



**HOFSTRA LAW SCHOOL
STUDENT HANDBOOK
2011-2012**

Founded in 1970, Hofstra Law School is located on the southern part of Hofstra University's campus. Kushner and Koppelman Halls comprise the main facility, which includes the Deane Law Library and the Siben & Siben Moot Court Room. Joan Axinn Hall, located just east of the Law School on California Avenue, houses the Enrollment Management Office and the Law School's clinical programs. The lower level of Roosevelt Hall services the Law School's four journals and provides additional classrooms. The Law School website is located at: <http://law.hofstra.edu/>.

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MESSAGE FROM THE OFFICE OF STUDENT AFFAIRS

We are delighted to welcome you to Hofstra Law School. You have chosen to study law at a distinguished and exciting institution, where you will be stimulated and challenged by outstanding faculty and peer groups. You will have opportunities to participate in a wide variety of activities and programs outside the classroom, join student-run organizations and law journals, attend guest lectures and conferences, and enroll in thought-provoking study abroad programs.

The Office of Student Affairs gives you the support and guidance you need to succeed in this demanding environment. This Student Handbook is designed to assist in that effort by providing basic information on the issues that may arise during your time at Hofstra Law. It contains key regulations and important information for students, and is required reading for all Hofstra Law School students. It should be read in conjunction with the *School of Law Catalog*, which contains course descriptions, information about academic requirements, faculty biographical material, and other important information. A link to the online Course Catalog is available on the “Current Students” page of the Law School website at <http://law.hofstra.edu/CurrentStudents>. If you have questions and cannot find the answer in the Handbook or Catalog, please call us at (516) 463-5771 or visit Suite 203.

OFFICE OF STUDENT AFFAIRS DIRECTORY

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CHAPTER 1: LAW SCHOOL AND UNIVERSITY GENERAL INFORMATION

I. Academic Calendar

Please visit the “Current Students” page of the Law School website for the most current version of the calendar. The calendar printed here is subject to change.

Fall 2011

First-Year Orientation Begins (First Day of Classes for First-Year Students)	Thursday, August 11
First Day of Classes	Thursday, August 18
Labor Day — No Classes	Monday, September 5
Thursday Class Schedule	Tuesday, September 27
No Evening Classes (for any classes starting 6 p.m. or later)	Wednesday, September 28
Rosh Hashanah — No Classes	Thursday, September 29-Friday, September 30
Thanksgiving Recess — No Classes	Thursday, November 24-Friday, November 25
Last Day of Classes Friday Day/Wednesday Evening Class Schedule	Wednesday, November 30
Reading Days	Thursday, December 1-Friday, December 2
Final Examinations Period	Monday, December 5-Friday, December 16
Commencement	Tuesday, December 20

Winter Intersession 2011-2012

Curacao Study Abroad	Program Begins Program Ends	Friday, December 16 Saturday, January 7
E. David Woycik, Jr. Trial Techniques Program	Program Begins Program Ends	Monday, January 2 Sunday, January 8
Mediation: Principles and Practice	Program Begins Program Ends	Monday, January 2 Friday, January 6

Spring 2012

First Day of Classes	Wednesday, January 11
Martin Luther King, Jr. Day — No Classes	Monday, January 16
Monday Class Schedule	Wednesday, January 18
President’s Day — No Classes	Monday, February 20
Spring Break — No Classes	Friday, March 30-Friday, April 6
Monday Class Schedule	Thursday, April 26
Last Day of Classes	Friday, April 27
Reading Days	Monday, April 30-Tuesday, May 1
Final Examinations Period	Wednesday, May 2-Tuesday, May 15
Commencement	Sunday, May 20

II. Bulletin Boards Posting Information

Bulletin boards are located on the second floor and lower level of the Law School. Please consult the Office of Student Affairs before posting on these boards. Unauthorized materials will be taken down immediately. Notices may not be posted on the building walls, doors, staircases, or glass-enclosed bulletin boards. Notices posted on restricted areas will be removed. Please also consider using Lex Lounge (under “Student Experience” on the “Current Students” page of the Law School website) to announce events and opportunities.

III. Card Services

The HofstraCard is your key to ease, convenience and opportunity at Hofstra University. Not only does it serve as your official identification for Hofstra University, but the HofstraCard is used to gain access to the various facilities and technology at the University. For example, the Law School building can be accessed 24 hours a day, 7 days a week (except for certain holidays) through use of the card swipe by the Law School’s main entrance. Students who choose to use the card as a debit card may also use it to access their meal plan at on-campus dining halls and pay for various services. Please see “Card Services” under “University Services” on the “Current Students” page of the Law School website for more information.

IV. Calendar of Events and Common Hours

The Law School’s event calendar may be viewed on law.hofstra.edu/currentstudents, as well as on Lex Lounge at hofstralawschool.ning.com. Weekly common hours (also known as “Dean’s Hours”) are Monday from noon to 2 p.m., Monday from 5 to 6 p.m., and Wednesday from noon to 2 p.m. No classes are scheduled during these hours. Common hours provide excellent opportunities to hold organizational meetings and special programs. Student organizations wishing to schedule events during common hours or at any other time must reserve the date at

least two weeks in advance by contacting the Office of Student Affairs **in person** to complete and discuss an Event Scheduling Form.

V. Counseling Services

(516) 463-6791 or (516) 463-6793

Student Counseling Services provides psychological and educational counseling in individual and group settings. The collaborative counseling process is used to clarify problems, establish realistic goals and develop active, short-term treatment solutions. Emergency screening and counseling during non-business hours can be initiated at any time by contacting Public Safety. All services are provided in a confidential, professional atmosphere. All enrolled Hofstra students are entitled to counseling at no charge for a limited number of sessions. For more information, see http://www.hofstra.edu/Community/slzctr/stdcsl/stdcsl_services.html.

VI. Dining Services

University dining locations, services, and hours of operation can be found at:

http://www.hofstra.edu/StudentAffairs/StudentServices/Dining/dining_locations.html.

VII. Housing

A. On-Campus

While many students choose to live off campus, on-campus housing is available. The Graduate Residence Hall houses law students and other Hofstra graduate students. The living units are organized as suites with separate bedrooms surrounding a common room and small kitchenette. For more information, see

<http://www.hofstra.edu/StudentAffairs/StudentServices/ResLife/index.html>.

B. Off-Campus

The University's Off-Campus Living and Commuting Students Services Office maintains a listing of off-campus housing opportunities. It is available online at:

http://www.hofstra.edu/StudentAffairs/Commuting/commute_offcampus.html. *Lex Lounge* also provides a discussion board to coordinate off-campus housing and carpool opportunities with other law students.

C. For Students with Disabilities

Students new to the area may benefit from the services of the Long Island Center for Independent Living (LICIL) located in Levittown. LICIL is one of a network of independent living centers located around the state and the country that provide information about community resources, housing referrals, attendant care referrals, benefits advocacy and transportation assistance. LICIL can be reached at (516) 796-0144 or www.licil.net.

VIII. Lockers

During the first two weeks of each semester, a book will be left in the locker room (Room 011) for the checking out of locker space. Please follow the posted instructions in the room regarding the selection of a locker. Students are required to provide their own locks and store things in the lockers at their own risk. You may keep your locker from semester to semester until you graduate, but you must sign it out during the first two weeks of every semester. If you do not sign out the locker each semester, the lock and contents will be removed two weeks into the semester.

To acquire a new locker space after the first two weeks of classes, you may sign one out with the Operations Coordinator for Facilities in Room 307.

IX. Lost and Found

There are several places where students may check for lost items. At the Law School, students should check with the Office of Student Affairs (Suite 203). Students may also check in the Law Library, as its Circulation Desk accepts and temporarily holds found items when the Office of Student Affairs is closed. The Library delivers such items to the Office of Student Affairs on the next business day. In addition, students should contact the David S. Mack Public Safety and Information Center at (516) 463-6606 or the Service Desk on the main level of the Mack Student Center at (516) 463-6925.

X. Student Lounges

There are two student lounges on the second floor of the Law School. The first is located across from Room 230. Tables and chairs, as well as a microwave oven and several refrigerators, are provided. The refrigerators are emptied out and cleaned every Monday morning before 9 a.m. The second lounge, with chairs and tables, is the Leeds Morelli & Brown Atrium, located above the Law Library. Throughout the school year, students may find information on various bar review courses, student events, and Lexis and Westlaw at tables that are set up in this lounge.

XI. Photocopy/Print Services Center
(516) 463-5915

The Print Services Center is located on the lower level of the Law School in Room 021. This facility provides a variety of copying and printing services for Hofstra Law students, faculty and staff. Black-and-white copies cost \$0.05 each, color copies \$0.75 each. The Print Services Center copy charges are added by the Information Systems Department to students' PridePrint account. Photocopy machines are also located in the Law Library.

XII. Public Safety
(516) 463-6606 or Dial 1 on Law School Classroom Phones

The Department of Public Safety is located in the David S. Mack Public Safety and Information Center on the corner of Hempstead Turnpike and California Avenue. Public Safety Officers patrol the campus and maintain safety for all members of the Hofstra community. Students must present identification to security personnel upon request. Public Safety provides 24-hour security to the Hofstra campus. All incidents, suspicious behavior, or emergencies that occur on campus should be reported to the Department of Public Safety. Public Safety works closely with the Nassau County and Hempstead Police Departments and reports all incidents requiring police assistance to the appropriate law enforcement agencies. Please dial 911 for true emergencies. Public Safety offers the following services to the Hofstra community:

A. Student Escorts

Student escorts are available daily between dusk and dawn to walk students to any on-campus location. Student escorts receive special training and are equipped with Hofstra University radios. For an escort, ask any Public Safety Officer or call (516) 463-6606.

B. Transportation

The Hofstra shuttle bus provides free transportation throughout the campus for members of the Hofstra community. Additional stops are made to popular off-campus locations, including the Long Island Rail Road stations in Hempstead and Mineola, shopping centers and restaurants within the service boundaries. All Hofstra buses are accessible to individuals with disabilities. The shuttle bus schedule can be found at:

<http://www.hofstra.edu/About/InfoCenter/index.html>.

C. Motorist Assistance Program (M.A.P.)

M.A.P. is available for community members who experience vehicle problems while on campus. Public Safety can retrieve keys from locked cars, jump-start dead batteries or help with flat tires. They will also tow a disabled vehicle to a local service station. For this service, call Public Safety at (516) 463-6606.

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, an annual campus safety report which contains detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at hofstra.edu/campussafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at <http://ope.ed.gov/security>. The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at (516) 463-6606.

XIII. Smoking

Smoking is prohibited in all indoor areas of the Law School and within 20 feet of the outside perimeter of all University buildings.

XIV. Weather Emergencies and General University Status Information Line

(516) 463-SNOW (463-7669)

Closings of the University due to weather conditions or other emergencies will be communicated online (http://www.hofstra.edu/home/News/news_campusalerts.html), by email and through the CANN system (Campus Alert Notification Network).

CHAPTER 2: ACADEMIC DEGREES AND GRADUATION REQUIREMENTS

The following information is intended to serve as a guide to the academic requirements and services available at the Law School, and supplements the information available in the *School of Law Catalog*. In the case of any conflict between the Catalog and Handbook, the Catalog takes precedence. In addition, courses, programs and requirements may be modified or suspended at the discretion of the Law School. For additional academic information, including course descriptions and information about the faculty, please consult the Catalog and the Law School website.

For questions regarding academic requirements, please visit the Office of Academic Records in Suite 114 or the Office of Student Affairs in Suite 203. It is every student's responsibility to monitor compliance with graduation requirements.

I. Requirements for the Juris Doctor Degree

A. Summary of Graduation Requirements

1. Complete at least 87 credits.
2. Satisfy the residency requirements.
3. Pass all first-year courses.
4. Pass Constitutional Law I and II.
5. Pass Evidence (may be taken any time after the first year; effective with the class entering fall 2011).
6. Complete a professional responsibility requirement by passing either Lawyers' Ethics, Seminar in Lawyers' Ethics, or Ethics and Economics of Law Practice.
7. Successfully complete two upper-class writing requirements.
8. Maintain a minimum cumulative grade point average of 2.2.
9. Complete the two-credit Skills requirement.

Aside from the curriculum listed above, the curriculum for full-time second- and third-year students is largely elective for those achieving at least a 2.8 overall GPA after the first semester in law school.

Beginning with the class entering fall 2010, students whose GPA at the end of the first year is less than a 2.8 will be required to take Business Organizations, Wills, and Criminal Procedure I.

Full-time students who attain a GPA under 2.5 after the first semester are required to take Legal Methods in lieu of Transnational Law in the spring semester of their first year, as well as Business Organizations, Evidence, and Transnational Law by the end of their second year. Part-time day students who attain a GPA under 2.5 after the first semester are required to take Legal Methods in lieu of Property in the spring semester of their first year and Property in their second year, as well as Business Organizations and Evidence by the end of their sixth semester. Part-time evening students who attained a GPA under 2.5 after their first semester must have taken Legal Methods in lieu of Transnational Law in the spring semester of their first year and Transnational Law in their second year, as well as Business Organizations and Evidence by the end of their sixth semester.

Full-time students whose cumulative GPA at the end of their second year ranks them in the bottom 50 percent of their graduating class will be required to take and pass Perspectives in Legal Writing and Analysis, a three-credit course designed to provide in-depth review of substantive materials, writing assistance and analytical skills crucial to the bar examination. Part-time students whose cumulative GPA at the end of their third year ranks them in the bottom 50 percent of their graduating class will also be required to take and pass Perspectives in Legal Writing and Analysis. All qualifying students will be automatically

enrolled in the course in the final semester before graduation. Students in the top 50 percent of their graduating class also have the option of enrolling in this class.

B. Graduation Requirements Explained

1. Credit-Hour Requirement

Students in the full-time program must register for at least 12 credit hours in each semester of the second and third years, but may not take more than 17 credit hours in any one semester. The 17-credit-hour maximum cannot be waived. To meet the 87-credit-hour requirement for graduation, the total credit hours taken in the second and third years (including the summers immediately preceding the start of those years) must be at least 58. Similarly, transfer students must complete at least 58 credit hours at Hofstra Law School.

Students in the part-time day division are required to take 12 credit hours in the fall semester and 11 credit hours in the spring semester of their first year. Thereafter, part-time day students must register for a minimum of eight credit hours each semester, but may not take more than 11 credit hours in each semester of the second, third and fourth years. However, a part-time student may request a one-time, one-semester exception in the second, third or fourth year to register for 12 credit hours. To do so, students must seek written permission from the Office of Academic Records.

For those students entering the part-time day program in fall 2011, the required curriculum now requires 12 credit hours in each of the first two semesters. As a result, those students are not eligible for a subsequent 12-credit-hour exception.

Students in the full-time program may take up to a maximum of eight credit hours during summer session I, and students in the part-time program may take a maximum of six credits during summer session I.

Please see also the section on “Rules for Election of Non-Classroom Courses.”

2. Residency Requirements

Residency refers to the number of credit hours that each student must complete each semester, as well as the total number of semesters that each student must complete to graduate from Law School. The Law School’s residency rules, as amended in 2009, are set forth below. (For your convenience, you can obtain a Residency Unit worksheet from the Office of Academic Records (Suite 114) or the Office of Student Affairs (Suite 203), or through the “Current Students” page of the Law School website.

Hofstra Law School abides by the residency rules of the New York State Court of Appeals (22 NYCRR 520.3) and the American Bar Association (ABA Standard 304). In compliance with these rules, Hofstra Law School requires a minimum of 84 weeks in attendance for full-time students and 112 weeks for part-time students. The rules also specify, among other things, that full-time and part-time students must take and pass a minimum number of credit hours each semester and must attend a minimum number of classes each week.

Full-time students transferring from other institutions must complete four semesters in residence, and part-time students must complete six semesters in residence at Hofstra Law School in order to be in compliance with the residency requirements.

Students transferring between the full-time and part-time divisions must pay special attention to the residency rules, because the method for calculating residency credit differs depending on a student's status. For more information on residency, please contact the Office of Student Affairs (Suite 203).

3. Pass All First-Year Courses and Constitutional Law I & II

The Office of Academic Records automatically registers and assigns students to sections for all first- and second-year required courses to keep enrollment numbers equal in each class. The following is the required schedule for first- and second-year full-time and part-time students. These courses must be completed as a requirement for graduation.

Full-Time — First Year

FALL	SPRING
Contracts I (3 cr.)	Contracts II (3 cr.)
Torts (4 cr.)	Property (4 cr.)
Civil Procedure I (3 cr.)	Civil Procedure II (2 cr.)
Legal Analysis, Writing & Research I (2 cr.)	Legal Analysis, Writing & Research II (3 cr.)
Criminal Law (3 cr.)	Transnational Law ¹ (2 cr.)
	Introduction to Administrative Law (1 cr.)
Total Credits: 15	Total Credits: 15

Full-Time — Second Year

FALL	SPRING
Constitutional Law I (3 cr.)	Constitutional Law II (3 cr.)

Part-Time Day — First Year

FALL	SPRING
Contracts I (3 cr.)	Contracts II (3 cr.)
Torts (4 cr.)	Property (4 cr.) ²
Civil Procedure I (3 cr.)	Civil Procedure II (2 cr.)
Legal Research & Writing I (2 cr.)	Legal Analysis, Writing & Research II (3 cr.)
Total Credits: 12	Total Credits: 12

Part-Time Day — Second Year

FALL	SPRING
Criminal Law (3 cr.)	
Constitutional Law I (3 cr.)	Constitutional Law II (3 cr.)
Transnational Law (2 cr.)	Introduction to Administrative Law (1 cr.)

¹ For students with a GPA lower than 2.5 after the first semester in law school, Transnational Law will be postponed until the second year. In their first-year spring schedule, Legal Methods (3 cr.) will be substituted.

² Part-time day students with a GPA under 2.5 after the first semester are required to take Legal Methods in the spring semester of their first year, must take and pass both Business Organizations and Evidence by their sixth semester and will not be permitted to take Property until their second year.

4. Professional Responsibility Requirement

Students must pass Lawyers' Ethics, Ethics and Economics of Law Practice, or Seminar in Lawyers' Ethics. These courses may be taken during the second, third or fourth year of study at the discretion of the student. Students must complete and pass one of these courses before graduating.

5. Upper-Class Writing Requirements

a. *For classes entering before fall 2011:*

All students must satisfy the following two upper-class writing requirements:

- i. *Writing Requirement I* is satisfied by a substantial writing (at least 20 pages) that involves independent research and legal analysis and is supervised by a full-time faculty member, including full-time visiting faculty. The writing may be in the nature of a scholarly research paper, a memorandum of law on an unsettled legal issue, a simulated judicial opinion, or any other written format which requires extended critical analysis and deep reflection on a legal issue utilizing independent research involving primary as well as secondary sources. The writing should also involve some consideration of social policy or justice and should require the student to exercise judgment and discretion in considering various possible approaches in his or her analysis. The writing may be completed as part of a seminar or independent study, or in any upper-class course in which a qualifying writing is assigned and appropriately supervised (that is, not in the basic required Legal Research and Writing and Appellate Advocacy courses). However, briefs written for clinics will be presumed not to satisfy the Writing I Requirement unless they are specifically approved for Writing I credit by the faculty member supervising the writing and they meet all the above stated criteria.

The minimum acceptable grade to satisfy Writing Requirement I is C+. The grade of C+ must be for the writing itself, not a course grade that has been increased to reflect class participation. Writing Requirement I may also be satisfied by writing a publishable note for the *Hofstra Law Review*, *Hofstra Labor and Employment Journal*, *Family Court Review*, or *Journal of International Business and Law*, provided that the award of writing credit is approved by the appropriate Board of Faculty Advisors or Faculty Note Advisor. Courses that may be taken to satisfy Writing Requirement I are listed in each semester's registration materials.

- ii. *Writing Requirement II* may be satisfied in the same manner as Writing Requirement I, above, or by writing a paper or series of papers in a drafting, simulation, clinical or other course. It may be supervised by any faculty member, including adjunct professors. The cumulative writing necessary to meet the writing requirement must be at least 20 pages, and the writing must involve legal analysis, legal reasoning, and/or philosophical reflection. Courses that may be taken to satisfy Writing Requirement II are listed in each semester's registration materials. The minimum acceptable grade for Writing Requirement II is C+. The grade of C+ must be for the writing itself, not a course grade that has been increased to reflect class participation.

Intensive faculty supervision is required to satisfy both Writing Requirements I and II. Where the requirement is satisfied by a single writing, a detailed sentence outline and/or draft must be submitted and commented on by the faculty member before the final draft is submitted. Where the requirement is satisfied by a series of shorter writings, outlines and/or drafts are encouraged, but may not always be required by the faculty member.

The writing requirements need not be taken in any particular order. Thus, a student may complete Writing Requirement II before completing Writing Requirement I. Please also note that a Writing Requirement I course can satisfy Writing Requirement II if you have already fulfilled Writing Requirement I in another course.

Students are encouraged to have satisfied both writing requirements prior to their last semester of last school (e.g., fall 2011 if graduating spring 2012).

