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MESSAGE FROM THE ASSOCIATE DEAN FOR STUDENT AFFAIRS

I welcome you to the Maurice A. Deane School of Law at Hofstra University. You have chosen to study law at a distinguished and dynamic institution, where you will join a community of dedicated faculty, supportive administrators, and outstanding peers during one of the most exciting and transformative times in your professional life. During your time at Hofstra Law, we will help you develop and strengthen your skills while uncovering your passions. We will serve as your academic and personal counselors. Our educational programs are designed to provide you with a solid foundation in legal theory, combined with practical experience, and will challenge and inspire you to make a meaningful impact in your profession. We hope you will set ambitious standards for yourself and learn from one another. Outside the classroom, you will have the opportunity to expand your learning by participating in a wide range of extracurricular activities and programs. These include 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 journey. We are deeply invested in your success and are here to support you in any way we can. We look forward to the contributions you will make to our community. This Student Handbook is designed to assist you by providing essential information about issues that may arise during your time in law school. It contains academic regulations, policies and procedures, departmental resources, and other key details. It is required reading for all law students, and anyone enrolled in classes at Hofstra Law is bound by the rules contained within. If you have questions and cannot find the answers in this Handbook, please do not hesitate to contact us at 516-463-5771, email us at LawStudentAffairs@hofstra.edu, or stop by our office.

My warmest regards,

Michele LoFaso, *Associate Dean for Students*

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 2026

Orientation	Tuesday, August 18 – Friday, August 21
First Day of Classes	Monday, August 24
Labor Day – Holiday – No Classes	Monday, September 7
Monday Class Schedule	Tuesday, September 8
Yom Kippur – Holiday – No Classes	Monday, September 21
Thanksgiving – Holiday – No Classes	Thursday, November 26 – Friday, November 27
Friday Class Schedule	Wednesday, December 2
Last Day of Classes	Thursday, December 3
Reading Day	Friday, December 4
Final Exam Period	Monday, December 7 – Friday, December 18
Commencement	TBA

Spring 2027

First Day of Classes	Monday, January 11
MLK, Jr. Birthday – Holiday – No Classes	Monday, January 18
Monday Class Schedule	Tuesday, January 19
President's Day – Holiday – No Classes	Monday, February 15
Spring Break – No Classes	Monday, March 15 – Friday, March 19
Last Day of Classes	Tuesday, April 27
Reading Days	Wednesday, April 28 – Thursday, April 29
Final Exam Period	Friday, April 30 – Wednesday, May 12
Commencement	TBA

II. Bulletin Board and Television Screen Posting Information

Bulletin boards are in the basement hallways, library, and student lounge of the Law School. These bulletin boards serve as a resource for students to find a variety of information, including study abroad opportunities, competitions, events, 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 check with the Office of Student Affairs before posting on bulletin boards. Unauthorized materials will be removed. Notices cannot be placed on building walls, doors, staircases, or glass-enclosed bulletin boards. Student organizations that want to promote their events on television screens need to submit their requests to the Office of Student Affairs.

III. Card Services/ID Card "HofPass"

The HofPass is your key to ease, convenience, and opportunity at Hofstra University. Not only does it serve as your official identification for Hofstra University, but it also provides access to various facilities and technology at the University.

Your HofPass grants 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 card swipes located outside the entrances to these facilities.

Students who choose to use the card as a debit card may also access their meal plan at on-campus dining halls and pay for numerous services. Please see "HofPass website" for more information.

IV. Calendar of Events and Common Hours

The Law School's event calendar can be viewed at the Law Events Calendar. Common hours (also known as "Dean's Hours") are Monday through Friday, from 12:10 to 2 pm, and Wednesday evenings from 6:10 to 8 pm. No classes are regularly scheduled during these hours.

Common hours provide excellent opportunities for holding 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, online at Student Organization Event Scheduling Form.

V. Counseling Services

516-463-6745 or **516-463-6789 for emergencies**

Student Counseling Services provides psychological and educational counseling through individual and group formats. The collaborative process helps clarify issues, set achievable goals, and create effective short-term treatment plans. Emergency screenings and counseling are available outside regular hours by contacting Public Safety. Services are in a confidential and professional environment. Enrolled Hofstra students can access counseling for free. Individual counseling may consist of one or two consultations or a longer series of meetings during the academic year.

Hofstra University students also have FREE 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform designed for students. Students do not need insurance to access TimelyCare services. For additional details, please visit Student Counseling Services.

VI. Dining Services

University dining locations, services, and hours of operation can be found at Hofstra University Dining Services.

VII. Housing/Residential Life

A. On-Campus

While students may choose to live off-campus, on-campus housing is also available. The Graduate Residence Hall and Colonial Square accommodate law

students and other Hofstra graduate students. Suites feature separate bedrooms surrounding a common room and a small kitchenette. For more information, please see Residence Life.

B. Off-Campus

The University's Off-Campus Living and Commuting Students Services Office maintains a listing of off-campus housing opportunities. For more information, visit Commuting Student Services.

C. For Students with Disabilities

Students 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 **licilinc.org**

VIII. Lockers

During the semester, a sign-up book will be left outside 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 on the last Tuesday of July each calendar year. If you have problems with your lock or locker, please contact lawplant@hofstra.edu.

IX. Facilities

For all building maintenance issues—such as temperature problems, 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 and features tables and chairs. The second lounge, the Leeds Brown Atrium, is situated above the Law Library and includes chairs and tables. Throughout the school year, students can find information on student events and research companies at tables set up in this lounge. The Gavel and Spoon Café is located on the first floor of the Law School and accepts credit/debit cards or meal plans. Card access is required to enter the Café.

XI. Lost and Found

Students have several options for checking lost items. At the Law School, they should inquire at the Office of Student Affairs (Suite 204). Additionally, they can check the Law Library, where the Circulation Desk accepts and temporarily stores found items when the Office of Student Affairs is closed. Furthermore, students may 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

The Law School Copy Room 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. The Copy Room's copy charges are added by the Information Systems Department to the students' PridePrint accounts. The Copy Room is open Monday through Friday, from 8 am to 1 pm and 2 pm to 4:30 pm.

XIII. Public Safety

516-463-6606 or Dial 1 on Law School Classroom Phones

The Department of Public Safety is in the David S. Mack Public Safety and Information Center at the corner of Hempstead Turnpike and California Avenue. Public Safety provides round-the-clock security for the Hofstra campus. Public Safety Officers patrol the campus, ensuring safety for all members of the Hofstra community. Students must present identification to security personnel upon request. All incidents, suspicious behavior, or emergencies that occur on campus should be reported to the Department of Public Safety. Public Safety collaborates closely with the Nassau County and Hempstead Police Departments, reporting all incidents that require police assistance to the appropriate law enforcement agencies. Public Safety offers the following services to the Hofstra community:

A. Hofstra SAFE App

The official mobile safety app of Hofstra University, an essential tool to enhance your safety and campus experience.

B. Safe Walk Program

Student Patrol officers and Public Safety officers are available daily between dusk and dawn to walk any member of the Hofstra community to their car or residence hall. Student Patrol officers receive special training, are equipped with Hofstra University radios, and assist the Department of Public Safety in reporting any suspicious activity. Student Patrol officers wear blue shirts and yellow jackets for easy identification. When you need an escort, call 516-463-6606 and either a Public Safety Officer or Student Patrol Officer will help.

C. Transportation

The Hofstra shuttle bus offers free transportation across the campus for members of the Hofstra community. It also makes additional stops at popular off-campus locations, including the Long Island Railroad stations in Hempstead and Mineola, as well as shopping centers and restaurants within the service boundaries. All Hofstra buses are accessible to individuals with disabilities. The shuttle bus schedule is available at Hofstra University's Transportation Link.

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

M.A.P. is available for community members who encounter vehicle problems while on campus. Public Safety can retrieve keys from locked cars, jump-start dead batteries, or assist 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 laws, an annual campus safety report containing detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at the Campus Safety Report or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available on 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 copy of the report, please call the Department of Public Safety at 516-463-6606.

XIV. Smoking

Smoking, including the use of e-cigarettes and vaping products, is prohibited on the South Campus (south of Hempstead Turnpike) and in all indoor areas of the University. Additionally, smoking is not allowed within twenty-five feet of the outer perimeter of all University buildings. You ***MAY NOT*** smoke directly outside the Law School.

XV. Weather Emergencies and General University Status Information Line

516-463-SNOW (463-7669)

Closing of the University due to weather conditions or other emergencies is communicated online through Campus Alerts, by email, and through the CANN (Campus Alert Notification Network) system.

CHAPTER 2: ACADEMIC DEGREES AND GRADUATION REQUIREMENTS

The following information serves as a guide to the academic requirements and services available at the Law School. The Law School uses DegreeWorks located in your Hofstra portal to help students and academic advisors track progress toward graduation. DegreeWorks acts as a degree audit, comparing a student's completed coursework against the requirements of their degree program.

It is every student's responsibility to monitor compliance with graduation requirements through the DegreeWorks app.

For additional academic information, including course descriptions and details about the faculty, please consult the Law School website and the course catalog at the Hofstra Law Catalog. For inquiries about academic requirements, please visit the Office of Academic Records in room 201 or the Office of Student Affairs in room 204.

I. Requirements for the Juris Doctor Degree

A. American Bar Association (ABA) Transcript Requirements

1. ABA Standard 502(d) states, "Except in extraordinary circumstances, a law school shall have on file each enrolled student's official transcripts by the following deadlines:
    a. for students matriculating in the fall, by October 15; and
    b. for students matriculating at any other time, within 4 weeks of the date classes begin.
2. Transcripts include all undergraduate and graduate transcripts. This requirement applies to all students, including transfer students. Transfer students must also submit their official law school transcript from their prior law school. You must submit such documents to the Office of Enrollment Management by **October 1** to ensure your records are updated timely manner. Absent extraordinary circumstances, failure to submit such documentation will result in your immediate withdrawal from Hofstra Law School.
3. The ABA defines "official transcript" as
    a. a paper or electronic transcript certified by the issuing institution and delivered directly to the law school; or
    b. a paper or electronic transcript verified by a third-party credential assembly service and delivered directly to the law school.

B. Summary of Graduation Requirements for Juris Doctor Degree Students

1. Requirements for All Juris Doctor Students
    a. Complete at least 87 credit hours.
    b. Maintain a minimum cumulative GPA of 2.3.
    c. Pass the following required courses:
        i. All first-year courses.
        ii. Constitutional Law II.
        iii. Evidence.
        iv. Foundational Lawyering Skills.
        v. Perspectives in Legal Analysis & Writing.

d. Complete the following:
    i. Fundamentals of Law.
    ii. Professional Development Program.
    iii. Professional Responsibility Requirement.
    iv. Upper-Level Writing Requirements.
    v. Experiential Credit Requirement.
    vi. Residency Requirement.

2. Additional Requirements for Students with a Rank in the Bottom 33% After the First Semester
    a. Full-time students must take Legal Methods instead of Property during the spring semester of their first year and must complete Property by the end of their second year.
    b. Part-time students must take Legal Methods instead of Constitutional Law I in the spring semester of their first year and must complete Constitutional Law I by the end of their second year.
    c. All students are required to take Business Organizations, Criminal Procedure I, and Wills, Trusts, and Estates before graduation. By the end of their second year, students must complete at least two of the following four courses: Evidence, Business Organizations, Criminal Procedure I, and Wills, Trusts, and Estates.
    d. All students must complete the Approaches to Legal Analysis and Writing (ALAW) course in the fall semester of their second year.

3. Requirements for Transfer Students
    a. Transfer students must satisfy all Law School requirements as set forth in this Chapter, unless they have been informed, in writing, that some (or all) of these requirements have been satisfied by their previous coursework. 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.
    b. All transfer students entering Hofstra Law in their second year must take Approaches to Legal Analysis and Writing (ALAW) during the fall semester of their second year. Students entering in the spring semester of their second year may waive this class pending approval from the director of academic success and the senior associate dean for academic affairs.
    c. Transfer students must participate in the Professional Development program during their first year at Hofstra Law School.
    d. Transfer students must participate in the Academic Success Program (ASP) and have their schedules reviewed and approved by a member of the assigned ASP team. They will not be allowed to register for the following semester unless the Director of ASP certifies that they have met this requirement.

e. Any transfer student with a GPA below 2.8 from their previous institution is required to take Business Organizations, Criminal Procedure, and Wills, Trusts, and Estates.

C. Graduation Requirements Explained

Students are responsible for tracking their graduation requirements using DegreeWorks. All requirements must be fulfilled to receive a degree.

1. Credit-Hour Requirements
   The Law School requires each student to complete a minimum of 87 credit hours. The credit hour requirement is subject to the limitations on Non-Classroom Credit Hours and Distance Education Credits, as set out in Chapter 6.

   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 without prior approval from the senior associate dean for academic affairs.

   b. Part-Time Students
      Students in the part-time program are registered for 12 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 year.

