

**MAURICE A. DEANE SCHOOL OF LAW
AT HOFSTRA UNIVERSITY**

**STUDENT HANDBOOK
2018-2019**

Founded in 1970, the Maurice A. Deane School of Law at Hofstra University is located on the southern part of Hofstra University’s campus. Kushner and Koppelman Halls comprise the main facility, which includes the 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 five journals and provides additional classrooms. The Law School website is located at law.hofstra.edu.

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MESSAGE FROM THE DEAN OF STUDENTS

It is my pleasure to welcome you to the Maurice A. Deane School of Law at Hofstra University. You have chosen to study law at a distinguished and exciting institution, where you join a community of dedicated faculty, supportive administrators and outstanding peer groups in what will prove to be one of the most exciting times in your professional life.

During your time here at Hofstra Law we will help you to develop and strengthen your skills and uncover your passions. Our academic programs will provide you with an education steeped in legal theory and practical experience and will challenge and inspire you to make an impact in your profession. We hope that you will set high standards for yourself and learn from one another.

Outside the classroom, you will have opportunities to expand your learning by participating in a wide variety of extracurricular activities and programs, including student-run organizations and law journals, guest lectures and conferences, international programs and pro bono initiatives.

The Office of Student Affairs is committed to supporting and guiding you as you embark on this exciting yet demanding professional endeavor. We are invested in your success and are here to support you in any way possible. We look forward to your contribution to our community.

This Student Handbook is designed to assist in that effort by providing you with basic information on issues that may arise during your time in law school. It contains academic regulations, policies and procedures, departmental resources and other important information. It is required reading for all law students, and anyone taking classes at Hofstra Law is bound by these rules. If you have questions and cannot find the answer in this Handbook, please do not hesitate to call us at 516-463-5771, email us at LawStudentAffairs@hofstra.edu or stop by our offices.

My warmest regards,
Lisa Monticciolo

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 a link to [the most current version of the calendar](#). The calendar printed here is subject to change.

Fall 2018

First Year Orientation Begins	Monday, August 13-
First Day of Classes (non-repeating classes only, ending on or before Friday, August 17)	Friday, August 17
First Day of Classes	Monday, August 20
Labor Day Holiday — No Classes	Monday, September 3
Rosh Hashana Holiday — No Classes	Monday, September 10 & Tuesday, September 11
Yom Kippur Holiday — No Classes	Tuesday, September 18 & Wednesday, September 19
Thanksgiving Holiday — No Classes	Thursday, November 22 & Friday, November 23
Last Day of Classes	Tuesday, December 4
Reading Days	Wednesday, December 5 & Thursday, December 6
Final Exam Period	Friday, December 7- Thursday, December 20
Commencement	Wednesday, December 19

Spring 2019

First Day of Classes	Wednesday, January 9
Extra Legal Writing Class	Friday, January 11
Martin Luther King Jr. Day Holiday — No Classes	Monday, January 21
Presidents Day Holiday — No Classes	Monday, February 18
Monday Class Schedule	Wednesday, February 20
Spring Break — No Classes	Monday, March 18- Friday, March 22
Monday Class Schedule and Last Day of Classes	Thursday, April 25
Snow/Makeup Day	Friday, April 26
Reading Day	Monday, April 29
Final Exam Period	Tuesday, April 30- Monday, May 13
Commencement	Monday, May 20

II. Bulletin Board and Television Screen Posting Information

Bulletin boards are located in the Student Lounge on the second floor of the Law School. These bulletin boards serve as a resource for students to find a variety of information, including study abroad opportunities, writing competitions, events and meetings for clubs and organizations, and housing availability.

Television screens are also located throughout the Law School highlighting events and important Law School and University announcements.

Please consult the Office of Student Affairs before posting on the bulletin 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. Student organizations looking to promote their events on the television screens must make their request with the Office of Student Affairs.

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.

Your HofstraCard gives you access 24 hours a day, seven days a week (except for certain holidays) to the Law School building, Law Library and first-floor computer lab through use of the card swipes outside the entrances to these facilities.

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 “Hofstra Card” under “Student Affairs” on the Hofstra University website for more information.

IV. Calendar of Events and Common Hours

The Law School’s event calendar may be viewed at lawevents.hofstra.edu. Weekly common hours (also known as “Dean’s Hours”) are Monday, Tuesday, Wednesday and Thursday from noon to 2 p.m. and Wednesday from 6 to 8 p.m. No classes are regularly 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 completing an event scheduling form either in person in the Office of Student Affairs or online at law.hofstra.edu/studenteventsform.

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 law.hofstra.edu/handbook-individual-counseling.

VI. Dining Services

University dining locations, services and hours of operation can be found at: law.hofstra.edu/handbook-dining-services.

VII. Housing

A. On-Campus

While many students choose to live off campus, on-campus housing is available. The Graduate Residence Hall and Colonial Square house 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 law.hofstra.edu/handbook-residential-life.

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 offcampushousing.hofstra.edu.

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 licil.net.

VIII. Lockers

During the semester, a sign-up book will be left in the locker room (Room 011) for reserving 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 items in the lockers at their own risk. You may keep your locker for the academic calendar year. All locks will be cut and contents removed the last Tuesday of July each calendar year. If you have problems with your lock or locker, please contact Facilities in Room 220 of the Law School.

IX. Facilities

The Law School Facilities Office is located on the second floor of the Law School in Room 220. For all building maintenance issues — including temperature issues, coffee spills, elevator outages, bathroom concerns, etc. — please send an email to lawplant@hofstra.edu.

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 small refrigerator, are provided. The refrigerator is emptied out and cleaned every Friday at 4 p.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 the Lexis, Westlaw and Bloomberg companies at tables that are set up in this lounge. The Gavel and Spoon Café is located on the main level of the Law School and is accessible 24 hours to law students via swipe card access. Only credit/debit cards or meal plans are accepted.

XI. 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 203/204). 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.

XII. 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 \$0.10 each, color copies, \$0.75 each. The Print Services Center copy charges are added by the Information Systems Department to students' PridePrint account. There is one photocopy machine located in the Law Library that can be used with cash.

XIII. 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. 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 law.hofstra.edu/handbook-shuttle-schedule.

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 law.hofstra.edu/handbook-campus-safety-report or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at 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.

XIV. Smoking

Smoking is prohibited on the South Campus (south of Hempstead Turnpike) and in all indoor areas of the Law School (this applies to e-cigarettes as well). Smoking is also prohibited within 20 feet of the outside perimeter of all other University buildings, including the Law School. You **MAY NOT** smoke outside the Law School.

XV. 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 (law.hofstra.edu/handbook-campus-alerts), by email and through the CANN (Campus Alert Notification Network) system.

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. For additional academic information, including course descriptions and information about the faculty, please consult the Law School website and the course catalog at law.hofstra.edu/catalog.

For questions regarding academic requirements, please visit the Office of Academic Records in Memorial Hall, Room 207B, or the Office of Student Affairs in Suite 203/204. It is every student's responsibility to monitor compliance with graduation requirements.

I. Requirements for the Juris Doctor Degree

A. Summary of Graduation Requirements for Juris Doctor Degree Students

1. Requirements for All Juris Doctor Students
 - Complete at least 87 credit-hours.
 - Pass all first-year courses.
 - Pass Constitutional Law I and II.
 - Pass Evidence.
 - Complete the professional responsibility requirement by passing either Lawyers' Ethics or Ethics in Criminal Advocacy.
 - Successfully complete the two upper-class writing requirements (Writing Requirement I and Writing Requirement II, explained below).
 - Maintain a minimum cumulative GPA of 2.2.
 - Complete the 6-credit Experiential Requirement.
 - Pass Foundational Lawyering Skills.
 - Participate in mandatory Professional Development programs.
2. Additional Requirements for Students with a GPA Below 2.8 After the First Semester
 - a. Full-time students are required to take Legal Methods in lieu of Property in the spring semester of their first year, and to take Property by the end of their second year.
 - b. Part-time students with a GPA below 2.8 after the first semester are required to take Legal Methods in lieu of Constitutional Law I in the spring semester of their first year and to take Constitutional Law I by the end of their second year.
 - c. All students are required to take Business Organizations, Wills, Trusts and Estates, and Criminal Procedure I before graduation and two of these four courses by the end of their second year.
 - d. All students are required to take Advanced Legal Analysis and Writing (ALAW) in the fall semester of their second year.
3. Additional Requirements for All Transfer Students
 - a. All transfer students entering Hofstra Law in their second year are required to take Advanced Legal Analysis and Writing (ALAW) in the fall semester of their second year and Perspectives in Legal Writing and Analysis in their last semester.
 - b. These students are required to participate in the Academic Success Program (ASP) and must have their schedules reviewed and approved by the Office of the Academic Success Program. These students will not be permitted to register for the following semester unless the Director of ASP certifies in writing that the student has satisfactorily fulfilled the requirements of ASP for the prior semester.

- c. Any transfer student with a GPA below 2.8 from their prior institution is required to take Business Organizations, Wills, Trusts and Estates, and Criminal Procedure I.
4. All students are required to take and pass Perspectives in Legal Writing and Analysis. This is a 3-credit course designed to provide in-depth review of substantive materials, writing assistance and analytical skills crucial to the bar examination.

Full-time students whose cumulative GPA at the end of their first year ranks them in the top 20 percent of their graduating class and part-time students whose cumulative GPA at the end of their second year ranks them in the top 20 percent of their graduating class may petition the Associate Dean for Academic Affairs for permission to opt out of Perspectives.

B. Graduation Requirements Explained

1. Credit-Hour Requirements

The Law School requires each student to complete at least 87 credit-hours.

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

a. Full-Time Students

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.

Students in the full-time program may take up to a maximum of 8 credit-hours during Summer Session I and III, without prior approval from the Associate Dean for Academic Affairs.

b. Part-Time Students

Students in the part-time program are registered for 13 credit-hours in their first semester, and 10 credit-hours in their second semester. Thereafter, part-time students must register for a minimum of 8 credit-hours each semester, but may not take more than 11 credit-hours in each semester of the second, third, and fourth years.

Students in the part-time program may take a maximum of 6 credit-hours during Summer Session I and III, without prior approval from the Associate Dean for Academic Affairs.

c. Maximum Number of Years to Complete the J.D. Degree

A student’s J.D. must be completed no later than 60 months (five years) after the student has commenced his or her studies at law school — whether the studies commenced at Hofstra Law or another law school from which Hofstra Law accepted transfer credit. This requirement can be waived by the Dean for good cause, but under no circumstances will a J.D. be awarded more than 84 months (seven years) after a student has commenced his or her studies at law school — whether the studies were commenced at Hofstra Law or another law school from which Hofstra Law accepted transfer credit.

- Pass all first-year courses, Constitutional Law II, and Foundational Lawyering Skills
The Office of Academic Records automatically registers and assigns students to sections for all required first-year courses. 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
Introduction to Law (1 cr.)	Contracts (5 cr.)
Torts (4 cr.)	Property (4 cr.)
Civil Procedure (5 cr.)	Legal Analysis, Writing & Research II (2 cr.)
Legal Analysis, Writing & Research I (3 cr.)	Constitutional Law I (3 cr.)
Criminal Law (3 cr.)	
Total Credits: 16	Total Credits: 14

Full-Time — Second Year

FALL	
Constitutional Law II (3 cr.)	
Foundational Lawyering Skills (3 cr.)	

Part-Time — First Year

FALL	SPRING
Introduction to Law (1 cr.)	Constitutional Law I (3 cr.)
Torts (4 cr.)	Contracts (5 cr.)
Civil Procedure (5 cr.)	Legal Analysis, Writing & Research II (2 cr.)
Legal Analysis, Writing & Research I (3 cr.)	
Total Credits: 13	Total Credits: 10

Part-Time — Second Year

FALL	SPRING
Criminal Law (3 cr.)	Property (4 cr.)
Constitutional Law II (3 cr.)	
Foundational Lawyering Skills (3 cr.)	

- Pass Evidence
Every student must pass Evidence. Evidence may be taken any time after the first year.

As noted above in I.A.2 (a) and (b) above, full-time students with a GPA lower than 2.8 after the first semester in law school must take and pass Evidence by the end of their second year. Part-time students with a GPA below 2.8 after the first semester must take and pass Evidence by the end of their sixth semester.

- Professional Responsibility Requirement
Students must complete and pass Lawyers' Ethics or Ethics in Criminal Advocacy.
- 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 the Law School.