A course, seminar, or clinic may be used to satisfy both a writing requirement and a Skills requirement only where the course content and effort spent on the writing skills and the other skills — independently and without overlap — would be sufficient to satisfy each requirement if each skill were embodied in a separate course, without considering the material used to satisfy the other skill. For example, where a course requires preparation of a 20-page trial brief, it may not provide credit for both skills and writing unless it provides sufficient skills experiences without considering the preparation for the 20 pages of writing.

b. *Beginning with the class entering fall 2011:*

All students must satisfy Writing Requirements 1 and 2.³

A student satisfies Writing Requirement 1 if:

- i. the student earned a grade of C+ or higher on a substantial writing assignment (the grade on the writing assignment, not on the course as a whole);
- ii. of at least 20 pages (not several adding up to 20 pages);
- iii. in one of these forms:
 - (a) a scholarly research paper,
 - (b) an appellate brief or memorandum of law on an unsettled legal issue,
 - (c) a simulated judicial opinion, *or*
 - (d) another type of substantial analytic writing;
- iv. which was either:
 - (a) supervised, in a course or independent study, by a full-time faculty member who provided prompt and detailed feedback on a detailed sentence outline, one or more drafts, or a combination of these, followed by revision by the student into a final draft; *or*
 - (b) written under student-editor or faculty supervision for the *Law Review*, *Labor & Employment Law Journal*, *Family Court Review*, *Journal of International Business and Law* or *ACTEC Law Journal* and certified by a full-time faculty member as of publishable quality, but not in a clinic (unless specifically approved for Writing Requirement 1 credit by the clinical teacher);

and

³ As approved by the Faculty on May 9, 2011.

- v. the project involved *all* of the following:
 - (a) an in-depth examination of the subject,
 - (b) independent research involving secondary as well as primary sources,
 - (c) critical independent analysis and deep reflection,
 - (d) considerations of social policy or justice, *and*
 - (e) the exercise of judgment and discretion in considering various possible analytic approaches.

A student satisfies Writing Requirement 2 if:

- i. the student earned a grade of C+ or higher on substantial drafting (the grade on the drafting, not on the course as a whole);
- ii. totaling at least 20 pages;
- iii. of any, or any combination of, the following:
 - (a) *in a course taught by a full-time or adjunct faculty member:* contracts, statutes, bylaws, corporate documents, regulations, ordinances, wills, trusts, other transactional documents, pleadings, interrogatories, injunctions, stipulations, or other litigation documents — but not analytic or persuasive documents such as briefs, memos of law, and opinions; *or*
 - (b) *in a course taught by a full-time faculty member:* short papers requiring rigorous and critical independent analysis of topics relevant to the law, or a combination of short papers plus documents of the type listed in the preceding subparagraph;
- iv. for which the faculty member provides prompt and detailed feedback on the student's work on each assignment before the student drafts the next writing, so that the student may progressively apply the faculty member's comments on each writing to the next writing.

6. Minimum GPA Requirement

Students must maintain the following minimum cumulative grade point average:

- a. 2.2 for classes entering fall 2007 or later.
- b. 2.0 for classes that entered before fall 2007.

Please note that the cumulative GPA applies to Law School courses only. Courses taken outside of the Law School, even if taken concurrently as part of a joint program, are not included in the calculation of the cumulative GPA for determination of good academic standing.

7. Skills Requirement

Every student must satisfy a Skills requirement by successfully completing two credits in skills-related courses. The list of courses that satisfy one or more skills credits is included in each semester's registration materials. In addition to the courses offered during the fall and spring semesters, there are intensive skills courses offered during the winter intersession, as well as during the summer through the Summer Skills Institute. The skills course offered during the January intersession is Trial Techniques or Mediation. The Summer Skills Institute intensives vary from year to year, but generally focus on discovery skills, case analysis, child advocacy, and transactional skills.

A course, seminar or clinic may be used to satisfy both a writing requirement and a Skills requirement only where the course content and effort spent on the writing skills and the

other skills — independently and without overlap — would be sufficient to satisfy each requirement if each skill were embodied in a separate course, without considering the material used to satisfy the other skill. For example, where a course requires preparation of a 20-page trial brief, it may not provide credit for both skills and writing unless it provides sufficient skills experiences without considering the preparation for the 20 pages of writing.

Students who want to learn more about the skills offerings for the academic year should consult the individual course descriptions in the *School of Law Catalog*. For further information, contact the Office of Academic Records.

C. Transferring Between Divisions

Students are not automatically entitled to transfer between divisions, but may do so with the permission of the Office of Student Affairs. Students who are in good standing may only transfer from the part-time to the full-time program, or vice versa, after the completion of two semesters. In the spring semester, the Office of Student Affairs will inform first-year students about the opportunity to transfer between divisions, as well as the requisite qualifications. Students who are interested in applying to transfer from the part-time division to the full-time division should be aware that, consistent with ABA accreditation requirements, a student taking more than 12 credits may not work more than 20 hours per week. Students who are interested in applying to transfer from the full-time to the part-time division should also be aware that registering for fewer than 12 credits as a full-time student may affect eligibility for financial aid, health insurance and immigration status (for international students). Absent extraordinary circumstances, a student will not be permitted to transfer between divisions more than once.

Students who transfer into the full-time program must take and pass at least five credits in Summer Session I, and students transferring into the part-time division must take and pass at least four credits in a Summer I session to satisfy residency (see the examples below). Note that intensive skills classes in Summer Sessions I and III and the winter intersession do not count toward residency. Students are advised to learn more about these issues and consider consequences carefully before deciding to file an application to transfer. Applications must be submitted to the Office of Student Affairs no later than October 15 for the spring semester and no later than March 5 for the fall semester. Questions about transferring between divisions should be directed to the Office of Student Affairs.

1. Residency Requirements for Transfers from PT to FT After the First Year⁴

Need a minimum of 84 weeks to graduate

Each PT Fall or Spring Semester (with a minimum of 8 credits) = 10.5

Each FT Fall or Spring Semester (with a minimum of 12 credits) = 14.0

Each PT Summer Session I (with a minimum of 4 credits) = 7.0

Each FT Summer Session I (with a minimum of 5 credits) = 7.0

Illustration

2 PT Semesters x 10.5 = 21.0

4 FT Semesters x 14 = 58.0

1 Summer Session x 7.0 = 7.0

86.0

⁴ This is the best time to transfer. Although it can be done later, residency implications may arise and students are encouraged to meet with the Office of Student Affairs to ensure that all requirements will be met.

2. Residency Requirements for Transfers from FT to PT

Need minimum of 112 weeks to graduate

Each FT Fall or Spring Semester (with a minimum of 12 credits) = 18.62

Each PT Fall or Spring Semester (with a minimum of 8 credits) = 14.00

Each PT Summer Session I (with minimum of 4 credits) = 7.00

Each FT Summer Session I (with minimum of 5 credits) = 7.00

Illustration

2 FT Semesters x 18.62 = 37.24

5 PT Semesters x 14 = 70.00

1 PT Summer Session x 7.0 = 7.00

114.24

D. Accelerated Graduation

A full-time student may graduate one semester early by attending five semesters and two summer sessions. To comply with the Law School's residency requirements, full-time students must take and pass at least five credits in each summer session. A part-time student may graduate one semester early by attending seven semesters and at least two summer sessions. To comply with the Law School's residency requirements, part-time students must take and pass at least four credits in each summer session. *Please Note: Intensive skills classes offered in Summer Sessions I and III and the winter intersession, including study abroad programs, do not count toward residency.* Acceleration by any other method is not permitted. Accelerating students may not exceed the maximum number of credits permitted in any semester, including the summer session. It is not possible to accelerate graduation by more than one semester.

Accelerating graduation may pose academic risks, jeopardize bar passage chances and reduce course selection. For these reasons, accelerating graduation is not a matter of right. Students who wish to accelerate graduation must apply for and obtain the permission of the Office of Student Affairs. Full-time students must apply for permission to accelerate graduation before the start of the summer semester which follows completion of their first two semesters of study. Part-time students who wish to accelerate graduation must apply before the start of the second summer semester which follows completion of their first four semesters of study.

Students who accelerate graduation may attend the first commencement exercises following satisfactory completion of all degree requirements. Normally, students who accelerate graduation complete their degree requirements at the end of a fall semester and may attend commencement exercises either in December or the following May.

Residency Requirements for Accelerating Students

Full-time: 5 Spring/Fall Semesters (minimum of 12 credits) x 14 = 70

2 Summer Session I (minimum of 5 credits) x 7 = 14
84

Part-time: 7 Spring/Fall Semesters (minimum of 8 credits) x 14 = 98

2 Summer Session I (minimum of 4 credits) x 7.0 = 14
112

II. Requirements for the Master of Laws (LL.M.) Degree

A. American Legal Studies Master of Laws (LL.M.) Program for International Law School Graduates

Hofstra Law School has created an LL.M. program specifically designed for internationally trained lawyers to advance their knowledge of American law and to enhance their professional opportunities. This LL.M. program meets the needs of lawyers who wish to either practice in the United States or return to their home countries. Hofstra's program will provide the skills to handle the increasing internationalization of legal practice and to navigate transactions involving the laws of multiple nations at home and abroad.

All candidates must complete 24 credit hours of courses from the Hofstra Law School curriculum. Typically, these credits are earned over two full-time semesters (one academic year), four part-time semesters (two academic years) or three part-time semesters and two summer sessions. Candidates must complete an introductory course in American Legal Studies during orientation and the first full semester as well as Legal Writing & Research during the first full semester. To earn an LL.M. degree, students must achieve a cumulative grade point average (GPA) of at least 2.2 out of a possible 4.0. The required GPA will track the minimum requirement for the J.D. degree. Students who complete the program with a GPA below 2.2 will not be awarded a degree or certificate of completion. LL.M. candidates with law degrees from international law schools who wish to take the New York state bar examination are advised to consult directly with the New York Board of Law Examiners to request a ruling on eligibility to sit for the New York state bar examination.

Hofstra offers courses taught by faculty experts on every aspect of the American legal system, from contracts and evidence to trial and appellate advocacy and alternative dispute resolution. Candidates for the American Legal Studies LL.M. may select from the almost 200 courses offered at the Law School each year, with very few exceptions. An academic advisor will recommend the most relevant courses to those students who are interested in applying to take the New York state bar examination.

B. Family Law Masters of Law (LL.M.) Program

Candidates for the LL.M. in Family Law must complete 24 credit hours of select courses from the Hofstra Law School curriculum. These credits may be earned in a full-time program in one year, or in a part-time program over two or three years. Students who graduated from Hofstra Law School with a J.D. within five years of their commencement of the LL.M. program may count up to six relevant credits earned in their J.D. program (in the discretion of the LL.M. Program Director) toward their LL.M. degree. To earn an LL.M. degree, students must achieve a cumulative grade point average (GPA) of at least 3.0 out of a possible 4.0. Every LL.M. student who earns 20 credits with a cumulative GPA of at least 2.0 may be eligible for admission to practice law in New York after passing the New York state bar examination. LL.M. candidates with law degrees from international law schools wishing to take the New York state bar examination are advised to consult with the New York Board of Law Examiners directly to request a ruling on eligibility to sit for the New York state bar examination.

III. J.D./M.B.A. Program

The J.D./M.B.A. program is a joint degree program of Hofstra Law School and Hofstra's [Frank G. Zarb School of Business](#). The program is typically completed in four years, although students can complete the program in less time by taking summer session and/or winter intersession courses and by seeking credit for certain business courses taken as an undergraduate, subject to the Law School's residency requirements.

The J.D./M.B.A. program provides students with:

- knowledge of the administrative process necessary for attorneys pursuing careers in business and not-for-profit institutions;
- specialized proficiency in fields auxiliary to law, such as accounting, banking, finance, investment, marketing, real estate and taxation; and
- knowledge of the economic implications of legal processes.

Students seeking admission to the J.D./M.B.A. program must be accepted by both the Law School and the Business School. The program is competitive; the J.D./M.B.A. class for any year will not exceed 15 students. Hofstra Law students must complete the usual M.B.A. application and submit the required undergraduate and graduate transcripts to the Graduate Admissions Office. Hofstra Law will work with the Business School to ensure prompt consideration for all students accepted first into the Law School. **The GMAT exam and the application fee will be waived for any students who have been accepted into the Law School.**

In addition, applicants must also submit a J.D./M.B.A. Joint Degree Application by February 1 of their first year in law school to be considered for the program. Law students must have a cumulative Law School GPA in at least the top 40 percent of their class to be accepted into the J.D./M.B.A. program, and must maintain this minimum GPA to remain in the program.

The J.D./M.B.A. Admissions Committee will review all completed applications and select the new J.D./M.B.A. class by March 1.

A. Program Requirements

1. *Law School*

The program requirements for fulfillment of the law section of the curriculum are as follows:

- Completion of required first-year law courses, 30 credits
- Completion of required upper-level courses (Constitutional Law I & II, Legal Ethics), 8 or 9 credits
- Completion of approved Business School credits, 9 credits
- Completion of additional law credits to total a minimum of 87 credits (including the 9 approved Business School credits)
- Completion of Writing Requirements 1 and 2
- Completion of the Skills requirement
- Completion of residency requirements

The J.D./M.B.A. program is open to full-time law students; part-time law students may apply/enroll with permission of the Dean's Office.

The Law School will grant up to a total of nine Law School credits for courses required for all J.D./M.B.A. students. Students may receive academic credit toward the J.D. degree only for Zarb School of Business courses approved by the faculty of the Law School. The Law School Registrar maintains a list of such approved courses. Further, in order for the Business School credits to be accepted by the Law School toward the 87 required credit hours, (1) the student must receive at least a C+ in the course, and (2) the student must complete the J.D./M.B.A. curricula and receive the MBA degree. No grades received in Business School courses will be counted in the student's Law School GPA.

2. *Business School*

The program requirements for fulfillment of the business section of the curriculum are broken down into five different components:

- Component I: Residency Requirements, No credit
- Component II: Core Competencies, 2-6 credits
- Component III: Advanced Core, 24 credits
- Component IV: The Major Concentrations, 6 credits
- Component V: Capstone, 3 credits

(Nine credits from the Law School will be transferred in consultation with the Executive Director of Graduate Business Programs.)

Due to the core competency courses in the Zarb School of Business, students who have obtained undergraduate business degrees will have different plans of study than students who have not done so. Thus, students who must complete certain core competency courses in the Zarb School of Business will incur additional tuition charges.

The Zarb School of Business will accept nine credits of approved coursework from the J.D. program toward the M.B.A. degree. The Executive Director of Graduate Business Programs maintains a list of such approved courses. Please note that students in the J.D./M.B.A. program are not permitted to take courses in the Honors/E.M.B.A. program, and may not register for full-time day M.B.A. courses.

B. Program Scheduling and Tuition

The number of credits registered for in the Business School during the second, third and fourth year will depend on the student's undergraduate major and whether any courses have been taken in the summer sessions or the winter intersession.

In any semester in which a student will be registered for classes in both the Law School and the Business School, he or she is required to meet with the faculty advisor, [Professor Miriam Albert](#), with an administrator in the Office of Student Affairs, and with Executive Director of Graduate Business Programs [Kevin B. Taylor](#). The maximum number of credits any law student may take in any such semester is 17.

In the semesters of combined Law and Business School classes, students will earn Law School residency provided their total credits of law classes and Business School classes that have been approved by the Law School for credit are enough to satisfy the Law School residency requirements. Any semesters of full-time coursework at the Business School will

not count toward Law School residency. *Students can contact Professor Miriam Albert or the Office of Academic Records for a sample schedule that satisfies the Law School residency requirements.*

Students in the joint program pay full-time Law School tuition for the first year and pay the then-current J.D./M.B.A. per credit rate to each school for the three years of combined coursework. If the student has received a scholarship from the Law School, he or she would receive the amount (i.e., \$20,000) for the first year and then \$40,000 (representing Law School years 2 and 3) pro rata over the next three years of combined study.

Conferral of each degree is contingent on conferral of the other, and the J.D. and M.B.A. degrees will not be awarded until all course requirements are satisfied under both programs. Students will not be bar-certified until both degrees have been conferred.

J.D./M.B.A. students seeking additional coursework in the Zarb School of Business beyond that described above must pay the prevailing tuition rate. The packaging of students' financial aid will be handled by both the Law School Office of Financial Aid and the university's Student Financial Services office, depending on their course load.

IV. J.D./M.A. Program

Faculty advisor: [Professor Stefan Krieger](#)

The Juris Doctor and M.A. in Applied Social Research and Public Policy (MASR) joint degree program is run between the Law School and the Department of Sociology. The joint degree allows law students to acquire skills in social research methods and analysis in addition to their training in legal reasoning and doctrine. Moreover, given the focus of the MASR program on experiential learning, students in the joint program will gain an understanding of the actual interplay between legal institutions and social policy. This combination of knowledge is well-suited for future lawyers who want to work in fields such as urban planning, community development, policymaking, legislative advocacy, community-based advocacy, or local government.

The MASR program consists of three components: the core curriculum, policy concentrations, and a research internship. It is designed to teach social research skills and create proficiency in data collection and analysis. Students who complete the degree may go on to employment with research organizations, government agencies, not-for-profit organizations, community service groups, social service organizations, and criminal justice agencies.

To be eligible for the joint J.D./MASR, students must apply separately and be admitted into both the Law School and the MASR program, each of which will independently review and admit applicants. Once admitted to each program, a separate application to the joint degree program will be required. Students may apply to the program during their first year of law school as long as they meet the annual application deadline for admission to the MASR program in the following academic year.

A. Program Requirements

Students will have four academic years to complete both degrees.⁵ In the first year of the program, students are required to enroll for one full year of study at the Law School, in the standard first-year curriculum. In the second year, students will enroll in the core curriculum of the MASR program, as well as the remaining required Law School courses: Constitutional Law I and II and coursework satisfying the Professional Responsibility requirement. In addition, all other Law School graduation requirements — such as writing requirements — must be met. Beginning in their third year of the joint degree program, students will enroll in a more “integrated” curriculum consisting of elective courses in both schools.

As part of the joint degree program, students will be strongly encouraged to enroll in a clinic (contingent on instructor approval) in their fourth year in the program — the most logical would be the Law Reform Advocacy Clinic or the Community and Economic Development Clinic, although conceivably other clinics would meet this requirement. In the other semester of the fourth year, students will be required to complete a professional internship to satisfy the requirements of the MASR degree. The MASR internship will not be counted toward the J.D. credit requirements.

B. Model Program Schedule

		J.D.	M.A.	JOINT
	YEAR 1			
	Standard First-Year Law School Courses	29		
	YEAR 2 FALL			
ASR 201	Statistics for Applied Research		3	
ASR 203	Qualitative Applied Research		3	
ASR 210	Introduction to Policy Analysis		3	
LAW 3760	Constitutional Law I	3		
	Policy Concentration Course I*			2 or 3
	YEAR 2 SPRING			
ASR 202	Multivariate Statistics for Applied Research		3	
ASR 204	Quantitative Applied Research		3	
LAW 3761	Constitutional Law II	3		
	Law School Course	4		
	YEAR 3 FALL			
ASR 205	Evaluation Research		3	
	Policy Concentration Course II*			3
	Law School Courses	9		

⁵ It might be possible to complete the program in three calendar years, but it would require a particular mix of summer courses at the Law School. Because the summer offerings are not predictable from year to year, the Law School suggests that completing the program in three years should not be the norm for the program.

	YEAR 3 SPRING			
ASR 207	Community-Based Research		3	
	Policy Concentration Course III*			3
	Law School Courses	9		
	YEAR 4 FALL			
	Policy Concentration Course IV			3
	Law School Clinic Course			6
	Law School Courses	6		
	YEAR 4 SPRING			
	Externship			3
	Law School Courses	9		
	TOTAL	72	21	20 or 21

*To meet the 87-credit requirement for a J.D., at least five of the Policy Concentration credits will require Law School approval for courses taken in the MASR program.

CHAPTER 3: SUMMER/WINTER PROGRAMS

I. Summer Sessions

Summer Session I begins immediately after May commencement and lasts for seven weeks of class, plus examinations. Classes meet for the same number of class minutes as they do during a regular semester. In addition, the Law School generally offers a series of intensive, short-term courses in connection with the Summer Skills Institute during Summer Session I and/or Summer Session III, which begins in August. Information regarding these courses will be made available to students during the year.

Students may accelerate graduation by one semester by attending summer sessions at Hofstra for two summers. Accelerated graduation is subject to certain restrictions regarding summer classes, and students considering accelerated graduation should meet with the Office of Student Affairs prior to registering for summer classes. (See also “Accelerated Graduation.”)

II. Study Abroad

The Law School offers summer study abroad programs in Pisa, Italy, and Freiburg, Germany. Hofstra also offers a three-week winter intersession study abroad program in Curaçao, The Dutch Caribbean, in cooperation with the University of Baltimore School of Law and the Erasmus University Rotterdam School of Law. New programs are in development and will be announced by email once planned. These programs are designed to introduce students to a broad array of transnational legal issues. Brochures and further information regarding the Law School’s study abroad programs are available from the Office of Global Initiatives & Multicultural Affairs. Students who wish to participate in a study abroad program administered by another law school must obtain permission in advance from the Office of Global Initiatives & Multicultural Affairs.

