance & Finance	3	
	MHLP 530	Healthcare Compliance: Laws and Regulations	3	
	MHLP 560	Corporate Ethics in Healthcare	3	
	MHLP 550	Corporate Compliance: Programs and Policies	3	
	MHLP 570	Healthcare Privacy and Security	3	
			Total Credit Hours	31

Higher Education Law and Compliance

M.S.L. Course of Study			Credit Hours	Total Credits
Required Core				16
	MSLW 515	Introduction to Law and Legal Procedure	3	
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Introduction to Public Policy: Legislation and Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
	MHLC 510	Higher Education Law and Governance	3	
	MHLC 520	Data and Privacy in Educational Compliance	3	
	MHLC 540	Student Rights & Campus Safety	3	
	MHLC 560	Financial Compliance in Higher Education	3	
	MSLW 555	Compliance Program Management	3	
	MHLC 580	Compliance and Accreditation	3	
			Total Credit Hours	34

**may be offered under a different name/ prefix*

LL.M. Course of Study			Credit Hours	Total Credits
Required Core				13
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Intro to Public Policy: Legislation & Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
	MHLC 510	Higher Education Law and Governance	3	
	MHLC 520	Data and Privacy in Educational Compliance	3	
	MHLC 540	Student Rights & Campus Safety	3	
	MHLC 560	Financial Compliance in Higher Education	3	
	MSLW 555	Compliance Program Management	3	
	MHLC 580	Compliance and Accreditation	3	
			Total Credit Hours	31

**may be offered under a different name/ prefix*

Legal Operations

M.S.L. Course of Study			Credit Hours	Total Credits
Required Core				13
	MSLW 515	Introduction to Law and Legal Procedure	3	
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				21
	MLPM 520	Law Firm Accounting and Finance	3	
	MLPM 540	Legal Project Management	3	
	MLPM 550	Legal Technology and Innovation	3	
	MLPM 560	E-Discovery	3	
	MLPM 570	Law Firm Management	3	
	MSLW 565	Information Privacy & Cybersecurity	3	
	MSLW 575	Business of Law	3	
			Total Credit Hours	34

LL.M. Course of Study			Credit Hours	Total Credits
Required Core				10
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				21
	MLPM 520	Law Firm Accounting	3	
	MLPM 540	Legal Project Management	3	
	MLPM 550	Legal Technology and Innovation	3	
	MLPM 560	E-Discovery	3	
	MLPM 570	Law Firm Management	3	
	MSLW 565	Information Privacy & Cybersecurity	3	
	MSLW 575	Business of Law	3	
			Total Credit Hours	31

General/Custom Option

M.S.L. Course of Study			Credit Hours	Total Credits
Required Core				16
	MSLW 515	Introduction to Law and Legal Procedure	3	
	MSLW 525	Principles of Business Law	3	
	MSLW 535	Legal Writing and Communication Skills	3	
	MSLW 545	Introduction to Public Policy: Legislation and Regulation	3	
	MSLW 600	Master of Studies in Law Capstone	4	
Required for Concentration				18
18 additional credits prefixed MFRC, MHLC, MHLP, MLPM				
			Total Credit Hours	34

Course Descriptions

MSLW 515 Introduction to Law and Legal Procedure

The course will focus upon the process of adjudicating a civil action in the U.S. and the related procedural rules and policies including the major conceptions and foundations of civil procedure. Topics covered will include: the jurisdictional and justiciability doctrines; initiation of a civil action; dispositive motions before trial; discovery; alternative dispute resolution; aggregate actions; trial; and appeal and judgment. In addition, the course will address the major procedural issues regarding the investigation and prosecution of crimes including search and seizure, legal doctrines, privileges, pre-trial release, grand juries, rights to counsel, and rights to a jury and a fair trial.

MSLW 525 Principles of Business Law

Required core course for students pursuing the Master of Studies in Law degree (M.S.L.). This course surveys the legal environment of business including contract law, liability considerations, agency and employment law, and types of business organizations. Students will consider these concepts in the context of their major/concentration.

MSLW 535 Legal Research and Communication Skills

Introduces students to the basic legal skills required for non-lawyers to find, analyze, explain, and apply the law. Students will learn the research and writing processes practicing attorneys use and how to apply them to legal and non-legal settings. Students will develop communications skills, both oral and written, that will assist them in communicating with attorneys, clients, and others. The course will emphasize legal research strategies available via the internet rather than through subscription databases.

MSLW 545 Introduction to Public Policy: Legislation and Regulation

Introduction to the rise of legislative and regulatory government and the nature of the public policy process.