The residency requirements are designed to ensure that students obtain the full benefits of total educational immersion in the Law School curriculum and the faculty's consideration of the appropriate pedagogical spacing, sequencing and duration of courses and semesters. Such immersion requires a timing and course duration structure that provides sufficient classroom time, study time and reflection time to allow mastery of the course material. The rules are also in place to ensure that tuition is charged on an equal basis.

- Full-time students must register for and successfully complete six terms of at least 12 credits per term.
- Part-time students must register for and successfully complete eight terms of at least 8 credits per term.
- Full-time students transferring from other institutions must complete four semesters in residence, and part-time students transferring from other institutions must complete six semesters in residence.

Students transferring between the full-time and part-time divisions must pay special attention to the residency requirements.

Students may be permitted to accelerate graduation (i.e., graduate one semester only) by attending classes offered during the regular summer sessions or study abroad programs at Hofstra Law. Because acceleration involves a significant alteration of the usual course of study, it is subject to the most significant limitations in terms of what courses may or may not be taken during the summer session.

Full-time students may be able to complete the credits required for graduation in 2½ calendar years (five regular semesters and two summer sessions). Part-time students may be able complete the necessary credits in 3½ calendar years (seven regular semesters and two or three summer sessions). Students may not accelerate graduation by more than one semester.

In order to accelerate:

- Full-time students must take 12 “regular” credits (including regular summer, winter or study abroad programs) at Hofstra Law.
- Part-time students must take 10 “regular” credits (including regular summer, winter or study abroad programs) at Hofstra Law.

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

Students must complete the Permission to Accelerate Graduation form available in the Office of Academic Records and submit it to this office no later than March 15 for the fall semester and October 15 for the spring semester.

6. Upper-Class Writing Requirements

Students must fulfill two Upper-Class Writing Requirements: Writing Requirement I and Writing Requirement II. The writing requirements need not be taken in any particular order. Thus, a student may complete Writing Requirement II before completing Writing Requirement I. Students are encouraged to have satisfied both writing requirements prior to their last semester of law school (e.g., fall 2018 if graduating spring 2019).

- a. *A student satisfies Writing Requirement I 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 & 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 I 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.
- b. *A student satisfies Writing Requirement II 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, memorandums 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;
 - (c) 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.

7. Minimum GPA Requirement

Students must maintain a minimum cumulative GPA of 2.2 to be in good academic standing.

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.

8. **Experiential Course Requirements**

Each student must successfully complete 6 credits of experiential courses, 3 of which must be by successful completion of the mandatory Foundational Lawyering Skills course and an additional 3 of which must be taken through successful completion of a simulation, clinical, or externship course designated as an experiential course. Students who want to learn more about which offerings qualify as experiential courses should consult the individual course descriptions at law.hofstra.edu/catalog and the registration materials distributed each semester by the Office of Academic Records.

New York State Skills Competency Requirement for Bar Admission

On December 16, 2015, the New York State Court of Appeals adopted a new rule requiring that applicants seeking admission to the New York State Bar must complete a skills competency component, choosing one of five pathways to meet this new requirement. Pursuant to a plan adopted by the Law School faculty, all J.D. students will be able to satisfy Pathway 1 of the skills competency requirement by submitting a certification from the Law School confirming that the school's curriculum incorporates the teaching of skills and professional values required for participation in the legal profession, and that the applicant has acquired sufficient competency in those skills and sufficient familiarity with those values. For more information about the New York State Bar admission requirement, please visit: www.nybarexam.org/Skills/skills.htm or Franca Sachs at Franca.Sachs@hofstra.edu.

9. **Mandatory Professional Development Programs**

Each student must attend and participate in a series of Professional Development programs. The programs will cover a variety of topics including the use of professional/social media, business writing, interviewing and succeeding in your careers. There will be four programs beginning during Orientation and continuing through the first year. Attendance will be monitored, and students must attend all sessions to graduate.

C. Transferring Between the Full-Time and Part-Time 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. Students who are interested in applying to transfer from the part-time division to the full-time division should be aware that 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 neither be permitted to transfer between divisions more than once nor be permitted to transfer for their final semester.

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 March 15 for the fall semester and October 15 for the spring semester. Questions about transferring between divisions should be directed to the Office of Student Affairs.

D. Accelerated Graduation

Consistent with the Law School's residency requirements, a full-time student may graduate one semester early by attending five semesters, and a part-time student may graduate one semester early by attending seven semesters. 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. As a result, in order to fulfill the 87-credit requirement, accelerated students must complete 12 credits during the Hofstra Law summer sessions, study abroad programs and/or winter intersessions. 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 their fourth semester 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. Applications may be submitted at an earlier date, but not later than March 15 for the fall semester and October 15 for the spring semester.

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.

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

The Law School offers 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 foreign lawyers who wish to either practice in the United States or return to their home countries. Hofstra Law'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 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 GPA of at least 2.2 out of a possible 4.0. Students who complete the program with a GPA below 2.2 will not be awarded a degree or certificate of completion.

Hofstra Law 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. can 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.

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.

New York State Skills Competency Requirement for Bar Admission

On December 16, 2015, the New York State Court of Appeals adopted a new rule requiring that applicants seeking admission to the New York State Bar must complete a skills competency component. LL.M. students who plan to seek admission in New York State can satisfy the skills competency requirement through one of three pathways set out by the New York State Court of Appeals – Pathway 1: Law school certification of competence in skills and professional values; Pathway 4: Apprenticeship; or Pathway 5: Practice in another jurisdiction. Students seeking to satisfy the requirement through Pathway 1 will need to take specific courses to meet the requirement and should consult their advisor to confirm they will meet the requirements of Pathway 1. For more information about the New York State Bar admission requirement, please visit: www.nybarexam.org/Skills/skills.htm or Franca Sachs at Franca.Sachs@hofstra.edu.

B. Family Law Master of Laws (LL.M.) Program

Candidates for the LL.M. in Family Law must complete 24 credit-hours of select courses from the Hofstra Law 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 with a J.D. within five years of their commencement of the LL.M. program may count up to 6 relevant credits earned in their J.D. program (at the discretion of the LL.M. Program Director) toward their LL.M. degree. To earn an LL.M. degree, students must achieve a cumulative 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 the Maurice A. Deane School of Law at Hofstra University and the [Hofstra University 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.

The J.D./M.B.A. program provides students with a strong and comprehensive foundation for careers in both law and business and provides:

- 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.

The J.D./M.B.A. program is highly competitive. **The GMAT exam is not required for the J.D./M.B.A. program.** Law students may apply to the J.D./M.B.A. program during their first year of studies at the Law School. These students should submit an [application for the](#)

[J.D./M.B.A. program](#) by June 1 of their first year at the Law School. Law School students must have a cumulative Law School GPA in at least the top 50 percent of their class to be accepted to the J.D./M.B.A. program.

A. Program Requirements

1. Law School

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

- Pass all first-year courses.
- Pass Constitutional Law I and II.
- Pass Evidence.
- Complete the professional responsibility requirement by passing either Lawyers' Ethics or Ethics in Criminal Advocacy.
- Successfully complete the two upper-class writing requirements (Writing Requirement I and Writing Requirement II).
- Maintain a minimum cumulative GPA of 2.2.
- Complete the 6-credit Experiential Requirement.
- Pass Foundational Lawyering Skills.
- Participate in mandatory Professional Development programs.
- Complete additional law or other approved credits to a minimum of 87 credit-hours (which includes the 9 credits of approved coursework at the Zarb School of Business accepted by the Law School).

The Law School will accept up to a total of 9 credits of approved coursework from the M.B.A. program toward the J.D. degree. The [Law School Registrar](#) (Office of Academic Records) maintains a list of such approved courses. Further, in order for the Zarb 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 each course, and (2) the student must complete the J.D./M.B.A. curriculum and receive the M.B.A. degree. No grades received in Zarb 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 four different components:

- Component I: Residency Requirements, No credit
- Component II: Core Competencies, 2-4 credits
- Component III: Advanced Core, 24 credits
- Component IV: Capstone, 3 credits

No grades received in Law School courses will be counted in the student's Zarb School GPA. Due to the content of the core competency courses in the Zarb School, students who have undergraduate business degrees will have different plans of study than students who do not.

B. Program Scheduling and Tuition

The number of credits required for the M.B.A. degree will depend on the student's undergraduate major and whether any courses have been taken in the summer sessions or the winter intersession. The maximum number of credits in the joint program for the M.B.A. degree is 31 credits, comprising the core competencies, advanced core and capstone. Students do not receive an M.B.A. concentration in this joint program.

Students will begin the four-year program at the Law School. After completing the first year of full-time studies at the Law School, J.D./M.B.A. students take a combination of required and elective business and law classes. They must fulfill all graduation requirements for each school in years 2-4, but Constitutional Law II and Foundational Lawyering Skills must be taken in the fall of year 2.

J.D./M.B.A. students are eligible to participate in the Law School Journal Writing Competition as part of the selection process for the [Law School journals](#) in the May before their second year in the J.D./M.B.A. program, and if selected for a journal, will participate in that journal for years 2 and 3 only. J.D./M.B.A. students are also eligible to participate in the [on-campus interview process](#) through the Office of Career Services in the August before their third year in the J.D./M.B.A. program.

In any semester in which a student will be registered for classes in both the Law School and the Zarb School, he or she is required to meet with the faculty advisor, [Professor Miriam Albert](#), and with [Dr. Kaushik Sengupta](#), Associate Dean, Business Graduate Education. The maximum number of credits any law student may take in any such semester is 17.

Students in the J.D./M.B.A. program pay full-time Law School tuition for the first year and then pay on a per-credit basis for the remaining three years of classes, at each school's then-current per-credit rate. If the student has received a scholarship from the Law School, one-third of the total scholarship amount would apply in full for the first year of the program, and the remaining two-thirds of the scholarship amount will be applied proportionally to the remaining Law School credits taken. Any scholarship received from the Business School will apply proportionally to Business School credits taken.

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. Students must complete the J.D./M.B.A. program within five years of matriculation.

The packaging of students' financial aid will be handled by the Hofstra University [Student Financial Services office](#).

IV. J.D./M.P.H. Program

The J.D./M.P.H. program is a joint degree program of the Maurice A. Deane School of Law and the Hofstra University [School of Health Professions and Human Services](#). The program is typically completed in four years.

As legal and policy changes increasingly become important tools to improve the health of the public, students in the J.D./M.P.H. program will become familiar with the links between law and the delivery of health care, and will focus on issues related to population health.

Lawyers trained in public health:

- can succeed in public policy positions, working with government agencies or various advocacy organizations,
- may work in law firms (within health law practices) or as counsel for organizations involved in health care delivery, or
- may serve as experts within think tanks, devising appropriate legal responses to public health challenges.

For Hofstra Law students interested in such career choices, the M.P.H. will give them the training they need to understand why — as well as how — to use the law to improve the health status of populations:

- expertise in biostatistics, environmental health, health policy and epidemiology (and other areas of public health knowledge),
- skills in administration, research methods and analysis related to public health, in addition to the training that they receive in the Law School, and
- knowledge about the spread of disease, the social determinants of health and the changing structure of health care delivery in general and in emergency settings.

Students in the J.D./M.P.H. program will be able to integrate both fields in their coursework while participating in internships that link legal training and scholarship to public health skills.

A. Program Requirements

Students must complete all of the requirements of the J.D./M.P.H. program within five academic years, although most are able to complete the requirements within four years.

Students must maintain at least 12 credits (in one or both schools) in any semester after the first year to remain enrolled as full-time J.D. students. In addition, students will be permitted to enroll in summer session courses in both schools.

Students must remain in the top 40 percent of their law school class to continue in the joint program.

Students must meet all academic requirements of each program in order to earn the two degrees, and will not be bar-certified until both degrees have been conferred.

In addition, applicants must also submit a J.D./M.P.H. Application by February 1 of their first year in law school to be considered for the program.

The J.D./M.P.H. Selection Committee will review all completed applications and select the new J.D./M.P.H. class.

1. Law School

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

- Pass all first-year courses.
- Pass Constitutional Law I and II.
- Pass Evidence.
- Complete the professional responsibility requirement by passing either Lawyers' Ethics or Ethics in Criminal Advocacy.
- Successfully complete the two upper-class writing requirements (Writing Requirement I and Writing Requirement II).
- Maintain a minimum cumulative GPA of 2.2.
- Complete the 6-credit Experiential Requirement.
- Pass Foundational Lawyering Skills.
- Participate in mandatory Professional Development programs.
- Complete the required and approved elective M.P.H. program courses, 12 credits.
- Complete additional law or other approved credits to a minimum of 87 credit-hours (including the 12 School of Health Professions and Human Services credits).

