1. Introduction

In addition to satisfying other graduation requirements, every J.D. student must comply with the Law School’s residency rules by accumulating 3.0 Residency Units (RUs) in order to graduate from Hofstra Law School. “Residency” refers to the number of credit hours that a student must complete each semester, and also the total number of semesters in which those credits must be completed. The Law School’s residency rules are set forth in Appendix I.

The purpose of this Guide is to assist students with tracking their compliance with residency requirements as they proceed through their law school career, so that they can appropriately manage their expectations concerning the timing of their graduation.

1.1. The Source and Purpose of Residency Rules

The residency rules derive from the following:

- N.Y. Court of Appeals’ rules for the admission of attorneys
- ABA Standards for Accredited Law Schools,
- The faculty’s consideration of the appropriate pedagogical spacing, sequencing and duration of courses and semesters.

The faculty-adopted residency rules particularly reflect the concern that students obtain the full benefits of total educational immersion in the Law School curriculum. Such immersion requires a timing and course duration structure that provides sufficient classroom time, study time, and reflection time to allow mastery of the course material. Consequently, the faculty has, for example, established limitations on the number of short-term intensive courses that may be taken, particularly if a student is accelerating graduation, and thereby already curtailing the full educational immersion process.

1.2. When Residency Issues Generally Arise

As a general matter, if full-time and part-time students complete the required number of credits in the normal course of six or eight semesters, respectively, residency issues will not arise.

Residency questions generally arise in the following situations:

- Student wishes to “accelerate” his or her studies (so as to complete law school in five or seven semesters, respectively.)
- Student transfers between the part-time and full-time divisions
- Student’s studies are interrupted

To avoid residency problems which might interfere with graduation plans, students who are thinking of transferring divisions, accelerating graduation by one semester, or interrupting their studies should carefully review the requirements set forth in this Guide. In addition, we have included sample worksheets in the appendix to this Guide to help students keep track of their residency units. Students who transfer between divisions should complete a “Part-Time” form for the semesters completed while registered in the part-time division, and
a “Full-Time” form for the semesters completed (or to be completed) while registered in the full-time division.

2. Residency Units – General Rules

2.1. Residency Units for Fall and Spring Semesters

As noted above, the residency rules require each student to obtain 3.0 RUs in order to graduate. The RUs are most commonly earned during the course of the fall and spring semesters, as follows:

- **Full-time**: Students who take at least 12 credits earn 0.5 RUs per fall and spring semester. Thus, at the end of three years of study, full-time students will have attained 3.0 RUs (6 semesters x 0.5 RUs = 3.0RUs).¹
- **Part-time**: Students taking at least 8 credits earn .375 RUs per fall and spring semester, so after four years of study, they also will have attained 3.0 RUs (8 semesters x .375 = 3.0)

Students must earn at least 2.5 RUs in courses taken in the regular semester format, as described above. In addition, the residency rules specify that all degree requirements must be completed within 84 months of the student’s first enrollment in law school.

2.2. Residency Units for Summer and/or Winter Sessions

In some cases, such as when a student transfers from part-time to full time, a student may not earn the required 3.0 RUs in six full-time or eight part-time semesters, and will need to make up residency units in summer and/or winter courses, as set forth below. NOTE: Special rules apply in the case of acceleration. Please see section 3 for information about acceleration.

2.2.1. Residency Units for Summer and Winter Intersession Study – regular vs. intensive courses

Students may choose from a wide variety of courses in the summer term and winter intersession to satisfy residency. However, the residency rules distinguish between “regular” and “intensive” courses, and students who are concerned about residency need to pay careful attention to the limitations on using intensive courses to satisfy that aspect of the graduation requirements.

“Regular” courses are those offered during the core summer session (known as “summer session II”) over the entire seven week session. Students taking classes in the core summer session at the Law School receive 0.04 RUs for each credit. Thus, for example, a 3-credit core summer course will earn 0.12 RUs.