Such permission will ordinarily be granted, provided the program is ABA-accredited. However, students do not earn Residency Units when attending study abroad programs unaffiliated with Hofstra Law School. A request form must be completed and approved before students may apply for other study abroad programs. Please visit law.hofstra.edu/international to obtain the required form. (See also “Summer Sessions” and “Accelerated Graduation.”)

III. Exchange Programs

J.D. candidates may also, on an individual basis, apply to spend a semester as a visiting exchange student at a selected law school abroad. This exchange option is offered through the Law School’s membership in the European-American Consortium on Legal Education (EACLE), as well as through individual exchange agreements with partner institutions. Hofstra’s EACLE exchange partners for the 2011-2012 academic year are Erasmus University Rotterdam, The Netherlands; Ghent University, Belgium; University of Parma, Italy; and Helsinki University, Finland. Students from these schools attend Hofstra Law School for a semester. New partnerships are in development and will be announced by email once arranged. Students interested in applying to this exchange program should speak with the Assistant Dean for Global Initiatives & Multicultural Affairs.

IV. Summer Skills Institute

The Law School offers a number of intensive skills courses through its Summer Skills Institute, as well as during the winter intersession. Students can select from among the following courses, which may be offered during the summer sessions and/or the winter intersession:

- Mediation Principles and Practice
- Trial Techniques
- Discovery: I (Written Discovery) and II (Depositions)
- Direct/Cross-Examination Skills
- Introduction to Child Advocacy
- Modern Divorce Advocacy
- Business Drafting
- Developing a Theory of the Case
- Motion to Suppress

CHAPTER 4: PROGRAMS BEYOND TRADITIONAL CLASSROOM COURSES

I. Clinical Education

The Law School recognizes that clinical education is an extremely important part of a student’s law school education. There are several clinical programs available for students who wish to develop important professional skills, such as interviewing, counseling, negotiation, and trial advocacy. For further information regarding the Asylum Clinic, Child Advocacy Clinic, Criminal Justice Clinic, Community and Economic Development Clinic, Securities Arbitration Clinic, and Mediation Clinic, see the course descriptions for these programs in the *School of Law Catalog*.

II. Independent Study

Independent Study Projects may be arranged in specialized areas of the law or particularly advanced subject areas. There are two types of Independent Study Projects for which a student may apply: (1) individual student research under the direction of a full-time faculty member, including full-time visiting faculty; and (2) research by a group of students under the direction of a full-time faculty member, including full-time visiting faculty. In all cases a written proposal must be submitted detailing the intended research, and the written permission of the faculty member must be obtained before the project is begun.

Projects exceeding three credits require approval by the Dean's Office. The number of credits to be awarded for the research (two to six credits) is determined by the supervisor of the project based upon the scope and complexity of the project. No more than two credits of Independent Study may be approved for work to be conducted during the summer sessions.

III. Externship Program

Hofstra Law School's Externship Program offers second- and third-year students the opportunity to earn academic credit for working in selected legal placements. The goal of the Externship Program is to have students develop lawyering skills in real-life situations under the supervision and guidance of experienced practitioners and full-time faculty. Generally, externship placements are limited to government agencies and public interest or not-for-profit institutions, but we also allow placement in corporations and, on a limited basis with faculty and administrative approval, with other for-profit entities, especially where the work to be performed by the student is work that is not typically available through a not-for-profit operation. The most common example is the entertainment industry. Common placements include judicial, criminal, and civil externships, as well as governmental and private agencies that have legal components. We also offer specialized externship courses, such as the Matrimonial Law Externship, the Insurance Law Externship, and the Clinical Prosecution Practicum.

Students may take three credits in externship programs (five credits in the case of the Clinical Prosecution Practicum). Under special circumstances and with the permission of the Dean's Office, students can take (1) a second externship, distinct from one already completed, for two or three additional credits, or (2) an additional two-credit extension of the original externship into a second semester or summer session. All externship credits are subject to the overall limits of non-classroom hours (27), and students should take that limit into account when considering additional externship credits. (See "Rules for Election of Non-Classroom Courses.")

Students enrolled in the Externship Program during the school year must work a minimum of 12 hours per week over the course of the semester at their assigned office, attend a weekly seminar and produce a minimum of 25 pages of supervised written work in a judicial externship or a minimum of 15 pages of supervised written work in all other externships. Students are also expected to keep a journal during the course of the externship and to write a four-page paper at the conclusion of the program. The summer program has the same requirements, although students commit to work a minimum of 200 hours over an eight-week period.

Students may not be paid for any work performed in connection with an externship. Nominal payments that constitute reimbursement of business-related expenses, such as transportation expenses, may be permitted upon approval by the externship faculty director.

Interested students should see the course description in the *School of Law Catalog* and contact the Office of Career Services at (516) 463-5871 or lawcareer@hofstra.edu for more information.

IV. Pro Bono Opportunities

The Law School also offers many opportunities for students to engage in pro bono service on a not-for-credit basis.

A. Public Service Certificate Program

This program provides law students with the opportunity to volunteer with nonprofit organizations, governmental agencies and private law firms or practitioners doing pro bono work. Students who participate receive a certificate from the Law School recognizing their public service. The Law School's Director of Public Sector Career Planning helps students find appropriate placements with various service organizations, law firms, agencies and private practitioners. Students interested in public service opportunities should contact the Office of Career Services at (516) 463-5871 or lawcareer@hofstra.edu for more information.

B. Unemployment Action Center (UAC)

The UAC is a nonprofit, student-run corporation that offers free advice and representation to persons denied unemployment benefits. Its office is located on the lower level of Roosevelt Hall.

V. Moot Court and Trial Competitions

Hofstra Law has an extensive intramural moot court competition program. In the 2011-12 academic year, the Law School expects to field teams for the National Moot Court Competition, International Criminal Court Moot, National Appellate Advocacy Competition, Prince Evidence Competition, Kaufman Securities Competition, Duberstein Bankruptcy Competition, Robert F. Wagner National Labor and Employment Law Moot Court Competition, Rendigs Products Liability Competition, Sexual Orientation & the Law Competition, Criminal Law Competition, Environmental Law Competition, Louis M. Brown and Forrest S. Mosten International Client Counseling Competition, Intellectual Property Lawyering Meet, and Nassau Academy of Law Moot Court Competition. Hofstra Law students have also participated and won at the Willem C. Vis International Moot Arbitration Competition, a competition that includes law schools from over 50 different countries.

The Law School offers intensive support of its students who want to participate in moot court competitions. It offers a full-semester course, the Moot Court Competition Seminar, that trains prospective moot court competitors. The course culminates in an actual competition. The Law School also sponsors a student-run Moot Court Board, which holds intramural competitions for the student community.

Hofstra Law School also maintains a student chapter of the American Association for Justice. AAJ encourages law students to become actively involved in trial advocacy and prepares them for real trial situations. This organization's goal is to prepare students to compete in the Hofstra Law School intra-school competition and win the national competitions held each year.

VI. Rules for Election of Non-Classroom Courses

Out of the total 87 credits required for graduation, the New York Court of Appeals rules for admission of attorneys permit Hofstra Law students to select up to 27 semester hours of non-classroom courses during their course of study. In calculating this 27-hour limitation, only the non-classroom portion of clinical and like courses must be counted. The current courses in the curriculum that are classified as non-classroom courses are listed in the following table. In choosing courses that have a non-classroom component, students should be mindful of and consider the 27-hour limitation.

COURSES	CREDITS	NON-CLASSROOM HOURS
Externship Program (Civil, Criminal, Insurance Law, Judicial, and Matrimonial)	3	12
Clinical Prosecution Practicum	5	12
ACTEC Law Journal	credits vary	equal to no. of credits registered
Family Court Review	2-4	credits registered, minus 2
Hofstra Labor & Employment Law Journal	credits vary	equal to no. of credits registered
Hofstra Law Review	credits vary	equal to no. of credits registered
Journal of International Business & Law	credits vary	equal to no. of credits registered
Independent Study	credits vary	equal to no. of credits registered
Trial & Moot Court Teams	1	1
Child Advocacy Clinic	6	4
Criminal Justice Clinic	6	4
Mediation Clinic	6	4
Economic Development Clinic	6	4
Securities and Arbitration Clinic	6	4
Asylum Clinic	6	4
Clinic Practicum	2	1

CHAPTER 5: ACADEMIC HONORS, AWARDS AND PRIZES

I. Merit Scholarship Program for Incoming Students

A. Beginning with Classes Entering Fall 2010

Incoming students may receive a merit scholarship for their first year, which will be applied in equal portions to the fall and spring semesters. This scholarship is renewable each year after the first year for the remainder of law school enrollment, provided that students maintain a cumulative academic rank that places them in the top 40 percent (not rounded) of their

entering class. Note that at the end of their first year, full-time and part-time students are ranked together. In subsequent years, students must maintain a cumulative academic rank that places them in the top 40 percent (not rounded) of their entire graduating class (all full-time and part-time students with a common anticipated graduation date). The cumulative academic rank used to determine students' eligibility for renewal is calculated at the conclusion of the spring semester each year and is not reviewed again until the conclusion of the spring semester of the following year. For purposes of this scholarship, grades earned in the summer sessions, study abroad programs, or the winter intersession are counted as if they occurred in the following fall or spring semester. This scholarship cannot be used to cover tuition expenses related to the summer sessions, study abroad programs, or the winter intersession.

B. For Classes Entering Prior to Fall 2010

Incoming students may have received a merit scholarship for their first year, which was applied in equal portions to the fall and spring semesters. This scholarship is renewable each semester after the first year for the remainder of law school enrollment, provided that the student maintains a 3.25 cumulative GPA (a requirement that is strictly enforced). For purposes of renewing this scholarship, the cumulative GPA is calculated at the conclusion of the fall semester and reviewed again at the conclusion of the spring semester (so that, for purposes of this scholarship, grades earned in the summer sessions, study abroad programs, or the winter intersession are included in the following fall or spring semester). This scholarship cannot be used to cover tuition expenses related to the summer sessions, study abroad programs, or the winter intersession.

II. Fellowships

Hofstra Law School offers Fellowship Programs in Child and Family Advocacy, Health Law and Policy, and LGBT Rights. Fellows are selected each year from students in the incoming class.

Fellowship awards are renewed after the first year based on satisfactory academic performance and full participation in program activities. After the first year fellowship awards are renewed each semester. Fellows in the class entering fall 2009 are required to maintain a 3.25 GPA to be eligible for renewal. Fellows in the classes entering fall 2010 and fall 2011 are required to remain in good academic standing to be eligible for renewal.

III. Dean's Scholar Program

A. Beginning with Classes Entering Fall 2010

The Dean's Scholar Program recognizes student achievement with financial awards of \$10,000 (full-time) and \$7,500 (part-time) in merit scholarships for those students who achieve a class rank in the top 10 percent (not rounded) of their entering class at the conclusion of their first academic year. These scholarships will be applied in equal portions to the fall and spring semesters. In addition, Dean's Scholars receive exclusive academic benefits, including invitations to meet with visiting scholars and to attend faculty workshops. They are also invited to participate in Law School conferences and symposia. Interested Dean's Scholars may be matched with faculty members in areas of interest to assist faculty members with their research. Qualified rising 2L students will be awarded a Dean's Scholarship for their second year, which will be renewed each year for the remainder of Law

School enrollment, provided that students maintain a cumulative academic rank that places them in the top 40 percent (not rounded) of their entire graduating class (all full-time and part-time students with a common anticipated graduation date). The cumulative academic rank used to determine the students' eligibility for renewal is calculated at the conclusion of the spring semester each year and is not reviewed again until the conclusion of the spring semester of the following year. This scholarship may not be used to cover tuition expenses related to the summer sessions, study abroad programs, or the winter intersession. Nor may this scholarship, plus any other awards or scholarships received, exceed the cost of tuition and fees for the academic year in which they are awarded.

B. For Classes Entering Prior to Fall 2010

The Dean's Scholar program recognizes student achievement with financial awards of \$10,000 (full-time) and \$7,500 (part-time) in merit scholarships for those students who achieved a class rank in the top 10 percent (not rounded) of their entering class at the conclusion of their first academic year. In addition, Dean's Scholars receive exclusive academic benefits, including invitations to meet with visiting scholars and to attend faculty workshops. They are also invited to participate in Law School conferences and symposia. Interested Dean's Scholars may be matched with faculty members in areas of interest to assist faculty members with their research. Qualified rising 2L students were awarded a Dean's Scholarship for their second year, provided that they finished the spring semester of the first year with a cumulative academic rank in the upper 10 percent (not rounded) of their entire graduating class (all full-time and part-time students with a common anticipated graduation date). Half of the award is applied as a credit to students' fall semester tuition charges, and assuming that student maintain the minimum 3.25 cumulative GPA after the fall semester, the balance of the annual award will be applied to spring semester tuition charges. The scholarship is renewable each semester for the remainder of Law School enrollment, provided that students maintain a 3.25 cumulative GPA. The cumulative GPA used to determine students' eligibility for renewal is calculated at the conclusion of the fall semester and then again at the conclusion of the spring semester. For purposes of this scholarship, grades earned in the summer sessions, study abroad programs, or the winter intersession are counted as if they occurred in the following fall or spring semester. This scholarship may not be used to cover tuition expenses related to the summer sessions, study abroad programs, or the winter intersession. Nor may this scholarship, plus any other awards or scholarships received, exceed the cost of tuition and fees for the academic year in which they are awarded.

V. Dean's List

Students who have earned a semester GPA placing them within the top 15 percent of their class will be placed on the Dean's List for that semester. This designation is awarded after each semester, beginning after the fall semester in the first year. For purposes of the Dean's List, part-time first-year students will be ranked together with full-time first-year students. After the first year, part-time students will be ranked with their graduating class.

VI. First Year Awards

At the end of each semester, awards will be given in all first-year required courses to the top students in each class. This award will be reflected or noted on students' transcripts and a letter will be placed in students' docket.

VII. Graduation Honors

Graduating students with a cumulative GPA placing them in the top 15 percent of their class receive honors at graduation as follows:

- Top 1 percent: Summa Cum Laude
- Next 4 percent: Magna Cum Laude
- Next 10 percent: Cum Laude

The following additional recognitions are also awarded annually at graduation:

Herman Hillman Memorial Scholarship

Awarded to a graduating student for excellence in the study of housing or real estate law.

Property Law Courses

Awarded to a graduating student for excellence in the study of property law.

Estate Planning Law Courses

Awarded to a graduating student for excellence in the study of estate planning law.

The Benjamin Weintraub and Alan Resnick Bankruptcy Law Award

Awarded to a graduating student who has demonstrated outstanding academic achievement in and a desire to make future professional contributions to the field of bankruptcy law.

Bankruptcy Law Courses

Awarded to a graduating student for excellence in the study of bankruptcy law.

Corporate and Securities Law Courses

Awarded to a graduating student for excellence in the study of corporate and securities law.

Commercial Law Courses

Awarded to a graduating student for excellence in the study of commercial law.

Family Law Courses

Awarded to a graduating student for excellence in the study of family law.

The Stephanie E. Kupferman Juvenile Justice Endowed Scholarship

Awarded to a graduating student who has exhibited a commitment to protecting the rights of children and the pursuit of juvenile justice.

Environmental and Natural Resources Law Courses

Awarded to a graduating student for excellence in the study of environmental and natural resources law.

Judge Hubert L. Will Social Justice Award

Awarded to a graduating student for outstanding collaborative work on behalf of the tenants at 150 Secatogue, Farmingdale, New York.

Clinical Courses

Awarded to graduating students for excellence in clinical coursework.

Procedural Law Courses

Awarded to a graduating student for excellence in the study of procedural law.

Leon Stern Award of the Criminal Courts Bar of Nassau County

Awarded to a graduating student who has exhibited a commitment to excellence in the practice of criminal law.

Monroe H. Freedman Excellence in Criminal Justice Award

Awarded by the Hirschhorn Foundation to a graduating student who has demonstrated a commitment to ethics and the criminal justice system.

Criminal Law Courses

Awarded to a graduating student for excellence in the study of criminal law.

The Judge Edward Hart Memorial Scholarship for Excellence in Trial Advocacy

Awarded by Rivkin Radler LLP to a graduating student who has shown outstanding talents in the area of trial performance.

Deborah Sloyer Memorial Scholarship in Trial Advocacy

Awarded to a graduating student who has exhibited excellence in trial and appellate advocacy courses.

Advocacy/Litigation Courses

Awarded to a graduating student for excellence in the study of advocacy and litigation.

Alternative Dispute Resolution Courses

Awarded to a graduating student for excellence in the study of alternative dispute resolution.

D. Carl Lustig III Award for Outstanding Performance in Tort Law

Awarded to a graduating student for excellence in the study of tort law.

Tort Law Courses

Awarded to a graduating student for excellence in the study of tort law.

Health Law Courses

Awarded to a graduating student for excellence in the study of health law.

Constitutional Law Courses

Awarded to a graduating student for excellence in the study of constitutional law.

Intellectual Property Law Courses

Awarded to a graduating student for excellence in the study of intellectual property law.

Labor and Employment Law Courses

Awarded to a graduating student for excellence in the study of labor and employment law.

Tax Law Courses

Awarded to a graduating student for excellence in the study of tax law.

International Law Courses

Awarded to a graduating student for excellence in the study of international law.

Government Law Courses

Awarded to a graduating student for excellence in the study of government law.

Hofstra Law Review Alumni Writing Award

Awarded to the graduating student whose *Law Review* note is deemed the best by a faculty committee and the managing editors of the *Law Review*.

Pro Bono Program Certificates

Awarded to graduating students for performing pro bono legal work during their years at the Law School.

Pro Bono Leadership Award

Awarded to a graduating student who has excelled in serving one or more of the Law School's student-run pro bono organizations in a leadership capacity.

Pro Bono Service Award of Excellence

Awarded to a graduating student who has excelled in dedication to and time spent performing pro bono service through the Law School's student-run organizations and/or outside activities.

Third-Year Scholastic Achievement Award

Awarded to the graduating student with the highest grade point average in the third year of study.

The William Eric Goldberg Scholarship

Awarded to a graduating student who, in the opinion of the faculty, has provided significant support and leadership in improving the quality of life and educational experience of others.

Gina Maria Escarce Memorial Award

Awarded to the graduating student who, in the opinion of the faculty, has contributed the most to his/her classmates' learning and understanding of difficult legal concepts through his/her questions in class and participation in class discussions.

Distinguished Service to the School Award

Awarded to a graduating student who, in a variety of academic and non-academic undertakings, has contributed to the progress and welfare of the Law School.

Outstanding Law Student Award

Awarded to a graduating student who, in his/her years at the Law School, has shown a combination of those qualities and abilities that are the ideals of the legal profession.

Maurice A. Deane Award

Awarded to the graduating student with the highest cumulative grade point average in the graduating class.

CHAPTER 6: LAW SCHOOL REGULATIONS

I. Academic Regulations

A. Grades

1. Students are marked on the following grading scale, using both letter grades and quality points.

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00*
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67				

* Note: A grade of "F" appearing on a transcript cannot be expunged at a later date.

2. The following grades or symbols can also appear on a student's transcript:

A+	Reflects special recognition of extraordinary performance; counted as an A
I	Incomplete; not included in the grade point average
P	Passed; not included in the grade point average
W	Withdrew without penalty or prejudice
AW	Administrative Withdrawal for excessive absenteeism
AF	Administrative Failure

B. Grading Guidelines

1. In courses with more than 25 J.D. students enrolled, the grader shall assign grades to the J.D. students in the course that comply with the maximum and minimum rules set out in the Mandatory Curve Grade Table immediately below. A+ grades "reflect special recognition of extraordinary performance" and have the same numerical value as A grades, i.e., 4.0. Administrative Withdrawal grades (as described below) shall not be included in this calculation.

Mandatory Curve Grade Table		
Grade	MINIMUM permitted	MAXIMUM permitted
A+	0%	10%
A & above	0%	10%
A- & above	0%	25%
B+ & above	30%	70%
B & ABOVE	50%	80%
B- & BELOW	20%	50%
C+ & below	15%	25%
C & below	10%	20%
C- & below	6%	16%
D+ & below	0%	9%
F	0%	4%

2. In all courses, the grader shall attempt to assign grades in a manner that is reasonably close to the distribution set out in the Target Grade Table set out immediately below.

Target Grade Table		
Grade	Target %	
A+	0-1	
A	7	A & above: 8%
A-	14	A- & above: 22%
B+	26	B+ & above: 48%
B	19	B & above: 67%
B-	13	B- & below: 33%
C+	7	C+ & below: 20%
C	6	C & below: 13%
C-	5	C- & below: 7%
D/D+	2	D+ & below: 2%
F	0	

3. The requirements of paragraphs 1 and 2 apply to all courses except the following:
- a. Small group sections of required first-year courses, for which the mean class GPA may not exceed 3.3.
 - b. Legal Analysis Writing and Research I and Legal Analysis Writing and Research II, for which the mean class GPA must fall between 3.1 and 3.3.
 - c. Elective courses in which the grade is primarily determined by an evaluation mechanism involving significant individualized interaction between the student and teacher (e.g., paper courses and clinical or simulation courses relying on an evaluation of student skills in the performance of lawyering tasks), for which the mean class GPA may not exceed 3.3 if more than 25 J.D. students are enrolled in the course.
 - d. Elective courses with an enrollment of 25 or fewer students.
4. At the request of the course instructor, the Dean may grant a waiver of the rule contained in paragraph 1 in individual instances of extraordinary circumstances if the Dean determines such waiver to be consistent with the purposes of this policy.
5. Administrative Withdrawal
- a. If a student is administratively withdrawn from a first-year course or Constitutional Law I or II for excessive absenteeism, the student shall receive the grade of “Administrative Failure” (AF) for the course. The AF shall be treated as an F for purposes of determining the student’s GPA and for all other purposes. The transcript shall disclose that the AF was given for excessive absenteeism. Notwithstanding the above, if a student receives an AF in a first-year course or Constitutional Law I or II, the Dean may remove the AF if, with the Dean’s permission, the student takes a leave of absence or transfers from the full-time program to the part-time program. As used in this subparagraph, and as applied

to both full-time and part-time students, a “first-year course” means any course that full-time students are required to take in the first year.