      Students in the part-time program may take a maximum of 6 credit hours during Summer Session I without prior approval from the senior associate dean for academic affairs.

2. Minimum GPA Requirement
   Students must maintain a minimum cumulative GPA of 2.3 to remain in good academic standing. For students prior to the entering class of 2029/2030, the minimum cumulative GPA Requirement is 2.2.

   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 the determination of good academic standing.

3. Pass Required Courses
   Students must pass all first-year courses, Constitutional Law II, Evidence, Foundational Lawyering Skills and Perspectives in Legal Analysis and Writing.

The Office of Academic Records automatically registers and assigns students to sections for all required first-year courses. Constitutional Law II and Foundational Lawyering Skills must be taken in the fall semester of the second year. Evidence may be taken at any time after the first year. Perspectives in Legal Analysis & Writing must be taken in the final semester. The following is the required schedule for FT & PT first and second year.

Full-Time — First Year

FALL	**SPRING**
Torts (4 cr.)	Contracts (5 cr.)
Civil Procedure (5 cr.)	Property (4 cr.) or Legal Methods (3 cr.)[1]
Legal Analysis, Writing & Research I (3 cr.)	Legal Analysis, Writing & Research II (2 cr.)
Criminal Law (3 cr.)	Constitutional Law I (3 cr.)
Total Credits: 15	**Total Credits: 14 or 13 (if in legal methods)**

Full-Time — Second Year

FALL	**SPRING**
Constitutional Law II (3 cr.)	Property (4 credits) [2]
Foundational Lawyering Skills (3 cr.)	
Approaches to Legal Analysis and Writing (ALAW) [3] *Only if you took Legal Methods	

Part-Time — First Year

FALL	**SPRING**
Torts (4 cr.)	Constitutional Law I (3 cr.) or Legal Methods (3 cr.)[4]
Civil Procedure (5 cr.)	Contracts (5 cr.)
Legal Analysis, Writing & Research I (3 cr.)	Legal Analysis, Writing & Research II (2 cr.)
Total Credits: 12	**Total Credits: 10**

Part-Time — Second Year

FALL	**SPRING**
Criminal Law (3 cr.)	Property (4 cr.)
Constitutional Law II (3 cr.)[5]	Constitutional Law I (3 cr.) *Only if in Legal Methods
Foundational Lawyering Skills (3 cr.)	
Approaches to Legal Analysis and Writing (ALAW). [3]	

[1] If placed in Legal Methods in lieu of property, you must take Property in Summer Session I (if offered) or in the spring of your 2L year. Students on the legal methods track will have the additional requirements listed in Part I, Section B (2) of this chapter.

[2] If you were in Legal Methods and did not take Property in the summer, you must take it during your 2L Spring.

[3] ALAW is only offered in the fall and must be taken by students who have taken Legal Methods. It must be taken in the fall of 2L year.

[4] If on the Legal Methods track as a Part Time student, you will replace Con Law I with Legal Methods and take Con Law I and Property the following spring, (you may also take property in the summer after 1L year, if offered). You also have the additional requirements listed in Part I, Section B (2) of this chapter.

[5] If on the Legal Methods track as a Part Time student, you will take Con Law II the semester after you take Con Law I in the Fall of your 3L year.

4. Perspectives in Legal Analysis and Writing
    a. All students must take and pass Perspectives in Legal Writing and Analysis during their final semester. This 3-credit course provides an in-depth review of substantive material, writing assistance, and analytical skills crucial for the bar examination.
    b. Full-time students whose cumulative GPA at the end of their first year that places them in the top 20% of their graduating class, along with part-time students whose cumulative GPA at the end of their second year positions them in the top 20% of their graduating class, may petition the director of academic success and the senior associate dean for academic affairs for permission to opt out of Perspectives in Legal Analysis and Writing.

5. Fundamentals of Law
   This is a required, non-credit-bearing course that will provide incoming 1L students with instruction in the skills and basic concepts needed to succeed in their courses. It is specifically designed to be taught before the new students begin attending their Fall semester courses. Students that fail to complete this requirement will not be able to sit for first semester final exams.

   The course consists of two parts:

    a. Part I is asynchronous. It will comprise a series of four online modules that students will complete prior to arriving on campus. The goal of these online modules is to introduce the rules governing the creation, interpretation, and application of the different forms of law used by Americans lawyers. Students will complete Part I prior to Orientation.
    b. Part II of this course will be an in-person component that focuses on the skills needed for success in law school. We will cover both study strategies and test-taking strategies to ensure students begin their careers on the right foot. In this section, students will learn how to read and analyze statutes and cases while synthesizing rules. We will also discuss "soft skills" that are essential to success, such as time management and adopting the proper mindset. It is designed to help students transition into law school and provide them with the tools required for success.

6. Mandatory Professional Development Program
   Each student must attend and participate in a series of Professional Development Programs run by the Office of Career Services. The programs will cover a variety of topics, including the use of professional/social media, business writing, interviewing, and succeeding in your career. There will be four programs beginning during Orientation and continuing during their first year at Hofstra Law. Attendance is monitored through 12twenty, and completion is noted in DegreeWorks. Students must attend all sessions to graduate.

7. Professional Responsibility Requirement
   Students must complete and pass Lawyers' Ethics or Ethics in Tax Practice.

8. Upper-Level Writing Requirements
   a. General Rule
      A student must complete at least two writing experiences after the first year. A writing experience qualifies if it:

         i. is in one of the categories set out in subsection (c); receives the type of teacher feedback required by subsection (d); and
         ii. either
            A. earns a grade of C+ or higher (the grade on the writing experience, not on a course as a whole) or
            B. if a journal note, is certified by a full-time faculty member (or with the consent of the Dean's Office, under the direction of an adjunct faculty member) as of publishable quality.

   b. Timing
      A student—
         i. must enroll in at least one of the writing experiences before the last year of law school and
         ii. is strongly encouraged to satisfy both writing experiences before the last semester.

   c. Categories of writing experiences
         i. a seminar or class research paper, an independent study paper, or a journal note that —
            A. examines a topic in depth.
            B. is based on exhaustive research.
            C. contains an analysis original to the student (and does not merely repeat what others have said).
            D. is well-organized at both
               - the macro level (the entire paper), and
               - the micro level (each part of the paper).
            E. has well-structured paragraphs, using effective topic sentences and transitions.
            F. contains an introduction stating the issues and providing a road map for the paper.
            G. is written in a way that engages the professional reader.
            H. contains writing throughout that is clear and precise.
            I. uses correct grammar and cite form throughout; and
            J. totals at least 8,000 words including footnotes.
         ii. an appellate brief or memorandum of law that —
            A. is based on exhaustive research.
            B. is well-organized
               - at the macro level (the entire brief or memo), and

- at the micro level (each part of brief or memo).

C. has well-structured paragraphs, using effective topic sentences and transitions.
D. persuades or informs the reader on a professional level.
E. contains writing throughout that is clear and precise.
F. uses correct grammar and cite form throughout; and
G. totals at least 8,000 words including footnotes but not including the cover page, the tables of contents and authorities, listing of counsel, appendices, and a court's required disclosures and certifications.

iii. a series of drafted documents such as contracts, statutes, bylaws, corporate documents, regulations, ordinances, wills, trusts, other transactional documents, pleadings, interrogatories, injunctions, stipulations, or other litigation documents that have all the characteristics of quality, as drafted by the student, that those documents would have if written by an effective professional.

iv. a series of short seminar papers (or a combination of short papers) with documents of the type and meeting the quality standard listed in paragraph iii, above, if the seminar papers —

A. are based on insightful reflection.
B. are well-organized.
C. have well-structured paragraphs using effective topic sentences and transitions.
D. are written in a way that engages the professional reader.
E. contains writing throughout that is clear, precise, and concise.
F. use correct grammar throughout (together with correct cite form if relevant); and
G. in the aggregate total of at least 8,000 words.

d. Teacher feedback

i. For a scholarly research paper, independent study, journal note, appellate brief, or memorandum of law, the teacher must provide 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. The student must maintain a record of the outlines or drafts submitted, the substance of the feedback received, and the dates on which outlines and drafts were submitted, and feedback was provided.

ii. For a series of drafted documents or short seminar papers, the teacher must provide prompt and detailed feedback on the student's work on each assignment before the student drafts the next document or paper, so the student can apply the faculty

member's comments on each document or paper to the next one.

e. Journal Notes
A journal note is a student note written under a student-editor or a full-time faculty member supervision (or with the consent of the Dean's Office, under the direction of an adjunct faculty member) for the *Hofstra Law Review, the Labor & Employment Law Journal, the Family Court Review, the Journal of International Business & Law, or the American College of Trust and Estate Counsel Law Journal.*

9. Experiential Credit Requirements and Foundational Lawyering Skills
Each student must complete six credits of experiential courses. Three credits must be from the mandatory Foundational Lawyering Skills course, while the additional three credits must be earned by completing a simulation, clinical, or externship course designated as experiential. Students interested in learning more about which course offerings qualify as experiential courses should consult the individual course descriptions available in the Hofstra Law Catalog and the registration materials distributed each semester by the Office of Academic Records.

New York State Skills Competency Requirement for Bar Admission
The New York State Court of Appeals requires applicants seeking admission to the New York State Bar to complete a skills competency component, choosing one of five pathways to meet this 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 familiarity with those values. For more information about the New York State Bar admission requirements, please visit the NY BOLE website or email lawexperientialprograms@hofstra.edu.

10. Residency Requirements
Residency refers to the number of credit hours each student must complete per semester, as well as the total number of semesters required for graduation 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, taking into account the faculty's consideration of appropriate pedagogical spacing, sequencing, and duration of courses and semesters. Such immersion necessitates a timing and course duration structure that provides adequate classroom time, study time, and reflection time to enable mastery of the course material.

a. Full-time students must register for and successfully complete six terms of at least 12 credits per term.

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

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

D. Accelerated Graduation

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 have a cumulative GPA that places them in the top half of the class as of the completion of their third full-time semester or fourth part-time semester of law school. Students transferring from another institution are not permitted to accelerate graduation. Under extraordinary circumstances, a student may appeal to the Academic Dean for a waiver.

Students may be permitted to accelerate graduation (i.e., graduate one semester early) by attending classes offered during the summer or winter sessions or through study abroad programs at Hofstra Law, subject to availability.

To accelerate:

a. Full-time students must take 12 credits during the summer or winter sessions or through study abroad programs at Hofstra Law.
b. Part-time students must take 10 credits during the summer or winter sessions or through study abroad programs at Hofstra Law.

To apply, students must complete the Accelerate Graduation form, available in the forms section of the Academic Resources page of the Hofstra Law website and submit it to this office no later than **March 15 for the fall and October 15 for the spring semester.**

Students should check the financial aid policies that apply for summer or winter sessions carefully by consulting with the Law School financial aid director.

Students may not accelerate graduation by more than one semester. Students who accelerate graduation may attend the first commencement exercises following satisfactory completion of all degree requirements.

E. 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 in good standing may transfer only from the part-time to the full-time program, or vice versa, after completing two semesters. Students transferring from another institution are not permitted to transfer between the full-time and part-time programs.

Students interested in applying to transfer from the part-time division to the full-time division should be aware that taking more than 12 credits limits their work to no more than 20 hours per week. Additionally, students looking to transfer from the full-time to the part-time division should note that registering for fewer than 12 credits may impact their eligibility for financial aid, health insurance, and immigration status (for international students).

Absent extraordinary circumstances, a student will not be permitted to transfer between divisions more than once, nor be permitted to transfer divisions for their final semester, nor be permitted to transfer from the part-time to the full-time program after completing three semesters as a part-time student. Students are advised to learn more about these issues and consider the consequences carefully before deciding to apply to transfer divisions.

Applications can be found on the Academic Resources page of the Hofstra Law website and must be submitted to the Office of Student Affairs no later than **March 15 to transfer divisions in the fall semester and October 15 to transfer divisions in the spring semester.**

Questions about transferring between divisions should be directed to the Office of Student Affairs and any financial aid impacts should be discussed with the Financial Aid office.

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 manage 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 the courses Introduction to American Legal System and Legal Methods in their first Fall semester, as well as Legal Writing & Research for Internationals Students during the first Spring 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 wide array of courses offered at the Law School each year. 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
In 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, including 6-credits of skills-based courses, 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 The NY BOLE website or email lawexperientialprograms@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. 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. Requirements for Joint Degree Programs

A. 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 and/or winter

intersession courses and by seeking credit for certain business courses taken as an undergraduate. If you wish to accelerate the completion of this joint program, you must apply for accelerated graduation. Please consult the accelerated graduation and residency sections of the student handbook for information about that process.

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 when applying to the law school for the J.D. degree.

Enrolled law students may apply after their first year of studies at the Law School. These students should apply 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 of 2.8 or higher to be accepted to the J.D./M.B.A. program.