¹ Note: Full time students who register for 12 credits but earn only 10 will still earn residency units for that semester. Thus, if you withdraw from or receive a failing grade in a course, but otherwise earn 10 credits, the semester will “count” for purposes of the residency rules. (The rules also contain a one-time provision permitting students to earn 9 credits for one semester only and still earn .5 residency units.) Please refer to Appendix I.
Intensive courses, offered during the summer and the winter intersession, are courses that are offered in a condensed format and that do not follow the typical schedule. Except in the case of acceleration, intensive courses taken over the summer or during winter intersession also receive 0.04 RUs for each credit, however:

- An intensive course will only earn residency units if it is billed at the full per-credit rate; further, in calculating residency units, no more than five intensive course credits may be included.
- Despite the name of the course, the summer Intensive Trial Advocacy Program is treated as a “regular” summer course for residency purposes if the full per credit cost is paid for the summer course. This is because of the non-condensed nature of the course as it is presented during the summer session. Conversely, since the course is presented in a condensed format during winter intersession, it is considered an “intensive” course when taken during intersession.
- Finally, if the applicable Registration Bulletin indicates that a flat fee will be charged for a particular course, students who will be using the credits to meet residency requirements must pay the full per-credit rate.

2.2.2. Residency Units for Study Abroad Programs

Again except in the case of acceleration, students earn 0.075 RUs for each 2 credits earned in a Hofstra Law School-affiliated study abroad program attended during the summer or during winter intersession.

NOTE: No RUs will be accumulated for credits earned by participation in a non-Hofstra affiliated study abroad program.

2.3. Transfers Between Divisions and Residency Units

A student in good standing may apply to transfer between divisions after the completion of two semesters, and may transfer with the permission of the Dean’s Office. Applications are available in the Office of Academic Records and must be filed with this office by the following deadlines:

- March 5th for the upcoming fall semester.
- October 15th for the upcoming spring semester

The earliest and easiest time to transfer is after the first year of law school. A student who transfers from part-time to full-time after two semesters must earn the equivalent of 0.25 RUs (7 credits) in summer courses or a combination of summer and winter intersession courses. As noted above, intensive courses do count towards this requirement, subject to the limitations discussed above (i.e. cap on the number of intensives, per credit billing etc.), as do courses taken in Hofstra-sponsored study abroad programs (Nice, Sorrento, Curacao, Sydney). Students who wish to transfer after the first year will need to check the residency requirements very carefully; in some cases, the University may assess a transfer fee.

2 This distinction is not relevant to courses taken during the fall and spring semesters
3 See additional requirements in Chapter 2 of the Student Handbook, and contained in the Application to Transfer Between Divisions form, available from the Office of Academic Records, Room 114.
3. Acceleration

The academic regulations provide that students may only accelerate graduation (i.e. graduate one semester early) by attending classes offered during the regular summer sessions at Hofstra. Because acceleration involves a significant alteration of the usual course of study, it is subject to the most significant limitations in terms of what courses may or may not be taken during the summer session to make up the missing residency units.

Full-time students may be able to complete the credits required for graduation in two and one-half calendar years (5 regular semesters and 2 summers). Part-time students may be able complete the necessary credits in three and one-half calendar years (7 regular semesters and 2 or 3 summers). Students may not accelerate graduation by more than one semester.4

3.1. Number of Regular Summer Credits Needed for Acceleration

In order to accelerate, students must:

- Full-time students: earn 0.50 residency units5 by taking 13 “regular” (not intensive or study abroad) credits at Hofstra Law School during the summer sessions
- Part-time students: earn 0.40 residency units by taking 10 “regular” (not intensive or study abroad) credits at Hofstra during the summer sessions.

Students are free to allocate these credits as they choose - i.e., they can take a heavier load one summer and a lighter load another summer, subject to the maximum number of summer credits permitted.

Thus, a student who is interested in accelerating but wants to study abroad or take intensive courses over the summer should have an advisement meeting with the Office of Student Affairs before registering for these courses.