- b. If a student is administratively withdrawn from any other course because of excessive absenteeism during the first six weeks of classes in that course, it shall be treated as if the student had voluntarily withdrawn from the course, and there shall be no designation on the transcript. If the student exceeds the maximum number of absences after the first six weeks of the course, the student can receive an “Administrative Withdrawal” (AW), which shall not affect the student’s GPA. The transcript shall indicate that the AW was given for excessive absenteeism.

C. Duty to Amend Application for Admission to Correct an Inaccuracy or Omission and Continuing Obligation to Report

1. Every student has an obligation to amend promptly his or her application for admission to the Law School to correct any inaccuracy or omission with respect to any information stated therein or required to be stated therein as of the commencement of the student’s first semester of classes.
2. If a student’s application contains an inaccuracy or omission, and the student does not amend the application to correct such inaccuracy or omission within 60 days after the commencement of classes in the student’s first semester, such failure shall constitute a violation of the Code of Academic Conduct.
3. An amendment to an application for admission shall be in writing and shall be delivered to the Office of Student Affairs. If the amendment is so delivered more than 60 days after the commencement of the student’s first semester of classes, the Assistant Dean of Student Affairs may file a complaint with the Dean pursuant to the Code of Academic Conduct. Any complaint shall allege a violation of the student’s obligation to file such amendment in a timely manner and shall include a copy of the amendment.
4. Students have a continuing obligation to report changes to any of the character and fitness questions responded to on the application while enrolled at the Law School. Students must inform the Office of Student Affairs immediately of any new disciplinary or criminal issues.
5. Whether or not an amendment is timely, and whether or not a complaint is filed under the Code of Academic Conduct for failure to file a timely amendment, upon receipt of an amendment to an application for admission, the Assistant Dean of Student Affairs shall determine whether the amendment is material. If determined to be material, the amendment shall be referred to the Dean, who may reconsider the admission decision, expel the student from the Law School, or impose any other appropriate remedy at the Dean’s discretion. For these purposes, an amendment shall be considered material if it contains information that, if known at the time the student was accepted for admission, is likely to have resulted in a different admission decision. Referral of the amendment to the Dean under this paragraph shall not be governed by the procedures set forth in Part III of the Code of Academic Conduct, but shall not preclude a separate prosecution for violation of the Code of Academic Conduct in accordance with Part III thereof and the imposition of a separate penalty for the failure to file a timely amendment of the application for admission.

D. Extensions and Incompletes

In a paper course or an independent study project, the faculty member may, upon application of a student prior to the due date for the paper, for good cause, grant an extension of the due date for a period of time not to exceed six weeks from the end of the examination period, provided that any extension beyond three weeks from the end of the examination period must be in writing, signed by the faculty member, and sent to the Office of Academic Records. The form is available in the Office of Academic Records at <http://law.hofstra.edu/pdf/Academics/AcademicRecords/Forms/Paper-Extension.pdf>. Any further extension beyond six weeks from the end of the examination period may be granted only with the written permission of the Office of Student Affairs and with the consent of the faculty member.

1. "I" shall be entered on a record only when:
 - a. In a paper course or an independent study project, the student has received an extension of time to submit his or her paper.
 - b. In an examination course, there was an excused absence from the final examination.
2. Any "I" so entered shall be removed from the record and:
 - a. In a paper course or independent study project, the actual earned grade shall be substituted only if the paper is submitted prior to the expiration of the granted extension period.
 - b. In an examination course, the actual earned grade shall be substituted only if the makeup examination is taken as scheduled.
 - c. A grade of "AF" shall be entered in all other cases.
 - d. Any "AF" shall be counted as an actual grade for all scholastic standing purposes.

E. Academic Probation

Students placed on academic probation will be notified by email to their official Hofstra email address and by certified mail to the address on file with the school. It is the student's responsibility to update his/her mailing address and to read Hofstra email regularly. Academic probation is determined by fall and spring semester grades only. Summer session grades do not count in determining whether or not a student is placed on or remains on academic probation.

1. For classes entering prior to fall 2007, a student who fails to achieve an average of 2.0 in any semester but whose cumulative grade point average is 2.0 or above will be placed on academic probation and will be subject to such reasonable rules and regulations as the faculty may set to meet the needs of individual cases, provided that, in a semester, students in substantially equal situations shall be treated equally.
2. Beginning with classes entering in fall 2007, students must maintain a minimum GPA of 2.2 in any semester. As a condition of academic probation, students will be required to participate in the Academic Support Program and must have their schedules reviewed and approved by the Office of Student Affairs.

F. Dismissal

Dismissed students will be notified by email to their official Hofstra email addresses and by certified mail to the address on file with the school. It is students' responsibility to update their mailing address online and to check their Hofstra email account regularly.

A student who has failed a required course for the second time or who has not achieved or maintained a cumulative grade point average of 2.2 as of the end of the second semester or any semester thereafter is automatically dismissed from the school. The student may apply for readmittance pursuant to section G below.

G. Readmittance After Dismissal

Policies governing readmittance after dismissal are dependent on the semester of initial matriculation. If a student is dismissed after the fall semester but has registered for and is attending classes while a petition for readmission is pending, the student shall be withdrawn from and receive a tuition refund for those classes if the petition is denied. If a student is dismissed after the spring semester but has registered for and is attending summer session classes while a petition for readmission is pending, if the petition is later denied, the student shall be permitted to remain enrolled in the summer session course(s) and receive a Pass/Fail grade or withdraw and receive a tuition refund for the summer session course(s). The Dean's Office will notify students of any decision regarding their petition for readmission by email to their official Hofstra email address and by certified mail to the address on file with the school. It is the students' responsibility to update their mailing address and to check their Hofstra email account regularly.

Any student who has a cumulative grade point average below 2.2 at the end of the second semester at Hofstra or any semester thereafter is automatically dismissed from the school and shall be given written notice of that fact by the Office of Academic Records by email and certified mail. A dismissed student seeking readmission must petition the Dean within 10 business days from the date of the notice of dismissal. The Dean may not grant the petition unless he or she finds that (a) extraordinary circumstances beyond the student's control prevented the student from attaining a 2.2 cumulative grade point average and that (b) there is a substantial likelihood that the student will attain a 2.2 cumulative grade point average by the end of the next semester. If the Dean grants the petition, the Dean must present the facts and findings to a faculty committee for a vote on the Dean's decision to readmit. If the faculty does not concur with the Dean's decision, the petition for readmission shall be denied. If the petition is granted, the readmitted student is placed on academic probation, regardless of his or her previous semester's grade point average and is subject to the same requirements as in section E above. If the readmitted student fails to achieve a 2.2 cumulative grade point average at the end of any subsequent fall or spring semester, the student shall be dismissed without any right to petition for readmission. There are no further appeal rights after a final decision has been made by either the Dean or the faculty to deny a petition for readmission.

H. Prerequisites

Courses listed in the *School of Law Catalog* as prerequisites for advanced work must be successfully completed. Students who fail prerequisites will not be admitted into advanced courses in the field.

I. Eligibility for Graduation

To be eligible for graduation, a student must have satisfied the residency requirements and the upper-class writing requirement, passed all required courses, satisfied the Skills requirement, achieved a cumulative average of 2.2, and received academic credit for 87 hours of work. The Rules for Election of Non-Classroom Courses are incorporated into this regulation. (See “Rules for Election of Non-Classroom Courses.”)

II. Examination Regulations

The following are Hofstra Law School’s rules governing examinations, including the rescheduling of examinations, accommodations for students with disabilities, the conduct of examinations, and related matters. All students must take examinations at the scheduled time, unless compelling circumstances exist, as defined below.

The examination schedule for each semester’s courses is determined by the Office of Academic Records. Any student who does not take a final examination as scheduled and who fails to obtain the permission of the Office of Student Affairs as set forth below, shall receive a grade of “F” in the course.

A. Conduct During Examinations

The Code of Academic Conduct and Examination Regulations govern conduct during examinations. The Code also sets forth violations relating to plagiarism and other student behavior. Procedures for resolving disputes and imposing appropriate sanctions in connection with violations are covered by the Code of Academic Conduct.

B. Examinations on Computer

All students are automatically signed up to take their examinations on laptops. Students who wish to write their exams must opt out by completing the form at <http://law.hofstra.edu/computerexam>. Students who do not complete the form by the deadline may still write their examinations, but they will continue to receive reminders about computer examination software and training. Requests must be renewed each semester.

In the interest of examination security, the Law School has purchased examination software that prevents access to existing files. All students taking examinations on computer must comply with any training requirements by the Information Systems Department prior to the examination period. Students are responsible for downloading the software and must use only authorized software for proctored examinations. Students taking open-book examinations who have notes stored on their computers must print out their notes well in advance of the examination.

Note: The Law School does not provide backup computers during examinations.

C. Rescheduling Exams

1. Sabbath Observers

Students who wish to begin Friday examinations early in order to observe the Sabbath must complete the Sabbath examination accommodations form, <http://law.hofstra.edu/Academics/AcademicRecords/Additional-Services-Forms.html>, and submit the form to the Office of Student Affairs. Students are informed of the deadline for such requests by email every semester. Requests must be renewed each semester.

2. Scheduling Conflicts

Students with examination conflicts are informed of the conflict and their rescheduled examination time(s) by email by the Office of Academic Records. At that time, students may opt out and elect to take their examination(s) on the original examination date(s). Students are informed of the deadline for electing to opt out of their conflict schedule every semester. Exam conflicts exist only in the following situations:

- a. Examinations that are scheduled on the same calendar day.
- b. An evening examination followed by a morning examination on consecutive calendar days.

The Office of Academic Records determines which examination(s) will be postponed and the date and time that the rescheduled examination will be given. Rescheduled examinations are typically given no more than one week after the regularly scheduled examination.

Note: Special rules apply to summer session examinations. Those rules are available in the Office of Academic Records.

D. Accommodations for Students With Disabilities

It is the policy of Hofstra Law School to provide reasonable accommodations for students with disabilities. Where appropriate, the Law School may provide additional examination time, as well as the use of auxiliary services. These accommodations are arranged on a case-by-case basis by the Office of Student Affairs, in accordance with the Law School's policy on students with disabilities.

Students who wish to request disability-related accommodations should discuss their requests with the Office of Student Affairs as early as possible. In order to obtain such accommodations, students must submit the examination accommodation request form, available at <http://law.hofstra.edu/pdf/Academics/AcademicRecords/Forms/Disability-Accommodations.pdf>, together with the necessary documentation to the Office of Student Affairs. Students are informed of the deadline for such requests by email every semester. Students must renew their accommodation requests each semester.

Beyond academic accommodations, additional accommodations may be provided by the University's Services for Students with Disabilities. For more information, please see <http://www.hofstra.edu/StudentAffairs/stddis/index.html>.

E. Final Examinations

Final written examinations are required in all courses in the Law School except as otherwise noted. All students are required to be present for final examinations at the time and place indicated on the examination schedule. Students must turn in examination books or submit the examination answers electronically at the end of the time allowed for answering the examination questions in each course. Each student must then sign out. An unexcused absence from a final examination results in a failing grade in the course, and the failure is counted in computing the student's grade point average.

F. Excused Absences From Final Examinations

If a student is excused by the Dean or his or her delegate from taking a final examination at the scheduled time either in a required or an elective course because of a demonstration of serious illness or other compelling circumstances, the student must take a makeup examination in the course at a time determined by the Office of Academic Records, but not later than four weeks from the last scheduled examination for the semester. Grades received on makeup examinations are included in the student's grade point average.

G. Justification for Excused Absences

1. Other than the circumstances indicated above, a request for an excused absence from a scheduled examination will be granted only if the circumstances indicate that a student's ability to function effectively in taking the examination as scheduled will be substantially and severely affected due to circumstances beyond the student's control. These include bona fide medical excuses or a death in the immediate family. Conflicting social events, familial or business obligations, bar review courses, oversleeping, and forgetting an examination date are not sufficient justifications. Tiredness, nervousness, or anxiety is not a sufficient justification, except in unusual and extreme circumstances supported by a letter from a physician, psychiatrist, or psychologist as indicated below.
2. All medical excuses must be accompanied by a signed letter from a physician, psychiatrist, or psychologist on professional letterhead. The letter must contain a detailed explanation of the medical condition of the student and a statement explaining that, in the physician's, psychiatrist's, or psychologist's opinion, the medical circumstances indicate that the student's condition cannot be adequately treated in time for the examination and the student's ability to function effectively in taking the examination as scheduled will be substantially and severely affected.
3. A request by a student for an excuse from an examination that he or she has already begun will be granted only in extreme circumstances. In the unusual event that an excuse is granted under such circumstances, the rescheduled examination in that course will, if possible, be different from the scheduled examination.

H. Procedures for Requests for Excused Absences Prior to the Examination Date

1. A request by a student for an excused absence from a final examination as scheduled must be presented to the Office of Student Affairs. Requests must be in writing and signed by the student, and must be made *prior to* the time the examination is to begin, unless emergency or compelling circumstances make prior notice impossible. In the latter event, the request must be submitted as soon as is reasonably possible.

2. Where possible, the Office of Student Affairs will notify the student in writing and prior to the examination date as to the decision on the student's request.
3. The Office of Student Affairs will maintain records of students who have been excused from examinations each semester. The Office of Student Affairs, in determining whether a compelling justification has been demonstrated, may take into consideration whether a student has been excused from examinations in previous semesters.

I. Procedures for Requests for Excused Absences on the Examination Date

1. A request by a student on the examination date for an excused absence from a final examination that same day must be presented to the Office of Academic Records. Requests must be made in person or by telephone by the student, and must be made *as soon as possible*, unless emergency or compelling circumstances make prior notice impossible. In the latter event, the request must be submitted as soon as is reasonably possible.
2. The designated representative of the Office of Academic Records will submit the request to the Office of Student Affairs, which will follow up with the student. In order for a request to be considered, the student must provide legitimate medical or legal documentation as described above to support the request.
3. Upon receipt and pursuant review of the request, the Office of Student Affairs will notify the student in writing as to the decision on the student's request. If the request is approved, the student will be notified of the date of the makeup examination.

J. Makeup Examinations

In the event that a student's request for rescheduling of, or an excused absence from, an examination is granted, the makeup examination shall be given no later than five business days from the last scheduled examination for the semester, except under extraordinary circumstances, in which case the makeup examination will be scheduled no later than four weeks after the last scheduled examination for the semester.

K. General Rules Governing the Conduct of Examinations

1. Each student is assigned an anonymous grading number for each examination period. Different examination numbers will be assigned for midterm examinations and finals. Students should keep these numbers confidential. Under no circumstances should students reveal their examination numbers to a member of the faculty. Under no circumstances should a student reveal to a faculty member information about rescheduling for conflicts, as this may jeopardize anonymity as well.
2. Students are permitted to have in their possession in the examination room only materials authorized by the instructor. Possession of any other materials relating to the course is not permitted.
3. All electronic devices, including but not limited to cell phones, beepers, and wireless devices such as Blackberrys, iPhones, and other PDAs, must be turned off and stored at the front of the room during examinations. Please note that the device cannot make noise

during the examination; therefore, all devices must be turned completely off and not merely set to low or to vibrate.

4. Students must follow the instructions of the proctors.
5. There shall be no talking and no sharing of materials during the examination.
6. Bathroom passes are available from the proctors. Only one male and one female student are permitted out of the room at any one time.
7. Failure to stop writing at the conclusion of the examination constitutes a violation of the Code of Academic Conduct. Proctors will take the names of students who fail to stop writing and forward them to the Dean's Office for further action.
8. After signing out of the examination, students are to exit the room and the immediate area promptly and quietly.
9. Students may contact the Office of Student Affairs with any examination-related problems by calling (516) 463-5771.

III. Code of Academic Conduct

A. Violations

A student violates the Code of Academic Conduct if the student purposely or knowingly engages in or attempts to engage in or aids another to engage in the conduct defined in the following paragraphs:

1. Violations Concerning Examinations:
 - a. To give to a student any unauthorized information concerning the characteristics or content of an examination prior to the time the student who receives the information has taken the examination.
 - b. To obtain or to receive any unauthorized information concerning the characteristics or content of an examination prior to taking the examination.
 - c. To communicate (1) with anyone in any manner during an examination that the student is taking, except the Dean in charge of examinations, the persons involved in administering the examination, or a faculty member, or (2) at any time with another student who is taking an examination.
 - d. To copy or read another student's examination paper or book or to consult any unauthorized material during the course of an examination or to possess any unauthorized material in the examination room.
 - e. Without proper authorization, to begin an examination before the prescribed time or to continue working on an examination after the announced conclusion of the examination period.
 - f. To fail to submit all bluebooks and examination questions by the end of the examination or to remove bluebooks or examination questions from the examination room, unless authorized to do so by the faculty member giving the examination.

2. Violations Concerning the Library:
 - a. To damage, destroy, or conceal any property belonging to or deposited in the Law Library.
 - b. To possess any property belonging to or deposited in the Law Library without complying with prescribed procedures governing circulation of library materials.
3. Other Violations:
 - a. To make a material misrepresentation in connection with any procedure under section C of this Code or to solicit another person to make such a material misrepresentation.
 - b. To fail to appear to testify before the Disciplinary Committee after due notice and without good cause or to solicit another student to violate the student's obligation under this Code to appear and testify.
 - c. To fail to produce relevant documents on the demand of the Dean's designee or the Disciplinary Committee or to solicit another to refuse to produce such documents.
 - d. To damage, destroy, or conceal evidence with the purpose of obstructing a proceeding under this Code or to solicit another to damage, destroy, or conceal such evidence.
 - e. To make a material misrepresentation for the purpose of obtaining a benefit in connection with any matter for which academic credit is given.
 - f. To fail to amend the student's application for admission to the Law School to correct any inaccuracy or omission within 60 days after the commencement of classes in the student's first semester at the Law School.
 - g. To steal, damage, destroy, conceal, or use without authority another student's or faculty member's notes or books.
 - h. To submit the same or a significantly similar work for credit in more than one course without disclosing that fact as early as is feasible and without obtaining the consent of the faculty members to whom the work is submitted.
 - i. To fail to comply with the conditions or sanctions agreed to in an administrative disposition of a complaint or imposed by the Disciplinary Committee under Part C of this Code.
 - j. To make a material misrepresentation concerning the student's law school performance and activities on a resume or other written communication to a potential employer.

B. Plagiarism

1. Definition: A student plagiarizes when the student represents the work of any other person as the student's own work. Plagiarism includes but is not limited to:
 - a. Copying or substantially copying someone else's words without both citing the author of the quotation and using either quotation marks or an indented block quotation.
 - b. Paraphrasing someone else's words or work without citing the source.
2. Violation: A student violates the Code of Academic Conduct when the student:
 - a. Purposely or knowingly plagiarizes or aids another student to plagiarize.
 - b. Plagiarizes with knowledge of circumstances that should alert a reasonable student that there is a substantial risk that the student would be plagiarizing. Common examples of this situation are:

- i. A student relies on the discussion of Source 1 that is contained in Source 2 but fails to cite Source 2.
- ii. A student takes notes from various sources and transfers these into a paper. The notes include both verbatim quotes and the student's own thoughts, and the verbatim quotes are not attributed to the source and do not have quotation marks around them.
- iii. A student downloads work from the Internet and modifies, rearranges or paraphrases without acknowledging the original source.

C. Procedure

1. Complaints

Any person may make a complaint alleging a violation of this Code by filing a written complaint with the Office of Student Affairs. Every such complaint must be signed by the person alleging the violation and must contain a statement of the facts and circumstances involved in the alleged violation. A complaint must be filed within a reasonable time after the event complained of takes place, in view of all the surrounding circumstances.

2. Notice

Upon receipt of the complaint, the Office of Student Affairs shall notify the person or persons alleged in the complaint to have violated the Code that a complaint has been filed. The notice shall describe the nature and circumstances of the claimed violation.

3. Investigation

Upon receipt of the complaint, the Office of Student Affairs shall investigate the charge.