1. Program Requirements
   Law School
   The program requirements for fulfillment of the law section of the curriculum are as follows:
   a. Complete at least 87 credit hours, which includes the 9 credits of approved coursework at the Zarb School of Business accepted by the Law School).
   b. Maintain a minimum cumulative GPA of 2.3.
      i. Pass the following required courses:
      ii. All first-year courses.
      iii. Constitutional Law II.
      iv. Evidence.
      v. Foundational Lawyering Skills.
      vi. Perspectives in Legal Analysis & Writing in the final semester.
   c. Complete the following requirements:
      i. Fundamentals of Law by the end of orientation.
      ii. Professional Development Program during the first year.
      iii. Professional Responsibility Requirement.
      iv. Upper-Level Writing Requirements.
      v. Experiential Credit Requirement.
      vi. Residency Requirement.

   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, 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 count in the student's Law School GPA.

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 count 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. Law students pursuing dual degrees should note that commencing with the fall of year 2, their GPA shall be ranked against the incoming 1L class.

By March 15th of their first year, 1L students admitted as JD/MBA candidates are asked to confirm their dual degree status via email to the Registrar and faculty advisor.

2. 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. It is suggested that Constitutional Law II and Foundational Lawyering Skills be taken no later than year 3.

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 Early Interview Program through the Office of Career Services 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, respectively with the faculty advisor, Professor J. Scott Colesanti of the Law School, and with Dr. Kaushik Sengupta, Professor of Management and Entrepreneurship, Chair, of the Zarb School. 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 the Business School credits taken.

The conferring of each degree is contingent on the 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.

If a student in this program wishes to pursue an accelerated graduation, they must adhere to the requirements for accelerated graduation outlined in Chapter 2, Section I(D).

The packaging of students' financial aid will be overseen by Hofstra University Student Financial Services office.

B. J.D./Masters of Linguistics: Forensic Linguistics Program

The J.D./M.A.L.F.L. Program is a joint degree program of the Maurice A. Deane School of Law and the Hofstra University Department of Linguistics in the College of Liberal Arts and Sciences. The program is typically completed in four years.

The well-established science of linguistics analyzes all aspects of human language. It has a sub-field, "forensic linguistics," which arose from the fact that language is at the basis of most legal problems – whether they arise in statutory or contractual interpretation, the authenticity of confessions, the clarity of jury instructions, the meaningfulness of product warnings, the truthfulness of advertising, the originality of an infringing work, the sting of a defamatory statement, or innumerable other contexts.

Forensic linguistics augments legal analysis by applying rigorous, scientifically accepted principles of language analysis to such problems. Experts in the field are employed in a variety of institutions, including law enforcement agencies and academia, and they testify regularly in court. From the legal side, forensic

linguistics has been attracting increasing attention from professors, courts, and litigators.

The joint program allows students to obtain a J.D. and an M.A.L.F.L. in four years, rather than the ordinarily required five. More importantly, as an educational matter, students can integrate both fields by participating in internships and coursework that specifically links legal and forensic linguistic training.

For example, through Hofstra's Forensic Linguistics Justice Project and the Institute for Forensic Linguistics, law students and linguistics students analyze live case data, participate in drafting reports, and provide consultation to criminal lawyers.

1. Program Requirements
   Students may apply to the joint-degree program as they apply to, or during their first year in, either program. However, because of the timing of the various law school activities, potential participants are strongly advised that they will have the smoothest student experience if their four years consist, in order, of:

   - Year 1: First-year M.A.L.F.L studies,
   - Year 2: First-year Law School studies,
   - Year 3: Completion of second-year Law School requirements, plus appropriate electives/requirements in either school,
   - Year 4: Completion of remaining program requirements in either school.

   The J.D./M.A.L.F.L. Selection Committee will review all completed applications and select the new J.D./M.A.L.F.L. class.

   The M.A.L.F.L. program will award up to 3 credits toward the M.A.L.F.L. degree for Law School courses.

   Students must receive at least a B in any M.A.L.F.L. course for the credit to transfer for purposes of the JD degree. Likewise, students must receive at least a B in any Law School course for the credit to transfer for the purposes of the M.A.L.F.L. degree.

   With the approval of the academic advisor, law students in this program may:

   - use their M.A.L.F.L. thesis or capstone to satisfy the Law School's Writing requirement, and
   - be granted experiential credit for work on cases in which Dr. Robert A. Leonard or one of his colleagues is serving as an expert.

   In addition, students will be permitted to enroll in summer session courses in both schools, as appropriate.

By maintaining a cumulative average of at least 3.0 throughout Law School and the M.A.L.F.L., a student will be able to complete the requirements of both degrees within four years. (A student who fails to do this, and therefore must take the additional 9 Law School credits, and the additional 3 M.A.L.F.L. credits, will nonetheless be able to earn both degrees; it will just take five years as it normally would).

Students must meet all academic requirements of each program to earn the joint degree. Conferral of each degree is contingent on conferral of the other, and the JD and M.A.L.F.L. 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 in the joint-degree program will be ranked in the Law School as follows: after the 1L year, joint-degree students will be ranked at the Law School with other full-time 1Ls; after the second year in the joint-degree program, students will be ranked with the then current 1Ls; after the third year, students will be ranked with the then current 2Ls; and after the fourth year, students will be ranked with the then current 3Ls.

In any semester in which a student is registered for classes in both the Law School and the HCLAS, the maximum number of credits that may be taken is 17.

<u>Law School</u>
The program requirements for fulfillment of the law section of the curriculum are:

a. Complete at least 87 credit hours.
b. Maintain a minimum cumulative GPA of 2.3.
c. Pass the following required courses:
    i. All first-year courses.
    ii. Constitutional Law II.
    iii. Evidence.
    iv. Foundational Lawyering Skills.
    v. Perspectives in Legal Analysis & Writing in the final semester.
d. Complete the following requirements:
    i. Fundamentals of Law by the end of orientation.
    ii. Professional Development Program during first year.
    iii. Professional Responsibility Requirement.
    iv. Upper-Level Writing Requirements.
    v. Experiential Credit Requirement.
    vi. Residency Requirement.
e. Complete the required and approved elective M.A.L.F.L. program courses, 36 credits.
f. Complete additional law or other approved credits to a minimum of 87 credit-hours (including the 9 Department of Linguistics credits).

Students may receive academic credit toward the J.D. degree only for M.A.L.F.L. 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 Department of Linguistics, credits to be accepted by the Law School toward the 87 required credit hours:

i. the student must receive at least a B in the course, and
ii. the student must complete the J.D./M.A.L.F.L. curriculum and receive the M.A.L.F.L. degree.

No grades received in the Department of Linguistics courses will be counted in the student's Law School GPA.

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

a. Complete the 11 required courses, 33 credits.
b. Complete one additional Law course, 3 credits (for a total of 36 credits toward the M.A.L.F.L.).

2. Tuition and Financial Aid
Students in the J.D./M.A.L.F.L. program pay tuition as follows:
   a. 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 Hofstra University Department of Linguistics in the College of Liberal Arts and Sciences, they will pay the flat, full-time tuition there.
   b. After beginning the J.D./M.A.L.F.L. 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.

C. 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.

1. Program Requirements
   Students must complete all the requirements of the J.D./M.P.H. program within five academic years, although most can 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% of their law school class to continue in the joint program.

   Students must meet all academic requirements of each program 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.

   <u>Law School</u>
   The program requirements for fulfillment of the law section of the curriculum are:

   a. Complete at least 87 credit hours.
   b. Maintain a minimum cumulative GPA of 2.3.

c. Pass the following required courses:
    i. All first-year courses.
    ii. Constitutional Law II.
    iii. Evidence.
    iv. Foundational Lawyering Skills.
    v. Perspectives in Legal Analysis & Writing.

d. Complete the following:
    i. Fundamentals of Law.
    ii. Professional Development Program.
    iii. Professional Responsibility Requirement.
    iv. Upper-Level Writing Requirements.
    v. Experiential Credit Requirement.
    vi. Residency Requirement.
e. Complete the required and approved elective M.P.H. program courses, 12 credits.
f. 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:

i. the student must receive at least a B- in the course, and
ii. 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.

<u>Health Professions and Human Services School</u>
The program requirements for fulfillment of the public health section of the curriculum are as follows:

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

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

2. Tuition and Financial Aid
   Students in the J.D./M.P.H. program pay tuition as follows:

   a. 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.
   b. 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.

D. J.D./M.A. in Bioethics

The M.A. in Bioethics is a 30-credit program, with 18 credits of requirements and 12 elective credits. Dual degree candidates will be required to complete all requirements of the M.A. as well as the J.D. degree. Since all requirements for the M.A. degree are offered through the Law School, J.D. /M.A. students will not need to interrupt their J.D. program to complete all requirements, and many joint-degree candidates may be able to complete both within four years.

Because the J.D. and Bioethics M.A. degrees are both offered within the Law School, students may attribute 12 credits earned toward the J.D. degree to the fulfillment of the Bioethics M.A. degree.

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 later.

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 with 25 or fewer J.D. students enrolled, 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. 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.
    b. 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.
    c. Perspectives in Legal Analysis and Writing and elective courses with an enrollment of 25 or fewer students.

4. At the request of the course instructor, the senior associate dean for academic affairs may grant a waiver of the rule contained in paragraph 1 in individual instances of extraordinary circumstances if the senior 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 required course 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 required course, 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.

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 is 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 Pass/Fail grade in lieu of a letter grade, OAR shall seek approval from the relevant Hofstra Law professor for the issuance of a Pass/Fail grade for the visiting student. If the professor agrees, the Pass/Fail 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 must promptly amend their application for admission to the Law School to correct any inaccuracy or omission concerning 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 Enrollment Management. If the amendment is so delivered more than 60 days after the commencement of the student's first semester of classes, the Associate Dean for Enrollment Management, may file a complaint with the Dean under the Code of Academic Conduct. Any complaint shall allege a violation of the student's obligation to file such an amendment in a timely manner and shall include a copy of the amendment.

4. 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 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 outlined in Part III of the Code of Academic Conduct but shall not preclude a separate prosecution for violation of the Code of Academic Conduct per Part III thereof and the imposition of a separate penalty for the failure to file a timely amendment of the application for admission**.**
5. 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**.**

D. Extensions and Incompletes

In a paper course or an independent study project, a faculty member may, upon a student's request made before the paper's due date and for good cause shown, subject to the restrictions below, grant an extension of the due date.

An extension of more than three (3) weeks after the end of the examination period must be documented in writing, signed by the faculty member, and submitted to the Office of Academic Records. The required form is available from the Office of Academic Records or at the following link: Paper Extension Form.

Any extension beyond six (6) weeks after the end of the examination period may be granted only with the written approval of the Office of Student Affairs and the consent of the faculty member.

If the requested extension is based on a medical condition or other disability-related accommodation, the student must first submit a request for accommodations, together with any required supporting documentation, to the Office of Student Affairs.

A faculty member may not grant an accommodation-based extension until the Office of Student Affairs has approved the request.

1. Incomplete Grades
    a. An Incomplete ("I") is a temporary grade that may be assigned only in the following circumstances:
        i. **Paper Courses and Independent Study Projects:** An Incomplete shall be assigned when a student has been granted

an approved extension under the policy above to complete a paper or independent study project.

ii. **Examination Courses:** An Incomplete shall be assigned when a student has received an excused absence from the final examination.

An Incomplete may not be assigned for any other reason unless expressly authorized by the Academic Rules or approved by the Office of Student Affairs.

2. Completion of Outstanding Work
   a. A student who receives an "Incomplete" (I) must complete all outstanding work by the approved deadline established under this policy or by any later deadline approved in writing by both the Office of Student Affairs and the faculty member.
   b. If the student completes the required work by the approved deadline, the faculty member shall submit a final letter grade, which shall replace the Incomplete.
      i. 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.
      ii. In an **examination course,** the actual grade earned shall be substituted only if the makeup examination is taken as scheduled.
   c. If the student fails to complete the required work by the approved deadline, and no additional extension has been approved in writing, the Incomplete shall be replaced with a final grade determined by the faculty member in accordance with the grading criteria for the course.

E. Academic Probation

Beginning with the Class of 2029/2030, a student will be placed on academic probation if they fail to achieve a cumulative GPA of 2.43 (or 2.33 for any class prior to 2029/2030) at the end of the first year or any semester thereafter. A student will remain on academic probation until they achieve a cumulative GPA of 2.43 (or 2.33 for years prior) or above. Academic probation is determined by fall and spring semester grades only. 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, without the written permission of the Director of ASP, who will consult with the Associate Dean for Student Affairs before making their 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 before making their decision. A student who is on academic probation may not participate in any externship program.

Students at Risk of Being Placed on Academic Probation

Any student with a cumulative GPA of 2.43 (or 2.33 for years prior to class of 2029/2030) or above but who fails to achieve a GPA of 2.3 (or 2.2 for years prior) in any single semester is required to meet with the Office of Academic Success at least once during the following semester.