3.2. Procedure for Acceleration

Students must complete the Permission to Accelerate Graduation form available in the Office of Academic Records and submit to this office no less than 12 months prior to their intended accelerated graduation. As noted in the form, students must also meet with the Registrar to obtain approval for acceleration.

3.3. Acceleration and Transfers Between Divisions

Students who have transferred from the part-time to the full-time division are not eligible for acceleration. A student who transfers from the full-time division to the part-time division must consult with the Office of Student Affairs to ascertain if acceleration is possible.

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4 See Student Handbook, Chapter 2, Section IV(E).
5 Each credit equates to 0.04 residency units. Thus, (0.50/0.04 = 12.50 or 13 credits) and (0.40/0.04 = 10 credits).
4. Responsibility for Compliance with Residency Rules

Students are responsible for tracking their own residency units. Students who have questions about their compliance with the residency requirements may schedule an appointment with the Office of Student Affairs.

5. Summer Study – Maximum Credits

The Law School currently offers three separate summer sessions. The core courses run for seven weeks, beginning in late May and ending in mid-July. Intensive, short-term courses, run for one-week each before and after the core courses.

ABA rules provide that a student who takes six credits or more during a summer session is not permitted to work more than 20 hours a week. Subject to this restriction, the following number of credits may be taken during the summer:

<table>
<thead>
<tr>
<th>Table 1: Maximum Credits for Summer Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Full-time Students</td>
</tr>
<tr>
<td>Upperclass Part-time Students (2L, 3L, and 4L)</td>
</tr>
<tr>
<td>1L Part-time Students</td>
</tr>
</tbody>
</table>

Note: 1LE students take Legal Writing (2 credits) during the evening after the first year of law school. Due to the unique scheduling and conferencing requirements of this course, no other evening courses may be taken during this period, although students may take additional elective courses that begin before 6:10 p.m., up to a maximum of 4 credits during the “core” summer session.
APPENDIX I: Residency Requirements

Residency refers to the number of hours that each student must complete each semester, and also the total number of semesters that each student must complete to graduate from Law School. The Law School’s residency rules, as amended by the faculty in 2004, are set forth below. (For your convenience, you can obtain a Residency Unit worksheet from the Office of Academic Records, or the Office of Part-Time Programs.)

Residency: A candidate for the Juris Doctor degree must earn 3 Residency Units, at least 2.5 of which must be earned pursuant to sections A(1) and/or B, below.

A. While enrolled in the full-time division, a student will earn:

1. 0.5 Residency Units for each semester in which the student registered for at least 12 credits and earned credit for at least 10 credits.

2. Should a student who has registered for at least 12 credits earn 9 credits in a semester, that student will earn 0.5 Residency Units; provided, however, this provision may be used only once by any student.

3. A semester in which less than 9 credits have been earned cannot be counted toward the residency requirement.

B. While enrolled in the part-time division, a student will earn 0.375 Residency Units for each semester in which a student registers for and receives credit for at least 8 credits.

C. Residency Units may be earned as follows for students who are registered in either the part-time or full-time division:

1. 0.04 Residency Units for each credit successfully completed in a summer semester in courses taken at the Law School.6

2. 0.04 Residency Units for each credit successfully completed in an Intensive Skills Offering during the winter break or over the summer7, provided however, that a student cannot count a total of more than 0.2 Residency Units from this subdivision C(2) toward the residency requirement. An Intensive Skills Offering will only earn Residency Units if it is billed at the full per-credit rate.8

3. 0.075 Residency Units for the successful completion of at least 2 credits earned in a Hofstra Law School-affiliated study abroad program.

D. All students must:

1. earn Residency Units for at least 6 fall and/or spring semesters, or

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6 This includes the Intensive Trial Advocacy Program.
7 Intensive Skills offerings are those that are offered in a condensed format and which do not follow the normal schedule, e.g., a one-week deposition training course, and similar offerings.
8 In addition, all other winter break and summer courses for which a flat fee is charged (as indicated in the Registration bulletin) must be billed at the full per-credit rate if Residency Units are to be earned.
2. earn Residency Units for at least 5 fall and/or spring semesters and earn at least 0.5 Residency Units pursuant to subsection C(1).