4. Disposition

- a. If, upon investigation, the Office of Student Affairs determines that there is no probable cause for the complaint or that the alleged infraction is *de minimis*, or that the complaint was not made within a reasonable time, the complaint shall be dismissed without further proceedings, and no record of the complaint shall be retained in the personal file of the student who is alleged to have violated the Code.
- b. When a complaint is dismissed, the Office of Student Affairs shall inform the person filing the complaint, the accused, and the Dean of the decision in writing.
- c. If the Office of Student Affairs determines that there is probable cause that the alleged infraction is not *de minimis* and that the complaint was filed within a reasonable time, the complaint may be disposed of on terms satisfactory to the Office of Student Affairs and the accused. If the complaint is resolved in this manner, the Office of Student Affairs shall inform the Dean of the terms of the agreement and shall notify the person filing the complaint of the fact that the complaint has been resolved.
- d. After a complaint has been filed, and within a reasonable time, the Office of Student Affairs shall notify the accused in writing, either (1) that the complaint is dismissed or (2) that there is probable cause, the alleged infraction is not *de minimis*, the complaint was filed within reasonable time, and the matter cannot be settled administratively. If the complaint is not dismissed or settled administratively, the Office of Student Affairs shall furnish the accused with a copy of the complaint.

5. Appointment of Disciplinary Committee and Presenter of Charges

- a. After the Office of Student Affairs has notified the accused that the complaint has not been dismissed, the Dean shall appoint a Disciplinary Committee composed of three faculty members, one of whom the Dean shall designate as Chair. At the written request of the student charged with violating the Code, the Dean shall appoint two student members to the Disciplinary Committee. The student members shall not vote but otherwise shall have full rights of participation on the Committee. The Dean may also appoint a person or persons to present the evidence related to the charges to the Disciplinary Committee.
- b. The accused may file with the Dean a written objection to the appointment of any member of the Disciplinary Committee. The Dean, at his or her sole discretion, shall determine whether there is good cause to replace a member of the Disciplinary Committee.
- c. The Disciplinary Committee shall have the authority to require Law School administrators, faculty, staff, and students to produce relevant documents and to appear and testify at a hearing.
- d. If more than one student is charged with jointly violating the Code, the Office of Student Affairs may determine that separate Disciplinary Committees should be empaneled for one or more students.
- e. The decision of the Office of Student Affairs to empanel one or more Disciplinary Committees shall not be appealable.

6. Hearing

- a. The Chair of the Disciplinary Committee shall convene the Committee and set a date for a hearing on the matter. The accused shall be notified in writing of the hearing at least 10 business days before the hearing.
- b. The hearing shall be closed, unless the accused requests that it be open to the public. A request for a public hearing must be made in writing to the Chair at least two business days prior to the hearing.
- c. At the hearing it shall be the duty of the Presenter of Charges, if one has been appointed, to present the facts fully and fairly for the purpose of enabling the Disciplinary Committee to reach a just result.
- d. The accused may be represented by any person of his or her choosing, and shall have the right to call witnesses and present relevant evidence, to cross-examine witnesses called by the Presenter of Charges or the Disciplinary Committee, and to present summation and argument.
- e. The Chair shall have the authority to require any person to leave the hearing if that person acts in a disruptive manner.
- f. A verbatim record of the proceeding shall be made by any means deemed appropriate for the purpose by the Office of Student Affairs.
- g. The admissibility of evidence and other matters of procedure not otherwise provided for by this Code shall be at the discretion of the Disciplinary Committee.
- h. The Disciplinary Committee, by the affirmative vote of a majority of the Committee authorized to vote, shall make one of the following written findings with respect to each alleged violation:
 - i. The alleged violation was not proved and the charge is, or charges are, dismissed.
 - ii. The charge(s) has been established by clear and convincing evidence.

7. Authorized Penalties

- a. Upon finding a violation, the Disciplinary Committee may:
 - i. Impose one or more of the following penalties:
 - (a) Expulsion from Hofstra Law School.
 - (b) Suspension from Hofstra Law School for a stated period of time.
 - (c) Probation for a stated period of time with specified conditions.
 - (d) Placement of a disciplinary letter in the student's personal file.
 - (e) Oral reprimand.
 - (f) Restitution or restoration.
 - ii. Determine that no penalty shall be imposed, subject to the accused's satisfaction of specified conditions or obligations.
- b. The Disciplinary Committee shall notify the accused, the Dean, and the person filing the complaint of the result of the hearing, except that the person filing the complaint shall not be notified as to any penalties imposed. In the event that a violation is found, the Office of Student Affairs shall notify the violator of his or her appellate rights.

8. Appeal

If a violation is found and the accused wishes to appeal to the Dean with respect to any aspect of the Committee's determination, the accused shall notify the Chair of the Disciplinary Committee, who shall forward to the Dean a copy of the findings and disposition and a verbatim transcript of the proceeding. The accused, on request, shall be entitled to a copy of the findings, disposition, and transcript.

The Dean shall affirm the action of the Disciplinary Committee unless the Dean finds it to have been clearly erroneous or plainly excessive. If the Dean finds the Disciplinary Committee's action to have been clearly erroneous or plainly excessive, the Dean may modify the findings or penalties, order a new hearing, or dismiss the charge or charges. The Dean's decision shall be final.

The Dean shall notify the accused, the person or persons presenting the charges to the Disciplinary Committee, the members of the Disciplinary Committee and the person filing the complaint of the disposition of the appeal in writing, except that the Dean shall not notify the person filing the complaint of any modification of the penalties imposed.

9. Non-Exclusivity

This Code is not intended to foreclose disciplinary action for matters not addressed by the Code, and does not foreclose disciplinary action taken by University officials outside of the Law School.

By way of example and not limitation, a student who is alleged to have violated the Code of Community Standards of Hofstra University is subject to the University's disciplinary procedures and sanctions.

Additionally, this Code incorporates by reference the non-procedural provisions of the Code of Community Standards of Hofstra University. The Law School may take independent disciplinary action (in accordance with its own disciplinary procedures as set forth in this document, *supra*) against a student who violates the Code of Community Standards of Hofstra University

CHAPTER 7: LAW SCHOOL POLICIES AND PROCEDURES

I. Academic Leave

A student who seeks an academic leave must apply for permission, in writing, to the Office of Student Affairs. Academic leaves will be granted only upon a showing of extraordinary and compelling circumstances. Upon recommendation of the Dean, the University will remit tuition (except for the admissions seat deposit submitted by incoming first-year students) as follows:

- 100 percent for academic leaves granted prior to or during the first week of classes
- 75 percent for academic leaves granted during the second week of classes
- 50 percent for academic leaves granted during the third week of classes
- 25 percent for academic leaves granted during the fourth week of classes
- 0 percent for academic leaves granted thereafter

The deadline to apply for an academic leave is the same as the last day of classes or prior to the date that 25 percent of the course's grade has been determined, whichever is earlier. Academic leaves are granted for no more than a total of two semesters during the entire length of a student's law school career. The Dean's Office may grant limited exceptions to this rule upon a showing of compelling circumstances beyond a student's control. Consult the Office of Academic Records for the withdrawal deadline for the semester.

Entering students are expected to complete both semesters of the first-year curriculum during the academic year in which they enroll. First-year students who are granted an academic leave during their first semester are eligible to return only for the fall semester of the following academic year. First-year students who are granted an academic leave after the completion of their first semester are eligible to return commencing with *the spring semester of the following academic year*, at which time they must complete the required second-semester courses.

To Return From an Academic Leave: Prior to the end of the semester in which the leave is scheduled to expire, the student must notify the Office of Enrollment Management that he or she expects to return to school at the beginning of the following semester by submitting a completed Re-enrollment Form. If such form is not received in a timely manner, the student may be ineligible to register for classes.

II. Accommodations

It is the policy and practice of Hofstra University School of Law to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, as well as with state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability will be denied access to or participation in any services, programs, or activities of Hofstra University School of Law.

A. Policy

Students with disabilities who require accommodations must make those needs known to the Office of Student Affairs in a timely manner. It is the responsibility of the student to provide appropriate documentation, in accordance with the Law School's posted disability procedure. Information on the student's disability and accommodations is treated as confidential

information under applicable federal and state laws and University policies, and is provided only to individuals who are privileged to receive such information on a need-to-know basis.

B. Procedure

Students who wish to request accommodations must provide appropriate documentation to the Office of Student Affairs and are advised to meet with a representative of this Office to develop an appropriate accommodations plan. Students must submit an examination accommodation request form and accompanying documentation by the deadline announced for such requests each semester. Accommodation requests must be renewed each semester.

Students who do not require accommodations need not make their disabilities known. In cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a request of the faculty member.

Students requesting accommodations due to temporary disability, such as pregnancy, must provide current documentation verifying the nature of the condition, state the expected duration of the condition, and describe the accommodations deemed necessary. A professional health care provider who is qualified to diagnose such conditions must provide such verification. The cost of obtaining the professional verification shall be borne by the student. Verification from a physician demonstrating that the particular accommodations are medically necessary is required. If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the Law School has the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment must be borne by the student. If the Law School requires an additional assessment for the purpose of obtaining a second professional opinion, then the Law School will bear any cost not covered by any third-party payer. The Office of Student Affairs will consider requests for accommodations for a temporary disability on a case-by-case basis.

C. Grievance Procedure

Students who request accommodations from faculty or staff members and believe that such accommodations have been wrongly denied, or believe that they have been discriminated against on the basis of their disability, should bring this matter to the attention of the Office of Student Affairs. If the Office of Student Affairs is unable to resolve this matter informally, or if the student is unsatisfied with the resolution, the student may file a grievance with the Dean within 30 days of the denial or resolution. Grievances filed with the Dean must be in writing and will receive a written response.

Students with disabilities that are beyond the scope of the Law School should address these concerns to Julie A. Yindra, Director of Services for Students with Disabilities, at (616) 463-7075.

D. Computer Services

Computer support is available at the University in a variety of formats. The Axinn Library has a Kurzweil machine, which converts printed text to computer speech and is helpful for students with reading difficulties as a supplement to other sources, such as taped texts. Outside of the Law School, computers of varying levels of sophistication are frequently

acquired. Among the current offerings that may be of assistance are a scanner to scan large portions of printed text and convert it into text readable on a computer disk, and Macintosh computers in the Calkins Hall computer lab that have screen enlarger programs.

III. Attendance

The Law School, the ABA, and the New York State Court of Appeals require students to be in good and regular attendance during the academic year for the courses in which they are registered. Attendance may be taken in particular classes; absenteeism for placement interviewing is not an excused absence within the meaning of the attendance policy.

Policy: Students are expected to attend classes regularly and to prepare for classes conscientiously. Any attendance guidelines for a given class must be provided to students in a syllabus or other written document at the start of the semester. Sanctions (e.g., required withdrawal from the course and/or a failing grade) will be imposed for poor attendance.

IV. Concentrations

Students have the opportunity to concentrate in one or more specialties that match their interests and career plans. Concentrations must be declared by the start of a student's last year of studies. To declare a concentration, students must file the appropriate application with the Office of Academic Records. Applications are available in Suite 114 and online at <http://law.hofstra.edu/Academics/AcademicRecords/Programs-of-Study-Juris-Doctor-Degree-Concentrations.html>.

A concentration allows students to focus on and explore a specific area or areas in which their career interests lie. A list of concentration advisors and courses that satisfy each concentration are provided and can be found on the Web page listed above.

For classes entering before fall 2011, students can select from the following concentrations:

- Child and Family Advocacy
- Civil Litigation
- Commercial Law
- Constitutional Law
- Consumer Law
- Corporate and Securities Law
- Criminal Law and Procedure
- Energy and the Environment
- Family Law
- Health Law
- Intellectual Property
- International Law
- Labor and Employment Law
- Real Estate
- Taxation

Beginning with the class entering fall 2011, students can select from the following concentrations:

- Alternative Dispute Resolution (ADR)
- Business Law Honors
- Criminal Law
- Energy and Environmental Law
- Health Law
- Family Law

Concentrations should be declared no later than the course selection deadline for a student's fourth semester of study (or fifth semester of study for part-time students). To declare a concentration, students must file a Concentration Registration Form (PDF) with the Office of Academic Records. Concentration Registration Forms are also available in Suite 114. Thereafter, students must submit a Concentration Course Selection Form no later than the course drop/add deadline in each semester in which they are enrolled in a concentration. To certify satisfactory completion of a concentration, students must submit a Concentration Completion Form.

Links to detailed descriptions of available concentrations and their requirements, as well as required forms, are provided at:

<http://law.hofstra.edu/Academics/AcademicRecords/Programs-of-Study-Juris-Doctor-Degree-Concentrations-Fall-2011-and-after.html>.

V. Grade Changes

A faculty member may change a grade only "for good cause shown." The faculty member must submit a formal grade change request to the Dean's Office for approval. The request must be in writing and must contain the reason for the change. "Good cause" encompasses computational and clerical errors, but would not normally encompass re-evaluation of judgment in grading, except in extraordinary circumstances. The decision to approve the request rests with the Dean's Office. No grade change should result in the lowering of any other student's grade after grades have been submitted and announced.

VI. Grade Appeals

- A. If a student has "good cause" to believe that the grade he or she received in a particular course was incorrect, as soon as possible after receiving the grade, the student should request a grade change from the faculty member who gave the grade. If the faculty member agrees that there is "good cause" to change the grade, the faculty member should submit the grade change request in accordance with the procedure above.
- B. If the faculty member determines that there is not "good cause" to change the student's grade, the student may appeal that determination to the Dean's Office. There are only two possible bases for any appeal: (1) the student believes there was a computational or clerical error, or (2) the student can demonstrate that the grade was the result of procedural irregularities or prejudice by the faculty member against the student. Poor judgment in evaluating particular answers is not a basis for an appeal. The Dean's decision is final and no further appeal is available.
- C. Any appeal must be made in writing and within 45 days following the start of the fall or spring semester immediately following the semester in which the disputed grade was assigned.
- D. The Dean's determination on the appeal is final and no further appeal is available.

Please note that this grade appeal policy differs from the University's Grade Appeal Policy.

VII. Outside Employment

The study of law is demanding and requires the full attention of the student. Accordingly, outside employment during the academic year is strongly discouraged except where it involves participation in Law School-sponsored programs integrally related to the curriculum. For students enrolled in more than 12 credits in a semester, or more than six credits in a summer term, employment shall not exceed a commitment of more than 20 hours a week under any circumstances.

VIII. Transfer of Credits and Visiting at Other Law Schools

There will be no academic credit granted at the Law School for any studies done elsewhere at the University unless the studies are part of a program approved by the Law School or the student has obtained prior permission from the Office of Student Affairs.

There will be no academic credit granted for studies at other law schools except in the case of a transfer student or a student who has obtained prior permission from the Office of Student Affairs. Permission to visit at another school will be granted only under extraordinary circumstances. Such circumstances include, for example, a death or extreme illness in the student's immediate family that necessitates a move to another city in order to alleviate severe financial, medical, or other stress, and similar situations. (This policy does not apply to requests to attend a summer study abroad program sponsored by another law school. Such requests will generally be approved, provided the program in question is approved by the ABA.) In any event, credit will be awarded only for courses that are graded by letter or number, and not Pass/Fail, and the student receives a letter grade of C, or its equivalent, or the minimum average required for graduation by the school at which the courses are taken, whichever is higher. Grades earned in courses taken at other law schools or at other schools of Hofstra University will not be counted in the computation of a student's grade point average. (See also "Study Abroad" and "J.D./M.B.A. Program.")

Students who wish to participate in an ABA-approved summer study abroad program offered by another law school must obtain prior written permission from the Assistant Dean for Global Initiatives & Multicultural Affairs.

IX. Recording Policy

Recording of classes is conducted in very limited circumstances. Recording of classes may be permitted:

- When a group of students would otherwise be forced to miss class (e.g., religious holidays that preclude attendance, or makeup classes outside of the regular schedule).
- For student ambassadors out of town on Law School business.
- For other extraordinary cases, such as the death of a family member or a severe illness necessitating more than a few days' absence.

Recording in such cases will be arranged by the Office of Student Affairs after consulting with the student(s) involved and by using a recording request form, which is available in the Office of Student Affairs. In all cases, recording will be subject to the permission of the professor and the resources of the Law School's Audiovisual staff. Please note that some faculty members do not

permit their classes to be recorded and that the Law School's "good and regular attendance" policy remains in effect, irrespective of whether a particular class has been recorded or not.

Recording of classes may be personally conducted by a student *only* with the professor's consent.

X. Withdrawal From the School of Law

If a student finds it necessary to withdraw from the Law School, the student must apply in writing to the Office of Student Affairs for permission to withdraw. The student may be entitled to tuition remission. The amount of remission diminishes as the student attendance at the School of Law lengthens. Upon recommendation from the Dean, the University will remit tuition (except the admissions seat deposit submitted by incoming first-year students) as follows:

- 100 percent tuition refund for withdrawal prior to or during the first week of classes
- 75 percent tuition refund for withdrawal during the second week of classes
- 50 percent tuition refund for withdrawal during the third week of classes
- 25 percent tuition refund for withdrawal during the fourth week of classes
- 0 percent tuition refund for withdrawal thereafter

For the purpose of the fall 2011 refund calculation, the first day of classes is:

- Thursday, August 11, 2011, for all first-year students
- Thursday, August 18, 2011, for all continuing students

This schedule complies with federal regulations of the U.S. Department of Education. A copy of these regulations is on file in the Office of Financial Aid, Joan Axinn Hall. A student who withdraws during any semester without approval of the Dean is not entitled to remission of tuition and will automatically receive a failing grade in all courses.

A student who withdraws from the Law School is not entitled to return and must reapply for admission if he or she is interested in returning. Readmission is not guaranteed. If the student is readmitted, the Law School may accept or reject any or all of the previously earned credits.

CHAPTER 8: UNIVERSITY POLICIES AND PROCEDURES

I. Equal Opportunity

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, or marital or veteran status in the conduct and operation of its educational programs and activities, including admission and employment. This statement of nondiscrimination is in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state and local laws. The Americans with Disabilities Act compliance officer in the Plant Department is designated by the University to coordinate its efforts to comply with Section 504. The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Title IX and other equal opportunity regulations and laws. Questions or concerns regarding Title IX or other aspects of this policy (other than Section 504) should be directed to the Equal Rights and Opportunity

Officer at (516) 463-6775, c/o Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549.

II. Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that requires colleges and universities to protect the confidentiality of student education records. The law states that no one outside the institution shall have access to a student's education records, nor will the institution disclose any information from those records without the written consent of the student. For the University's policies relating to FERPA, please see http://www.hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_ferpa.html. For the purposes of FERPA, the University and Law School function as one entity and can share information, when appropriate.

III. University Disciplinary Proceedings

In addition to the Law School's regulations, law students are also subject to the University's Code of Community Standards (http://www.hofstra.edu/StudentAffairs/DeanOfStudents/commstandards/commstandards_conduc_tcodes.html). The University has its own disciplinary process as well, and students who violate the Code of Community Standards will be subject to disciplinary action under the Student Conduct Code and/or the Pride Principles. Information on disciplinary matters will be shared freely between the University and Law School, especially matters relating to Character and Fitness issues.

CHAPTER 9: JOURNALS AND STUDENT ORGANIZATIONS

Students are encouraged to participate in the many clubs, organizations and campus events that Hofstra has to offer. Organizations are open to all students. Each semester, there are numerous events organized by student organizations and journals, including workshops, lectures, seminars, social events, and much more. Take advantage of the many opportunities that Hofstra provides, but be mindful that academics must take precedence.

Hofstra Law has five academic journals. Membership in these publications is achieved either by outstanding academic performance, writing competition, or submission of an article deemed publishable by the board of editors. For further information regarding the publications and organizations listed below, students should contact them directly at the telephone numbers and email addresses provided, or by leaving a message in the organization's mailbox located outside the Copy Center. A companion guide, *Student Organization Handbook*, is also published by the Office of Student Affairs and contains more specific information about student organization and publication procedures and policies.

I. Student Publications

A. *ACTEC Law Journal*

Email: ACTEC@hofstra.edu

<http://law.hofstra.edu/Academics/journals/index.html>

ACTEC, the American College of Trust and Estate Counsel, is a very prestigious organization. It has approximately 2,600 fellows, who have been elected to membership by demonstrating their skills through writing, speaking and other forms of public service. The most well-known practitioners and academics in the trust-and-estate field are ACTEC Fellows.

One of the central purposes of ACTEC is to study and improve trust, estate and tax laws, as well as professional responsibility in this area of practice. ACTEC professional-responsibility commentaries are widely cited by courts, academics and practitioners. ACTEC and its fellows file amicus briefs, testify before Congress, provide in-depth analysis of administrative positions to the Internal Revenue Service and assist in the development of best practices for trust and estate lawyers. ACTEC periodically provides technical comment and expertise to Congress, the Internal Revenue Service and the Department of the Treasury.

ACTEC publishes four issues of its journal each year. Contributing authors include some of the most well-respected academics and practitioners in the field. The articles explore trust, estate and tax issues. Each ACTEC Fellow receives the journal, as do all ABA-accredited law schools and board members of the National College of Probate Judges. Non-fellows may, of course, also subscribe.

Student editors will be involved in the article-selection and editing processes. Student staff members and editors will be permitted to write a note for submission to *ACTEC Journal's* editors. Student staff members will receive one academic credit per semester (for two consecutive semesters); editors will similarly receive one academic credit per semester (for two consecutive semesters); and students who submit a note will receive an additional one academic credit (as well as writing credit) without regard to whether the note is published.