F. Dismissal

A student who has failed a required course for the second time is automatically dismissed from the school. A student dismissed on that basis does not have the right to appeal the dismissal. Beginning with the Class of 2029/2030, a student who has not achieved or maintained a cumulative GPA of 2.3 as of the end of the second semester or any semester thereafter is automatically dismissed from the school. A student from classes prior to 2029/2030 who fails to achieve or maintain a cumulative GPA of 2.2 any semester after 1L year is automatically dismissed from the school. A student dismissed on this basis may appeal the dismissals pursuant to section G 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.

G. Readmittance After Dismissal

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 2.3 (or 2.2 prior to Class of 2029/2030) cumulative grade-point average and that (b) there is a substantial likelihood that the student will attain a 2.3 (or 2.2 prior to Class of 2029/2030) cumulative grade-point average by the end of the next semester.

If the Dean grants the petition, the Dean must present the facts and findings to a faculty committee for a vote on the Dean's decision to readmit. If the faculty does not concur with the Dean's decision, the petition for readmission shall be denied.

If the petition is granted, the readmitted student is placed on academic probation, regardless of his or her previous semester's grade-point average and is subject to the same requirements as in section E above. The student will remain on academic probation until the student has attained a cumulative GPA of 2.43 or above. If the readmitted student fails to achieve a 2.3 (or 2.2 prior to the Class or 2029/2030) cumulative grade-point average at the end of any subsequent fall or spring semester, the student shall be dismissed without any right to petition for readmission. There are no further appeal rights after a final decision has been made by either the Dean or the faculty to deny a petition for readmission.

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 mail to the address on file with the Law School. It is students' responsibility to update their mailing address 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 their classes until the petition is denied. If the petition is denied, the student shall be withdrawn 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 while a petition for readmission is pending, the student may remain in their classes until the petition is denied. If the petition is denied, the student shall be permitted to remain enrolled in the summer session course(s) and receive a Pass/Fail grade for such course(s) or may elect to withdraw and receive a tuition refund for the summer session course(s).

H. Prerequisites

Courses listed in the Class Schedule and Registration Information packet and in the Hofstra Law Catalog as prerequisites for certain courses must be completed in order to enroll in such courses. Students who fail prerequisites will not be admitted into the courses for which they serve as prerequisites.

II. Exam 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 Office of Academic Records and Registrar determines the examination schedule for each semester's courses. Any student who does not take a final examination as scheduled, and who fails to obtain the permission of the Office of Student Affairs to take a make-up exam 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 governs conduct during examinations. The Code also sets forth violations relating to plagiarism

and other student behavior. The Code of Academic Conduct covers procedures for resolving disputes and imposing appropriate sanctions in connection with violations.

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.

1. Students are responsible for downloading the exam software. Information regarding how to download and install will be sent via email shortly after the start of the Fall and Spring semesters.

   Students taking open-book examinations who have notes stored on their computers must download or print out their notes well in advance of the examination.

2. Incoming students must download and test the exam software by completing the required mock exams to ensure compatibility with their computers before taking exams. Information on how to download and access the mock exams will be sent out shortly after the start of the Fall and Spring semesters.

Please 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 Sabbath Observer Form Link, 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 date(s) and time(s) by email from the Office of Academic Records and Registrar.

   Students with an exam conflict do not have to take the conflict exam; they can take the exam at its regularly scheduled date/time. Students who choose to do this do not have to notify the Office of Academic Records and Registrar. Exam conflicts exist only in the following situations:

   a. Examinations that are scheduled for the same calendar day.

b. An evening examination, defined as an exam starting at 6 p.m. or later, followed by a morning examination, defined as an exam starting at 8 a.m. or earlier, on consecutive calendar days.

The Office of Academic Records and Registrar 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) are moved or to what day/time to which they are moved.

D. Examination Accommodations for Students with Disabilities

Hofstra University is committed to providing an accessible environment free from all discrimination, including discrimination on the basis of a disability. Where appropriate, the Law School may provide reasonable accommodations that may include extended time on exams, or the use of auxiliary services or assistive technology. These accommodations are reviewed on a case-by-case basis by the Office of Student Affairs, following the University's policy on students with disabilities, and in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Students who wish to request disability-related accommodations should initiate their requests with the Office of Student Affairs as early as possible. In order to begin the interactive accommodation process, students must submit the Request for Reasonable Accommodations Form, as well as the necessary supporting documentation from the appropriate licensed treating professional to the Office of Student Affairs no later than **October 15** for the fall semester and no later than **February 28** for the spring semester.

Additional information on the required supporting documentation can be found here: ADA Guidelines for Documentation by Disability Type

Should a student require additional accommodations, such as physical access or housing, the University's Student Access Services (SAS) can provide this. For more information, please contact SAS@hofstra.edu or see Hofstra University's Student Access Services.

E. Final Examinations

Final written examinations are required in all courses in the Law School, except as otherwise noted. Absent extraordinary circumstances, all students are required to be present for final examinations at the time and place indicated on the examination schedule or sent to them via email. Failure to show up in the correct location could lead to a grade deduction on the exam or result in failure of the exam. Students must turn in examination books or submit the examination answers electronically at the end of the time allowed to answer the examination questions in each course. Each student must then sign out of the exam room in accordance with the instructions from the proctor. An unexcused absence from a

final examination will result 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 the Associate Dean for Student Affairs, or their delegate, determines that there is a demonstration of serious illness or other compelling circumstances for not taking a final examination at the scheduled time, in either a required or an elective course, a makeup exam may be scheduled per Section G.

1. Justification for Excused Absences from Final Examinations
    a. 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 or scheduled time are not sufficient justifications. Tiredness, nervousness, or anxiety is not sufficient justification, except in unusual and extreme circumstances supported by a letter from a physician, psychiatrist, or psychologist as indicated below.
    b. A signed letter must accompany all medical excuses 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.
    c. A request by a student for an excuse from an examination that they have 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.

2. Procedures for Requests for Excused Absences Prior to the Examination Date
    a. 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 before 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 reasonably possible.

b. Where possible, the Office of Student Affairs will notify the student in writing and before the examination date as to the decision on the student's request.
c. 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.

3. Procedures for Requests for Excused Absences on the Examination Date
    a. A request, by a student, on the examination date for an excused absence from a final examination that same day must be presented to the Office of Academic Records or 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.
    b. 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. For a request to be considered, the student must provide legitimate medical or legal documentation as described above to support the request.
    c. Upon receipt and pursuant to review of the request, the Office of Student Affairs will notify the student in writing of 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.

G. Makeup Examinations

If a student's request for rescheduling of, or an excused absence from, an examination is granted, the student must take a makeup examination in the course at a time determined by the Office of Academic Records and Registrar, but no later than five business days from the last scheduled examination for the semester. Exceptions will only be made under extraordinary circumstances. Grades received on makeup examinations are included in the student's GPA. Students who are granted a makeup examination must sign an exam confidentiality form and submit it to the Office of Student Affairs.

H. 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.

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 iPhones, Androids, smart watches, smart glasses, 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 at a low volume or vibrate.

4. Students must follow the instructions of the proctors on all matters in the examination room, including, but not limited to, exam materials, 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 identifying and one female identifying 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 after the examination end time 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. To preserve anonymity, under no circumstances may students reveal to their professor their examination numbers, or disclose information about scheduling or rescheduling an exam, or disclose questions/issues that arose during the examination period. Students may contact the Office of Student Affairs regarding any examination-related problems.

III. Code of Academic Conduct

A. Statement of Principles

The academic community of the Law School is founded on the pursuit of knowledge, the integrity of scholarship, and the mutual respect of all its members. The Code of Academic Conduct reflects the Law School's commitment to fostering an environment that upholds the highest ethical and intellectual standards. As future members of the legal profession, our students are expected to model the values that underpin the rule of law and the fair administration of justice. Because admission to the bar requires demonstration of good moral character and fitness to practice law, students must exhibit integrity, responsibility, and professionalism in all academic and co-curricular endeavors.

B. Violations

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

1. Violations Concerning Examinations:
    a. Obtaining unauthorized information concerning an exam and/or giving such information to another student;
    b. Communicating with anyone, other than the exam proctor, while taking an exam;
    c. Helping another person to cheat on an exam;
    d. Reading, copying, or sharing another student's examination sheet, test booklet, or computer screen during an exam;
    e. Possessing unauthorized materials or tools (such as books, phones, electronic hand-held devices, computers, smartwatches, and smart glasses) in the examination room during an exam and/or consulting such materials or tools during an exam;
    f. Failing to complete an online exam/quiz/assessment within the instructor's authorized setting (e.g., classroom testing environment, online testing environment or lock-down software);
    g. Not adhering to the instructor's guidelines for online exam administration including mandated online environment checks;
    h. Without proper authorization, beginning an exam in person or online before the prescribed start time or continuing to work on the exam after the prescribed time;
    i. Failing to submit all examination materials at the end of an exam or removing examination materials from the examination room without the proctor's or instructor's approval;
    j. Having another person take an exam in one's place;
    k. Submitting work produced with unauthorized collaboration or assistance;
    l. Failing to maintain anonymity regarding examinations.

2. Violations Regarding Plagiarism:
    a. 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:
        i. Quoting, 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.
        ii. Paraphrasing someone else's words, work, or ideas without providing appropriate citations and bibliographic information.
    b. A student violates the Code of Academic Conduct when the student:
        i. Purposely or knowingly plagiarizes or aids another student to plagiarize.
        ii. 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:

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

3. Violations Concerning AI
    a. AI Policy: The right to use and the extent of AI tool use for a particular course is at the faculty's discretion. This includes specific conditions and criteria for permitted applications of the technology. Students must read and abide by any statements in the syllabus regarding AI or seek further information from any instructor if needed. It is important for students to adhere to any established rules for using AI. If the instructor does not provide guidance, students should cite content derived from AI tools using the standard legal citation format. All final works are the sole responsibility of the student. AI tools can generate false or biased content. Hence, it is essential for students to critically evaluate AI generated content before including it in submitted assignments.
    b. A student violates the Code of Academic Conduct when the student purposely or knowingly uses AI in an unauthorized manner.

4. Violations Concerning the Library:
    a. Damaging, destroying, or concealing any property belonging to or deposited in the Law Library.
    b. Possessing any property belonging to or deposited in the Law Library without complying with the prescribed procedures governing circulation of library materials.
    c. Violations of law library policies will be addressed as follows.
    For Hofstra Law Members
        i. First Violation: Verbal reminder issued and documented by library staff.
        ii. Second Violation: Incident is reported to the Office of Student Affairs or the Office of Academic Affairs.
        iii. Subsequent or Serious Violations: Addressed by Student Affairs or the Office of Academic Affairs in consultation with the Office of the Dean; may include temporary or permanent loss of library privileges or other sanctions under Law School or University policies.

d. The University reserves the right to immediately remove any individual who threatens the health or safety of others.

5. Violations Concerning the Disciplinary Process:
    a. Making or soliciting another person to make a material misrepresentation in connection with any procedure under section C of this Code.
    b. Failing to appear and testify before the Disciplinary Committee after due notice and without good cause or soliciting another to violate the student's obligation under this Code to appear and testify.
    c. Failing to produce relevant documents on the demand of the Dean's designee or the Disciplinary Committee or soliciting another to refuse to produce such documents.
    d. Damaging, destroying, or concealing evidence with the purpose of obstructing a proceeding under this Code or soliciting another to damage, destroy, or conceal such evidence.
    e. Failing 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.

6. Other Violations:
    a. Submitting the same or a significantly similar work for credit more than once without the consent of the instructors involved;
    b. Falsifying or fabricating data;
    c. Using computer programs or data without proper authorization or acknowledgment;
    d. Making academic work available to others to present as the recipients' own;
    e. Making someone else's academic work available to others, including course material such as exams or answers to assignments, if not authorized to do so;
    f. Helping another person commit any violation of this code;
    g. Submitting work produced with collaboration or assistance unauthorized by the instructor;
    h. Selling or unauthorized sharing of an instructor's materials (e.g., assignments, lectures, instructional materials, quizzes, exams, and/or the answers) to Hofstra students or outside parties;
    i. Recording a class, workshop, seminar, lecture, or program without the professor's/speaker's permission or consent;
    j. Stealing, damaging, destroying, concealing, or using without authority another student's or faculty member's notes or books;
    k. Making a material misrepresentation to obtain a benefit in connection with any matter for which academic credit is given;
    l. Making a material misrepresentation concerning the student's law school performance and activities on a resume or other oral or written communication;

m. Failing 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.