The Law School will grant a total of 12 Law School credits for courses required for all J.D./M.P.H. students: Introduction to Public Health (3 credits) and U.S. Health System (3 credits) plus two additional 3-credit elective M.P.H. program courses.

Students may receive academic credit toward the J.D. degree only for M.P.H. program courses approved by the faculty of the Law School. The [Law School Registrar](#) (Office of Academic Records) maintains a list of such approved courses. Further, for the School of Health Professions and Human Services credits to be accepted by the Law School toward the 87 required credit-hours:

- the student must receive at least a B- in the course, and
- the student must complete the J.D./M.P.H. curriculum and receive the M.P.H. degree.

No grades received in the School of Health Professions and Human Services courses will be counted in the student's Law School GPA.

2. *Health Professions and Human Services School*

The program requirements for fulfillment of the [public health section](#) of the curriculum are as follows:

- Complete the 12 required courses, 36 credits.
- Complete two additional elective courses, 6 credits.

The School of Health Professions and Human Services will grant credit toward the M.P.H. degree for any of the health law courses offered by the Law School.

B. Tuition and Financial Aid

Students in the J.D./M.P.H. program pay tuition as follows:

- When they enroll in the first-year curriculum at the Law School, they pay the flat rate of a full-time law student. Similarly, if they take a year of courses only in the School of Health Professions and Human Services, they pay the flat, full-time tuition there.
- After beginning the J.D./M.P.H. program, in any year taken in both schools they will be charged a per credit rate.

For any student who receives a Law School scholarship, the remaining scholarship after the first year is allocated over the remaining Law School credits and applied equally over the student's next three years until completion of both degrees. If the student takes longer than four years to complete the joint degree program, the scholarship will not apply after the fourth year.

CHAPTER 3: 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 in the GPA.
I Incomplete; not included in the GPA.
P Passed; not included in the GPA.
W Withdrew without penalty or prejudice.
AW Administrative Withdrawal for excessive absenteeism.
AF Administrative Failure; counted as an F in the GPA.

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" (AW) 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 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 & Research I and Legal Analysis, Writing & Research II, for which the mean class GPA must fall between 3.1 and 3.3.
 - c. Foundational Lawyering Skills and 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 Associate Dean for Academic Affairs may grant a waiver of the rule contained in paragraph 1 in individual instances of extraordinary circumstances if the Associate Dean for Academic Affairs determines such waiver to be consistent with the purposes of this policy.
5. Administrative Failure/Administrative Withdrawal
 - a. If a student is administratively withdrawn from a first-year course, Foundational Lawyering Skills or Constitutional Law 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, Foundational Lawyering Skills 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. 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) grade, which shall not affect the student’s GPA. The transcript shall indicate that the AW was given for excessive absenteeism.
6. Students Visiting from Other Schools and LL.M. Students
- a. Students visiting from other law schools for a semester or a particular class will receive a final letter grade in accordance with the grading policy for the individual course(s) taken at the Law School.
 - b. On rare occasions, a visiting student may qualify for a Hofstra Law course graded on a “Pass/Fail” basis (e.g., internships; study abroad coursework). In such cases, the visiting student shall be asked to obtain a letter from his or her home institution indicating that school’s understanding of the Hofstra Law policy. If, prior to the first day of class, the Hofstra Law Office of Academic Records (OAR) receives a written request from the visiting student for a letter grade in lieu of a Pass/Fail grade, OAR shall seek approval from the relevant Hofstra Law professor for the issuance of a specific letter grade for the visiting student. Without such approval, a letter grade will not be granted. If the professor agrees, the letter grade will be communicated to the home institution on the transcript.

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 Dean of Students and Diversity and Inclusion Officer in consultation with the Associate Dean for Enrollment Management 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 Dean of Students and Diversity and Inclusion Officer in consultation with the Associate Dean for Enrollment Management 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 or at law.hofstra.edu/handbook-paper-extension. 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. A grade of "Incomplete" (I) shall be entered on a record 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 grade of 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 "Administrative Failure" (AF) shall be entered in all other cases and shall be counted as an F in the GPA.
 - d. Any AF shall be counted as an actual grade for all scholastic standing purposes.

E. Academic Probation

A student will be placed on academic probation if he or she fails to achieve a cumulative GPA of 2.33 at the end of the first year or any semester thereafter. A student will remain on academic probation until he or she achieves a cumulative GPA of 2.33 or above. 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. Students placed on academic probation will be notified by email to their official Hofstra email address and by regular mail to the address on file with the Law School. It is the students' responsibility to update their mailing address online and to check their Hofstra email account regularly.

As a condition of academic probation, students will be required to participate in the Academic Success Program (ASP) and must have their schedules reviewed and approved by the Office of the Academic Success Program. A student will not be permitted to register for the following

semester unless the Director of ASP certifies in writing that the student has satisfactorily fulfilled the requirements of ASP for the prior semester. All students on academic probation must meet formally with the Director of ASP or his or her designee at least three times during the semester.

A student who is on academic probation may participate in the Student Bar Association, student groups or any journal. A student who is on academic probation may not hold a leadership position in any such association, group or journal, however, without the written permission of the Director of ASP, who will consult with the Associate Dean for Student Affairs and Administration prior to making his or her decision. A student who is on academic probation may not participate in faculty-run extracurricular activities — e.g., moot court competitions, trial and moot court teams — without the written permission of the Director of ASP, who will consult with the faculty supervisor of the activity in question prior to making his or her decision. A student who is on academic probation may not participate in any externship program without the written permission of the Director of ASP, who will consult with the Assistant Dean for Experiential Education prior to making his or her decision.

F. Students at Risk of Being Placed on Academic Probation

Any student with a cumulative GPA of 2.33 or above, but who fails to achieve a GPA of 2.2 in any single semester, is required to meet with the Office of Student Affairs at least once during the following semester.

G. Dismissal

A student who has failed a required course for the second time or who has not achieved or maintained a cumulative GPA 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 H below.

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

H. Readmittance After Dismissal

Any student who has a cumulative GPA below 2.2 at the end of the second semester at Hofstra Law or any semester thereafter is automatically dismissed from the Law School and shall be given written notice of that fact by the Office of Academic Records by email and regular 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 GPA and that (b) there is a substantial likelihood that the student will attain a 2.2 cumulative GPA 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 GPA and is subject to the same requirements as in section E above. The student will remain on academic probation until the student has attained a cumulative GPA of 2.33 or above. If the readmitted student fails to achieve a 2.2 cumulative GPA 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.

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 regular mail to the address on file with the Law School. It is the students' responsibility to update their mailing address online and to check their Hofstra email account regularly.

If a student is dismissed for the first time after a fall semester but has registered for and is attending classes while a petition for readmission is pending, the student may remain in his or her classes until such time as a decision is made on the petition. If the petition is denied, the student shall be dropped from, and receive a tuition refund for, the spring semester classes.

If a student is dismissed for the first time after the spring semester but has registered for and is attending summer session classes, the student shall be dropped from, and receive a tuition refund for, the summer session classes as of the date of their dismissal, even if a petition for readmission is pending.

I. Prerequisites

Courses listed in the Class Schedule and Registration Information packet and at law.hofstra.edu/catalog as prerequisites for certain courses must be successfully completed in order to enroll in such certain courses. Students who fail prerequisites will not be admitted into the courses for which they serve as prerequisites.

J. Eligibility for Graduation

To be eligible for graduation, a student must have satisfied the upper-class writing requirements, passed all required courses, satisfied the 6-credit Experiential 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," Chapter 6, Section VI.)

II. Examination Regulations

The following are the 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

At the faculty's discretion, students can take their final examinations on computers using secure examination software. There is a version for both Windows-based and Apple computers, and the Law School will provide the software to students free of charge. 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.

Incoming students must take mandatory training classes in their first semester in order to take their exams on computer.

Note: The Law School does not provide backup computers or power cords 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, available at law.hofstra.edu/handbook-exam-accommodation-form-sabbath-observer, and submit the form to the Office of Student Affairs. All requests are due by October 15 and March 15 during the corresponding semesters. Requests must be renewed each semester.

2. Scheduling Conflicts

Students should attempt to minimize examination scheduling conflicts when selecting their courses by consulting the preliminary examination schedule provided to them in their registration materials. 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, defined as an exam starting after 6 p.m., followed by a morning examination, defined as an exam starting before 9 a.m., 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.

Please Note: Students are not able to choose which exam(s) get moved or what day they are moved to.

D. Accommodations for Students with Disabilities

It is the policy of Hofstra Law 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 law.hofstra.edu/handbook-exam-accommodation-form-students-with-disabilities, 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 Student Access Services (SAS). For more information, please see law.hofstra.edu/handbook-stddis.

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 with the proctor. 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 GPA.

F. Excused Absences from Final Examinations

If a student is excused by the Dean of Students and Diversity and Inclusion Officer 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 GPA.

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 Student Affairs. 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 in writing by the Office of Academic Records.

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, cellphones, beepers, and wireless devices such as BlackBerrys, iPhones, smart watches 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 on all matters in the examination room, including, but not limited to, exam material, procedures, seating and conduct.
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. Excessive use of the facilities may be subject to review.
7. Failure to stop writing/typing and/or filling in a Scantron form 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. Students should not contact the faculty member with any examination-related problems, as this may compromise student anonymity.

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 use an electronic device — including, but not limited to cellphones, beepers and wireless devices such as BlackBerrys, iPhones, smart watches and other PDAs. Use of a laptop for purposes other than ExamSoft is prohibited.

- e. To copy, read or share 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.
 - f. Without proper authorization, to begin an examination before the prescribed time, including, but not limited to, reading the exam or writing on scrap paper, or to continue working on an examination after the announced conclusion of the examination period, including, but not limited to, writing/typing and filling in a Scantron sheet.
 - g. To fail to submit all bluebooks, scrap paper, and examination questions by the end of the examination or to remove bluebooks, scrap paper 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 record a class, workshop, seminar or lecture without the professor's/speaker's permission or consent.
 - h. To steal, damage, destroy, conceal, or use without authority another student's or faculty member's notes or books.
 - i. 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.
 - j. 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.
 - k. To make a material misrepresentation concerning the student's law school performance and activities on a resume or other written communication.

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.
 - (b) Suspension from Hofstra Law 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.

IV. Student Complaint Procedures

The Law School is subject to the American Bar Association's Standards for Approval of Law Schools. Those Standards may be found on the ABA's website at www.americanbar.org/groups/legal_education/resources/standards.html. Any student at the Law School who wishes to bring a formal complaint to the Administration about a significant problem that directly implicates the Law School's program of education and its compliance with the ABA standards should take the following steps:

- A. All complaints should be submitted in writing either by hand or by email to the Associate Dean for Academic Affairs or by email to lawdean@hofstra.edu.
- B. The writing should describe in detail the nature of the complaint and demonstrate how it implicates the Law School's program of education and the Law School's compliance with a particular identified ABA standard.
- C. The writing must provide the name of the student submitting the complaint, the student's official Hofstra University email address and a phone number for further communication about the complaint.

The complaint will be acknowledged via email or phone within three (3) business days of receipt. Within ten (10) business days of acknowledgement of the complaint, the Dean or the Dean's designee shall either meet with the complaining student or respond to the substance of the complaint in writing. In the response, the student will receive either a substantive response to the complaint or information about what steps are being taken by the Law School to address or further investigate the concerns raised in the complaint. The Law School will maintain a record of all complaints in the Dean's Office.

CHAPTER 4: 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 through the Hofstra Portal, My.Hofstra.edu. 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

For the purpose of the fall 2018 refund calculation, the first day of classes is:

- Monday, August 20, for all first-year students
- Monday, August 20, for all upper-class students

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 Student Affairs 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 the Law School to comply with the Americans with Disabilities Act of 1990 and 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, on the basis of that disability, be denied access to or participation in any services, programs, or activities of the Law School.

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 the Office of Student Affairs 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 dissatisfied 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 the Student Access Services office at 516-463-7075.

D. Computer Services

Computer support for students with disabilities is available at the University in a variety of formats. The Student Access Services office can provide students with access to assistive technology. For more information, please visit the [“Assistive Technology at Student Access Services” page](#) of the University’s website.

III. Attendance

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

Attendance Policy: Students are required 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. (See Chapter 3, Section I.B.5.)

