

OFFICE OF ACADEMIC RECORDS AND REGISTRAR

SPRING 2020

**CLASS SCHEDULE AND
REGISTRATION INFORMATION**

JURIS DOCTOR AND LL.M.

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REGISTRATION INFORMATION

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GENERAL INFORMATION

WEB REGISTRATION

Web registration will be available for all courses during the times indicated in Table 1. To register online, log into the Hofstra portal at my.hofstra.edu using your Hofstra Network ID and password. If you do not know your Hofstra Network ID and/or password, please go to the Law School's Office of Information Systems in Room 013 or the Law School Help Desk in Room 030, or contact the office at (516) 463-4192. You may also contact the Office of Information Systems via e-mail at lawhelp@hofstra.edu.

From the main page of the portal, click on the "Student Services" option (on the left). From the "Student Services" menu, follow the links to complete your registration.

All course descriptions can be found in the on-line bulletin at <http://bulletin.hofstra.edu>. From the drop down menu, please select the Law School Catalog.

Table 1: Web Registration Availability

PHASE	CLASS (as of Fall 2019)	FROM	TO
1	2L Students who need to register for Property ONLY	10:30pm on Monday, November 11, 2019	10:29pm on Tuesday, November 12, 2019
2	3rd Year Full Time JD and 4th Year Part Time JD; All LLM	10:30pm on Tuesday, November 12, 2019	10:29pm on Wednesday, November 13, 2019
3	2nd Year Full Time JD, 3rd Year Part Time JD and 2nd Year Part Time JD	10:30pm on Wednesday, November 13, 2019	10:29pm on Thursday, November 14, 2019
(General Drop/Add Period)	All Students	10:30pm on Thursday, November 14, 2019	11:59pm on Tuesday, January 7, 2020

The Class Schedule for Spring 2020 is contained in Appendix 1. This gives all the course information (CRN, Title, Professor, Days/Times, credits, writing requirement courses and skills requirement courses) for the classes for Spring 2020.

CLOSED CLASSES

If a class that you wish to register for is closed, you may sign up for the wait list on the Hofstra Online Information System. You will be notified via e-mail by the Office of Academic Records and Registrar (lawoar@hofstra.edu) should a seat become available. You will have 24 hours to register for this course. If you do not register for the course within 24 hours, you will be taken off the wait list and the seat will be offered to the next student.

HOLD ON REGISTRATION

If you have a “**HOLD**” on your registration, you will not be permitted to register on-line and you should come to the Office of Academic Records and Registrar (Memorial Hall, room 207) to speak with the Associate Dean for Academic Records and Registrar – Law. Most holds are due to an outstanding balance on a student’s account (e.g., hold placed by the University’s Office of the Bursar/Student Accounts).

GENERAL DROP/ADD PERIOD

The General Drop/Add period will begin on Thursday, November 14, 2019 at 10:30pm and will end on Tuesday, January 7, 2020 at 11:59pm (the day before the first day of classes for the Spring 2020 semester). During this period any student can drop and/or add courses to their schedule without penalty.

The General Drop/Add Period applies to all Spring 2020 elective courses, including the intensive skills courses. It does not apply to first year courses.

EXTENDED DROP/ADD PERIOD

The Extended Drop/Add period will begin on Wednesday, January 8, 2020 through Tuesday, January 14, 2020.

For Courses That Have Open Seats With Wait Lists:

On Wednesday, January 8, 2020, the Office of Academic Records and Registrar will send out e-mail messages to all students on wait lists *for courses that have open seats ONLY*. Wait-listed students who are interested in registering for these classes will need to reply to the e-mail within 24 hours. Students will be given approval to register for the course in the order that the students appear on the wait list (not in the order of receipt of the e-mails). Once a student has been approved to register for the class, he/she will receive an e-mail from the Office of Academic Records and will have 24 hours in which to register for the class on-line. Once registered, the student will be removed from the wait list. Any remaining students on the waiting list after this process will be taken off the wait list.

For Courses That Have No Open Seats With Wait Lists:

For any class that has no open seats as of Wednesday, January 8, 2020, but that has students on the wait list, all of the students will be removed from the wait list. If open seats then become available during the extended drop/add period, students will be able to register for the course on a first come, first served basis. During this period, students are able to drop classes and add classes (with open spaces) at any time. It will be up to students to monitor courses as seats open up.

The Extended Drop/Add Period applies to all Spring 2020 courses, including the intensive skills courses. It does not apply to first year courses.