E. A J.D. student must complete all of his or her degree requirements within 84 months of his or her date of matriculation, and an LL.M. student must complete all of his or her degree requirements within 36 months of his or her date of matriculation.
APPENDIX II: Sample Residency Worksheet for Full-time Students

SAMPLE Residency Worksheet
Full-Time Students

HOFSTRA UNIVERSITY
School of Law
121 Hofstra University
Hempstead, NY 11549

Directions: Complete the worksheet below.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
</table>
| 1 | Enter the number of semesters in which you were:  
   | enrolled in the full-time division,  
   | registered for at least 12 credits, and  
   | earned at least 10 credits |
|   | 6 (Line 1) |

<p>| | |</p>
<table>
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<tr>
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<th></th>
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</thead>
</table>
| 2 | Multiply the number in Line 1 by 0.5.  
   | Note: In order to graduate, Line 2 must equal at least 2.5. If line 2 is less than 3.0, continue below. |
|   | 3.0 (Line 2) |

<p>| | |</p>
<table>
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</table>
| 3 | Multiply 0.04 by:  
   | each credit earned in Hofstra Law summer courses  
   | each credit earned (up to a maximum of 5) in January intersession or summer Intensive Skills courses |
|   | (Line 3a) |
|   | (Line 3b) |

<p>| | |</p>
<table>
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<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Add 0.075 for each 2 credits completed in any Hofstra Law Study Abroad program.</td>
</tr>
<tr>
<td></td>
<td>(Line 4)</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Add Lines 2, 3a, 3b and 4.</td>
</tr>
<tr>
<td></td>
<td>TOTAL RUs</td>
</tr>
</tbody>
</table>

In order to graduate, Line 5 **must** equal at least 3.0, and you must be able to answer “Yes” to the following questions:
- Have you completed all J.D. requirements within 84 months of original matriculation?  
  | Yes | No |
- Have you either  
  |   |   |
  | Earned RUs for at least 6 Fall and/or Spring semesters, or  
  | Earned RUs for at least 5 Fall and/or Spring semesters and entered at least 0.5 RUs on Line 3a?  
  | Yes | No |

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9 May receive 0.5 RUs **one time only** if registered for at least 12 credits and earned 9 credits.
10 If No, you should seek guidance from the Office of Student Affairs.
### APPENDIX III: Sample Residency Worksheet for Part-time Students

**SAMPLE Residency Worksheet**

**Part-Time Students**

**HOFSTRA UNIVERSITY**

**School of Law**

121 Hofstra University
Hempstead, NY 11549

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**Directions:** Complete the worksheet below.

1. Enter the number of semesters in which you were:
   - enrolled in the part-time division,
   - registered for at least 8 credits, and
   - earned at least 8 credits
   
   8 (Line 1)

2. Multiply the number in Line 1 by 0.375.
   
   3.0 (Line 2)

   **Note:** In order to graduate, Line 2 must equal at least 2.5. If line 2 is less than 3.0, continue below.

3. Multiply 0.04 by:
   - each credit earned in Hofstra Law summer courses ________ (Line 3a)
   - each credit earned (up to a maximum of 5) in January intersession or summer Intensive Skills courses ________ (Line 3b)

4. Add 0.075 for each 2 credits completed in any Hofstra Law Study Abroad program.
   
   ________ (Line 4)

5. Add Lines 2, 3a, 3b and 4.
   
   TOTAL RUs ________ (Line 5)

---

In order to graduate, Line 5 must equal at least 3.0, and you must be able to answer “Yes” to the following questions:

- Have you completed all J.D. requirements within 84 months of original matriculation? □ Yes □ No