IV. Concentrations

Students have the opportunity to concentrate in one or more specialties that match their interests and career plans. To declare a concentration, students must file the appropriate application with the Office of Academic Records. Applications are available in Memorial Hall, Room 207B, and online at law.hofstra.edu/handbook-forms.

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 Hofstra Law website.

Students can select from the following concentrations:

- Alternative Dispute Resolution (ADR)
- Business Law Honors
- Corporate Compliance
- Criminal Law and Procedure
- Family Law
- Health Law
- Intellectual Property Honors
- International Law Honors

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 Memorial Hall, Room 207B. 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 before graduation day.

Links to detailed descriptions of available concentrations and their requirements, as well as required forms, are provided at law.hofstra.edu/handbook-concentrations.

V. Dropping and Adding Courses

A. General Drop/Add Period

The General Drop/Add Period is set by the Office of Academic Records and is included in the Class Schedule and Registration Information book. During this period any student can drop and/or add courses to his or her schedule without penalty using the Hofstra Online Information System (accessed through the Hofstra Portal, My.Hofstra.edu). If open spaces become available in classes with a waiting list, the Office of Academic Records will ordinarily offer the open seats to the students on the waiting list in the order in which the students signed up to be on the waiting list. If a student is offered an open seat in a class with a waiting list, the student will receive an email from the Office of Academic Records with instructions on how to register for the course. Please be aware that a student has 24 hours from the time of the email to register for the class. If the student does not register for the class, the name of the student will be removed from the waiting list and the open seat will be offered to the next student on the waiting list. The General Drop/Add Period applies to all courses, including intensive skills courses that do not meet for the entire length of the semester.

B. Extended Drop/Add Period

The dates of the Extended Drop/Add Period are set by the Office of Academic Records and are included in the Class Schedule and Registration Information book. During this period students can drop elective courses and no “W” grade will be recoded on the transcript. Upper-class students wishing to drop an elective course may do so during this period by using the Hofstra Online Information System (accessed through the Hofstra Portal, My.Hofstra.edu). Students are also able to add open classes to their schedule using the online system during this period. The process during this period to add a class (if the course has any students on the waiting list) is as follows:

1. *For courses that have open seats with students on the waiting list:*

On the date indicated in the registration materials, the Office of Academic Records will send out email messages to all students on waiting 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 email within 24 hours. Students will be given approval to register for the course in the order in which the students appear on the waiting list (not in the order of receipt of the emails). Once a student has been approved to register for the class, he or she will receive an email from the Office of Academic Records and will have 24 hours in which to register for the class online. Once registered, the student will be removed from the waiting list. Any remaining students on the waiting list after this process will be taken off the waiting list.

2. *For courses that have no open seats with students on the waiting list:*

For any class that has no open seats as of the date indicated in the registration materials and has students on the waiting list, all of the students will be removed from the waiting list. If open seats then become available during this 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.

C. Extended Drop and Add Approval Period

1. *Extended Drop Period:* During this period (dates listed in the registration materials) 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 or in the Office of Academic Records (Memorial Hall, Room 207B). The completed form must be brought to the Office of Academic Records for processing.
2. *Add Approval Period:* During this period (dates listed in the registration materials) 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 email to the Registrar.

D. Withdrawal from an Elective Course

After the Extended Drop and Add Approval Period has ended, students may withdraw from elective courses by completing the Course Change or Withdrawal Form available on the Law School’s website or in the Office of Academic Records (Memorial Hall, Room 207B). The completed form must be brought to the Office of Academic Records for processing. A “W” grade (withdrawal without penalty or prejudice) will be entered in the transcript. The last day to withdraw from an elective course is set by the Office of Academic Records and is included in the Class Schedule and Registration Information book. Students are not permitted to withdraw from required courses. The withdrawal period applies to all elective courses, including the intensive skills courses.

VI. 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 for a student should result in the lowering of any other student’s grade, after grades have been submitted and announced.

VII. 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 set forth in Part VI, 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 within the Law School.

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

VIII. 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 6 credits in a summer term, employment shall not exceed a commitment of more than 20 hours a week under any circumstances.

IX. Credits for University Coursework Outside of the Law School

Students enrolled in the Law School may take certain courses in other schools/departments of Hofstra University for credit toward the J.D. or LL.M. degree.

For a list of such courses that can be taken for Law School credit, please contact the Office of Academic Records.

Students wishing to take such courses for Law School credit must request permission from the Associate Dean for Academic Affairs, who will approve or deny these requests on a case-by-case basis.

If approval is granted, it will be communicated by the Associate Dean for Academic Affairs to the student and the Law School's Office of Academic Records. At that point, the student will be permitted to enroll in the non-law course for Law School credit.

Once completed, the non-law course will appear on the law student's transcript with the letter grade and total credits earned. The letter grade will not be calculated in the law student's overall GPA for the J.D. or LL.M. program, but the credit-hours earned will count toward the J.D. or LL.M. degree.

Please note the following additional restrictions:

- No more than four law students may enroll in a single non-law course in any given semester, although this rule may be waived by permission of the Associate Dean for Academic Affairs.
- No law student may enroll in more than 3 non-law credit-hours per semester, and no student may enroll in more than a total of 9 credit-hours of non-law courses toward the J.D. degree or 3 credit-hours of non-law courses toward the LL.M. degree.
- Credit from non-law courses awarded under this policy may not be counted toward the Experiential Requirement or Writing Requirements I and II, although credit from non-law courses awarded under this policy may count toward completion of a Law School concentration upon approval by the concentration advisor.

Students *already enrolled* in a joint degree program need not obtain the permission of the Associate Dean for Academic Affairs in order to take (for Law School credit) University courses that are part of the joint degree program. However, the Associate Dean for Academic Affairs will still need to approve or deny student requests to take these same courses for Law School credit if the student in question is not already enrolled in the joint degree program.

X. Transfer Credits for Previous Coursework at Other Law Schools

Transfer students who have been accepted to the Law School may have up to 43 credits earned at their previous Law School accepted for transfer. Credit will be awarded only for courses that are graded by letter or number, and not Pass/Fail, and in which the student receives a letter grade of at least C, or its equivalent. Transfer students shall need to satisfy *all* Law School requirements as set forth in Chapter 2, *unless* they have been informed, in writing, that some (or all) of these requirements have been satisfied by their previous coursework. Transfer students are required to take Approaches to Legal Analysis and Writing (ALAW) and other requirements set out in Section I.A.3 hereof. Transfer students should work with the Office of Student Affairs and the Office of Academic Success to devise a suitable schedule for satisfying their graduation requirements.

XI. Credits for Coursework at Other Law Schools

There will be no academic credit granted for studies at other law schools except in the case of a transfer student (addressed immediately above) or a student *who has obtained prior permission from the Associate Dean for Academic 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 may 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 in which the student receives a letter grade of at least 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 GPA. (See also "Study Abroad", "J.D./M.B.A. Program" and "J.D."M.P.H 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 Office of Student Affairs* if they wish to have credits earned in such programs count toward the completion of their J.D. degree at the Law School.

XII. 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. A violation of this policy is a violation of the Code of Conduct.

Students who request recording of classes as an accommodation for a disability should consult the "Accommodations" section, above.

XIII. Withdrawal from the School of Law

If a student finds it necessary to withdraw from the Law School, the student must apply in writing through the Hofstra Portal, My.Hofstra.edu, 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 (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 2018 refund calculation, the first day of classes is:

- Monday, August 20, for all first-year students
- Monday, August 20, for all upper-class students

For information on refunds of federal Title IV funds, see Chapter 9, V.E. 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 5: SPECIAL SESSIONS AND 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 III, which begins in August. Information regarding these courses will be made available to students during the year.

Students may apply to accelerate graduation by one semester, with the permission of the Office of Student Affairs, 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 multiple opportunities to study abroad throughout the academic year. Available programs include a summer study abroad program in Pisa, Italy, and a 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. The Law School also offers a field study program in Cuba over spring break every year. All study abroad 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 International Programs. Students who wish to participate in a study abroad program administered by another law school must obtain permission in advance from the Office of International Programs. Such permission may be granted for programs that are ABA-accredited. 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 apply to spend a semester as a visiting exchange student at a selected law school abroad. Students must have a cumulative GPA above 2.8 to be considered for an exchange opportunity. 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 Law’s exchange partners for the 2017-2018 academic year are Erasmus University Rotterdam, The Netherlands; Ghent University, Belgium; University of Parma, Italy; Helsinki University, Finland; East China University of Political Science and Law, China; City University of Hong Kong, Hong Kong; and University of Erlangen-Nuremberg (FAU), Germany. Students from these schools attend the Law School for a semester. New partnerships are constantly in development and will be announced once arranged. Students interested in applying to an exchange program should speak with the Office of International Programs.

CHAPTER 6: 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 on these clinics, visit law.hofstra.edu/Clinics.

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 3 credits require approval by the Dean's Office. The number of credits to be awarded for the research (2 to 6 credits) is determined by the supervisor of the project based upon the scope and complexity of the project.

III. **Externship Programs**

The Externship Programs at the Law School provide students with the opportunity to gain hands-on experience working in a legal setting while receiving academic credit and direction by a faculty member at the Law School. During their field placements, students have the opportunity to engage in a wide range of lawyering skills under the direct supervision of experienced practitioners.

Students are eligible to participate in an externship program after successful completion of the first year of law school.

A student who has a GPA below 2.8 may not participate in any externship program without the written permission of the Director of the Academic Success Program, who will consult with the Assistant Dean for Experiential Programs prior to making his or her decision.

Generally, field placements are limited to government agencies and public interest or not-for-profit institutions. Potential field placements with law firms and corporate in-house law departments are permitted on a limited basis with administrative approval and are evaluated on a case-by-case basis. Common placements include judicial, criminal, and civil externships, as well as governmental and private agencies that have legal components. Students may apply for externship credit for multiple semesters subject to the overall limits of non-classroom hours (23), 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 15 pages of supervised written work. Students are also expected to keep a journal during the course of the externship and to write a reflective 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 and are required to attend a mandatory orientation program in mid-May and participate in an online course throughout the summer.

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 at law.hofstra.edu/catalog and contact Franca Sachs, Assistant Dean for Experiential Programs, at 516-463-0386 or Franca.Sachs@hofstra.edu for more information.

Global Externship Program

Through the Global Legal Practice Externship Program, students can earn 3 credits during the summer session for work in unpaid positions with nonprofit organizations and law offices internationally. Alternatively, in some cases, students who find their own international placement can seek approval to have it count as credit for the Summer Externship program. The student's work must be supervised by a licensed attorney. In addition, the student must physically work in the field placement for a minimum of 200 hours over the summer, produce at least 15 pages of legal research and analysis, attend a mandatory orientation program in mid-May, and participate in an online course throughout the summer.

Hofstra Law in D.C. (HLDC) Externship

The Hofstra Law in D.C. (HLDC) Externship is a full-time, semester-long externship program for third-year students during the fall semester. HLDC students work full time in Washington, D.C., as unpaid externs at an approved congressional office or committee, federal government agency, nonprofit organization, or public interest group. Students receive 10 credits for their field placement and 3 credits for a companion seminar. Participation is by application only. Students participating in the HLDC program must have satisfied most or all of their graduation requirements, including completing and passing Lawyers' Ethics or its equivalent. In addition, they must not be at risk of exceeding the limit of 23 non-classroom hour credits if they enroll in this program.

New York State Pro Bono Scholars Program

The New York State Pro Bono Scholars Program permits third-year students to spend 12 weeks of their final spring semester in law school by providing 540 hours of pro bono legal assistance, including time spent in training and in a required weekly seminar. Students receive 10 credits for their field placement and 2 credits for a companion seminar. Pro Bono Scholars will be permitted to take the Uniform Bar Exam (UBE) in February of their third year, as well as early administration of the New York Law exam. Assuming a passing score and successful completion of the Pro Bono Scholars Program and all graduation requirements, these students will graduate in May and be admitted to practice in New York in June.

Enrollment in the Hofstra Law Pro Bono Scholars Program is by application only. Applicants must demonstrate that they will have satisfied all of their graduation requirements, except for the remaining 12 credits of the Program. Applicants must not be at risk of exceeding the limit of 23 non-classroom hour credits if they enroll in this program. Students must have a cumulative GPA above 2.8 to be considered for the Program. Enrollment is limited to 10 students.