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. 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 there is probable cause that the alleged infraction is not de minimis and the complaint was filed within a reasonable time, the complaint may be settled administratively 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. Within a reasonable time of making its determination, 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 as the "Presenter of Charges" 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 and the Presenter of Charges 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 Chair of the Disciplinary Committee shall provide to the student all documentation and a list of witnesses to be called at least 3 business days in advance of the hearing.
    c. Upon receipt of the documentation and witness list, the accused may provide a written response to the charge, may request an extension of time for scheduling the hearing, and may stipulate any facts in advance of the hearing to streamline the process.
    d. 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.
    e. 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. The

accused must notify the Disciplinary Committee of its intent to speak, call witnesses, and be represented at the hearing at least 2 business days prior to the hearing.

f. 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.
g. The Chair shall have the authority to require any person to leave the hearing if that person acts in a disruptive manner.
h. A verbatim record of the proceeding shall be made by any means deemed appropriate for the purpose by the Office of Student Affairs.
i. 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.
j. 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/have 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. Changing of grade in relevant courses.
            E. Placement of a letter and final disciplinary committee findings in the accused's personal file.
            F. Oral reprimand.
            G. Restitution or restoration.
            H. Notice and future notice to any bar or law school to which the accused seeks admission.
        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. If a violation is found, the Office of Student Affairs shall notify the violator of their appellate rights.

8. Appeal
   If a violation is found and the accused wishes to appeal to the Dean concerning any aspect of the Committee's determination, the accused shall notify the Chair of the Disciplinary Committee within 48 hours, 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 and is not subject to any further appeal.

   The Dean shall notify the accused, the Presenter of Charges, 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 outlined in this document, supra) against a student who violates the Honor Code or Code of Community Standards of Hofstra University.

IV. Law School Academic Freedom and Free Expression Policy

A. Background and context

Legal education and the development of law require a free, robust, and uninhibited sharing of ideas reflecting a wide range of viewpoints. Becoming an effective advocate or counselor requires learning how to conduct candid and civil discourse in respectful disagreement with others while advancing reasoned and evidence-based arguments. Concerns about civility and mutual respect, however, do not justify barring discussion of ideas because they are controversial or even offensive or disagreeable to some.

B. Academic Freedom

1. Academic freedom is the freedom to pursue specified activities without interference from administration, political figures, boards of trustees, donors, or other entities. But the Law School may (1) require that the individual engaging in those actions clarify that they are not speaking or acting on behalf of the Law School, (2) require that a particular course must cover certain content or develop particular skills consistent with the course description as approved by the faculty, or (3) determine that in-class speech unrelated to the course is not protected.

2. A person who teaches a course or part of a course in the Law School has academic freedom in the following activities:
    a. teaching, including selection of clients and other work related to client representation in clinical programs, running office hours, or holding review sessions.
    b. conducting research,
    c. publishing and otherwise reporting the results of research,
    d. engaging in Law School governance,
    e. participating in law related public service activities, and
    f. speaking and writing for audiences outside academia

3. A librarian has academic freedom in curating library collections and providing information services.

4. If a person covered under this policy believes that their academic freedom has been violated, the person may make a complaint to the office of the Law School dean, and the complaint will be considered pursuant to the Law School Academic Freedom Complaint Procedure.

C. Free Expression of Ideas

1. Faculty, students, and staff have the right to communicate ideas that might be controversial or unpopular, including through robust debates, demonstrations, or protests.

2. The Law School or University administration may place reasonable restrictions on the time, place, and manner of expression.

D. Limitations

Neither academic freedom nor the right to free expression of ideas includes conduct that —

1. willfully violates the law;

2. constitutes a genuine threat or illegal harassment unprotected by the First Amendment;

3. knowingly invades another person’s privacy or confidentiality interests that are protected by law; or

4. hinders another person's free expression by substantially interfering with a Law School function or approved activity, such as a class, a meeting, a library service, an interview, a ceremony, or a public event.

E. Law School Academic Freedom Complaint Procedure

The process set forth in the following paragraphs is to be used by the Law School Academic Freedom Committee ("the Committee") where —

1. a person who teaches in the Law School or a Law School librarian complains that their academic freedom, as defined in this policy, has been violated; and

2. no disciplinary proceeding pursuant to the Special Committee on Grievances – Process has been initiated concerning the issue; and

3. no lawsuit has been brought concerning the issue.

For purposes of this academic freedom procedure, a "faculty member" includes anyone on the full- or part-time faculty, as well as a visiting or adjunct professor. Individuals who are not Law School faculty members or librarians and who teach only a part of a class may direct complaints that their academic freedom has been violated to the Law School dean, or senior associate dean for academic affairs, a final, non-reviewable determination.

1. Composition
   The Committee will be composed of three full-time faculty members of the Law School. The complainant and the party against whom the complaint is made will each select one member of the Committee, and together those two Committee members will select a third member The parties have 10 business days after receiving notice from the Law School dean that a complaint has been filed to select a member of the Committee, and those Committee members have an additional 10 business days to select a third member. The Law School dean may extend each of these deadlines once for up to 10 business days for good cause and, if these deadlines are not met, will appoint any outstanding Committee members.

2. Jurisdiction
   The Committee has authority to determine whether a faculty member or librarian's academic freedom rights have been violated. If a Law School faculty member or librarian complains to the Committee that the faculty member or librarian's academic freedom rights have been violated, the Committee shall hold a hearing and determine the facts. The Committee has no other jurisdiction.

3. Complaint
   A Law School faculty member or a Law School librarian ("the complainant") may file a complaint with the office of the Law School dean specifying exactly how the complainant's academic freedom has been violated. The dean

shall then establish a Committee according to the terms of this procedure. If the Committee determines that the complaint states facts that, if proven, could constitute a violation of academic freedom, the Committee shall deliver a copy of the complaint to each person alleged in the complaint to have violated the complainant's academic freedom ("a named party"). A named party may file a written response with the Committee but is not required to do so. The Committee shall also deliver a copy of the complaint to the Law School dean and the University provost.

4. Recusal
   A Committee member who has witnessed any of the events at issue or has a bias or interest in the dispute shall recuse themselves.

5. Pre-Hearing Meeting
   The Committee will hold a pre-hearing meeting with the parties to (a) simplify the issues, (b) generate stipulations of facts, (c) provide for the exchange of evidence or information, and (d) achieve other appropriate pre-hearing objectives as will make the hearing fair and expeditious. At that meeting, with the consent of the parties, the Committee may try to achieve an amicable resolution of the complaint.

6. The Hearing
   If a pre-hearing meeting has not resolved the dispute, the Committee shall:

   a. schedule a hearing on a date that is mutually acceptable to all parties;
   b. hold the hearing in private;
   c. permit the complainant and each named party to be accompanied by a
   d. representative, who might be a lawyer;
   e. make an audio-recording of the hearing;
   f. provide a copy of the recording to the parties after the hearing;
   g. permit the complainant and each named party to produce witnesses and cross-examine other witnesses; and
   h. grant an adjournment if needed by anyone involved to investigate evidence produced at the hearing.

   The University's counsel shall serve as counsel to the Committee.

7. Burdens of proof
   The complainant has the burden of making a prima facie case that the complainant's academic freedom has been violated. If the complainant makes a prima facie case and if a person named in the complaint defends the actions complained of, that person has the burden of proving by a preponderance of the evidence that those actions did not violate the complainant's academic freedom.

8. Evidence
   The Committee is not bound by strict rules of legal evidence and may admit any evidence probative in determining the issues involved. The Law School

and University shall make witnesses and evidence available if requested by the complainant, the Committee, or a person named in the complaint.

9. Report and Findings
   The Committee shall produce a written report explaining its findings of fact and its determination of whether the complainant's academic freedom has been violated. The Committee shall deliver its report to the complainant, each named party, the Law School dean, and the provost. Nothing precludes the Law School from making such a report available to the ABA during the accreditation process if the ABA requests it.

V. 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. 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:

- All complaints should be submitted in writing either by hand or by email to the senior associate dean for academic affairs or by email to lawdean@hofstra.edu.
- 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 an identified ABA standard.

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

If a student finds it necessary to seek an academic leave from the Law School, the student should reach out to the Office of Student Affairs immediately for approval. Academic leave will be granted only upon a showing of extraordinary and compelling circumstances. Once received, the student must submit the academic leave form through their Hofstra Portal at my.hofstra.edu. 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% for academic leaves granted prior to or during **the first week of classes (by August 30, 2026)**

75% for academic leaves granted during **the third week of classes (by September 6, 2026)**

50% for academic leaves granted during the **fourth week of classes (by September 13, 2026)**

25% for academic leaves granted during **the fifth week of classes (by September 20, 2026)**

0% for academic leaves granted thereafter.

For the purpose of the fall 2026 refund calculation, the first day of classes is: **Monday, August 24th**, for all 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% 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 with 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: Before the end of the semester in which the leave is scheduled to expire, the student must notify the Office of Student Affairs that they expect to return to school at the beginning of the following semester by submitting a completed Re-enrollment Form. If such a 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, based on 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 Law School Office of Student Affairs in a timely manner. It is the responsibility of the student to provide appropriate documentation, in accordance with Hofstra University's disability policies. Information on the student's disability and accommodations is treated as confidential information under applicable federal and state laws and University policies. It is provided only to individuals on a need-to-know basis. For accommodations that are not academic accommodations, students should contact the University's Student Access Services to request accommodations.

B. Procedure

Students who wish to request accommodations must fill out the Maurice A. Deane School of Law Request for Accommodations Form and provide appropriate documentation to the Law School Office of Student Affairs. Once the request is received and reviewed, the student must meet with a representative to engage in the interactive accommodations process. Students should have their request forms in by **October 15** for the Fall semester and **February 28** for the spring semester so that any approved exam accommodations can be set in place for final exams.

C. Grievance Procedure

Students who believe they have been harassed or discriminated against by a University employee because of a disability may bring a complaint under the University's Harassment Policy, available at **hofstra.edu/harassment**.

For concerns regarding non-academic accommodations, students should address these concerns to the Executive Director of Student Access Services at the Student Access Services office at 516-463-7075, SAS@hofstra.edu or Student Access Services**.**

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 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).

Absenteeism for placement interviewing is not an excused absence within the meaning of the attendance policy.

Written medical and bereavement documentation, as well as religious observance forms, will be reviewed after a student has exhausted their permitted absences as provided in the course syllabus. This documentation should be provided to the Office of Student Affairs, not the faculty member or faculty assistant.

IV. Concentrations

Students can 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 online here: 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:

- 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 with the Office of Academic Records. 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 Concentrations Page.

V. Dropping and Adding Courses

A. General Drop/Add Period

The General Drop/Add Period is set by the Office of Academic Records and Registrar and is included in the Class Schedule and Registration Information book. During this period, any student can drop and/or add courses to their schedule without penalty using the Hofstra Online Information System—accessed through the Hofstra Portal. If open spaces become available in classes with a wait list, the Office of Academic Records and Registrar will automatically offer the open seats to the students on the wait list in the order in which the students signed up to be on the wait list. If a student is offered an open seat in a class with a wait list, the student will receive an email from the University Registrar e-mail address (Registrar@hofstra.edu) 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 student will be removed from the wait list and the open seat will be offered to the next student on the wait 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 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 and Registrar. The completed form must be brought to the Office of Academic Records and Registrar 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. For a student to be added into a class during this period, the faculty member must send an email, stating their approval, to the Senior Associate Dean for Academic Records and Registrar - Law.

   The Extended Drop and Add Approval Period applies to all courses, including intensive skills courses that do not meet the entire length of the semester.

C. Withdrawal Period (from elective courses only)

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 and Registrar. The completed form must be brought to the Office of Academic Records and Registrar 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 Registrar 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 recording errors but does not encompass re-evaluation of judgment in grading. 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

The only possible basis for an appeal is if the student believes there was a computational or recording error. A new evaluation of the quality of an examination, paper, or project is not a computational error.

Any appeal must be made in writing to the Dean within 45 days following the start of the fall or spring semester immediately following the semester in which the disputed grade was assigned.

The Dean's determination on the appeal is final, and no further appeal is available within the Law School.

Please note that this 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 senior 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 senior 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 senior 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 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 senior associate dean for academic affairs to take (for Law School credit) University courses that are part of the joint degree program. However, the senior 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.

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 senior associate dean for academic affairs.

Permission to visit another law 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 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 senior associate dean of academic affairs in consultation with the Associate Director of International Law Programs 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

For students without an approved ADA accommodation, recording will be subject to the permission of the professor and the resources of the Law School's audiovisual staff; Law IT will not accept direct requests from students.

Students approved for an ADA accommodation that requires the use of audio recording must abide by the following set guidelines:

A. Policy on Recording Classes as an Approved Accommodation

Students receiving an accommodation that requires use of recording course material must utilize their technology appropriately. Students will notify professors of their accommodation by providing them with their Letter of Accommodation (LOA) at the start of the semester, for each course.

1. The faculty members have discretion to require that recording during class be terminated during classes or portions of classes which involve personal discussion and self-disclosure, where the professor instructs all students to cease taking notes.

2. Recording for class lectures only and does not include interactive classes and/or group discussions.

3. Exporting, uploading, or sharing of any recording software, and any files created is prohibited. AI transcription is provided through a trusted third-party provider (AssemblyAI), and user data is only used to deliver this service securely without being sold, shared for AI training, or changing ownership of the content.

4. Student agrees to waive any rights to ownership of recordings for the semester.

5. Student agrees to erase any recordings or turn over any recordings to the instructor upon completion of the course.

6. Students pledge that all recordings will be used solely for the purpose of access to course content to assist with exams, homework, papers, and class assignments, and will not be used for any other means or shared with others.