EXTENDED DROP AND ADD APPROVAL PERIOD

Extended Drop Period: Beginning on Wednesday, January 15, 2020 through Tuesday, January 21, 2020 at 5:00pm, students can drop (*no “W” grade will be recorded on the transcript*) elective courses only, by completing the **COURSE CHANGE OR WITHDRAWAL FORM** available on the law school’s website at (www.law.hofstra.edu) or in the Office of Academic Records and Registrar (Memorial Hall, room 207). The completed form must be brought to the Office of Academic Records and Registrar for processing.

Add Approval Period: Beginning on Wednesday, January 15, 2020 through Tuesday, January 21, 2020 at 5:00pm students can add elective courses that have open spaces, subject to the faculty member’s approval. In order for a student to be added into a class during this period, the faculty member must send an e-mail to the Assistant Dean for Academic Records and Registrar – Law.

The Extended Drop and Add Approval Period applies to all Spring 2020 courses, including the intensive skills courses. It does not apply to first year courses.

WITHDRAWAL FROM AN ELECTIVE COURSE

Beginning Wednesday, January 22, 2020 at 9:00am, students may withdraw from elective classes only by completing the **COURSE CHANGE OR WITHDRAWAL FORM** available on the law school’s website at (www.law.hofstra.edu) or in the Office of Academic Records and Registrar (Memorial Hall, room 207). The completed form must be brought to the Office of Academic Records and Registrar for processing.

If the request for withdrawal is received after the Extended Drop Period (i.e., starting on Wednesday, January 22, 2020), a “W” grade (withdrawal without penalty or prejudice) will be entered on the transcript. The last day to withdraw from an elective course is Friday, April 3, 2020 at 5:00pm. **Students are not allowed to withdraw from required first or second year courses.**

The Withdrawal Period applies to all Spring 2020 courses, including the intensive skills courses. It does not apply to first year courses.

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's attendance at the School of Law lengthens. Upon recommendation from the Dean, the University will remit tuition (exclusive of the admissions seat deposit submitted by incoming first-year students) as follows:

- 100% Tuition Refund for withdrawal prior to the first week of classes
- 100% Tuition Refund for withdrawal during the first week of classes
- 75% Tuition Refund for withdrawal during the second week of classes
- 50% Tuition Refund for withdrawal during the third week of classes
- 25% Tuition Refund for withdrawal during the fourth week of classes
- 0% Tuition Refund for withdrawal thereafter

This schedule complies with federal regulations of the Department of Education. A copy of these regulations is on file in the Office of Financial Aid. A student withdrawing from any semester without approval from the Office of Student Affairs is not entitled to remission of tuition and will automatically receive failing grades in all courses.

CANCELLED CLASSES

The Law School reserves the right to cancel classes that are under enrolled. In most cases, a class will be cancelled if there are fewer than 8 students enrolled by the week before classes are scheduled to begin. Students enrolled in any course that is cancelled will be notified via e-mail by the Office of Academic Records and Registrar (lawoar@hofstra.edu).

ROOM ASSIGNMENTS

Prior to the beginning of the semester, room assignments will be available online via the Hofstra Online Information System (accessed through the Hofstra portal at my.hofstra.edu). In addition, the box schedule of classes (with the room assignments) will be posted to the Law School website.

Please note that some courses meet off campus.

FINAL EXAMINATION SCHEDULE

The final examination schedule (subject to change) for the Spring semester is contained in Appendix 3.

CONFLICT POLICY

The Office of Academic Records and Registrar is responsible for rescheduling examinations due to scheduling conflicts as defined by the Conflict Policy. A conflict is two examinations on the same calendar day or an evening exam (6:00pm start time) followed by a morning exam (8:00am start time) on consecutive calendar days.

For the Spring 2020 semester, the Final Examination period begins on Wednesday, April 29, 2020 and ends on Tuesday, May 12, 2020.

DO NOT MAKE ANY TRAVEL PLANS OR PERSONAL COMMITMENTS DURING THE ENTIRE FINAL EXAMINATION PERIOD (i.e., WEDNESDAY, APRIL 29, 2020 THROUGH TUESDAY, MAY 12, 2020) AS AN EXAMINATION MAY NEED TO BE RESCHEDULED DUE TO UNAVOIDABLE CIRCUMSTANCES.

COURSE INFORMATION

COURSE DESCRIPTIONS

The course descriptions can be found in the on-line catalog (select the Law Catalog from the drop-down menu on the right):

<http://bulletin.hofstra.edu/>

COURSE SELECTION ADVICE

Students are welcome to meet with staff from the Office of Student Affairs, their faculty advisors, the Office of Academic Support or any other faculty member to seek advice.