IV. Pro Bono Opportunities

Hofstra Law offers students opportunities to provide pro bono services in the community with nonprofit organizations, governmental agencies and private law firms or practitioners. In addition, we have a number of student-directed pro bono projects, such as the Courtroom Advocates Project, the Unemployment Action Center, the Veterans Legal Assistance Project, and the Volunteer Income Tax Assistance Program. Students who are interested in developing new projects can seek support from Franca Sachs, Assistant Dean for Experiential Programs. If you are interested in learning about opportunities that may be available to students, you should contact Franca Sachs at 516-463-0386 or Franca.Sachs@hofstra.edu for more information.

Public Service Awards Program

Students who devote considerable time during their three years at Hofstra Law to public service are recognized at graduation for their efforts by the Law School.

New York State Pro Bono Bar Admission Requirements

On September 14, 2012, the New York State Court of Appeals adopted a new rule requiring applicants seeking admission to the New York State Bar to perform 50 hours of pro bono services. For more information, contact Franca Sachs at Franca.Sachs@hofstra.edu.

Pro Bono Scholars Program

The New York State Pro Bono Scholars Program permits third-year students to spend 12 weeks of their final semester in law school by providing 540 hours of pro bono legal assistance. (See: New York State Pro Bono Scholars Program)

V. Student Advocacy Programs

The Law School offers students the opportunity to participate in our extensive student advocacy competition program. The program includes participation in interscholastic competitions as well as in intramural competitions. The Law School fields teams in the United States and abroad in trial, moot court, arbitration, mediation, and transactional competitions. These competitions are diverse in subject matter, ranging from constitutional law, securities law, and labor and employment law to sophisticated corporation transactional and international arbitration issues.

Hofstra Law also boasts a robust student-run competition program. Each law student has the opportunity to be part of the Moot Court Board, the Hofstra Trial Advocacy Association, and the Dispute Resolution Society. These advocacy organizations hold competitions each semester and invite the entire Law School community to participate. The intramural competition program provides a perfect training ground for those students who are interested in interscholastic competition.

Students interested in advocacy competition programs should contact Professor Barbara Barron, Director of Student Advocacy Programs, at 516-463-5246 or Barbara.S.Barron@hofstra.edu for more information.

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 23 semester hours of non-classroom courses during their course of study. In calculating this 23-hour limitation, only the non-classroom portion of non-classroom 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 23-hour limitation.

COURSES	CREDITS	NON-CLASSROOM HOURS
Pro Bono Scholars Program	12	10
Hofstra Law in D.C.	13	10
Civil Externship	3	2
Criminal Externship	3	2
Summer Externship	3	3
Clinical Prosecution Practicum	6	0
<i>ACTEC Law Journal</i>	credits vary	equal to no. of credits registered
<i>Family Court Review</i>	credits vary	equal to no. of credits registered
<i>Hofstra Labor & Employment Law Journal</i>	credits vary	equal to no. of credits registered
<i>Hofstra Law Review</i>	credits vary	equal to no. of credits registered
<i>Journal of International Business & Law</i>	credits vary	equal to no. of credits registered
Independent Study	credits vary	equal to no. of credits registered
Trial & Moot Court Teams, Transactional Law Meet	1-2	1-2
Advanced Externship	4	2

VII. Maximum for Non-Classroom Hours

Regardless of whether a course contains a non-classroom component, the total number of credits that a student can earn toward graduation from clinical courses, practicums, field placements, and externship programs cannot exceed 30.

VIII. Distance Education Policy

“Distance education” is defined as a process characterized by the separation, in time or place, between instructor and student. A distance education course in the Law School is a course that is offered principally by means of (1) technological transmission, including the Internet, open-broadcast, closed-circuit, cable, microwave or satellite transmission; (2) audio, video or computer conferencing; or (3) audio or video recordings. Distance education only includes courses in which more than one-third of the course instruction is characterized by separation, in time or space, between instructor and student, and technology is used to deliver instruction.

No student may enroll in a distance education course until completion of 28 credit-hours toward the J.D. degree. After that, the Law School shall not grant a student more than 4 credit-hours in any term, nor more than a total of 12 credit-hours, toward the J.D. degree for distance education courses. No credit shall be allowed for correspondence courses.

CHAPTER 7: ACADEMIC HONORS, AWARDS AND PRIZES

I. Merit Scholarship Program for Incoming Students

Incoming students may receive a merit scholarship for their first year, which will be applied in equal portions to the fall and spring semester's tuition. Beginning with the class entering fall 2017, the retention policy for such scholarships is: (1) students ranked in the top 50 percent of their class after each academic year will retain 100 percent of their scholarship, (2) students ranked greater than 50 percent up to 65 percent of their class after each academic year will retain 50 percent of their scholarship, and (3) students ranked greater than 65 percent up to 80 percent of their class after each academic year will retain 25 percent of their scholarship.

For students admitted prior to fall 2017, the retention policy for such scholarships is: (1) students ranked in the top 40 percent of their class after each academic year will retain 100 percent of their scholarship, (2) students ranked greater than 40 percent up to 50 percent of their class after each academic year will retain 50 percent of their scholarship, and (3) students ranked greater than 50 percent up to 65 percent of their class after each academic year will retain 25 percent of their scholarship.

Please Note: All full-time and part-time students with a common anticipated graduation date will be ranked together. Students entering in the fall 2017 or later must maintain a cumulative academic rank that places them in the top 50, 65 or 80 percent (not rounded) of their entire graduating class in order to retain their scholarship. Students admitted prior to fall 2017 must maintain a cumulative academic rank that places them in the top 40, 50 or 65 percent (not rounded) of their entire graduating class in order to retain their scholarship.

Scholarship retention for part-time students completing their first year will be based on their equivalent rank with the full-time students who completed their first year. 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.

Transfer of Divisions

The amount of scholarship funds awarded may be prorated for students who transfer between divisions so that the total scholarship award will equal that which the student would have expected to receive over a three or four-year period.

Reinstatement

Any scholarship that is revoked because of failure to meet the retention requirements may be reinstated if the scholarship recipient meets the retention standard at the conclusion of the following academic year.

II. Fellowships

The Law School offers Fellowship Programs in Business Law; Child and Family Advocacy; Health Law and Policy; Law, Government and Politics; Legal Ethics; and LGBT Rights. Fellows are selected each year from students in the incoming class. In addition, the Law School offers summer internship fellowships in Environmental Law, Labor Law, and Public Service Law. Fellows are selected for the summer fellowships each year from the current classes.

Except for the Health Law and Policy Fellowship award discussed below, fellowship awards are renewed after the first year based on satisfactory academic performance and full participation in program activities. Renewal is subject to the Merit Scholarship Program tiered retention policy detailed above.

For fellows in the class entering in fall 2014 and beyond, the Health Law and Policy Fellowship tuition scholarship is not automatically renewable after the first year. However, first-year fellows are eligible to apply for the Advanced Health Law and Policy Fellowship. The Advanced Fellow award is renewable after the second year and is subject to the Merit Scholarship Program tiered retention policy detailed above.

III. Dean's Scholar Programs

A. Dean's Honor Scholar Program

The Dean's Honor Scholar Program recognizes student achievement with financial awards of \$15,000 (full-time) and \$10,000 (part-time) in merit scholarships for those students who achieve a class rank in the top 10 percent (not rounded) of their anticipated graduating class at the conclusion of their first academic year. Consideration for this program for part-time students completing their first year will be based on their equivalent rank with the full-time students who completed their first year. These scholarships will be applied in equal portions to the fall and spring semesters. In addition, Dean's Honor 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 Honor 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 Honor Scholarship for their second year, which will be renewed each year for the remainder of Law School enrollment subject to the Merit Scholarship Program tiered retention policy detailed above.

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. Dean's Scholar Program

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 ranked greater than 10 percent up to 20 percent (not rounded) of their anticipated graduating class at the conclusion of their first academic year. Consideration for this program for part-time students completing their first year will be based on their equivalent rank with the full-time students who completed their first 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 subject to the Merit Scholarship Program tiered retention policy detailed above.

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.

IV. 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.

V. 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' dockets.

VI. 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 Real Estate Award*
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
- *Benjamin Weintraub and Alan N. 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

- *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
- *Health Law Courses*
Awarded to a graduating student for excellence in the study of Health Law
- *Intellectual Property Law Courses*
Awarded to a graduating student for excellence in the study of Intellectual Property Law
- *Environmental and Natural Resources Law Courses*
Awarded to a graduating student for excellence in the study of Environmental and Natural Resources Law
- *Procedural Law Courses*
Awarded to a graduating student for excellence in the study of Procedural Law
- *Clinical Courses*
Awarded to graduating students for excellence in clinical coursework
- *Clinical Prosecution Practicum Course Award*
Awarded to a graduating student for excellence in work in the Clinical Prosecution Practicum course
- *Advocacy/Litigation Courses*
Awarded to a graduating student for excellence in the study of Advocacy and Litigation
- *Deborah Sloyer Memorial Scholarship in Trial and Appellate Advocacy*
Awarded to a graduating student who has exhibited excellence in trial and appellate advocacy courses
- *Ruskin Moscou Faltischek Award for Outstanding Appellate Advocacy*
Awarded to the student or students who demonstrate outstanding achievement in appellate advocacy
- *New York City Trial Lawyers Alliance Award for Excellence in Trial Advocacy*
Awarded by the NYCTLA to a graduating student who has shown outstanding achievement in trial advocacy
- *Criminal Law Courses*
Awarded to a graduating student for excellence in the study of Criminal Law
- *Leon Stern Criminal Courts Bar Association of Nassau County Award*
Awarded to a graduating student who has exhibited a commitment to excellence in the practice of Criminal Law
- *Alternative Dispute Resolution Courses*
Awarded to a graduating student for excellence in the study of Alternative Dispute Resolution
- *Tort Law Courses*
Awarded to a graduating student for excellence in the study of Tort Law
- *Constitutional Law Courses*
Awarded to a graduating student for excellence in the study of Constitutional Law
- *Labor and Employment Law Courses*
Awarded to a graduating student for excellence in the study of Labor and Employment Law
- *Marvin Gutter Award in Tax Law*
Awarded to a graduating student who has excelled in classes related to Tax Law and who plans to pursue a career in the field of Tax 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 Labor & Employment Law Journal Alumni Writing Award*
Awarded to a graduating student whose Labor & Employment Law Journal note is deemed the best by a faculty committee and the managing editors of the Labor & Employment Law Journal
- *Hofstra Law Review Alumni Writing Award*
Awarded to a graduating student whose Law Review note is deemed the best by a faculty committee and the managing editors of the Law Review
- *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
- *The Honorable David A. Paterson Graduation Award in Public Service*
Awarded to a graduating student seeking to pursue a career in public service
- *William Eric Goldberg Endowed Memorial 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 Scholarship*
Awarded to a graduating student who, in the opinion of the faculty, has contributed the most to his or her classmates' learning and understanding of difficult legal concepts through his or her questions in class and participation in class discussions
- *Third-Year Scholastic Achievement Award*
Awarded to the graduating student with the highest grade-point average in the third year of study
- *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 or 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 his or her graduating class

CHAPTER 8: 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, a 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.

All students on journals will receive 2 credits per semester during their first year on the journal. This assumes that the students complete all assigned journal work and complete a note of publishable quality. Students on journals would receive the following number of credits during their second year on the journal:

Managing Editors:	3 credits per semester
Senior Editors:	2 credits per semester
Staff:	1 credit per semester

I. Student Publications

A. *ACTEC Law Journal*

Email: ACTEC@hofstra.edu
law.hofstra.edu/handbook-actec-law-journal

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 Law Journal's* editors.

B. *Family Court Review*

Telephone: 516-463-5926

law.hofstra.edu/handbook-family-court-review

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 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

www.hofstralelj.org

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.

The 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

www.hofstralawreview.org

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 GPA of first-year courses (as defined as the courses listed in the first year in the full-time program), receive an invitation to join. They must complete the writing competition in order to receive an invitation.
- An annual writing competition in which they are asked to write a memorandum of law analyzing a particular legal problem. The following students are eligible to participate in the writing competition: first and second-year full time students, second and third-year part-time student who are continuing in the part-time program, and first-year part-time students who are transferring to the full-time program. First-year part-time students continuing in the part-time program and J.D./M.B.A. students are not eligible to participate until the end of their second year. Students may be selected on their writing competition scores alone or on a combination of their writing competition scores and cumulative GPAs. 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 *Law 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 Law from another institution and those transferring from the part-time Hofstra Law 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 *Law Review* is ultimately governed by the *Hofstra Law Review Association Amended and Restated Bylaws*, which can be obtained at the *Law 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 *Law Review* policy and managing the publication.