- Have you either
  - Earned RUs for at least 6 Fall and/or Spring semesters, or
  - Earned RUs for at least 5 Fall and/or Spring semesters and entered at least 0.5 RUs on Line 3a? □ Yes □ No

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11 If No, you should seek guidance from the Office of Student Affairs.
Appendix IV: Frequently Asked Questions – Residency Units

FREQUENTLY ASKED QUESTIONS – Residency Units

1. As a full-time student, if I take the maximum of 17 credits in a semester, will I receive more RUs than if I take 14 credits?
   - No. You receive 0.5 RUs for each semester in which you register for at least 12 credits (and receive credit for at least 10 of those credits). Whether you earn 14 or 17 credits is not material for this purpose, as you still receive the same 0.5 RUs.

2. I transferred from the part-time to the full-time division. How do I calculate my RUs?
   - If you wish to use the Residency worksheets, you will use the Part-Time form for calculating RUs earned in the part-time division, and the Full-Time form for calculating RUs earned (or to be earned) in the full-time division.

3. I am a full-time student and I wish to accelerate, however, I want to attend the winter intersession program in Curacao. Can I do this?
   - You can attend the Curacao Program and earn 4 credits, but you cannot use those credits in calculating RUs for acceleration. Thus, you will still have to complete 13 regular summer credits over two summers if you wish to accelerate.

4. I am a full-time student who wishes to accelerate. This summer I intend to take 8 regular credits in Summer Session II, and 2 intensive credits in Summer Session I. What do I need to take next summer?
   - You must take 5 regular (not intensive) credits, since acceleration for full-time students requires 13 regular summer credits.

5. I am a full-time student entering my second year. I took 4 regular credits in the summer after my first year. Can I accelerate?
   - No. You need a total of 13 regular summer credits to accelerate. The maximum number of regular credits that can be taken in Summer Session I is 8 credits (See Section 5). Thus, you are not eligible to accelerate.

6. I am a third year part-time student who wishes to accelerate. I took 3 regular summer credits after each of my first and second years. Can I accelerate?
   - Yes. You must take 4 regular credits this summer to attain the needed total of 10 regular credits for acceleration.

7. I have already taken five credits in intensive courses during the summers, but I am interested in an intensive discovery course being offered this summer. Can I take it?
   - Yes. The credits will count toward the required 87 credits. However, the discovery course credits will not be included in the calculation of your residency units. This is because no more than five intensive credits will be considered in calculating RUs.

8. Why is there a distinction made between the NITA course taken in the summer and the NITA course taken in the winter (i.e., the summer course is not considered “intensive” for RU purposes, but the winter course is?)
   - The winter NITA program is an abridged version of the course and is offered in a more intensive format. Therefore, it is considered an “intensive” course.

9. I am a first-year part-time student and I wish to transfer to the full-time division next year. How will
this affect my residency units calculation?

- You will receive 0.75 RUs for your two part-time semesters (2 x 0.375 = 0.75). In comparison, full-time students will have earned 1.0 RUs for their two full-time semesters (2 x 0.5 = 1.0). Consequently, you will need to earn the difference of 0.25 RUs, or 7 credits, in a combination of summer and winter intercession courses.

10 Why is there a limit on the number of “intensive” courses I can take for RU purposes?

- First, it is important to understand that the limitation on using intensive courses for RU’s only arises in two situations: when a student seeks to graduate one semester early – in other words, substitute courses taken in summer sessions for those that would have been taken in a regular semester - and when a student is transferring between divisions (usually from part-time to full-time) and needs to make up residency units. The rules prohibit students from using intensive courses taken over the summer or winter to substitute for an entire semester of study, because of the faculty’s judgment that a series of short-term, intensive courses do not offer the same educational immersion as courses offered in the semester-based format, in which students have sufficient time, engagement and perspective to absorb and integrate the material for later professional use. In the case of students transferring between divisions, the residency rules offer more flexibility and permit students to use up to five credits earned in intensive courses towards the RUs needed for graduation.