MSLW 600 Master of Studies in Law Capstone

The culminating course of the Master of Studies in Law curriculum. Students will sharpen communication skills as they work with a mentor to produce a unique, well-researched project to present to classmates and colleagues virtually or on campus.

MFRC 510 Banking Law and Regulation in the U.S.

A survey of U.S. banking law and regulation. Provides students with an overview of the regulatory framework in which banks operate and the laws governing all aspects of bank operations. Legal and regulatory changes and challenges faced by banks since 2008 will be discussed.

MFRC 520 Consumer Protection Laws and Regulations

An in-depth look at the laws and regulations created to protect consumers, particularly the Unfair, Deceptive or Abusive Acts and Practices (UDAAP) and related Consumer Financial Protection Bureau rules.

MFRC 530 Mortgage and Securities Regulation and Compliance

The first half of the course presents an overview of the mortgage lending process, compliance regulations and mortgage fraud and prevention. Laws and regulations, including CFPB rules, impacting the mortgage lending and servicing industries will be addressed. The second half of the course explores the regulatory framework surrounding securities trading and investment management.

MFRC 540 Crime and Compliance: BSA/AML

A study of the laws and regulations created to combat money laundering, terrorist financing and other fraud. Implications for international banking will be explored. Students will develop a compliance program development and plan for enforcement.

MFRC 550 E-Commerce & Payment Systems

An in-depth study of the law and operations of payment systems in the U.S. UCC Articles 3 and 4 as well as other laws and regulations governing payments will be explored. Operational issues, international considerations, and risk management will also be addressed.

MFRC 560 Compliance Program Management for Banks and Financial Services

An exploration of compliance programs in banks and financial services. Case studies will be used extensively. Students will participate in the creation, implementation, and management of a compliance program.

MFRC 570 Regulation Enforcement and Operational Risk Management

A study of operational risk assessment and management and its relationship to regulation enforcement. Students will examine current and recent operational failures in the banking industry. Specific strategies and techniques to identify and assess risk will be explored.

MHLP 520 Introduction to Health Care Delivery Systems

This course is foundational in understanding the complexity of the health care delivery system. Before recommendations can be made on health policy, one must understand and be able to answer questions relative to who is impacted, what is needed, and why. This course familiarizes the student with the system components of health care delivery to include health policy, population health, medical care delivery, support for medical care delivery, and the future of healthcare delivery. The roles of patients, providers, insurers, and suppliers will be established. Current healthcare policy initiatives will be explored.

MHLP 530 Introduction to Healthcare Compliance: Laws and Regulations

This course provides students with an in-depth understanding of the laws and regulations applicable to healthcare organizations, the agencies and organizations that create policy and enforce compliance, and the penalties for noncompliance. Specifically, the False Claims Act, Stark Law, Anti-Kickback Statute, Affordable Care Act, CMS regulations, federal income tax and antitrust statutes will be discussed. An overview of the Federal Sentencing Guidelines and the seven elements of compliance programs will serve as a backdrop for this study of the law. Students will apply their knowledge of these laws and regulations to case studies covering a wide variety of healthcare settings.

MHLP 541 Healthcare Insurance and Finance

An overview of health care insurance and finance. Provides an introduction to basic finance and accounting tools as well as payment systems. Topics covered include: methods and processes for reimbursement, compliance, coding and HIPAA considerations, Meaningful Use, and Recovery Audit Contractors.

MHLP 550 Healthcare Compliance: Programs and Policies

This course will allow students to apply the knowledge of compliance laws and regulations gained during MHLP 530 to the process of compliance program development. Using case studies and real word scenarios, students will have the opportunity to analyze and respond to compliance issues faced by a variety of health care settings that can then be applied to the student's own organization. Students will work in groups to create a compliance program for a fictional company.

MHLP 560 Corporate Ethics in Healthcare

This course is divided into two parts: (1) an exploration of justice in healthcare including issues related to access to healthcare and allocation of resources based on economic evaluation or bedside rationing; and (2) a problem-based approach to common legal and ethical issues encountered by the management team of a health care corporation.

MHLP 570 Healthcare Privacy and Security

An overview of federal and state health privacy and security laws and regulations including HIPAA and HITECH will be provided with special emphasis on regulatory compliance. HIPAA privacy and security risks, standards and risk management will be reviewed. Security incidents and the breach notification rule will be discussed. Audit controls, integrity and authentication are also reviewed. Tort liability for unauthorized disclosure will be reviewed along with tort liability for the failure to disclose to information about a dangerous patient to third parties. A significant part of the course will focus on the impact of the transition to Electronic Health Records.