Law Review membership presupposes a student's commitment to legal research and writing and a willingness to work long hours. In addition to the *Law Review*'s publication work, each student member is required to write an analytical note or case comment for publication in the *Law Review*.

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 & Law*

Email: jibl@hofstra.edu

www.hofstrajibl.org

The *Journal of International Business & Law (JIBL)* is a joint scholarly publication of Hofstra University's Frank G. Zarb School of Business and the Maurice A. Deane School of Law. 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 the Law School. For more information, including descriptions prepared by each organization, please visit the "[Student Organizations](#)" page of the Law School's website. 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 203/204.

Asian-Pacific American Law Students
Association (APALSA)
Black Law Students Association
(BLSA)
Christian Legal Society
Columbian Lawyers Association
Courtroom Advocates Project (CAP)
Dispute Resolution Society
Energy & Environmental Law Society

Family Law Society
Freedman Social Justice Alliance
Global Law Students Organization
Hofstra Intellectual Property Law
Association
Hofstra Law Business Law Society
Hofstra Hillel JD — Jewish Law
Students Association (JLSA)
Hofstra Law Women (HLW)

Hofstra Trial Advocacy Association
Immigration Law Society
International Law Society
International Moot Arbitration Team
Irish Law Society
Latino/a American Law Student
Association (LALSA)
Legally Sound Acapella Group
Moot Court Board
Muslim Law Students Association
(MLSA)
Older & Wiser Law Students (OWLS)

OUTLaw
Phi Alpha Delta (PAD)
Public Justice Foundation (PJF)
Real Estate Law Association
South Asian Law Students Association
(SALSA)
Sports and Entertainment Law Society
Student Bar Association (SBA)
Student Division of the Federal Bar
Association
Tax Law Society
Veterans Law Student Association

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 *Handbook* are available from the Office of Student Affairs, Suite 203/204.

CHAPTER 9: LAW SCHOOL OFFICES

I. Academic Records, Office of (OAR)

Location: Memorial Hall, Room 207B

Brian T. Kaspar, *Assistant Dean for Academic Records and Registrar — Law*

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 via the Hofstra Portal, My.Hofstra.edu. 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 Law 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 the Hofstra Portal, My.Hofstra.edu. Class Schedule 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 Experiential Requirement
- Final examination schedule
- Academic calendar

C. Dropping and Adding Courses

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 packet without penalty. After the designated 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 three 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 students are not officially ranked until their second year.

E. Final Examinations

The Office of Academic Records oversees the entire final examination period. If a student has a final examination conflict — an exam conflict is defined as (1) two exams on the same calendar day or (2) an evening exam (start time: 6 p.m.) followed the next consecutive calendar day by a morning exam (start time: 8:30 a.m.) — he or she will be sent an email in the middle of the semester with the exam that has been moved and what day and time the exam has been moved to. Students do not have a choice in determining the exam that gets moved and when it is moved to. Please do not make any personal commitments or travel arrangements during the final exam period, as an exam may need to be rescheduled due to unforeseen/extraordinary circumstances. The exam schedule is indicated in the Class Schedule and Registration Information packet for the semester.

F. Forms

All the forms for the Office of Academic Records can be found online at law.hofstra.edu/handbook-forms.

II. Academic Success Program, Office of the (ASP)

Location: Room 223

Nicole Lefton, *Director of Academic Support and Bar Preparation and Assistant Professor of Academic Support and Bar Preparation*

Phone: 516-463-4008 | Email: Nicole.R.Lefton@hofstra.edu

C. Benjie Louis, *Visiting Assistant Professor of Academic Support and Bar Preparation*

Phone: 516-463-5270 | Email: C.Benjie.Louis@hofstra.edu

Cara Caporale, *Assistant Director of Academic Support*

Phone: 516-463-7014 | Email: Cara.Caporale@hofstra.edu

Jennifer Calautti, *Executive Secretary*

Phone: 516-463-5878 | Email: Jennifer.Calautti@hofstra.edu

Office Email: lawacademicsuccess@hofstra.edu

The Academic Success 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 and on the bar exam. ASP offers 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 exam preparation for upper-division core courses, bar examination orientation sessions, a for-credit bar preparation course, and supplemental bar examination preparation. Available resources include a fall weekly legal skills series for incoming first-year students, workshops on study and examination skills, individual and group meetings with the program director and/or ASP faculty, online resources, and a lending library of study aids and other materials.

III. Career Services, Office of (OCS)

Location: Room 250

Christopher J. Caruso, *Associate Dean for Career Services*

Daphne Telfeyan, *Assistant Dean for Employer Outreach*

Vernadette Horne, *Senior Director of Career Services and Diversity Initiatives*

Wendy Chaite, *Director of Career and Professional Development*

Charles Hill, *Director of Career and Professional Development*

Regina Stuart, *Director of Public Sector Career Planning*

Doris Urbach, *Executive Assistant*

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

A. OCS Services

1. Individual Coaching and Counseling

Each student is assigned a career counselor who is available to meet 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 the student make informed career decisions.

Every student is encouraged to schedule a career counseling session at least once during each semester 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 October 15. 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 October 15 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 or 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 improve 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 counselor on Symplicity or by calling OCS at 516-463-5871. OCS also schedules mock interview events throughout the year for students to practice their interview skills with alumni and other attorneys.

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,

district attorneys' offices, and other legal employers participate in this program, and OCS is always working to introduce new employers to our students.

Each spring, OCS hosts dozens of smaller employers that conduct their recruitment at that time of year. This is a great way for first- and second-year students to obtain a summer placement.

4. Symplicity

Students have access to Symplicity, an online career services management system. Among other things, Symplicity can be used to:

- Schedule appointments with OCS counselors.
- RSVP for OCS programs and events.
- Upload resumes, cover letters, transcripts, writing samples, and other job application documents.
- View and apply to hundreds of postings for internships, externships, and postgraduate employment opportunities.

To access Symplicity, students must log in to the Hofstra Portal at My.Hofstra.edu. Once students log in, they should click on "My Apps" and select "Law Career Management System," and they will then have access to the Symplicity system.

All employment positions for Hofstra Law students and alumni are posted using Symplicity. First-year students must participate in a counseling session with, and have their resumes approved by, their OCS counselor before 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, 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

In November, Hofstra Law holds an annual job fair intended to pair recent graduates who have passed the New York state bar examination with employers that are actively recruiting.

The Law School co-sponsors the Public Interest Legal Career Fair held in New York City each February. This event — the largest public interest legal career fair in the country — brings together law students and a wide variety of employers from the public sector. Such employers may provide litigation and/or transactional experience, and students need not be interested in a career in the public sector to participate. 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 are interested in attending the Public Interest Legal Career Fair should contact the public interest career advisor.

In addition to the Public Interest Legal Career Fair, Hofstra Law 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 Interest Career Online Resources

Students interested in gaining experience in the public sector are encouraged to register for the public interest listserv. Each week registrants receive an email with information regarding upcoming events, deadlines and opportunities.

The Public Service Jobs Directory (PSJD, www.psjd.org) is considered to be the online resource connecting public interest law job-seekers with opportunities in the public interest arena. Hofstra Law is a member of PSJD. As such, Hofstra Law students and alumni are entitled to access an immense database of national and international public-sector jobs, internships, fellowships, and pro bono opportunities. PSJD contains information on thousands of public interest organizations and job opportunities in the United States and abroad.

The *Government Honors and Internship Handbook* contains comprehensive information (deadlines, program descriptions, hiring criteria, and application procedures) about fall, spring, and summer internships (paid and unpaid), as well as permanent positions with the federal government in Washington, D.C., and in regional offices nationwide. There is also a section about state and local government programs. Website and login information will be provided by OCS.

8. OCS Surveys

OCS is required by the American Bar Association to compile and report employment statistics regarding Hofstra Law 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 10 months of graduation. All graduating students are therefore required to complete and submit the survey before graduation in order to receive their cap and gown. OCS urges all students to remain in touch with the office throughout their studies and after graduation.

9. 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 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, the Presidential Management Fellowship, the Justice Catalyst Fellowship, and the Gideon's Promise Fellowship.

10. OCS Publications

OCS has prepared a number of guides to assist students. There are guides that provide a high-level overview of certain events and deadlines relevant to students in each year of law school, a guide to public interest and pro bono events and opportunities, and materials to aid in the preparation of resumes, cover letters, clerkship applications and more.

B. 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 a printer, a telephone, and a fax machine, 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. Please inquire with a staff member before utilizing such equipment.

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

C. OCS Rules

The Rules of Hofstra Law preclude full-time law students taking more than 12 credits from working more than 20 hours a week.

Hofstra Law 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 and Standards," as well as relevant sections of Hofstra University's Code of Academic Conduct, are available online.

OCS will verify the accuracy of all GPAs, 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 GPA, 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 GPAs 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 or 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. Experiential Learning, Office of
Franca Sachs, *Assistant Dean for Experiential Programs*

Location: Room 203

Email: lawfds@hofstra.edu

Telephone: 516-463-0386

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

Since our founding, Hofstra Law has been at the forefront of integrating hands-on learning into the traditional law school curriculum. In today's legal market, this means teaching students business development and networking skills; learning how to use technology in legal practice; and understanding the law in a global context.

Through our experiential learning offerings, like our semester-long externship program in Washington, D.C. (HLDC), students have the opportunity to gain these critical skills and begin building their professional network.

Each student must successfully complete 6 credits of experiential courses, 3 of which must be by successful completion of the Foundational Lawyering Skills course, and an additional 3 of which must be taken through successful completion of a simulation, clinical, or externship course designated as an experiential course.

Externships

The Externship Program allows students to develop practical lawyering skills and connections with practicing attorneys while building legal experience and earning academic credit.

Hofstra Law in D.C. (HLDC)

This semester-long, full-time externship program provides students with an unparalleled educational opportunity to be immersed in a legal setting in the nation's capital.

Global Legal Practice

This global externship program prepares students for the new reality of practicing law in a global legal environment by allowing them to work abroad over the summer.

Pro Bono Scholars Program

This program permits students to spend their final semester of law school providing 500 hours of pro bono legal assistance under the supervision of a licensed attorney.

Experiential Courses

These courses provide students with classroom training in how to think and practice like a lawyer, and offer immediate and constructive feedback from experienced faculty.

Clinics

In the clinic, students represent actual people and work on actual cases, advocating in court, counseling clients, conducting fact investigations and mediating disputes.

Institutes & Centers

These centers of excellence foster research, education and action on critical and current issues, and immerse students in collaborative research that helps translate legal theory into practice.

Pro Bono Opportunities

“Pro bono,” short for the Latin phrase *pro bono publico* (for the public good), refers to the ethical responsibility of lawyers to perform legal work free of charge for indigent clients and those for whom the cost of legal services is prohibitive. Today, access to justice is more compromised than ever because clients in communities around the country are unable to afford or obtain legal representation.

The Law School is committed to providing substantial opportunities for our students to engage in a wide range of pro bono activities during law school. This is consistent with [our mission](#) to prepare, challenge and inspire our students to make a difference in the world. Since our inception, we have believed in the value of an education steeped in legal theory and practical experience, of which the pro bono involvement of our students is a critical component.

We invite all students to get involved in one of our existing pro bono projects. In addition, we welcome students to propose new ideas for pro bono projects. Students can also engage in valuable pro bono work through any of [our clinical programs](#), as well as through many field placements in [our externship programs](#).

V. Financial Aid, Office of

Location: Student Financial Services, Memorial Hall, Room 206

Telephone: 516-463-6706

Fax: 516-463-4936

Email: lawfinaid@hofstra.edu

Office hours: Monday to Friday, 9 a.m. to 5 p.m. (Friday until 4 p.m. in the summer)

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. The Law School awards financial aid in the form of scholarships and low-interest loans. All loans, scholarships, fellowships and grants are first offset against tuition.

Because of the heavy demand for financial aid, students should not expect, regardless of their need, that the Law School will provide total support for the tuition and/or living expenses of any individual student. The 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 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.

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 Law, 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 Direct Grad PLUS 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 law.hofstra.edu/handbook-financial-aid.

Law students can obtain Federal Direct Stafford Loans by filing the FAFSA and completing entrance counseling and a master promissory note at studentloans.gov. In addition to Stafford Loans, students can be certified for eligibility for Grad PLUS Loans and/or private/alternative loans. Students can apply for a Grad PLUS loan by completing an application and master promissory note at www.studentloans.gov. *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 by telephone at 516-463-8000 or by email at lawfinaid@hofstra.edu.