JOURNAL CREDITS

Students must register for their journal credits. Consult Appendix 4 for the Rules for Election of Non-Classroom Courses.

The CRNs for each Journal course are listed in the table below:

JOURNAL	CRN	CREDITS
ACTEC Journal	23587	1
ACTEC Journal	23586	2
ACTEC Journal	23588	3
Family Court Review	23584	1
Family Court Review	23583	2
Family Court Review	23585	3
Hofstra Law Review	23578	1
Hofstra Law Review	23577	2
Hofstra Law Review	23579	3
Hofstra Labor and Employment Journal	23581	1
Hofstra Labor and Employment Journal	23580	2
Hofstra Labor and Employment Journal	23582	3
Journal of International Business and Law	23590	1
Journal of International Business and Law	23589	2
Journal of International Business and Law	23591	3

INDEPENDENT STUDY

To register for an Independent Study, students must:

- Read the course description in the Law School Catalog to make certain that they are eligible.
- Register for the Independent Study course (0 credits). **The CRN for this course is 23576.**
- Complete the Independent Study Form, which is available on the law school's website at (<http://law.hofstra.edu/Academics/AcademicRecords/Additional-Services-Forms.html>), or in the Office of Academic Records and Registrar (Memorial Hall, room 207). This form, with the supervising faculty member's approval and the allotted number of credits for your independent study project, must be returned to the Office of Academic Records and Registrar by Tuesday, January 14, 2020 at 5:00pm.

EXTERNSHIPS

The Externship Program offers students the opportunity to gain direct experience in a variety of legal fields under the supervision of experienced practitioners. Students enrolled in the externship program generally earn 3 credits while working in government agencies, public interest or not-for-profit institutions, judicial chambers, law firms, and corporate in-house law departments. Placements must be approved in advance and potential placements with law firms are evaluated on a case-by-case basis. Students may not be compensated for their work.

Externship students are required to work 12 - 15 hours per week for the 14-week semester in a legal setting, in which their work is supervised by an attorney. Students must also produce a minimum of 15 pages of original writing involving legal research and analysis during their field placement. In addition to their work in the field placement, students who participate in the externship program must attend a weekly seminar taught by a law school faculty member. During the spring semester, Judicial, Civil, and Criminal Externship Seminars will be offered.

Students who have successfully completed a full year of study are eligible to participate in the externship program.

Field placement opportunities can be found on Symplicity or by meeting with Franca Sachs, Assistant Dean for Experiential Programs. Students are welcome to identify additional placements as long as the placement complies with the educational requirements of the externship program.

If a student has previously enrolled in an externship course, he or she has the option of enrolling in the four credit Advanced Externship course. Alternatively, the student can enroll in the substantively relevant externship course if he/she has not previously enrolled in that course.

Registration for the externship program is by approval only. In order to register, you must submit a Request for Approval and a Memorandum of Understanding, signed by your prospective field placement supervisor, to Franca Sachs in Room 203 B. The forms may be found on the law school website at law.hofstra.edu/externships. Once you have been approved to register for the Externship, Ms. Sachs will notify the Office of Academic Records and approval to register will be posted to your record. At that time, you will receive an e-mail from Ms. Sachs informing you that you are now able to register for the externship course.

If you have any questions about the externship program, field placement opportunities, or the approval and registration process, please contact Franca Sachs, Assistant Dean for Experiential Programs, via email at Franca.Sachs@hofstra.edu or in her office, located in Room 203 B.

PRO SE LEGAL ASSISTANCE PROGRAM (3 or 4 credits)