B. *Family Court Review*

Telephone: (516) 463-5926

Email: lawfcr@hofstra.edu

<http://law.hofstra.edu/Academics/Journals/FCR/index.html>

Family Court Review (FCR) is a peer-reviewed, quarterly journal published under the auspices of the Association of Family and Conciliation Courts (AFCC). *Family Court Review* is an international and interdisciplinary family law journal, and a forum for the exchange of ideas, programs, research, legislation, case law, and reforms. The journal's editorial staff, under the direction of Faculty Editor-in-Chief Andrew Schepard, is based at the Law School. Its fundamental premise is that productive discussion of family law is facilitated by a dialogue between the judiciary, lawyers, mediators, and mental health and social services communities. AFCC is an international and interdisciplinary association of judges, counselors, evaluators, mediators, attorneys, and others concerned with the constructive resolution of family conflict.

Students are selected as members of the editorial staff of *FCR* through an application process that encompasses grades, resume, and a brief that is submitted to *Hofstra Law Review's*

annual journal writing competition. Special consideration is given to students who are seriously interested in family law and family dispute resolution.

C. *Hofstra Labor & Employment Law Journal*

Telephone: (516) 463-6317

Email: laborlaw@hofstra.edu

<http://law.hofstra.edu/Academics/Journals/LaborAndEmploymentLawJournal/index.html>

The *Hofstra Labor & Employment Law Journal* is a scholarly publication devoted entirely to the discussion of current issues in labor and employment law. Established in 1982, the journal is widely regarded as one of the premier authorities in this field. Published semiannually, the journal has played an important role in helping build the prestige of the Law School.

Hofstra Law School is one of only three law schools that publish a labor and employment law review. The journal serves the legal community by stimulating thoughtful discussion and debate about important labor and employment law topics that are constantly developing and evolving.

The editorial board selects staff members on the basis of grades and a writing competition conducted at the end of each academic year in cooperation with the *Hofstra Law Review*. New staff members are required to take either Employment Law or Labor Law during the first semester that they become staff members.

D. *Hofstra Law Review*

Telephone: (516) 463-5910

Email: lawrev@hofstra.edu

<http://hofstra.edu/Academics/Journals/LawReview/index.html>

The *Hofstra Law Review* is a legal journal of general scope, published quarterly by the Hofstra Law Review Association. It is recognized as a leading journal in the legal community, cited by numerous other journals and in legal opinions across the country.

The *Hofstra Law Review* is student-run, though faculty members serve as advisors as they do for all journals. Each spring, members of the first- and second-year classes of the full-time program and the second- and third-year classes of the part-time program take part in a writing competition for membership on the *Hofstra Law Review*. The membership is responsible for soliciting articles from legal scholars, considering unsolicited manuscripts for publication, editing published works and maintaining the *Hofstra Law Review's* reputation for timely publication of articles that expand the frontiers of legal scholarship.

There are several ways to qualify for membership:

- The top 5 percent of each division, part-time and full-time, based on their cumulative grade point average of first year courses (as defined as the courses listed in the first year in the full-time program), receive an invitation to join.
- First-year students in the full-time program and second-year students in the part-time program may take part in an annual writing competition in which they are asked to write a memorandum of law analyzing a particular legal problem. Students may be selected on their writing competition scores alone or on a combination of their writing competition scores and cumulative grade point averages. Second-year students in the full-time program or third-year students in the part-time program may

also participate in the writing competition, but may not become *Review* members unless they plan to complete both the fall and spring semesters of their third year in the full-time program or both the fall and spring semesters of their fourth year in the part-time program at Hofstra.

- A student may be invited to join on the basis of submission of a completed note deemed to be of publishable quality by the Board of Editors. Notes from third-year students in the full-time program or fourth-year students in the part-time program must be submitted by the end of the second week of classes in the fall semester.
- Transfer students — both those transferring to Hofstra from another institution and those transferring from a part-time Hofstra division to the full-time division — may compete in the *Hofstra Law Review* Transfer Writing Competition, held at the beginning of the fall semester.

Please be advised that the selection process for the *Review* is ultimately governed by the *Hofstra Law Review Association Amended and Restated Bylaws*, which can be obtained at the *Review's* Managing Office.

Each March, a 15-member Board of Editors is selected, headed by the Editor-in-Chief. The Board is responsible for carrying out *Review* policy and managing the publication.

Review membership presupposes a student's commitment to legal research and writing and a willingness to work long hours. In addition to the *Review's* publication work, each student member is required to write an analytical note or case comment for publication in the *Review*. Members may elect to take Law Review for three credits during their second year of law school. During the spring semester of their third year of law school, members of the Board of Editors may elect two credits, and associate editors may elect one credit. During the spring semester of their second year of law school, upon the recommendation of a faculty advisor and the Board of Advisors, members are awarded two credits for the completion of a note of publishable quality and one credit for completion of staff responsibilities. During the spring semester of their third year of law school, upon recommendation of the Board of Advisors, members of the Board of Editors are awarded two credits for satisfactory service, and associate editors are awarded one credit for satisfactory service.

The Board invites new students to visit its office and learn more about the organization. (See the Rules for Election of Non-Classroom Courses).

E. *Journal of International Business and Law*

Email: jibl@hofstra.edu

<http://law.hofstra.edu/Academics/Journals/JIBL/index.html>

The *Journal of International Business and Law (JIBL)* is a joint scholarly publication of the Hofstra University Frank G. Zarb School of Business and Hofstra Law School. The journal explores the interaction of business and law in the global marketplace from both legal and business perspectives.

As globalization continues and the legal and business worlds collide, the need for wide-ranging scholarly debate and critical thinking on a broad range of topics will be great. *JIBL* aims to bridge the gap between law and business in international entrepreneurial matters.

II. Student Organizations

A. Student Bar Association (SBA)

Email: lawsba@hofstra.edu

The Hofstra Student Bar Association is the Law School's student government. The SBA is composed of approximately 20 people: officers, senators, Bar Association representatives, and a Law School representative to the University Senate. The first-year class elects its senators, and the SBA appoints its representatives in September. All other positions are filled in April. The SBA allocates the student activity fee to different clubs, coordinates club activities, acts as liaison between students and faculty, and provides funding for some social functions.

B. Other Organizations

Following is a list of current student organizations at Hofstra Law School. For more information, including descriptions prepared by each organization, please visit <http://law.hofstra.edu/StudentLife/StudentOrganizations/index.html>. Students who are interested in forming a new organization, or in general information and guidance about the various extra- and co-curricular activities offered at the Law School, should visit the Office of Student Affairs in Suite 203.

Asian-Pacific American Law Students Association (APALSA)	Hofstra Law Wine & Food Club
Black Law Students Association (BLSA)	Hofstra Law Women (HLW)
Christian Law Society	Hofstra Trial Advocacy Association
Courtroom Advocates Project (CAP)	Human Rights Law Society
Criminal Law Society	Immigration Law Society
Democratic Law Society	International Law Society
Environmental Law Society	International Moot Arbitration Team
Federalist Society	Italian Law Students Association (ILSA)
Health Law Society	Jewish Law Students Association (JLSA)
Hofstra Art Law and Culture Society	Latino/a American Law Student Association (LaLSA)
Hofstra Chapter of the Children's Rights Institute	Law Brigades
Hofstra Intellectual Property Law Association	Legal Emergency Aid Project
Hofstra Law Business Law Society	Moot Court Association
Hofstra Law First Generation Law Students	Muslim Law Students Association (MLSA)
Hofstra Law Gentlemen	<i>Out of Court Statements</i>
Hofstra Law Revue	OUTLaw
Hofstra Law Veterans Association	Phi Alpha Delta (PAD)
	Public Justice Foundation (PJF)
	Russian American Law Students Association

South Asian Law Students Association
(SALSA)
Sports and Entertainment Law Society

Student Bar Association (SBA)
Tax Law Society
Unemployment Action Center (UAC)

C. Procedures and Policies

The Office of Student Affairs publishes a *Student Organization Handbook*, designed to assist student organization members with the various University and Law School procedures and policies. Copies of the *Student Organization Handbook* are available from the Office of Student Affairs, Suite 203.

CHAPTER 10: LAW SCHOOL OFFICES

I. Academic Records, Office of (OAR)

Location: Suite 114
Brian T. Kaspar, Registrar
Dimitrios M. Doussi, Assistant Registrar
Telephone: (516) 463-5917
Fax: (516) 463-6251
Email: lawoar@hofstra.edu

The Office of Academic Records is the repository of all student records. Here, students may obtain registration information and copies of transcripts. Students are required to notify the Office of Academic Records promptly of any change of address, telephone number or email address.

A. Transcripts

Transcripts may be requested online from my.hofstra.edu, the Hofstra Online Information System. The office will mail transcripts to the address specified, or if the student will pick up the transcript, he or she should indicate “Pick Up” in the address field. Students may request an unofficial copy, which is printed on plain white paper, is stamped “Unofficial Copy,” and is available for students’ personal use. In addition, students may request an official transcript, which is printed on official transcript paper (with the seal of the school along with the signature of the Registrar) and sent directly to prospective employers, educational institutions, government agencies, etc.

B. Registration Information

The Office of Academic Records oversees all aspects of the registration process. Other than first-year students (who are registered for their courses automatically), all students are responsible for registering for their courses during the prescribed registration periods via My.hofstra.edu, the Hofstra Online Information System. Class schedules and registration information packets are available online during the fall and spring semesters, as well as the summer sessions. These packets include information about the following:

- Registration instructions
- Registration timetable
- Class schedule by course numbers/class titles/days and times/professors

- Courses satisfying Writing Requirements I and II
- Courses satisfying the Skills Requirement
- Final examination schedule
- Academic calendar

C. Drop/Add

The last day to withdraw from a course and receive the grade of “W” is set by the Office of Academic Records and is included in the Class Schedule and Registration Information packet. Students are not permitted to drop or withdraw from required courses. Upper-class students may add and/or drop elective classes according to the dates noted in the Class Schedule and Registration Information without penalty. After the designated drop/add period has ended, a student may withdraw from an elective course, but the transcript of that student will reflect the grade of “W” and the student will be charged tuition for this course.

D. Rankings

Students are grouped into the following four groups for the purposes of rankings:

- 1L Full-Time and 2L Part-Time students
- 2L Full-Time and 3L Part-Time students
- 3L Full-Time and 4L Part-Time students

Note: 1L Part-Time Day students are not officially ranked until their second year.

II. Academic Support Programs, Office of (ASP)

Location: Rooms 219 and 220

Email: lawacademicsuccess@hofstra.edu

Mark A. Padin, Associate Professor of Academic Support

Telephone: (516) 463-4008

Shane A. Dizon, Visiting Assistant Professor of Academic Support

Telephone: (516) 463-6414

The Academic Support Program (ASP) helps students reach their full academic potential by providing resources that will aid in their development of the analytical and organizational skills that are essential for success in law school. ASP offers academic support resources that are designed to complement the Law School curriculum, with an emphasis on first-year courses. ASP also offers assistance to upper-class students, including supplemental bar examination preparation. Available resources include workshops on study and examination skills, individual and group meetings with the program director and/or academic support faculty, online resources, a lending library of study aids and other materials.

III. Career Services, Office of (OCS)

Location: Room 250

Michael Ende, Assistant Dean for Career Services (michael.ende@hofstra.edu)

Amy Bedell, Director of Public Sector Career Planning (amy.bedell@hofstra.edu)

Vernadette Horne, Director of Career Services (vernadette.horne@hofstra.edu)

Aisha Joseph, Director of Career and Professional Development (aisha.joseph@hofstra.edu)

Doris Urbach, Executive Assistant (doris.urbach@hofstra.edu)
Diane Gayer, Job Coordinator (diane.gayer@hofstra.edu)
Email: lawcareer@hofstra.edu
Telephone: (516) 463-5871
Fax: (516) 463-7351
Office hours: Monday through Friday, 9 a.m. to 5 p.m. (Friday until 4 p.m. during the summer), and evening hours by appointment

D. OCS Services

1. Individual Coaching and Counseling

All OCS counselors are available to meet with students for one-on-one coaching sessions to discuss career interests and objectives, job acquisition strategies, resume and cover letter development, interviewing skills, and networking techniques; to evaluate employment experiences; and to help students make informed career decisions. Every student is encouraged to schedule a career counseling session at least once during each year of law school. Students do not need to wait for an invitation to meet with an OCS counselor.

Due to National Association for Law Placement (NALP) regulations, first-year students may not schedule individual counseling sessions until after November 1. This regulation was designed to allow new students to become acclimated to law school and comfortable with their studies. However, first-year students may and are encouraged to attend all programs offered by OCS. After November 1 of a student's first year, the student may schedule an appointment for counseling through Symplicity, the OCS online Career Services Management System, which is the preferred method for scheduling an appointment. Alternatively, a student may also schedule an appointment by contacting OCS at (516) 463-5871, emailing his/her assigned career counselor or simply stopping by OCS during business hours.

2. Interview Skills Program

OCS provides one-on-one interview training. The mock interview program allows students an opportunity to perfect their interviewing skills prior to an actual interview and at any time throughout the year. This service is provided to students by appointment only. Appointments can be scheduled with the student's assigned career coach or through Diane Gayer at (516) 463-5871 or diane.gayer@hofstra.edu

3. On-Campus Recruitment

OCS conducts a program each fall to give second- and third-year students the opportunity to interview with prospective employers on campus, as well as to submit resumes to employers who prefer to conduct interviews at their own offices. Many major law firms, as well as other legal employers, participate in this program, and OCS is always working to introduce new employers to our students.

A second, smaller on-campus interview program is conducted in the spring, which gives first-, second- and third-year students the opportunity to interview with law firms that conduct their recruitment at that time of year.

4. Job Postings

All employment positions for Hofstra students and alumni are posted using Symplicity. All Hofstra students are allowed access to Symplicity by using their password to enter my.hofstra.edu. Once students log in, they should click on “My Apps” and select “Law Career Management System,” and will then have access to the Symplicity system. Through Symplicity, students can, among other things, create PDF versions of resumes, cover letters, and transcripts and store the documents on the system. Symplicity also allows student to apply to posted jobs by uploading resumes (and any other documents requested) directly to an employer who has agreed to submissions via email.

First-year students must participate in a counseling session with an OCS counselor and have their resumes approved by an OCS coach as a condition for being granted access to the job postings listed on Symplicity.

5. Programs and Special Events

OCS presents many events throughout the year to familiarize Hofstra Law students with a variety of practice areas and career and professional development issues and to create networking opportunities that are critical to a successful job search. Career fairs, mock interview and mentoring programs, the *Discover Your Passion* series of panel discussions, and on- and off-campus networking lunches and receptions bring together practitioners, recruiting professionals, alumni, and students to explore career possibilities and network.

6. Job/Career Fairs and Other Workshops

Hofstra Law School takes part in a Public Interest Legal Career Fair held in New York City each winter. This event — the largest public interest legal career fair in the country — brings together law students interested in public interest practice with a wide variety of employers from the public sector. OCS assists students in submitting resumes for the fair and conducts a workshop to discuss strategies for success at this event. This fair is open to all students. Students are informed of other job fairs throughout the country regularly throughout the year. Students who interested in pursuing a career in the public sector, or are interested in attending the Public Interest Legal Career Fair, should contact Amy Bedell at amy.bedell@hofstra.edu.

In addition to the Public Interest Legal Career Fair, Hofstra Law School and its students take part in a wide variety of other career fairs and workshops throughout the country, including Lavender Law, the Delaware Minority Job Fair, the Loyola Patent Law Interview Program, the ABA Diversity Judicial Clerkship Program, and the Peggy Browning Annual National Law Students Workers’ Rights Conference.

7. Public Service Law Network Worldwide (PSLawNet)

PSLawNet is considered to be the online resource connecting public interest law job-seekers with their ideal opportunities in the public interest arena. Hofstra Law School is a member of PSLawNet. As such, Hofstra students and alumni are entitled to access an immense database of national and international public-sector jobs, internships, fellowships and pro bono opportunities. PSLawNet contains information on thousands of public interest organizations and job opportunities in the United States and abroad.

8. OCS Surveys

OCS is required by the American Bar Association and the National Association for Law Placement (NALP) to compile employment statistics regarding Hofstra Law School students and graduates. These statistics are used, in part, to evaluate law schools throughout the country. Law school rankings are based, in part, on the number of students responding to the survey and the number of law graduates employed within nine months of graduation. All graduating students are therefore strongly urged to complete and submit the survey before graduation. OCS urges all students to remain in touch with the office throughout their studies and after graduation.

9. Postgraduate Judicial Clerkship Information Session

Attorneys, professors and students who have served (or will serve) as postgraduate judicial clerks (in both state and federal courts) offer students perspectives on the application process and the value of the clerkship experience. All students interested in pursuing a postgraduate judicial clerkship are provided with informational packets and given the opportunity to participate in a program to assist them in the application process. Students often work with a member of the faculty in developing a search strategy. OCS provides substantial support to assist students in pursuing this most valuable professional experience. Students interested in postgraduate judicial clerkships should contact Amy Bedell in OCS (amy.bedell@hofstra.edu).

10. Fellowship Opportunities

Hofstra Law students successfully obtain on an annual basis a wide variety of career-related fellowship opportunities, and OCS provides extensive support to those students who pursue these fellowships. Among the fellowships obtained by Hofstra Law students are the Charles H. Revson Law Students Public Interest (LSPIN) Fellowship; the Equal Justice Works Summer Corps Fellowship; the New York City Bar Association Diversity Fellowship; the Kenneth G. Standard Diversity Internship; the New York Bar Foundation Commercial and Federal Litigation Section Minority Fellowship; the ABA Business Law Diversity Clerkship; and the Milbank Diversity Scholarship.

11. OCS Publications

OCS has prepared two guides to help educate students about the job search process. These guides are available to students in hard copy and online at the OCS website.

- a. *Guide to the Job Search*: This guide is a comprehensive exploration of the job search process. It includes, among other things, sections on resume and cover letter writing, interview skills, on-campus recruitment, networking, and computer-assisted job searching.
- b. *Postgraduate Judicial Clerkship Handbook*: This handbook offers an overview of the various types of postgraduate judicial clerkships available and details about the postgraduate judicial clerkship application process (federal and state). It includes information about helpful websites and printed materials, as well as a list of Hofstra faculty and alumni who have clerked.

In addition to these guides, the Law School maintains a Public Interest Career Planning blog, which can be found at <http://hofstrapublicinterestblawg.blogspot.com>.

E. OCS Facilities

OCS maintains an extensive library of career planning resources, directories, and other information to assist students in exploring employment opportunities and conducting job searches. Background materials on law firms, public interest organizations, government, corporate legal departments, judicial clerkships, alternative careers, and other areas of legal employment are kept on file. Reprints of helpful articles on resume writing, career alternatives, informational interviewing, and other topics are available to students and alumni.

The OCS library also contains a wide variety of resources related to law student and lawyer professional development.

OCS also maintains two computer terminals, a laser printer, telephone, fax machine, and typewriter, which are available for student use with respect to job search-related activities, such as resume and cover letter preparation and job search-related correspondence and telephone calls. Rules and regulations governing the use of these items are posted at OCS and are reprinted in OCS's *Guide to the Job Search*.

OCS endeavors to make its facilities as useful and comfortable as possible for students and alumni.

F. Notice Concerning On-Campus Military Recruitment

The American Association of Law Schools Bylaw 6-4(b) provides:

“A member school shall pursue a policy of providing its students and graduates with equal opportunity to obtain employment, without discrimination or segregation on the ground of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. A member school shall communicate to each employer to whom it furnishes assistance and facilities for interviewing or other placement functions the school's firm expectation that the employer will observe the principle of equal opportunity.”

Hofstra Law School's own rules similarly prohibit discrimination on the basis of sexual orientation.

Certain military practices and policies, specifically the policy barring those who are openly gay, lesbian and bisexual from military service (otherwise commonly known as “Don't Ask, Don't Tell”), are inconsistent with Hofstra's non-discrimination rules, as well as with AALS Bylaw 6-4(b). This has been brought to the attention of military recruiters.

On December 22, 2010, President Obama signed a bill repealing the policy barring those who are openly gay, lesbian, or bisexual from military service. Despite the President's signature, the repeal will not go into effect until 60 days after the President, the Secretary of Defense, and the Chairman of the Joint Chiefs of Staff certify that the repeal will not harm military readiness. Until that time, Don't Ask, Don't Tell remains in effect, and gay, lesbian or bisexual service members remain at risk for discharge.

While this is a temporary situation, the military's hiring practices continue to violate the Law School's non-discrimination policy. Due to the threat of withdrawal of federal funds to Hofstra University posed by federal law under the Solomon Amendment, the Law School

will continue to make a limited exception to our non-discrimination policy in order to accommodate the US Armed Forces and JAG.

The Law School is optimistic that the military's discriminatory hiring practices will soon be eliminated altogether and that all qualified students of the Law School who desire employment opportunities with the US Armed Forces and JAG will be eligible to do so.

Hofstra Law School and its Office of Career Services welcome all students, regardless of nationality, race, gender or sexual orientation.

Students may contact Michael Ende, Assistant Dean for Career Services, if they have questions regarding this issue.

G. Please Note

The American Bar Association and the Rules of Hofstra Law School preclude full-time law students taking more than 12 credits from working more than 20 hours a week.