A. Loans

1. Federal Direct Loan Program (Stafford Loans)

A student can borrow up to \$20,500 per year through the Federal Direct Unsubsidized Loan program. Payments on the principal of the Direct Unsubsidized Loan can be deferred while the student is enrolled at least half time. The loan has a fixed interest rate of 6.6 percent for the 2018-2019 academic year. If a student is applying for a Federal Direct Unsubsidized Loan for the first time at Hofstra University, he or she will need to complete the [Master Promissory Note online](#). Student loan amounts are split into two disbursements, one delivered at the beginning of each semester. Federal funds disburse approximately 10 days prior to the first day of classes.

Borrowers should understand that a fee of 1.066 percent will be deducted from the gross amount of the loan borrowed from loans first disbursed on or thereafter July 1, 2018. The borrower should expect to receive 1.066 percent less money than he or she asked to borrow. Borrowers of loans first disbursed on or thereafter July 1, 2018, will have a fee of 1.066 percent deducted from the gross amount of the loan, and should expect to receive 1.066 percent less money than he or she asked to borrow. The borrower is responsible for paying any interest that accrues while he or she is a student. The loan servicer will give the borrower the option to make regularly scheduled interest payments, or the borrower may choose to capitalize your interest. Capitalization means that any interest that accrues while the borrower is a student is added to the principal of the loan, so the borrower has no payments while enrolled.

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.

2. Federal Direct Grad PLUS Loan Program (PLUS Loan)

The Deficit Reduction Act of 2005 modified the PLUS program (formerly a federal loan for parents of undergraduate students) to allow graduate/professional students to borrow PLUS funds. Currently called a Grad PLUS 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.

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 or write-off; or currently more than 90 days past due on any account; for a total debt greater than \$2,085), that student may be eligible for a Grad PLUS Loan.

The Grad PLUS Loan differs from the unsubsidized Stafford Loan in the following ways:

- The interest rate will be fixed at 7.6 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 Grad PLUS Loan requires a credit review; the student will need to have the absence of bad credit in order to receive a Grad PLUS Loan, but not as good as one would need to have for most private educational loans.
- The Grad PLUS Loan has mandatory loan origination fees.

Borrowers should understand that a fee of 4.284 percent will be deducted from the gross amount of the loan borrowed from loans first disbursed on or thereafter July 1, 2018. The borrower should expect to receive 4.284 percent less money than he or she asked to borrow. Borrowers of loans first disbursed on or thereafter July 1, 2018, will have a fee of 4.284 percent deducted from the gross amount of the loan, and should expect to receive 4.284 percent less money than he or she asked to borrow. The borrower is responsible for paying any interest that accrues while he or she is a student. The loan servicer will give the borrower the option to make regularly scheduled interest payments, or the borrower may choose to capitalize your interest. Capitalization means that any interest that accrues while the borrower is a student is added to the principal of the loan, so the borrower has no payments while enrolled.

3. Hofstra Law Loans

- Lender: Hofstra Law
- Interest Rate: 5 percent
- Fees: 0 percent
- Grace Period: nine months following graduation, withdrawal, exclusion, or dropped to less than half-time status
- Repayment Period: up to 10 years
- Funds for this loan program are limited and awarded on a case-by-case basis.

4. 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 the Financial Aid section of the Hofstra Law website at law.hofstra.edu/handbook-private-loans.

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 the 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 is approved by the New York State Education Department for the Training of Veterans. Information regarding veteran's benefits can be obtained at law.hofstra.edu/handbook-yellow-ribbon.

D. Individuals with Disabilities

ACCES-VR — Adult Career and Continuing Education Services-Vocational Rehabilitation — 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.acces.nysed.gov/vr.

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 Stafford Loan or Grad PLUS Loan Programs are subject to federal regulations relating to the refund of Title IV aid and to the Hofstra Law'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 he or she has begun attendance and has 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 University 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. Grad PLUS Loans
2. Unsubsidized Federal Stafford Loans
3. Other Title IV Programs

F. Federal Financial Aid and Satisfactory Academic Progress

Pursuant to federal regulations, Hofstra Law 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 his or her total credits attempted at Hofstra Law and (2) achieved a cumulative GPA of at least 2.2 by the end of the **second** semester at Hofstra Law 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 his or her total credits attempted at Hofstra Law and (2) achieved a cumulative GPA of at least 2.2 by the end of the **second** semester at Hofstra Law will be considered to be making satisfactory academic progress.

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 Sandra Mervius, Director of Financial Aid. 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 2018-2019 (as of July 1, 2018)¹

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

Tuition: \$58,498

Fees: \$716

J.D. Part-Time Program

Tuition: \$43,922

Fees: \$474

LL.M. Part-Time Program

Tuition: \$29,249

Fees: \$474

For a more detailed list of fees, please see law.hofstra.edu/handbook-bursar-tuition.

Unpaid balances for an academic term are subject to interest charges of 1 percent per month after the applicable term ends. If students do not pay the full amount of tuition, fees, or other amounts owed to Hofstra, they will be responsible for all costs and expenses associated with the collection of such unpaid amounts, including the fees of any collections agency, which may be based on a percentage of the total balance due (up to a maximum of 45 percent of the total balance due) and reasonable attorney’s fees.

¹ The University reserves the right to change its tuition and fees at any time, and it is likely that tuition will increase each year.

H. Scholarships*

Mitchell B. Adler Memorial Scholarship
APALSA/SALSA Endowed Scholarship**
Jesse R. Baker Annual Memorial Scholarship**
Binder & Binder Endowed Law School Scholarship
Hank Bjorklund Endowed Scholarship
Black Law Student Alumni Endowed Scholarship**
Bertram D. Brettschneider Endowed Distinguished Academic Scholarship
Andrea & Kenneth Brodlieb Endowed Scholarship
Linda Carmody-Roberts Endowed Scholarship in Trusts & Estates/Elder Law**
Gregory T. Cerchione '84 Annual Scholarship
Certilman Balin Honors Partnership Scholarship**
Joni Cesta Endowed Memorial Scholarship
Class of 1977 Scholarship
Class of 1984 Scholarship
Class of 1991 Leadership Scholarship**
Barbara & Maurice A. Deane Endowed Distinguished Academic Scholarship
David Diamond Memorial Scholarship**
Boomer Esiason Endowed Scholarship in Sports Law
Jonathan Falk Memorial Endowed Scholarship**
Farrell Fritz Diversity Scholarship
Ricky Feldman Memorial Endowed Scholarship**
Jeffrey D. Forchelli Endowed Scholarship
Kraig G. Fox '93 Annual Scholarship in Entertainment Law
Drs. Arno & Mindy Fried Family Endowed Scholarship
Sari M. Friedman, '77, '80 Endowed Scholarship**
Judith Fryer '75 and Daniel Biggs Annual Scholarship**
Milton M. Gardner Endowed Scholarship
Albert & Pearl Ginsberg Annual Scholarship I
Albert & Pearl Ginsberg Annual Scholarship II
Albert & Pearl Ginsberg Family Endowed Scholarship
Ginsberg Family Post-Graduate Justice Fellowship**
William R. Ginsberg Memorial Fellowship in Environmental Law**
Shirley and Hyman Goldstein Endowed Memorial Scholarship**
Commissioner Monica Gollub Endowed Memorial Distinguished Academic Scholarship
Myrka Gonzalez & David Ochoa Endowed Scholarship
Dwight L. Greene Endowed Memorial Scholarship
John DeWitt Gregory Annual Scholarship
Abraham Gross '78 Endowed Scholarship
The Honorable Frank A. Gulotta Endowed Scholarship of the Columbian Lawyers' Association
of Nassau County, Inc.**
Wilbur H. Hecht Memorial Scholarship in Maritime Law**
Hofstra Endowed Scholarship in Law Program
Hofstra Law Labor & Employment Law Writing Award
Steven A. Horowitz Endowed Scholarship
Blanche E. Jeffery 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**
Samuel M. Kaynard Memorial Summer Fellowship in Labor and Employment Law

Herbert Kurzer Endowed Scholarship**
LALSA Endowed Alumni Scholarship**
Law School Conscience Endowed Scholarship**
Neil D. Levin Endowed Memorial Scholarship
Rosemary & Steven L. Levitt Endowed Scholarship
Adam B. Levy '92 Endowed Scholarship
Lubov Family Endowed Scholarship**
D. Carl Lustig III Endowed Scholarship in Tort Law**
Founding Dean Malachy Mahon Endowed Scholarship
Ella Mandelbaum Endowed Law School Scholarship**
Joseph M. Margiotta Endowed Scholarship
Sylvia Martin Endowed Memorial Scholarship
Raymond J. McKee Endowed Scholarship
Meltzer, Lippe, Goldstein & Breitstone, LLP Endowed Scholarship
Meltzer Lippe Legal Ethics Fellowship
Mendel Family Endowed Scholarship
Marilyn Monter Endowed Scholarship
Patricia F. Moore Memorial Endowed Scholarship
Moritt Hock & Hamroff Business Law Honors Fellowship
New York City Trial Lawyers Alliance Award for Excellence in Trial Advocacy
One Hundred Black Men Endowed Law Scholarship**
Susan '98 and Sean Paroff '98 Annual Scholarship
B.T. Paryani Endowed Scholarship
Arthur Pergament Endowed Scholarship**
Nancy & Stuart Rabinowitz Endowed Scholarship
Ricardo Ramos Memorial Endowed Scholarship
John J. Regan Memorial Endowed Distinguished Academic Scholarship
Alan N. Resnick Endowed Scholarship**
Joseph M. Rizzo Endowed Memorial Scholarship**
Philip Rogers '83 Annual Scholarship
Jonathan Roppolo Memorial Award
Jodi and Robert D. Rosenthal Endowed Scholarship**
James J. Sample Commitment to Students Award**
Arthur D. Sanders and Jerry Spiegel Endowed Scholarship
Justice Fred T. Santucci Annual Scholarship
Eric J. Schmertz Memorial Endowed Scholarship
Lawrence C. Schoen Endowed Distinguished Academic Scholarship in Memory of
Howard H. Born
Noah Sher Endowed Memorial Scholarship
Harold & Eva Singer Endowed Scholarship
Edward J. Speno Endowed Memorial Scholarship
CV Starr Law School Endowed Scholarship
Sidney Storch Legal Research Award**
Talmud Family Endowed Scholarship
Tom Wales Public Justice Fellowship**
Robert and Michelle Wallach Family Endowed Scholarship**
David L. Weissman and Michelle Laskin Public Justice Foundation Fellowship
Justice Raymond L. Wilkes Endowed Memorial Scholarship**
Siggi B. Wilzig Endowed Memorial Scholarship
Glenn J. Winuk Endowed Memorial Scholarship
E. David Woycik, Jr. Endowed Scholarship

Gerald G. Wright Endowed Scholarship**
Eugene M. Wypyski Memorial Endowed Distinguished Academic Scholarship

* *Please note* that the majority of these scholarships are awarded to first-year students and do not require an application.

** Awarded to an upper-class student and may require a separate application.

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 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 www.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, a student will need to provide his or her social security number, the first two letters of his or her last name, date of birth and FSA ID.

K. Repayment Process and Options

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 their 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 depend on the total amount borrowed.

There are many repayment options available, including income-based payments and public service loan forgiveness. Hofstra University has teamed with Higher Education Solutions (HES) to offer customized loan counseling just for you. The HES counselors will help explain the loan repayment process so that you understand all of your options. Help is just a phone call away at 855-210-3543. Everything you need to know about postponing repayment, repayment plans and calculators, and loan forgiveness options can also be found at www.studentaid.ed.gov. Federal student aid representatives are available at 1-800-433-3243 to discuss available options.

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 loan 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 the student is 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 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 in section P, “The College Cost Reduction and Access Act of 2007.”

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 anything else that will affect loan status.

M. Loan Default

If students do not repay loans on time, they will become delinquent and possibly defaulted. This has serious consequences and can be very damaging to a 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 employees’ 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 the 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 that 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 he or she 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 Loans. LRAP provides loan repayment assistance on an annual basis to qualified graduates. This assistance comes in the form of loans from Hofstra Law, which are forgiven at the end of each and every full year of program participation.

1. Criteria for 2018-2019

- a. 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.
- b. 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.
- c. Current income *cannot exceed \$65,000*. 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 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 Loan billing statement. Hofstra Law reassesses the program guidelines in accordance with the available resources each year. If a student is already in LRAP, the student will be required to reapply each year by resubmitting an application with the 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.