XIII. Withdrawal from Law School

If a student finds it necessary to withdraw from the Law School, the student should reach out to the Office of Student Affairs immediately for approval. Once received, the student must submit the withdrawal form through their Hofstra Portal at my.hofstra.edu. 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% for academic leaves granted prior to or during **the first week of classes (by August 30, 2026)**

75% for academic leaves granted during **the third week of classes (by September 6, 2026)**

50% for academic leaves granted during the **fourth week of classes (by September 13, 2026)**

25% for academic leaves granted during **the fifth week of classes (by September 20, 2026)**

0% for academic leaves granted thereafter.

For the purpose of the fall 2026 refund calculation, the first day of classes is: **Monday, August 24th,** for all students.

For information on refunds of federal Title IV funds, see Chapter 9, Section V, B(F). 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 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 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.

II. Study Abroad

The Law School offers multiple opportunities to study abroad throughout the academic year. Available programs include, but are not limited to, a summer study abroad program in Pisa, Italy, a week-long summer Immigration and Border Enforcement study program in San Diego, CA, and Tijuana, México, and a winter intersession study abroad program in Curaçao, the Dutch Caribbean, in cooperation with the University of Baltimore School of Law. All study abroad programs are designed to introduce students to a broad array of transnational legal issues. 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 Visting Student Credit Authorization Form must be completed and approved before students may apply for other study abroad programs.

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 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; and University of Erlangen-Nuremberg (FAU), Germany. Students from these schools also 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 the Hofstra Law Clinic website.

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:

A. individual student research under the direction of a full-time faculty member, including full-time visiting faculty (or with the consent of the Dean's Office, under the direction of an adjunct faculty member); and

B. research by a group of students under the direction of a full-time faculty member, including full-time visiting faculty (or with the consent of the Dean's Office, under the direction of an adjunct faculty member).

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.

To enroll in an independent study, you must complete the Independent Study Enrollment Form and send to lawoar@hofstra.edu. 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 expected time commitment, scope, and complexity of the project. The faculty member must approve the number of credit hours for each independent study sponsored. 42.5 hours of work per semester is expected for each independent study credit.

Students may take a maximum of 6 independent study credits towards their degree. Additional guidelines for students enrolled in independent studies are detailed on the Independent Study Enrollment Form. Students must comply with these requirements to receive credit.

III. Externship Programs

The Externship Programs at the Law School provides students with the opportunity to gain firsthand 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 can engage in a wide range of lawyering skills under the direct supervision of experienced practitioners.

Full -time students are eligible to participate in an externship program after successful completion of the first year of law school. Part-time students are eligible to participate in an externship program after successful completion of the third semester of law school.

A student who has a GPA below 3.0 may not participate in any externship program without the written permission of the Director of the Academic Success Program, who will consult with the Director of Externships and Pro Bono Programs prior to making their decision. A student who has a GPA below 2.43, beginning with the Class of 2029/2030, may not participate in any externship program (or a GPA below 2.33 for any classes prior to 2029/2030.)

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 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 may enroll in each externship course only once. A student who has completed one externship course remains eligible to enroll in a different externship course. (For example, a student who has taken the Civil Externship can take a Criminal Externship, Judicial Externship, or the Northwell In-House Counsel Externship in another semester.) Students participating in an externship may not participate in a 6-credit Clinic during the same semester.

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 for a minimum of 168 hours, 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 externship and to write a reflective paper at the conclusion of the program. In addition, students enrolled in the Externship Program during the summer must work a minimum of 200 hours over eight weeks, attend a mandatory orientation program and participate in online communications 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 Hofstra Law Catalog and contact the Office of Experiential programs, Luciana DeCarlo, Director of Externships and Pro Bono Programs at 516-463-0386 or Luciana.DeCarlo@hofstra.edu for more information.

IV. 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 520 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 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 3.0 to be considered for the Program. Enrollment is limited to 10 students. For more information, please contact Professor Jennifer Gundlach, Executive Director of the Mendel Center for Public Justice, Room 208, Jennifer.Gundlach@hofstra.edu.

V. Pro Bono Requirements

The New York State Court of Appeals requires applicants seeking admission to the New York State Bar to perform 50 hours of pro bono services. For more information, contact the Mendel Center for Public Justice (see "Mendel Center for Public Justice").

A. Pro Bono Opportunities
Hofstra Law offers students opportunities to engage in pro bono legal services in various credit-bearing courses, as well as with outside nonprofit organizations and government agencies.

B. Student Directed Pro-Bono Projects
We have several student-directed pro bono projects, such as the Courtroom Advocates Project, the Unemployment Action Center, the Veterans Legal Assistance Project, Volunteers Preparing Advanced Directives, and the Volunteer Income Tax Assistance Program. Students who are interested in developing new projects can seek support from the Office of Public Justice Programs.

C. 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.

VI. Student Advocacy Programs

The Law School offers students the opportunity to participate in our extensive student advocacy competition program. The program includes participation in internal or external 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, labor, and employment law to sophisticated corporate transactional and international arbitration issues.

Hofstra Law also boasts a robust student-run competition program, including the Dispute Resolution Society, the Hofstra Trial Advocacy Association, and the Moot Court Board. These advocacy organizations hold competitions each semester and invite the entire Law School community to participate. The internal competition program provides a perfect

training ground for those students who are interested in external competitions. 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.

VII. Rules for Election of Non-Classroom Courses

Out of the total 87 credits required for graduation, students may select up to 23 credit 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 table below. 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
Civil Externship	3	2
Criminal Externship	3	2
Judicial Externship	3	2
Northwell In-House Counsel Externship	3	2
Summer Externship	3	3
Clinical Prosecution Practicum	6	0
Federal Civil Litigation Practice Clinical Practicum & Federal Civil Practice Skills	4	2
ACTEC Law Journal	credits vary	equal to no. of credits registered
Family Court Review	credits vary	equal to no. of credits registered
Hofstra Labor & Employment Law Journal	credits vary	equal to no. of credits registered
Hofstra Law Review	credits vary	equal to no. of credits registered
Journal of International Business & Law	credits vary	equal to no. of credits registered
Independent Study	credits vary	equal to no. of credits registered
External DRS, Trial, & Moot Teams	1-2	1-2

VIII. Distance Education Policy

A. Definition. A distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction, and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously.

B. Credit Hours Requirements

1. No student may enroll in a distance education course until completion of 28 hours toward the J.D. degree.

2. Students may enroll in distance education credits not to exceed the number permitted by Section 520.3 of the Rules of the New York Court of Appeals for the Admission of Attorneys and Counselors at Law to the New York Bar based upon study of law in a law school.

Students who do not wish to sit for the New York Bar Examination upon graduation from law school may petition the senior associate dean of academic affairs to take distance education credits exceeding the number permitted by Section 520.3 of the Rules of the New York Court of Appeals. Permission should be granted, barring a compelling reason to deny it. Notwithstanding the preceding, in no case shall a student enroll in distance education credits exceeding the number permitted by ABA's Standards and Rules of Procedure for Approval of Law Schools.

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. The retention policy for such scholarships is:

Students entering law school in Fall 2026:
Students ranked in the top 80% of their class after each academic year will retain 100% of their scholarship.

Students entering law school prior to Fall 2026:
Students ranked in the top 50% of their class after each academic year will retain 100% of their scholarship.

Students ranked between 50% and 65% of their class after each academic year will retain 50% of their scholarship.

Students ranked between 65% and 80% of their class after each academic year will retain 25% of their scholarship.

Students must maintain a cumulative academic rank that places them in the top 50, 65 or 80% (*not rounded*) of their entire graduating class to retain all or a portion of their scholarship.

Please note: 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. After the first year, all full-time and part-time students with a common anticipated graduation date will be ranked together.

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. The retention calculation will only include students with complete grades at the time the rankings are published by the Registrar. For those students with incomplete grades, once the final grades are received, the ranking and retention are calculated for that student only. 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.

As merit scholarship retention is based solely on class rank resulting from academic performance, there is no process for appeal.

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.

Transfer Between Divisions

The amount of scholarship funds awarded may be prorated for students who transfer between divisions. This proration will be based on the percentage of tuition and fees covered by their original scholarship.

II. Fellowships

The Law School offers several Fellowship Programs. Incoming first year students may apply for a fellowship in Business Law; Child and Family Advocacy; LGBTQ+ Rights; Social Justice and Public Justice, and Immigration Advocacy. All law students may apply for the Legal-Tech Fellowship. Upper-level law students may apply for the Health Law Fellowship. 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.

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% (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, as a participant in this program Dean's Honor Scholars will receive invitations to meet with visiting scholars and speakers and to attend faculty workshops. You may also be invited to participate in the planning and administration of law school conferences and/or to provide research assistance for faculty members.

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 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 between 10% and 20% (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, as a participant in this program Dean's Scholars will receive invitations to meet with visiting scholars and speakers and to attend faculty workshops. You may also be invited to participate in the planning and administration of law school conferences and/or to provide research assistance for faculty members.

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 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% 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. CALI 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.

VI. Graduation Honors

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

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

Special awards and recognition will be given at our Graduate and Public service Awards Ceremony, held annually. Students who devote considerable time during their three years at Hofstra Law to public service are also recognized with a Public Service Award.

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 by either 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 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 two 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:	Three credits per semester
Senior Editors:	Two credits per semester
Staff:	One credit per semester

Journal credits count as non-classroom credit hours and are subject to the Rules for Election of Non-Classroom Courses set out in Chapter 6.

I. Student Publications

A. American College of Trusts and Estate Counsel (ACTEC) Law Journal

Email: ACTEC@hofstra.edu
Website: ACTEC Law Journal

The American College of Trust and Estate Counsel, ACTEC, is a very prestigious organization. It has 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's 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 comments and expertise to Congress, the Internal Revenue Service, and the Department of the Treasury.

Authors contributing to the ACTEC Journal 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 engage in the article-editing process. Student staff members and editors are required to write a note, which may be submitted to the ACTEC Law Journal's editors.

The editorial board selects staff members based on grades and a writing competition conducted at the end of each academic year in cooperation with the Hofstra Law Review.

B. Family Court Review (FCR)
Telephone: 516-463-5926
Email: FCR@hofstra.edu
Website: 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 (HLELJ)
Telephone: 516-463-6317
Email: laborlaw@hofstra.edu
Website: Hofstra Labor & Employment Law Journal

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 a vital 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 based on 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 (HLR)
Telephone: 516-463-5910
Email: lawrev@hofstra.edu
Website: Hofstra Law Review

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% 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 to receive an invitation.
- Students may be invited to join based on the annual writing competition in which they are asked to write a memorandum of law analyzing a particular legal problem. Students may be selected on their writing competition scores alone or on a combination of their writing competition scores and cumulative GPAs. The following students are eligible to participate in the writing competition:
    - first and second-year full time students, second and third-year part-time students 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 eligible to participate at the end of their second year.

- 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 that is not already a member of another journal may be invited to join the *Hofstra Law Review* based on 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 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 *Hofstra Law Review* is governed by the *Hofstra Law Review Association Amended and Restated Bylaws*, which can be obtained at the *Hofstra Law Review's* Managing Office.

Each March, a Board of Editors is selected, headed by the Editor-in-Chief. The Board is responsible for carrying out *Hofstra Law Review* policy and managing the publication. *Hofstra Law Review* membership presupposes a student's commitment to legal research and writing and a willingness to work long hours. In addition to the *Hofstra Law Review's* publication work, each student member is required to write an analytical note or case comment for publication in the *Hofstra Law Review*. The Board invites new students to visit its office and learn more about the organization.

E. Journal of International Business and Law (JIBL)
Email: jibl@hofstra.edu
Website: Journal of International Business and Law

The *Journal of International Business and 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.

The editorial board selects staff members based on grades and a writing competition conducted at the end of each academic year in cooperation with the *Hofstra Law Review*.

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 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

For a list of current student organizations 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 204.

C. Procedures and Policies

The Office of Student Affairs publishes a Student Organization Handbook, designed to assist student organization members with the various University and Law School procedures and policies. Copies of the Student Organization Handbook are available on the SBA and Student Affairs Canvas pages. Students who have a GPA of 2.8 and below must receive permission from the Office of Academic Success and the Office of Student Affairs before holding a leadership position for any student organization**.**

CHAPTER 9: LAW SCHOOL OFFICES

I. Academic Records and Registrar, Office of (OAR)

Location: Room 201
Telephone: 516-463-5917
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. From the Main Menu, select the option, "Student Services." From there, follow the links to request your official or unofficial law school transcript. You can request to have your transcript sent via U.S. mail, or electronically.

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. JD students shall have priority over those auditing classes, non-degree candidates, or candidates for a degree other than a JD when registering for courses.