Hofstra Law School also requires that all students adhere to both NALP's rules for prospective employees and the University's own Code of Academic Conduct during the course of a job search. The NALP rules, titled "Principles for Candidates," as well as relevant sections of Hofstra's Code of Academic Conduct, are reprinted in *Guide to the Job Search*.

OCS will verify the accuracy of all grade point averages, class ranks and honors listed on resumes that are submitted for the fall recruitment program. Resumes containing incorrect information will not be accepted and will be returned to the student with instructions for correction.

The grade point average, class rank and percentile listed on a student's resume must set forth the exact information provided to the student by the Registrar's Office. Students may not self-adjust or round-up their grade point averages or percentiles. For example:

- A GPA of 3.578 can be reflected as 3.578 or 3.57, but it cannot be rounded up to 3.58 or 3.6.
- Only the top 20 students in a total class of 200 would be entitled to be identified as ranking in the top 10 percent of the class. Number 21 in the class is not in the top 10 percent; that student is ranked in the top 10.5 percent of the class and would state his/her ranking as either top 10.5 percent or top 11 percent, but not top 10 percent. For clarity, you may wish to include both rank and percentile, e.g., "Class Rank 20/200, Top 10 percent."

To calculate your class rank percentile, multiply your class rank by 100 and divide that number by the total class size. For example, if you are ranked 50th in a class of 349, your class rank percentile would be calculated as follows: $(50 \times 100)/349 = 14.3$ (which would be reflected on a resume as either top 14.3 percent, top 14.5 percent or top 15 percent).

IV. **Financial Aid, Office of**

Location: Joan Axinn Hall, directly across the street from the Law School on California Avenue
Gerard Anderson, Director of Financial Aid

Laura Rup, Assistant Director of Enrollment Management

Email: lawfinaid@hofstra.edu

Telephone: (516) 463-5929 Fax: (516) 463-6264

Office Hours: The Office of Financial Aid is open Monday and Tuesday from 9 a.m. to 6 p.m. and Wednesday through Friday, 9 a.m. to 5 p.m. During the summer months the office closes at 4 p.m. on Fridays.

There are many ways to finance the cost of attending law school. Students rely on a combination of loans, scholarships, grants, fellowships, help from family members, and their own savings. Most financial aid awards are determined by need; however, there are a number of scholarships awarded on the basis of merit only. Hofstra Law School awards financial aid in the form of scholarships, grants, and low-interest loans. All loans, scholarships, fellowships, and grants are first offset against tuition.

Hofstra Law School endeavors to distribute financial awards to needy students. Because of the heavy demand for financial aid, students should not expect, regardless of his or her need, that the Law School will provide total support for the tuition and/or living expenses of any individual student. The Law School's Financial Aid Office will assemble a package that suggests ways to obtain enough funding to make up the difference between the cost of attendance at Hofstra Law School and the individual's available financial resources.

All applicants for financial aid must complete the Free Application for Federal Student Aid (FAFSA). This analysis determines eligibility for federal loans.

A student who would like to be considered for need-based aid must complete:

- Hofstra Law Institutional Aid Application. This form is a request for institutional financial aid from Hofstra Law School and is available at http://law.hofstra.edu/CurrentStudents/FinancialAid/finaid_forms.html. (Students claiming independence from their parents will find the Statement of Independence From Parents form on that page as well.)
- A Need Access application, which is available at www.needaccess.org.

Both these forms are required for all students requesting a need-based grant.

After the appropriate forms have been filed, the Law School's Financial Aid Office will notify each student regarding his or her eligibility for Hofstra, federal, state, and private sources of aid.

The major sources of federal, state, and private funding are as follows:

- Federal Direct Stafford Student Loan Program
- Federal Perkins Loan Program
- Federal Direct GradPLUS Loan Program
- Federal Work-Study (FWS) Program
- Private/alternative loans

For detailed information on these financial aid sources, students should consult the Law School's Financial Aid Office or visit <http://law.hofstra.edu/CurrentStudents/FinancialAid/index.html>.

Law students can obtain Federal Stafford Loans by filing the FAFSA and choosing a lender. In addition to these Stafford Loans, students can be certified for eligibility for GradPLUS and/or private/alternative loans. Please note: Private/alternative loans are based on your credit score.

Filing a financial analysis form like the FAFSA does **not** constitute an application for a loan. Separate applications for loans must be filed. The prompt filing of all forms and applications will ensure that loans will arrive in time to make tuition payments.

Students who have extenuating circumstances or any questions about the financial aid package should not hesitate to contact the Office of Financial Aid in Joan Axinn Hall by telephone at (516) 463-5929 or by email at lawfinaid@hofstra.edu.

A. Loans

1. Federal Direct Loan Program (Stafford Loans)

By filing a FAFSA, a student may become eligible for up to \$20,500 per year in Stafford Loans with a fixed interest rate of 6.8 percent for loans borrowed after July 1, 2007. For loans disbursed after July 1, 2010: Stafford loans have 1 percent fee. Loans can be offered up to \$8,500 subsidized (the government pays the interest while the student is in school) and an additional \$12,000 unsubsidized (student is responsible for the interest, deferrable while in school).

2. Federal Direct "GradPLUS" Loan Program (PLUS LOAN)

The Deficit Reduction Act of 2005 has modified the PLUS program (formerly a federal loan for parents of undergraduate student) to allow graduate/professional students to borrow PLUS funds. Currently called a GradPLUS Loan (to distinguish it from the PLUS loan for parents of college students), this federal loan can be used to supplement the unsubsidized Federal Stafford Loan up to the cost of attendance. Eligibility for this loan is the same as for the Stafford Loan, except there is a credit check. The federal government requires that in order to qualify for a federal student loan, a student must:

- be a U.S. citizen or Permanent Resident.
- be pursuing a degree in an accredited program in an eligible institution.
- be enrolled in that program half-time or more.
- not be in default on a prior federal loan.
- have no recent federal drug convictions.
- if male and born after 1959, have registered for the draft.

If a student has an absence of bad credit (he or she is not in default on any loan, in a collections status, charge off, write-off, or is currently more than 90 days past due on any account), that student may be eligible for a GradPLUS Loan.

The GradPLUS Loan differs from the unsubsidized Stafford Loan in the following ways:

- Interest rate will be fixed at 7.9 percent.
- There will be no grace period; repayment will begin directly after graduation, or upon leaving graduate school or falling below half time in school.
- There is no annual or aggregate loan limit other than the standard Cost of Attendance less other financial aid.
- The GradPLUS Loan requires a credit review; the student will need to have the absence of bad credit in order to receive a GradPLUS Loan, but not as good as one would need to have for most private educational loans.
- The GradPLUS Loan has mandatory fees of 2.5 percent.

3. Federal Perkins Loan Program

- Lender: Hofstra University
- Interest Rate: 5 percent per annum
- Fees: 0 percent
- Grace Period: nine months following graduation, withdrawal, exclusion, or dropped to less than halftime status
- Repayment Period: up to 10 years
- Awarded to students with exceptional need on a first-come, first-served basis.

4. Hofstra Law Loans

- Lender: Hofstra Law School
- Interest Rate: 5 percent
- Fees: 0 percent
- Grace Period: nine months following graduation, withdrawal, exclusion, or dropped to less than halftime status
- Repayment Period: up to 10 years
- Awarded to students with exceptional need on a first-come, first-served basis.

5. Private/Alternative Educational Loans

Private loans can be used to supplement educational charges and to offset living expenses. Private loans require a credit check. To access information regarding private loans, please visit our website at

http://law.hofstra.edu/CurrentStudents/FinancialAid/finaid_types_private.html#private.

B. Federal Work-Study Program (FWS)

The Federal Work-Study Program provides funds for jobs for students who have financial need and must earn educational expense. A student must be determined as eligible for this program. Eligibility is determined by filing FAFSA. Incoming first-year law students are often discouraged from participating in this program due to the rigors of a first-year academic schedule.

C. Veterans' Benefits

Funds for educational purposes are available to veterans of the armed forces. Hofstra Law School is approved by the New York State Education Department for the Training of

Veterans. Information can be obtained from the veterans' representative at Hofstra University at (516) 463-6838, Monday-Friday, 9 a.m.-2 p.m.

D. Individuals with Disabilities

VESID — Vocational and Educational Services for Individuals with Disabilities — is a New York state office that works with students and families to coordinate appropriate services for students with disabilities. For application and information regarding grants, please contact www.vesid.nysed.gov.

E. Title IV Refund Policy for Law Students

Law students who withdraw from the University and have received, or were eligible to receive, funds from the Federal Perkins Loan and Federal Stafford Loan (Unsubsidized or Subsidized) Programs, are subject to federal regulations relating to the refund of Title IV aid, and to the Hofstra Law School's refund policy for all other payments. The amount of refundable institutional charges shall follow the Law School's refund schedule.

Upon a student's withdrawal during a period of enrollment in which they have begun attendance and have received federal Title IV aid, the University is required to determine the amount of earned and unearned Title IV aid. A student is only eligible to retain the percentage of Title IV aid disbursed or that could have been disbursed that is equal to the percentage of the enrollment period completed by the student. The unearned Title IV aid must be returned to the appropriate federal aid program(s). This federal formula considers the date of withdrawal, the form of aid, and the amount of aid credited to the student or previously refunded to the student. If the student has completed more than 60 percent of the enrollment period, no Title IV aid needs to be returned.

Unearned financial aid dollars, which must be returned to the federal aid programs, may create a balance owed by the student to the University. Students remain responsible for all such financial obligations. In addition to the amount of federal aid that the University must return, students receiving federal aid directly from Hofstra or otherwise toward other educational costs, including off-campus living expenses, may be required to repay a portion of those funds to the federal programs. Failure to return the aid to the federal aid programs may result in loss of eligibility for future financial aid assistance.

Federal aid funds to be returned are distributed to the programs in the following order:

1. GradPLUS Loans
2. Unsubsidized Federal Stafford Loans
3. Subsidized Federal Stafford Loans
4. Federal Perkins Loans
5. Other Title IV Programs

F. Federal Financial Aid and Satisfactory Academic Progress

Pursuant to federal regulations, Hofstra Law School is required to monitor the academic progress of each student who applies for federal financial assistance, and to certify that the student is making *satisfactory academic progress* toward his or her degree.

For purposes of this certification, every full-time J.D. student who has (1) successfully completed at least 75 percent of their total credits attempted at Hofstra Law School and (2) achieved a cumulative grade point average of at least 2.2 by the end of the **second** year at Hofstra Law School will be considered to be making satisfactory academic progress. Every part-time J.D. student who has (1) successfully completed at least 75 percent of their total credits attempted at Hofstra Law School and (2) achieved a cumulative grade point average of at least 2.2 by the end of the **second** year at Hofstra will be considered to be making satisfactory academic progress. *Please note that these criteria are not identical to the residency requirements for full- and part-time status at the Law School.*

In addition, any full-time student who does not complete the J.D. degree within five academic years will not be eligible to receive federal financial assistance after the fifth year. Any part-time student who does not complete the J.D. degree within six years will not be eligible to receive federal financial assistance after the sixth year.

Any student who is considered ineligible for federal financial assistance based on any of the above provisions may file an appeal by submitting a written petition to the Chair of the Law School's Committee on Admissions and Academic Standing. A determination will be made in accordance with the requirements of the applicable federal regulation. The petition must address the reasons for the student's poor performance and/or the circumstances that necessitated withdrawal from classes, rather than the student's need for financial assistance.

G. Tuition and Fees for 2011-2012 (as of July 1, 2011)⁶

J.D. and LL.M. Full-Time Programs

Tuition: \$44,974.00

Fees: \$626.00

J.D. and LL.M. Part-Time Programs

Tuition: \$33,731.00

Fees: \$394.00

For a more detailed list of fees, please see:

http://law.hofstra.edu/CurrentStudents/FinancialAid/finaid_tuition.html#tuition

H. Scholarships

Mitchell B. Adler Memorial Scholarship

Hank Bjorklund Endowed Scholarship

Binder & Binder Endowed Scholarship

Black Alumni Chapter Endowed Scholarship

Bertram D. Brettschneider Endowed Scholarship

Andrea & Kenneth Brodlied Endowed Scholarship

Linda Carmody-Roberts Endowed Scholarship in Trusts & Estates/Elder Law

Certilman Balin Honors Partnership Scholarship

Joni Cesta Endowed Memorial Scholarship

Class of 1977 Scholarship

Class of 1978 Scholarship

Barbara & Maurice A. Deane Scholarship in Law

⁶ The University reserves the right to change its tuition and fees at any time, and it is likely that tuition will increase each year.

David Diamond Memorial Scholarship
Gina Maria Escarce Scholarship
Boomer Esiason Endowed Scholarship in Sports Law
Jonathan Falk Memorial Scholarship
Ricky Feldman Memorial Endowed Scholarship
Jeffrey D. Forchelli Endowed Scholarship
Sari M. Friedman, '77, '80 Endowed Scholarship
Milton M. Gardner Endowed Scholarship
Marcia Garfen Endowed Scholarship
Albert & Pearl Ginsberg Annual Scholarship
Albert & Pearl Ginsberg Endowed Scholarship
William Goldberg Endowed Memorial Scholarship
Shirley and Hyman Goldstein Endowed Memorial Scholarship
Commissioner Monica Golub Endowed Scholarship
Myrka Gonzales & David Ochoa Endowed Scholarship
Dwight L. Greene Endowed Memorial Scholarship
Honorable Frank A. Gulotta Endowed Scholarship of the
Columbian Lawyers' Association of Nassau County, Inc.
Blanche E. Jeffrey Endowed Scholarship
David K. Kadane Endowed Fellowship in Public Interest Law
Peter S. Kalikow Endowed Scholarship
Sidney Kalikow Endowed Scholarship
Sidney & Pearl Kalikow Endowed Scholarship
Alan B. Kaslow Endowed Scholarship in Entertainment, Gaming & Sports Law
Stephanie E. Kuperman Juvenile Justice Endowed Scholarship
LALSA Endowed Alumni Scholarship
Neil P. Levin Endowed Scholarship
Lubov Family Endowed Scholarship
D. Carl Lustig III Endowed Award in Tort Law
Ella Mandelbaum Endowed Law Scholarship
Sylvia Martin Endowed Memorial Scholarship
Raymond J. McKee Endowed Scholarship
Meltzer, Lippe, Goldstein Endowed Scholarship
Marilyn Monter Endowed Scholarship
Patricia A. Moore Endowed Scholarship
One Hundred Black Men Endowed Law Scholarship
Outstanding Hofstra Law Review Member Annual Scholarship
Arthur Pergament Endowed Scholarship
Ricardo Ramos Memorial Endowed Scholarship
John J. Regan Memorial Scholarship
Joseph M. Rizzo Memorial Endowed Scholarship
Jodi and Robert D. Rosenthal Endowed Scholarship
Ruskin, Moscou, Evans Endowed Law Scholarship for Outstanding Appellate Advocacy
Arthur D. Sanders and Jerry Spiegel Endowed Scholarship
Lawrence C. Schoen Scholarship in Memory of Howard H. Born
Noah Sher Memorial Endowed Scholarship
Harold & Eva Singer Endowed Scholarship
Deborah Sloyer Memorial Scholarship in Trial Advocacy
Edward J. Speno Memorial Scholarship
CV Starr Law School Endowed Scholarship
Sidney Storch Scholarship

Robert and Michelle Wallach Family Endowed Scholarship
Raymond L. Wilkes Endowed Memorial Scholarship
Glenn J. Winuk Endowed Memorial Scholarship
E. David Woycik Endowed Scholarship
Gerald G. Wright Endowed Scholarship
Eugene M. Wypyski Memorial Scholarship

I. Loan Repayment

Student loans are a major responsibility and they should be taken very seriously. First and foremost, the student should stay in contact with his or her lender(s) (or holder/servicer of your loan) to take full advantage of the student loan program benefits. The successful repayment of student loans will prove to be very beneficial. This will help establish a good credit rating, which, in turn, will allow students to borrow in the future for such things as a home.

Students need to be familiar with the repayment process, their rights and responsibilities, and what benefits or options are available to them. Remember, students are responsible for repaying loans even if they have not graduated.

J. Stafford Loan Exit Interview

If a student has borrowed under the Federal Stafford Loan Program, he or she is required by federal regulation to complete an exit interview prior to graduation that describes his or her rights and responsibilities. Completion of the exit interview via the Internet at www.studentloans.gov is a simple and quick process.

Students can also locate information on prior and current federal loans, including prior consolidation loans, by accessing National Student Loan Data Systems (NSLDS) at nsls.ed.gov. This website has information on loan amounts, outstanding loan balances, loan status, and disbursements. In order to access records on the NSLDS website, students will need to provide his or her social security number, the first two letters of his or her last name, date of birth, and FAFSA PIN number.

K. Repayment Process

Repayment of student loans begins once a student graduates, leaves school, or drops below half time. However, most loans have a six- or nine-month grace period from the point at which a student becomes less than a half-time student to the point at which the first payment is due.

Both subsidized and unsubsidized Federal Stafford Loan borrowers are entitled to receive a grace period. A grace period gives a student time to get finances together before the first loan payment is due. The grace period begins the day a student drops below half-time enrollment status and lasts six months.

During the grace period, the federal government continues to pay the interest on subsidized Federal Stafford Loans. Unsubsidized Federal Stafford Loan borrowers, however, are responsible for payment of the interest from the first day funds are disbursed. Therefore, payment of the interest can be made in a couple of different ways. Students can pay the interest on a monthly or quarterly basis, or allow the interest to accrue and be capitalized into

the principal balance of your loan. During repayment the payment must total at least \$50 a month. The student will have a minimum of five years and a maximum of 10 years to repay the student loan. The exact amount of the payment and number of months of repayment depends on the total amount borrowed.

L. Rights and Responsibilities

Students have the right to prepay part or the entire loan at any time without penalty. This can help reduce the total cost of borrowing. Students may have the right to have their loans canceled in part or in its entirety if they: are unable to continue in the program of study because their school closed and no teach-out agreement was established; participate or participated in the National Service Trust Program; or become totally and permanently disabled or pass away.

The Federal Stafford loan-forgiveness demonstration program also allows for the partial repayment of loans if students are a full-time teacher in certain elementary and secondary schools teaching certain subjects, a full-time nurse in certain types of hospitals or health care centers, or are a volunteer under the Peace Corps Act or ACTION Programs or perform comparable service in a tax-exempt organization. This program is subject to federal funding. Also please note the new loan-forgiveness options listed under the College Cost Reduction Act further down in the loan repayment section.

Students must notify their lender(s) immediately if there is a change in: address, name, telephone number, social security number, employment, employer's address, or any other changes that will affect loan status.

M. Loan Default

If students do not repay loans on time, it will become delinquent and possibly defaulted. This has serious consequences and can be very damaging to credit rating.

Defaulted loans are reported to national credit agencies, which can negatively affect a credit rating and the ability to purchase a car or home in the future. In addition, the following can occur: students may lose future eligibility for financial aid and/or educational loans, the references supplied on loan applications may be contacted, additional fees and interest may be charged, deferment and forbearance options may be lost, federal and state tax refunds may be applied to loan balances, professional license renewal may be denied, employers may withhold part of one's salary for payment of loan; and legal action may be taken.

If a student is unable to make scheduled loan payments, he or she should not wait to ask for help. The student should contact the lender(s) immediately.

N. Deferment and Forbearance

If eligible, students may receive a deferment of payments. If circumstances change such that it affects the ability to make payments, students should contact their lender(s) immediately to see if they qualify for a deferment or forbearance. Letting lender(s) know your situation can help prevent loans from becoming delinquent or going into default.

A deferment allows a student to postpone payments (principal and, in some cases, interest) for a certain period of time for specific reasons recognized by the federal government.

Forbearance allows students to temporarily postpone or reduce principal payments for periods of up to one year at a time. Payment of the interest which accrues during forbearance is the student's responsibility. Students have the option to either pay the interest on a monthly or quarterly basis, or have it accrued and be capitalized into the balance of the loan.

1. Deferments

Many situations allow students to defer loan payments. Eligibility for a specific deferment is determined by the date a student's first Federal Family Education Loan Program (FFELP) loan was disbursed. The most common reasons borrowers receive a deferment are because they are returning to school or unable to find employment of at least 30 hours per week. If a student is currently making student loan payments, it is very important that they continue making payments until the deferment request is approved by his or her lender.

If a student is requesting an in-school deferment and applying for a new student loan for the same period of enrollment, he or she may request an in-school deferment on the Application and Promissory Note.

If a student becomes too delinquent in scheduled payments, he or she will default and lose the option to defer future payments. In order to receive the deferment, students may be required to provide supporting documentation and/or certification, depending upon the type of deferment they request.

2. Forbearance

In the event that students do not qualify for a deferment, they can request forbearance. Forbearance allows students to temporarily postpone or reduce their principal payments for periods of up to one year at a time.

There are four types of forbearance: discretionary, administrative, mandatory, and mandatory administrative. Students should contact their lender to discuss the type of forbearance for which they may be considered.