MHLP 580 Healthcare Compliance: Investigating, Auditing, Monitoring

This course offers a comprehensive guide to investigating, auditing, and monitoring through the lens of the healthcare compliance officer. Students will learn the practical skills necessary to perform internal investigations, develop procedures for responding to external investigations, and learn when to involve legal counsel in the process. Students will also learn strategies and resources for effective audits and monitoring and how those processes and procedures can benefit the organization. Communication of compliance policies to all constituents, from caregivers to executive management will be explored. Measuring effectiveness and development and implementation of training and education programs will also be addressed.

MHLC 510 Higher Education Law and Governance

A survey of the legal and compliance issues facing institutions of higher education. Systems of governance in public and private settings will be explored, including issues unique to non-profit institutions. Compliance responsibilities of faculty, administration, and governing boards will be addressed.

MHLC 520 Data and Privacy in Education Compliance

A study of student privacy laws and regulations in the higher education context. Includes an in-depth look at The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act (FERPA) and the compliance issues associated with each.

MHLC 540 Student Rights and Campus Safety

Examination of laws and regulations governing student rights and safety. Particular focus will be on Title IX, The Jeanne Clery Act, and campus police and safety departments. Includes regulatory framework for compliance and policy considerations.

MHLC 550 Creating and Enforcing Policies and Procedures

Examination of college and university policy and compliance program development. Students will create a policy document for one or more campus departments with accompanying plans for training and enforcement.

MHLC 560 Financial Compliance in Higher Education

Study of the many and complex financial rules and regulations that impact higher education institutions. Focuses on Title IV of the Higher Education Act, regulations governing student aid and scholarships, institutional and student eligibility requirements, direct lending requirements, compliance violations and consequences, and regulatory updates. Other financial considerations such as treatment of charitable gifts and endowments will be addressed.

MSLW 555 Compliance Program Management

Focuses on management of the compliance program. Development of guidelines for self-assessment and internal audit and exploration of investigations and corrective actions. Managing and mitigating risk.

MHLC 580 Compliance and Accreditation

A study of the accreditation process and its relationship to university and departmental compliance programs and policies. Examines the relationship between regional accreditation and compliance with federal regulations governing institutions authorized under Title IV of the Higher Education Act, as amended, and other federal programs. Includes an examination of the roles, responsibilities, and ethical considerations for faculty, staff and administration in the accreditation process.

MLPM 520 Law Firm Accounting and Finance

Introduction to basic financial statements including balance sheets, income statements, and statements of cash flows as well as assets and liabilities. Students will learn how financial statements are developed from the underlying accounting information of a company, and how basic transactions of a business affect each line item shown on the financial statements. Time and billing will also be addressed.

MLPM 540 Legal Project Management

An overview of legal project management (LPM) resources and tools used in law firms, corporate legal departments, government agencies, and legal outsourcing companies. Topics include: engaging the client, planning, budgeting, execution, communications, evaluation, closure, and ethical considerations.

MLPM 550 Legal Technology and Innovation

A study of current and emerging technologies used in law firms including client management, case management, time and billing applications, trial presentation software and the associated ethical considerations. The relationship between innovation, strategy, planning and profit will be explored.

MLPM 560 E-Discovery

A study of the legal, ethical, financial, logistical, and procedural considerations of surrounding the discovery of electronically stored information.

MLPM 570 Law Firm Management

An examination of leadership and management considerations in the modern law firm. Innovative models for law firms and the role of legal outsourcing firms and alternative fee arrangements will be addressed.

Websites & Contacts

Samford University Homepage.....www.samford.edu
 Samford Student Portal<http://portal.samford.edu>
 Canvas Learning Management System.....<https://canvas.samford.edu/>

For questions about:

Please contact:

Financial Aid – Samford One Stop.....
 Office of Financial Aid
www.samford.edu/admission/financial-aid
 205-726-2905
onestop@samford.edu

Student Records/Transcripts/Calendars **Office of the Registrar**
www.samford.edu/departments/registrar
 1-877-726-2911

Payment/Billing **Samford OneStop**
www.samford.edu/departments/financial-services
onestop@samford.edu
 (800) 888-7214

Password Help/General Technology Help **Technology Services**
support@samford.edu
 205-726-2662

Disabilities/Accommodations **Office of Disability Resources**
www.samford.edu/departments/disability-resources
disability@samford.edu
 205-726-2980
Tona Hitson
 Dir. Law Student Services
tlhitson@samford.edu
 205-726-2222

Other/General Questions **Office of Graduate and Professional Programs**
gradlaw@samford.edu
 205-726-2545



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