Students should consult their Degree Audit, available through the Degree Works app in the My Hofstra Portal, to make sure they are on track with their graduation requirements before registering for each semester. **It is a student's responsibility to monitor their graduation requirements and make sure they fulfill all the necessary requirements for their degree.**

The Class Schedule and Registration Information Book, Detailed Class Schedule and Box Schedule are available online, during the fall and spring semesters, as well as the summer sessions. This information includes:

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

Juris Doctor 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.

Rankings are done *based on the overall GPA of the student,* as of the end of the fall and spring semesters.

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: 8:00 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 entire 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 Book for the semester.

F. Forms

All of the forms for the Office of Academic Records and Registrar can be found online at Law School Academic Resources.

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

Location: Room 223
Telephone: (516) 463-5878
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 study strategies, as well as analytical and organizational skills, which 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. Available resources include a Fundamentals of Law series for incoming first-year students, workshops on study and examination skills, individual and group meetings with the program director and/or ASP faculty, and online resources, study aids and other materials.

ASP also assists upper-class students with exam preparation for upper-division core courses, bar examination orientation sessions, a for-credit bar preparation course, and supplemental bar examination preparation.

Hofstra Law has partnered with BARBRI to provide resources and support to its J.D. students throughout their degree program and during the summer after graduation.

Key Aspects of the Partnership:

- Integrated Resources: The partnership provides automatic enrollment in BARBRI's supplemental materials, diagnostic exercises, practice questions, and opportunities for early bar skills courses using BARBRI materials.
- Premium Bar Review: Students are also enrolled in BARBRI's Premium Bar Review course and the AdaptiBar MBE Simulator during the summer after graduation.
- Focus on Student Success: This collaboration aims to seamlessly integrate bar review resources into the curriculum and enhance academic success.

III. Career Services, Office of (OCS)

Location: Room 250
Telephone: 516-463-5871
Fax: 516-463-7351
Email: lawcareer@hofstra.edu

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.

   First-year students may not schedule individual counseling sessions until after October 15. This policy is 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 12twenty, the OCS online career services management system.

2. Interview Skills Program
   OCS provides one-on-one interview training. The mock interview programs allow students the opportunity to improve their interviewing skills before 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 12twenty. OCS also schedules mock interview events throughout the year for students to practice their interview skills with alumni and other attorneys.

3. Recruitment Events
   OCS conducts multiple Virtual Interview Programs (VIP) throughout the year.

   Each summer/fall, OCS holds a Virtual Interview Program to give rising second and rising third-year students the opportunity to interview with prospective employers, 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 upwards of 100 employers that conduct their recruitment at that time of year. The spring Virtual Interview Program is a great way for first- and second-year students to obtain a summer placement and for third-year students to find a post-grad job.

4. 12twenty
   Students have access to 12twenty, an online career services management system. Among other things, 12twenty can be used to:
   - Schedule appointments with OCS counselors.
   - RSVP for OCS programs and events.
   - Upload resumes, cover letters, transcripts, writing samples, and other application documents.
   - View and apply to hundreds of postings for internships, externships, and postgraduate employment opportunities.

   To access 12twenty, students must visit https://hofstra-law.12twenty.com/Login and enter their Hofstra Portal credentials.

   All employment positions for Hofstra Law students and alumni are posted using 12twenty. 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 12twenty.

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 interviews 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
   The Law School co-sponsors the Public Interest Legal Career Fair (PILC) hosted virtually by NYU 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 regularly informed of other job fairs throughout the country. Students who are interested in attending PILC should contact the public interest career advisor.

In addition to PILC, 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 Resources
During the fall and spring semesters, students regularly receive emails with information regarding upcoming events, deadlines, and opportunities.

   The Public Service Jobs Directory (PSJD, www.psjd.org) is the online resource connecting public interest law jobseekers 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 to evaluate law schools throughout the country. Law school rankings are based, in part, on 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 to receive their cap and gown, as well as to keep OCS apprised of career developments through March of the year following their graduation. OCS encourages 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.

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 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 OCS's rules for prospective employees and the University's own Code of Academic Conduct during a job search. OCS's rules regarding recruiting as well as relevant sections of Hofstra University's Code of Academic Conduct are available online. Violation of OCS's rules and/or the University's Code of Academic Conduct may result in a student's loss of access to OCS's services, in the discretion of the dean of Career Services.

OCS will verify the accuracy of all GPAs, class ranks, and honors listed on resumes. Resumes containing incorrect information will not be accepted and will be returned to the student with instructions for correction. Purposeful misrepresentations on one's resume may result in disciplinary action.

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% of the class. Number 21 in the class is not in the top 10 %; that student is ranked in the top 10.5% of the class and would state their ranking as either top 10.5% or top 11% but not top 10%. For clarity, you may wish to include both rank and percentile, e.g., "Rank 20/200, Top 10%."

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 x 100)/349 = 14.3 (which would be reflected on a resume as either top 14.3%, top 14.5%, or top 15%).

IV. Financial Aid, Office of

Telephone: 516-463-5916
Fax: 516-463-6264
Email: lawfinaid@hofstra.edu

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 based on merit only. 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.

A. Federal Student Aid (FAFSA)

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 and private funding are as follows:

- Federal Direct Student 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/cost-and-financial-aid/.

Law students can obtain Federal Direct Loans by filing the FAFSA and completing Entrance Counseling and a Master Promissory Note at studentaid.gov.

Students who have questions about the financial aid process should contact the Office of Financial Aid by telephone at 516-463-5916 or by email at lawfinaid@hofstra.edu.

B. Loans

Federal Direct Loan Program

Effective July 1, 2026, entering law students can borrow up to $50,000 per year through the Federal Direct Unsubsidized Loan program.

Continuing students may maintain their current eligibility, allowing borrowing up to $20,500 per year through the Federal Direct Unsubsidized Loan program, as long as they adhere to the standard time to credential guidelines and have not otherwise exhausted their lifetime borrowing maximum.

Payments 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 8.07% for the 2026-2027 academic year. If a student is applying for a Federal Direct Unsubsidized Loan for the first time at Hofstra University, they will need to complete Entrance Counseling and a Master Promissory Note online. Student loan amounts are split into two equal disbursements, one delivered at the beginning of each semester. Federal funds disburse approximately 10 days prior to the start of the semester.

Borrowers should understand that a fee of 1.057 percent will be deducted from the gross amount of the loan borrowed from loans first disbursed on or thereafter July 1, 2026. The borrower should expect to receive 1.057 percent less money than he or she asked to borrow. The borrower can pay any interest that accrues while he or she is a student. When the loan goes into repayment, any unpaid interest will be capitalized. Capitalization means that any interest that accrues while the borrower is a student is added to the principal of the loan; interest will then accrue on the total of the principle and capitalized interest.

The federal government requires that 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.

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

Effective July 1, 2026, this program is not available to entering law students or to continuing law students who have not previously borrowed a federal loan while enrolled. It also becomes unavailable to students that have exhausted their standard time to credential, therefore, moving out of the interim exception group and into the group subject to the new regulations.

The Federal Direct PLUS Loan is a credit-based federal loan program. Students who remain eligible under federal regulations may borrow up to the school-determined cost of attendance minus other financial aid each year through the PLUS Loan program. Please visit https://studentaid.gov for additional information.

If a student has an absence of bad credit (they are 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 has a fixed interest rate of 9.07% for the 2026-2027 year.

Borrowers should understand that a fee of 4.228 percent will be deducted from the gross amount of the loan borrowed from loans first disbursed on or thereafter July 1, 2026. The borrower should expect to receive 4.228 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 the 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.

D. 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.

E. Private/Alternative Educational Loans

Alternative loans can be used to cover up to your total cost of attendance, minus any other financial aid you receive. These loans are offered through various private lenders, with terms and conditions that differ from loans that are guaranteed by the federal government.

A list of lenders that have historically worked with our students and families is displayed through ELM Select.

You may also find the AccessLex website helpful in your review of alternative loan options: AccessLex Private Loan Exchange

F. 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.

G. 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 by contacting the University's Certifying Official, Nancy Metro, Senior Associate Director of Student Financial Services at Nancy.Metro@hofstra.edu.

H. 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.

I. 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. Unsubsidized Federal Stafford Loans
2. Grad PLUS Loans
3. Other Title IV Programs

J. 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 their total credits attempted at Hofstra Law and (2) achieved a cumulative GPA of at least 2.3 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 2.3 by the end of the **s**econd 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 the Hofstra University 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.

K. Tuition and Fees for 2026-2027 (as of July 1, 2026)

J.D. Full-Time Program
Tuition: $ 75,180
Fees: $1,550

J.D. Part-Time Program
Tuition: $ 56,387
Fees: $1,096

LL.M Full-Time Program
Tuition: $75,180
Fees: $730

LL.M. Part-Time Program
Tuition: $ 37,590
Fees: $480

For a more detailed list of fees, please see: Hofstra University Tuition and Fees
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.

L. 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 greatly 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.

M. Stafford Direct Loan Exit Interview

If a student has borrowed under the Federal Stafford Loan Program, they are required by federal regulation to complete an exit interview prior to graduation that describes their rights and responsibilities. Completion of the exit interview via the internet at https://studentaid.gov/ is a simple and quick process.

N. Repayment Process and Options – Federal Student Loans

Federal student loan repayment 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 Direct 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 Direct Stafford Loans.

Borrowers of unsubsidized Federal Direct Stafford Loans, 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. Through Hofstra Law's partnership with AccessLex Institute, we are pleased to provide **AccessConnex**, a free financial counseling service created specifically for law students and graduates. AccessConnex offers confidential, one-on-one counseling with Accredited Financial Counselors (AFC®), who provide personalized, unbiased guidance to

help you understand your repayment options and make informed financial decisions throughout your legal career. To learn more or schedule an appointment, visit www.AccessLex.org/AccessConnex.

You can also use the AccessLex Student Loan Calculator to compare repayment strategies, estimate monthly payments, and understand how different career paths and salaries may affect your repayment over time. Everything you need to know about postponing repayment, repayment plans and calculators, and loan forgiveness options can also be found at www.studentaid.gov. Federal student aid representatives are available at 1-800-433-3243 to discuss available options.

If you have borrowed any private student loan funds, you should contact your lender for repayment options. Interest on these loans typically accrues from disbursement and repayment schedules vary.

O. Rights and Responsibilities – Federal Stafford/Direct Loans

Students have the right to prepay part or the entire federal student 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 Direct 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 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.

P. 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 federal and certain private 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.

Q. Deferment and Forbearance – Federal Loans

If eligible, students may receive a deferment of payments on their federal student loans. 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 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 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 particularly 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. 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
   If 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 on their federal student loans.

   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.

R. Loan Repayment Assistance Program (LRAP)

Upon graduation, students who enter qualified areas of public interest employment may be eligible to apply for the Hofstra Law Loan Repayment Assistance Program. This program, if approved, will forgive portions of outstanding Hofstra Law Loan debt.

1. Criteria:
    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, 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.

V. Information Technology Services

Law I.T. Help Desk, Room 100E
Law School I.T. Help Desk Line: 516-463-4192
Email: lawhelp@hofstra.edu
Website: Information Technology

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.

A. The Law School has several Windows-based computers located in the main computer lab in room 100E. 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.).

B. Hours of Operation
The 100E Computer Lab is accessible during the following times:

1. Semester hours are Mon-Thurs: 8am-9pm; Fri: 8am-4pm. Intercession/Summer: Mon-Thurs: 8am-5pm; Fri: 8am-4pm and can be accessed through a swipe card reader using your HofstraCard.
2. Students can use printers throughout the building. Printers are also located in the library, and in the student lounge area on the second floor of the building.

C. Students receive $120 worth of printing credits each academic year. The credits are issued before the fall semester and expire at the end of the academic year. Black-and-white pages cost $0.05 per page, and color pages cost $0.75 per page on the network printers. To purchase additional print credits, email Bursar@hofstra.edu from your Hofstra Pride email account and include your Hofstra ID number and the of credits you would like to purchase. Charges will be applied through "eBill."

D. 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.

E. *Law IT Help Desk:* The Help Desk, located in 100E in the 1st-floor computer lab, is open for walk-in support services during the following hours of operation:

- Semester: Mon-Thurs: 8am-9pm; Fri: 8am-4pm.
- Intercession/Summer: Mon-Thurs: 8am-5pm; Fri: 8am-4pm.

Help Desk support includes assistance with laptops, mobile devices, wireless access, printing, exam software, and other University related software and applications.

F. 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. All students must take mandatory mock exams on Examplify to familiarize themselves with the test-taking software. Information on how to download and access the mock exams will be sent out shortly after the start of the Fall and Spring semesters.

G. 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 printing and downloading 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 essential information to students via their Hofstra Gmail accounts. Students are therefore required to check their Hofstra Gmail accounts daily. Students who prefer to have their Gmail forwarded to a different email address can stop by the Law I.T. Help Desk for assistance.

H. The Student Bar Association maintains a Canvas page to which students may subscribe. The SBA Canvas page 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, and the Information Technology Services Department.