O. Loan Repayment Assistance Program (LRAP)

Upon graduation, students who enter qualified areas of public interest employment may be eligible for assistance from LRAP with repaying their Hofstra Law School Loans. LRAP provides loan repayment assistance on an annual basis to qualified graduates. This assistance comes in the form of loans from Hofstra Law School, which are forgiven at the end of each and every full year of program participation.

1. Criteria for 2011-2012

- Must have official state Bar Membership and be employed as an attorney by a government agency (local, state, or federal) or by a nonprofit employer satisfying Internal Revenue Code §501(c)(3) or (4) for at least six *months prior to* application.
- Must be employed full time in such a job during the entire calendar year. As in similar programs, judicial clerkships will **not** be included in this program.
- Current income *cannot exceed \$57,000*. The graduate's income is calculated on the greater of (a) his or her income or (b) half the joint income of the graduate and his or

her spouse. On calculating income, we will take a deduction of \$3,500 per child for dependent care.

2. Required Items to Apply for Program
 - a. A completed Hofstra Law School LRAP application form.
 - b. An Employer Certification Form for the applicant that is completed by the employer and indicates dates of employment, job title, and annual salary.
 - c. A signed photocopy of the applicant's (and spouse's) most recently filed federal income tax return form 1040, 1040A, or 1040EZ, with all accompanying schedules and photocopies of all W-2 forms.
 - d. A photocopy of the Hofstra Law School Loan billing statement.

Hofstra Law School reassesses the program guidelines in accordance with the available resources each year. If a student is already in the LRAP, the student will be required to re-apply each year by resubmitting an application with required forms to renew eligibility. If, while in the program, the student makes any changes that no longer fit the criteria of the program, he or she must contact the Financial Aid Office immediately.

P. The College Cost Reduction and Access Act of 2007

1. Income-Based Repayment (IBR) Program — July 1, 2009
Available to Low Income Borrowers
 - a. Monthly student loan payments may be reduced by a new Income-Based Repayment (IBR) program. The IBR program began July 1, 2009. The government pays any unpaid interest on the subsidized portions of the loans for up to three years if the borrower elects to participate in the IBR program. Under the IBR program, borrowers may limit their annual educational debt repayment to 15 percent of their discretionary income (adjusted gross income minus 150 percent of the poverty level for the borrower's family size).
 - b. High-debt borrowers who expect low incomes for a long period may want to consider the IBR program, although this will cause their total payments to increase. After 25 years of payments, any balance still remaining on their loan will be forgiven.
 - c. High-debt, low-income borrowers who expect their incomes to rise substantially might use the IBR program to ease their repayment burden for a few years. This will cause their total payments to increase. They may repay the total amount before 25 years elapse, and will not qualify for loan forgiveness.
 - d. As borrowers receive salary increases and the amount due under standard repayment no longer exceeds the amount due under IBR program payments, they will no longer be eligible for IBR program payments. The borrower will repay at the standard repayment rate, but the unpaid interest will be capitalized rather than compounded, which will cost the borrower less in interest rates.
2. Loan Forgiveness After 10 Years of Payments Available to Graduates Working in Public Service
 - a. Law school graduates working in public service — including government workers and employees of nonprofit organizations with a 501(c)(3) tax-exempt status — are entitled to full debt forgiveness of a Federal Direct Consolidation Loan after making modest payments for 10 years (120 payments) of full-time employment. Stafford

Loans, Perkins Loans, and GradPLUS loans are eligible for consolidation under this plan. Private loans are not eligible. Payments made on a Federal Direct Consolidation Loan after October 1, 2007 will count toward loan forgiveness.

- b. Borrowers must consolidate their student loans with a Federal Direct Consolidation Loan in order to obtain the benefits of forgiveness after 10 years of payments. Borrowers who already have FFELP consolidation loans must reconsolidate with Federal Direct Consolidation Loans on or after July 1, 2008.
- c. Monthly payments can be further reduced by the Income-Based Repayment program (IBR) beginning on July 1, 2009. See details above.
- d. If the borrower *does not complete* 10 years of public service, any interest that remains unpaid because of IBR program payments is capitalized when the borrower leaves the program. Any remaining debt is forgiven after 25 years.

V. Global Initiatives & Multicultural Affairs, Office of (GIMA)

Jeffrey A. Dodge, Assistant Dean for Global Initiatives & Multicultural Affairs

Joanne Masci, Senior Support Specialist

Telephone: (516) 463-4547

Email: InternationalPrograms@hofstra.edu

Website: law.hofstra.edu/International

GIMA coordinates Hofstra Law School's international programs, including study abroad opportunities and exchange programs. It also organizes multicultural programming for the Law School community.

A. Study Abroad

The Law School offers a summer study abroad program in Pisa, Italy and Freiburg, Germany. Hofstra also offers a three-week winter intersession study abroad program in Curaçao, The Dutch Caribbean in cooperation with the University of Baltimore School of Law and the Erasmus University Faculty of Law. These programs are designed to introduce students to a broad array of transnational legal issues. Students who wish to participate in a study abroad program administered by another law school must obtain permission in advance from the Office of Global Initiatives & Multicultural Affairs. Such permission will generally be granted, provided the program is ABA approved. However, students do not earn Residency Units when attending study abroad programs unaffiliated with Hofstra Law School. (See also "Summer/Winter Programs" and "Accelerated Graduation.")

B. Exchange Programs

J.D. candidates may also, on an individual basis, apply to spend a semester as a visiting exchange student at a selected law school in which Hofstra Law is a partner institution. This exchange option is offered through the Law School's membership in the European-American Consortium on Legal Education (EACLE). Hofstra's EACLE exchange partners for the 2011-2012 academic year are Erasmus University Rotterdam, The Netherlands; Ghent University, Belgium; University of Parma, Italy; and Helsinki University, Finland. Students from these schools can also attend Hofstra Law School for a semester.

C. Global Legal Practice Externship Program

The Global Legal Practice Externship Program is Hofstra's program that includes all unpaid international and domestic opportunities for which students receive academic credit over the summer for internationally minded work. The two options for student participation allow you to select the method that works best for you — being placed internationally or finding your own placement in the U.S. or abroad. The Program awards students three academic credits.

VII. Information Systems

Location: Room 221

Law School Computer Help Desk Line: (516) 463-4192

Email: lawhelp@hofstra.edu

Website: <http://law.hofstra.edu/it>

Staff

Gary Moore, Assistant Dean for Information Systems: (516) 463-6067

Akshay Tripathi, Director of Information Systems: (516) 463-4794

Anthony Marinelli, Assistant Director of Information Systems: (516) 463-4993

Scott Filipkowski, Help Desk Manager: (516) 463-7328

Mary Giacomazza, Computer Facilitator: (516) 463-5860

Hofstra Law School has 36 Windows-based computers in two computer labs, one located on the first floor outside of the Deane Law Library, and one in the lower level of the Law Library. The Law Library also has several Windows based computers placed throughout the facility that can be used for email, Internet access, access to Lexis and Westlaw via the Internet, word processing (Microsoft Word and Corel WordPerfect) and Microsoft Excel. The computer lab on the first floor is a 24/7 lab, accessed through a swipe card reader using your HofstraCard. The lower level lab is open the same hours as the Law Library. Lab computer support is available during most lab hours. Students can print to the network printers in either lab. Students are given \$60 printing credit each semester, which allows for 1200 free pages on the Law Library network printers. If students print past their allotment, they must go to Student Accounts, located on the second floor of Memorial Hall and pay for more printing credits. Students can also print at no charge their Lexis and Westlaw research material to stand-alone Lexis and Westlaw printers located in both labs.

In addition to the computing facilities in the Law School, there are several open-access computer facilities conveniently located on campus. Windows based computers are available in Hammer Lab, located on the first floor across from the Axinn Library. Windows-based computers are also available in the Calkins Hall Computer Lab, Room 106. These facilities are available to all University students with a valid HofstraCard. Computer applications, user guides, and assistance are available at each computer facility.

Open Computer Hours: These are regularly scheduled sessions offered by the Information Systems Department, during which students may obtain training in the use of various software applications, as well as assistance in configuring their notebook computers for wireless network access. The schedule for these sessions is posted on the door of the Information Systems Department office located in Room 013 of the Law School, both computer labs and also on the Law School's Technology website — <http://law.hofstra.edu/IT>. Students can visit the department office during Open Computer Hours or by appointment.

The entire Law School has a wireless 802.11g Ethernet network that enables students with notebook computers to access the Internet, email, and Lexis and Westlaw from anywhere in the building. The Information Systems staff members are available to assist students with configuring their wireless network access only during Open Computer Hours or by appointment. Both Apple and Windows users can print to the PridePrint system. Instructions on how to install the PridePrint software for Windows and Apple based computers can be found on the aforementioned Law School's Technology website.

Students can take their final examinations on computer using secure examination software. There is a version for both Windows and Apple based computers. New incoming students must take mandatory training classes in the fall semester to be able to take their exams on computer. The training session schedule will be sent out by email.

All Hofstra Law School students receive an online portal account. Students can use the Hofstra Portal to access various computer services, such as wireless network printing; store documents on the Hofstra Network; and download Microsoft Office and McAfee Antivirus software. Students are notified of this account during Orientation and the first week of classes. The Law School administration and faculty regularly communicate important information to students via their Hofstra Gmail accounts. Students are therefore required to check their Hofstra Gmail accounts on a daily basis. Students can have their Gmail forwarded to a different email address by going into their Hofstra Pride Gmail account, then click on "Settings," then click on "Forwarding and POP/IMAP" to forward their email to another account.

Hofstra Law School student organizations may also set up email accounts and listservs. Groups interested in setting up email accounts and listservs should email lawhelp@hofstra.edu with their group name and a description of services requested. The Student Bar Association also maintains a Westlaw TWEN site to which students may subscribe, as well as a group on Lex Lounge. The SBA TWEN Site and Lex Lounge disseminate information about upcoming law student organizations events and other matters of interest to the student body. Use of the Hofstra Network and email account and all other Hofstra computing facilities is subject to Hofstra University's Computer Networks Acceptable Use Policy, copies of which are available in the computer labs, the Information Systems Department, and at http://www.hofstra.edu/StudentServ/CC/SCS/SCS_policy.cfm.

Hofstra Law School's Information Systems Department is committed to continually enhancing and expanding the services it provides to students, faculty, and administrative staff, and providing a firm technological infrastructure in which learning can flourish.

VIII. Law Library

Email: lawlib@hofstra.edu

Frequently Used Telephone Numbers:

Circulation Desk: (516) 463-5898

Interlibrary Loan: (516) 463-5869

Reference Desk: (516)463-5908

Administrative Offices: (516) 463-5900

Courtney Selby, Associate Dean for Information Services, Director of the Law Library and Assistant Professor of Law: (516) 463-5901

The Deane Law Library is an integral part of Hofstra Law School. The library's primary goal is to support the curriculum and research needs of the faculty and students of the Law School. The

library collection comprises more than 588,000 print and microform volumes, as well as an expanding number of electronic resources. Its holdings include statutes, codes, and case law for all state and federal jurisdictions; a comprehensive collection of English-language legal periodicals; treatises; encyclopedias; digests; citators; loose-leaf services; comparative and international legal materials; and selected foreign legal materials. Electronic resources include Lexis, Westlaw, BNA Libraries, CCH Libraries, HeinOnline and the Making of Modern Law. The Deane Law Library has 25 staff members, including 12 librarians, nine of whom hold the J.D.

A. Library Hours

During the school year the Deane Law Library hours are:

Monday through Thursday	8 a.m.-midnight
Friday	8 a.m.-9 p.m.
Saturday	10 a.m.-8 p.m.
Sunday	10 a.m.-midnight

The library is also accessible outside of these hours for Hofstra Law School students using swipe card access. The library observes special hours during the summer sessions, winter intersession, and holidays. For current information, consult the Deane Law Library's Web page at <http://law.hofstra.edu/Library> or the schedule on display near the entrance to the library.

B. Locating Materials

The library's online catalog includes all of the holdings of the Deane Law Library and the Axinn Library (the University's main undergraduate library). The catalog may be accessed at <http://libweb.hofstra.edu/search/Y>. The catalog is user-friendly and can be searched by title, author, subject, or keyword. Instructions appear on the screen.

If the books or articles you need are not available on campus, these materials can be obtained through interlibrary loan. Please see a reference librarian for assistance with interlibrary loans. Alternatively, access to another local law library can be arranged through the Deane Law Library's administrative office. Reserve materials are housed at the Circulation Desk. These materials include U.S.C.A., 1L casebooks, New York state statutes, materials reserved for courses, frequently used treatises and hornbooks, and course evaluations. Many professors also place prior examinations on electronic reserve.

C. Computing Facilities

The Deane Law Library has various workstations available for student use, some in an instructional lab and some on the main floor of the library. All workstations provide access to the online catalog, email, word processing, the Internet, and subscription-based electronic resources, including Lexis and Westlaw. The Law School's wireless network allows laptop access to the network from any seat in the library. Power strips are available from the Circulation Desk to be signed out.

D. Study Rooms

Study rooms are available for use by currently enrolled Hofstra Law School students only, and may be used by individuals or groups. Reservations for study rooms may be made in person at the Circulation Desk, where a sign-up book is available, or by telephone at (516)

463-5898. Rooms may be reserved for a single three-hour period per day, and require the presentation of a valid HofstraCard.

E. Rules and Regulations

The goal of the Deane Law Library administration and staff is to make the collection freely available to all patrons, as is consistent with proper and equitable use. To maintain this open and welcoming environment, we ask all users to be courteous, abiding by all library rules, including the following:

- Access to the Deane Law Library is limited to Hofstra University students, faculty, law alumni, staff, and members of the bench and bar. Only the Government Documents collection is open to the public. Please be prepared to show your HofstraCard to the attendant at the library entrance.
- Talking in the library should be kept to a minimum, except in those areas designated as quiet talking areas. Even in the designated talking areas, voices should be kept low. Cellular phones must be turned off, and conversations on cell phones are prohibited inside the library.
- Fire alarm drills are performed periodically. In the event of a fire alarm, all persons must leave the library immediately.
- Study carrels are located throughout the library. They may not be reserved. Personal items should not be left unattended, and the library staff will reshelve library materials found in unoccupied carrels.

IX. Professional Success and Leadership Development Program

Victoria Roberts, Associate Dean and Dean for Professional Development

Michael Ende, Assistant Dean for Career Services

Lisa Monticciolo, Assistant Dean for Student Affairs

Email: lawprofessional@hofstra.edu

The Professional Success and Leadership Development Program (PSLD) is designed to support students' growth as professionals through the development of their unique skills, abilities and leadership styles. Students also learn how to communicate these distinct characteristics and differentiators to compete and convey their relevance in an increasingly competitive, entrepreneurial and technologically sophisticated global legal marketplace. The program enables Hofstra law graduates to enter the workplace and immediately contribute in substantive ways, and ultimately to make a powerful, authentic and confident mark in the legal community.

The PSLD offers highly interactive seminars, panels, workshops, individual coaching, mentoring and events, including a Distinguished Practitioner Lecture series. The program's signature event is the annual Success Strategies Boot Camp, which features:

- a panel of prominent and influential industry leaders discussing the future of legal practice;
- plenaries on communication skills and styles, emotional intelligence and building professional networks;
- workshops on business-writing skills, interviewing skills and developing professional relationships; and
- a networking reception with Hofstra Law alumni and other prominent local legal practitioners.

X. Student Affairs, Office of (OSA)

Location: Suite 203

Lisa Monticciolo, Assistant Dean for Student Affairs

Anna Pellegrini, Senior Assistant

Telephone: (516) 463-5771

Email: LawStudentAffairs@hofstra.edu

Office Hours: Monday through Friday from 9 a.m. to 5 p.m.

The Office addresses quality-of-life issues affecting students, including student advisement, counseling (on academic/ non-academic matters and disability issues), and supports student organizations and journals.

A. Student Organizations

The Student Bar Association is Hofstra Law's student government. It acts as a liaison to the administration and faculty, representing students' interests in the Law School community. The SBA oversees the student organizations and disburses the Student Activity Fee among them. The organizations at Hofstra Law range from the Public Justice Foundation and the Moot Court Association to Hofstra Law Women and the Black Law Students Association. If students' particular interests are not represented by the more than 35 groups, they are encouraged to start their own. (See also "Journals and Student Organizations.")

B. Academic Advising

Along with the Academic Support Program, the OSA offers individual academic counseling as well as programs and events that will assist students in navigating the curriculum. The OSA can also help students understand academic regulations, graduation and residency requirements, bar exam considerations, concentrations and other curriculum-related matters. Finally, the OSA is responsible for processing and approving transfer requests between divisions, accelerated graduation requirements, visiting student authorizations and exam accommodations.

C. Personal Counseling

The OSA realizes that being a law student is very challenging and, at times, over-whelming. The office provides support and assistance throughout students' time here. They can count on the OSA as partners throughout their law school experience.

D. Disability Services

Hofstra Law remains strongly committed to its long-standing policy of providing reasonable accommodations for members of its student body who have disabilities. The OSA works to provide the accommodations most appropriate for each individual to ensure that students are given an equal opportunity for learning and pursuing their academic interests. Students will be asked to provide appropriate and current documentation in order to receive reasonable accommodations. (See also "Accommodations.")

E. Additional Services

The OSA's responsibilities also include:

- Planning Hofstra Law signature and social events (Orientation, Commencement, Night Owl Breakfast and Ice Cream Social).
- Working with the Office of Communications to disseminate important announcements and information.
- Working with the Office of Career Services to support students in their professional development and position them in the legal community

Notice: The Law School reserves the right to change its rules and regulations, admission and graduation requirements, course offerings, tuitions, fees, and any other material set forth in this Handbook or the *School of Law Catalog* at any time without prior notice. Nothing in this Handbook is intended to create, nor shall anything be understood to create, contractual or legally enforceable rights. Students are deemed to have read and understood both this Handbook and the *School of Law Catalog*. Any questions concerning the contents of the *Hofstra Law School Student Handbook* or the *School of Law Catalog* should be addressed to the Office of Students Affairs.

Rev. 08/01/11

Appendix: Quick Guide of Important Contact Information

Topic	Office	Building/Room	463+ ext.	Email: ____@hofstra.edu
Academic Advisement	Student Affairs	Law School, 203	-5771	lawstudentaffairs
	Academic Support	Law School, 219 & 220	-4008 or -6414	lawacademicsuccess
Academic Leave	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Academic Support	Academic Support	Law School, 219 & 220	-4008 or -6414	lawacademicsuccess
Admissions	Enrollment Management	Joan Axinn Hall	-5916	lawadmissions
Alumni	Alumni Relations	Law School, 244	-2586	lawalum
Bar Exam Registration	Academic Records	Law School, 114	-5917	lawoar
Bookstore	Bookstore	Mack Student Center	-6654	hub@bncollege.edu
Career Guidance	Career Services	Law School, 250	-5871	lawcareer
Class Schedules	Academic Records	Law School, 114	-5917	lawoar
Clerkships	Career Services	Law School, 250	-5871	lawcareer
Clinics	Clinic Office	Joan Axinn Hall	-5934	lawclinic
Commencement	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Computer Support	Information Systems	Law School, 013	-4192	lawhelp
Counseling	Student Counseling Services	Saltzman Center	-6791	-----
	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Diplomas	Academic Records	Law School, 114	-5917	lawoar
Discipline	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Disabilities	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Email Accounts	Information Systems	Law School, 221	-4192	lawhelp
Emergencies	Public Safety	Information Center	-6789 or -6606	-----
Escort to Car	Public Safety	Information Center	-6789 or -6606	-----
Exam Accommodations	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Exchange Programs	Global Initiatives & Multicultural Affairs	Law School, 307	-4547	internationalprograms
Externships	Externship Program	Law School, 250	-5387	vernadette.h.horne
Fees	Student Accounts	Memorial Hall, 205	-6828	studentaccounts
Financial Aid	Enrollment Management	Joan Axinn Hall	-5929	lawfinaid
Graduation Audits	Academic Records	Law School, 114	-5917	lawoar
Graduation Requirements	Academic Records	Law School, 114	-5917	lawoar
Health Insurance	Wellness Center	Republic Hall	-6745	wellnesscenter
Housing	Residential Programs	Mack Student Center	-6930	reslife
ID Cards	HofstraCard Services	Mack Student Center	-6942	hofstracard
Law Library	Law Library	Law School, 100	-5898	lawlib
Letters of Good Standing	Academic Records	Law School, 114	-5917	lawoar
LL.M. Programs	Enrollment Management	Joan Axinn Hall	-5916	llmadmissions
Meal Plan	HofstraCard Services	Mack Student Center	-6942	hofstracard
Parking	Public Safety	Information Center	-6606	-----
Registration	Academic Records	Law School, 114	-5917	lawoar
Skills Courses	Skills Programs	Law School, 244	-5858	lawdean
Student Organizations/	Student Affairs	Law School, 203	-5771	lawstudentaffairs
Journals	Student Bar Association	-----	-6563	lawsba
Study Abroad	Global Initiatives & Multicultural Affairs	Law School, 307	-4547	internationalprograms
Transcripts	Academic Records	Law School, 114	-5917	lawoar
Transfer Between Divisions	Student Affairs	Law School, 203	-5270	lawstudentaffairs
Withdrawal From Law School	Student Affairs	Law School, 203	-5771	lawstudentaffairs