Ka Fei Wong, Esq. Attorney-in-Charge; Professor Jennifer Gundlach

This externship offers students the opportunity to work in the federal courthouse in Central Islip for the U.S. District Court for the Eastern District of New York. Students will assist in providing limited scope legal assistance to non-incarcerated pro se litigants by helping them navigate the court system. Students receive training on communicating and interacting with disadvantaged and cross-cultural individuals. Students assist pro se litigants by providing court information, including interpreting and explaining federal rules and procedures, helping them complete forms, and by reviewing draft pleadings and assisting litigants with pleadings, motions, and the discovery process. Students will also participate in interviewing litigants to gather information and to assess potential legal issues and claims. Students will have the opportunity to meet and interact with the federal judges, their law clerks, and other court personnel and federal practitioners. Students will also help in creating a web presence for the program and generating reference and resource guides. Students are expected to be on-site at the Central Islip federal courthouse twice a week, and to perform off-site research and drafting. Additionally, students are expected to attend a weekly seminar, either the Civil Externship Seminar (1 credit) or the Advanced Externship Seminar (2 credits) and must participate in a mandatory orientation and training session before the beginning of the externship. Students must also attend weekly supervisory meetings at the law school with the attorney-in-charge. Students will receive two Pass/Fail credits for the hours at their externship and one or two credits (letter grade) for the work in either the Civil or Advanced Externship Seminar. The deadline to apply for the Spring 2019 semester is November 5th at Noon. Please contact KaFei.Wong@hofstra.edu for more information and an application.

CLINICS

All of the clinics require acceptance before registration. Please visit the Clinic Offices for details on the interviewing procedures.

If you have been accepted into a clinic, you will be notified by the Attorney-in-Charge of that particular clinic. The Attorney-in-Charge of that particular clinic will also notify the Office of Academic Records and Registrar. Once the Office of Academic Records and Registrar has processed your acceptance, you will be notified via e-mail and can then register for your clinic online. The CRNs for the clinics are listed in Appendix 1: Class Schedule – Spring 2020.

EXPERIENTIAL COURSE CREDIT REQUIREMENT

Hofstra Law requires that every student successfully complete six credits of experiential courses, which can include simulation, clinical, and/or externship courses. This largely replaces what had formerly been referred to as “skills” credits. Courses offering experiential course credit will be identified as such in the course listing. Please note that successful completion of the mandatory 2L "Foundational Lawyering Skills" course earns a student 3 credits of experiential coursework, thus leaving only 3 additional experiential course credits as necessary for graduation.

Importantly, although a course might be listed as offering experiential course credit while at the same time meeting one or both of the upper-level writing requirements, it cannot be taken for both by the same student. For example, a course that includes a writing experience used to satisfy Writing II cannot simultaneously be counted as one of the experiential courses required for graduation for the same student. For such courses, students shall have to elect to have the course meet either the writing requirement or serve as an experiential courses for purposes of their graduation requirements.

UPPER-CLASS WRITING REQUIREMENTS

All students must satisfy Writing Requirements 1 and 2.

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
- 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.

The courses in the Spring 2020 semester, which can fulfill Writing Requirement I are listed in Appendix I – Spring 2020 Class Schedule.

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.

The courses in the Spring 2020 semester, which can fulfill Writing Requirement II are listed in Appendix I – Spring 2020 Class Schedule.

APPENDIX 1: Class Schedule

See Detailed Class Schedule.

Please Note: For courses that require Law School “Approval”, the student must speak with the professor of the course, before attempting to register.

APPENDIX 2: Pre/Co-Requisites

Course Title	Pre-Req/Co-Req (all are pre-req's unless otherwise noted)
Bankruptcy	Business Organizations (can be co-req)
Business Drafting Seminar	Business Organizations
Clinical Prosecution Practicum	Criminal Procedure I and Evidence
Collective Bargaining	Labor Law
Ethics in Criminal Advocacy	Evidence (can be co-req) or Criminal Procedure I (can be co-req) or Criminal Procedure II (can be co-req)
Federal Income Taxation of Corporations	Federal Income Taxation of Individuals
Federal Tax Clinic Practicum	Federal Income Taxation of Individuals
Policy and Business of Cryptocurrencies	Securities Regulation (can be co-req) or Business Organizations (can be co-req)
Private Equity	Business Organizations

APPENDIX 3: Final Exam Schedule*

***Exam Schedule is subject to change**

Please note: Some of these courses may eventually substitute papers for examinations. The finalized Final Examination Schedule will be released during the semester.

DATE	TIME	COURSE TITLE	CRN	PROFESSOR
Wednesday, April 29, 2020	8:00 AM	Perspectives in Legal Analysis and Writing (A)	23567	Lefton, Caporale, and Louis
	1:00 PM	Perspectives in Legal Analysis and Writing (B)	23568	Lefton, Caporale, and Louis
	6:00 PM	Perspectives in Legal Analysis and Writing (E)	23566	Lefton, Caporale, and Louis
Thursday, April 30, 2020	8:00 AM	Patent Law	23543	Richetti
	1:00 PM	Estate Planning	23574	McCarty
		Family Law	23597	Schpeard
		Secured Transactions	23527	Hamroff
		Employment Discrimination Law	23516	Damiano
	6:00 PM	Administrative Use Only		
Friday, May 1, 2020	8:00 AM	Business Organizations	23492	Greenwood
		Business and Law of Marijuana	23522	Ross
		Health Law	24180	Mazzagatti
	1:00 PM	Federal Tax Procedure	23539	Koch
		Medicare and Medicaid	23554	Weintraub