VII. Information Technology Services

Location: Help Desk, Room 030; Administrative Offices, Room 013

Courtney Selby, *Associate Dean for Information Services, Director of the Law Library, and Professor of Law*

Jackson Snellings, *Director of Information Technology Services*

Shazam Mohammed, *Information Technology Services Support Manager*

Doris Skura, *Senior Support Specialist*

Law School Computer Help Desk Line: 519-463-4192

Email: lawhelp@hofstra.edu

Website: law.hofstra.edu/IT

The Law School has 23 Windows-based computers and five Mac workstations in two computer labs, one located on the first floor outside of the 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 Internet access and Microsoft Office (Word, Excel, PowerPoint, etc.). Both computer labs are accessible 24/7 and can be accessed through a swipe card reader using your HofstraCard. Students can print to network printers throughout the building. Printers are located in both labs, in the library, and in the student lounge area on the second floor of the building. Students are given \$120 printing credit for the academic year, which allows for 1,200 free pages on the network printers. If students print past their allotment, they must go to Student Accounts, Memorial Hall, Room 206, and pay for more printing credits.

In addition to the computing facilities in the Law School, there are several open-access computer facilities conveniently located on campus. Windows-based computers and Mac workstations are available in Hammer Lab, located on the first floor across from the Axinn Library, and 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.

Law IT Help Desk: The Help Desk, located on the lower level in Room 030, is open for walk-in support services Monday through Thursday from 8 a.m.-10 p.m. and Friday from 8 a.m.-5 p.m. Help Desk support includes assistance with laptops, mobile devices, wireless access, printing, exam software, and other software and applications. Significant issues with devices and laptops may be referred to the University Computer Repair Center in Hammer Lab.

The Law School has a wireless network that enables students to access the Internet and print to network printers from anywhere in the building. The Information Technology Services staff members are available to assist students with configuring wireless network access. Both Apple and Windows users can print to the PridePrint system, and instructions for installing our PridePrint software can be found at law.hofstra.edu/handbook-pride-print.

At the faculty's discretion, students can take their final examinations on computers using secure examination software. There is a version for both Windows-based and Apple computers. Incoming students must take mandatory training classes in the fall semester in order to take their exams on computer. The training session schedule will be sent out by email.

All Hofstra Law students receive an online portal account. Students can use the Hofstra Portal (My.Hofstra.edu) to access various computer services, such as wireless network printing, store documents on the Hofstra Network, and download Microsoft Office and Microsoft Security Essentials 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, clicking on "Settings," and clicking on "Forwarding and POP/IMAP" to forward their email to another account.

Hofstra Law 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. The SBA TWEN Site disseminates information about upcoming law student organizations events and other matters of interest to the student body. Use of the Hofstra Network, 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 Technology Services Department, and law.hofstra.edu/handbook-acceptable-use.

Hofstra Law's Information Technology Services 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. International Programs, Office of

Julian Ku, *Senior Associate Dean for Academic Affairs, Faculty Director of International Programs, and Maurice A. Deane Distinguished Professor of Constitutional Law*

Juli Campagna, *Professor of Legal Writing and Assistant Faculty Director of International Programs*

Heather Johnson, *Assistant Director of International Programs*

Joanne Masci, *Senior Support Specialist*

Telephone: 516-463-4547

Email: InternationalPrograms@hofstra.edu

Website: law.hofstra.edu/International

The Office of International Programs coordinates the Law School's international programs, including study abroad opportunities and exchange programs.

A. Study Abroad

The Law School offers a summer study abroad program in Pisa, Italy. The Law School 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 International Programs. Such permission may be granted, provided the program is ABA approved. (See also “Summer/Winter Programs” and “Accelerated Graduation.”)

B. Exchange Programs

J.D. candidates may apply to spend a semester as a visiting exchange student at a selected law school with which Hofstra Law is a partner institution. Students must have a cumulative GPA above 2.8 to be considered for an exchange opportunity. 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 Law’s exchange partners for the 2016-2017 academic year are Erasmus University Rotterdam, The Netherlands; Ghent University, Belgium; University of Parma, Italy; and Helsinki University, Finland; East China University of Political Science and Law, China; City University of Hong Kong, Hong Kong; and University of Erlangen-Nuremberg (FAU), Germany. Students from these schools can also attend Hofstra Law for a semester.

IX. Law Library

Courtney Selby, *Associate Dean for Information Services, Director of the Law Library, and Professor of Law*

Phone: 516-463-5901

Jacqueline Cassar, *Senior Support Specialist*

Phone: 516-463-5900

Circulation Desk: 516-463-5898

Interlibrary Loan: 516-463-5869

Reference Desk: 516-463-5908

General Email: lawlib@hofstra.edu

Reference Email: hofstralawlib@gmail.com

Website: law.hofstra.edu/Library

The Law Library is an integral part of the 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 594,000 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, Bloomberg Law, BNA Libraries, CCH Libraries, HeinOnline and the Making of Modern Law. The Law Library has 13 staff members, including 7 librarians, 5 of whom hold the J.D.

A. Library Hours

The Law Library hours can be found on the library website at law.hofstra.edu/Library. The library is also accessible outside of these hours for Hofstra Law students using swipe card access. The library observes special hours during the summer sessions, winter intersession and holidays.

B. Locating Materials

The library's online catalog includes all of the holdings of the Law Library and the Axinn Library (the University's main undergraduate library). The catalog may be accessed at 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 Law Library's administrative office. Reserve materials are housed at the Circulation Desk. These materials include 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 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. The Law School's wireless network provides 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 students only and may be used by individuals or groups. Reservations for study rooms may be made online at law.hofstra.libcal.com or in person at the Circulation Desk. Rooms may be reserved for a single three-hour period per day and require a valid HofstraCard and Hofstra email address. Students may reserve a study room up to one week in advance.

E. Rules and Regulations

The goal of the 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 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 should be turned to silent or vibrate, and conversations on cellphones are prohibited inside the library.
- Snack food, sandwiches, and drinks in closed containers are permitted in all areas of the library with the following exceptions:
 - Foods with strong odors
 - Messy or greasy foods
 - Foods in noisy wrappers or containers
- 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.

X. Student Affairs, Office of (OSA)

Location: Suite 203/204

Lisa Monticciolo, *Dean of Students and Diversity and Inclusion Officer*

Michele LoFaso, *Senior Director of Student Affairs*

Judith Black, *Senior Director of Event Management and Facilities and CLE Director*

Amy Angrisani, *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. If students’ particular interests are not represented by the already established groups, they are encouraged to start their own. (See also “Journals and Student Organizations.”)

B. Academic Advising

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

C. Personal Counseling

OSA realizes that being a law student is very challenging and, at times, overwhelming. The office provides support and assistance throughout students’ time here. They can count on 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. 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

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.

CHAPTER 10: UNIVERSITY POLICIES AND PROCEDURES

I. Nondiscrimination Policy

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as “Protected Characteristic”) in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University’s official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra’s Nondiscrimination Policy should be directed to the Equal Rights and Opportunity Officer at EROO@hofstra.edu, 516-463-1800, C/O Office of General Counsel, 101 Hofstra University, Hempstead, NY 11549. Student-related questions or concerns regarding Title IX (i.e., nondiscrimination based on sex) should be directed to the Title IX Officer for Student Issues at StudentTitleIX@hofstra.edu, 516-463-5841, 127 Wellness & Campus Living Center, Hempstead, NY 11549. Questions or concerns regarding Title IX involving reports against employees or other nonstudents should be directed to the Title IX Officer for Employee Matters at HumanResources@hofstra.edu, 516-463-6859, 205 Hofstra University, Hempstead, NY 11549. For additional contacts and related policies and resources, see law.hofstra.edu/handbook-oeo.

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, subject to certain exceptions, 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 the [*Guide to Pride*](#) student handbook. Additional information about FERPA is available at law.hofstra.edu/handbook-ferpa. For the purposes of FERPA, the University and Law School function as one entity and can share information, when appropriate.

III. Nondisclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Hofstra University, with certain exceptions, obtain the student’s written consent prior to the disclosure of personally identifiable information from the student’s education records, including grades, courses, GPA, Social Security number and other personal information. However, Hofstra University may release appropriately designated “directory information” without the student’s written consent, unless the student has advised the University to the contrary in accordance with University procedures.

Hofstra University has designated the following information as directory information:

- Name
- Address, telephone number and electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level and enrollment status (e.g., undergraduate or graduate; full-time or part-time)

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution previously attended

If you do not want the Law School to disclose directory information from your education records without your prior written consent, you must complete and sign the Request for Nondisclosure of Directory Information form (available in the Office of Academic Records, Memorial Hall, Room 207B).

IV. University Disciplinary Proceedings

In addition to the Law School's regulations, law students are also subject to all the policies set forth in the University's [*Guide to Pride*](#) student handbook. The University has its own disciplinary process as well, and students who violate these policies 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.

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 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 this Handbook. Any questions concerning the contents of the Maurice A. Deane School of Law at Hofstra University Student Handbook should be addressed to the Office of Students Affairs.

Rev. 7/16/18

APPENDIX: QUICK GUIDE OF IMPORTANT CONTACT INFORMATION

Topic	Office <i>Email: —@hofstra.edu</i>	Building/Room	Phone: 516-463-ext.
Academic Advisement	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Academic Leave	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Academic Support	Academic Success <i>lawacademicsuccess</i>	Law School, 223	-4008 or 6414
Admissions	Enrollment Management <i>lawadmissions</i>	Joan Axinn Hall	-5916
Alumni	Alumni Relations <i>lawalum</i>	Law School, 244	-2568
Bar Exam Registration	Registrar <i>lawoar</i>	Memorial Hall, 207B	-5917
Bookstore	Bookstore hub@bncollege.edu	Mack Student Center	-6654
Career Guidance	Career Services <i>lawcareer</i>	Law School, 250	-5871
Class Schedules	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5971
Clerkships	Career Services <i>lawcareer</i>	Law School, 250	-5871
Clinics	Clinic Office <i>lawclinic</i>	Joan Axinn Hall	-5934
Commencement	Student Affairs <i>lawstudentaffairs</i>	Law School, 204/204	-5771
Computer Support	Information Technology <i>lawhelp</i>	Law School, 030	-4192
Counseling	Student Counseling Center Student Affairs <i>lawstudentaffairs</i>	Saltzman Center Law School, 203/204	-6791 -5771
Diplomas	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5971
Disabilities	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Discipline	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Email Accounts	Information Technology <i>lawhelp</i>	Law School, 030	-4192
Emergencies	Public Safety —	Mack Information Center	-6789 or -6606
Escort to Car	Public Safety —	Mack Information Center	-6789 or -6606
Exam Accommodations	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Exchange Programs	International Programs <i>internationalprograms</i>	Law School, 203	-4547
Experiential Courses	Experiential Programs <i>Franca.Sachs</i>	Law School, 203	-0386

Topic	Office <i>Email: ——@hofstra.edu</i>	Building/Room	Phone: 516-463-ext.
Externships	Externship Programs <i>Franca.Sachs</i>	Law School, 203	-0386
Fees	Student Accounts <i>studentfinancialservices</i>	Memorial Hall, 206	-8000
Financial Aid	Student Financial Services <i>lawfinaid</i>	Memorial Hall, 206	-4619
Graduation Audits	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5917
Graduation Requirements	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5917
Health Insurance	Wellness Center <i>wellnesscenter</i>	Republic Hall	-6745
Housing	Residential Programs <i>reslife</i>	Mack Student Center	-6930
ID Cards	Hofstra Card Services <i>hofstracard</i>	Mack Student Center	-6942
Journals	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Law Library	Law Library <i>lawlib</i>	Law School, 100	-5898
Letters of Good Standing	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5917
LL.M. Programs	Enrollment Management <i>llmadmissions</i>	Joan Axinn Hall	-5916
Meal Plan	Hofstra Card Services <i>hofstracard</i>	Mack Student Center	-6942
Parking	Public Safety ——	Mack Information Center	-6606
Registration	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5917
Student Organizations	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Study Abroad	International Programs <i>internationalprograms</i>	Law School, 203	-4547
Transcripts	Academic Records <i>lawoar</i>	Memorial Hall, 207B	-5917
Transfer Between Divisions	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771
Withdrawal from Law School	Student Affairs <i>lawstudentaffairs</i>	Law School, 203/204	-5771