VI. International Programs, Office of

Telephone: 516-463-4547
Email: InternationalPrograms@hofstra.edu
Website: Office of International Programs

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 and a week-long summer Immigration and Border Enforcement study program in San Diego/Mexico. 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. 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 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; University of Erlangen-Nuremberg (FAU), Germany. Students from these schools can also attend Hofstra Law for a semester.

VII. Law Library

Circulation Desk: 516-463-5898
Reference Desk: 516-463-5908
General Email: lawlib@hofstra.edu
Reference Email: lawreference@hofstra.edu
Website: Law Library

The library's primary goal is to support the curriculum and research needs of the faculty, students, and graduates of the Law School. The library's collection includes 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. All required textbooks are on reserve and available for short-term checkout at the circulation desk. Study aids and study resources are also available at the circulation desk and the library's website. The law library has 11 staff members, including 5 librarians, 3 of whom have earned both a Juris Doctor and a Master of Library Science.

Please be aware of the following select policies for the law library. A comprehensive list of policies is available here: Library Policies

A. Library Hours

Hofstra Law Community Members have 24/7 library access via Hofstra ID card swipe, except during university-designated closures.

During official closures, including extended breaks such as Winter Recess, the Library is closed to all users. Hours during these periods will be clearly posted and reflected on the library website.

Circulation and reference service hours vary throughout the year. For the most up to date hours, please see https://law.hofstra.edu/library/hours/

B. Locating Materials

1. Library Catalog
   The library's online catalog includes all the holdings of the law library and the Axinn Library (the University's central library). The catalog may be accessed from the Law Library website. The catalog is user-friendly and can be searched by title, author, subject or keyword.

2. Interlibrary Loan (ILL)
   If the resources you require are not available through Hofstra, they can be obtained via interlibrary loan. Please see a Reference Librarian for assistance with interlibrary loans. Alternatively, access to other local law libraries can be arranged through the law library's administrative office.

3. Reserve Materials
   Reserve materials are located at the Circulation Desk. These materials include required textbooks and casebooks; materials reserved for courses, current editions of study guides, and frequently used treatises and hornbooks.

4. Databases
   The law library provides access to many digital resources. Highlights include Westlaw, Lexis, Bloomberg, HeinOnline, ProQuest, Lexis Digital Library, and West Academic Study Aids. Please see the full list of databases and digital resources here: https://law.hofstra.edu/library/online-research-resources/?alphaview#rc

5. Axinn
   The central library at Hofstra University is the Joan and Donald E. Axinn Library. Primarily focused on non-legal materials, the Axinn library contains over 600,000 print volumes and provides electronic access to over 150,000 journals and over 300 databases.

C. Study Rooms

Study rooms are available for use by currently enrolled Hofstra Law students and may be used by individuals or groups. Reservations for study rooms are made online at law.hofstra.libcal.com or at the dedicated booking station located at the Circulation desk. Study rooms may be reserved for up to three hours per day, in 30-minute increments. A valid Hofstra email address is required to reserve a study room. Study rooms may be reserved up to one week in advance.

Study carrels are located throughout the library. They may not be reserved.

D. Highlighted Rules and Regulations

The goal of the law library administration and staff is to make the collection freely available to all patrons, consistent with proper and equitable use.
To maintain this open and welcoming environment, we ask all users to be courteous, and abide by all library rules including, but not limited to, the following:

1. Fire and Emergency Procedures
   All patrons must evacuate immediately when fire alarms sound. Elevators may not be used during an evacuation.

2. Doors and Building Access
   a. The Law Library has one official entrance and exit, located on the main level. All users are expected to enter and exit through this entrance.
   b. For safety and security reasons, please do not hold doors open for others or allow entry to individuals who have not used their own authorized ID card. Regardless of the door's current position (open or closed), each person must swipe their own ID to enter the library.
   c. Additional doors on the basement level are designated for accessibility use only and must remain closed when not in use.

d. Propping open fire doors or emergency exits is prohibited under Hofstra University Fire Safety Regulations and applicable fire codes.
e. Users should review Hofstra's official Fire Safety Procedures, available at: https://www.hofstra.edu/facilities-operations/physical-plant.html.
f. Users may not tamper with, block, or disable door-closing mechanisms, alarms, or locking devices.
g. These rules are in place for safety, security, and legal compliance. Violations may result in disciplinary or conduct action under university policy.

3. Noise, Conduct & Professional Decorum
The Law Library maintains designated study zones, including silent, quiet, and discussion areas. Each zone has specific expectations for noise level, conversation, device use, food, and consideration of others. Students and patrons are expected to follow posted zone guidelines, self-regulate their conduct, and seek assistance from Library staff when disruptions persist. Follow the posted food rules in library study zones. The library discourages the following:
    a. Foods with strong odors
    b. Messy or greasy foods
    c. Foods in noisy wrappers or containers

4. Expectations
All patrons share responsibility for maintaining a respectful environment. Self-regulation is encouraged, and patrons may politely remind others of posted zone expectations. Library staff reserve the right to address any disruption to ensure an atmosphere appropriate for legal study and research.
    a. Enforcement
    Violations of this policy will be addressed as follows; however, the University reserves the right to immediately remove any individual who threatens the health or safety of others.

    For Hofstra Law Members
        i. First Violation: Verbal reminder issued and documented by library staff.
        ii. Second Violation: Incident is reported to the Office of Student Affairs or the Office of Academic Affairs
        iii. Subsequent or Serious Violations**:** Addressed by Student Affairs or the Office of Academic Affairs in consultation with the Office of the Dean; may include temporary or permanent loss of library privileges or other sanctions under Law School or University policies.
    b. 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.

VIII. Mendel Center for Public Justice

Location: Suite 203
Email: publicjustice@hofstra.edu

Luciana DeCarlo
Director of Externships and Pro Bono Programs, Room 203A
Luciana.M.DeCarlo@hofstra.edu

Franca Sachs
Director of the Mendel Center for Public Justice, Room 203B
Franca.Sachs@hofstra.edu

Professor Jennifer Gundlach
Executive Director of the Mendel Center of Public Justice, Room 208
Jennifer.Gundlach@hofstra.edu

The Law School offers a range of experiential and public interest/pro bono opportunities for students, and the Office of Public Justice Programs is a clearinghouse for students to find out more about the credit and non-credit options for students.

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, students can 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 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.

A. Externships

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

B. Pro Bono Scholars Program

This program permits students to spend their final semester of law school providing 520 hours of pro bono legal assistance under the supervision of a licensed attorney.

C. Pro Bono Opportunities

1. "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.

2. 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.

3. We invite all students to get involved in one of our existing pro bono projects. In addition, we welcome students to propose innovative 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.

D. Other Experiential Opportunities

1. 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.

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

IX. Student Affairs, Office of (OSA)

Location: Suite 204
Telephone: 516-463-5771
Email: LawStudentAffairs@hofstra.edu

The Office of Student Affairs (OSA) provides you with the assistance, support, and guidance you need to thrive.

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. OSA oversees the SBA and student organizations. The SBA funds approved student organizations as set forth in the student organization handbook. 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

OSA offers individual academic counseling as well as programs and events that will assist students in navigating the curriculum. OSA, along with the Office of

Academic Success and other offices, helps 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 disability accommodations.

C. Personal Counseling

OSA realizes that being a law student is incredibly 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 and Access 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 implements reasonable accommodations on an individualized basis to ensure equal access for learning. Students will be asked to provide appropriate and current documentation to receive reasonable accommodations. (See also "Accommodations.")

E. Well-Being and Peer Mentoring Programs

OSA works alongside the law school administration, faculty, and the SBA to provide programs regarding the importance of maintaining a practice of self-care and wellbeing throughout your time in law school. OSA works with Hofstra University's Student Counseling Services to provide quality mental health interventions that enhance well-being.

OSA coordinates the Peer-to-Peer Mentoring program that pairs incoming first-year students with upper-level students to provide insight on how they can adjust to law school. Mentors provide a layer of support on the ground level and host programs for first year students regarding exam stress and picking classes for their second year.

F. Additional Services

OSA's responsibilities also include:

1. Code of Conduct violations and character and fitness issues. (See also "Continuing Obligation to Report.")

2. Planning Hofstra Law signature programs and social events such as—Orientation, Commencement, Fuel Up for Finals, Wellness Week, Public Interest Week and Ice Cream Social, Journal Symposiums, Barristers' Ball, Journal Banquet, and Advocacy Banquet.

3. Working with the Office of Communications to disseminate important announcements and information.

4. Working with the Office of Career Services to support students in their professional development and position them in the legal community.

5. Working with the Office of Academic Success to ensure students are getting the academic support and counseling they need.

6. Working with the Office of International Programs to support our study abroad programs and our international students.

7. Working with the Office of Experiential Programs so that students have fulfilling and successful externship and pro-bono opportunities.

8. Collaborating with the Academic Dean on academic polices compliance with governing rules and various programs and projects.

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, or any other characteristic protected by state or federal laws (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, 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, other aspects of Hofstra's Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Coordinator for Employee Matters, at HumanResources@Hofstra.edu, 516-463-6859, 205 Hofstra University, Hempstead, NY 11549. Student-related questions or concerns regarding Title IX should be directed to the Title IX Coordinator for Student Issues at StudentTitleIX@Hofstra.edu, 516-463-5841, 127 Wellness & Campus Living Center, Hempstead, NY 11549. For additional contacts and related policies and resources, see http://www.hofstra.edu/eoe.

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. 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 forms available in the Office of Academic Records and Registrar.

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.

V. Academic Freedom Policy

All law students also enjoy the rights and responsibilities contained in the University's "Academic Freedom and Civil Liberties of Students at Hofstra University" policy. The full policy should be read here.

Notice: The Law School reserves the right to change its rules and regulations, academic schedule, admission and graduation requirements, course offerings, modes and/or modalities of instruction (to the extent permitted by the New York Court of Appeals), tuition, 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.

APPENDIX: QUICK GUIDE OF IMPORTANT CONTACT INFORMATION

Topic	Office *Email: _____@hofstra.edu*	Building/Room	Phone: 516-463-ext.
Academic Advisement	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Academic Leave	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Academic Support	Academic Success *Lawacademicsuccess*	Law School, 223	-4008 or 6414
Admissions	Enrollment Management *Lawadmissions*	Joan Axinn Hall	-5916
Alumni	Alumni Relations *Lawalum*	Law School, 244	-2568
Bar Exam Registration	Registrar *Lawoar*	Law School, 201	-5917
Bookstore	Bookstore *hub@bncollege.edu*	Mack Student Center	-6654
Career Guidance	Career Services *Lawcareer*	Law School, 250	-5871
Class Schedules	Academic Records *Lawoar*	Law School, 201	-5971
Clerkships	Career Services *Lawcareer*	Law School, 250	-5871
Clinics	Clinic Office *Lawclinic*	Joan Axinn Hall	-5934
Commencement	Student Affairs *Lawstudentaffairs*	Law School, 204/204	-5771
Computer Support	Information Technology *Lawhelp*	Law School, 030	-4192
Counseling	Student Counseling Center Student Affairs *Lawstudentaffairs*	Wellness Center Law School, 204	-6791 -5771
Diplomas	Academic Records *Lawoar*	Law School, 201	-5971
Disabilities	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Discipline	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Email Accounts	Information Technology *Lawhelp*	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 *Lawstudentaffairs*	Law School, 204	-5771
Exchange Programs	International Programs *Internationalprograms*	Law School, 203	-4547

Topic	Office ***Email: _____@hofstra.edu***	Building/Room	Phone: 516-463-ext.
Experiential Courses	Experiential Programs *Lawexperientiaprograms*	Law School, 203	-0386
Externships	Externship Programs *Lawexperientialprograms*	Law School, 203	-0386
Fees	Student Accounts *Studentfinancialservices*	Memorial Hall, 206	-8000
Financial Aid	Student Financial Services *Lawfinaid*	Joan Axinn Hall	-4619
Graduation Audits	Academic Records *Lawoar*	Law School, 201	-5917
Graduation Requirements	Academic Records *Lawoar*	Law School, 201	-5917
Health Insurance	Wellness Center *Wellnesscenter*	Republic Hall	-6745
Housing	Residential Programs *Reslife*	Mack Student Center	-6930
ID Cards	Hofstra Card Services *Hofstracard*	Mack Student Center	-6942
Journals	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Law Library	Law Library *Lawlib*	Law School, 100	-5898
Letters of Good Standing	Academic Records *Lawoar*	Law School, 201	-5917
LL.M. Programs	Enrollment Management *Llmadmissions*	Joan Axinn Hall	-5916
Meal Plan	Hofstra Card Services *Hofstracard*	Mack Student Center	-6942
Parking	Public Safety ____	Mack Information Center	-6606
Registration	Academic Records *Lawoar*	Law School, 201	-5917
Student Organizations	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Study Abroad	International Programs *Internationalprograms*	Law School, 203	-4547
Transcripts	Academic Records *Lawoar*	Law School, 201	-5917
Transfer Between Divisions	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771
Withdrawal From Law School	Student Affairs *Lawstudentaffairs*	Law School, 204	-5771