	6:00 PM	Administrative Use Only		
Monday, May 4, 2020	8:00 AM	Criminal Procedure I	23504	Fissell
		Federal Income Taxation of Individuals	23493	Gans
		Lawyers' Ethics	23535	Yaroshefsky
	1:00 PM	Intellectual Property Survey	23537	Platt
		Non-Profit Corporations	23562	Silber
	6:00 PM	Administrative Use Only		
Tuesday, May 5, 2020	8:00 AM	Disability Law	24025	Gundlach
		Consumer Transactions	23563	Silber
		Copyright	23496	Friedman, Leon
	1:00 PM	Conflict of Laws	23511	McElroy
		Securities Regulation	23498	Colesanti
	6:00 PM	Banking Law Seminar	24030	Kalbaugh
		Bankruptcy	23525	Scarcella
		Insurance Litigation	23575	Lewis
		Wills, Trusts and Estates	24260	Cooper
		Medical Malpractice	23544	Sachs
		Selected Problems in NY Civil Practice	23548	Knobel
Wednesday, May 6, 2020	8:00 AM	Contracts (B)	23477	Colombo
		Contracts (C)	23482	Albert
	1:00 PM	Contracts (A)	23472	Neumann
		Evidence	23509	Shapiro

		Criminal Procedure II	23533	Klein, Fred
	6:00 PM	Administrative Use Only		
Thursday, May 7, 2020	8:00 AM	Drafting and Negotiating Contracts and Statutes	23510	Neumann
		Federal Income Taxation of Corporations	23495	Galler
	1:00 PM	Evidence	23515	Krieger
		Lawyers' Ethics	23505	Fissell
		Wills, Trusts and Estates	23985	Folami
	6:00 PM	Administrative Use Only		
Friday, May 8, 2020	8:00 AM	Constitutional Law I (A)	23473	Niles
		Constitutional Law I (C)	23478	Freedman, Eric
	1:00 PM	Constitutional Law I (B)	23483	Sample
	6:00 PM	Administrative Use Only		
Monday, May 11, 2020	8:00 AM	Administrative Use Only		
	1:00 PM	Administrative Use Only		
	6:00 PM	Administrative Use Only		
Tuesday, May 12, 2020	8:00 AM	Property (A)	23474	Stolzenberg
		Property (B)	23479	Ostrow

	1:00 PM	Property (C)	23484	Hickey
	6:00 PM	Administrative Use Only		

APPENDIX 4: 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 students to select up to 23 semester hours of non-classroom courses during their course of study. In calculating this 23-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 contained in the following table. In choosing courses that contain a non-classroom component, students should be mindful of and consider the 23-hour limitation

COURSES	CREDITS	NON-CLASSROOM HOURS
Externship Program (Civil, Criminal, Judicial, and Matrimonial)	3	2
Family Court Review	2-4	credits registered, minus 2
Journal of Int'l Business & Law	credits vary	equal to number of credits registered
Hofstra Labor & Employment Law Journal	credits vary	equal to number of credits registered
Hofstra Law Review	credits vary	equal to number of credits registered
ACTEC Journal	credits vary	equal to number of credits registered
Independent Study	credits vary	equal to number of credits registered
Trial & Moot Court Teams	1	1

APPENDIX 5: Spring 2020 Academic Calendar* (subject to change)

First Day of Classes	Wednesday, January 8, 2020
Extra Legal Writing Class	Friday, January 10, 2020
Holiday – Martin Luther King Day No Classes	Monday, January 20, 2020
Monday Class Schedule	Wednesday, January 22, 2020
Holiday – President’s Day No Classes	Monday, February 17, 2020
Monday Class Schedule	Thursday, February 20, 2020
Spring Break No Classes	Monday, March 30, 2020 - Friday, April 3, 2020
Last Day of Classes	Thursday, April 23, 2020
Snow/Make Up Day	Friday, April 24, 2020
Reading Day	Monday, April 27, 2020
Reading Day	Tuesday, April 28, 2020
Final Exam Period	Wednesday, April 29, 2020 - Tuesday, May 12, 2020
Commencement	Monday, May 18, 2020